

FORM 45
DEH

~~SECRET~~
(When Filled In)

FITNESS REPORT	EMPLOYEE SERIAL NUMBER <div style="border: 1px solid black; width: 100px; height: 20px;"></div>
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SECTION A GENERAL							
1. NAME (Last) (First) (Middle) MILLS, Montrell E.			2. DATE OF BIRTH 31 January 24	3. SEX Male	4. GRADE GS-13	5. SD <div style="border: 1px solid black; width: 30px; height: 15px;"></div>	
6. OFFICIAL POSITION TITLE Investigator RA			7. OFF/DIV/BR OF ASSIGNMENT OS		8. CURRENT STATION <div style="border: 1px solid black; width: 100px; height: 15px;"></div>		
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	<input type="checkbox"/>	INITIAL
CAREER-PROVISIONAL (See instructions - Section C)				<input checked="" type="checkbox"/>		ANNUAL	
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 January 63				12. REPORTING PERIOD (From- to-) 1 January 62 - 31 December 62			

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 Plans and arranges assignment instructions to effect investigative coverage of persons and things.	RATING LETTER P
SPECIFIC DUTY NO. 2 Applies <div style="border: 1px solid black; width: 50px; height: 15px;"></div> to conduct of investigations and completes investigations consistent therewith.	RATING LETTER P
SPECIFIC DUTY NO. 3 Performs specialized and delicate service requiring tact, poise and judgment.	RATING LETTER P
SPECIFIC DUTY NO. 4 Plans and organizes work to achieve expeditious and economical completion of investigative assignments.	RATING LETTER P
SPECIFIC DUTY NO. 5 Reports on information obtained through investigative processing and prepares correspondence in connection therewith.	RATING LETTER A/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 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

SECTION C

NARRATIVE COMMENTS

OFFICE OF PERSONNEL
JAN 29 2 42 PM '63

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 or 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.

There has been no significant change in Agent Mills' performance during the past year. Continuing to operate in a thoroughly professional manner, his production has been high and the quality has been maintained. Working hard and usually under pressure, Tex responds to any and all demands made on him and his attitude and cooperative manner are outstanding. Personable, he creates a very favorable impression and wears well. He has established some valuable contacts throughout his territory which have proven very profitable. An experienced, capable and dependable resident agent, Monty's contribution is and has been one of continuing assets.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
76	Discussed telephonically. Will be shown to employee at May Agents Conference.	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 January 1963	Special Agent in Charge	<input style="width: 100%;" type="text"/>
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
<p>I feel that Agent Mills is a better-than-average Resident Agent. Based on personal knowledge and in consideration of the SAC's narrative comments, I would rate him slightly higher than Proficient in over-all performance.</p>		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TY
25 January 1963	DDS <input style="width: 50px;" type="text"/>	<input style="width: 100%;" type="text"/>