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Provenance:

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Date:

Printed Form 51 U.S. CIVIL SERVICE COMMISSION REPORT OF EFFICIENCY RATING As of 3/19/49 based on performance during period from 9/19/48 to 3/19/49 William A. Burke Jr. Intelligence Officer, P-2 OO, Contact Lines below mark employee (1) Adequate (2) Weak (3) Outstanding CHECK ONE: Administrative, Supervisory, or All others (1) Maintenance of equipment, tools, instruments. (2) Mechanical skill. (3) Skill in the application of techniques and procedures. (4) Familiarity with appropriateness of arrangements and appearance of work. (5) Attention to broad phases of assignments. (6) Attention to pertinent detail. (7) Accuracy of operations. (8) Accuracy of judgment. (9) Accuracy of judgment in selections. (10) Effectiveness in presenting ideas or facts. (11) Initiative. (12) Rate of progress on or completion of assignments. (13) Amount of acceptable work produced. (14) Amount of production records. (15) Ability to organize his work. (16) Effectiveness in meeting and dealing with others. (17) Cooperation. (18) Courtesy. (19) Tact. (20) Resourcefulness. (21) Responsibility. (22) Physical fitness for the work. (23) Effectiveness in planning broad programs. (24) Effectiveness in planning the work program to be followed by subordinates. (25) Effectiveness in directing procedures. (26) Effectiveness in training subordinates. (27) Effectiveness in obtaining work and maintaining discipline. (28) Effectiveness in instructing, training, and developing subordinates. (29) Effectiveness in obtaining cooperation, morale, and discipline among personnel. (30) Effectiveness in obtaining desired results. (31) Effectiveness in delegating clearly defined authority. STATE ANY OTHER ELEMENTS CONSIDERED (A) (B) (C) (D) Declaration required by the President on the reverse side of this form. Plus marks on all underlined elements, and check marks or letters in all other elements rated. Check marks or letters on all elements rated, plus marks are on first underlined element rated as outstanding, minus marks are on first underlined element rated as unsatisfactory. Check marks or letters on majority of underlined elements, and all weak marks are on majority of underlined elements. Minus marks on all but one of the underlined elements. Rated by: John F. Fitzgerald, Chief, Contact Br. 23 March 1949 Reviewed by: John H. Thomas, Asst. Chief, Contact Br. 23 March 1949 Rating approved by efficiency rating committee: 3/23/49 Report to employee: 3/25/49 U.S. GOVERNMENT PRINTING OFFICE 16-56748