

~~SECRET~~
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

[Empty box for Employee Serial Number]

SECTION A GENERAL

1. NAME (Last) (First) (Middle) CARANCI, John C.			2. DATE OF BIRTH 02/07/22	3. SEX M	4. GRADE GS-11	5. SD [Empty]
6. OFFICIAL POSITION TITLE D & E Tech			7. OFF/DIV/BR OF ASSIGNMENT DDP/TSD	8. CURRENT STATION Washington, DC		
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 type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify): <input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 October 1969			12. REPORTING PERIOD (From- to-) 1 May 1969 - 30 September 1969			

SECTION B PERFORMANCE EVALUATION

- 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.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- 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.

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

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 See reverse	RATING LETTER
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

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17 NOV 1969

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

SECTION C	NARRATIVE COMMENTS
<p>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. <u>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.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p>	
<p style="text-align: right;">Nov 10 11 15 AM '69</p> <p>Mr. Caranci returned home on Emergency Medical Evacuation from [redacted] on 22 April 1969 and has been on extended sick leave until 22 Sept. 1969 when he returned to the [redacted] for light duty. Presently he is performing the needed duty of reestablishing our stock levels of standard and special hardware.</p>	

SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE		[redacted]	
DATE	15 Oct. 69		
2. MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION		[redacted]	
1 Month			
DATE	14 October 1969	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
		C/TSD, [redacted]	[redacted]

3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>John Caranci has only been with this Laboratory since late September and it is unfair to comment on performance after such a short period of time. We certainly hope that he returns to good health and resumes his normal strong performance.</p>			
DATE	14 October 1969	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
		C/TSD, [redacted]	[redacted]