

APPROVED FOR RELEASE DATE:  
12-Nov-2008

(b)(3)  
(b)(2)  
(b)(1)

~~SECRET~~  
(When Filled In)

13

11-19-59

**FITNESS REPORT**

EMPLOYEE SERIAL NUMBER

**SECTION A**

**GENERAL**

1. NAME (Last) (First) (Middle) <b>CARANCI John C.</b>			2. DATE OF BIRTH <b>7 February 1922</b>		3. SEX <b>M.</b>	4. [ ]
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE <b>TECHNOLOGIST</b>			7. OFF/DIV/BR OF ASSIGNMENT	
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 checked="" type="checkbox"/> REASSIGNMENT/SUPERVISOR		
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P. <b>NA</b>		11. REPORTING PERIOD From <b>30 Nov 58</b> To <b>31 May 59</b>		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 <b>Fabricates prototypes from drawings and oral descriptions</b>		RATING NO. <b>5</b>	SPECIFIC DUTY NO. 4		RATING NO. <b>4</b>	
SPECIFIC DUTY NO. 2		RATING NO. <b>5</b>	SPECIFIC DUTY NO. 5		RATING NO. <b>3</b>	
SPECIFIC DUTY NO. 3		RATING NO. <b>4</b>	SPECIFIC DUTY NO. 6		RATING NO.	

**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.  
**4**

**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 APPLICABLE				
NOT OBSERVED				
RATING				
	1	2	3	4
GETS THINGS DONE				<b>XX</b>
RESOURCEFUL			<b>XX</b>	
ACCEPTS RESPONSIBILITIES			<b>XX</b>	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES			<b>XX</b>	
DOES HIS JOB WITHOUT STRONG SUPPORT				<b>XX</b>
FACILITATES SMOOTH OPERATION OF HIS OFFICE				<b>XX</b>
WRITES EFFECTIVELY			<b>XX</b>	
SECURITY CONSCIOUS			<b>XX</b>	
THINKS CLEARLY			<b>XX</b>	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS				<b>XX</b>
OTHER (Specify):			<b>XX</b>	

SEE SECTION "E" ON REVERSE SIDE

SECTION E	NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE
<p>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.</p>	
<p>Subject is a well oriented, [redacted] an excellent team man; and good coordinator. He cooperates fully with other branches and has the capacity to think in terms of more than one job when scheduling proper sequence for efficient machine operations.</p>	
<p>He is aware of the handicap to advancement caused by a lack of training in effective writing, administrative procedures and free hand sketching and has recently investigated the possibility of self improvement through correspondence and locally available courses.</p>	
<p>His working knowledge of the [redacted] language has proved beneficial to operating units on several occasions during the past year. This interest in [redacted] supported by additional training probably should be considered in future assignments.</p>	

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 26 May 1959	SIGNATURE OF EMPLOYEE Subject signed form X 45a in pseudo.	
2. BY SUPERVISOR:		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 24 months	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 26 May 1959	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/>	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.	
<input type="checkbox"/>	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.	
<input type="checkbox"/>	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.	
<input type="checkbox"/>	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.	
COMMENTS OF REVIEWING OFFICIAL		
DATE 26 May 1959	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE