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CLASSIFICATION

FITNESS REPORT

SECTION A GENERAL INFORMATION

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|---|---|---|---|-------------------|---|
| 1. EMPLOYEE NUMBER [] | 2. NAME (Last, first, middle) MILLS, Montrell E. | 3. DATE OF BIRTH 01/31/24 | 4. SEX M | 5. GRADE GS-13 | 6. SD [] |
| 7. OFFICIAL POSITION TITLE Security Officer | | 8. OFF/DIV/BR OF ASSIGNMENT DDA/OL [] | 9. CURRENT STATION Washington | | 10. CODE (ck one) <input checked="" type="checkbox"/> HQS. <input type="checkbox"/> DF |
| 11. TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> CONTRACT <input type="checkbox"/> OTHER (Spec.) | | | 12. TYPE OF REPORT <input checked="" type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> SPECIAL | | |
| 13. REPORTING PERIOD (from-to-) 31 Dec 73 - 31 Dec 74 | | | 14. DATE REPORT DUE IN O.P. 31 Jan 1975 | | |

SECTION B QUALIFICATIONS UPDATE

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

SECTION C PERFORMANCE EVALUATION

- U—Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and 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 D.
- M—Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
- P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.
- 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).

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|---------------------|--|--------------------|
| SPECIFIC DUTY NO. 1 | Conducts security inspections of various contractor facilities in the United States and provides advice and guidance relative to the Industrial Security standards of this Agency. Prepares appropriate reports. | RATING LETTER S |
| SPECIFIC DUTY NO. 2 | Provides industrial security guidance, on a continuing basis, to contractor personnel, to procurement officers, and to technical representatives of various components of this Agency. | RATING LETTER P |
| SPECIFIC DUTY NO. 3 | Performs miscellaneous duties as an Area Security Officer for the Office of Logistics. Prepares the necessary reports pertaining to such activity. | RATING LETTER S |
| SPECIFIC DUTY NO. 4 | Performs as [] Safety Officer, interfacing with Agency Safety Officer on all matters pertaining to OSHA requirements, safety suggestions, deficiencies and training exercise. | RATING LETTER P |
| SPECIFIC DUTY NO. 5 | | RATING LETTER |
| 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
S

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SECTION D

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 C to 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 D, attach a separate sheet of paper.

JUN 10 9 50 AM '75

Mr. Mills has been assigned to this Staff slightly over one year, and this represents the first fitness report prepared for him. He has been under the supervision of the undersigned for approximately seven months. Although he was initially inexperienced in the Industrial Security Program, Mr. Mills has demonstrated his flexibility in quickly adapting to the intricacies of this assignment. During this period, Mr. Mills attended the Defense Supply Agency training course which has contributed to his overall effectiveness to this program. Mr. Mills' maturity and dependability makes him a real asset, and his enthusiasm and thirst for additional knowledge and techniques to apply to this assignment should aid immeasurably in his future growth with this office.

Mr. Mills does not have any supervisory responsibilities, however, he is cost conscious and judicious in his travel assignments.

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

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|---|---|----------|------------|
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION | | |
| DATE 4-15-75 | OFFICIAL TITLE OF SUPERVISOR Deputy Chief, [redacted], OL | TYPED OR | [redacted] |

2. BY EMPLOYEE

| | | |
|--|---------------|-----------------------|
| STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE | DATE | SIGNATURE OF EMPLOYEE |
| HAVE ATTACHED <input type="checkbox"/> HAVE NOT ATTACHED <input checked="" type="checkbox"/> | 15 April 1975 | Montrell & Mills |

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Mr. Mills' years of experience in the field of domestic investigations made the transition to the industrial security program both quick and painless. He has grasped the problems and challenges of the program and is quick to suggest areas of improvement.

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| DATE 28 May 75 | OFFICIAL TITLE OF REVIEWING OFFICIAL C/VOL | TYPED OR | AND SIGNATURE |
|-------------------|---|----------|---------------|

4. BY EMPLOYEE

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| I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. | DATE 2 June 75 | SIGNATURE OF EMPLOYEE Montrell & Mills |
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CLASSIFICATION