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FITNESS REPORT									
SECTION A GENERAL INFORMATION									
1. EMPLOYEE NUMBER		2. NAME (Last, first, middle)			3. DATE OF BIRTH		4. SEX	5. GRADE	6. SD
		MILLS, Montrell E.			01/31/24		M	GS-13	
7. OFFICIAL POSITION TITLE				8. OFF/DIV/BR OF ASSIGNMENT		9. CURRENT STATION		10. HQ CD	
Investigator				OS		Washington, D.C.		1	
11. TYPE OF APPOINTMENT					12. TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER (Spec.)	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT	<input type="checkbox"/> SPECIAL		
13. REPORTING PERIOD (from-to-)				14. DATE REPORT DUE IN O.P.					
1 January 1972 - 31 December 1972				31 January 1973					
SECTION B QUALIFICATIONS UPDATE									
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.									
SECTION C PERFORMANCE EVALUATION									
U—Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and 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 D.								
M—Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.								
P—Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.								
S—Strong	Performance is characterized by exceptional proficiency.								
O—Outstanding	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.								
SPECIFIC DUTIES									
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	Reviews and analyzes a wide variety of operational support requests to determine the validity of the request and the best investigative techniques to insure accomplishment.							RATING LETTER	S
SPECIFIC DUTY NO. 2	Provides direction and guidance to the domestic field offices through letters of assignment wherein he sets forth the methods and means to be used to insure successful completion of support requirements.							RATING LETTER	O
SPECIFIC DUTY NO. 3	Reviews and analyzes the investigative results from the domestic field offices to insure compliance with requests and disseminates the finished product to the requestor.							RATING LETTER	O
SPECIFIC DUTY NO. 4	Originates TWX's, cables and dispatches and memoranda as necessary to effect action and provide guidance in cases under his supervision.							RATING LETTER	S
SPECIFIC DUTY NO. 5	Represents the Office of Security in conferences with case officers and other representatives of operating components concerning sensitive operational support matters.							RATING LETTER	O
SPECIFIC DUTY NO. 6	Maintains records, files and ticklers to insure prompt attention to pending and deadline cases and to insure that operational support is promptly provided.							RATING LETTER	S
OVERALL PERFORMANCE IN CURRENT POSITION									
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 or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.								RATING LETTER	S
								24	1973

**SECTION D 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 C 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 funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

Since the last reporting period Mr. Mills has continued his assignment with the

Mr. Mills is regarded as a senior desk supervisor and continues to act as branch chief during the official absences of his immediate supervisor. As such, he frequently represents his office in conferences and discussions with other Agency components, particularly in those matters relating to complex and sensitive support requirements. During the reporting period, Mr. Mills has handled several assignments which have required expertise in planning with specific emphasis on cost-effectiveness and allocation of field manpower capabilities. In these instances, Mr. Mills has exhibited a thorough grasp of management skills and does not seek to avoid the making of difficult decisions which are pertinent to structuring proper operational procedures and methodology.

During the reporting period, Mr. Mills has received two written commendations for supervisory responsibilities of successful support operations. The rater again concurs in previous recommendations for the promotion of Mr. Mills to the grade of GS-14.

**SECTION E CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, C AND D OF THIS REPORT

DATE <i>12 Jan '73</i>	SIGNATURE OF EMPLOYEE <i>Montrell E Mills</i>
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2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION <i>36</i>	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
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DATE <i>12 January 1973</i>	OFFICIAL TITLE OF SUPERVISOR <i>Chief, OSB</i>	
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3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I am well aware of Mr. Montrell Mills' professional expertise as a senior desk supervisor and concur wholeheartedly in the ratings by his immediate supervisor. In every sense, he has been observed as a thorough negotiator in behalf of operational support requirements. Although my association only commenced on 4 September 1972, I know him as a valued asset of this Division.

DATE <i>12 January 1973</i>	OFFICIAL TITLE OF REVIEWING OFFICIAL <i>Chief,</i>	
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