

FITNESS REPORT	EMPLOYEE SERIAL NUMBER <i>310/59</i>
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SECTION A		GENERAL	
1. NAME (Last) <i>Hawkins</i> (First) <i>Adelaide</i> (Middle)	2. DATE OF BIRTH	3. SEX F	4. GRADE GS-13
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE	
		7. OFF/DIV/BR OF ASSIGNMENT NATCA/London	
8. CAREER STAFF STATUS		9. TYPE OF REPORT	
NOT ELIGIBLE <input type="checkbox"/>	MEMBER <input checked="" type="checkbox"/>	DEFERRED <input type="checkbox"/>	INITIAL <input type="checkbox"/>
PENDING <input type="checkbox"/>	DECLINED <input type="checkbox"/>	DENIED <input type="checkbox"/>	REASSIGNMENT/SUPERVISOR <input type="checkbox"/>
		ANNUAL <input checked="" type="checkbox"/>	REASSIGNMENT/EMPLOYEE <input type="checkbox"/>
10. DATE REPORT DUE IN O.P. 28 February 1959		11. REPORTING PERIOD <i>From</i> 7 Oct 58 - 31 Dec 58 <i>To</i>	

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 Acts as staff advisor to Chief, <input type="checkbox"/> on ComSec affairs.		RATING NO. 5	SPECIFIC DUTY NO. 4 Supervises cryptographic and transmission security programs for <input type="checkbox"/> area stations.		RATING NO. 4.5	
SPECIFIC DUTY NO. 2 Supervises the storage assignment, distribution and accounting of <input type="checkbox"/> crypto material.		RATING NO. 4.5	SPECIFIC DUTY NO. 5 Prepares correspondence, reports, and studies on matters relating to area ComSec matters.		RATING NO. 4.5	
SPECIFIC DUTY NO. 3 Conducts liaison with ComSec experts <input type="checkbox"/> in support of tripartite planning.		RATING NO. 5.5	SPECIFIC DUTY NO. 6 Maintains area ComSec records and records relating to tripartite ComSec matters.		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.			
<ul style="list-style-type: none"> 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. 	<table border="1" style="width: 100px; height: 100px; border-collapse: collapse;"> <tr><td style="text-align: center;">RATING NO.</td></tr> <tr><td style="text-align: center; font-size: 1.5em;">4.5</td></tr> </table>	RATING NO.	4.5
RATING NO.			
4.5			

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:					RATING						
					NOT APPLI- CABLE	NOT OB- SERVED	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.

Subject is mature, capable, and imaginative. She is exceptionally well qualified in crypto analytical matters where her experience and imaginative capabilities blend to near perfect effect.

Subject has been somewhat limited in experience prior to this assignment where she has broadened into general fields. The assignment here, however, has limitations which would require further assignments in general communications if further broadening is desired. Subject, however, has made the most of the opportunities afforded her at this post.

Subject has family responsibilities which will continue for an indefinite period of years. Further overseas service should not be contemplated while these responsibilities remain. That she has been able to successfully meet all her official and family responsibilities in a commendable fashion is indicative of her capability and character. She is an excellent employee of considerable value to our organization.

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 January 1959	SIGNATURE OF EMPLOYEE
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2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 18 months	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
OTHER (Specify):	

DATE 16 February 1959	OFFICIAL TITLE OF SUPERVISOR Chief, <input type="text"/>	TYPED OR PRINTED NAME AND SIGNATURE <input type="text"/>
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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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