

FITNESS REPORT						EMPLOYEE SERIAL NUMBER				
SECTION A GENERAL										
1. NAME (Last) (First) (Middle) Barnard Edward T.			2. DATE OF BIRTH 1910		3. SEX M	4. GRADE GS-14				
5. SERVICE DESIGNATION OC		6. OFFICIAL POSITION TITLE I.O. (Contact)			7. OFF/DIV/BR OF ASSIGNMENT OO/cD/New York					
8. CAREER STAFF STATUS				9. TYPE OF REPORT						
NOT ELIGIBLE	<input checked="" type="checkbox"/>	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR					
PENDING		DECLINED	DENIED	<input checked="" type="checkbox"/>	REASSIGNMENT/EMPLOYEE					
10. DATE REPORT DUE IN O.P. 31 May 62		11. REPORTING PERIOD From 1 Apr 61 - To 31 Mar 62		SPECIAL (Specify)						
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES										
List up to six of the most important specific duties performed during the rating period. Insert rating number 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).										
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding				
SPECIFIC DUTY NO. 1 Represents the New York Office		RATING NO. 6	SPECIFIC DUTY NO. 4 Prepares intelligence information reports, memoranda, and communications supporting his operations.		RATING NO. 6					
SPECIFIC DUTY NO. 2 Establishes and maintains domestic contact with non-governmental organizations and individuals to collect intelligence information, provide intelligence and operational support		RATING NO. 6	SPECIFIC DUTY NO. 5 Takes action on cases requiring intelligence or operational support for other elements of the Agency		RATING NO. 6					
SPECIFIC DUTY NO. 3 Briefs, debriefs, and generally exploits for information US domestic sources in response to specific requests or spontaneously.		RATING NO. 5	SPECIFIC DUTY NO. 6		RATING NO. 5					
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION										
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.										
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.						RATING NO. 5				
SECTION D DESCRIPTION OF THE EMPLOYEE										
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee										
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree						
CHARACTERISTICS				NOT APPLI-CABLE	NOT OB-SERVED	RATING				
						1	2	3	4	5
GETS THINGS DONE									X	
RESOURCEFUL									X	
ACCEPTS RESPONSIBILITIES									X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES									X	
DOES HIS JOB WITHOUT STRONG SUPPORT										X
FACILITATES SMOOTH OPERATION OF HIS OFFICE									X	
WRITES EFFECTIVELY										X
SECURITY CONSCIOUS										X
THINKS CLEARLY										X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS									X	
OTHER (Specify):										

SEE SECTION "E" ON REVERSE SIDE

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

This individual continues his job performance at a high level of skill and excellence. He has had long experience in the domestic collection and support program and is highly competent representing the Agency and this office in his area. He performs his duties with enthusiasm and dedication, and continues to demonstrate his skill as a well-rounded contact intelligence officer.

No observable weaknesses.

The interests of this individual as well as his capabilities continue to lie in the direction of activities and responsibilities directly connected with operations, which tends to diminish his interest in administration. However, he has the potential for directing the operations activities of others and should be given consideration for a position of such responsibility. For the next 3-4 years he would prefer to remain in his present area of assignment, unless an urgent need arose for his services elsewhere.

Operational training is recommended.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE: 14 Sept 62 SIGNATURE OF EMPLOYEE: [Signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 60 IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON:

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS: REPORT MADE WITHIN LAST 90 DAYS: OTHER (Specify):

DATE: 14 September 1962 OFFICIAL TITLE OF SUPERVISOR: CHIEF, NEW YORK OFFICE TYPED OR PRINTED NAME: [Redacted]

3. BY REVIEWING OFFICIAL

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE: 18 September 1962 OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief, Contact Division [Redacted]