

~~SECRET~~  
(When Filled In)

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FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle) <b>MILLS, Montrell E.</b>		2. DATE OF BIRTH <b>31 Jan 1924</b>	3. SEX <b>M</b>	4. GRADE <b>GS-13</b>	5. SD <input type="text"/>
6. OFFICIAL POSITION TITLE <b>Investigator (RA)</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>OS</b>		8. CURRENT STATION <input type="text"/>	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. <b>31 January 1965</b>			12. REPORTING PERIOD (From- to) <b>1 January 1964 thru 31 December 1964</b>		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1  Plans and arranges assignment instructions to effect investigative coverage of persons and things.				RATING LETTER  <b>S</b>	
SPECIFIC DUTY NO. 2  Applies <input type="text"/> to conduct of investigations and completes investigations consistent therewith.				RATING LETTER  <b>S</b>	
SPECIFIC DUTY NO. 3  Performs specialized and delicate service requiring tact, poise and judgment.				RATING LETTER  <b>S</b>	
SPECIFIC DUTY NO. 4  Plans and organizes work to achieve expeditious and economical completion of investigative assignments.				RATING LETTER  <b>S</b>	
SPECIFIC DUTY NO. 5  Reports on information obtained through investigative processing and prepares correspondence in connection therewith.				RATING LETTER  <b>P</b>	
SPECIFIC DUTY NO. 6  				RATING LETTER  	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations. Based on your knowledge of employee's overall performance during the rating period, place the letter in the box corresponding to the statement which most accurately reflects his level of performance. <b>21 JAN 1965</b>					RATING LETTER  <b>S</b>

**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Mr. Mills has been assigned for the past several years as the Resident Agent at [redacted] His caseload in that area has over the years been an unusually heavy one and was during the past year lightened to a certain extent by the activation of another Resident Agency at [redacted] In spite of this heavy caseload, Mr. Mills has consistently been able to not only complete an above average number of investigations, but also to conduct complete searching and thorough investigations.

Due in part to this large volume of cases handled, he did for a while accumulate a backlog of cases to be dictated. During the reporting period he was able to eliminate this dictation backlog and since that time has kept fairly current in this aspect of his work.

Through the years he has developed a great many valuable contacts in his area, and is able to handle any type of investigative or support assignment with no problem. He takes a deep interest in his work and a justifiable pride in the quality of his investigations.

In order to enable Mr. Mills to increase his overall value to the organization, it is felt that at sometime in the future he should be given the opportunity of a  
(continued)

**SECTION D**

**CERTIFICATION AND COMMENTS**

<b>1. BY EMPLOYEE</b>		
<b>I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT</b>		
DATE 12 Jan 65	SIGNATURE OF EMPLOYEE <i>Montrell E Mills</i>	
<b>2. BY SUPERVISOR</b>		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 5	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 11 January 1965	OFFICIAL TITLE OF SUPERVISOR Special Agent in Charge	TYPED OR PRINTED NAME AND SIGNATURE [redacted]
<b>3. BY REVIEWING OFFICIAL</b>		
COMMENTS OF REVIEWING OFFICIAL  I concur in this evaluation. This employee has given a strong performance as a Resident Agent for several years. I feel he has a potential for further development, and it is contemplated that he will be assigned to Headquarters prior to 1 July 1965.		
DATE 18 January 65	OFFICIAL TITLE OF REVIEWING OFFICIAL Dep. Director of Security	TYPED OR PRINTED NAME AND SIGNATURE [redacted]

SECTION C

NARRATIVE COMMENTS (continued)

tour of duty at Headquarters. He is a thoroughly experienced investigator and Resident Agent and a definite asset to this office.

Mr. Mills has no supervisory responsibility.