

12. COMMENT ON ITEMS 7 THROUGH 10.

13. HAS EMPLOYEE'S PERFORMANCE DURING REPORT PERIOD BEEN SATISFACTORY? Yes No

14. ARE THERE OTHER DUTIES WHICH BETTER SUIT THE EMPLOYEE'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

15. IN WHAT SPECIFIC WAYS, OTHER THAN ENUMERATED ABOVE, CAN THE AGENCY MAKE BETTER USE OF THE EMPLOYEE, TAKING INTO ACCOUNT THE INTERESTS OF THE AGENCY AS WELL AS THOSE OF THE EMPLOYEE?

16. WHAT TRAINING DO YOU RECOMMEND FOR THE EMPLOYEE?

17. ENTER HERE ANY REMARKS PERTAINING TO PARTICULAR QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED PERTINENT TO THE EVALUATION OF THE EMPLOYEE'S PERFORMANCE AND POTENTIAL. OUTSTANDING ASSETS AND EXCEPTIONAL WORK CONTRIBUTIONS, AS WELL AS SERIOUS LIMITATIONS SHOULD BE STATED.

18. _____
DATE SIGNATURE OF SUPERVISOR

19. I HAVE READ AND DISCUSSED THE ABOVE REPORT WITH MY SUPERVISOR. (Comments, if any, are shown below.)

DATE SIGNATURE OF EMPLOYEE

20. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown below.)

DATE SIGNATURE OF REVIEWING OFFICIAL

21. COMMENTS:

PERSONNEL EVALUATION REPORT

(See Instructions on Reverse Side)

~~SECRET~~
SECURITY INFORMATION

INSTRUCTIONS

1. Instruction to the Administrative or Personnel Officer
Consult current Administrative Instructions regarding the initiation and transmittal of this report.
2. Instruction to the Employee
Since this evaluation will become an important part of your record, you should give it as much care and attention as you would like to have it receive from your Supervisor and Reviewing Official. With respect to Items 8, 9 and 10, you should include courses of instruction or assignments, either within or outside of the Agency, which you consider pertinent to your career development.
3. Instruction to the Supervisor and Reviewing Official
 - a. The following traits are generally regarded as having some bearing on an employee's performance and development. Although you are not asked for specific ratings, do not hesitate to refer to these or similar traits in your comments, which should be terse and precise.

COOPERATION	RESOURCEFULNESS
DEPENDABILITY	STABILITY UNDER PRESSURE
ACCURACY	ABILITY TO OBTAIN RESULTS
SECURITY CONSCIOUSNESS	JUDGMENT
INITIATIVE	LEADERSHIP
 - b. In fairness to the employee and in the interest of the Agency, the importance of carefully prepared and accurate Personnel Evaluation Reports can not be overstressed. The following basic principles of evaluation should be kept in mind:
 - (1) Base your judgment on
 - (a) What you have observed the employee do or fail to do.
 - (b) Typical performance as well as critical incidents.
 - (c) Examples relevant to the duties under consideration.
 - (2) Different standards prevail in different assignments. Every effort should be made to arrive at a just estimate of the qualities of the employee as demonstrated during the report period. Avoid exaggerations and superlatives. They detract from the value of the report and are unfair to others.
 - (3) BIASED OPINIONS BASED ON PERSONAL LIKES AND DISLIKES MUST BE SCRUPULOUSLY AVOIDED. IT SHOULD BE BORNE IN MIND THAT THE PREPARATION OF EVALUATION REPORTS IS AN IMPORTANT RESPONSIBILITY OF ALL SUPERVISORS AND THEIR CAREFUL PREPARATION IS AN INDICATION OF THE SUPERVISOR'S OWN ABILITY AND QUALIFICATION FOR THE POSITION HE HOLDS.
4. A FRANK DISCUSSION BETWEEN SUPERVISOR AND EMPLOYEE CONCERNING ALL ITEMS ON THIS FORM IS NECESSARY IN ORDER TO ASSIST IN THE DEVELOPMENT AND BEST USE OF EVERY EMPLOYEE'S CAPABILITIES.

THIS PORTION TO BE DETACHED ONLY BY AUTHORIZED OFFICIAL

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

<i>Items 1 through 6 will be completed by ADMINISTRATIVE OR PERSONNEL OFFICER</i>			
1. NAME (Last) (First) (Middle)		2. GRADE	3. POSITION TITLE
4. OFFICE	STAFF OR DIVISION	BRANCH	<input type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD IF FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT		6. TYPE OF REPORT	
From	To	<input type="checkbox"/> Initial	<input type="checkbox"/> Annual <input type="checkbox"/> Special
		<input type="checkbox"/> Reassignment of Employee:	<input type="checkbox"/> Reassignment of Supervisor
<i>Items 7 through 11 will be completed by EMPLOYEE</i>			
7. DESCRIPTION OF DUTIES DURING REPORT PERIOD. (Describe fully but concisely. List most recent first. Give approximate dates)			
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.			
Name of Course	Location	Length of Course	Date Completed
9. CONSIDERING YOUR APTITUDE, KNOWLEDGE, SKILLS AND INTERESTS, AS WELL AS INTERESTS OF THE AGENCY, WHAT TYPES OF WORK OTHER THAN YOUR PRESENT JOB ASSIGNMENT, WOULD YOU LIKE TO BE CONSIDERED FOR, IN ORDER OF CHOICE?			
Type of Duty	Unit and Location		
A			
B			
C			
Explain:			
10. SPECIFY ANY TRAINING YOU WOULD LIKE TO TAKE TO IMPROVE YOUR VALUE TO THE AGENCY.			
11.			