

SECRET
(When Filled In)

FITNESS REPORT SECTION A 1. NAME: <i>Frank Charles</i> (Last) (First) (Middle)		EMPLOYEE SERIAL NUMBER <i>(03)</i> 08 <i>(00000000)</i> 08	
2. DATE OF BIRTH: 3. SEX: M 12 Apr 1919		4. GRADE: GS-12	
6. OFFICIAL POSITION TITLE Ops Officer		7. OFF/DIV/BR OF ASSIGNMENT: WH/III 8. CURRENT STATION: Mexico City	
9. CHECK (X) TYPE OF APPOINTMENT <input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)		10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify)	
11. DATE REPORT DUE IN O.P. 28 February 1963		12. REPORTING PERIOD (From - to) 1 Jan 1962 - 31 Dec 1962	
SECTION B PERFORMANCE EVALUATION W - <u>Weak</u> : 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 - <u>Adequate</u> : Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - <u>Proficient</u> : Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - <u>Strong</u> : Performance is characterized by exceptional proficiency. O - <u>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 Staff Agent responsible for KUBARK interests in supervision of a complex technical operation.		RATING LETTER S	
SPECIFIC DUTY NO. 2 Supervision of ten (11) (Mexican) agents.		RATING LETTER P	
SPECIFIC DUTY NO. 3 Maintenance of technical equipment.		RATING LETTER S	
SPECIFIC DUTY NO. 4		RATING LETTER	
SPECIFIC DUTY NO. 5		RATING LETTER	
SPECIFIC DUTY NO. 6		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.			
27 FEB 1963		RATING LETTER S	

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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 basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject, outside case officer for the LIENVOY Project LP, performs his work promptly, eagerly and efficiently. He is conscientious and willing and is always ready to do his utmost in the interest of this Organization. He views his work to be interesting and valuable. Because he finds it thus, the technical operation of the Project has moved along smoothly and consistently.

As head of the technical end of the LIENVOY LP, Subject works solely with indigenous personnel. Therefore, he has constantly to be on guard to be tactful and considerate yet keep KUBARK's interests paramount. He has done this with success.

As a technician, Subject has done his work most efficiently. The valuable and great amount of equipment in his care has been serviced and guarded by him as though it were his own. This equipment could not be given better care.

Because of his experience in running an LP, Subject's value to KUBARK has greatly increased. It is recommended that he be promoted to GS-13.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.		
DATE 15 February 1963	SIGNATURE OF EMPLOYEE <i>[Signature]</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 15 Feb 63	OFFICIAL TITLE OF SUPERVISOR Ops Officer	TYPED OR PRINTED NAME AND SIGNATURE /s/ George B. Nisko
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
DATE 15 Feb 63	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /s/ Winston M. Scott

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VW