

SECRET
(When Filled In)

5 DEB		FITNESS REPORT		EMPLOYEE SERIAL NUMBER		
SECTION A				GENERAL		
1. NAME (Last) (First) (Middle) CAWLEY, Evangeline M.		2. DATE OF BIRTH 19 August 1917		3. SEX F	4. GRADE GS-14	
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE Requirements Officer (Section Chief)		7. OFF/DIV/BR OF ASSIGNMENT DDP/SR/Req Sec.		
8. CAREER STAFF STATUS			9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT/SUPERVISOR		
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD Thru SPECIAL (Specify) From 1 Oct. 59 - Oct. 1960				
SECTION B						
EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating number 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).						
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	
7 - Outstanding						
SPECIFIC DUTY NO. 1 Advise SR Division on policy matters pertaining to requirements.		RATING NO. 5	SPECIFIC DUTY NO. 4 Supervise and direct Requirements Section personnel.		RATING NO. 5	
SPECIFIC DUTY NO. 2 Advise operating branches on priority requirements.		RATING NO. 6	SPECIFIC DUTY NO. 5 Contact with consumer components.		RATING NO. 6	
SPECIFIC DUTY NO. 3 Coordinate intelligence requirements pertaining to USSR.		RATING NO. 6	SPECIFIC DUTY NO. 6 Develop procedures for tailoring requirements.		RATING NO. 5	
SECTION C						
EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.						
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 5	
SECTION D						
DESCRIPTION OF THE EMPLOYEE						
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee						
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree		
CHARACTERISTICS			NOT APPLI-CABLE	NOT OB-SERVED	RATING	
					1	2
GETS THINGS DONE						
RESOURCEFUL						
ACCEPTS RESPONSIBILITIES						
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						
DOES HIS JOB WITHOUT STRONG SUPPORT						
FACILITATES SMOOTH OPERATION OF HIS OFFICE						
WRITES EFFECTIVELY						
SECURITY CONSCIOUS						
THINKS CLEARLY						
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						
OTHER (Specify):						
SEE SECTION "E" ON REVERSE SIDE						

FORM 45
APPROVED FOR RELEASE
30 OCTOBER 2013
AR 70-14

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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for advancement and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTION C and D to provide the best basis for determining future personnel actions.

Comments in the last fitness report on Mrs. Cawley, September 1959, continue to apply without appreciable change. I would add, however, my belief that she could profitably devote greater attention to the organization and management of the work of her branch and less to involving herself as the requirements officer in individual cases. This should be easier since the addition of several senior officers to her branch.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE	
I certify that I have seen Sections A, B, C, D and E of this Report.	
DATE	SIGNATURE OF EMPLOYEE
	<i>Wangeline J. M. Cawley</i>
2. BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON:	
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):	
DATE	OFFICIAL TITLE OF SUPERVISOR
14 November 1960	Chief of Operations, SR
3. BY REVIEWING OFFICIAL	
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.	
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.	
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.	
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.	
COMMENTS OF REVIEWING OFFICIAL: Great initiative, unique knowledge of entire community of intelligence customers. Has been a trail-blazer in setting up channels and machinery for translating highly complex and sensitive consumer requirements into meaningful collection tasks. Her work in close supported operations components in both headquarters and field has attracted numerous commendations from branch and station chiefs. Her stature among colleagues is reflected in the fact that several senior officers, including	
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL
14 November 1960	Chief, SR Division

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CAWLEY, Evangeline M.

GS-14

Fitness Report

Section F (3) continued:

GS-15 branch chiefs, have expressed the desire to work under her supervision as the best means of mastering the most complex aspects of collection tasks and techniques.


Chief, SR Division

14 November 1960

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CL 205-28