

~~SECRET~~
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) MILLS, Montrell E.			2. DATE OF BIRTH 1/31/24		3. SEX M
4. GRADE GS-13			5. SD		
6. OFFICIAL POSITION TITLE Investigator R. A.			7. OFF/DIV/BR OF ASSIGNMENT OS		8. CURRENT STATION
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 31 January 1964			12. REPORTING PERIOD (From- to-) 1 January 1963 - 31 December 1963		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak 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>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding 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>					
SPECIFIC DUTIES					
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).					RATING LETTER
SPECIFIC DUTY NO. 1 Plans and arranges assignment instructions to effect investigative coverage of persons and things.					S
SPECIFIC DUTY NO. 2 Applies [] to conduct of investigations and completes investigations consistent therewith.					P
SPECIFIC DUTY NO. 3 Performs specialized and delicate service requiring tact, poise and judgment.					S
SPECIFIC DUTY NO. 4 Plans and organizes work to achieve expeditious and economical completion of investigative assignments.					S
SPECIFIC DUTY NO. 5 Reports on information obtained through investigative processing and prepares correspondence in connection therewith.					P
SPECIFIC DUTY NO. 6 APPROVED FOR RELEASE DATE: NOV 2007					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
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

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SECTION C

NARRATIVE COMMENTS

OFFICE OF PRISON
JAN 30 9 56 AM '64

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective 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.

Mills continues to handle his [] resident agency in an exceptionally fine manner. He is a veritable "work horse", plans his work well, makes the best use of his time; produces more than his share of very acceptable work and never spares himself. He has continuously had more work than he could possibly handle, but has kept right on in an efficient and capable manner and without letting it lower his morale. With the opening of the new residency in [] he will be relieved of the responsibility for that area. Tex has developed many excellent sources of information and contacts in his territory which he uses to good advantage. He is cooperative, always willing to change his plans and itinerary when more pressing assignments arrive. He is dependable, uses good judgment, has a keen sense of humor and his personality is an asset. He is security conscious and has consistently been one of our mainstays.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

88

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

Discussed telephonically. Will be shown to employee at the next conference.

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

21 January 1964

Special Agent in Charge

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

A highly competent investigator who has maintained an unusually high production of work. I concur in the rating of "Strong" and feel that he should be given an assignment in the Headquarters area in the near future to ensure his full development.

Subject has no supervisory responsibilities.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

SURE

24 January 1964

DDS []

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