| (when Filled in) | | | | EMPLOYEE SERIAL NUMBER (D) | | |
|--|--|--|---|---------------------------------------|--------------------|--|
| FITNESS REPORT | | | • | | | |
| | GENERA | | | | | |
| 1. NAME (Last) (First) (Middle) | | | 3. SEX | 4. GRADE 5. S | D | |
| MILLS, Montrell E. | | 31/24 | M | GS-13 | | |
| 6. OFFICIAL POSITION TITLE | - 1 1 | F/DIV/BR OF A | SSIGNMENT T | | | |
| Investigator | OS | | | Washingtor | n, D.C. | |
| 9. CHECK (X) TYPE OF APPOINTMENT | 10. C | HECK (X) TYPE | OF REPOR | 1 1 | | |
| X CAREER RESERVE TEMPORARY | | INITIAL | | ļ | MENTSUPERVISOR | |
| CAREER-PROVISIONAL (See instructions - Section C) | X | ANNUAL | | REASSIGN | MENT EMPLOYEE | |
| SPECIAL (Specify): | - | SPECIAL (Spec | . * * * * * * * * * * * * * * * * * * * | | | |
| 11. DATE REPORT DUE IN O.P. | I . | 12. REPORTING PERIOD (From- to-) 1. Tanyangar 1071 - 31 December 1071 | | | | |
| 31 January 1972 | | 1 January 1971 - 31 December 1971 CE EVALUATION | | | | |
| | | | | D 1 | | |
| U-Unsatisfactory Performance is unacceptable. A rating in this cat could range from counseling, to further training, or proposed in Section C. M-Marginal Performance is deficient in some aspects. The reast taken or recommended should be described. | to placing or | n probation, to rec | issignment or | to separation. Desc | ribe action taken | |
| P-Proficient Performance is satisfactory. Desired results are be | ing produced | in the manner exp | pected. | | | |
| S-Strong Performance is characterized by exceptional prof | ficiency. | | | | | |
| O-Outstanding Performance is so exceptional in relation to require work as to warrant special recognition. | rements of the | work and in com | parison to the | performance of ot | hers doing similar | |
| SPE | CIFIC DU | ITIES | | | | |
| List up to six of the most important specific duties performed manner in which employee performs EACH specific duty. Cor with supervisory responsibilities MUST be rated on their abilises processes and analyzes a way and analyzes a way are specific duty no. 1 | nsider ONL ity to super | Y effectiveness vise (indicate r | in perform | ance of that duty mployees supervi | . All employees | |
| requests to determine the validity of the | | | | | | |
| techniques to insure accomplishment. | ne reque | est and the | Dest II. | ivestigative | s | |
| specific duty No. 2 Provides direction and gu | iidance | to the dom | nestic f | ield offices | RATING LETTER | |
| through letters of assignment wherein | | | | | | |
| to be used to insure successful comple | | | | | S | |
| Reviews and analyzes the domestic field offices to insure complithe finished product to the requestor. | iance wi | | | | RATING LETTER | |
| specific duty No. 4 Originates TWX's, cable | | ispatches a | and mer | noranda as | RATING | |
| necessary to effect action and provide supervision. | | - | | | S | |
| SPECIFIC DUTY NO. 5 | <u> </u> | | | | RATING | |
| Represents the Office of a | | | | | LETTER | |
| officers and other representatives of o | _ | g compone | ents con | cerning | | |
| sensitive operational support matters. | | | | | S | |
| SPECIFIC DUTY NO. 6 Maintains records, files | and ticl | klers to in | CIITA DY | omnt | RATING | |
| | | | | | LETTER | |
| attention to pending and deadline cases | and to | msure ma | u opera | | ٦ | |
| support is promptly provided. | | * * . * | | 71 JAN 1972 | S | |
| OVERALL PERFORM | MANCE IN | CURRENT P | OSITION | 17 | | |
| Take into account everything about the employee which influtormance of specific duties, productivity, conduct on job, particular limitations or talents. Based on your knowledge place the letter in the rating box corresponding to the statem | cooperative of employe ent which n | eness, pertinen e's overall per | t personal formance d | traits or habits, uring the rating | and period, S | |
| 7.60 45 OBSOLETE PREVIOUS EDITIONS DATE: NOV 201 | SECHET | Ľ | | Reviewed by (|)P | |

Reviewed by OP

SECRET
(When Filled In)

| | | _ |
|----------|-------------------|---|
| ECTION C | NARRATIVE COMMENT | Г |

SECTION D

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 best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and tunds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

During this reporting period, Mr. Mills has continued his assignment with the

Mr. Mills is a strong asset to this office and is completely competent and willing to handle the most complex operational support assignments. He is most thorough in coordinating and facilitating the details relating to these complex matters. In particular, he is able to project his professional attitude in a mature, straightforward manner and this quality often enables him to penetrate to the core of problems contained in his assignments. Mr. Mills also maintains efficient control of his work and often acts in the stead of his immediate supervisor during the latter's official absence.

He has, during the above reporting period, received two commendations for supervisory participation in sensitive support operations and has been recommended for promotion to the grade of GS-14.

CERTIFICATION AND COMMENTS

| BY EMPLOYEE | | | | |
|--|---|--|--|--|
| I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT | | | | |
| 14 January 1972 | Montrill & Mills | | | |
| 2. 🗡 | BY SUPERVISOR | | | |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION | | | |
| 24 | | | | |
| DATE | OFFICIAL TITLE OF SUPERVISOR TY | | | |
| 14 January 1972 | Chief, | | | |
| 3. | BY REVIEWING OFFICIAL | | | |
| Concur in the ration. | atings as given, and again support the recommendation | | | |
| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR | | | |
| 1/17/72 | Chief, | | | |
| SECPÉT | | | | |