

~~SECRET~~
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) Caranci John			2. DATE OF BIRTH 7 Feb '22	3. SEX M	4. GRADE GS-11
6. OFFICIAL POSITION TITLE D&E Tech			7. OFF/DIV/BR DDP/TS		
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
CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/>	ANNUAL	
SPECIAL (Specify):			<input checked="" type="checkbox"/>	SPECIAL (Specify): Promotion Request	
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-) 1 October 64 - 31 August 1965		
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				RATING LETTER	
[]				S	
SPECIFIC DUTY NO. 3				RATING LETTER	
Undertakes all tasks expected of a []				O	
SPECIFIC DUTY NO. 4				RATING LETTER	
Assists in operational and quasi-operational matters.				P	
SPECIFIC DUTY NO. 5				RATING LETTER	
[]				S	
SPECIFIC DUTY NO. 6				RATING LETTER	
Acts as manager for outside production of items need in quantity.				S	
7. Assumes charge of section in the absence of the supervisor, including handling records and paperwork.				P	
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
3 SEP 1965					S

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SECTION C

NARRATIVE COMMENTS

~~OFFICE OF PERSONNEL~~

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective the 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.

SEP 3 10 45 AM '65

As indicated in the foregoing, Subject is highly capable, thinks clearly and displays initiative. Subject has the capacity for readily interrupting one task to undertake another, a valuable ability not possessed universally.

Subject shows a thorough awareness of the operational, as well as the technical aspects of his assignments.

Subject is cost conscious, as evidence of which he negotiated a substantial price reduction in the cost of [redacted] obtained from a local contractor.

Subject has performed creditably in undertaking operational tasks not normally within the scope of his duties, and has received commendatory mention for one such undertaking.

Subject does not require close supervision, and can be depended upon to work steadily and reliably, following and interpreting his instructions with judgement and intelligence.

Subject has been recommended for promotion.

SECTION D

CERTIFICATION AND COMMENTS

1. **BY EMPLOYEE**

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

DATE
23 August 65

SIGNATURE OF EMPLOYEE
/s/ John Caranci

2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION
23 months

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE
23 August 1965

OFFICIAL TITLE OF SUPERVISOR
C, [redacted]

TYPED OR PRINTED NAME AND SIGNATURE
/s/ [redacted]

3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

The reviewer concurs with the above report. Subject continues his "Strong" overall performance. Because of his variety of skills and talents which he uses with good common sense and sound judgement, he was selected to assist [redacted]. He continues to show a high degree of creativity with many good ideas for [redacted] and offers fine suggestions and advise to the various requestors. He is a valuable employee to the Unit and we are delighted that he is being given another tour here.

DATE
23 Aug 65

OFFICIAL TITLE OF REVIEWING OFFICIAL
C, [redacted]

TYPED OR PRINTED NAME AND SIGNATURE
/s/ [redacted]

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