

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

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) <u>Mills</u> (First) <u>Monteall</u> (Middle) <u>S</u>	2. DATE OF BIRTH <u>01/31/24</u>	3. SEX <u>M</u>	4. GRADE <u>GS-13</u>	5. SD <div style="border: 1px solid black; width: 40px; height: 15px;"></div>
6. OFFICIAL POSITION TITLE <u>Security Officer</u>	7. OFF/DIV/BR OF ASSIGNMENT <u>OS</u>	8. CURRENT STATION <div style="border: 1px solid black; width: 100%; height: 15px;"></div>		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY	10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		REASSIGNMENT SUPERVISOR <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	
11. DATE REPORT DUE IN O.P. <u>23 January 1967</u>		12. REPORTING PERIOD (From- to-) <u>1 March 1966 - 31 December 1966</u>		

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 <u>Responsible for maintaining and directing the</u> <div style="border: 1px solid black; width: 150px; height: 15px; display: inline-block;"></div>	RATING LETTER <u>O</u>
SPECIFIC DUTY NO. 2 <u>Responsible for properly utilizing such</u> <div style="border: 1px solid black; width: 150px; height: 15px; display: inline-block;"></div> <u>Office of Security investigative activities.</u>	RATING LETTER <u>O</u>
SPECIFIC DUTY NO. 3 <u>Maintains liaison with senior executives in private industry and government including federal, state, and local authorities.</u>	RATING LETTER <u>S</u>
SPECIFIC DUTY NO. 4 <u>Responsible for the maintenance of proper standards of investigation of</u> <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> <u>cases under his office jurisdiction.</u>	RATING LETTER <u>S</u>
SPECIFIC DUTY NO. 5 <u>Manages and disburses sizable funds in connection with the</u> <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>	RATING LETTER <u>O</u>
SPECIFIC DUTY NO. 6 <u>Responsible for the training of unwitting investigators and clerical personnel under his supervision.</u>	RATING LETTER <u>O</u>

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 <u>O</u>
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SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective the 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 and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

OFFICE OF PERSONNEL
JAN 9 7 30 AM '67

This employee is a mature, seasoned, professional security officer who also possesses a great deal of initiative and drive. He has been formally recommended for promotion from GS-13 to GS-14 on the basis of his performance in his current and past assignments.

This employee currently supervises three unwitting investigators and two clerical employees and also has a management responsibility for the overall operations of the Home Office of the Office of Security proprietary entity.

[] has been responsible for the liaison with our Board of Directors and has also provided excellent suggestions with regard to the efficient management of the proprietary operation. In addition to his recognized managerial capabilities, he has voluntarily assisted in the investigation of a number of cases in order to cut down on the number of pending cases and thereby reduce the overhead costs of the operation. Due to the budgetary limitations, there has been a curtailment of the investigative work in the Home Office area but this has not detracted from the contribution which has been made by []

Continued

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE Dec 16, 1966	SIGNATURE OF EMPLOYEE []
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2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE 16 December 1966	OFFICIAL TITLE OF SUPERVISOR Chief, []	TYPED []
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3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

This employee has, during his long career with Security, consistently turned in an excellent performance. He is presently doing so in his current assignment. I feel, however, that in Specific Duties #2 and #5 a letter rating of "S" would be more appropriate for these reasons: Specific Duty #2 - Employee is given specific guidance and controls from Headquarters in the handling of assignments and, although he has some latitude in this regard, he is inhibited largely by established procedures. Specific Duty #5 - The proprietary has an established fiscal system that was initiated and is maintained by an accountant assigned to the project. Disbursements are made under Headquarters direction and cognizance. Employee's main concern here is to supervise the accountant in his day-to-day work. Overall rating should be "S!"

DATE 27 December 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL Asst. Dep. Dir. of Security/ []	TYPED []
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Section C - Continued

It is the opinion of the rater that [] is fully qualified to handle any equivalent GS-14 position in the Office of Security and that it is regrettable that circumstances required his remaining as a Resident Agent for so long in his career. It is felt that he has excellent potential as demonstrated by his managerial capabilities.

APR 2 1 30 PM '68
FBI - NEW YORK