

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) GUILLOT, Virginia H.		2. DATE OF BIRTH 6 April 1906	3. SEX F	4. GRADE GS-14	5. SD
6. OFFICIAL POSITION TITLE Ops Officer		7. OFF/DIV/BR. OF ASSIGNMENT DDP/WH	8. CURRENT STATION Headquarters		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/>	RESERVE	<input type="checkbox"/>	TEMPORARY
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/>	ANNUAL	
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-) 1 April 64 - 31 March 65		
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
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 Manages a Headquarters desk				RATING LETTER P	
SPECIFIC DUTY NO. 2 Answers correspondence				RATING LETTER S	
SPECIFIC DUTY NO. 3 Provides guidance				RATING LETTER P	
SPECIFIC DUTY NO. 4 Effects coordination within Headquarters on correspondence from field stations				RATING LETTER P	
SPECIFIC DUTY NO. 5 Prepares correspondence for other U. S. Agencies				RATING LETTER P	
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. 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
22 APR 1965					

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective the 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.

Subject answers all correspondence from the field expeditiously and in an efficient manner. Her strength is that she knows the internal workings of Headquarters very well and therefore knows where and how to go about seeking assistance required by the field stations. She writes well and in a concise manner. Her weakness is that she has not been in the field for some years and therefore is inclined to be conservative. It must be noted however that her conservatism has in no way affected the efficient management of the field stations for which she is responsible. She is particularly adept at picking out the flaws and pitfalls

MAIL ROOM

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 12 APR 1965	SIGNATURE OF EMPLOYEE <i>Virginia H. Gallet</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 6 MOS	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE March 1965	OFFICIAL TITLE OF SUPERVISOR DC/WH	EXPER. OR PRINTER NAME AND SIGNATURE
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
DATE March 1965	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH	E

SECRET