

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.

The assignment of Mr. Mills to this staff has been fortuitous in every respect. A seasoned professional, he has coupled an authoritative knowledge of industrial security with an open and folksy manner which induces a degree of cooperation which is hard to surpass. Mr. Mills employs a common sense approach to problem solving and has gained the confidence of both contractors and Headquarters officers in the manner in which he has succeeded in rectifying situations which could impact on a particular procurement effort.

During the reporting period Mr. Mills wealth of experience has been brought to bear on an area of special importance - the revision and publication of industrial security instructions issued to Contractors handling Agency classified contracts. The timing of his contribution was particularly significant and served to enhance the Industrial Security Program conducted by this Staff.

Mr. Mills is a most willing and dedicated Security careerist whose sustained fine performance will be sadly missed by his associates on the occasion of his retirement.

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION <p style="text-align: center;">21</p>	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION <p style="text-align: center;">Mr. Mills retired prior to completion of report</p>	
DATE <p style="text-align: center;"><i>9 February 1978</i></p>	OFFICIAL TITLE OF SUPERVISOR <p style="text-align: center;">Deputy Chief/OL/SS</p>	TYPE OF SIGNATURE

2. BY EMPLOYEE

I HAVE <input type="checkbox"/> OR HAVE NOT <input type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
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3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the above rating. Mr. Mills is a true professional in his work. He has demonstrated a particular faculty for explaining to and instructing the novice procurement officer concerning the procedures and the philosophy behind the procedures connected with contracting. He is an extremely resourceful and responsible individual. I heartily agree that his services will be deeply missed.

DATE <p style="text-align: center;"><i>9 February 78</i></p>	OFFICIAL TITLE OF REVIEWING OFFICIAL <p style="text-align: center;">Chief, OL </p>	TYPED OR PRINTED NAME 	SIGNATURE
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4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE <input type="checkbox"/> HAVE NOT <input type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
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