

22

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A GENERAL

1. NAME (Last) (First) (Middle) BARNARD, Edward T.			2. DATE OF BIRTH 10/10/10		3. SEX M	4. GRADE GS-14
5. SERVICE DESIGNATION OC		6. OFFICIAL POSITION TITLE Intelligence Officer (Contact)			7. OFF/DIV/BR OF ASSIGNMENT OO/CD/New York	
8. CAREER STAFF STATUS				9. TYPE OF REPORT		
<input type="checkbox"/> NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT/SUPERVISOR		<input type="checkbox"/>
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT/EMPLOYEE		<input type="checkbox"/>
10. DATE REPORT DUE IN O.P. 31 May 1959		11. REPORTING PERIOD From July 1958 - Mar 59		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. 5	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

CHARACTERISTICS	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 made to employee ^{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.

MAY 22 10 27 AM '59

This individual is a skilled and well rounded contact intelligence officer whose work performance leaves little to be desired. He has a marked enthusiasm for his assigned duties and performs the functions in a highly competent fashion.

No weaknesses worthy of comment have been observed.

The interests of this individual as well as his capabilities are strongly directed toward operational activities and responsibilities, 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. He would prefer to remain in his present area of assignment, unless an urgent need arose for his services elsewhere, for the next 3-4 years.

An operational training course is recommended for this individual.

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 13 May 1959	SIGNATURE OF EMPLOYEE <i>E. T. Barnard</i>
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2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 19	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
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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
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OTHER (Specify):

DATE 13 May 1959	OFFICIAL TITLE OF SUPERVISOR CHIEF, NEW YORK OFFICE	TYPED OR PRINTED NAME
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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	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
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