

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle) BARNARD Edward T.			2. DATE OF BIRTH 10/10/10	3. SEX M	4. GRADE 14	5. SD IT	
6. OFFICIAL POSITION TITLE IO Contact				7. OFF/DIV/BR OF ASSIGNMENT DCS New York Office		8. CURRENT STATION 	
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	REASSIGNMENT SUPERVISOR	
<input type="checkbox"/>	SPECIAL (Specify):			<input type="checkbox"/>	SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. May 1966				12. REPORTING PERIOD (From- to-) 1 April 1965 - 31 March 1966			
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 						RATING LETTER S	
SPECIFIC DUTY NO. 2 Locates and develops the potential of domestic organizations and individuals as sources of foreign intelligence.						RATING LETTER S	
SPECIFIC DUTY NO. 3 Collects intelligence information; briefs and debriefs.						RATING LETTER S	
SPECIFIC DUTY NO. 4 Initiates leads and furnishes operational support to other elements of the Agency.						RATING LETTER O	
SPECIFIC DUTY NO. 5 Prepares reports, memoranda and other communications.						RATING LETTER O	
SPECIFIC DUTY NO. 6 						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

[Signature] 26 JUL 1966

SECTION C **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position ~~by the employee~~ OFFICE OF PERSONNEL and 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 and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If ~~it is~~ JUN 19 11 33 PM '66 special needs needed to complete Section C, attach a separate sheet of paper.

With a great many years' experience in the domestic collection and support program, this individual is an excellent [redacted] requiring minimum supervision. He is enthusiastic, versatile and capable of handling any type of collection or support assignment rapidly and efficiently, possessing as well a personality which enables him to establish contacts and represent the Agency in his area with distinct success. He has been particularly effective in providing operational support in connection with clandestine services targets in his area and in gathering assessment data for operational purposes. He has an outstanding ability to express himself in writing; his reports and communications are expertly prepared. During the rating period [redacted] was transferred without a replacement; he has put forth considerable effort to take over the former's more important contacts and sources, concentrating on priority targets, and has assumed responsibility for [redacted] cases which he has handled most effectively. His sense of security is outstanding.

In his administration capacity he directs the maintenance of efficient operations files and records. He is thoroughly cost conscious and economy minded. While his supervisory experience has been brief and [redacted] there is every reason to believe he would be a fully competent supervisor.

This individual is excellently suited to his present assignment in which he would prefer to remain for personal family reasons, at least for the present. No further training recommended except for four weeks' on-the-job experience in DCS headquarters.

SECTION D **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE 27 June 66	SIGNATURE OF EMPLOYEE <i>[Signature]</i>
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2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 104	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
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DATE 27 June 1966	OFFICIAL TITLE OF SUPERVISOR Chief, New York Office	T	[redacted] NATURE
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3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur.

DATE 7 July 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL D/DCS
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