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(b) (3)
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(b) (6)
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FITNESS REPORT	EMPLOYEE SERIAL NUMBER <div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;"></div>
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SECTION A					GENERAL				
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD			
MILLS, Montrell E.			31 Jan 1924	M	GS-13	<div style="border: 1px solid black; width: 40px; height: 15px;"></div>			
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION				
Investigator			OS <div style="border: 1px solid black; width: 80px; height: 15px;"></div>		Wash., D.C.				
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	<input type="checkbox"/>	REASSIGNMENT SUPERVISOR
<input type="checkbox"/>	CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/>	ANNUAL	<input type="checkbox"/>	REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):						
11. DATE REPORT DUE IN O.P.					12. REPORTING PERIOD (From- to-)				
25 January 1966					26 July 1965 - 31 December 1965				

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	Reviews and analyses investigative requirements in a high volume of cases covering staff type cases and other EO 10450 cases.	RATING LETTER S
SPECIFIC DUTY NO. 2	Prepares letters of assignment to the domestic field offices, setting forth investigative coverage and providing direction and guidance.	RATING LETTER S
SPECIFIC DUTY NO. 3	Follows the field and insures prompt, timely and complete investigation coverage.	RATING LETTER S
SPECIFIC DUTY NO. 4	Reviews the domestic field office investigative reports to insure proper form and content before transmitting to the requestor.	RATING LETTER S
SPECIFIC DUTY NO. 5	Supervises investigative efforts of the domestic field office and issues critiques and commendations as called for.	RATING LETTER P
SPECIFIC DUTY NO. 6	Coordinates his work as necessary with other components of the Office of Security.	RATING LETTER S

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 rating box corresponding to the statement which most accurately reflects his level of performance.	RATING LETTER S
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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 basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Mr. Mills, despite the fact that he has spent a relatively short time in Headquarters, has demonstrated that as a result of his long service as a field investigator he has acquired vast investigative knowledge which stands him in good stead in making and supervising assignments to the domestic field offices. He applies this knowledge to every aspect of his work. He is well motivated. He has demonstrated cost conscientiousness in the assignment of cases to the domestic field offices.

With more Headquarters experience, Mr. Mills will undoubtedly be qualified for a position of greater supervisory responsibility in the GS-14 level.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE: 6 January 66 SIGNATURE OF EMPLOYEE: Montell E. Mills

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 2 mos. and 4 mos. IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE: 6 Jan 66 OFFICIAL TITLE OF SUPERVISOR: AC

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Mr. Mills has adjusted very well from his field responsibilities to that of a desk supervisor. He has made excellent use of his extensive field experience in his current assignment.

I concur in the ratings and narrative.

DATE: 12 January 1966 OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief, ID