

FITNESS REPORT	EMPLOYEE SERIAL NUMBER <div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>
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SECTION A					GENERAL				
1. NAME <i>(Last)</i> COLLINS, <i>(First)</i> Charles <i>(Middle)</i> P.			2. DATE OF BIRTH 12/28/16	3. SEX M	4. GRADE GS-16	5. SD <div style="border: 1px solid black; width: 30px; height: 20px;"></div>			
6. OFFICIAL POSITION TITLE 10 GENERAL			7. OFF/DIV/BR OF ASSIGNMENT DDS&T/OCS/Dev Comp		8. CURRENT STATION Hqs				
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	INITIAL		REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/>		ANNUAL		REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):						
11. DATE REPORT DUE IN O.P. 30 April 1971			12. REPORTING PERIOD (From- to-) 1 July 1970 - 31 March 1971						

SECTION B		PERFORMANCE EVALUATION	
<u>U-Unsatisfactory</u>	Performance is unacceptable. A rating in this category requires immediate and 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.		
<u>M-Marginal</u>	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.		
<u>P-Proficient</u>	Performance is satisfactory. Desired results are being produced in the manner expected.		
<u>S-Strong</u>	Performance is characterized by exceptional proficiency.		
<u>O-Outstanding</u>	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.		

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).

SPECIFIC DUTY NO. 1 Finish special project for USIB (see narrative).	RATING LETTER -
SPECIFIC DUTY NO. 2 Perform special technical investigative tasks for C/Ops/OCS as requested.	RATING LETTER S
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

APPROVED FOR RELEASE
DATE: DEC 2007

25 MAR 1971

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

~~SECRET~~

(When Filled In)

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 best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Collins will retire in May-June 1971. His primary job has been to finish a special project for USIB to develop and test a new tamper proof pouch for classified mail. He has been the design engineer and project officer on this project for the past three years. The project appears to progress successfully. Mr. Collins is a very senior and responsible employee who is capable of independent research. Since he is retiring and since this work is independent of my supervision, I have not attempted an evaluation.

Also, on the performance of the tasks which I have given Mr. Collins, a rating is somewhat meaningless considering the detailed technical level of these tasks which are generally performed by a middle grade technician. Most of these tasks resulted in the surfacing of some inferior performance by a technician, and Mr. Collins smoothly overcame the chagrin and sometimes irritability of the technician and his supervisor and produced workable solutions.

Thus, I have had a pleasant and profitable association with Mr. Collins, and I wish him well on his retirement.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE
27 Mar 71

SIGNATURE OF EMPLOYEE
[Signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION
6 months

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

DATE
27 Mar 71

OFFICIAL TITLE OF SUPERVISOR
Chief,
Operations Division/OCS

TYPED OR PRINTED NAME AND SIGNATURE
[Redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Mr. Collins' assignment to OCS was somewhat in the nature of a sabbatical in recognition of long and distinguished service with the Agency. He used the time to finish a project with which he had a unique identification and, later, to assist the Chief of the Operations Division, OCS, with problems that required tact and good judgment. The rater's evaluation is reasonable.

DATE
24 March 1971

OFFICIAL TITLE OF REVIEWING OFFICIAL
Députy Director, OCS

[Redacted]

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