

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
<b>SECTION A</b>				<b>GENERAL</b>			
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD	
BARNARD Edward T.		10/10/10		M	14	IT	
6. OFFICIAL POSITION TITLE				7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
IO Contact				DCS/New York Office		[Redacted]	
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"/>	CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/>	ANNUAL	<input type="checkbox"/>	REASSIGNMENT SUPERVISOR
<input type="checkbox"/>	SPECIAL (Specify):			<input type="checkbox"/>	SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From- to-)			
May 1967				1 Apr 66 - 31 Mar 67			
<b>SECTION B</b>				<b>PERFORMANCE EVALUATION</b>			
<p>W - <u>Weak</u> 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>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> 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						RATING LETTER	
[Redacted]						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Locates and develops the potential of domestic organizations and individuals as sources of foreign intelligence.						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Collects intelligence information; briefs and debriefs.						S	
SPECIFIC DUTY NO. 4						RATING LETTER	
Initiates leads and furnishes operational support to other elements of the Agency.						O	
SPECIFIC DUTY NO. 5						RATING LETTER	
Prepares reports, memoranda and other communications.						O	
SPECIFIC DUTY NO. 6						RATING LETTER	
[Redacted]						S	
<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 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

**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 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 C, attach a separate sheet of paper.

This individual's performance of all his duties continued to be excellent in every respect. [redacted] he has a good working knowledge of his geographic area of responsibility throughout which he maintains productive relationships with existing contacts. While his spontaneous development of new sources was limited because of an existing assigned workload, his handling of all types of specific assignments was rapid and effective. He works with imagination, enthusiasm and is highly cooperative. He requires a minimum of supervision but knows when to request advice or guidance. His security consciousness is outstanding. In administrative matters, he directs the maintenance of efficient operations files and records. He is thoroughly cost conscious.

No further training is recommended at this time.

This individual is a strong asset in the domestic collection and support program and excellently suited to his present assignment. It has been a very great pleasure for this supervisor to have been associated with him for these many years.

OFFICE OF PERSONNEL  
AUG 17 2 20 PM '67  
MAIL ROOM

**SECTION D**

**CERTIFICATION AND COMMENTS**

<b>1. BY EMPLOYEE</b>		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 4 August	SIGNATURE OF EMPLOYEE <i>En Samad</i>	
<b>2. BY SUPERVISOR</b>		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 116 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 3 August 1967	OFFICIAL TITLE OF SUPERVISOR Chief, Philadelphia Office (Chief, New York Office during rating period)	SIGNATURE [redacted]
<b>3. BY REVIEWING OFFICIAL</b>		
COMMENTS OF REVIEWING OFFICIAL		
DATE 10 August 1967	OFFICIAL TITLE OF REVIEWING OFFICIAL Director, DCS	SIGNATURE [redacted]