

**SECRET**  
(When Filled In)

RECEIVED  
EMPLOY NUMBER

12 MAY 1960

**FITNESS REPORT**

<b>SECTION A</b>		<b>GENERAL</b>			
1. NAME (Last) (First) (Middle) <b>MILLS, Montrell E.</b>		2. DATE OF BIRTH <b>31 January 1924</b>		3. SEX <b>Male</b>	4. GRADE <b>GS-13</b>
5. SERVICE DESIGNATION <b>SD</b>		6. OFFICIAL POSITION TITLE <b>Investigator</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>OS</b>	
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 type="checkbox"/> REASSIGNMENT/SUPERVISOR	
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P. <b>28 February 1960</b>		11. REPORTING PERIOD From To <b>2/28/59 12/31/59</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 Plans and arranges assignment instructions to effect investigative coverage of persons and things.		RATING NO. <b>5</b>	SPECIFIC DUTY NO. 4 Plans and organizes work to achieve expeditious and economical completion of investigative assignments.		RATING NO. <b>5</b>	
SPECIFIC DUTY NO. 2 Applies to conduct of investigations and completes investigations consistent therewith.		RATING NO. <b>5</b>	SPECIFIC DUTY NO. 5 Reports on information obtained through investigative processing and prepares correspondence in connection therewith.		RATING NO. <b>4</b>	
SPECIFIC DUTY NO. 3 Performs specialized and delicate service requiring tact, poise and judgment.		RATING NO. <b>5</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.	<b>RATING NO.</b> <b>5</b>
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.	

**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	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

(b) (1)  
)  
(b) (2)  
)  
(b) (3)  
)  
(b) (6)

**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.

A thoroughly capable, competent, and objective Resident Agent, Mills' performance is distinguished by the professional manner in which he handles an extremely heavy case load in a large, active area. Operating with a minimum of supervision, he consistently turns in a large number of completed assignments, and to do this he works hard, puts in long hours, does a tremendous amount of driving, and does not spare himself. His cooperative attitude and the pride he takes in handling his territory are outstanding. He possesses and exercises good judgment and initiative, he knows his territory well, and has developed excellent contacts and valuable sources of information. During the present rating period, he has shown considerable improvement in handling his administrative matters, but his reports are still not as concise as they should be. This is a minor matter, however, when considered in his over-all performance. He presents an excellent personable appearance, meets people easily, and is extremely security conscious. Considering his experience, his temperament, and capabilities, it is believed that he possesses a very good potential with our Organization.

OFFICE OF PERSONNEL  
MAY 9 2 44 PM '60  
MAIL ROOM

**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	SIGNATURE OF EMPLOYEE
19 April 1960	[Signature]

**2. BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
42	Will be shown to employee at conference time, 2 May 1960.

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
<input type="checkbox"/>	<input type="checkbox"/>
OTHER (Specify):	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
19 April 1960	Special Agent in Charge	[Signature]

**3. BY REVIEWING OFFICIAL**

<input 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 checked="" 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

In view of the ratings given in Sections B and D, it is the reviewer's opinion that Section C should reflect a rating of 4/5 rather than 5.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TY
26 April 1960	Chief, [Signature]	