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CLASSIFICATION

(b) (3)
(b) (6)

FITNESS REPORT

SECTION A GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle) MILLS, Montrell E.	3. DATE OF BIRTH 1/31/24	4. SEX M	5. GRADE 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			12. TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER (Spec.)	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT	<input type="checkbox"/> SPECIAL
13. REPORTING PERIOD (from-to-) December 1974 - December 1975				14. DATE REPORT DUE IN O.P. 31 January 1976			

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).

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 S
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 <input type="checkbox"/> Safety Officer, interfacing with Agency Safety Officer on all matters pertaining to OSHA requirements, safety suggestions, deficiencies and training exercise.	RATING LETTER S
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER
APPROVED FOR RELEASE DATE: NOV 2007	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

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CLASSIFICATION
~~SECRET~~

31 MAR 1976

~~SECRET~~
CLASSIFICATION

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.

Mr. Mills has been under the supervision of this evaluator for the past 17 months. During this reporting period, his performance has shown steady growth and improvement which justifies upgrading duties 2 and 4 to "Strong" as compared to the "Proficient" rating which he received for the previous period.

Mr. Mills has demonstrated a high degree of versatility during this reporting period. He competently prepared and edited for publication a new Security Requirements Manual for utilization with OL, XG-classified contracts and also planned and coordinated the Security Staff's move to the [] Building in a very smooth professional manner.

Mr. Mills' maturity and devotion to the Agency and long tenure of exceptional security experience allows him to interface with his contacts in the private sector in a highly desirable manner.

Mr. Mills is highly regarded by his co-workers as well as those individuals in other components with whom he has contact. He is

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 17	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 20 Feb 1976	OFFICIAL TITLE OF SUPERVISOR Deputy Chief, OL	TYPED OR PRINTED NAME AND SIGNATURE

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE 20 Feb '76	SIGNATURE OF EMPLOYEE Montrell E Mills
HAVE ATTACHED <input checked="" type="checkbox"/> HAVE NOT ATTACHED		

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL
Concur wholeheartedly in the comments above. Tex is a mature and dedicated professional Security Officer who takes great pride in accomplishing his tasks in the proper manner. He is highly productive and requires little if any supervision in performing his assigned duties. Tex is extremely thoughtful and practical in his approach to problems. He has displayed exceptional initiative in his efforts to assist Agency technical representatives and contract officers and it is felt he has contributed greatly to the improvement of the Industrial Security Program through his assistance to these people. Tex has the ability to be a good supervisor and it is felt he is qualified for a position requiring more responsibility. He is definitely an asset to this staff and is

DATE 27 Feb 1976	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief,	TYPED OR PRINTED NAME AND SIGNATURE OL
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I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.	DATE 27 Feb. '76	SIGNATURE OF EMPLOYEE Montrell E Mills
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FITNESS REPORT - MILLS, Montrell E.
Dec 74 - Dec 75

NARRATIVE COMMENTS - Cont'd

responsive to constructive criticism and only requires a minimum of supervision. Mr. Mills does not have any supervisory responsibilities in his current assignment.

Mr. Mills is a definite asset to this Staff and warrants an overall "Strong" rating in his current assignment.

COMMENTS OF REVIEWING OFFICIAL - Cont'd

considered by the reviewer to be a very strong performer in all respects.

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