

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | | | |
|---|---|--------------------------|-----------------------------------|--|--|--------------------------|-------------------------|
| SECTION A. GENERAL | | | | | | | |
| 1. NAME (Last) (First) (Middle) MILLS, Montrell E. | | | 2. DATE OF BIRTH 01/31/24 | 3. SEX M | 4. GRADE GS-13 | 5. SD | |
| 6. OFFICIAL POSITION TITLE Investigator | | | 7. OFF/DIV/BR OF ASSIGNMENT OS | | 8. CURRENT STATION Washington, 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"/> | CAREER-PROVISIONAL (See instructions - Section C) | | | <input checked="" type="checkbox"/> | ANNUAL | <input type="checkbox"/> | REASSIGNMENT SUPERVISOR |
| <input type="checkbox"/> | SPECIAL (Specify): | | | <input type="checkbox"/> | SPECIAL (Specify): | | |
| 11. DATE REPORT DUE IN O.P. 17 January 1969 | | | | 12. REPORTING PERIOD (From- to-) 29 April 1968 - 31 December 1968 | | | |
| 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 Reviews and analyzes a wide variety of operational support requests to determine the validity of the request and the best investigative techniques to insure accomplishment. | | | | | | RATING LETTER S | |
| SPECIFIC DUTY NO. 2 Provides direction and guidance to the domestic field offices through letters of assignment wherein he sets forth the methods and means to be used to insure successful completion of support requirements. | | | | | | RATING LETTER S | |
| SPECIFIC DUTY NO. 3 Reviews and analyzes the investigative results from the domestic field offices to insure compliance with requests and disseminates the finished product to the requestor. | | | | | | RATING LETTER S | |
| SPECIFIC DUTY NO. 4 Originates TWX's, cables, dispatches and memoranda as necessary to effect action and provide guidance in cases under his supervision. | | | | | | RATING LETTER S | |
| SPECIFIC DUTY NO. 5 Represents the Office of Security in conferences with case officers and other representatives of operating components concerning sensitive operational support matters. | | | | | | RATING LETTER S | |
| SPECIFIC DUTY NO. 6 Maintains records, files and ticklers to insure prompt attention to pending and deadline cases and to insure that operational support is promptly provided. | | | | | | 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 the rating box corresponding to the statement which most accurately reflects his level of performance. | | | | | | RATING LETTER S | |

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; provide best 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.

JAN 22 9 10 AM '70

Mr. Mills has been assigned to the [redacted] since 29 April 1968. He continues to perform in an exceptionally proficient manner and has been a distinct asset to the Division, particularly in his support to the Office of Personnel in connection with the Agency's recruitment program on college and university campuses.

Mr. Mills was awarded a Quality Step Increase in August 1969. He attended the Advanced Management (Planning) Course in February 1969. During 1970 consideration will be given to enrolling him in other appropriate Agency courses. Mr. Mills has continued to evidence cost consciousness in handling his assignments, some of which involved expenditure of large sums of money.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE: 12 Jan. 1970
SIG: [redacted]

2.

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 20
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: [redacted]

DATE: 12 Jan 1970
OFFICIAL TITLE OF SUPERVISOR: Dep. Ch., [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the rating given. Mr. Mills is a mature, knowledgeable Security Officer with broad experience in [redacted] Headquarters and the Field.

DATE: 13 Jan. 1970
OFFICIAL TITLE OF REVIEWING OFFICIAL: C [redacted]
SIGNATURE: [redacted]