## SECRET SECURITY INFORMATION



## PERSONNEL EVALUATION REPORT

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HAWKINS  Adelaide  M. GS-12  Corrypto (Dep Chief)  Observed Staff or Division  Gemmo  Security Div  Crypto Dev Br  FIELD  FIELD  FIELD  CORRED ST REPORT  From 10-28-52  To 7-28-53  To 11 Initial  Address Green Security  From 10-28-52  To 7-28-53  To 11 Initial  Address Green Security  As Deprify Chief and Acting Chief of CY/DEV Branch, I am responsible for and guide section chiefs in: (1) the development of new cryptosystems and/or the adaptation of existing systems to meet specific CIA requirements; (2) maintaining a constant vigility over the security of CIA cryptosystems; (3) studying, analyzing and keeping abreast development in the filed of cryptographs and cryptanalysis; and (4) conducting continues and/or contemplated for use. I must maintain liaison with other Government age of search and development in the cryptologic field. As a further continues and/or contemplated for use. I must maintain liaison with other Government age of search end that search render professional advice concerning cryptologic matters whenever necessary.  List courses of instruction completed during report feriod.  Name of Course  Location  Location  Location  Location  Location  My present work  Traffic Analysis; Signal Communications  Wy present work  Traffic Analysis; Signal Communications  Traffic Analysis; Signal Communications  Wy present work  Traffic Analysis; Signal Communications  Traffic Analysis; Signal Communications  Traffic Analysis; Signal Communications  Traffic Analysis; Signal Communications  Traffi	Items I through 6 will be	completed by Admi	nietrative or	Personnel Office	F	e.	
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12:	IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING
7	DEC 21
	Mrs. Hawkins' ready willingness to tackle any and all analytical problems
	assigned her branch is outstanding. She responds quickly to suggestions and guidance, and devotes much time to study in preparation for the job at hand 4 NCH
<u>.</u> :	according to study in preparation for the job at handly NCH
13.	ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?
٠.	She should continue to supplement her knowledge of her technical specialty
· · · · · ·	with study of related communications practices, and should devote additional attention
	to acquiring general management skills, which are essential in any branch chief.
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14.	COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.
	Mrs. Hawkins should, in time, qualify for a position as branch chief in this
	division, provided she develops the management skills referred to above.
15.	ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if
1	She is well placed at this time.
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16.	WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?
	See items 13, 14
١.	
	Le Brokomituer alla lug depont granda una arrivale
#1.	IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS Person of unsatisfactory performance.
18.	THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING
Ì	COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.
·-	16 November 1953 DATE SIGNATURE OF SUPERVISOR
19.	I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item_4)
i	14 May 1932

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

Mrs. Hawkins has served as acting chief of her branch for some time. It is believed necessary to clarify why she has not been appointed branch chief. This position, classified as grade GS 14, has been held open for a person:

a. Whose cryptanalytic and mathematical background qualifies him for the GS-14 grade and position. He

b. Who has had executive and managerial experience in order to organize

SIGNATURE OF REVIEWING OFFICIAL

and administer the work of this branch.