

APPROVED FOR
RELEASE DATE:
12-Nov-2008

~~SECRET~~
(When Filled In)

BUSINESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A GENERAL

1. NAME (Last) (First) (Middle) CARANCI, John C.	2. DATE OF BIRTH 7 Feb 1922	3. SEX M	4. GRADE GS-11	5. SD
6. OFFICIAL POSITION TITLE R&D TECH	7. OFF/DIV/BR OF ASSIGNMENT DDP/TSD	8. CURRENT STATION Headquarters		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY	10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL		REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):		SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 31 October 1962	12. REPORTING PERIOD (From- to-) 31 October 1960 - 30 September 1962			

SECTION B PERFORMANCE EVALUATION

- W - Weak 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.
- A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong Performance is characterized by exceptional proficiency.
- O - Outstanding 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.

SPECIFIC DUTIES

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 P
SPECIFIC DUTY NO. 2		RATING LETTER A
SPECIFIC DUTY NO. 3		RATING LETTER P
SPECIFIC DUTY NO. 4	Designs techniques for special items and develops unusual equipment from oral instructions	RATING LETTER P
SPECIFIC DUTY NO. 5		RATING LETTER
SPECIFIC DUTY NO. 6		RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

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 P
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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 best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Mr. Caranci is versatile and productive in the performance of his duties. He is capable of performing all types of [redacted] and carrying his job through to completion.

He has shown an interest in learning new trades and has taught himself the technique of [redacted] with a minimum of instruction. He has shown further interest by requesting instruction in [redacted]

SECTION D **CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE 19 Oct 62	SIGNATURE OF EMPLOYEE <i>John L. Caranci</i>
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2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 5½ months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
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DATE 10-19-62	OFFICIAL TITLE OF SUPERVISOR Shop Supervisor	[redacted]
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3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

The supervisor's judgment and comments are accurate. The individual is competent, he can probably best be evaluated by a general statement that there is a tendency for Mr. Caranci to try and over-sell himself.

DATE 10/26/62	OFFICIAL TITLE OF REVIEWING OFFICIAL Operations Manager	[redacted]
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