

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION								
NAME O'CONNELL, James Patrick, Jr.		DATE 5 December 1951						
NATURE OF ACTION New Appointment		EFFECTIVE DATE 17 December 1951						
	FROM	TO						
TITLE		Investigator General						
GRADE AND SALARY		GS-12 - \$7040.00 p.a.						
OFFICE		Inspection and Security Office						
DIVISION		Special Security Division						
BRANCH		SSD Pool Admin Pool						
OFFICIAL STATION		Washington, D. C.						
QUALIFICATIONS	FOR ASSISTANT CHIEF OF BUREAU C. J. KING Administrative Officer	EXECUTIVE						
CLASSIFICATION 4534	PERSONNEL OFFICER D. Mulcahy							
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS		YES <input type="checkbox"/> NO <input type="checkbox"/>						
OATH OF OFFICE AND NO-STRIKE AFFIDAVIT EXECUTED ON 17 December 1951								
SECURITY CLEARED ON 10 December 1951								
OVERSEAS AGREEMENT SIGNED NA								
ENTERED ON DUTY 17 December 1951								
<table border="1"> <tr> <td>DOC</td> <td>11/04/51</td> </tr> <tr> <td>AS R & D</td> <td>12/11/51</td> </tr> <tr> <td>LED</td> <td>12/17/51</td> </tr> </table>			DOC	11/04/51	AS R & D	12/11/51	LED	12/17/51
DOC	11/04/51							
AS R & D	12/11/51							
LED	12/17/51							
<div style="border: 2px solid black; padding: 5px; text-align: center;"> SERVICE DATES VERIFIED BY <u>Rmw</u> DATE <u>2 DEC 1954</u> <small>(SIGNATURE OF AUTHORIZING OFFICER)</small> </div>								
REMARKS: Slot No. 6 1 PHS attached. Security has retained the necessary papers for processing. Recruitment Request No. 1862 <div style="float: right; text-align: right;">1810</div>								
<div style="float: left; width: 20%;"> <i>Posted Jm 12 Jan spw 5/3/54</i> </div> <div style="float: right; text-align: right;"> <i>CMR</i> </div> <div style="clear: both;"></div>								
REQUEST CONTACTS BE MADE BY SECURITY ONLY								

14-00000

**SECRET
EYES ONLY**

24 April 1972

MEMORANDUM FOR: Director of Personnel

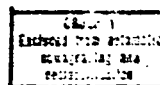
SUBJECT : Narrative Fitness Report
Mr. James P. O'Connell
Deputy Director of Security for
Physical, Technical and Overseas Security

1. This Fitness Report covers the period from 1 April 1971 to 31 March 1972. The rating period covers the third full year that Mr. O'Connell has served as the Deputy Director of Security for Physical, Technical and Overseas Security.

2. The directorate which Mr. O'Connell supervises is geographically widely separated in the Headquarters area. This separation adds complexities to the task of supervising the directorate and coordinating the activities of three Divisions, operating over a broad spectrum of activities and responsibilities. During the reporting period, one of the Divisions of Mr. O'Connell's directorate took on an important, added responsibility--the security of automatic data processing. This function covers the complexity of maintaining security in a rapidly expanding activity replete with serious security problems because of the severe compaction of information resulting from rapid advances and acceptability of technology in the field of data handling. The achievements of the Physical Security Division, the Technical Division, and the Overseas Security Support Division require a high degree of coordination in order to avoid contradictions detrimental to a unified security policy.

3. In spite of the difficulty of supervising divisions remotely located from his office, Mr. O'Connell has applied and achieved effective supervision. The Divisions moved forward in an

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EYES ONLY**



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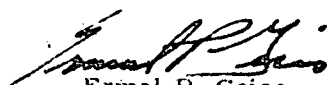
SECRET
EYES ONLY

innovative manner and have been effective in discharging their responsibilities.


4. Mr. O'Connell also spearheads the security program which furnishes Security Officers to overseas stations and domestic operations as necessary. Mr. O'Connell has taken a personal interest in this activity and has been of considerable assistance to the Office of Security Career Board in the assignment of Security careerists to those positions.

5. During the last Fitness Report, the description of Mr. O'Connell's performance was raised from "Strong" to "Outstanding." He has continued his performance in such a manner as to warrant an OUTSTANDING rating.

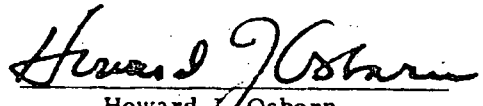
6. Mr. O'Connell has seen this Fitness Report.


Ermal P. Geiss
Deputy Director of Security

SEEN BY:

 24 April 1972
James P. O'Connell Date

CONCURRENCE:

 28 April 1972
Howard J. Osborn Date
Director of Security
Reviewing Official

SECRET
EYES ONLY

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				009784	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE (GS, SS)
O'CONNELL, J. P., Jr.			02/19/17	M	GS-16 SS
5. OFFICIAL POSITION TITLE			7. OFF/DIV. BR. OF ASSIGNMENT 8. CURRENT STATION		
Security Officer			OS/PTOS/ODD Washington, D.C.		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
30 April 1972			1 April 1971 - 31 March 1972		
SECTION B PERFORMANCE EVALUATION					
<p>U-Unsatisfactory Performance is unacceptable. A rating in this category requires immediate and 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.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding 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.</p>					
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 (insert number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<p align="right">MAY 1972</p>					
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.					RATING LETTER

SECRET

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EYES ONLY
SECRET

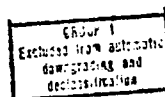
26 April 1971

MEMORANDUM FOR: Director of Personnel

SUBJECT : Narrative Fitness Report -16
Mr. James P. O'Connell
Deputy Director of Security for
Physical, Technical and Overseas Security

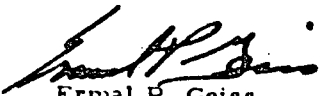
1. This is a narrative Fitness Report which covers the period from 1 April 1970 through 31 March 1971.
2. During this entire period, Mr. O'Connell has served as the Deputy Director of Security for Physical, Technical and Overseas Security. The rating period covers his second full year in that position. The Directorate which Mr. O'Connell heads has gained added importance and increased attention during the year. It encompasses an area of activity which is vitally important to the Office of Security and the Agency as a whole. Mr. O'Connell has given considerable attention to efforts which decrease our vulnerability at the hands of foreign opposition as well as from domestic efforts resulting from national unrest. Mr. O'Connell has shown improvement in the over-all coordination of his responsibilities throughout the current rating period. He supervises his people in an effective manner and anticipates problems so as to simplify their solutions.
3. During the previous rating period, Mr. O'Connell's performance was considered to be STRONG with several outstanding features. During the year, I consider that there has been sufficient addition to the outstanding areas of his performance to raise his over-all rating to OUTSTANDING.

EYES ONLY
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EYES ONLY
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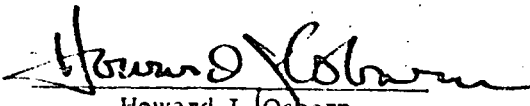
4. Mr. O'Connell has seen this Fitness Report.


Ermal P. Geiss
Deputy Director of Security

SEEN BY: _____

 27 April 71
James P. O'Connell Date

CONCURRENCE:

 30 APR 1971
Howard J. Osborn Date
Director of Security
Reviewing Official

EYES ONLY
SECRET

14-00000

EYES ONLY
SECRET

29 April 1970

MEMORANDUM FOR: Director of Personnel

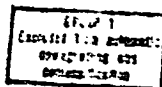
SUBJECT : Narrative Fitness Report
Mr. James P. O'Connell
Deputy Director of Security for
Physical, Technical and Overseas Security

1. This Fitness Report covers the period from 1 April 1969 through 31 March 1970.

2. The rating period covers the first full year that Mr. O'Connell has served as Deputy Director of Security for Physical, Technical and Overseas Security at the GS-16 level.

3. The year encompassed in the rating period has seen myriad complex and varied additional responsibilities develop within Mr. O'Connell's Directorate. Specifically, he has supervised the activation and implementation of the Overseas Security Support Division, a new component within the Office and an extremely important one. He has supervised the first full year of implementation of the Interagency Training Center at Hedgcock, Maryland, which falls within the purview of the Chief, Technical Division. Finally, he has been a participant in an overall survey of the security of the Headquarters Building and has supervised the Chief, Physical Security Division in developing and applying new physical security techniques and realistic principles of physical security. Mr. O'Connell is a capable and efficient supervisor. He is a veteran in the Office of Security and has a knowledge of all of the various ramifications of the Agency's total security mission.

EYES ONLY
SECRET



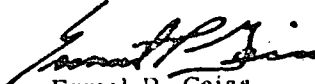
10 JUN 1970

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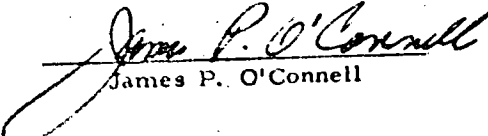
EYES ONLY
SECRET

4. Mr. O'Connell is poised and expresses himself very well, both in oral and written form. I evaluate Mr. O'Connell's performance over the past year as STRONG with several outstanding features. I have confidence in his judgment and ability and consider him a valuable career asset of this Office. His has been a difficult task in that as well as assuming new and additional functions, he has been burdened with the supervision of one Division Chief who has proven to be extremely difficult to handle over the years. In fairness to Mr. O'Connell, I should add that no one in this Office has been particularly effective in supervising this individual who is now slated for early retirement. I believe that with this individual's departure Mr. O'Connell should be able to achieve a more coherent integration of his Directorate's functions in the interest of further efficiency and effectiveness.

5. Mr. O'Connell has seen this Fitness Report.


Ermal P. Geiss
Deputy Director of Security

SEEN BY:


James P. O'Connell

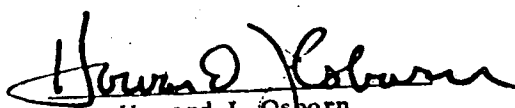
15 MAY 1970

Date

EYES ONLY
SECRET

EYES ONLY
SECRET

CONCUR:



Howard J. Osborn
Director of Security
Reviewing Official

29 APR 1970

Date

EYES ONLY
SECRET

CERTIFICATION OF ATTENDANCE

NAME OF SCHOOL OR FACILITY: BRECKINGS INSTITUTE
 COURSE : CONF. FOR FED. EX. EN. BUSINESS OPS.
 COURSE DATES : 18 - 23 MAY 1969
 GRADE (IF GIVEN) : _____
 EXTERNAL TRAINING REQUEST NUMBER : 024745

I certify the above to be
 true and correct to the
 best of my knowledge.

James P. O'Connell
 SIGNATURE

5/24/69
 DATE

NOTE: This form is to be used only when the facility attended does
 not give official completion information.

TRAINING COMPLETED

Request No. 024745

Date 3 June 1969

14-00000

EYES ONLY
SECRET

29 APR 1969

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Support

SUBJECT : Narrative Fitness Report
Mr. James P. O'Connell
Deputy Director of Security for
Physical, Technical and Overseas Security

007784- SEC-SS

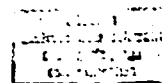
1. This Fitness Report covers the period from 1 April 1968 through 31 March 1969.

2. Mr. O'Connell was appointed Deputy Director of Security for Physical, Technical and Overseas Security in August 1968 and this Rating covers his performance during this period as well as his performance as Executive Officer from 1 April 1968 to 1 August 1968.

3. Mr. O'Connell, as Deputy Director of Security for Physical, Technical and Overseas Security, is responsible for the supervision of three large and complex divisions of this Office. In addition, he is responsible for providing policy and technical guidance to our Area Security Officers assigned to other components of the Agency and in the field. Upon assuming his duties in August 1968, Mr. O'Connell was quick to grasp the general scope and nature of these varied and complex activities. He is an alert and intelligent supervisor and he recommended and put into effect several significant personnel and organizational changes within his Directorate which have resulted in significant improvement in the overall efficiency and effectiveness of the Directorate. Recently, he was instrumental in creating a new Overseas Security Support Division made necessary by the dissolution of this Office's regional security staff in Frankfurt, West Germany. He is an astute manager and an

22 APR 1969

EYES ONLY
SECRET




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EYES ONLY
SECRET

effective supervisor. He brings to the performance of his duties broad knowledge and experience of security procedures and practices. He has been most effective in keeping a close rein on budgetary obligations within his Directorate.

4. Mr. O'Connell is personable and articulate and is able to express himself well in both written and oral form. His career is marked by steady advancement and consistently high level performances. He possesses all of the requisite qualities of a senior Security executive. However, I feel that he has not as yet applied all of these qualities to their maximum potential in his performance as DD/PTOS. Mr. O'Connell has one Division Chief who is extraordinarily capable and effective in producing results. Conversely, however, he presents one of the most difficult supervisory problems in the Office because of certain personal characteristics. I don't feel, and I believe that Mr. O'Connell would agree with me, that he has yet gotten on top of this individual as well as he should. I am convinced, however, that he is fully aware of the problem and is working hard to achieve the proper supervisory balance. I rate his performance, on balance, as STRONG with many outstanding features. I have complete confidence in Mr. O'Connell's ability, judgment and excellent potential. He is a valued career asset to this Office and the Agency.

5. Mr. O'Connell has seen this Fitness Report.


Howard J. Osborn
Director of Security

EYES ONLY
SECRET

EYES ONLY
SECRET

SEEN BY:

James P. O'Connell
James P. O'Connell

29 APR 1969
Date

CONCUR:

John C. Coffey
for Deputy Director for Support
Reviewing Official

16 May 1969
Date

Distribution:

Orig. & 1 - Addressee
1 - ~~DBS~~ ~~CS~~ / MATS / PD

EYES ONLY
SECRET

14-00000

**EYES ONLY
SECRET**

700/S 65-2461

29 APR 1968

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Support

SUBJECT : Narrative Fitness Report
James P. O'Connell
Chief, Executive Staff

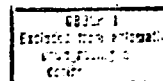
1. Mr. O'Connell has served as Chief, Executive Staff of this Office from 1 April 1967 to 31 March 1968, the rating period covered by this Fitness Report.

2. Mr. O'Connell has been most effective in the administration and direction of the complex and varied activities encompassed in the functions in the Executive Staff of this Office. He has been effective in directing the staff in the formulation and implementation of basic security policies and procedures. In addition, he has performed diligently in continuing review of the considerable volume of paper that transits the Office of the Director of Security. He has been meticulous in ensuring that staff work and correspondence leaving this office is up to the highest standards and has been very effective in arranging priority action in meeting short deadlines. As the initial professional recipient of the majority of correspondence received by this Office for action, he has been very effective in applying his knowledge of the basic organization of the Office to the assignment of action with appropriate coordination.

3. Mr. O'Connell is a personable and articulate senior executive who writes particularly well. He has had extensive experience as a Security careerist, both in Headquarters and overseas, and his career has been marked by rather rapid advancement and a record of fine performances in positions of increasing responsibility. I have no reservations about rating his performance in this position over the past year as OUTSTANDING.

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**EYES ONLY
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EYES ONLY
SECRET

4. In searching for an area where Mr. O'Connell might strive for further improvement, I am hard put to find any in the light of his consistently high performance record. I do believe, however, that Mr. O'Connell has lost or appears to have lost some of his enthusiasm and eager initiative which marked his performance for the first six months in this position. It is possible that this is due to the fact that the problems we encounter today require more measured and considered judgment as opposed to enthusiasm and initiative. Nonetheless I would like to see Mr. O'Connell strive for a better balance in these essential performance characteristics

5. Mr. O'Connell has seen this report.

Howard J. Osborn
Howard J. Osborn
Director of Security

SEEN BY:

James P. O'Connell
James P. O'Connell

29 APR 1968

Date

CONCUR:

John C. ...
Deputy Director for Support
Reviewing Official

15 May 1968
Date

Distribution:

Orig. & 1 - Addressee
1 - DD/S

069284-Jew

EYES ONLY
SECRET

S-E-C-R-E-T
(When Filled In)

MEMORANDUM FOR: Chief, Transactions & Records Branch/OP
FROM : Chief, External Training Branch/RS/TR
SUBJECT : Completion of External Training 26^{SEP} 1967

This is to advise you that James O'Connell training request
020602 attended the following external training program :

COURSE : Exec. Seminar in Automatic Data Processing
INSTITUTION: Civil Service Commission
DATE : 7-8 September 1967
GRADE : None

FOR THE DIRECTOR OF TRAINING:

David A. Stinebaugh


Attachments:

- ☐ Grade Report
- ☐ Certificate of Completion
- ☐ Roster of Participants
- ☒ Training Report by Student
- ☐ Training Report by Institution
- ☐ None
- ☐ Other: _____

GROUP I
Excluded from Automatic
Downgrading and
Declassification

S-E-C-R-E-T
(When Filled In)

SECRET
(When Filled In)

REPORT OF TRAINING AT NON-CIA FACILITY (Forward Original and One)											
TO : Director of Training ATTN : Registrar/TR THROUGH: Training Officer		FROM : James P. O'Connell OFFICE: Office of Security DATE : 12 September 1967									
1. FACILITY ATTENDED Civil Service Commission 1900 E Street, N.W. Washington, D.C.		2. DATES OF TRAINING 7 - 8 September 1967									
3. NAME AND DESCRIPTION OF PROGRAM Executive Seminar in Automatic Data Processing											
4. YOUR TRAINING OBJECTIVES A broad orientation of the ADP field both in and out of government.											
5. EVALUATION OF PROGRAM (Include: a. Strengths and weaknesses of program. b. Identify any outstanding speakers and their specific topics or area of instructional competence.) <p>I found the seminar extremely informative and worthwhile from the standpoint of examining the historical progression of the ADP from several points of view. All the speakers were highly qualified in their particular field and their presentations were well prepared. All were exceptionally apt in fielding questions.</p> <p>Mr. Bert Engelhardt, Associate Director, ADP Management Center, CSC, was a gracious host and handled his role as moderator in a truly professional manner. He has an engaging, friendly personality and is effectively articulate. If I were to single out any weakness it would be Mr. Engelhardt's lecture. He spoke on the Systems Analyst. In his presentation he seemed not to take into consideration the professional level of the group and devoted an inordinate amount of time on basic managerial precepts. This seemed to have an irritating effect on the participants who by virtue of their positions had considerable experience in the management field.</p> <p>Overall I would say, notwithstanding the above observation, it is an interesting and effective program.</p>											
6. ATTACHED ARE		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">TRANSCRIPT OF GRADES</td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 20%; text-align: center;">NO</td> </tr> <tr> <td>CERTIFICATE OF COMPLETION</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">X</td> <td style="text-align: center;">NO</td> </tr> </table>		TRANSCRIPT OF GRADES	YES	X	NO	CERTIFICATE OF COMPLETION	YES	X	NO
TRANSCRIPT OF GRADES	YES	X	NO								
CERTIFICATE OF COMPLETION	YES	X	NO								
7. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE.											
 _____ <small>SIGNATURE</small>											
NOTE: Upon receipt of this report, with attachments as applicable, a certification of completion will be forwarded to the Office of Personnel for inclusion in your official folder.											

SECRET

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18 April 1967

MEMORANDUM FOR: Director of Personnel

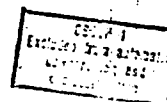
SUBJECT : James P. O'Connell
Fitness Report

1. This memorandum will supplement the information contained in Mr. Victor R. White's memorandum of 10 April 1967, since Mr. O'Connell was reassigned to the position of Chief, Security Policy and Executive Staff on 9 January 1967.
2. This then covers the period from 9 January 1967 to 31 March 1967. During this period, Mr. O'Connell quickly justified the selection for this key position in the Office of Security and has already begun to demonstrate his executive talents in this position.
3. Although the period for which he is being rated in this position is too short to be characterized definitively or finally, I would say that his progress thus far justifies an unqualified rating of "Outstanding".


Howard J. Osborn
Director of Security

27 APR 1967

SECRET



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10 April 1967

MEMORANDUM FOR: Director of Security

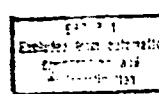
SUBJECT : O'CONNELL, James P.
(Outstanding Fitness Report)

The attached Fitness Report reflects an Outstanding performance. Mr. O'Connell is a senior executive in the Office of Security who has recently been assigned to an important Staff Chief function. In view of Mr. O'Connell's career progress, no special recognition for this outstanding performance is considered necessary at this time.


Victor R. White
Deputy Director of Security (IOS)

Attachment

SECRET



14-00000

SECRET

10 April 1967

MEMORANDUM FOR: Director of Security

SUBJECT : O'CONNELL, James P.
(Fitness Report)

This is an annual Fitness Report on the above employee for the period ending 9 January 1967. Mr. O'Connell was reassigned from Assistant Deputy Director of Security (IOS) to Chief, Security Policy and Executive Staff, and the Director of Security will add comments for the remainder of the rating period ending 31 March 1967.

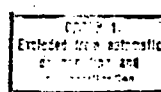
As Assistant to the DDS(IOS), Mr. O'Connell applied exceptional executive talent in sharing with me the responsibility for the direction of the investigative and operational support programs in the Office of Security. It is felt that Mr. O'Connell made an outstanding contribution to the management of IOS at a time of the heaviest work pressures in our history. Mr. O'Connell has a calm, clinical approach to work problems, and his solutions to these problems reflect the soundness of his judgment and the breadth of his experience. He expresses himself clearly and concisely in both writing and speech. As Assistant DDS(IOS), he demonstrated sound management concepts and acute cost consciousness. His strength as a supervisor is reflected in the universal respect he enjoys among all subordinates.

I regard Mr. O'Connell's performance as ADDS(IOS) as "Outstanding."

Victor R. White
Victor R. White

Deputy Director of Security (IOS)

SECRET



SECRET

SUBJECT: O'CONNELL, James P.
(Fitness Report)

Noted by Employee:

James P. O'Connell

10 April 1967
Date

Reviewing Official Comments:

Howard J. Osborn
Howard J. Osborn
Director of Security

4/16/67
Date

*

See memo.

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				009784	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE
O'CONNELL, James P. Jr.			02/19/17	M	GS-16
5. OFFICIAL POSITION TITLE			6. CURRENT STATION		
Security Officer			OS/IOS/Off. of DD Washington, D. C.		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
25 April 1966			16 August 1965 - 31 March 1966		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak 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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding 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.</p>					
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					RATING LETTER
<i>See attached Memorandum</i>					
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
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.					RATING LETTER
					S

22 APR 1966

14-00000

SECRET

18 April 1966

MEMORANDUM FOR: Director of Security

SUBJECT : O'CONNELL, James P.
(Fitness Report)

1. This is an Annual Fitness Report on the above employee for the period ending 31 March 1966. Mr. O'Connell is currently assigned as Assistant Deputy Director of Security (IOS), a position he assumed in September 1965. He was promoted to GS-16 at the time he assumed these responsibilities on the basis of a long period of distinguished service that was culminated in his assignment as Regional Security Officer for the Far East.

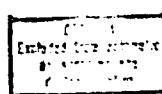
2. As my Assistant, Mr. O'Connell shares with me the responsibility for the direction of the investigative and operational support programs of the Office of Security. He brings to this position a wealth of experience, sound management concepts, and the ability to meet and solve complex administrative problems. I have implicit confidence in his judgment, and he enjoys the full respect of all of his associates. Mr. O'Connell has made an outstanding contribution to the management and direction of IOS at a time when our work load is the highest in history. He is susceptible to innovation and has a keen appreciation of cost factors in meeting his managerial responsibilities. He has a unique ability to put work problems in the proper focus, does his job without fanfare, and maintains extremely high standards of work accomplishment.

3. Mr. O'Connell's performance fully justifies his promotion to the supergrade level and, in the relatively short time he has been in his current assignment, his overall performance is considered unusually strong with many outstanding aspects.

Victor R. White
Victor R. White

Deputy Director of Security (IOS)

SECRET



SECRET

SUBJECT: O'CONNELL, James P.
(Fitness Report)

18 April 1966

Noted by Employee:

James P. O'Connell

18 April 1966
Date

Reviewing Official:

Howard Johnson

19 April 1966
Date

SECRET

CONFIDENTIAL

(When filled in)

TRAINING REPORT

MANAGERIAL GRID SEMINAR (50 hours) DATES: 8-13 May 1966

Student : James P. O'Connell, Jr. Office : OS

Year of Birth: 1917 Service Designation SS

Grade : 16 No. of Students : 33

EOD Date : December 1951

COURSE OBJECTIVES AND METHOD

Course objectives are to aid participants to: learn the managerial theories contained in the Grid; understand their personal managerial styles in Grid terms; evaluate convictions about managerial values; develop team action skills; increase candidness of communication; strengthen the use of critique for problem-solving and learning; and acquire an appreciation of Organization Culture and Development.

The method of learning offers a challenge to all participants regardless of level or experience. A Grid Seminar is not "taught" in the usual sense. In Grid teams, participants solve complex management problems. Objective solutions are made available. Individual and team performance is repeatedly assessed. Various measuring instruments are used to evaluate effectiveness.

Critique sessions assist each participant to understand how he might change his own behavior to increase his problem-solving effectiveness. Thus managers are not told the best way to manage, but they learn by convincing themselves.

About twenty to thirty hours of study are completed as prework. Insights gained are deepened and personalized during the intensive 50-hour Seminar.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING:


Chief Instructor

7 JUN 1966

Date

CONFIDENTIAL

(When filled in)

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				009784	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) CONNELL JAMES P JR.			2. DATE OF BIRTH 19 Feb 1917	3. SEX M	4. GRADE GS-15
5. OFFICIAL POSITION TITLE ACTING DCOS			7. OFF/DIV/BR OF ASSIGNMENT DDP/FE OKINAWA		8. CURRENT STATION Okinawa
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-) 31 March 65 - 15 June 65		
SECTION B PERFORMANCE EVALUATION					
W - Weak		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 - Adequate		Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.			
P - Proficient		Performance is more than satisfactory. Desired results are being produced in a proficient manner.			
S - Strong		Performance is characterized by exceptional proficiency.			
O - Outstanding		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).					RATING LETTER
SPECIFIC DUTY NO. 1 Memo in lieu of Fitness Report (See Section C)					
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
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.					

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training dependent 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.</p> <p>The period of this report is less than 90 days from the ^{JUL 14} last ¹⁰⁻¹⁵⁻⁶⁵ subject's annual report.</p> <p>A Memo in Lieu of Fitness Report was prepared on subject ^{MAIL ROOM} for the period 12 September 1964 - 31 March 1965 and all comments in that memo remain in effect.</p>			
SECTION D CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
29 June 1965	JAMES P O'CONNELL JR. /s/		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
29 June 1965	CCS	JAMES D. ANDREWS/s/	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
Comments of reviewing officer of last report remain in effect.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	

SECRET

SECRET

8 April 1965

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED] James P. O'Connell
Period: 12 September 1964 - 31 March 1965

[REDACTED], chief of the Regional KUSODA Support Staff for nearly three years, is 43 years old and a career employee with more than 13 years service. Although this has been his first overseas tour, he and his family are well adjusted to foreign assignment, and he is apparently able and willing to serve in any position offered.

As the senior KUSODA officer in the Far East, he directs the activities of six officers on his own staff as well as supervises and provides guidance to all other KUSODA officers assigned in the Far East; in addition he monitors the performance of three other KUSODA officers attached to this Station. In this supervisory role, he has an excellent insight into the abilities of his staff and definitely holds the respect of his subordinates.

As the senior KUSODA officer he is my principle adviser on many KUSODA matters. His judgment is mature, his evaluations usually sound. He is dependable and I believe his loyalty to our service and his superiors is above question.

He operates his staff well, is cost conscious and requires an absolute minimum of supervision from Station command.

He maintains excellent liaison relationships with other island services.

[REDACTED] will continue to develop and can assume positions of greater responsibility.

I rate this officer as Strong--on the high side.

/s/ James D. Andrews, COS

READ: /s/ James P. O'Connell

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				009784			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
O'Connell James P			19 Feb 17	M	GS-15	SS	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Security Officer			DDP/FE/JKO		Okinawa		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From- to-)			
May 65				12 Sept 64 - 31 March 65			
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak 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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding 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.</p>							
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							RATING LETTER
Memo in lieu of Fitness Report attached							
SPECIFIC DUTY NO. 2							RATING LETTER
SPECIFIC DUTY NO. 3							RATING LETTER
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.							RATING LETTER
2 MAY 1965							S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relation 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 must be described, if applicable.</p>			
OFFICE OF PERSONNEL APR 30 2 08 PM '65 MAIL ROOM			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
8 April 1965	/s/ James P. O'Connell		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
8 April 1965	Chief of Station	/s/ James D. Andrews	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<i>See attachment</i>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	

SECRET

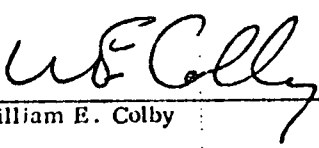
SECRET

O'CONNELL, James P.

Comments of Reviewing Official:

I agree with the rating officer's comments. Mr. O'Connell has been a credit to the Okinawa Station and to his parent Career Service.

Signature of Reviewing Official:


William E. Colby

Date

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A				GENERAL	
1. NAME (Last) O'Connell (First) James P. (Middle)		2. DATE OF BIRTH 19 Feb 17	3. SEX M	4. GRADE GS-15	5. SD 88
6. OFFICIAL POSITION TITLE Security Officer		7. OFF. DIV. OR OF ASSIGNMENT / 8. CURRENT STATION DDP/FE/JKO Okinawa			
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):		INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - to) 1 April 64 - 11 Sept 64			
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak 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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding 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.</p>					
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					RATING LETTER
Memo in lieu of Fitness Report attached					
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
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.					RATING LETTER S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS		OFFICE OF PERSONNEL
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective the 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.</p>				
9 08 AM '64				
MAIL ROOM				
SECTION D CERTIFICATION AND COMMENTS				
1. BY EMPLOYEE				
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT				
DATE	SIGNATURE OF EMPLOYEE			
11 Sep 64	/s/ James P. O'Connell			
2. BY SUPERVISOR				
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE		
11 Sep 64	COS	/s/ Alan Warfield		
3. BY REVIEWING OFFICIAL				
COMMENTS OF REVIEWING OFFICIAL				
<p>I concur in the comments of the rating officer. Though I am not in a position to deal directly with Mr. O'Connell, I am aware of responsibilities and fully appreciative of excellent support rendered to the COS, Okinawa and to Area FE Stations of the Security Staff at Okinawa.</p>				
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE		
25 SEP 1964	Acting Chief, Far East Division	Robert J. Myers		

SECRET

CONFIDENTIAL

2 September 1964

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED]
Period 1 April 1964 - 1 September 1964

A full fitness report was prepared by me on this officer on 15 April and therefore this memorandum, being prepared in connection with my transfer, will merely supplement the previous report.

During the past five months I have had further evidence to substantiate the statements made concerning [REDACTED] maturity and dependability. He has been my chief counselor in a recent reappraisal of standards of behavior from a security standpoint. His opinions and advice are always carefully thought through, devoid of fear induced over caution, and realistic.

[REDACTED] continues to be a good supervisor. He knows his people, their capabilities and limitations. They respect him for his leadership.

In liaison with other security activities [REDACTED] has established excellent relationships which have frequently proven their value. He has considerable talent for liaison which should be kept in mind in selecting his next assignment.

[REDACTED]
15/ Alan Warfield

SEP 1 2 04 PM '64

RECEIVED

CONFIDENTIAL

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 009734			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle) O'Connell James P Jr.			2. DATE OF BIRTH 19 Feb 17	3. SEX M	4. GRADE GS-15	5. SO SS	
6. OFFICIAL POSITION TITLE Security Officer			7. OFF/DIV/BR OF ASSIGNMENT RSS		8. CURRENT STATION Okinawa		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> SPECIAL (Specify): Memo in lieu of FR <input type="checkbox"/> REASSIGNMENT EMPLOYEE				
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to) 31 March 63 - 31 March 64				
SECTION B PERFORMANCE EVALUATION							
W - Weak		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 - Adequate		Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.					
P - Proficient		Performance is more than satisfactory. Desired results are being produced in a proficient manner.					
S - Strong		Performance is characterized by exceptional proficiency.					
O - Outstanding		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).							RATING LETTER
SPECIFIC DUTY NO. 1							
SPECIFIC DUTY NO. 2							RATING LETTER
SPECIFIC DUTY NO. 3							RATING LETTER
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.							S
27 MAY 1964							

11 May 1964

MEMORANDUM FOR: Chief, Administration and Training Staff
SUBJECT : Fitness Report of James O'Connell

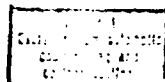
I concur in the attached evaluation of Mr. James O'Connell's performance for the period 31 March 1963 to 31 March 1964. In addition, I wish to add that Mr. O'Connell has accomplished his fine performance with a minimum of supervision and direction from this Office which is responsible for support to the Overseas Security Officers.



E. M. WINTERS
Deputy Director of Security (PPS)

Attachment:
Fitness Report

SECRET



27 MAY 1964

SECRET

15 April 1964

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED]

James O'Connell, 2d-15

Period 31 March 1963 - 31 March 1964

James O'Connell

[REDACTED] is Chief, Regional Security Staff, FE. As such he has performed a fine job in meeting the requirements of FE Stations for security services and in gaining acceptance for the security program. The requirements have been considerably accelerated during past months due to the unsettled conditions in the FE Area. Also support to Headquarters projects has been added to the security office. Perhaps too frequently a job which falls to the station and which cannot be properly identified with one component falls to the Regional Security Staff. *O'Connell* while keeping his eye on his primary responsibilities has been most helpful and cooperative in handling secondary duties.

He is a mature officer, seasoned by experience and training. He is calm and poised in crisis situations. His dependability and personality are genuine assets to the Station.

O'Connell

[REDACTED] is a good supervisor who promotes team work among his people, who is opposed to waste, and has demonstrated his interest in efficiency and economy.

O'Connell

[REDACTED] makes a sincere effort to separate the Regional Security office from the Station Security office, however, this is difficult if not impossible to do. Perhaps the Station is as much to blame as the overlapping of the various security functions. Surely it is understandable that the Chief of Station wants the best advice he can get on a security matter of concern to him and will turn to the senior officer available. This is an especially tempting recourse with such a fine officer as [REDACTED] close at hand.

O'Connell

He has responded well to the call for economy and although he has little latitude in this respect he has instituted some restrictions that will result in savings. He writes lucidly and succinctly.

I am pleased that he is to be at this Station for another year.

78 51 3 20 *[initials]*

READ: [REDACTED]

W. Alan M. Warfield

27 MAY 1964

SECRET

SECRET
(When Filled In)

PSP

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle) O'Connell James P., Jr.				2. DATE OF BIRTH 19 February 17		3. SEX Male	4. GRADE GS-15
5. SERVICE DESIGNATION SS		6. OFFICIAL POSITION TITLE Security Officer		7. OFF/DIV/BR OF ASSIGNMENT OS/IOS/OSD/CC			
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P. 30 April 62				11. REPORTING PERIOD: From March 61 To March 62		SPECIAL (Specify)	
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				RATING NO.	SPECIFIC DUTY NO. 4		
SPECIFIC DUTY NO. 2				RATING NO.	SPECIFIC DUTY NO. 5		
SPECIFIC DUTY NO. 3				RATING NO.	SPECIFIC DUTY NO. 6		
SPECIFIC DUTY NO. 7							
SPECIFIC DUTY NO. 8							
SPECIFIC DUTY NO. 9							
SPECIFIC DUTY NO. 10							
SPECIFIC DUTY NO. 11							
SPECIFIC DUTY NO. 12							
SPECIFIC DUTY NO. 13							
SPECIFIC DUTY NO. 14							
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10 September 1962

MEMORANDUM FOR: Director of Security

SUBJECT: O'CONNELL, James P.
(Fitness Report)

Mr. O'CONNELL is completing eleven years of Agency service. He holds a Bachelor of Science Degree from St. John's University and his experience qualifications include four years of service with the Federal Bureau of Investigation.

This evaluation covers Mr. O'CONNELL's performance as Chief of the Security Support Division. During this period the accomplishments of the Division reflected a high caliber of leadership. Mr. O'CONNELL has displayed outstanding executive ability and a broad understanding of the investigative, support, and security problems inherent in the job. Mr. O'CONNELL applies his abilities well and obtains a high level of work productivity and quality. He has considerable capacity for further development and is currently assigned as Chief, Regional Security Support Staff, FE.

It is felt that Mr. O'CONNELL's present assignment will add to the breadth of his experience and coupled with his proven talents for administration will insure the development of his potential for greater responsibility at the executive level.

Victor R. White
Victor R. White
Deputy Director of Security (IOS)

Reviewing Official:

Sheffield Edwards
Sheffield Edwards
Director of Security

Noted By Employee:

(Mr. O'Connell is on PCS assignment and not available. A copy of this Fitness Report will be furnished him.)
James P. O'Connell

SECRET

CERTIFICATE

This is to certify that

James P. O'Connell

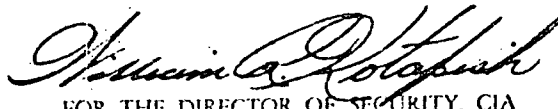
has attended and successfully completed the

SECURITY OFFICE SPECIAL TRAINING COURSE

Security Officer Field Course #12

during the period 14 May

to 25 May 1962



FOR THE DIRECTOR OF SECURITY, CIA

WASHINGTON, D.C.

CERTIFICATE

This is to certify that

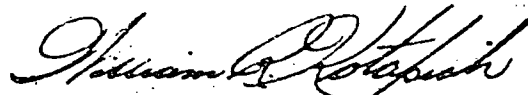
James P. O'Connell

has attended and successfully completed the

SECURITY OFFICE SPECIAL TRAINING COURSE

Physical Security Training Course #8

during the period 23 April *to* 11 May 1962



FOR THE DIRECTOR OF SECURITY, CIA

WASHINGTON, D.C.

S-E-C-R-E-T

TRAINING REPORT

Introduction to Intelligence No. 40

40 hours, full-time

19 - 23 March 1962

45 students

Student : O'Connell, James P., Jr. Grades GS-15

Year of Birth: 1917

EOD Date : December 1951

Office : Security

COURSE OBJECTIVES - CONTENT AND METHODS

Introduction to Intelligence has four objectives: (1) to instruct the student in the basic concepts of intelligence and the role of national intelligence within the Government; (2) to describe the intelligence community: its members, their duties, and their relationship to CIA; (3) to define and describe the functions of CIA and identify the components performing them; and (4) to explain the processes and means by which CIA fulfills its responsibilities for collection, production, and dissemination of intelligence.

Lectures given by Orientation Faculty members and guest speakers take up about half the time; seminar and review exercises, about one fourth; and study periods and training films, the remaining quarter. An Intelligence Products Exhibit, representing all the Offices of the DD/I, puts on display the products of those Offices and by visual aids demonstrates the activities of each Office.

ACHIEVEMENT RECORD

Student achievement is judged on the basis of a 40 item multiple choice test on course content given the last day of the course. On the basis of this test each student is given an adjectival rating. The number of students in this class receiving each adjectival rating is shown below. This student's rating is indicated by the asterisk:

<u>Unsatisfactory</u>	<u>Satisfactory</u>	<u>Excellent</u>
0	22	23*

FOR THE DIRECTOR OF TRAINING:

J. W. English
Chief, Orientation Faculty

23 March '62
Date

TRAINING REPORT

Counterintelligence Proficiency Course No. 30
 80 hours full-time 29 January - 9 February 1962

Student: O'CONNELL, James P., Jr.

Students: 17

Year of Birth: 1917

EOD Date: December 1951

Grade: GS-15

Office: OS/Ops.Support Div.

COURSE OBJECTIVES - COMMENT AND METHODS

This course, designed for the staff employee who requires a basic knowledge of counterintelligence doctrine and methodology, aims to increase his understanding of this activity by (a) acquainting him with current counterintelligence concepts and objectives and the organization and functions of counterintelligence targets, (b) familiarizing him with skills and techniques employed in detecting, investigating, and operating against targets, and (c) showing him how to report, record, and disseminate counterintelligence information.

The student is instructed through the media of lectures, directed reading, tours, training films, examinations, class exercises, and discussions.

ACHIEVEMENT RECORD

The overall adjectival rating and comments below are derived from a review of the student's performance in class discussions, three written problems, and two objective tests. The written problems involve name tracing, an examination of a counterintelligence interrogation and the dissemination of information about an individual of counterintelligence interest.

OVERALL ADJECTIVAL RATING

EXCELLENT

COMMENTS

Mr. O'Connell contributed significantly to class discussions. His performance throughout the course demonstrated a sound comprehension of the instruction. His handling of the problem situations was thoroughly professional.

FOR THE DIRECTOR OF TRAINING:

M.E. Brin
 Chief Instructor

27 Feb. 1962

Date

SECRET

S-E-C-R-E-T

TRAINING REPORT

Operations Support No. 50

120 hours, full-time, Phase I 2 - 20 April 62 8 Students
80 hours, full-time, Phase II 23 April - 4 May 62 10 Students

Student : O'CONNELL, James P., Jr.

Year of Birth: 1917

EOD Date: December 1951

Grade: GS-15

Office : OS

COURSE OBJECTIVES - CONTENT AND METHODS

The Operations Support Course emphasizes the role of support personnel in clandestine activities and their responsibility in originating material of a support nature at headquarters and in the field. The Course objectives are to provide the student with (1) an appreciation of the interrelationship between operating functions and support functions; (2) an understanding of some of the basic principles and techniques of Agency operations; (3) a knowledge of procedures, regulations and problems pertinent to the necessary support of operational activities.

a. Phase I covers instruction on organization, functions and responsibilities of the Clandestine Services; basic principles of clandestine activity accompanied by practical exercises; project and agent management; familiarization with defensive and offensive audio surveillance.

About fifty per cent of Phase I consists of lectures, briefings, and discussions; about thirty-five per cent is devoted to field exercises, practical written assignments, practice problems, and observing films as training aids in basic tradecraft. The remainder of the time is devoted to studying and testing.

b. Phase II includes name checks, records procedures, foreign travel, finance and property accounting, dispatch, pouch, cable and message-writing procedures. For this phase, problems have been developed to represent situations as they normally occur at a Class B Station.

About thirty-five per cent of Phase II is composed of lectures, briefings, and discussions; about fifty per cent is devoted to practice problems and practical written assignments. The remainder of the time is devoted to studying and testing.

ACHIEVEMENT RECORD

The adjectival ratings on this student for each major area of this course are the result of an evaluation of his work on his individual projects, on the other exercises, and on the final examination. Comparative judgment takes into account students in preceding classes as well as the present one. The numbers show how many students received each rating. An asterisk (*) shows the rating this student received. The rating the student receives represents the student's performance in the course with no allowance made for difference in age, education, experience and so forth.

S-E-C-R-E-T

S-E-C-R-E-TNAME O'CONNELL, James P. Jr.

MAJOR CATEGORIES

PHASE I	UNSAT	SAT	EXCELLENT
1. Tradecraft - Recognition of elementary principles.	0	2	6
2. Casing - Written observation of an assigned site.	0	2	6
3. Personal Meeting Plan - Written paper emphasizing techniques of effecting clandestine meeting.	0	5	3
4. Personal Meeting - Carrying out student's plan.	0	4	4
5. Contact Report - Written report of clandestine personal meeting.	0	2	6
6. Operational Support Procedures - General knowledge of Clandestine Services Organization and Functions; Agent and Project Management.	0	2	6
PHASE II			
1. Originating Headquarters and Field Dispatches. Indexing Requirements. Field Pouch Manifest.	0	2	8
2. Preparation of Headquarters and Field Cables. Writing and Indexing Messages. Use of Message Writing Techniques.	0	7	3
3. Type II Property Accounting - Fundamentals and Execution of Records.	0	1	9
4. Foreign Travel - Currency Conversion and Completion of Travel Voucher.	0	4	6
5. Familiarization with Class B Accounting and Preparation of Records.	0	0	10
6. Clandestine Services Headquarters and Field Support Procedures.	1	4	5
COMMENTS			
Student cancelled per Office of Security, 6 April 1962.			
<p>FOR THE DIRECTOR OF TRAINING: <i>Erlyn S. Baker</i> 18 May 1962</p> <p>Chief Instructor Date</p>			

S-E-C-R-E-T

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3 AUG 1961

28 July 1961

MEMORANDUM FOR: Acting Director of Security

FROM: Deputy Director of Security (IOS)

SUBJECT: O'CONNELL, James P.
(Fitness Report)

Mr. O'Connell is completing ten years of Agency service and his experience qualification includes four years of service with the Federal Bureau of Investigation. He holds a Bachelor of Science Degree from St. John's University.

This evaluation covers Mr. O'Connell's first year assignment as Chief of the Security Support Division. It is felt that the outstanding accomplishments of this Division during this period are in large measure attributable to Mr. O'Connell's managerial skill. During this time the Security Support Division, without additional personnel, has increased its production substantially and in the area of operational support has handled many unique and diverse assignments.

Mr. O'Connell has a keen and analytical intellect and a broad understanding of the investigative and security problems inherent in his job. He applies these qualities with his talent for administration to make for an overall outstanding performance.

Mr. O'Connell has the capacity for further development and his future training should be directed to senior management courses to insure the full development of this potential.

Victor R. White
Victor R. White

Reviewing Official:

R. L. Bannerman
R. L. Bannerman
Acting Director of Security

Noted by Employee:

James P. O'Connell
James P. O'Connell

SECRET

14-00000

SECRET

16 June 1960

MEMORANDUM FOR: Deputy Director of Security
(Investigations and Operational Support)

SUBJECT: O'CONNELL, James P.
(Fitness Report)

1. This report constitutes an evaluation of Mr. O'CONNELL's performance as Deputy Chief, Security Support Division and as Chief, Security Support Division.

2. It is pertinent to note that by virtue of a sustained performance of outstanding proportion, Mr. O'CONNELL was promoted on 4 May 1959 to the position of Deputy Chief, Security Support Division, and on 4 April 1960 to the position of Chief, Security Support Division.

3. During the rating period Mr. O'CONNELL's performance amply justified and confirmed the previous assessments of his potential executive caliber. He has demonstrated in his recent assignments highly advanced administrative ability and judgment of an excellence considerably more than that required in the discharge of his increased responsibilities.

4. He has continued to display a marked dedication to the welfare of his office and the Agency. His approach to the discharge of responsibilities within his purview has been progressive and sound in all respects. His contribution has been invaluable.

5. In terms of potential, Mr. O'CONNELL's overall performance and his demonstrated talents and gifts of personality continue to constitute him as being qualified for a future of increasingly important service.

David E. Hanlon

David E. Hanlon
Assistant Deputy Director of Security
(Investigations and Operational Support)

REVIEWING OFFICIAL:

Fred H. Hall
Fred H. Hall
Deputy Director of Security
(Investigations and Operational Support)

NOTED BY EMPLOYEE:

James P. O'Connell
James P. O'Connell

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SECRET

(When Filled In)

RECEIVED
FOR SS/CSB
CFB

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) O'CONNELL, James P., Jr.		2. DATE OF BIRTH 19 February 1917		3. SEX male	4. GRADE GS-14
5. SERVICE DESIGNATION SD-SS		6. OFFICIAL POSITION TITLE Investigator		7. OFF. DIV./BR OF ASSIGNMENT Sec. Sup. Div., Support Branch	
8. CAREER STAFF STATUS			9. TYPE OF REPORT		
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P. 30 April 1959		11. REPORTING PERIOD From 12/17/57 To 3/31/59			
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		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.
SEE ATTACHED					
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.
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.
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Least possible degree		2 - Limited degree		3 - Normal degree	
4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS		NOT APPLICABLE	NOT OBSERVED	RATING	
				1	2
GETS THINGS DONE				3	4
RESOURCEFUL				5	
ACCEPTS RESPONSIBILITIES					
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					
DOES HIS JOB WITHOUT STRONG SUPPORT					
FACILITATES SMOOTH OPERATION OF HIS OFFICE					
WRITES EFFECTIVELY					
SECURITY CONSCIOUS					
THINKS CLEARLY					
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					
OTHER (Specify)					

SEE SECTION "E" ON REVERSE SIDE

SECRET

4 September 1959

MEMORANDUM FOR: Acting Deputy Director of Security
(Investigations and Support)

SUBJECT: O'CONNELL, James P., Jr.
(Fitness Report)

1. This report constitutes a continuing evaluation of Mr. O'CONNELL's performance as Chief, Support Branch, Security Support Division.
2. Mr. O'CONNELL's performance in terms of productivity and quality has been outstanding in every respect. His responsibilities have been most exacting and demanding, not only because of the administrative requirements involved, but also because of the urgent and unprecedented nature of the problems he is called upon to handle. Many of these problems have had Agency-wide implications and have been of interest to high Agency officials. He has met the challenges presented to him in a superb fashion and in a manner reflecting credit upon himself and the Security Office. In addition to this statement of evaluation, it should be noted that Mr. O'CONNELL, upon the recent completion of his assignment as Chief, Support Branch, SSD, and his promotion to Deputy Chief, SSD, received a commendation from the Director of Security commending him for his over-all splendid performance with particular reference to his handling of an ultra sensitive matter of interest to the highest authorities of the Agency.
3. In terms of potential, Mr. O'CONNELL's performance, his impressive physical appearance and personality, coupled with his proven powers of judgment and administration, in the opinion of the rater constitute him as being of potential executive caliber.

David E. Hanlon
David E. Hanlon

Acting Assistant Deputy Director of Security
(Investigations and Support)

REVIEWING OFFICIAL:

Fred H. Hall
Fred H. Hall

Acting Deputy Director of Security
(Investigations and Support)

NOTED BY EMPLOYEE:

James P. O'Connell
James P. O'Connell

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: COMPLETE CAREFULLY IN ACCORDANCE WITH INSTRUCTIONS FOR COMPLETING THIS REPORT.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any portion. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

SECTION A. GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
O'CONNELL, James P., Jr.	19 Feb. 1917	male	SD - SS
5. OFFICE DIVISION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
OS/Sec. Supr. Div., Support Branch		Investigator	
7. GRADE	8. DATE REPORT DUE IN 20	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-14	17 December 1957	17 December 1956 - 17 December 1957	
10. TYPE OF REPORT (Check one)		11. SPECIAL (Specify)	
<input type="checkbox"/> INTERNAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> REASSIGNMENT-EMPLOYEE			

SECTION B. CERTIFICATION	
1. FOR THE RATER: THIS REPORT <input checked="" type="checkbox"/> WAS <input type="checkbox"/> HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.	

A. CHECK (X) APPROPRIATE STATEMENTS:		B. IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.	
<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		<input type="checkbox"/>	
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		<input type="checkbox"/>	
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES IN LIGHT OF HIS SUPERVISOR'S STANDARDS.		<input type="checkbox"/>	
C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR		D. SUPERVISOR'S OFFICIAL TITLE	
25 November 1957		Ass't Dep. Dir. of Sec. (I & S)	
2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.			

DATE
DEC 1957
10/17/22/57

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPE, NAME, AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
25 November 1957	<i>[Signature]</i>	Dep. Dir. of Security (I & S)

SECTION C. JOB PERFORMANCE EVALUATION	
1. RATING ON GENERAL PERFORMANCE OF DUTIES	
DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.	
6	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS. 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

Performance

(4)

SECRET

OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p>DIRECTIONS:</p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty, considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
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SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
<p>DESCRIPTIVE RATING NUMBER</p> <table border="0"> <tr> <td>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</td> <td>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</td> </tr> <tr> <td>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</td> <td>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</td> </tr> <tr> <td>3 - PERFORMS THIS DUTY ACCEPTABLY</td> <td></td> </tr> <tr> <td>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</td> <td></td> </tr> <tr> <td>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</td> <td></td> </tr> </table>				1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY	3 - PERFORMS THIS DUTY ACCEPTABLY		4 - PERFORMS THIS DUTY IN A COMPETENT MANNER		5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB															
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SUPERVISES	6	COORDINATES WITH OTHER OFFICES	6																								
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER																								
RECOGNIZES AND SOLVES INVESTIGATIVE PROBLEMS	6	DEVELOPS NEW PROGRAMS	6																								
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER																								
EVALUATES SIGNIFICANCE OF DATA	6	PREPARES CORRESPONDENCE	6																								
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE																											
<p>DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>Mr. O'CONNELL is an excellently trained and widely experienced investigator who has demonstrated the ability to coordinate and supervise the unique and diverse investigative and security problems inherent in the work of the Agency. He willingly discharges his responsibilities and cheerfully accepts the necessity to meet these responsibilities at all hours of the night, on weekends, holidays, etc. He is a dedicated Career employee and has no significant weaknesses.</p>																											
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION																											
<p>DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.</p> <table border="0"> <tr> <td>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</td> <td></td> </tr> <tr> <td>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</td> <td></td> </tr> <tr> <td>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</td> <td></td> </tr> <tr> <td>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> <td></td> </tr> <tr> <td>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</td> <td></td> </tr> <tr> <td>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</td> <td></td> </tr> <tr> <td>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</td> <td></td> </tr> </table> <p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p>				1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED		2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW		3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION		4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION		5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS		6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION		7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION											
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SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 8 of Section "F" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
O'CONNELL, James P., Jr.	19 Feb. 1917	male	SD - SS
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
OS/Sec. Sup. Div., Support Branch		Investigator	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (inclusive dates)	
GS-14	17 December 1957	17 December 1956 - 17 December 1957	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
25 November 1957	<i>Robert H. Hall</i>	Ass't Dep. Dir. of Sec. (I & S)
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
25 November 1957	<i>Robert H. Hall</i>	Dep. Dir. of Security (I & S)

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

5 RATING NUMBER	1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) where contact with immediate subordinates is frequent (First line supervisor)		
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
	2	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)		
	3	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX		
		OTHER (Specify)		

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Potential

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OFFICE OF PERSONNEL

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION <div style="text-align: center; font-size: 1.2em;">69 MONTHS</div>					
2. COMMENTS CONCERNING POTENTIAL <div style="text-align: right; font-weight: bold; font-size: 1.1em;">Dec 13 2 33 PM '57</div> <p>The fine performance which Mr. O'CONNELL has given over a period of years in several different assignments indicates a good potential for advancement and advancement.</p>					
SECTION II. FUTURE PLANS					
1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL <p>Mr. O'CONNELL is obtaining fine developmental experience in the varied responsibilities of his position as Chief, Support Branch, Security Support Division. No specific, formal training is planned at this time.</p>					
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS <p>As a matter of personal choice, Mr. O'CONNELL would prefer not to go overseas on a PCS assignment at this time. However, as a Career employee, he recognizes his responsibility to serve wherever the requirements of the Agency may dictate.</p>					
SECTION I. DESCRIPTION OF INDIVIDUAL					
DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.					
1 - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE					
CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	5	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	5	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS MISTAKES	5	24. BOWS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. SHOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MERCY FOR FACTS	4	18. IS OUTRAGED	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STANDING AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any portion. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section 'A' below.

GENERAL

1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
C. CORNELL, James P., Jr.		19 Feb. 1917	Male	SD-55
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE		
US/Sec. Supp. Div., Support Branch		Investigator		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-11	17 December 1956	10 December 1955 - 10 December 1956		
10. TYPE OF REPORT (Check one)		11. REASSIGNMENT (Specify)		
<input checked="" type="checkbox"/> INITIAL		<input type="checkbox"/> REASSIGNMENT-SUPERVISOR		
<input type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT-EMPLOYEE		

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ WAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	
I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):	

B. THIS DATE 27 November 56 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Fred H. Hall D. SUPERVISOR'S OFFICIAL TITLE Chief, Security Support Div.

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY	DATE
Posted Pres. Cont. <u>[Signature]</u>	21 DEC 1956
Reviewed <u>[Signature]</u>	12/1/56

☐ CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE 30 Nov 56 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL [Signature] C. OFFICIAL TITLE OF REVIEWING OFFICIAL Asst. Dir. of Security (T&S)

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5

INSERT
RATING
NUMBER

1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
2. BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

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Performance

(4)

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(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES			
DIRECTIONS: a. State in the spaces below up to six of the more important SPECIFIC DUTIES performed during this rating period. Place the most important first. Do not include minor or unimportant duties. b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty. c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only). d. Compare in your mind, when possible, the individual being rated with the same duty at a similar level of responsibility. e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties. f. Be specific. Examples of the kind of duties that might be rated are: <div style="display: flex; justify-content: space-between;"> <div> ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING </div> <div> HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE </div> <div> MAIL ROOMS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES KEEPS BOOKS DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA </div> </div> g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.			
DESCRIPTIVE RATING NUMBER 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY			
SPECIFIC DUTY NO. 1 SUPERVISING RATING NUMBER 6	SPECIFIC DUTY NO. 4 COORDINATES WITH OTHER OFFICES RATING NUMBER 6		
SPECIFIC DUTY NO. 2 COMPREHENSION OF INVESTIGATIVE PROBLEMS RATING NUMBER 6	SPECIFIC DUTY NO. 5 DEVELOPS NEW PROGRAMS RATING NUMBER 5		
SPECIFIC DUTY NO. 3 EVALUATES SIGNIFICANCE OF DATA RATING NUMBER 6	SPECIFIC DUTY NO. 6 PREPARES CORRESPONDENCE RATING NUMBER 6		
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job. <p>Mr. O'Connell is a versatile, intelligent employee who always promptly accepts and discharges his responsibilities willingly. He is an experienced, able investigator and a capable supervisor. He has no significant weaknesses.</p>			
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level. <div style="display: flex;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 6 RATING NUMBER </div> <div> 1 - DEFINITELY UNSUITABLE...HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION 5 - A FINE EMPLOYEE...HAS SOME OUTSTANDING STRENGTHS 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION </div> </div>			
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:			

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(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CF no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
O'CONNELL, James P., Jr.	15 Feb. 1917	male	SP-SS
5. OFFICE DIVISION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
CS/Sec. Sup. Div., Support Branch		Investigator	
7. GRADE	8. DATE REPORT DUE IN CP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
CS-11	17 December 1956	16 December 1955 - 16 December 1956	
10. TYPE OF REPORT (Check one)	11. REASSIGNMENT (Specify)		
INITIAL	REASSIGNMENT-SUPERVISOR		
ANNUAL	REASSIGNMENT-EMPLOYEE		

SECTION F. CERTIFICATION		
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
27 November 56	Fred H. Hall	Chief, Security Support Div.
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
30 Nov 56	Robert H. Cunningham	Dep. Dir. of Security (IAS)

SECTION G. ESTIMATE OF POTENTIAL	
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES	
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">4</div> RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE EXPECTED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN ENJOYED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL	
DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.	

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)		
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
	2	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)		
	3	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
2		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX		
		OTHER (Specify)		

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(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION 57		OFFICE OF PERSONNEL			
4. COMMENTS CONCERNING POTENTIAL					
<p>Mr. O'Connell's potential is excellent. He is intelligent, motivated and is a career minded employee.</p> <p style="text-align: right;">Dec 12, 3:00 PM '56 MAIL ROOM</p>					
SECTION II.		FUTURE PLANS			
1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL					
<p>Mr. O'Connell has already capably handled several different positions in the Security Office, both at Headquarters and in the domestic field office organization and has completed several training courses. No specific training is planned at this time.</p>					
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS					
<p>As a matter of personal choice, Mr. O'Connell would prefer to remain in a domestic assignment at this time. However, as a Career employee, he recognizes and accepts his responsibility to serve wherever his services are required.</p>					
SECTION I.		DESCRIPTION OF INDIVIDUAL			
<p>DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.</p>					
<p>X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL</p> <p>1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE</p> <p>2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE</p> <p>3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE</p> <p>4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE</p> <p>5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE</p>					
CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	5	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	5	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	5	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBEDIENT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STORMS AND CONTINUOUS SUPERVISION

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(When Filled In)

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:

1. The agency selection board with information of value when considering the application of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands. DATE

Posted Rec. Comm. *11/19/55*

DEC 20 1955

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) O'CONNELL,	(First) James	(Middle) P. Jr.	2. DATE OF BIRTH 19 Feb. 1917	3. SEX Male	4. CAREER DESIGNATION SE-GE
5. DATE OF ENTRANCE ON DUTY 17 December 1951	6. OFFICE ASSIGNED TO Security	7. DIVISION Security Support	8. BRANCH Support	9. GRADE CS-14	
9. NATURE OF ASSIGNMENT <input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> FIELD			10. IF FIELD, SPECIFY STATION		
12. DATE THAT THIS REPORT IS DUE 17 December 1955			13. PERIOD COVERED BY THIS REPORT (Inclusive dates) 5 November 1954 to 15 December 1955		

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION Chief, Support Branch, Security Support Division	2. DATE ASSUMED RESPONSIBILITY FOR POSITION 14 December 1954
3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):	

From 5 November 1954 through 13 December 1954, Mr. O'Connell was Assistant Special Agent in Charge of a Security Support Division field office where he supervised a large number of clerical and professional employees engaged in investigating individuals and/or organizations to be employed or used by the Agency and in conducting investigations in support of various Agency activities. From 14 December 1954 to date, Mr. O'Connell has been Chief of the Support Branch, Security Support Division, where he has supervised the activities of clerical and professional employees engaged in directing the very complex and highly important Operational Support and Cover Support activities.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report ☒ has ☐ has not been shown to the individual rated.

THIS DATE 8 December 55	SIGNATURE OF RATER (Employee's immediate supervisor)
I HAVE REVIEWED THIS REPORT. (Comments, if any, are reflected by attached memorandum)	
THIS DATE 14 DEC 55	SIGNATURE OF REVIEWING OFFICIAL (Official post higher in line of authority)

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(When Filled In)

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in varying degrees to most people. On the right hand side of the page are four major categories of description. Each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT OB- SERVED	CATEGORIES				
		DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X			
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.						X
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.						X
3. CAUTIOUS IN ACTION.				X		
4. HAS INITIATIVE.						X
5. UNEMOTIONAL.					X	
6. ANALYTIC IN HIS THINKING.					X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X
9. HAS SENSE OF HUMOR.					X	
10. KNOWS WHEN TO SEEK ASSISTANCE.					X	
11. CALM.						X
12. CAN GET ALONG WITH PEOPLE.					X	
13. MEMORY FOR FACTS.						X
14. GETS THINGS DONE.						X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						X
16. CAN COPE WITH EMERGENCIES.						X
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X
18. HAS STAMINAL CAN KEEP GOING A LONG TIME.					X	
19. HAS WIDE RANGE OF INFORMATION.						X
20. SHOWS ORIGINALITY.						X
21. ACCEPTS RESPONSIBILITIES.					X	
22. ADMITS HIS ERRORS.						X
23. RESPONDS WELL TO SUPERVISION.					X	
24. EVEN DISPOSITION.					X	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.					X	

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(When Filled In)

SECRET (When Filled In)					
26. CAN THINK ON HIS FEET.					X
27. COMES UP WITH SOLUTIONS TO PROBLEMS.					X
28. STIMULATING TO ASSOCIATES: A "SPARK PLUG".				X	X
29. TOUGH MINDED.					X
30. OBSERVANT.					X
31. CAPABLE.				X	
32. CLEAR THINKING.				X	
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.					X
34. EVALUATES SELF REALISTICALLY.					X
35. WELL INFORMED ABOUT CURRENT EVENTS.				X	
36. DELIBERATE.					X
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.				X	
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.					X
39. THOUGHTFUL OF OTHERS.					X
40. WORKS WELL UNDER PRESSURE.					X
41. DISPLAYS JUDGEMENT.				X	
42. GIVES CREDIT WHERE CREDIT IS DUE.					X
43. HAS DRIVE.					X
44. IS SECURITY CONSCIOUS.					X
45. VERSATILE.				X	
46. HIS CRITICISM IS CONSTRUCTIVE.					X
47. ABLE TO INFLUENCE OTHERS.					X
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.					X
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.					X
50. A GOOD SUPERVISOR.					X

SECTION V

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Mr. O'Connell is an experienced and highly skilled investigator and investigative supervisor. He obtains and maintains the respect of his subordinates, associates and supervisors. He willingly accepts and discharges responsibilities.

8. WHAT ARE HIS OUTSTANDING WEAKNESSES?

None.

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(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS: <div style="text-align: center; font-size: 1.2em;">No.</div>	
D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES DEC 20 10 43 AM '55	
E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL? <div style="text-align: center; font-size: 1.2em;">None, at this time.</div>	
F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person): 	
SECTION VI <i>Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D</i>	
A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly. <div style="display: flex; flex-direction: column; gap: 5px;"> <div><input type="checkbox"/> 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.</div> <div><input type="checkbox"/> 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.</div> <div><input type="checkbox"/> 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.</div> <div><input type="checkbox"/> 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.</div> <div><input checked="" type="checkbox"/> 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.</div> <div><input type="checkbox"/> 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.</div> </div> IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES. IF YES, WHAT?	C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency. <div style="display: flex; flex-direction: column; gap: 5px;"> <div><input type="checkbox"/> 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.</div> <div><input type="checkbox"/> 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.</div> <div><input type="checkbox"/> 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.</div> <div><input type="checkbox"/> 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.</div> <div><input type="checkbox"/> 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY... THINKS IN TERMS OF A CAREER IN THE AGENCY.</div> <div><input checked="" type="checkbox"/> 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.</div> <div><input type="checkbox"/> 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.</div> </div>
B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion. <div style="display: flex; flex-direction: column; gap: 5px;"> <div><input type="checkbox"/> 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.</div> <div><input checked="" type="checkbox"/> 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.</div> <div><input type="checkbox"/> 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.</div> <div><input type="checkbox"/> 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.</div> <div><input type="checkbox"/> 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.</div> <div><input type="checkbox"/> 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.</div> </div>	D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents. <div style="display: flex; flex-direction: column; gap: 5px;"> <div><input type="checkbox"/> 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.</div> <div><input type="checkbox"/> 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.</div> <div><input type="checkbox"/> 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.</div> <div><input type="checkbox"/> 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.</div> <div><input type="checkbox"/> 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.</div> <div><input checked="" type="checkbox"/> 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.</div> <div><input type="checkbox"/> 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.</div> </div>

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(When Filled In)

FITNESS REPORT

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INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisor to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

Post: *11/22/54*
11/22/54
 R: *11/22/54*

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED.

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) <i>O'Connell</i>	(First) <i>John</i>	(Middle) <i>P.</i>	2. DATE OF BIRTH <i>10-28-127</i>	3. SEX <i>M</i>	4. CAREER DESIGNATION <i>GD-8E</i>
5. DATE OF ENTRANCE ON DUTY <i>17 December 1951</i>	6. OFFICE ASSIGNED TO <i>DDA/Security</i>	7. DIVISION <i>Special Security</i>	8. BRANCH <i>Operations Br.</i>	9. GRADE <i>GD-13</i>	
9. NATURE OF ASSIGNMENT <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> FIELD	10. IF FIELD, SPECIFY STATION				
12. DATE THAT THIS REPORT IS DUE <i>22 November 1954</i>	13. PERIOD COVERED BY THIS REPORT (Inclusive dates) <i>12-15-53 to 11-5-54</i>				

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION <i>Chief, Operational Support/Special Inquiry Desk</i>	2. DATE ASSUMED RESPONSIBILITY FOR POSITION <i>October 1953</i>
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3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):

He has been responsible at the supervisory level for supervising all investigative cases of an operational support or special inquiry nature. In this field he has worked in major and delicate areas of Agency activity directing matters of utmost sensitivity and import to the Agency. The normal demands of the matters referred to him require expert, skilled, sensitive investigative activity which can only be accomplished when supervised with outstanding judgment and overall knowledge. He has also served as Deputy Chief of the Operations Branch, handling at the administrative level normal and involved matters arising in Branch level operations. He has also served as Assistant to the Deputy Chief, Special Security Division, where his duties were in the major field of coordination.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report ☐ has ☒ has not been shown to the individual rated.

THIS DATE <i>12 November 1954</i>	SIGNATURE OF RATER (Employee's immediate supervisor) <i>Robert E. Hauler</i>
I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)	SIGNATURE OF OFFICIAL (Official next higher in line of authority) <i>DAVID E. HANLON</i>
DATE <i>12 November 1954</i>	SIGNATURE OF OFFICIAL (Official next higher in line of authority) <i>Robert E. Hauler</i>

SECRET
(When Filled In)

OFFICE OF PERSONNEL
312 PLYMOUTH

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. **Nov 22**

On the left hand side of the page below are a series of statements that apply in some degree to the person. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have a definite opinion that the description is not at all suited to the individual.

STATEMENTS	SAMPLES	CATEGORIES					
		NOT OR- SERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.				X			
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.							X
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.							X
3. CAUTIOUS IN ACTION.							X
4. HAS INITIATIVE.							X
5. UNEMOTIONAL.							X
6. ANALYTIC IN HIS THINKING.							X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.							X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.							X
9. HAS SENSE OF HUMOR.							X
10. KNOWS WHEN TO SEEK ASSISTANCE.							X
11. CALM.							X
12. CAN GET ALONG WITH PEOPLE.							X
13. MEMORY FOR FACTS.							X
14. GETS THINGS DONE.							X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.							X
16. CAN COPE WITH EMERGENCIES.							X
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.							X
18. HAS STAMINAL CAN KEEP GOING A LONG TIME.							X
19. HAS WIDE RANGE OF INFORMATION.							X
20. SHOWS ORIGINALITY.							X
21. ACCEPTS RESPONSIBILITIES.							X
22. ADMITS HIS ERRORS.							X
23. RESPONDS WELL TO SUPERVISION.							X
24. EVEN DISPOSITION.							X
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.							X

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SECRET
(When Filled In)

SECRET (When Filled In)											
26. CAN THINK ON HIS FEET.											X
27. COMES UP WITH SOLUTIONS TO PROBLEMS.											X
28. STIMULATING TO ASSOCIATES: A "SPARK PLUG".											X
29. TOUGH MINDED.											X
30. OBSERVANT.											X
31. CAPABLE.											X
32. CLEAR THINKING.											X
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.											X
34. EVALUATES SELF REALISTICALLY.											X
35. WELL INFORMED ABOUT CURRENT EVENTS.											X
36. DELIBERATE.											X
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.											X
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.											X
39. THOUGHTFUL OF OTHERS.											X
40. WORKS WELL UNDER PRESSURE.											X
41. DISPLAYS JUDGEMENT.											X
42. GIVES CREDIT WHERE CREDIT IS DUE.											X
43. HAS DRIVE.											X
44. IS SECURITY CONSCIOUS.											X
45. VERSATILE.											X
46. HIS CRITICISM IS CONSTRUCTIVE.											X
47. ABLE TO INFLUENCE OTHERS.											X
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.											X
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.											X
50. A GOOD SUPERVISOR.											X
SECTION V											
A. WHAT ARE HIS OUTSTANDING STRENGTHS?											
<p>Am highly outstanding versatility in Division operations at the administrative, supervisory, and operational levels. He has a highly developed ability to handle with firm, deliberate, and excellent judgment matters of great urgency and import. He also possesses a highly developed skill in handling personnel, analyzing performances, and recommending adjustments and reassignments.</p>											
B. WHAT ARE HIS OUTSTANDING WEAKNESSES?											
NA											

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PERSONNEL

<p>C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS:</p> <p>NA</p>	
<p>D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES</p>	
<p>E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?</p> <p>Training in the Agency Management Program.</p>	
<p>F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):</p> <p>NA</p>	
<p>SECTION VI</p> <p>Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D.</p>	
<p>A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.</p> <p><input type="checkbox"/> 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.</p> <p><input type="checkbox"/> 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.</p> <p><input type="checkbox"/> 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.</p> <p><input type="checkbox"/> 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.</p> <p><input checked="" type="checkbox"/> 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.</p> <p><input type="checkbox"/> 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.</p> <p>IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? <input type="checkbox"/> NO <input type="checkbox"/> YES. IF YES, WHAT?</p>	<p>C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.</p> <p><input type="checkbox"/> 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.</p> <p><input type="checkbox"/> 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.</p> <p><input type="checkbox"/> 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.</p> <p><input type="checkbox"/> 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.</p> <p><input type="checkbox"/> 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY... THINKS IN TERMS OF A CAREER IN THE AGENCY.</p> <p><input checked="" type="checkbox"/> 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.</p> <p><input type="checkbox"/> 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.</p>
<p>B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.</p> <p><input type="checkbox"/> 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.</p> <p><input type="checkbox"/> 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.</p> <p><input type="checkbox"/> 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.</p> <p><input type="checkbox"/> 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.</p> <p><input checked="" type="checkbox"/> 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.</p> <p><input type="checkbox"/> 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.</p>	<p>D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.</p> <p><input type="checkbox"/> 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.</p> <p><input type="checkbox"/> 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.</p> <p><input type="checkbox"/> 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.</p> <p><input type="checkbox"/> 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.</p> <p><input type="checkbox"/> 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.</p> <p><input checked="" type="checkbox"/> 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.</p> <p><input type="checkbox"/> 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.</p>

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SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT				BY 16 November 1953 <i>James P. O'Connell</i>	DATE 16 November 1953																
<i>Item 1 through 6 will be completed by Administrative or Personnel Officer</i>																					
1. NAME (Last) (First) (Middle) O'CONNELL, James P., Jr.		2. GRADE GS-13	3. POSITION TITLE Investigator (Gen.)																		
4. OFFICE Security		STAFF OR DIVISION Special Security Div. Operations Br.		BRANCH <input checked="" type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD																	
5. PERIOD COVERED BY REPORT From 17 Dec 52 To 16 Dec 53		6. TYPE OF REPORT <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor																			
<i>Items 7 through 10 will be completed by the person evaluated</i>																					
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES. <p>During the first period of this report from December 1952 to May 1953, I served as Chief, Project Unit. This involved the direction of six supervisors and five clerical employees. This Unit concerned itself with the handling of covert clearances on personnel being utilized in the larger Agency projects. In addition, I was designated the Security Office representative of the Projects Administrative Planning Staff which required my making spot decisions regarding security aspects of the projects under discussion. From May 1953 until October 1953, I was designated Deputy Chief, Operations Branch. This assignment carried with it administrative and supervisory duties as delegated by the Chief, Operations. I also assumed the duties of the Chief in his absence. This involved the supervision of the Covert Records Section and the six desk components of the Operations</p>																					
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD. <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 40%;">Name of Course</th> <th style="width: 20%;">Location</th> <th style="width: 20%;">Length of Course</th> <th style="width: 20%;">Date Completed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						Name of Course	Location	Length of Course	Date Completed												
Name of Course	Location	Length of Course	Date Completed																		
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).																					
10. <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> <p><i>26 March 1954</i></p> <p>DATE</p> </div> <div style="text-align: center;"> <p><i>James P. O'Connell</i></p> <p>SIGNATURE</p> </div> </div>																					
<i>Items 11 through 18 will be completed by Supervisor</i>																					
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. <p>Mr. O'Connell's performance is described as outstanding. It is pertinent also to note that Mr. O'Connell's performance has been characterized by a splendid motivation flowing from an obvious disposition on his part to place the interest of the Agency and Division above personal considerations.</p>																					

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SECURITY INFORMATION

OFFICE OF PERSONNEL

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING? He has demonstrated that he possesses to an extremely high degree the ability to analyze and evaluate problems often times on an emergency basis and to recommend courses of action or to act on the basis of very sound judgment. He has also demonstrated an advanced ability in the field of administration at all levels (continued below - Item 20)
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT? By familiarizing himself as far as possible with problems in the Divisional administrative and policy making fields with a view to analyzing for his own knowledge high level approaches and solutions.
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE. Mr. O'Connell has the present potential of handling greater responsibilities. This ability should constantly develop in degree to the point where his future potential would be increased.
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.) Mr. O'Connell's abilities are such that it may be observed that at this point his assignments may be regarded in terms of his abilities being utilized where most needed.
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? Agency training and rotation in the field of management and, generally, training which will provide Mr. O'Connell with more specific and detailed knowledge of the administrative and problems of other components of the Agency.
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.) 18 May 54 30 May 54 DATE DATE SIGNATURE OF SUPERVISOR SIGNATURE OF REVIEWING OFFICIAL
20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.) with which he has been concerned. His approach in this respect is from a general overall standpoint with considerations and actions taken which indicate his ability to consider problems in terms of their general implications to the Division rather than to his specific operation. More specifically, his performance has been noteworthy because it demonstrates a comprehensive knowledge of security problems and the administration of the Security Office. Constantly he is called upon to represent the Division and SO in negotiations and conference with representatives of other components of the Agency regarding specific operational problems. He has handled such assignments with a high degree of tact and good judgment demonstrating a definite public relations ability.

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Section 7 (Cont.)

Branch. Since October 1953, I have served as Chief of the OS/SI Desk. I am charged with the direction of five case supervisors and five clerical employees. The unit handles all requests for operational support assistance emanating from other components of the Agency. This includes the setting up and servicing of covert letter drops; supervision of all escort and courier missions, and the scheduling of appropriate type surveillances. The unit also supervises cases and projects that are by their nature extremely sensitive.

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT				BY	DATE
<i>Items 1 through 6 will be completed by Administrative or Personnel Offices</i>					
1. NAME (Last) (First) (Middle)		2. GRADE	3. POSITION TITLE		
O'CONNELL, James P., Jr.		GS-12	Investigator (Gen.)		
4. OFFICE	5. STATE OR DIVISION	6. BRANCH	7. IF FIELD, SPECIFY STATION		
1-3	SSS	Cps.	<input checked="" type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD		
8. PERIOD COVERED BY REPORT		9. TYPE OF REPORT			
From 11-17-51 to 11-17-52		<input type="checkbox"/> Initial <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor			
<i>Items 7 through 10 will be completed by the person evaluated</i>					
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES. As unit chief of the Project Desk, I am charged with supervision of the processing of security clearances for covert personnel to be utilized on the larger projects of the Agency. This involves the directing of seven case supervisors and five clerical employees. These supervisors are engaged in the scheduling of field investigations, making security appraisals and ultimately issuing a security determination for the covert personnel concerned. As an adjunct to this I also supervise necessary operational support to projects as requested. My position further requires that from time to time I represent the Division in conferences with operational units in regard to pertinent security aspects of covert projects.					
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.					
Name of Course		Location	Length of Course	Date Completed	
Agent's Basic Training Course		Washington, D.C.	3 Weeks	1/7/52 to 1/25/52	
CIA Orientation Course		Washington, D.C.	4 Days	11/18/52 to 11/21/52	
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? Security. IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).					
10. DATE		11. SIGNATURE			
3/13/53		James P. O'Connell, Jr.			
<i>Items 11 through 12 will be completed by Supervisor</i>					
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. Mr. O'Connell has shown his ability in the position of Desk Chief to organize his work and supervise personnel on his "Desk" in such a way as to operate the Desk at maximum effectiveness and efficiency. Mr. O'Connell handles himself in a most impressive and effective way in dealing with other personnel of the Agency in problems relating to security factors in major projects of the Agency. Established deadlines have always been met by Mr. O'Connell and his judgment in rendering decisions has been most adequate.					

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SECURITY INFORMATION

12.	<p>IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICABLY GOOD OR OUTSTANDING?</p> <p>Mr. O'Connell's ability to organize his work and supervise others and make proper decisions are items in his performance that are considered outstanding.</p>
13.	<p>ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?</p> <p>Mr. O'Connell's services are excellent in all respects.</p>
14.	<p>COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.</p> <p>Greater responsibilities could immediately be assigned to Mr. O'Connell if a suitable vacancy existed in the Division.</p>
15.	<p>ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)</p> <p>Mr. O'Connell is well suited for his present position. It is felt that at this time his service in his present position is of most benefit to Mr. O'Connell and the Agency.</p>
16.	<p>WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?</p> <p>No rotation is recommended at this time. The Division is planning a training program for Headquarters agents which Mr. O'Connell will attend.</p>
17.	<p>IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.</p> <p>Services have been satisfactory.</p>
18.	<p>THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.</p>
19.	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>6 April</p> <p>DATE</p> </div> <div style="width: 45%;"> <p><i>Edward Kane</i></p> <p>SIGNATURE OF SUPERVISOR</p> </div> </div> <p>I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>1 April 53</p> <p>DATE</p> </div> <div style="width: 45%;"> <p><i>Frederick Hall</i></p> <p>SIGNATURE OF REVIEWING OFFICIAL</p> </div> </div>
20.	<p>COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)</p> <p style="text-align: right; font-size: 2em;">09</p>

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ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type): *009784*

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
<i>O'CONNELL</i>	<i>JAMES</i>	<i>P.</i>	<i>FEB 19, 1917</i>	<i>104 03 8105</i>
EMPLOYING DEPARTMENT OR AGENCY <i>009784</i>			LOCATION (City, State, ZIP Code)	

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here
if you
WANT BOTH
optional and
regular
insurance

☐

(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here
if you
DO NOT WANT
OPTIONAL but
do want
regular
insurance

☒

(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here
if you
WANT NEITHER
regular nor
optional
insurance

☐

(C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print)

James P. O'Connell
DATE *12 February 1968*

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

RECEIVED
OFFICE OF PERSONNEL
FEB 15 2 55 PM '68

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176-T
JANUARY 1968
(for use only until April 14, 1968.
176-101)

**ELECTION, DECLINATION, OR WAIVER
OF LIFE INSURANCE COVERAGE**
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
O'CONNELL	JAMES	PATRICK	2/19/17	104 03 8105
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	
CENTRAL INTELLIGENCE AGENCY			LANGLEY VIRGINIA	
HAVE YOU EVER BEFORE FILED AN "ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE"? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
If "YES," your last such form remains in effect and you should not file this new form unless you want to change the old one. (See Instructions for Employees on page 4.)				

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here
if you
WANT BOTH
optional and
regular
insurance

☐
(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here
if you
DO NOT WANT
OPTIONAL but
do want
regular
insurance

☒
(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here
if you
WANT NEITHER
regular nor
optional
insurance

☐
(C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4 DATE AND SIGN. RETURN THE ENTIRE FORM TO
YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)

James P. O'Connell

DATE

9 Feb 1973

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 178
APRIL 1968
FPM Supplement 870-1
176-102

**ELECTION, DECLINATION, OR WAIVER
OF LIFE INSURANCE COVERAGE**
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last) (first) (middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
O'CONNELL, James P.	Feb. 19, 1917	104 03 8105
EMPLOYING DEPARTMENT OR AGENCY	LOCATION (City, State, ZIP Code)	
CIA	Washington, D. C. 20505	
HAVE YOU EVER BEFORE FILED AN "ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE"? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "YES," your last such form remains in effect and you should not file this new form unless you want to change the old one. (See Instructions for Employees on page 4.)		

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here
if you
WANT BOTH
optional and
regular
insurance

☒
(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here
if you
DO NOT WANT
OPTIONAL but
do want
regular
insurance

☐
(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here
if you
WANT NEITHER
regular nor
optional
insurance

☐
(C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4 DATE AND SIGN. RETURN THE ENTIRE FORM TO
YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print):

James P. O'Connell

DATE

20 March 1970

FOR EMPLOYING OFFICE USE ONLY

(Official receiving date stamp)

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176
APRIL 1968
FPM Supplement 870-1
176-102

SECRET (When Filled In)

NAME (Last)	(First)	(Middle)	SEA	YEAR OF BIRTH
O'Connell	James	P. J.	1917	
GRADE	DATE (Mo.-Da.-Yr)	OFFICE, STAFF, DIVISION		
CS-10	Dec. 1951			
EDUCATION (Level, attained and major subjects)			TESTING	
B. S. Economics Degree				
			P.E.T.M.	
			F.L.A.T.S.	

COURSE	DATE		REMARKS
	ENTERED	COMPLETED	
INTELLIGENCE ORIENTATION (or equivalent)	19 Mar.	6 May 1952	(1st two weeks only)
OPERATIONS SUPPORT (or equivalent)	2 Apr.	20 Apr. 1952	
OPERATIONS FAMILIARIZATION (or equivalent)			
CI OPERATIONS			
ADMINISTRATIVE PROCEDURES			
MANAGEMENT	1 April	15 April 1952	
SUPERVISION			
Intell. Orient.	18 Nov.	21 Nov. 1952	

SECRET

FORM 100-103		TRAINING RECORD		(43)
NAME (Last)	(First)	(Middle)	SEA	YEAR OF BIRTH
O'CONNELL, James P.		(2)		1917
GRADE	DATE (Mo.-Da.-Yr)	ASSIGNMENT	MISCELLANEOUS (Notes)	
EDUCATION (Level attained and major subjects)			DATE TESTED	SCORE
SCHOOL			CS-10	
DEGREE AND DAY			CS-10	
DEGREE			CS-10	
DEGREE			CS-10	
COURSE	DATE ENTERED	DATE COMPLETED		
INTELLIGENCE ORIENTATION (or equivalent)				
OPERATIONS SUPPORT				
OPERATIONS FAMILIARIZATION				
CI FAMILIARIZATION				
MANAGEMENT				
WRITING ASSIGNMENT				
INTELLIGENCE REVIEW				
SECRET COPY		1054		
FORM 100-103		TRAINING RECORD		(43)

52611 1 m. 100 ft. 100 ft.

[illegible]

SECRET

~~SECRET~~ (When Filled In)

COURSE	DATE		REMARKS
	ENTERED	COMPLETED	
CI Familiarization	29 Jan.	9 Feb. 1962	
PHOTOGRAPHY (TSS)			
LOCK PICKING (TSS)			
Am. Abroad (Okinawa)	13 Dec.	14 Dec. 1961	
Writing Workshop (OTR)	13 Feb.	8 Mar. 1962	(DD/S Special)
SPECIAL AGENTS #7	8 Jan.	25 Jan. 1962	
SOPC #12	14 May	25 May 1962	
PHYSICAL SECURITY Co. #8	23 April	11 May 1962	
OS AUDIO COUNTERMEASURES			
Sr. Mgtment. Seminar	8 May	13 May 66	ISO
Exec. Seminar in ADP	7 Sept	8 Sept 67	CSC
Conf. for Federal Execs on Busi. Ops	18 May	23 May 69	Brookings

55357

SECRET (When Filled In)

NAME (Last, First, Middle Initial)	O'Connell, James	DATE (Mo., Da., Yr.)	Dec. 1951	OFFICE, STATE, DIVISION	TESTING
EDUCATION (level attained and major subjects)					
B. S. Economics Degree					

COURSE	DATE		REMARKS
	ENTERED	COMPLETED	
INTELLIGENCE ORIENTATION (or equivalent)	19 Mar.	15 Apr. 1962	(1st two weeks only)
OPERATIONS SUPPORT (or equivalent)	21 Apr.	20 Apr. 1962	
OPERATIONS FAMILIARIZATION (or equivalent)			
CI OPERATIONS			
ADMINISTRATIVE PROCEDURES			
MANAGEMENT	11 Apr. 62	15 Apr. 1962	
SUPERVISION			
INTEL. TRNG. (or equiv.)	18 Nov.	21 Nov. 1952	

SECRET

FORM 10-10 310	TRAINING RECORD		(45)
NAME (Last, First, Middle Initial)	O'CONNELL, James P.	GRADE	SECRET (When Filled In)
DOB DATE (Mo.-Da.-Yr.)		ASSIGNMENT	
EDUCATION (level attained and major subjects)		DATE TESTED	SCORE
SCHOOL			
DEGREE AND DATE			
MAJOR			
MINOR			

COURSE	DATE ENTERED	DATE COMPLETED	REMARKS
INTELLIGENCE ORIENTATION (or equivalent)			
OPERATIONS SUPPORT			
OPERATIONS FAMILIARIZATION			
CI FAMILIARIZATION			
MANAGEMENT			
WRITING WORKSHOP			
INTELLIGENCE SERVICES			

Staff Crypto

1954

FORM 10-10 310 PREVIOUS EDITIONS

TRAINING RECORD

SECRET

WPK

SECRET

SECRET (When Filled In)

[illegible]

SECRET

SECRET (When Filled In)

COURSE	DATE		REMARKS
	ENTERED	COMPLETED	
CI Familiarization	29 Jan.	9 Feb. 1962	
PHOTOGRAPHY (TSS)			
LOCK PICKING (TSS)			
Arm. Abroad (Okinawa)	13 Dec.	14 Dec. 1961	
Writing Workshop (OTR)	13 Feb.	8 Mar. 1962	(DD/S Special)
SPECIAL AGENTS #7	8 Jan.	25 Jan. 1962	
SEC #12	14 May	25 May 1962	
PHYSICAL SECURITY Co. #8	23 April	11 May 1962	
CC AUDIO-COUNTERMEASURES			
Sr. Mgtment. Seminar	8 May	13 May 66	ISO
Exec. Seminar in ADP	7 Sept	8 Sept 67	CSC
Conf. for Federal Execs on Busi. Ops	18 May	23 May 69	Brookings

~~SECRET~~

SECRET

13 March 1967

As per Directive dated, 17 February 1967, the following Office of Security personnel attended a two hour ADP lecture given by the Office of Computer Services in the Main Auditorium on 9 March 1967:

ANDERSON, Theodore M.
BICKINGS, Betsy Ann
BIELSKI, Christine A.
BRECHBIEL, Beulah
BRIDGETT, Thomas L., Jr.
BRINSON, Mabel H.
BUCCI, Frederick F.
BUCKLEY, Richard F.
BURNS, Donal J.
BUTLER, Paul J.
BYNAKER, Marian K.
CALLAHAN, James W., Jr.
CANTY, William J.
CAPONE, Michaelann
CARPENTIER, Patrick L.
CARROLL, Kenneth F.
CARROLL, Patricia Jean
CASEBOLT, Maxine
CLAYTON, H. Kenneth
COLLINS, Wallace C.
COULTRY, Jean C.
CULLEN, Daniel A.
CULLINAN, Peggy T.
CURTIS, Dorothy V.
DALY, John T.
DALY, Thomas J.
DAVIS, Georganne Francis
DEEGAN, Helen
DEPOY, Flossie Louise
DETERS, Bernadette

DE VAUGHN, Lindal Gail
DIXON, Shirley M.
EIGENBRODE, Pauline S.
FARGO, Edward I.
FARR, James R.
FLOYD, Lewis
FOOTE, Phyllis N.
FULLERTON, Stanley
GARDINER, John F.
GEISS, Ermal P.
GOODRICH, Kenneth S., Jr.
GREEN, James P.
HALL, Delphian H.
HAMBY, Louis L.
HARDT, Ernest L.
HARRINGTON, John T., Jr.
HASTY, Bunia V.
HASTY, Rufus B.
HAUGHERY, William M.
HICKS, Eartha
HILLIER, Floyd W.
JUSELL, Ralph H.
KELLAM, Sandra E.
KELLEHER, William V.
KING, Joseph F.
KUBISKEY, Rollis A.
LAMM, Frances
LATTANZE, Richard F.
LIGHT, Judith Marie
LOCKMAN, Louis Lee

SECRET

Group I
Excluded from automatic
downgrading and declassification

SECRET

-2-

LONG, Joan Patricia
 LUIBL, Dolores M.
 LYON, N. Harris
 MAHONEY, Frank M.
 MAKINSON, Rae
 MANTONI, R. J.
 MCGREW, William M.
 MCLEOD, Loretta B.
 MCMAHON, Francis J.
 MELKERSON, Carroll A.
 MORGAN, Patsy
 MORRISSEY, Raymond
 MULLANE, Jeremiah J.,
 MURPHY, Joseph E.
 MURTEN, Russell E.
 NEWMAN, William M.
 NOE, T. P.
 NOFFSINGER, Martha
 O'CONNELL, James P.

O'REILLY, Edward T.
 PAINTER, Alana A.
 PALMER, Harold L.
 PAYNE, Leonard H., Jr.
 PETIT, Alan F.
 PILLAR, Raymond
 PITTMAN, Elizabeth G.
 RAINES, John W.
 RECTOR, Harry C.
 REIMER, Charles F.
 ROMAGNOLI, Julius S.
 ROMIG, Clyde E.
 RUBINO, Dominic J.
 SANDELS, John M.
 SAVELSBERG, Lillian
 SCANLAN, Frank J.
 SCHWEGMANN, George C.
 SNELSON, Frances Arlene
 STEGMAIER, John E.

STEPHAN, James M.
 SULLIVAN, Edmond A.
 SWIFT, Gerald J.
 TACKETT, Charles L.
 TAVENNER, Patricia A.
 THOMAS, Henry E., III
 TUGGLE, Holcombe T.
 VASALY, L. W.
 VASS, Frances Jean
 VERY, Patricia L.
 WALLS, William M.
 WELSH, Vera D.
 WETRICH, Thomas D.
 WIENCKOWSKI, Louis
 WRIGHT, Richard H.



Robert E. Leidenheimer
 Chief, Training Branch, A&TS/OS

SECRET

CONFIDENTIAL
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

James P. O'Connell
Signature

JAMES P. O'CONNELL

18 August 1965
Date

CONFIDENTIAL
(When Filled In)

CONFIDENTIAL

24 June 1965

James P. O'Connell, Jr.

SUBJECT: Commendation for [REDACTED]

Ernest dem Berkaw

1. When [REDACTED] was moved to Saigon/O'Connell on rather short notice, I named [REDACTED] as Acting D/COS. He served in this capacity from early April until his departure on 16 June 1965.

2. Within a matter of days he was performing the assigned duties in a superior manner. He most certainly demonstrated sound judgment, dependability and mature tolerance. The latter is an essential for the daily problems unique to any post type service.

3. As to his executive or leadership qualities I believe I can save several paragraphs by stating simply that within a week of assuming his new assignment I left on a C-day TDY and within 30 days departed south for over 3 weeks and in each case departed with absolute assurance the Station was in good hands, and it was.

4. I would appreciate it if this document could be passed to Chief, KUSODA and if appropriate a copy placed in his personal file.

/s/ James D. Andrews, COS

CONFIDENTIAL

CONFIDENTIAL
(When Filled In)

RESIDENCE AND DEPENDENCY REPORT																										
INSTRUCTIONS: Submit in duplicate when ordered overseas or whenever designated place of residence, marital or dependency status changes. This information is important in determining travel expenses allowable in connection with leave at Government expense, overseas duty, return to residence upon separation, and in determining transportation expenses allowable in connection with shipment of remains of employee or member of family.																										
1. NAME OF EMPLOYEE (Last) (First) (Middle) O'Connell James P.																										
2. XXXXXXXXXX HOME LEAVE POINT PLACE OF RESIDENCE WHEN APPOINTED: Arlington, Virginia LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (if appointed abroad) PLACE IN CONTINENTAL U.S. DESIGNATED XXXXXXXXXXXXXXXXXXXX Home Leave Point c/o John J. Deane, 426 N. Casey Key, Osprey, Florida (Father-in-law)																										
3. MARITAL STATUS <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; padding: 2px;"> <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED </td> <td style="width:40%; padding: 2px;"> PLACE OF MARRIAGE Brooklyn, New York PLACE OF DIVORCE DECREE PLACE SPOUSE DIED </td> <td style="width:40%; padding: 2px;"> DATE OF MARRIAGE 24 May 1941 DATE OF DIVORCE DECREE DATE SPOUSE DIED </td> </tr> </table>					<input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED	PLACE OF MARRIAGE Brooklyn, New York PLACE OF DIVORCE DECREE PLACE SPOUSE DIED	DATE OF MARRIAGE 24 May 1941 DATE OF DIVORCE DECREE DATE SPOUSE DIED																			
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4. MEMBERS OF FAMILY <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%; padding: 2px;">NAME OF SPOUSE Virginia P. O'Connell</td> <td style="width:40%; padding: 2px;">ADDRESS (Number) (Street) (City) (State) 826 Whispering La., Falls Church, Va.</td> <td style="width:30%; padding: 2px;">TELEPHONE</td> </tr> <tr> <td style="padding: 2px;"> NAMES OF CHILDREN Maureen P. O'Connell Virginia D. O'Connell James P. O'Connell John D. O'Connell </td> <td style="padding: 2px;"> ADDRESS (Number) (Street) (City) (State) <div align="center" style="padding: 10px;">SAME</div> </td> <td style="padding: 2px;"> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; padding: 2px;">SEX</td> <td style="width:10%; padding: 2px;">AGE</td> </tr> <tr> <td align="center">F</td> <td align="center">23</td> </tr> <tr> <td align="center">F</td> <td align="center">19</td> </tr> <tr> <td align="center">M</td> <td align="center">17</td> </tr> <tr> <td align="center">M</td> <td align="center">11</td> </tr> </table> </td> </tr> <tr> <td style="padding: 2px;">NAME OF FATHER (or male guardian) Deceased</td> <td style="padding: 2px;">ADDRESS (Number) (Street) (City) (State)</td> <td style="padding: 2px;">TELEPHONE</td> </tr> <tr> <td style="padding: 2px;">NAME OF MOTHER (or female guardian) Deceased</td> <td style="padding: 2px;">ADDRESS (Number) (Street) (City) (State)</td> <td style="padding: 2px;">TELEPHONE</td> </tr> </table>					NAME OF SPOUSE Virginia P. O'Connell	ADDRESS (Number) (Street) (City) (State) 826 Whispering La., Falls Church, Va.	TELEPHONE	NAMES OF CHILDREN Maureen P. O'Connell Virginia D. O'Connell James P. O'Connell John D. O'Connell	ADDRESS (Number) (Street) (City) (State) <div align="center" style="padding: 10px;">SAME</div>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; padding: 2px;">SEX</td> <td style="width:10%; padding: 2px;">AGE</td> </tr> <tr> <td align="center">F</td> <td align="center">23</td> </tr> <tr> <td align="center">F</td> <td align="center">19</td> </tr> <tr> <td align="center">M</td> <td align="center">17</td> </tr> <tr> <td align="center">M</td> <td align="center">11</td> </tr> </table>	SEX	AGE	F	23	F	19	M	17	M	11	NAME OF FATHER (or male guardian) Deceased	ADDRESS (Number) (Street) (City) (State)	TELEPHONE	NAME OF MOTHER (or female guardian) Deceased	ADDRESS (Number) (Street) (City) (State)	TELEPHONE
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NAME OF MOTHER (or female guardian) Deceased	ADDRESS (Number) (Street) (City) (State)	TELEPHONE																								
5. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%; padding: 2px;">NAME John J. O'Connell</td> <td style="width:40%; padding: 2px;">RELATIONSHIP Brother</td> </tr> <tr> <td style="padding: 2px;">ADDRESS (Number) (Street) (City) (State) #2 Old Hills Lane, Port Washington, New York</td> <td style="padding: 2px;">TELEPHONE PO5 3312</td> </tr> </table> <p style="font-size: x-small; margin-top: 5px;">THE PERSONS NAMED IN ITEM 4 ABOVE WILL ALSO BE NOTIFIED IN CASE OF EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRABLE, DUE TO HEALTH OR OTHER PERTINENT REASONS, PLEASE SO STATE UNDER "REMARKS."</p>					NAME John J. O'Connell	RELATIONSHIP Brother	ADDRESS (Number) (Street) (City) (State) #2 Old Hills Lane, Port Washington, New York	TELEPHONE PO5 3312																		
NAME John J. O'Connell	RELATIONSHIP Brother																									
ADDRESS (Number) (Street) (City) (State) #2 Old Hills Lane, Port Washington, New York	TELEPHONE PO5 3312																									
VOLUNTARY ENTRIES <p style="font-size: x-small; margin-top: 5px;">THE FOLLOWING AGENCY ENDORSED LIFE AND HOSPITALIZATION INSURANCE POLICIES ARE IN FORCE IN MY NAME: THE "POLICY NO." SHOULD BE ENTERED IF POSSIBLE. SINCE THIS INFORMATION WILL ASSIST IN EXPEDITING ACTION BY THE INSURANCE COMPANY SHOULD A CLAIM BECOME PAYABLE.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%; padding: 2px;">6. FULL NAME OF COMPANY</td> <td style="width:40%; padding: 2px;">ADDRESS OF HOME OFFICE</td> <td style="width:30%; padding: 2px;">POLICY NO.</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </table>					6. FULL NAME OF COMPANY	ADDRESS OF HOME OFFICE	POLICY NO.																			
6. FULL NAME OF COMPANY	ADDRESS OF HOME OFFICE	POLICY NO.																								
7. I HAVE COMPLETED THE FOLLOWING: WILL <input type="checkbox"/> YES <input type="checkbox"/> NO POWER OF ATTORNEY <input type="checkbox"/> YES <input type="checkbox"/> NO																										
8. REMARKS: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Change in Home Leave Point APPROVED:</p> <p><i>[Signature]</i></p> <p>13 Apr 65</p> </div> <div style="width: 45%; text-align: right;"> <p>APR 15 1965</p> <p>15 APR 1965</p> </div> </div>																										
SIGNED AT Okinawa, R.I.		DATE 30 March 1965		SIGNATURE <i>[Signature]</i>																						

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE				
DO NOT COMPLETE			FOR HEADQUARTERS USE ONLY	
NAME OF EMPLOYEE (use pseudo only if SA)		DATE (from item 5-2)	NAME OF SUPERVISOR (if any)	
James P. O'Connell, Jr.		26 Oct 64	James Andrews	
DATE RECEIVED AT HEADQUARTERS:		DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:	
FE/P/JKO 10 Nov 64		TW 376517		
TO BE COMPLETED BY EMPLOYEE				
1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
19 Feb 1917	SS	C/Regional-Security Support Staff, GS-15	Okinawa	ODIBEX
5A. DATE OF PCS ARRIVAL IN FIELD	5B. REQUESTED DATE OF DEPARTURE	5C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	5D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
26 Jul 62	15 Jun 65	15 Aug 65	15 Aug 65	
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU: 4 Dependents				
Wife - 48 yrs. Son - 17 yrs. Daughter - 22 yrs. Son - 11 yrs.				
8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:				
None.				
9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-F 249-8)				
SEE ATTACHED SHEET.				
10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS				
Management courses.				

SECRET

SECRET

17. PREFERENCE FOR NEXT ASSIGNMENT:

17a. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I would prefer to be assigned to a position that would allow me to use my past experience in investigative or operational support activities.

17b. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

☐ EXTEND TOUR _____ MONTHS AT CURRENT STATION TO _____ (date)

☒ BE ASSIGNED TO WORKERS FOR TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF, OR OFFICE.
1ST CHOICE Investigations Division 2ND CHOICE Operations Support Div. 3RD CHOICE Field Office

☐ BE ASSIGNED TO ANOTHER FIELD STATION: INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION
1ST CHOICE _____ 2ND CHOICE _____

☐ RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Station concurs in Subject's preferences. He would be eminently qualified for an assignment, for example, as chief, investigations division. Although a good supervisor, it is recommended that the training he requests in the field of management be approved; despite his grade, the organization's mid-career program would probably be more effective than some external programs.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

FE Division defers to the SS Career Service for determination of Subject's next assignment.

DATE 13 Nov. 64 TITLE CFE/PERS

SIGNATURE Robert L. Staten

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

Chief, Investigations Division in accordance with request in Sec. 11b (above)

15. EMPLOYEE NOTIFIED BY DISPATCH NO. FGOS-4659 DATED: 13 Jan 1965

CABLE NO. _____ DATED: _____

CAREER SERVICE REPRESENTATIVE:

Robert E. O'Brien

DATE: 13 January 1965

SECRET

14-00000

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR:

As Senior Security Officer in the Far East, I have the following responsibilities and duties:

1. The overall security responsibility for all stations and bases within the cognizance of the area division.
2. Administers and supervises the Regional Staff whose mission includes conducting Security Audits of all FE stations and bases; administering polygraph examinations, audio countermeasure inspections, physical and technical security matters and air ops security support.
3. Monitors the performance of Career Security Officers assigned to individual stations from the standpoint of effectiveness and productivity.
4. Security Officer to the Senior War Planner, Honolulu.
5. COMINT Security Officer for all FE installations.
6. Security and alternate Control Officer for the clearance system governing special projects in the Far East of the Office of Special Activities.
7. Furnishes security advice and guidance to the Chief of Station, Okinawa as requested.
8. Maintains a regional liaison capability with other U.S. Government agencies in the FE area.
9. Performs sensitive security inquiries as directed by Headquarters.

SECRET

664784
 12-17
 85-55
 66-15

ATTACHMENT HERewith TO FCOT-6937
 dtd 22 May 1963

MEMORANDUM FOR THE RECORD

SUBJECT: [REDACTED] James P. O'Connell (C)
 Period: July 62 - May 63

1. In accordance with FR 20-2 b (2) this memorandum is written in lieu of submission of Form 4b.

2. (C) [REDACTED] has been attached to Okinawa Station since 24 July 1962. As Chief, Regional KUSODA Staff, Okinawa, he has the responsibility of providing KUSODA support to all FE and SEA Stations. Although as Chief of Station, Okinawa I do not have supervisory responsibility over the Regional KUSODA Program, I am pleased to state that in my opinion he has carried out his work in a commendable manner.

3. (C) [REDACTED] In addition to carrying out his Regional responsibilities, [REDACTED] has been very helpful to Okinawa Station. He has established excellent rapport with the military and has ably assisted the Station in several delicate problems. In approaching any problem [REDACTED] is objective, tactful, and exercises good judgment. (U)

4. It would be a pleasure to serve with him at any time.

Ernest F. Saylor
 ERNEST F. SAYLOR
 C-5, Okinawa

READ: [REDACTED] (C)

James P. O'Connell

20 JUN 1963
 mel

CONFIDENTIAL

ATTACHMENT HEREWITH TO FCOT-6937
dtd 22 May 1963

James P. O'Connell, Service Designation--SS, Security Officer, DDF/FE/JKO
for period 24 July 1962 - 22 May 1963, GS-15

MEMORANDUM FOR THE RECORD

SUBJECT: ~~REDACTED~~ James P. O'Connell

1. In accordance with FR 20-9 b (2) this memorandum is written in lieu of submission of Form 45.
2. ~~REDACTED~~ has been attached to Okinawa Station since 24 July 1962. As Chief, Regional KUSODA Staff, Okinawa, he has the responsibility of providing KUSODA support to all FE and SEA Stations. Although as Chief of Station, Okinawa I do not have supervisory responsibility over the Regional KUSODA Program, I am pleased to state that in my opinion he has carried out his work in a commendable manner.
3. In addition to carrying out his Regional responsibilities, ~~REDACTED~~ has been very helpful to Okinawa Station. He has established excellent rapport with the military and has ably assisted the Station in several delicate problems. In approaching any problem ~~REDACTED~~ is objective, tactful, and exercises good judgment.
4. It would be a pleasure to serve with him at any time.

/s/ George E. Maloon, COS

READ:

/s/ James P. O'Connell

Reviewer Comments: Subject has placed emphasis on his required responsibility as contrasted to Okinawa security problems. This emphasis plus his personality and professional reputation has enabled a definite contribution to the Regional Far East security function, in spite of the fact that there is an inherent tendency to bypass Okinawa on security matters since it is not in the command channel to all FE Stations.

CONFIDENTIAL

Raymond F. Drummond
CRS/Support

28 JUN 1963

CONFIDENTIAL

3 July 1962

MEMORANDUM FOR: Chief, Administrative & Training Staff

SUBJECT : O'CONNELL, James P.
Personal Matter (Last Will and Testament)

On June 28, 1962, Mr. O'Connell communicated with the undersigned and asked that the following information be properly recorded:

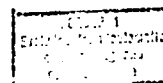
He advised that on 28 June 1962, both he and his spouse had executed Last Wills and Testaments. He is maintaining in his possession a copy of the mutual Wills. The originals are in the custody of Joseph Keating, Esq., 150 Little Falls Road, Falls Church, Virginia. Mr. Keating is the Attorney who drew up the Testaments.

David E. Hanlon

David E. Hanlon
Executive Officer

*File
7/5
LB*

CONFIDENTIAL



CONFIDENTIAL
(When Filled In)

TJR

Complete in duplicate. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. The original of this form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) O'CONNELL	First JAMES	Middle P.	SOCIAL SECURITY NUMBER 104-03-8105
---	-----------------------	---------------------	--

1. RESIDENCE DATA	
PLACE OF RESIDENCE WHEN INITIALLY APPOINTED ARLINGTON, VIRGINIA	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE FALLS CHURCH, VIRGINIA	HOME LEAVE RESIDENCE FALLS CHURCH, VA

2. MARITAL STATUS (Check one)	
<input type="checkbox"/> SINGLE	<input checked="" type="checkbox"/> MARRIED
<input type="checkbox"/> SEPARATED	<input type="checkbox"/> DIVORCED
<input type="checkbox"/> WIDOWED	<input type="checkbox"/> ANNULLED
IF MARRIED, PLACE OF MARRIAGE BROOKLYN NEW YORK	
DATE OF MARRIAGE APR 14 1944	
IF DIVORCED, PLACE OF DIVORCE DECREE	
DATE OF DECREE	
IF WIDOWED, PLACE SPOUSE DIED	
DATE SPOUSE DIED	
IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S).	

3. MEMBERS OF FAMILY		
NAME OF SPOUSE VIRGINIA P. O'CONNELL	ADDRESS (No., Street, City, Zone, State) 826 WHISPERING LAKE	TELEPHONE NO.
NAMES OF CHILDREN MAUREEN VIRGINIA D. JAMES P. JOAN D.	ADDRESS FALLS CHURCH VIRGINIA	SEX F F M M
		DATE OF BIRTH 22 APR 42 26 FEB 46 17 AUG 47 4 JAN 44
NAME OF FATHER (Or male guardian)	ADDRESS	TELEPHONE NO.
NAME OF MOTHER (Or female guardian)	ADDRESS	TELEPHONE NO.

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.
MOTHER AND BROTHER

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY	
NAME (Mr., Mrs., Miss) O'CONNELL, JOAN	RELATIONSHIP BROTHER
HOME ADDRESS (No., Street, City, Zone, State) 2 OLD HILLS LANE, FORT WASHINGTON, PA	HOME TELEPHONE NUMBER PC
BUSINESS ADDRESS (No., Street, City, Zone, State) AND NAME OF EMPLOYER, IF APPLICABLE	BUSINESS TELEPHONE & EXTENSION

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes now work for.)	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 5.)	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

The persons named in item 3 above may also be notified in case of emergency. If such notification is not desirable because of health or other reasons, please so state in item 5 on the reverse side of this form.

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

CONFIDENTIAL

(When Filled In)

5. VOLUNTARY ENTRIES		
Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.		
INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.		
NATIONAL SAVINGS AND TRUST CO. 15 + PENN. AVE N.W. WASHINGTON, D.C. VIRGINIA P + JAMES P. O'CONNELL JR.		
HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. (If "Yes" where is document located?)		
HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. (If "Yes" give name(s) and address)		
HAVE YOU EXECUTED A POWER OF ATTORNEY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. (If "Yes", who possess the power of attorney?)		
6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS		
SIGNED AT	DATE	SIGNATURE
	20 April 1967	James P. O'Connell

CONFIDENTIAL

JAN 1961

MEMORANDUM FOR: DD(10S)**SUBJECT****James O'Connell
Ervin Kuhnke**

1. I am pleased to forward the attached letter from the Director, Office of Security, USIA commending Messrs. O'Connell and Kuhnke for assistance rendered the United States Information Agency.
2. Please bring this correspondence to the attention of Messrs. O'Connell and Kuhnke with my personal thanks for their good work.
3. After it has served its purpose, this correspondence should be forwarded to A&TS for filing in appropriate Administrative and Personnel files.

**Sheffield Edwards
Director of Security****Attachment****Distribution:**

- Orig. & 3 - Addressee
- 1 - Commendation File
- 1 - Chrono



UNITED STATES INFORMATION AGENCY
WASHINGTON

January 26, 1961

Dear Shel,

I would like to take this opportunity to belatedly express the sincere appreciation of both my office and the Broadcasting Service of this Agency for the assistance rendered by employees of your staff, Mr. James O'Connell and Mr. Ervon Kuhnke in September and December of last year. This assistance consisted of picking up tape recordings prepared by Radio Moscow in the possession of Mr. Paul Frederick Dauer, 1923 De La Vina Street, Santa Barbara, California and delivering them to my office for the information of our Broadcasting Service. In addition to this service, Mr. Kuhnke of your staff readily volunteered to see that these tapes were returned to Mr. Dauer and this latter service was performed last month.

The excellent spirit of liaison co-operation evidenced by your staff is most gratifying to me and it is hoped that I might be of service in some similar matter in the future.

Sincerely,

Paul J. McNichol, Director
Office of Security

Colonel Sheffield Edwards
Director, Office of Security
Central Intelligence Agency
Washington 25, D. C.

14-00000

SECRET

Doc # 432

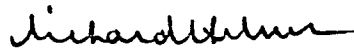
27 FEB 1959

MEMORANDUM FOR: DIRECTOR OF SECURITY

SUBJECT : PROJECT HARPSTAR

1. With the successful launching of Project "HARPSTAR" I would like to take this opportunity to thank you and your staff for the efficient support given FE Division in this matter.

2. I wish especially to compliment Mr. James P. O'Connell of your staff for his imaginative handling of the many aspects of this complicated operation.


Richard Helms
Chief of Operations

SECRET

CONFIDENTIAL

4 May 1959

MEMORANDUM FOR: Mr. James P. O'Connell

THROUGH : Deputy Director (IOS)

SUBJECT : Commendation

1. Upon your reassignment from Chief, Operational Support Branch to Deputy Chief, SSD, I wish to forward my personal commendation for your many years of outstanding performance in operational support. You have displayed not only an unusual aptitude in the security handling of support, but have evidenced a highly professional intelligence approach to the many problems given you. As example, I cite a recent case where through certain assets of this office, you arranged for and directed the spotting, recruitment, briefing, cover and cut-out arrangements for an agent engaged in a very sensitive operation of interest to the highest authorities in the Agency, and conducted it on an "Eyes Only" basis.

2. In this operation, as in many others, you have exercised imagination with both judgment and discretion; all of which has brought great credit to this office, the Deputy Director (IOS), your Division, and, of course, yourself.

3. I congratulate you and am confident of your continued success in the office and in the Office of Security Career Service.

4. I am arranging to file copies of this letter in your Personnel and Administrative files.

Sheffield Edwards
Director of Security

Distribution:

Orig - Addressee
1 - DD(IOS)

CONFIDENTIAL

SECRET



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

9 DEC 1955

MEMORANDUM FOR: James O'Connell, Jr.

SUBJECT: Notification of Membership in the Career Staff

1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 17 December 1954.

2. Please indicate that you have received this notification by signing in the space provided below and return it to the Head of your Career Service. He will forward it to the Executive Director of the CIA Selection Board.

3. Because your membership in the Career Staff is classified information, it is necessary that this notification be conveyed to you in this manner. The application for membership which you signed has been endorsed on behalf of the Director of Central Intelligence by the Executive Director of the CIA Selection Board and placed in your permanent Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Harrison G. Reynolds
Chairman, CIA Selection Board

Noted:

Date: 10 Dec 1955

SECRET

SECRET

CAREER SERVICE QUESTIONNAIRE							
SECTION I (To be completed by employee)							
NAME (Last)		(First)		(Middle)	AGE	GRADE	NO. OF MOS. IN GRADE
O'CONNELL		James		P.	37	13	21
STAFF OR DIVISION		BRANCH		POSITION TITLE			
SSD		Operations		Investigator General, Desk Chief			
NO. OF MOS. IN PRESENT POSITION		NO. OF MOS. IN OSS		NO. OF MOS. IN CIG		NO. OF MOS. IN CIA	
10		0		0		32	
DATA ON ALL PERMANENT DUTY OVERSEAS OR IN U.S. FIELD (Include any TDY during last two years)							
APPROXIMATE DATES OF SERVICE		LOCATION		TDY	PCS	COMMENTS	
FROM TO		COUNTRY STATION					
None							
INDICATE WILLINGNESS TO SERVE FOUR OF DUTY OVERSEAS PCS							
A <input type="checkbox"/> YES B <input checked="" type="checkbox"/> ONLY UNDER CERTAIN CONDITIONS C <input type="checkbox"/> NO							
INDICATE ASSIGNMENT PREFERENCE IF PRECEDING ANSWER IS "A" OR "B"							
PREFERENCE	COUNTRY	STATION		TYPE OF POSITION			
1ST	Germany	Frankfurt		Security Officer			
2ND	Netherlands	The Hague		" "			
3RD	Switzerland	Zurich		" "			
IF ANSWER ABOVE IS "B" STATE CONDITIONS; IF ANSWER ABOVE IS "C" EXPLAIN YOUR REASONS							
Wish to have family reside with me.							
INDICATE GEOGRAPHIC AREAS OVERSEAS IN WHICH YOU WILL NOT SERVE AND EXPLAIN REASONS							
I do not wish an assignment which would interfere with childrens' education or health.							
INDICATE RELATIONSHIP AND AGE OF EACH DEPENDENT TO BE MOVED OVERSEAS							
wife - 37 yrs son - 7 yrs							
daughter - 12 yrs son - 8 mos.							
daughter - 8 yrs							
INDICATE KNOWN MEDICAL RESTRICTIONS WHICH THE AGENCY HAS IMPOSED ON YOUR SERVICE							
None							

SECRET

INDICATE ANY UNUSUAL CIRCUMSTANCES CONCERNING DEPENDENTS (old age, chronic illness, need for special educational facilities, etc.) OR ANY UNUSUAL PERSONAL SITUATION WHICH WOULD AFFECT YOUR OVERSEAS ASSIGNMENT

None.

DESCRIBE TYPES OF HEADQUARTERS AND U.S. FIELD POSITIONS FOR WHICH YOU WOULD LIKE TO BE CONSIDERED AND THE ORGANIZATIONAL COMPONENT IN WHICH YOU WOULD LIKE TO SERVE

Security Officer in any agency component.

REMARKS

DATE

2 Sept 54

SIGNATURE OF EMPLOYEE

James P. O'Connell

SECTION II

INDICATE APPROXIMATE TIME (MONTHS) WHEN EMPLOYEE CAN BE MADE AVAILABLE FOR OVERSEAS SERVICE

3 months

INDICATE APPROXIMATE TIME (MONTHS) WHEN EMPLOYEE CAN BE MADE AVAILABLE FOR ANOTHER HEADQUARTERS OR U.S. FIELD ASSIGNMENT

3 months

COMMENTS ON AVAILABILITY AND EMPLOYEE'S PREFERENCE FOR NEXT ASSIGNMENT

Mr. O'Connell is presently supervising an all important Desk in the Division and in connection with his overall versatility in the administrative field, his ~~availability~~ availability is limited by the fact that he would have to assist in training a replacement. His preference is logically stated with the further comment that his ability is so advanced that he would qualify as a top ranking Security Officer.

DATE

SIGNATURE OF SUPERVISOR

W. H. H. 9/3/54

PERSONNEL OFFICER WILL FORWARD ORIGINAL TO OFFICE OF PERSONNEL AND FIRST COPY

APPROPRIATE CAREER SERVICE BOARD

SECRET

MAY BE CONTINUED UNDER REMARKS

14-00000

COPY

Chief, Special Security Division

26 April 1954

Director of Security

Commendation for Messrs. James P. O'Connell, Jr. and
William J. Cotter

1. The attached memorandum from the Chief, SR, dated 20 April, commending the services of Messrs. James P. O'Connell and William J. Cotter of the Special Security Division is forwarded to you with great pleasure.

2. Please bring this to the attention of Messrs. O'Connell and Cotter and extend to them my personal commendation and thanks for the excellent services which the subject memorandum reflects. Copies of these commendations are to be included in the Security and Personnel files of Messrs. O'Connell and Cotter.

Sheffield Edwards

COPY

COPY

20 April 1954

MEMORANDUM FOR: Director of Security

SUBJECT: Commendation of Security Office Personnel

1. It is with pleasure that I wish to pass to your Special Security Division a personal commendation of two officers who have assisted materially in the establishment and continued successful management of the AEFILTER project.

2. Confronted with a sudden requirement to deploy several security officers to a new activity here in the United States, Mr. James P. O'Connell, Jr., contributed materially to the project in the coordination of several neighborhood checks, re-assignment of several Security Office personnel, the preparation of two safe houses on short notice, and the reception of sensitive alien personnel under the strictest security precautions. Mr. O'Connell has put in many hours on this project, well beyond his normal routine, and several times at great personal inconvenience.

3. I wish, at the same time, to commend specifically the security officer who went under the operational alias of ~~██████████~~. This officer supervised five other highly qualified and experienced officers in the preparation of elaborate house-breaking safeguards for the first safe house acquired under Project AEFILTER. ~~██████████~~ did his job not only thoroughly but quite cheerfully, despite actual personal hardship. *William J. Carter*

4. It is all too seldom that the Divisions get around to giving credit where it is due, even in the domestic activities of DE/T. In these two cases, however, I feel that this commendation is the least token that can be proffered to two devoted and skilled civil servants.

5. I suggest that copies of this memorandum be included in the personnel files of both Mr. O'Connell and ~~██████████~~. *Carter*

LARRY B. DURAND
CSR

SECRET

COPY

STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

IMPORTANT: The information on this form will be used in determining creditable service for leave purposes and retention credits for reduction in force. The employee should complete Part I and the Personnel Office should complete Parts II through IV.

PART I—EMPLOYEE'S STATEMENT

1. NAME (Last, first, middle initial)

O'CONNELL, JAMES P. JR.

2. DATE OF BIRTH

19 FEB 1917

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENTS (Do not include military service.)

NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT IF F.W./A.N.
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
FEDERAL BUREAU OF INVESTIGATION WASHINGTON, D.C.	47	3	3	51	11	30	SPECIAL AGENT
CIA	51	12	17	52	12	31	

4. LIST PERIODS OF SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO MILITARY SERVICE, WRITE "NONE."

BRANCH	FROM—			TO—			DISCHARGE (Hon. or dishon.?)
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
U.S. NAVY	44	10	4	46	2	15	HON.

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? ☐ YES ☒ NO
IF ANSWER IS "YES," LIST FOLLOWING INFORMATION.

TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, New Stat)	FROM—			TO—			TOTAL		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? ☐ YES ☒ NO
(If answer is "Yes," in what agency were you employed at the time status was acquired?)

7. ARE YOU:

- A. THE WIFE OF A DISABLED VETERAN? ☐ YES ☒ NO
B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? ☐ YES ☒ NO
C. THE UNREMARKED WIDOW OF A VETERAN? ☐ YES ☒ NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.

I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

(DATE)

Subscribed and sworn to before me on this _____ day of _____, 1952 at _____ (CITY) _____ (STATE)

SEAL

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

PART II—THIS COLUMN IS FOR PERSONNEL OFFICE USE

9. RETENTION GROUP

10. CSC STATUS (For permanent employees only)

☐ YES ☐ NO

11. SERVICE

YEAR	MONTH	DAY
4	8	28
1	—	5
1	4	12

12. TOTAL SERVICE
2-1-15

13. NONCREDITABLE SERVICE (Leave purposes only):

14. NONCREDITABLE SERVICE (RIF purposes only):

15. REEMPLOYMENT RIGHTS

☐ YES ☐ NO

16. RETENTION RIGHTS

☐ YES ☐ NO

17. EXPIRATION DATE OF RETENTION RIGHTS

(OVER)