

~~SECRET~~  
(When Filled In)

(b) (1)  
(b) (3)  
(S)

22

**FITNESS REPORT**

EMPLOYEE SERIAL NUMBER

**SECTION A GENERAL**

1. NAME (Last) (First) (Middle) BARNARD Edward T.			2. DATE OF BIRTH 1910	3. SEX M	4. GRADE GS-14
5. SERVICE DESIGNATION OC	6. OFFICIAL POSITION TITLE I. O. (Contact)		7. OFF/DIV/BR OF ASSIGNMENT OO/CD/New York		
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 May 1960	11. REPORTING PERIOD From Mar 59 - Mar 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 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 Represents the New York Office	RATING NO. 6	SPECIFIC DUTY NO. 4 Prepares intelligence information reports, memoranda, and communications supporting his operations.	RATING NO. 6	SPECIFIC DUTY NO. 2 Establishes and maintains domestic contact with non-governmental organizations and individuals to collect intelligence information, provide intelligence and operational support.	RATING NO. 6	SPECIFIC DUTY NO. 5 Takes action on cases requiring intelligence or operational support for other elements of the Agency.	RATING NO. 6
SPECIFIC DUTY NO. 3 Briefs, debriefs, and generally exploits for information US domestic sources in response to specific requests or spontaneously.	RATING NO. 5	SPECIFIC DUTY NO. 6	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	3	4	5
GETS THINGS DONE							X	
RESOURCEFUL							X	
ACCEPTS RESPONSIBILITIES							X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X	
DOES HIS JOB WITHOUT STRONG SUPPORT								X
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X	
WRITES EFFECTIVELY								X
SECURITY CONSCIOUS								X
THINKS CLEARLY								X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X	
OTHER (Specify):								

SEE SECTION "E" ON REVERSE SIDE

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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 development and for 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.

This experienced individual is highly competent [redacted] representing the Agency and this office in his area. He performs his duties with enthusiasm and dedication, and continues to demonstrate his skill as a well-rounded contact intelligence officer. JUN 18 9 00 AM '60  
MAIL ROOM

No observable weaknesses.

As reported previously, the interests of this individual as well as his capabilities are strongly directed toward operational activities and responsibilities, which tends to diminish his interest in administration. However, he has the potential for directing the operations activities of others and should be given consideration for a position of such responsibility. For the next 3-4 years he would prefer to remain in his present area of assignment, unless an urgent need arose for his services elsewhere.

Operational training is recommended.

**SECTION F CERTIFICATION AND COMMENTS**

**BY EMPLOYEE**

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	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
32	Employee on military leave. Will be shown to him on his next visit to New York, 7 July 1960

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	TYPED OR PRINTED
15 June 1960	CHIEF, NEW YORK OFFICE	[redacted]

**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

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME
17 June 1960	Chief, Contact Division	[redacted]