

~~SECRET~~

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

23 March 1963

MEMORANDUM FOR: Director of Personnel  
SUBJECT: Fitness Report - Charles P. Collins [redacted]  
POSITION: GS-16, Intelligence Officer - General  
DDI/OCI/Chief, [redacted]  
PERIOD: 1 April 1962 - 31 March 1963

Mr. Collins has served another year as Chief [redacted] (now totaling six years) and during this period has been charged with undertaking additional responsibilities in the field of [redacted]. He continues to discharge his complex responsibilities in a superior manner; he maintains a constructive approach to problems and displays considerable energy in seeking solutions. On rather rare occasions, examples of less than fully completed staff work may emerge, but this is understandable in the light of the nature of his responsibilities and the pressure of deadlines.

RATING OFFICIAL: [redacted]

Huntington D. Sheldon  
Assistant Deputy Director (Intelligence)

I Certify that I Have Read the Above Fitness

Report: [redacted]

Cha Collins

REVIEWING OFFICIAL: [redacted]

Ray S [redacted]  
Deputy Director (Intelligence)

25 MAR 1963

19 APR 1963

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APPROVED FOR RELEASE  
DATE: DEC 2007

SECRET  
Excluded from automatic  
downgrading and  
declassification

<b>FITNESS REPORT</b>	EMPLOYEE SERIAL NUMBER <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div>
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<b>SECTION A GENERAL</b>				
1. NAME (Last) (First) (Middle) COLLINS Charles P	2. DATE OF BIRTH 1916	3. SEX M	4. GRADE GS-16	5. SD <div style="border: 1px solid black; width: 40px; height: 20px;"></div>
6. OFFICIAL POSITION TITLE IO-GENERAL-CH	7. OFF/DIV/BR OF ASSIGNMENT OCI <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	8. CURRENT STATION HDO		
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	REASSIGNMENT SUPERVISOR
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYEE	
<input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 2 APR 1963		12. REPORTING PERIOD (From- to-) 4/1/62-3/31/63		

<b>SECTION B PERFORMANCE EVALUATION</b>	
<b>W - Weak</b>	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.
<b>A - Adequate</b>	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
<b>P - Proficient</b>	Performance is more than satisfactory. Desired results are being produced in a proficient manner.
<b>S - Strong</b>	Performance is characterized by exceptional proficiency.
<b>O - Outstanding</b>	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.

<b>SPECIFIC DUTIES</b>	
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	RATING LETTER
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>	
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
19 APR 1963	

**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 to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

OFFICE OF PERSONNEL  
MAR 28 8 56 AM '63

MAIL ROOM

**SECTION D**

**CERTIFICATION AND COMMENTS**

<b>1. BY EMPLOYEE</b>		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
<b>2. BY SUPERVISOR</b>		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
<b>3. BY REVIEWING OFFICIAL</b>		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE