

APPROVED FOR RELEASE DATE:
12-Nov-2008

(b) (1)
(b) (2)
(b) (3)

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(When Filled In)

FITNESS REPORT		EMPLOYEE SERIAL NUMBER	
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SECTION A GENERAL					
1. NAME (Last) (First) (Middle) CARANCI, John C.		2. DATE OF BIRTH 7 Feb-22	3. SEX M	4. GRADE GS-11	5. SD
6. OFFICIAL POSITION TITLE D&E Tech		7. OFF/DIV/BR OF ASSIGNMENT			(b)(3)
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			(b)(1)
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify):		<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 30 November 1966			12. REPORTING PERIOD (From- to-) 1 September 1965-30 September 1966		

SECTION B PERFORMANCE EVALUATION	
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.
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.
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		RATING LETTER
		S
SPECIFIC DUTY NO. 2		RATING LETTER
		S
SPECIFIC DUTY NO. 3		RATING LETTER
		O
SPECIFIC DUTY NO. 4		RATING LETTER
		S
SPECIFIC DUTY NO. 5	Assumes supervision of the Section in the absence of the supervisor including record keeping and the writing of cables, dispatches and reports.	RATING LETTER
		S
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

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.

MAIL ROOM

Subject has served several tours of duty overseas both in Europe and the Far East. These many years of operational concealment experience combined with his superior mechanical knowledge make this individual one of the best men in the [redacted] business. As a result of this field experience he possesses a high degree of operational as well as technical awareness. As a member of the [redacted] he has carried out his duties in a highly professional manner.

Subject continues to handle in an expeditious manner the relations with local contractors for the manufacture of production line items utilized [redacted]. His high degree of cost consciousness is reflected in the use of equipment, materials and especially in his negotiation with contractors.

This man possesses supervisory and administrative talents which he utilizes in managing the [redacted] during the absences of the supervisor. Because of his many talents I would not hesitate in recommending this man for consideration for assignment to the [redacted] of [redacted] or [redacted] upon completion of his tour with [redacted] TSD [redacted] or [redacted] TSD [redacted]

It is again recommended that this individual be promoted to the next higher grade.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE 27 October 1966	SIGNATURE OF EMPLOYEE /s/ John C. Caranci
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2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

4 months		
DATE 27 October 1966	OFFICIAL TITLE OF SUPERVISOR C/ [redacted]	TYPED OR PRINTED NAME AND SIGNATURE [redacted]

3. COMMENTS OF REVIEWING OFFICIAL

The Reviewer concurs in the above report. Subject continues his very Strong performance. He requires a bare minimum of supervision and can be consistently counted on to complete the numerous and varied jobs, many with extremely short deadlines, well within the operational time limits. During the absences of the Chief, [redacted] he assumes all the responsibilities in a Strong manner thus insuring good continued supervision of the work. Even after all the years of making [redacted] he has not gotten stale. He continues to apply good common sense, a high degree of creativity and an excellent technical know-how and knowledge [redacted]. He is a strong member of this unit.

DATE 14 November 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL C/ [redacted]	TYPED OR PRINTED NAME AND SIGNATURE /s/ [redacted]
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FITNESS REPORT - Section B Continued

7. Handles production contracts for outside production of items needed in quantity.

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