

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:
1. The agency selection board with information of value when considering the application of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions **CODED** for the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands. DATE 12/6/55

A (Next due date-3 Nov 56)

Posted Pos. Control

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) (First) (Middle) McKENNEY, Margaret E.		2. DATE OF BIRTH 11 Aug 19	3. SEX F	4. CAREER DESIGNATION
5. DATE OF ENTRANCE ON DUTY 3 Nov 46	6. OFFICE ASSIGNED TO Personnel	7. DIVISION PAD	8. BRANCH PB(I)	
9. NATURE OF ASSIGNMENT <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> FIELD	10. IF FIELD, SPECIFY STATION:		11. GRADE GS-12	
12. DATE THAT THIS REPORT IS DUE 3 Nov 55	13. PERIOD COVERED BY THIS REPORT (Inclusive dates) 3 Nov 54- 3 Nov 55			

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION Placement Officer	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
3. WHAT SPECIFIC ASSIGNMENTS OR TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):	

Represent the Office of Personnel in ORR and OBI including interpretation and application of personnel regulations.
 Authenticate appointment, promotion, reassignment, transfer, demotion, etc., actions through GS-13. Review and sign for qualification requirements on actions over GS-13.
 Review all position descriptions for qualification requirements.
 Review all recruitment requests.
 Review applicant files and refer to operating office all files meeting requirements for specific jobs.
 Interview applicants and refer those qualified to operating office for consideration.
 Conduct follow-up interview program.
 Review all Fitness Reports and recommend corrective action where necessary.
 Offer advice and assistance as requested on career service matters, reassignments, separations, etc.
 Serves as Acting Deputy Chief in the absence of the Deputy Chief.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report has has not been shown to the individual rated.

THIS DATE 7 November 1955	SUPERVISOR (Employee's immediate supervisor)
------------------------------	--

I HAVE REVIEWED THIS REPORT (C)	HIGHER IN LINE OF AUTHORITY
THIS DATE 2 December 1955	

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT OBSERVED	CATEGORIES				
		DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X			
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.					X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.					X	
3. CAUTIOUS IN ACTION.				X		
4. HAS INITIATIVE.						X
5. UNEMOTIONAL.				X		
6. ANALYTIC IN HIS THINKING.					X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.					X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X
9. HAS SENSE OF HUMOR.					X	
10. KNOWS WHEN TO SEEK ASSISTANCE.					X	
11. CALM.				X		
12. CAN GET ALONG WITH PEOPLE.					X	
13. MEMORY FOR FACTS.					X	
14. GETS THINGS DONE.						X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.					X	
16. CAN COPE WITH EMERGENCIES.					X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.					X	
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.					X	
19. HAS WIDE RANGE OF INFORMATION.					X	
20. SHOWS ORIGINALITY.					X	
21. ACCEPTS RESPONSIBILITIES.					X	
22. ADMITS HIS ERRORS.					X	
23. RESPONDS WELL TO SUPERVISION.						X
24. EVEN DISPOSITION.					X	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.					X	

~~SECRET~~
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? NO YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

Basic Management Course

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? NO YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY... THINKS IN TERMS OF A CAREER IN THE AGENCY.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

~~SECRET~~

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D, except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., etc. give name, initial(s), and surname) Miss Margaret E. McKenney	2. DATE OF BIRTH 11 August 1919	3. REQUEST NO.	4. DATE OF REQUEST 13 Dec 55
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Promotion		6. EFFECTIVE DATE A. PROPOSED:	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:	

FROM: Placement Officer	POSITION, TITLE AND NUMBER	TO: Placement Officer
GS-12 \$7600 per annum	SERVICE GRADE AND SALARY	GS-13 \$8994 per annum
Office of Personnel PLACEMENT BRANCH (INTELLIGENCE)	ORGANIZATIONAL DESIGNATIONS	Office of Personnel PAD Placement Branch (Intelligence)
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL WASH. D.C.	11. HEADQUARTERS	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL WASH. D.C.
12. FIELD OR DEPARTMENTAL		

13. REMARKS (Use reverse if necessary)

[Redacted]

Dec 55

14. REQUESTED BY (Name and title) <i>[Signature]</i>	14. REQUEST APPROVED BY Signature
[Redacted]	[Redacted]
[Redacted]	Title

14. POSITION CLASSIFICATION ACTION			
NEW	VICE	RE-CLASS	REAL
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	16. RACE <input checked="" type="checkbox"/> W <input type="checkbox"/> N <input type="checkbox"/> O	17. APPROPRIATION FROM IC-10	18. SUBJECT TO RETIREMENT ACT (YES/NO) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: TEXAS
---	---	--	---	---	---

21. STANDARD FORM 50 REMARKS

Promotion at GS-13 parallel pay increase

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.	[Redacted]		
B. CEIL. OR POS. CONTROL	[Redacted]		
C. CLASSIFICATION	[Redacted]		
D. PLACEMENT OR EMPL.	[Redacted]		
E.	[Redacted]		
F.	[Redacted]		

21 Dec 1955

~~CONFIDENTIAL~~

14 December 1955

MEMORANDUM FOR: Director of Personnel

THROUGH : Acting Chief, Personnel Assignment
Division

SUBJECT : Recommendation for Promotion of
Margaret E. McKenney

1. The attached promotion action is submitted in recognition of outstanding work performance.

2. The current Fitness Report (prepared in November 1955) reflects a high quality of work performance and outstanding competence in handling Placement Officer responsibilities. In recognition of these facts and having demonstrated competence in acting for the DD/I Branch Chief in his absence and in having served in excess of forty months in grade, favorable consideration of this action is recommended.

Deputy Chief, PAD for DD/I

I heartily concur in a recommend this promotion.

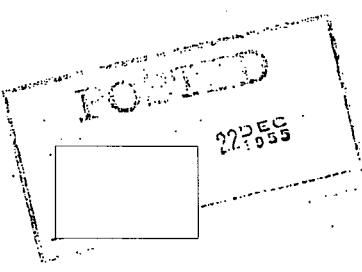
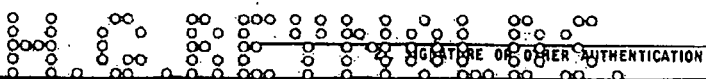
20 Dec. 1955

Also concur to the full!

~~CONFIDENTIAL~~

21 Dec. 55

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S), AND SURNAME) MISS MARGARET E. McKENNEY		2. DATE OF BIRTH 11 Aug 1919	3. JOURNAL OR ACTION NO.	4. DATE 21 Dec 1955																											
This is to notify you of the following action affecting your employment:																															
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION		6. EFFECTIVE DATE 1 Jan 1956	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 j																												
FROM		TO																													
8. POSITION TITLE Placement Officer		9. SERVICE, SERIES, GRADE, SALARY GS [] 12 \$8000.00 per annum																													
10. ORGANIZATIONAL DESIGNATIONS DDS/Office of Personnel Personnel Assignment Division Placement Branch (Intelligence)		11. HEADQUARTERS Washington, D. C.																													
12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL																													
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																													
<table border="1"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>5-PT.</td> <td>10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td>DISAB.</td> <td>OTHER</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		NONE	WWII	OTHER	5-PT.	10-POINT				DISAB.	OTHER	<input checked="" type="checkbox"/>					<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I. A.</td> <td>REAL.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>			NEW	VICE	I. A.	REAL.								
NONE	WWII	OTHER	5-PT.	10-POINT																											
			DISAB.	OTHER																											
<input checked="" type="checkbox"/>																															
NEW	VICE	I. A.	REAL.																												
15. SEX F	16. APPROPRIATION FROM: State TO: State	17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:																											
20. REMARKS:																															
																															
ENTRANCE PERFORMANCE RATING:																															
																															

Director of Personnel

4. PERSONNEL FOLDER COPY

717 12/21/55