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Title: **104-10193-10069\_p57.png**

Provenance:

Category: **Uncategorized**

Person:

Date:

SECRET

the report with the employee.

FITNESS REPORT

The Administrative or Personnel Officer will ensure that the original of the completed Fitness Report is filed in the employee's Official Personnel Folder, and that a copy is provided to the employee.

The Fitness Report is the instrument for recording the Agency's professional assessment. It seeks to provide an objective evaluation of the employee's performance and potential. It is designed to serve as a guide for the employee in improving his performance and realizing his potential, and as a guide for management in making personnel decisions. The report is also an important document in the Agency's program for recording the history of an individual's service.

Posted Post Control: OCT 15 1955

INSTRUCTIONS

SECTION I (To be completed by the Administrative or Personnel Officer)

The Administrative or Personnel Officer will enter the identifying information required in Section I, and will forward the report to the supervisor. The supervisor will complete Sections II and III, and will forward the report to the reviewing official. The reviewing official will complete Section IV, and will forward the report to the Administrative or Personnel Officer.

NAME (Last) (First) (Middle Initial): BURKE, William

DATE OF BIRTH: 22 Oct 1900

The supervisor will discuss the entire Fitness Report, excluding Section III, with the employee. The employee will initial Section I to indicate that he has seen the report. If the employee refuses to initial Section I, the supervisor will so indicate in the space for the employee's initials. The employee may attach a memorandum to the report if he so desires. The memorandum will be forwarded to the reviewing official through the supervisor.

OFFICE OF ASSIGNMENT: Operations

DIVISION: Contact

BRANCH OR STAFF: New Orleans Office

The reviewing official will discuss the report with the supervisor and will record his comments in Section IV. The reviewing official may also discuss

DATE REPORT DUE IN HEADQUARTERS: 9 September 1955

POSITION TITLE: Chief, New Orleans Office

GRADE: GS-15

PERIOD COVERED BY THIS REPORT: 9/9/54 - 9/8/55

DATE REPORT MADE: 9 September 1955

DATE EMPLOYEE ENTERED ON DUTY IN PRESENT POSITION: 19 September 1948

The active management of a major domestic field office. This includes: (1) the supervision and direc-

tion of the professional and clerical personnel of that office; (2) within the broad directives of the Contact Division, the assessment of the intelligence capability of his assigned area, the conduct of national exploitation of the intelligence sources within his area, and the maintenance of close and effective relationships with Contact Division Headquarters for the purpose of directing local exploitation along the lines of current requirements and priorities; (3) the effective support of all elements of the Agency, regardless of their area; and (4) the maintenance of all Federal, State, and local liaisons necessary to the accomplishment of his mission.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

### SECTION III

I have discussed the facts set forth in the above report with the employee. I have discussed with him his strengths and weaknesses as revealed by this report, and have suggested ways in which he can improve his performance. I have also discussed with him his future in the Agency.

SIGNATURE OF SUPERVISOR: [Signature]

DATE: 10 Oct 1955

SIGNATURE OF REVIEWING OFFICIAL: [Signature]

DATE: 10 Oct 1955

SECRET