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RECEIVED
FOR []

~~SECRET~~
(When Filled In)

17 APR 1961

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A GENERAL

1. NAME (Last) (First) (Middle) MILLS, MONTRELL E.			2. DATE OF BIRTH 31 January 1924	3. SEX Male	4. GRADE GS-13
5. SERVICE DESIGNATION SD-	6. OFFICIAL POSITION TITLE Investigator			7. OFF/DIV/BR OF ASSIGNMENT OS	
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. 31 January 1961	11. REPORTING PERIOD From 12/31/59 - To 12/31/60		SPECIAL (Specify)		

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 the 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 Plans and arranges assignment instructions to effect investigative coverage of persons and things.			RATING NO. 5	SPECIFIC DUTY NO. 4 Plans and organizes work to achieve expeditious and economical completion of investigative assignments.		RATING NO. 5
SPECIFIC DUTY NO. 2 Applies [] to conduct of investigations and completes investigations consistent therewith.			RATING NO. 5	SPECIFIC DUTY NO. 5 Reports on information obtained through investigative processing and prepares correspondence in connection therewith.		RATING NO. 4
SPECIFIC DUTY NO. 3 Performs specialized and delicate service requiring tact, poise and judgment.			RATING NO. 5	SPECIFIC DUTY NO. 6		RATING NO.

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

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING					
			1	2	3	4	5	
GETS THINGS DONE								<input checked="" type="checkbox"/>
RESOURCEFUL							<input checked="" type="checkbox"/>	
ACCEPTS RESPONSIBILITIES							<input checked="" type="checkbox"/>	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							<input checked="" type="checkbox"/>	
DOES HIS JOB WITHOUT STRONG SUPPORT							<input checked="" type="checkbox"/>	
FACILITATES SMOOTH OPERATION OF HIS OFFICE							<input checked="" type="checkbox"/>	
WRITES EFFECTIVELY					<input checked="" type="checkbox"/>			
SECURITY CONSCIOUS								<input checked="" type="checkbox"/>
THINKS CLEARLY							<input checked="" type="checkbox"/>	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							<input checked="" type="checkbox"/>	
OTHER (Specify):								

SEE SECTION "E" ON REVERSE SIDE

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 development assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

APR 11 4 43 PM '61

Mills is a very competent and productive resident agent who handles a large and complex territory in an efficient and professional manner. Through years of experience he has adequately demonstrated his ability as an investigator. He travels extensively, organizes his work, and is conscientious in all of his activities. He has a most cooperative and willing attitude, accepts responsibility and is resourceful in developing sources of information. Usually faced with a very heavy caseload, he plans his activities to the best advantage and carries through in a most commendable manner. He continues to improve in the handling of administrative details and in the matter of report writing. He has a good sense of humor, meets people well and presents a neat personal appearance. Mills is very security conscious, is pleasant and agreeable in his contacts and is well liked by his co-workers. Considering his background and capabilities, he is a distinct asset to the [redacted] and has a very good potential with our organization.

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
21 March 1961	[redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
52	<i>Will be shown to Agent during Next Conference.</i>

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
<input type="checkbox"/>	<input type="checkbox"/>

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 March 1961	Special Agent in Charge	[redacted]

3. BY REVIEWING OFFICIAL

<input 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

[redacted]

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 MAR 1961	CHIEF,	[redacted]