

PERSONNEL EVALUATION REPORT		DATE <u>3 Jul 54</u> <u>27 Jul 54</u>
Posted Pos. RV		
<i>Items 1 through 6 will be completed by Administrative or Personnel Officer</i>		
1. NAME (Last) Hawkins	(First) Adelaide	(Middle) M.
2. GRADE GS-13	3. POSITION TITLE Crypt. (Dep Chief)	CO
4. OFFICE Commo	STAFF OR DIVISION Security	BRANCH <input checked="" type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD
5. PERIOD COVERED BY REPORT From 28 Jul 53 To 27 Jul 54		6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Reassignment of Supervisor <input type="checkbox"/> Special
<i>Items 7 through 10 will be completed by the person evaluated</i>		
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES. As Deputy Chief of CY/DEV Branch, I am responsible for and guide the Section Chiefs in: (1) development of new crypto systems and/or 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 fields of cryptography and cryptanalysis; (4) conducting a continuous program of research and development in the cryptologic field; (5) evaluating, from a security standpoint, all signal plans, and (6) developing, wherever possible, new methods and/or procedures which will increase both the operational and security aspects of signal planning. 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	Date Completed
Radio Direction Finding	ASA Subcourse	1953
Combat Intelligence, I	" "	1954
Map and Aerial Photograph Reading, I and II	" "	1954
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? <p style="text-align: center;">My present work.</p> IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).		
10. <p style="text-align: center;">26 August 1954</p> DATE <u>Adelaide M. Hawkins</u> SIGNATURE		
<i>Items 11 through 10 will be completed by Supervisor</i>		
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. Mrs. Hawkins has performed all assigned duties in a competent, efficient manner.		

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SECURITY INFORMATION

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

Her interest in the general subject matter covered by her work is particularly outstanding. Her background is sufficiently extensive to give her excellent control of the position she holds, in addition, ~~she~~ ~~is~~ ~~able~~ ~~to~~ ~~effectively~~ ~~meet~~ ~~the~~ ~~requirements~~ ~~of~~ ~~the~~ ~~job.~~

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

Possibly to achieve a broader aspect of clandestine communications—by more frequent liaison with the operational elements of the Agency.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Mrs. Hawkins ability to handle greater responsibilities will be developed as she is given a broader field of control and supervision.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

No.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

Since Mrs. Hawkins is admirably suited to her present position, no rotation is recommended at this time. Her rotation to other elements of the Office of Communications at some future date is desirable for greater flexibility and background.

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.

27 Aug 1954

DATE

SIGNATURE OF SUPERVISOR

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

27 August 1954

DATE

SIGNATURE OF REVIEWING OFFICIAL

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

Mrs. Hawkins is being considered for possible rotation to SAC as Area Com Sec officer. She will be given appropriate training, if selected.

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10/11