

SECRET
(When Filled In)

Recorded by
CCTD

FITNESS REPORT

EMPLOYEE SERIAL NUMBER ✓

SECTION A PERSONAL DATA

1. NAME *Carasin* 2. DATE OF BIRTH 20 January 1924 3. SEX M 4. GRADE GS-14

5. SERVICE DESIGNATION D 6. OFFICIAL POSITION TITLE Branch Chief 7. OFF/DIV/OF ASSIGNMENT OC/SR/6

8. CAREER STAFF STATUS
☐ NOT ELIGIBLE ☐ MEMBER ☐ DEFERRED
☐ PENDING ☐ DECLINED ☐ DENIED

9. TYPE OF REPORT
☒ INITIAL ☐ REASSIGNMENT/SUPERVISOR
☒ ANNUAL ☐ REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P. 11. REPORTING PERIOD
 From July 1960 to October 61

SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number 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).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1 Supervises large functional branch of <u>thirty-seven</u> staff and <u>fifteen</u> contract personnel.	RATING NO. 5	SPECIFIC DUTY NO. 4 Conducts liaison with various components of the Agency and with other agencies.	RATING NO. 6			
SPECIFIC DUTY NO. 2 Plans and programs for operations support, including initiation of new support activities.	RATING NO. 5	SPECIFIC DUTY NO. 5 Prepares and presents briefings.	RATING NO. 6			
SPECIFIC DUTY NO. 3 Supervises preparation of, and sometimes personally prepares, special studies both on own initiative and on request.	RATING NO. 5	SPECIFIC DUTY NO. 6 Supervises maintenance of SR Division records on Soviet defectors, supports exploitation of defectors and participation in their resettlement.	RATING NO. 5			

SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.	RATING NO. <div style="border: 1px solid black; padding: 5px; display: inline-block;">5</div>
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SECTION D DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING				
			1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE