

CONFIDENTIAL

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) (First) (Middle) 2. GRADE 3. POSITION TITLE  
 HAWKINS Adelaide M. GS-12 Crypto (Dep Chief) CD-CO

4. OFFICE Commo STAFF OR DIVISION Security Div BRANCH Crypto Dev Br  DEPT'L. IF FIELD, SPECIFY STATION  FIELD

5. PERIOD COVERED BY REPORT From 10-28-52 To 7-28-53 6. TYPE OF REPORT  
 Initial  Annual  Special  
 Reassignment  Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

As Deputy Chief and Acting Chief of CY/DEV Branch, I am responsible for and guide my 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 vigilance over the security of CIA cryptosystems; (3) studying, analyzing and keeping abreast of developments in the field of cryptographs and cryptanalysis; and (4) conducting continuous program of research and development in the cryptologic field. As a further continuing project, this branch evaluates, from a security standpoint, all signal plans now in use and/or contemplated for use. I must maintain liaison with other Government agencies engaged in parallel duties and render professional advice concerning cryptologic matters whenever necessary.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
Elem. & Adv. Cryptography	ASA School	subcourses	1940
Military Cryptanalysis, Parts I-IV, incl.	"	"	1941-1952
Traffic Analysis; Signal Communications	"	"	1952
Russian language study	CIA	"	1952

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?  
 My present work  
 IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.  
 Sept 14, 1953 DATE  
 Adelaide M. Hawkins SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

Mrs. Hawkins has discharged her duties as Acting Branch Chief in a highly competent manner. Her keen interest in her technical specialty and her continuous efforts at self-improvement through outside study have materially improved the quality of work output from her branch.

APPROVED FOR RELEASE  
30 OCTOBER 2013  
AR 70-14

SECRET  
SECURITY INFORMATION

PERSONNEL  
DEC 21 11 26 AM '53  
BRANCH

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?  
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.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?  
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.

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 possible.)  
She is well placed at this time.

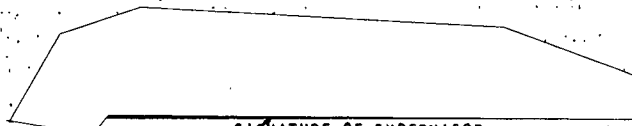
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?  
See items 13, 14

17. 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 COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

16 November 1953

DATE

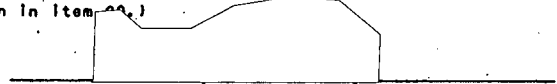


SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)

24 Nov. 1953

DATE



SIGNATURE OF REVIEWING OFFICIAL

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 *required to* in order to organize and administer the work of this branch.