

APPROVED FOR  
RELEASE DATE:  
12-Nov-2008

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

~~SECRET~~  
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

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 DDP/TSD		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	INITIAL	REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):		SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 30 November 1964		12. REPORTING PERIOD (From- to-) 30 Sept 63 - 30 Sept 1964			

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	Assists in operational and quasi-operational matters.	RATING LETTER P
SPECIFIC DUTY NO. 5		RATING LETTER S
SPECIFIC DUTY NO. 6	Acts as manager for outside production of items needed in quantity.	RATING LETTER 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 S
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4 DEC 1964

OFFICE OF PERSONNEL

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

As indicated in the foregoing, Subject is exceptionally capable. He is resourceful, thinks clearly, and displays initiative. Subject has the capacity for readily interrupting one task to undertake another of higher priority; a valuable ability not possessed by everyone, and of great benefit in this branch of the Clandestine Service. Subject displays a good understanding of the operational, as well as the technical aspects of his assignments.

Subject has performed most creditably in undertaking operational tasks not normally within the scope of his duties.

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.

It is intended that Subject will be recommended for promotion at the next opportunity.

Subject is effective and economical in his use of equipment and materiel.

**SECTION D CERTIFICATION AND COMMENTS**

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

DATE 20 Nov 64	SIGNATURE OF EMPLOYEE /s/ John Caranci
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2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 12 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
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DATE 20 Nov 64	OFFICIAL TITLE OF SUPERVISOR C/ [redacted]	TYPED OR PRINTED NAME AND SIGNATURE s/ [redacted]
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3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The undersigned concurs with the above report. Subject, in addition to being an excellent first class [redacted], is also a very versatile strong technician in his other duties. In [redacted] he has many well thought out and executed original ideas resulting in [redacted]. He is a valuable asset to [redacted].

DATE 25 Nov 64	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, [redacted]	TYPED OR PRINTED NAME AND SIGNATURE /s/ [redacted]
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