

~~SECRET~~  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle) Hawkins Adelaide M.			2. DATE OF BIRTH 6 March 1914	3. SEX F	4. GRADE GS-14	5. SD	
6. OFFICIAL POSITION TITLE Cryptanalyst - Chief				7. OFF/DIV/BR OF ASSIGNMENT OC-SPS/CMT		8. CURRENT STATION Headquarters	
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/>	RESERVE	<input type="checkbox"/>	TEMPORARY	<input type="checkbox"/>	REASSIGNMENT SUPERVISOR
<input type="checkbox"/>	CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/>	ANNUAL	<input type="checkbox"/>	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 30 April 1964				12. REPORTING PERIOD (From- to-) 1 April 1963 - 31 March 1964			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Supervises <input type="checkbox"/> persons engaged in a wide range of analysis of various kinds of data						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Conducts mathematical and machine studies of cryptographic systems and performs cryptanalytic work						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Conducts liaison with various components of the Agency and with the National Security Agency concerning the subject of related analysis problems						P	
SPECIFIC DUTY NO. 4						RATING LETTER	
Edits and corrects, if necessary, analytic reports written by analysts under her supervision						P	
SPECIFIC DUTY NO. 5						RATING LETTER	
As Chief of the Analysis Section, advises Chief, SPS/CMT on detailed analytic problems which arise during the planning and implementation phases of various overseas operations						S	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
S APR 1964						S	

**SECTION C** **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Mrs. Hawkins continues to give an excellent performance in every respect. She is highly regarded by members of her Section as well as by those for whom and with whom she works. She is a recognized authority in certain fields of analysis, both within this Agency and at the National Security Agency.

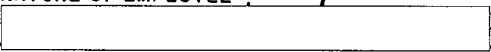
Women frequently run into difficulty when called upon to supervise other people - particularly men. Mrs. Hawkins' Section is composed of both sexes. Her personality and abilities are such that her Section runs harmoniously and with exceptional efficiency.

I continue to feel that she is properly placed in the Agency and should remain in her present position indefinitely.

Though her responsibilities do not involve the expenditure of government funds, her approach to problems clearly indicates that she is cost conscious.

**SECTION D** **CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**  
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE <i>March 30, 1964</i>	SIGNATURE OF EMPLOYEE 
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2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
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DATE <i>30 Mar 64</i>	OFFICIAL TITLE OF SUPERVISOR Ch., COMINT Operations, SPS	SIGNATURE 
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3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

CONCUR

DATE <i>31 Mar 64</i>	OFFICIAL TITLE OF REVIEWING OFFICIAL Ch., SIGINT Programs Staff, OO
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