

6/9/54

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) BARNARD,	(First) Edward T.	(Middle)	2. GRADE GS-13	3. POSITION TITLE Intelligence Officer
4. OFFICE OO	STAFF OR DIVISION Contact	BRANCH New York Office	DEPT'L. <input checked="" type="checkbox"/> FIELD	IF FIELD, SPECIFY STATION New York, N.Y.
5. PERIOD COVERED BY REPORT From 10/21/51 To 10/20/52		6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Reassignment of Supervisor <input type="checkbox"/> Special		

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.  
 I am a Contact Specialist. That entails developing and maintaining contacts with persons who, either as individuals or by reason of their vocational connections, provide information and assistance of value to the Agency. The primary targets are:  
 a) acquiring foreign positive intelligence and editing it into a form most useful to ultimate consumers;  
 b) establishing relationships on the executive level with non-government organizations  
 c) executing such other liaison work of a classified nature as may be directed by the Regional Chief.

The satisfactory performance of the above requires perpetual self-tutoring in matters that are, or may be, of interest to the Agency; it calls for detailed study of all available

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
classified documents, an analytical reading of the daily press, and continuous attention to all other media that can produce a clearer understanding of Agency needs and how to satisfy them.			
# 8. None.			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?  
 The kind described in #7 above.  
 IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.  
 18 December 1952  
 DATE  
 Edward Barnard  
 SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.  
 This person is an outstanding reporter and possesses a probative and retentive mind. He can, without exception, get more facts out of an individual in less time than any other person in my experience. He avails himself of every opportunity for self-indoctrination and that, coupled with a fine background in world affairs (both political and economic), makes him an ideal Contact Specialist, with few reservations.

APPROVED FOR RELEASE  
DATE: FEB 2008

Edw

OFFICE OF PERSONNEL

OFFICE OF PERSONNEL

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?  
This person's performance is most notably good in the field of foreign affairs. Having been a newspaper reporter before associating himself with the Agency, he possesses a flair in this particular field.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF-IMPROVEMENT?  
This person should concentrate on curbing his enthusiasm which, under increased pressure, takes on the complexion of excitement, which is evidenced by loud talking or increased acceleration. Strangers would misinterpret this as frustration, but those with whom he is well acquainted understand and appreciate the true picture.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.  
This person has the ability to assume greater responsibilities but he should have close supervision, not only for the reason stated in 13 above, but because he is not a good work planner and unless guided, would be inclined to devote his attention to things that he enjoys doing rather than those things which need more immediate attention.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)  
We do not recommend reassignment for this person, as we feel that his services are of the greatest value to the Agency in the position which he presently holds. He enjoys his work, is cooperative, and possesses unlimited initiative. His personal initiative at times could be detrimental, as he is inclined to proceed without giving due consideration to the solution of his problems.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?  
I do not recommend either additional training or rotation for this person.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

13 Jan 53  
DATE

SIGN [ ] ISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)

24 January 1954  
DATE

S [ ] OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)