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Title: **104-10291-10013_p111.png**

Provenance:

Category: **Uncategorized**

Person:

Date:

SECRET (When Filled In) FITNESS REPORT EMPLOYEE SERIAL NUMBER 055292 SECTION A GENERAL 1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX 4. GRADE 5. SD 6. SERVICE 7. OFFICIAL POSITION TITLE 8. OFFICIAL POSITION NO. 9. CURRENT STATION Chief of Station DDP/WE/Iberian Br Madrid 10. TYPE OF REPORT INITIAL PERIODIC (Check one) ANNUAL REASSIGNMENT SPECIAL (Specify) 11. REPORTING PERIOD (Inclusive dates) From 22 April 1961 To 31 March 1962 SECTION B PERFORMANCE EVALUATION A. Assignments Performance ranges from totally inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action to improve the employee's performance. Describe deficiencies and remedial action proposed in Section C. B. Proficient Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor brilliance. C. Strong Performance is more than satisfactory. Desired results are being produced in a proficient manner. D. Outstanding Performance is characterized by exceptional proficiency. E. Superior Performance is exceptional in relation to requirements of this work and in comparison to the performance of others doing similar work or work of comparable responsibility. SPECIFIC DUTIES List below all of the most important specific duties performed during the rating period. Insert rating letter which describes the employee's performance of each duty. If the employee is a supervisor, describe the scope of supervisory responsibilities. Ratings must be based on the employee's effectiveness in terms of actual performance of assigned duties and responsibilities. SPECIFIC DUTY NO. 1 Direction of all FI and CA operations. RATING C SPECIFIC DUTY NO. 2 Administration of Station and supervision of personnel. RATING B SPECIFIC DUTY NO. 3 Direct supervision of senior ops officer in charge of Cuban

operations. RATING S SPECIFIC DUTY NO. 4 Personally handles a sensitive operation of interest to another CS component. RATING S SPECIFIC DUTY NO. 5 Maintains contact with senior liaison personnel. RATING C SPECIFIC DUTY NO. 6 Maintains a working relationship with the Ambassador and other U. S. officials. RATING S OVERALL PERFORMANCE IN CURRENT POSITION Take into account everything about the employee which influences his effectiveness in his current position such as use of intelligence, imagination, initiative, thoroughness, and resourcefulness. Consider also his ability to establish and maintain satisfactory working relationships with others. Based on your knowledge of employee's overall performance during the rating period, place the rating letter in the rating box corresponding to the statement which most accurately reflects his level of performance. RATING S DATE 2 APR 1962 FORM 45 OBSOLETE PREVIOUS EDITIONS. SECRET