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2

The Attorney General

U. S. DEPARTMENT OF JUSTICE  
COMMISSION ON INTELLIGENCE  
ACTIVITIES (SSC)

On 9/29/75, SSC was forwarded to Dept of Jus-  
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Senate Select Committee  
Request Dated 9/29/75  
Item 3

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DATE 10/18/00 BY SP2ALM/STG

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FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

*Application*  
*H78 m*  
*slayeggs*

*P 5M*  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE *11/18/60* BY *SP-2 AEM/BJB*

REPORT OF PERFORMANCE RATING

Name of Employee: ALDEN F. MILLER

Where Assigned: Atlanta  
(Division) (Section, Unit)

Official Position Title: Special Agent GS-13

Rating Period: from April 1, 1959 to March 31, 1960

ADJECTIVE RATING: Excellent  
Outstanding, Excellent, Satisfactory, Unsatisfactory

This document is prepared in response to your request and is not for dissemination outside your Committee. Its use is limited to official proceedings of your Committee and the content may not be disclosed to unauthorized personnel without the express approval of the FBI.

Rated by:	<u><i>Henry G. Rowse, Jr.</i></u>	Supervisor	<u>3/31/60</u>
	Signature	Title	Date
	HENRY G. ROWSE, JR.	Special Agent in Charge	
Reviewed by:	<u><i>C. E. Weeks</i></u>		<u>3/31/60</u>
	Signature	Title	Date
	C. E. WEEKS		
Rating Approved by:	<u><i>C. E. Weeks</i></u>	Assistant Director	<u>APR 22 1960</u>
	Signature	Title	Date

TYPE OF REPORT

- Official
- Administrative
- 60-Day
- 90-Day
- Transfer
- Separation from Service
- Special
- Annual

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee ALDEN F. MILLER Title Special Agent, GS-13  
 Rating Period: from 4/1/59 to 3/31/60

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).
- E Excellent.
- ✓ Satisfactory (good or very good).
- Unsatisfactory.
- O No opportunity to appraise performance during rating period.

**Guide for determining adjective rating:**

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><u>E</u> (1) Personal appearance.</li> <li><u>E</u> (2) Personality and effectiveness of his personal contacts.</li> <li><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>E</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>+</u> (5) Resourcefulness and ingenuity.</li> <li><u>+</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</li> <li><u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>+</u> (9) Planning ability and its application to the work.</li> <li><u>E</u> (10) Accuracy and attention to pertinent detail.</li> <li><u>E</u> (11) Industry, including energetic, consistent application to duties.</li> <li><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</li> <li><u>+</u> (14) Technical or mechanical skills.</li> <li><u>E</u> (15) Investigative ability and results:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>E</u> (c) Fugitive cases</li> <li><u>E</u> (d) Applicant cases</li> <li><u>O</u> (e) Accounting cases</li> </ul> </li> <li><u>+</u> (16) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><u>✓</u> (17) Firearms ability.</li> <li><u>E</u> (18) Development of informants and sources of information.</li> <li><u>+</u> (19) Reporting ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires<br/>(Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>-</u> administrative detail.)</li> </ul> </li> <li><u>✓</u> (20) Performance as a witness.</li> <li><u>O</u> (21) Executive ability:                     <ul style="list-style-type: none"> <li><u>-</u> (a) Leadership</li> <li><u>-</u> (b) Ability to handle personnel</li> <li><u>-</u> (c) Planning</li> <li><u>-</u> (d) Making decisions</li> <li><u>-</u> (e) Assignment of work</li> <li><u>-</u> (f) Training subordinates</li> <li><u>-</u> (g) Devising procedures</li> <li><u>-</u> (h) Emotional stability</li> <li><u>-</u> (i) Promoting high morale</li> <li><u>-</u> (j) Getting results</li> </ul> </li> <li><u>E</u> (22) Ability on raids and dangerous assignments:                     <ul style="list-style-type: none"> <li><u>E</u> (a) As leader</li> <li><u>E</u> (b) As participant</li> </ul> </li> <li><u>✓</u> (23) Organizational interest, such as making of suggestions for improvement.</li> <li><u>E</u> (24) Ability to work under pressure.</li> <li><u>E</u> (25) Miscellaneous. Specify and rate:                     <ul style="list-style-type: none"> <li><u>E</u> Dictation ability _____</li> </ul> </li> </ul> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent EMPLOYEE'S INITIALS A.F.M.  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

Atlanta, Georgia  
March 31, 1960

ALDEN F. MILLER  
SPECIAL AGENT

PART I GENERAL COMMENTS

SA MILLER is a tall, heavily-built agent. He presents a neat, conservative, mature appearance. He has a quiet, good-natured personality, and is very popular among fellow employees.

During this rating period he has been assigned primarily to matters involving the Communist Party, espionage, satellite nations and related matters. He administers his work well. His reports are thorough and reveal a thorough knowledge of his subject.

SA MILLER requires little or no supervision. He has the ability to handle any type complicated case, and I would not hesitate to use him on any dangerous assignment.

He has no known limitations on his physical condition or availability that would affect his performance as an agent.

SA MILLER is the liaison agent with all local military intelligence agencies. He does an excellent liaison job and is highly respected by the local intelligence agencies.

AFM  
Initials

HGR:hs



PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

NA

2. Experience and Ability as Inspector's Aide

NA

3. Participation in Informant Programs

SA MILLER coordinates the security informant program in the Atlanta Office. He has excellent ability in handling highly confidential sources, is alert and has an excellent attitude toward this program. SA MILLER handles the security informant program in a very satisfactory manner.

4. Testifying Experience and Ability

Because of the nature of his assignments during this rating period SA MILLER has not had the opportunity to testify. He has had considerable experience in testifying in the past.

5. Disciplinary Action

NA

6. Accounting Information

NA

7. Police Instruction

SA MILLER is a qualified general police instructor. He is assigned primarily to security and sound work and for that reason has not been used as a police instructor during this rating period.

8. Sound Training

In November, 1959, SA MILLER was afforded a refresher course in the latest techniques and equipment relating to sound work and locks. He performs monthly maintenance checks on the equipment in the Atlanta Office and other highly confidential assignments.

Employee's initials

9. Resident Agents

NA

10. Foreign Language Ability

NA

11. Administrative Advancement

(a) interested in: Yes \_\_\_ No X.

(b) completely available for: Yes \_\_\_ No \_\_\_.

(c) considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance: Yes \_\_\_ No \_\_\_.

(d) his qualifications are: very good \_\_\_, excellent \_\_\_, outstanding \_\_\_.

(e) he has potential for future administrative advancement: Yes \_\_\_ No \_\_\_.

AM  
Employee's initials

5

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/00 BY SP-2 ALM/TW/146

*Miller*  
*W. J. Miller*  
*W. J. Miller*

SM, P

Name of Employee: ALDEN F. MILLER

Where Assigned: Atlanta  
(Division) (Section, Unit)

Official Position Title: Special Agent GS-13

Rating Period: from April 1, 1961 to March 31, 1962

ADJECTIVE RATING: Satisfactory  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials

*AM*

Rated by:	<u>Henry G. Rowse, Jr.</u>	Supervisor	<u>3/31/62</u>
	Signature	Title	Date
HENRY G. ROWSE, JR.		Special Agent	
Reviewed by:	<u>James E. McMahon</u>	in Charge	<u>3/31/62</u>
	Signature	Title	Date
JAMES E. McMAHON		Assistant Director	
Rating Approved by:	<u>[Signature]</u>		<u>MAY 7 1962</u>
	Signature	Title	Date

TYPE OF REPORT

- Official
- Annual
- Administrative
- 60-Day
- 90-Day
- Transfer
- Separation from Service
- Special

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# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee ALDEN F. MILLER Title Special Agent; GS-13  
 Rating Period: from 4/1/61 to 3/31/62

### RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
- + Outstanding (exceeding excellent and deserving of special commendation).
  - E Excellent.
  - ✓ Satisfactory (good or very good).
  - Unsatisfactory.
  - O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><u>E</u> (1) Personal appearance.</li> <li><u>E</u> (2) Personality and effectiveness of his personal contacts.</li> <li><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>E</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>+</u> (5) Resourcefulness and ingenuity.</li> <li><u>+</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</li> <li><u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>+</u> (9) Planning ability and its application to the work.</li> <li><u>+</u> (10) Accuracy and attention to pertinent detail.</li> <li><u>+</u> (11) Industry, including energetic, consistent application to duties.</li> <li><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</li> <li><u>+</u> (14) Technical or mechanical skills.</li> <li><u>E</u> (15) Investigative ability and results:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>E</u> (c) Fugitive cases</li> <li><u>E</u> (d) Applicant cases</li> <li><u>+</u> (e) Accounting cases</li> </ul> </li> <li><u>+</u> (16) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><u>+</u> (17) Firearms ability.</li> <li><u>+</u> (18) Development of informants and sources of information.</li> <li><u>+</u> (19) Reporting ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires</li> </ul>                     (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)                 </li> <li><u>+</u> (20) Performance as a witness.</li> <li><u>+</u> (21) Executive ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>+</u> (b) Ability to handle personnel</li> <li><u>+</u> (c) Planning</li> <li><u>+</u> (d) Making decisions</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>+</u> (i) Promoting high morale</li> <li><u>+</u> (j) Getting results</li> </ul> </li> <li><u>E</u> (22) Ability on raids and dangerous assignments:                     <ul style="list-style-type: none"> <li><u>E</u> (a) As leader</li> <li><u>E</u> (b) As participant</li> </ul> </li> <li><u>+</u> (23) Organizational interest, such as making of suggestions for improvement.</li> <li><u>E</u> (24) Ability to work under pressure.</li> <li><u>E</u> (25) Miscellaneous. Specify and rate:                     <ul style="list-style-type: none"> <li><u>+</u> Dictation ability _____</li> </ul> </li> </ul> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)
- E. Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Satisfactory EMPLOYEE'S INITIALS AM  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

4. Testifying Experience and Ability

SA MILLER is a security Agent and his assignments do not lend themselves to testifying. He has had considerable testifying experience in the past.

5. Disciplinary Action

On February 27, 1962, the Director censured SA MILLER and placed him on probation, as he shared in the responsibility for the failure to furnish the Birmingham Division complete information and clear instructions in a teletype sent to that office.

Consideration has been given to the above in the overall rating and also Items #7, 8 and 10 on the rating guide and checkoff list are affected by this action.

6. Accounting Information

NA

7. Police Instruction

SA MILLER is a qualified general police instructor. Inasmuch as he is assigned primarily to security and sound work, he has not been used as a police instructor during this rating period.

8. Sound Training

SA MILLER is competent and proficient to handle any sound matters and techniques that are necessary to perform with Bureau equipment assigned to this office. He has not been called upon to make any actual installation of Mic-Tel or Tesurs during this rating period. He discusses some technical equipment at firearms and all equipment at annual Agent technical conferences, and makes a very good presentation.

SA MILLER makes regular telephone and microphone surveys in Headquarters Office as well as Resident Agencies, and has excellent contacts with the Telephone Company.

*am*

Employee's Initials

Atlanta, Georgia  
March 31, 1962

ALDEN F. MILLER  
Special Agent

PART I GENERAL COMMENTS

SA MILLER is a tall, well built Agent. He has a good natured personality and is popular among his fellow employees. He continues to be assigned to Headquarters City and handles a considerable volume of work and clearly manifests a thorough and detailed knowledge of security work. He is forceful, aggressive, conscientious, hardworking and thoroughly dependable. He is capable of handling complicated investigative matters and fully qualified to participate in raids and dangerous assignments. During this rating period he has handled primarily security-type cases involving the Communist Party, espionage, satellite nations and related matters. He has no known limitations on his physical condition and is completely available. He continues to be liaison Agent with all local military intelligence agencies and is very popular.

SA MILLER has been interested in the Bureau's applicant program and has been responsible for recruiting applicants who have entered on duty at the SOG.

On February 5, 1962, the Bureau commented SA MILLER did an excellent job of reporting information which will be of significant value to CIA and State Department representatives, stating his memorandum was well written and indicated a proper grasp of intelligence needs in a case which did not involve espionage or subversive aspects.

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given  
NA
2. Experience and Ability as Inspector's Aide  
NA
3. Participation in Informant Programs

SA MILLER for several years has coordinated the security informant program in the Atlanta Office, and is rated as very satisfactory.

  
Employee's Initials

9. Resident Agents

NA

10. Foreign Language Ability

NA

11. Administrative Advancement

(a) Interested in: No.

Atm  
Employee's Initials

5

FEDERAL BUREAU OF INVESTIGATION  
 UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

*Com*

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 10/18/00 BY SP2 ALM/ETG

Name of Employee: ALDEN F. MILLER

Where Assigned: Atlanta  
 (Division) (Section, Unit)

Official Position Title: Special Agent GS-13

Rating Period: from February 27, 1962 to May 28, 1962

ADJECTIVE RATING: Excellent  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee Initials  
AM

Rated by: Henry G. Rowse, Jr. Supervisor 5/28/62  
 Signature Title Date

Reviewed by: James E. McMahon Special Agent in Charge 5/28/62  
 Signature Title Date

Rating Approved by: J.P. Callahan Assistant Director JUN 5 1962  
 Signature Title Date

This document is prepared in response to your request and is not for dissemination outside your Committee. Its use is limited to official proceedings of your Committee and the content may not be disclosed to unauthorized persons without the express approval of the FBI.

REC-133  
 TYPE OF REPORT

- ( ) Official
- ( ) Annual

- (X) Administrative
- ( ) 60-Day
- (X) 90-Day
- ( ) Transfer
- ( ) Separation from Service
- (X) Special

67-  
 Serial Numbered  
 JUN 1 1962  
 THREE

JUN 13 1962



# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee ALDEN F. MILLER Title Special Agent, GS-13

Rating Period: from 2/27/62 to 5/28/62

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
- + Outstanding (exceeding excellent and deserving of special commendation).
  - E Excellent.
  - ✓ Satisfactory (good or very good).
  - Unsatisfactory.
  - O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><u>E</u> (1) Personal appearance.</li> <li><u>E</u> (2) Personality and effectiveness of his personal contacts.</li> <li><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>E</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>+</u> (5) Resourcefulness and ingenuity.</li> <li><u>+</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</li> <li><u>✓</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>+</u> (9) Planning ability and its application to the work.</li> <li><u>+</u> (10) Accuracy and attention to pertinent detail.</li> <li><u>E</u> (11) Industry, including energetic, consistent application to duties.</li> <li><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</li> <li><u>+</u> (14) Technical or mechanical skills.</li> <li><u>+</u> (15) Investigative ability and results:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>E</u> (c) Fugitive cases</li> <li><u>E</u> (d) Applicant cases</li> <li><u>O</u> (e) Accounting cases</li> </ul> </li> <li><u>+</u> (16) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><u>+</u> (17) Firearms ability.</li> <li><u>+</u> (18) Development of informants and sources of information.</li> <li><u>+</u> (19) Reporting ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires</li> </ul>                     (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)                 </li> <li><u>+</u> (20) Performance as a witness.</li> <li><u>+</u> (21) Executive ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>+</u> (b) Ability to handle personnel</li> <li><u>+</u> (c) Planning</li> <li><u>+</u> (d) Making decisions</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>+</u> (i) Promoting high morale</li> <li><u>+</u> (j) Getting results</li> </ul> </li> <li><u>E</u> (22) Ability on raids and dangerous assignments:                     <ul style="list-style-type: none"> <li><u>E</u> (a) As leader</li> <li><u>E</u> (b) As participant</li> </ul> </li> <li><u>+</u> (23) Organizational interest, such as making of suggestions for improvement.</li> <li><u>E</u> (24) Ability to work under pressure.</li> <li><u>E</u> (25) Miscellaneous. Specify and rate:                     <ul style="list-style-type: none"> <li><u>E</u> Dictation ability _____</li> </ul> </li> </ul> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent EMPLOYEE'S INITIALS AM  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

Atlanta, Georgia  
May 28, 1962

ALDEN F. MILLER  
Special Agent

PART I GENERAL COMMENTS

SA MILLER is tall and well built. He presents an excellent appearance and has a friendly, good-natured personality. During this rating period, SA MILLER has spent considerable time working on bank robbery, Special Inquiry and Security of Government Employees cases, as well as handling several controversial Election Law cases in rural Georgia counties. He is a very capable Agent and consistently handles the more complicated investigative matters in the security field. He has also participated in the applicant program, all of which has been handled in a very satisfactory manner. He has an excellent attitude toward his assignments. His paper work is well prepared and requires little supervision. He has no known physical limitations or limitations on his availability which would affect his performance as an Agent. He is fully qualified to participate in raids and dangerous assignments and certainly capable of handling the more complicated Bureau investigative matters.

On May 14, 1962, the Director, through the Special Agent in Charge, commended SA MILLER in carrying out his individual responsibilities with a great deal of diligence and enthusiasm in achieving a zero delinquency for the month of April, 1962.

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

NA

atm  
Employee's Initials

HGR:hs

2. Experience and Ability as Inspector's Aide

NA

3. Participation in Informant Programs

SA MILLER for several years has coordinated the security informant program in the Atlanta Office, and is rated as very satisfactory.

4. Testifying Experience and Ability

SA MILLER is a security agent and his assignments do not lend themselves to testifying. He has had considerable testifying experience in the past.

5. Disciplinary Action

NA

6. Accounting Information

NA

7. Police Instruction

SA MILLER is a qualified general police instructor. He has not been used as a police instructor during this rating period.

8. Sound Training

SA MILLER has demonstrated all the technical equipment recently during the Annual Agents Technical Conference. He is competent and proficient to handle any sound matters and techniques that are necessary to perform with Bureau equipment assigned to this office. He makes regular telephone and microphone surveys in Headquarters City, as well as in Resident Agencies and maintains excellent contacts with the Telephone Company.

He has not been called upon to make any actual installation of Mic-Tel or Tesurs during this rating period.

Btm  
Employee's Initials

4

He discusses technical equipment at regularly scheduled firearms and makes a very good presentation.

9. Resident Agents

NA

10. Foreign Language Ability

NA

11. Administrative Advancement

(a) Interested in: No.

*AW*

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Employee's Initials

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

# mde/16  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/00 BY SP2AN/MLG

*[Handwritten mark]*

Name of Employee: ALDEN F. MILLER

Where Assigned: Atlanta  
(Division) (Section, Unit)

Official Position Title: Special Agent GS-13

Rating Period: from May 23, 1962 to August 14, 1962

ADJECTIVE RATING: Excellent  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee Initials

*[Handwritten initials]*

This document is prepared in response to your request and is not for dissemination outside your Committee. Its use is limited to official proceedings by your Committee and the content may not be disclosed to unauthorized personnel without the express approval of the FBI.

Rated by:	<u>Henry G. Rowse Jr.</u> Signature	<u>Supervisor</u> Title	<u>8/14/62</u> Date
Reviewed by:	<u>James V. McMahon</u> Signature	<u>Special Agent in Charge</u> Title	<u>8/14/62</u> Date
Rating Approved by:	<u>J. P. Callahan</u> Signature	<u>Assistant Director</u> Title	<u>AUG 29 1962</u> Date

TYPE OF REPORT

- ( ) Official
- ( ) Annual
- (X) Administrative
- ( ) 60-Day
- ( ) 90-Day
- ( ) Transfer
- ( ) Separation from Service
- (X) Special

REC-146

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee ALDEN F. MILLER Title Special Agent, GS-13

Rating Period: from 5/23/62 to 8/14/62

### RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
- + Outstanding (exceeding excellent and deserving of special commendation).
  - E Excellent.
  - ✓ Satisfactory (good or very good).
  - Unsatisfactory.
  - O No opportunity to appraise performance during rating period.

**Guide for determining adjective rating:**

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><u>E</u> (1) Personal appearance.</li> <li><u>E</u> (2) Personality and effectiveness of his personal contacts.</li> <li><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>E</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>+</u> (5) Resourcefulness and ingenuity.</li> <li><u>+</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>E</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</li> <li><u>E</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>+</u> (9) Planning ability and its application to the work.</li> <li><u>E</u> (10) Accuracy and attention to pertinent detail.</li> <li><u>E</u> (11) Industry, including energetic, consistent application to duties.</li> <li><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</li> <li><u>+</u> (14) Technical or mechanical skills.</li> <li><u>E</u> (15) Investigative ability and results:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>E</u> (c) Fugitive cases</li> <li><u>E</u> (d) Applicant cases</li> <li><u>+</u> (e) Accounting cases</li> </ul> </li> <li><u>+</u> (16) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><u>✓</u> (17) Firearms ability.</li> <li><u>+</u> (18) Development of informants and sources of information.</li> <li><u>+</u> (19) Reporting ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires<br/>(Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)</li> </ul> </li> <li><u>+</u> (20) Performance as a witness.</li> <li><u>+</u> (21) Executive ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>+</u> (b) Ability to handle personnel</li> <li><u>+</u> (c) Planning</li> <li><u>+</u> (d) Making decisions</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>+</u> (i) Promoting high morale</li> <li><u>+</u> (j) Getting results</li> </ul> </li> <li><u>E</u> (22) Ability on raids and dangerous assignments:                     <ul style="list-style-type: none"> <li><u>E</u> (a) As leader</li> <li><u>E</u> (b) As participant</li> </ul> </li> <li><u>+</u> (23) Organizational interest, such as making of suggestions for improvement.</li> <li><u>E</u> (24) Ability to work under pressure.</li> <li><u>E</u> (25) Miscellaneous. Specify and rate:                     <ul style="list-style-type: none"> <li><u>+</u> Dictation ability _____</li> </ul> </li> </ul> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Security

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)
- E. Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent EMPLOYEE'S INITIALS atm

Outstanding, Excellent, Satisfactory, Unsatisfactory

Atlanta, Georgia  
August 14, 1962

ALDEN F. MILLER  
Special Agent

PART I GENERAL COMMENTS

SA ALDEN F. MILLER is a tall, well built Agent making an excellent personal appearance. He is friendly and good-natured, and has a pleasing personality. During the rating period, SA MILLER has been assigned primarily to the investigation of complicated Internal Security cases. He has also spent considerable time on working controversial Civil Rights and Election Law matters, and Security of Government Employees cases. He is continually striving to develop informant coverage in the security field, and he has participated in the Bureau applicant program. He has handled all of his assignments in a very commendable manner. SA MILLER's attitude towards his assignments is outstanding. He is forcible and aggressive in connection with his investigative work, and his paper work requires little or no supervision. He has no known physical limitations, and is completely available for special and general assignments. He is fully qualified to participate in raids and dangerous assignments, and capable of handling the most complicated Bureau investigative matters.

The Director commended SA MILLER through the Special Agent in Charge for his individual responsibilities and devotion to duty, which helped the Atlanta Office achieve zero delinquency for the months of May, June, and July 1962. The Director personally commended SA MILLER by letter dated August 1, 1962, for his high degree of skill, alertness and thoroughness in discharging his responsibilities in connection with the recent racial matter of interest to the Bureau.

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

NA

AM  
Employee's Initials

HGR:mel

2. Experience and Ability as Inspector's Aide

NA

3. Participation in Informant Program

SA MILLER coordinates the Security Informant Program in the Atlanta Office. He also has several individual informants under development, and his participation in this program is very satisfactory.

4. Testifying Experience and Ability

SA MILLER's particular assignment does not result in testifying in court. However, he has testified in the past a number of times.

5. Disciplinary Action

SA MILLER was on probation throughout the rating period, which was occasioned as a result of his responsibility for the failure to furnish another office complete information in a teletype sent to that office. He has not received any disciplinary action during the rating period.

6. Accounting Information

NA

7. Police Instruction

SA MILLER is a qualified general police instructor, but he has not been used as a police instructor during the rating period because of his probationary status. His presentation at the Annual Agents Technical Conference was audited, and he is considered to be an excellent police instructor.

8. Sound Training

SA MILLER has received sound training at the Bureau, and recently demonstrated all the technical equipment at an Agents Technical Conference. He is competent to handle

ABW  
Employee's Initials



sound matters, and has complete knowledge of the techniques that are necessary to perform with the Bureau equipment assigned to the Atlanta Division. SA MILLER also makes telephone and microphone surveys in Headquarters City and all Resident Agencies. He is in constant contact with the telephone company, and handles this liaison in an excellent manner.

He has not been called upon to make any actual installation of Mic-Tel or Tesurs during this rating period.

9. Resident Agents

NA

10. Foreign Language Ability

NA

11. Administrative Advancement

(a) Interested in: No.

mm  
Employee's Initials



# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee ALDEN F. MILLER Title Special Agent, GS-13  
 Rating Period: from 4/1/62 to 3/31/63

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared. Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).
- E Excellent.
- ✓ Satisfactory (good or very good).
- Unsatisfactory.
- 0 No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><u>E</u> (1) Personal appearance.</li> <li><u>E</u> (2) Personality and effectiveness of his personal contacts.</li> <li><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>E</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>+</u> (5) Resourcefulness and ingenuity.</li> <li><u>+</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>E</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</li> <li><u>E</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>+</u> (9) Planning ability and its application to the work.</li> <li><u>E</u> (10) Accuracy and attention to pertinent detail.</li> <li><u>E</u> (11) Industry, including energetic, consistent application to duties.</li> <li><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</li> <li><u>+</u> (14) Technical or mechanical skills.</li> <li><u>E</u> (15) Investigative ability and results:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>+</u> (c) Fugitive cases</li> <li><u>+</u> (d) Applicant cases</li> <li><u>0</u> (e) Accounting cases</li> </ul> </li> <li><u>+</u> (16) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><u>✓</u> (17) Firearms ability.</li> <li><u>✓</u> (18) Development of informants and sources of information.</li> <li><u>+</u> (19) Reporting ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires<br/>(Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)</li> </ul> </li> <li><u>0</u> (20) Performance as a witness.</li> <li><u>+</u> (21) Executive ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>+</u> (b) Ability to handle personnel</li> <li><u>+</u> (c) Planning</li> <li><u>+</u> (d) Making decisions</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>+</u> (i) Promoting high morale</li> <li><u>+</u> (j) Getting results</li> </ul> </li> <li><u>E</u> (22) Ability on raids and dangerous assignments:                     <ul style="list-style-type: none"> <li><u>E</u> (a) As leader</li> <li><u>E</u> (b) As participant</li> </ul> </li> <li><u>+</u> (23) Organizational interest, such as making of suggestions for improvement.</li> <li><u>E</u> (24) Ability to work under pressure.</li> <li><u>E</u> (25) Miscellaneous. Specify and rate:                     <ul style="list-style-type: none"> <li><u>+</u> Dictation ability _____</li> </ul> </li> </ul> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Satisfactory EMPLOYEE'S INITIALS AM  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

Atlanta, Georgia  
March 31, 1963

ALDEN F. MILLER  
Special Agent

PART I GENERAL COMMENTS

SA MILLER is tall, and has a well proportioned, robust build. His general demeanor is businesslike, and he always dresses in good taste. He has a very friendly personality, and conducts himself in an excellent fashion. He is capable of handling any complicated Bureau case, and is capable to participate in raids and dangerous assignments, both as a leader or as a participant. During this rating period, he has handled primarily security type matters, as well as many Civil Rights, Election Law, and Racial Matters, all in a very competent manner. His written work is well prepared, and requires less than an average amount of supervision. He is completely available, and has no known limitations on his physical condition. He is a very capable Agent, and consistently handles the more complicated investigative matters in the security field.

The Director commended SA MILLER through the Special Agent in Charge four times for his efforts in helping the Atlanta Office accomplish zero delinquency. He was also commended for the statistical accomplishments for fiscal year 1962, in that all four categories were exceeded by the Atlanta Division.

On August 1, 1962, the Director commended SA MILLER for the excellent manner in which he participated in the investigation conducted in connection with a racial matter of interest to the Bureau.

SA MILLER is a weekend supervisor, and has always discharged these responsibilities in a very satisfactory manner.

  
Employee's Initials

HGR:mel

PART II - SPECIFIC COMMENTS

1. Justification for any Minus Ratings Given

NA

2. Experience and Ability as Inspector's Aide

NA

3. Participation in Informant Program

SA MILLER has six Potential Security Informants under development. It is felt he is making very good progress in this phase of the Bureau's work.

4. Testifying Experience and Ability

SA MILLER has not testified during this rating period. He handles primarily security type investigations, which do not lend themselves to testifying in Federal Court.

  
Initials

5. Disciplinary Action

On 2/27/62, SA MILLER was placed on probation as a result of his responsibility for failure to furnish another office complete information in a teletype sent to that office. He has not received any disciplinary action during this rating period. The Director removed him from a probationary status on 8/21/62. This was taken into consideration when arriving at adjective rating of Satisfactory.

6. Accounting Information

NA

7. Police Instruction

SA MILLER is a qualified general police instructor, and has participated in two police schools. The Special Agent in Charge has personally monitored his presentation, and stated he made a very good impression.

8. Sound Training

SA MILLER is competent and proficient to handle any sound matters and techniques that are necessary to perform with Bureau equipment assigned to this office. He has not been called upon to make any actual installation of Mic-Tel or Tesurs during this rating period. He discusses some technical equipment at firearms and all equipment at annual Agent technical conferences, and makes a very good presentation.

SA MILLER makes regular telephone and microphone surveys in Headquarters Office as well as Resident Agencies, and has excellent contacts with the Telephone Company.

Adm  
Initials



FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

SM

REPORT OF PERFORMANCE RATING

*Useleton - see  
Foster*

# MDR 16  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/00 BY SP7 ALM/HGE

Name of Employee: ALDEN F. MILLER

Where Assigned: Atlanta  
(Division) (Section, Unit)

Official Position Title: Special Agent GS-13

Rating Period: from April 1, 1960 to March 31, 1961

ADJECTIVE RATING: Excellent  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

afw

Rated by:	<u>Henry G. Rowse Jr.</u> Signature	Supervisor	<u>3/31/61</u> Date
Reviewed by:	<u>C. E. Weeks</u> Signature	Special Agent in Charge	<u>3/31/61</u> Date
Rating Approved by:	<u>C. P. Callahan</u> Signature	Assistant Director	<u>APR 20 1961</u> Date

TYPE OF REPORT:

Official  
 Annual

Administrative  
 60-Day  
 90-Day  
 Transfer  
 Separation from Service  
 Special

This document is prepared in response to your request and is not for dissemination outside your Committee. Its use is limited to official proceedings by your Committee and the content may not be disclosed to unauthorized personnel without the express approval of the FBI.



# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee ALDEN F. MILLER Title Special Agent, GS-13

Rating Period: from 4/1/60 to 3/31/61

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
- + Outstanding (exceeding excellent and deserving of special commendation).
  - E Excellent.
  - ✓ Satisfactory (good or very good).
  - Unsatisfactory.
  - O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><u>E</u> (1) Personal appearance.</li> <li><u>E</u> (2) Personality and effectiveness of his personal contacts.</li> <li><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>E</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>+</u> (5) Resourcefulness and ingenuity.</li> <li><u>+</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>E</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</li> <li><u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>+</u> (9) Planning ability and its application to the work.</li> <li><u>P</u> (10) Accuracy and attention to pertinent detail.</li> <li><u>E</u> (11) Industry, including energetic, consistent application to duties.</li> <li><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</li> <li><u>+</u> (14) Technical or mechanical skills.</li> <li><u>E</u> (15) Investigative ability and results:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>E</u> (c) Fugitive cases</li> <li><u>E</u> (d) Applicant cases</li> <li><u>O</u> (e) Accounting cases</li> </ul> </li> <li><u>+</u> (16) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><u>✓</u> (17) Firearms ability.</li> <li><u>E</u> (18) Development of informants and sources of information.</li> <li><u>+</u> (19) Reporting ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires</li> </ul>                     (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)                 </li> <li><u>✓</u> (20) Performance as a witness.</li> <li><u>O</u> (21) Executive ability:                     <ul style="list-style-type: none"> <li><u>-</u> (a) Leadership</li> <li><u>-</u> (b) Ability to handle personnel</li> <li><u>-</u> (c) Planning</li> <li><u>-</u> (d) Making decisions</li> <li><u>-</u> (e) Assignment of work</li> <li><u>-</u> (f) Training subordinates</li> <li><u>-</u> (g) Devising procedures</li> <li><u>-</u> (h) Emotional stability</li> <li><u>-</u> (i) Promoting high morale</li> <li><u>-</u> (j) Getting results</li> </ul> </li> <li><u>E</u> (22) Ability on raids and dangerous assignments:                     <ul style="list-style-type: none"> <li><u>+</u> (a) As leader</li> <li><u>+</u> (b) As participant</li> </ul> </li> <li><u>✓</u> (23) Organizational interest, such as making of suggestions for improvement.</li> <li><u>E</u> (24) Ability to work under pressure.</li> <li><u>E</u> (25) Miscellaneous. Specify and rate:                     <ul style="list-style-type: none"> <li><u>E</u> Dictation ability _____</li> </ul> </li> </ul> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent EMPLOYEE'S INITIALS: am

Outstanding, Excellent, Satisfactory, Unsatisfactory

2

Atlanta, Georgia  
March 31, 1961

ALDEN F. MILLER  
Special Agent

PART I GENERAL COMMENTS

SA MILLER is a mature agent, has a large, sturdy build, dresses neatly, is well groomed and presents an excellent personal appearance. He has a friendly, businesslike personality.

SA MILLER continues to be assigned to Headquarters City with primary responsibility for the investigation of security-type cases involving the Communist Party, espionage, satellite nations and related matters.

He is very dependable, his written work is prepared in a careful and thorough manner and requires little or no supervision, and he has an excellent knowledge of the Bureau's rules and regulations. He has no limitations on his physical condition or availability that would affect his performance as an agent. He is certainly capable of handling involved and complicated investigations, and can be used on dangerous assignments.

SA MILLER continues to be liaison agent with all local military intelligence agencies and is highly respected by them.

On January 5, 1961, SA MILLER, along with several other agents of the Atlanta Office, was commended by the Director for the excellent work done in the investigation and subsequent apprehension of Lawrence Robert Duncan, an Identification Order fugitive and a Conditional Release Violator.

Asw

Initials

HGR:hs

PART II SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

NA

2. Experience and Ability as Inspector's Aide

NA

3. Participation in Informant Programs

SA MILLER continues to coordinate the security informant program in the Atlanta Office. He is alert and has an excellent attitude, and is rated as very satisfactory.

4. Testifying Experience and Ability

Because of the nature of his assignments during this rating period, SA MILLER has not had the opportunity to testify. He has had considerable experience in testifying in the past.

5. Disciplinary Action

NA

6. Accounting Information

NA

7. Police Instruction

SA MILLER is a qualified general police instructor. He is assigned primarily to security and sound work and for that reason he has not been used as a police instructor during this rating period.

8. Sound Training

During this rating period SA MILLER has been called upon to make the regular telephone and microphone security surveys in Headquarters Office as well as

afm

Initials

the Resident Agencies. No other occasion has occurred for the utilization of the new transistorized preamplifier equipment other than practice use. SA MILLER's work with equipment is generally limited to practice and experimental use in the Atlanta Office due to the lack of demand for actual installation of Mic-Tel or TESURS.

SA MILLER feels sufficiently competent and proficient to handle any sound matters and techniques that are necessary to perform with the equipment assigned this office. He attended a refresher course in sound matters in November, 1959, and it is felt that he is sufficiently qualified to handle any sound problems in this division.

SA MILLER has sufficient telephone company contacts to handle most any request that may be made of them.

9. Resident Agents

NA

10. Foreign Language Ability

NA

11. Administrative Advancement

(a) Interested in: Yes \_\_\_\_ No X.

Asm  
Initials

#mde/6  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/00 BY SP22A/LMP/MS

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

*Director*  
*John Edgar Hoover*

REPORT OF PERFORMANCE RATING

Name of Employee: ALDEN F. MILLER

Where Assigned: Atlanta  
(Division) (Section, Unit)

Official Position Title and Grade: Special Agent GS-13

Rating Period: from April 1, 1964 to March 31, 1965

ADJECTIVE RATING: Excellent  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials  
*AFM*

Rated by: Charles S. Harding Supervisor 3/31/65  
Signature Title Date

CHARLES S. HARDING

Reviewed by: JK Ponder Special Agent 3/31/65  
Signature in Charge Title Date

JOSEPH K. PONDER

Rating Approved by: [Signature] Assistant Director MAY 7 1965  
Signature Title Date

TYPE OF REPORT

- Official
- Annual

- Administrative
- 60-Day
- 90-Day
- Transfer
- Separation from Service
- Special

REC 137

67-  
Searched \_\_\_\_\_ Indexed \_\_\_\_\_  
7 APR 19 1965

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# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee ALDEN F. MILLER

Title Special Agent, GS-13

Rating Period: from 4/1/64 to 3/31/65

### RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

Rate items as follows:

- + Outstanding (exceeding excellent and deserving of special commendation).
- E Excellent.
- ✓ Satisfactory (good or very good).
- Unsatisfactory.
- O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><u>E</u> (1) Personal appearance.</li> <li><u>E</u> (2) Personality and effectiveness of his personal contacts.</li> <li><u>E</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>E</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>+</u> (5) Resourcefulness and ingenuity.</li> <li><u>+</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</li> <li><u>E</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>+</u> (9) Planning ability and its application to the work.</li> <li><u>E</u> (10) Accuracy and attention to pertinent detail.</li> <li><u>E</u> (11) Industry, including energetic, consistent application to duties.</li> <li><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</li> <li><u>-</u> (14) Technical or mechanical skills.</li> <li><u>+</u> (15) Investigative ability and results:           <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>+</u> (b) Criminal or general investigative cases</li> <li><u>O</u> (c) Fugitive cases</li> <li><u>+</u> (d) Applicant cases</li> <li><u>O</u> (e) Accounting cases</li> </ul> </li> <li><u>+</u> (16) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><u>E</u> (17) Firearms ability.</li> <li><u>E</u> (18) Development of informants and sources of information.</li> <li><u>+</u> (19) Reporting ability:           <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires</li> </ul>           (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)         </li> <li><u>+</u> (20) Performance as a witness.</li> <li><u>+</u> (21) Executive ability:           <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>+</u> (b) Ability to handle personnel</li> <li><u>E</u> (c) Planning</li> <li><u>+</u> (d) Making decisions</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>E</u> (i) Promoting high morale</li> <li><u>+</u> (j) Getting results</li> </ul> </li> <li><u>+</u> (22) Ability on raids and dangerous assignments:           <ul style="list-style-type: none"> <li><u>+</u> (a) As leader</li> <li><u>+</u> (b) As participant</li> </ul> </li> <li><u>E</u> (23) Organizational interest, such as making of suggestions for improvement.</li> <li><u>+</u> (24) Ability to work under pressure.</li> <li><u>E</u> (25) Miscellaneous. Specify and rate:           <ul style="list-style-type: none"> <li><u>E</u> Dictation ability _____</li> </ul> </li> </ul> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Security

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Investigator

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT

EMPLOYEE'S INITIALS AM

Outstanding, Excellent, Satisfactory, Unsatisfactory

2

NARRATIVE COMMENTS

1. PERSONAL APPEARANCE AND PERSONALITY:

SA ALDEN F. MILLER makes an excellent personal appearance. He dresses conservatively in good business taste. He has an excellent personality, and makes a very favorable impression.

2. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS:

SA MILLER has handled during the rating period numerous dangerous assignments in an outstanding manner. He can be utilized in this type assignment in the future.

3. LIMITATIONS ON AVAILABILITY; PHYSICAL LIMITATIONS AFFECTING PERFORMANCE; AND SICK LEAVE INFORMATION:

SA MILLER is completely available for general and special assignment. There are no physical limitations affecting his performance.

4. TYPE OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE INCLUDING ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS AND SUPERVISION REQUIRED:

During the entire rating period SA MILLER has been assigned to the Security Squad of the Atlanta Division where he has handled the most involved Security, Racial, and Civil Rights matters. He has consistently demonstrated an excellent attitude towards his work and consistently used outstanding judgment and resourcefulness. His work requires the bare minimum of supervision.

SA MILLER has handled highly confidential investigations in connection with the Communist influence in racial matters, and his contribution to the achievements of the Atlanta Office in this respect have been outstanding. His investigative ability and results, and his reporting ability are outstanding in every respect.

SA MILLER is a qualified weekend supervisor, and periodically serves in this capacity on Saturdays.

5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

NA

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:  
(List items taken into consideration on rating guide and check list.)

NA

7. PARTICIPATION IN INFORMANT PROGRAMS:

SA MILLER has a Security Informant assigned to him which he has developed. He has also developed numerous vital Sources of Information in private industry who have been able to greatly  
(See 2A)

8. TESTIFYING EXPERIENCE AND ABILITY:

SA MILLER has not testified during the rating period, but has testified previously and was an excellent witness.

9. ACCOUNTING INFORMATION:

NA

10. POLICE INSTRUCTION:

SA MILLER is a general police instructor; however, because of his assignments in the Security field, and his confidential work it has only been possible to assign him to one police school during the rating period. Judging by previous performance his delivery is excellent, and favorable comments have been received concerning his performance. His one performance during the rating period was not audited.

11. RESIDENT AGENTS:

NA



7. assist the Atlanta Division in accomplishing its desired results. His performance in this phase of the Bureau's program is excellent.

- 2A -

12. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

NA

13. FOREIGN LANGUAGE ABILITY:

NA

Language in which proficient \_\_\_\_\_

Completed language school  Yes  No

Fluent in \_\_\_\_\_ language to extent Agent can handle typical investigative problems as follows: (1) Conversation form  Yes  No

(2) Written form  Yes  No

Evaluate language proficiency in each phase as excellent, very good, good, fair or unsatisfactory

Language Read Write Speak Understand

\_\_\_\_\_

\_\_\_\_\_

Frequency \_\_\_\_\_ language ability used during rating period:

Frequency of use of \_\_\_\_\_ language ability anticipated during ensuing year:

14. ADMINISTRATIVE ADVANCEMENT:

(a) Agent is interested in administrative advancement.  Yes  No

(b) Agent is completely available for administrative advancement.  Yes  No

(c) Agent is considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance.  Yes  No

(d) If answer to (c) is "Yes," Agent's qualifications considered  very good  excellent  outstanding

(e) If answer to (c) is "No," Agent considered to have potential for future administrative advancement. (If applicable, explanatory comments required.)  Yes  No

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-18-00 BY SP-2 ALM/7/95

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

*Handwritten signature and initials*

Name of Employee: ALDEN F. MILLER

Where Assigned: Atlanta  
(Division) (Section, Unit)

Official Position Title and Grade: Special Agent GS-13

Rating Period: from April 1, 1965 to March 31, 1966

ADJECTIVE RATING: Excellent  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials  
atm

Rated by: Charles S. Harding Supervisor 3/31/66  
Signature Title Date

Reviewed by: Joseph K. Ponder Special Agent in Charge 3/31/66  
Signature Title Date  
Assistant Director

Rating Approved by: [Signature]  
Signature Title Date

TYPE OF REPORT

- Official
- Annual

- Administrative
- 60-Day
- 90-Day
- Transfer
- Separation from Service
- Special

50-139

*Handwritten notes:*  
n/c 4/26/66  
Request for information re  
employment of [unclear]  
[unclear] [unclear] [unclear]  
[unclear] [unclear] [unclear]  
[unclear] [unclear] [unclear]

*Handwritten circled number 33*

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# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee ALDEN F. MILLER Title Special Agent, GS-13  
 Rating Period: from 4/1/65 to 3/31/66

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- RATE ITEMS AS FOLLOWS:
- + Outstanding (exceeding excellent and deserving of special commendation).
  - E Excellent.
  - ✓ Satisfactory (good or very good).
  - Unsatisfactory.
  - 0 No opportunity to appraise performance during rating period.

Guide for determining adjective ratings:

1. "Outstanding" adjective rating requires (A) that all elements be + and (B) that each and every rated element be factually justified by narrative details, including reasons for considering each worthy of Special Commendation and be attached to FD-185a.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An official rating of "Unsatisfactory" must be supported in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90-day) prior warning, and (3) the efforts made after the warning to help the employee bring his performance up to a satisfactory level and must be attached to FD-185a.

- |   |  |
|---|--|
| <p><u>E</u> (1) Personal appearance.</p> <p><u>E</u> (2) Personality and effectiveness of his personal contacts.</p> <p><u>E</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</p> <p><u>E</u> (4) Physical fitness (including health, energy, stamina).</p> <p><u>+</u> (5) Resourcefulness and ingenuity.</p> <p><u>+</u> (6) Forcefulness and aggressiveness as required.</p> <p><u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</p> <p><u>E</u> (8) Initiative and the taking of appropriate action on own responsibility.</p> <p><u>+</u> (9) Planning ability and its application to the work.</p> <p><u>+</u> (10) Accuracy and attention to pertinent detail.</p> <p><u>+</u> (11) Industry, including energetic, consistent application to duties.</p> <p><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</p> <p><u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</p> <p><u>+</u> (14) Investigative ability and results:                 <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>+</u> (b) Criminal or general investigative cases</li> <li><u>+</u> (c) Fugitive cases</li> <li><u>+</u> (d) Applicant cases</li> <li><u>+</u> (e) Accounting cases</li> </ul> </p> <p><u>+</u> (15) Physical surveillance ability.</p> | <p><u>E</u> (16) Firearms ability.</p> <p><u>E</u> (17) Development of informants and sources of information.</p> <p><u>+</u> (18) Reporting ability:                 <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires<br/>(Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)</li> </ul> </p> <p><u>0</u> (19) Performance as a witness.</p> <p><u>+</u> (20) Executive ability:                 <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>+</u> (b) Ability to handle personnel</li> <li><u>+</u> (c) Planning</li> <li><u>+</u> (d) Making decisions</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>+</u> (i) Promoting high morale</li> <li><u>+</u> (j) Getting results</li> </ul> </p> <p><u>+</u> (21) Ability on raids and dangerous assignments:                 <ul style="list-style-type: none"> <li><u>+</u> (a) As leader</li> <li><u>+</u> (b) As participant</li> </ul> </p> <p><u>E</u> (22) Organizational interest, such as making of suggestions for improvement.</p> <p><u>+</u> (23) Ability to work under pressure.</p> <p><u>+</u> (24) Miscellaneous. Specify and rate:                 <ul style="list-style-type: none"> <li><u>+</u> Dictation ability</li> </ul> </p> |
|---|--|

k. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security

l. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

- (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "yes," explain in narrative comments.)

Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe-driving record OK or has passed Bureau road test.

ADJECTIVE RATING: EXCELLENT EMPLOYEE'S INITIALS AM  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

## NARRATIVE COMMENTS

1. PERSONAL APPEARANCE AND PERSONALITY:

SA ALDEN F. MILLER makes an excellent personal appearance. He dresses conservatively in good business taste. He is extremely personable and effective in his contacts.

2. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS:

SA MILLER has handled numerous highly dangerous assignments during the rating period in an outstanding manner. He is especially adept at working under pressure.

3. LIMITATIONS ON AVAILABILITY; PHYSICAL LIMITATIONS AFFECTING PERFORMANCE; AND SICK LEAVE INFORMATION:

SA MILLER is completely available for general and special assignment. There are no physical limitations affecting his performance.

4. TYPE OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE, INCLUDING ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS AND SUPERVISION REQUIRED:

During the entire rating period SA MILLER has been assigned to the #3 Squad of the Atlanta Division. He has handled the most involved Security, Racial, and Civil Rights Matters. He is qualified to handle the most complicated investigative matters, and requires a minimum of supervision. He consistently uses outstanding judgment, and his forcefulness and resourcefulness can be rated as outstanding. His attitude towards all assignments is excellent. SA MILLER is an outstanding investigator, and his reporting ability can be rated as outstanding. He has made a very significant contribution to the investigation of communist influence in racial matters through his technical knowledge and ability. SA MILLER is a qualified weekend supervisor, and periodically serves in this capacity on Saturdays.

SA MILLER has not made a contribution to the applicant program in the Atlanta Division.

*AM*  
Initials

5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

NA

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:  
(List items taken into consideration on rating guide and check list.)

NA

7. PARTICIPATION IN INFORMANT PROGRAMS:

SA MILLER has developed numerous vital Sources of Information which have enabled the Atlanta Office to participate in highly confidential investigative techniques. He has handled this phase of the Bureau's program in an excellent manner.

8. TESTIFYING EXPERIENCE AND ABILITY:

SA MILLER has not testified during the rating period.

9. ACCOUNTING INFORMATION:

NA

10. POLICE INSTRUCTION:

(X) SA MILLER is a general police instructor and handles occasional police schools. Due to his confidential assignments in the security field, he is only used in police schools when absolutely necessary. His performance in technical conferences has been audited by the SAC and ASAC, and he is considered an excellent instructor.

11. RESIDENT AGENTS:

NA

Am  
Initials

12. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

NA

13. FOREIGN LANGUAGE ABILITY:

NA

Language in which proficient \_\_\_\_\_

Completed language school  Yes  No

Fluent in \_\_\_\_\_ language to extent Agent can handle typical investigative problems as follows: (1) Conversation form  Yes  No

(2) Written form  Yes  No

Evaluate language proficiency in each phase as excellent, very good, good, fair or unsatisfactory

<u>Language</u>	<u>Read</u>	<u>Write</u>	<u>Speak</u>	<u>Understand</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Frequency \_\_\_\_\_ language ability used during rating period:

Frequency of use of \_\_\_\_\_ language ability anticipated during ensuing year:

14. ADMINISTRATIVE ADVANCEMENT:

(a) Agent is interested in administrative advancement.  Yes  No

(b) Agent is completely available for administrative advancement.  Yes  No

(c) Agent is considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance.  Yes  No

(d) If answer to (c) is "Yes," Agent's qualifications are considered  very good  excellent  outstanding

(e) If answer to (c) is "No," is Agent considered to have potential for future administrative advancement? (If applicable, explanatory comments required.)  Yes  No

                      
Initials

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/00 BY SP-2 ALM/STG

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

*Miller/Ketter*  
*Supervisor*

Name of Employee: ALDEN F. MILLER

Where Assigned: Atlanta  
(Division) (Section, Unit)

Official Position Title and Grade: Special Agent GS-13

Rating Period: from April 1, 1966 to March 31, 1967

ADJECTIVE RATING: Excellent  
*Outstanding, Excellent, Satisfactory, Unsatisfactory*

Employee's  
Initials  
*AFM*

Rated by:	<u><i>Charles S. Harding</i></u> Signature	Supervisor	<u>3/31/67</u> Date
	CHARLES S. HARDING	Special Agent in Charge	
Reviewed by:	<u><i>Frank V. Little</i></u> Signature	Assistant Director	<u>3/31/67</u> Date
	FRANK V. LITTLE		APR 25
Rating Approved by:	<u><i>[Signature]</i></u> Signature		

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TYPE OF REPORT

- Official
  - Annual
- Administrative
  - 60-Day
  - 90-Day
  - Transfer
  - Separation from Service
  - Special

APR 25 1967



# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee ALDEN F. MILLER Title Special Agent, GS-13  
 Rating Period: from 4/1/66 to 3/31/67

## RATING GUIDE AND CHECK-LIST

**Note:** Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

**RATE ITEMS AS FOLLOWS:**

- + Outstanding (exceeding excellent and deserving of special commendation).
- E Excellent.
- ✓ Satisfactory (good or very good).
- Unsatisfactory.
- O No opportunity to appraise performance during rating period.

**Guide for determining adjective rating:**

1. "Outstanding" adjective rating requires (A) that all elements be + and (B) that each and every rated element be factually justified by narrative details, including reasons for considering each worthy of Special Commendation and be attached to FD-185a.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An official rating of "Unsatisfactory" must be supported in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90-day) prior warning, and (3) the efforts made after the warning to help the employee bring his performance up to a satisfactory level and must be attached to FD-185a.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><u>E</u> (1) Personal appearance.</li> <li><u>E</u> (2) Personality and effectiveness of his personal contacts.</li> <li><u>F</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>E</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>F</u> (5) Resourcefulness and ingenuity.</li> <li><u>F</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>F</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</li> <li><u>E</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>F</u> (9) Planning ability and its application to the work.</li> <li><u>F</u> (10) Accuracy and attention to pertinent detail.</li> <li><u>E</u> (11) Industry, including energetic, consistent application to duties.</li> <li><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</li> <li><u>+</u> (14) Investigative ability and results:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>+</u> (c) Fugitive cases</li> <li><u>+</u> (d) Applicant cases</li> <li><u>+</u> (e) Accounting cases</li> </ul> </li> <li><u>+</u> (15) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><u>E</u> (16) Firearms ability.</li> <li><u>F</u> (17) Development of informants and sources of information.</li> <li><u>+</u> (18) Reporting ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires<br/>(Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)</li> </ul> </li> <li><u>✓</u> (19) Performance as a witness.</li> <li><u>+</u> (20) Executive ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>+</u> (b) Ability to handle personnel</li> <li><u>+</u> (c) Planning</li> <li><u>+</u> (d) Making decisions</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>+</u> (i) Promoting high morale</li> <li><u>+</u> (j) Getting results</li> </ul> </li> <li><u>+</u> (21) Ability on raids and dangerous assignments:                     <ul style="list-style-type: none"> <li><u>+</u> (a) As leader</li> <li><u>+</u> (b) As participant</li> </ul> </li> <li><u>E</u> (22) Organizational interest, such as making of suggestions for improvement.</li> <li><u>+</u> (23) Ability to work under pressure.</li> <li><u>E</u> (24) Miscellaneous. Specify and rate:                     <ul style="list-style-type: none"> <li><u>+</u> Dictation ability</li> </ul> </li> </ul> |
|--|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use.  
 (b) Is physically fit to drive. (c) Past safe-driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent EMPLOYEE'S INITIALS am  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

## NARRATIVE COMMENTS

1. PERSONAL APPEARANCE AND PERSONALITY:

SA MILLER makes an excellent personal appearance, dressing conservatively in good business taste. He is personable and effective in his contacts.

2. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS:

SA MILLER has handled highly dangerous assignments during the rating period as a leader and participant in an outstanding manner.

3. LIMITATIONS ON AVAILABILITY; PHYSICAL LIMITATIONS AFFECTING PERFORMANCE; AND SICK LEAVE INFORMATION:

SA MILLER is completely available for general or special assignment. There are no physical limitations affecting his performance.

4. TYPE OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE, INCLUDING ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS AND SUPERVISION REQUIRED:

During the entire rating period, SA MILLER has been assigned to the #3 Squad of the Atlanta Division. He has handled the most involved security, racial and civil rights matters, and has been responsible for the development of numerous highly placed sources in institutions of learning and Government agencies which sources have made significant contributions to Atlanta's overall investigative responsibilities. He has also handled involved SGE investigations.

SA MILLER is an outstanding investigator, and his reporting ability is outstanding in every respect. He has demonstrated an outstanding attitude towards his assignments, and has consistently used outstanding judgment. He requires a minimum of supervision. He has made a very significant contribution to the investigation of the communist influence in racial matters through his technical knowledge and ability. He is a qualified weekend supervisor and periodically serves in this capacity on Saturdays.

SA MILLER is aware of the Bureau's needs with respect to applicant recruiting; however, his efforts have not resulted in the appointment of any Bureau applicants.

*W. Miller*  
Initials

5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

SA MILLER received a personal letter of commendation from the Director on 5/25/66, for his exemplary services in connection with an operation of much interest to the Bureau in the security field. SA MILLER shared the commendation of the (See 2-A)

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:

(List items taken into consideration on rating guide and check list.)

NA

7. PARTICIPATION IN INFORMANT PROGRAMS:

SA MILLER has been instrumental in developing numerous highly placed sources in Government and institutions of learning, which have been of significant service to the Bureau. He has also developed sources which have enabled the Atlanta (See 2-A)

8. TESTIFYING EXPERIENCE AND ABILITY:

SA MILLER testified before a United States Commissioner during the rating period in a very satisfactory manner.

9. ACCOUNTING INFORMATION:

NA

10. POLICE INSTRUCTION:

SA MILLER is a general police instructor; however, due to his confidential assignments he has not been used on police schools during the rating period.

11. RESIDENT AGENTS:

NA

  
Initials

Continuation

Item 5.

Atlanta Office for its splendid statistical accomplishments during Fiscal Year 1966.

Item 7.

Office to participate in highly confidential investigative techniques, these sources having been of inestimable value to the Bureau.

- 2-A -

12. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

NA

13. FOREIGN LANGUAGE ABILITY:

NA

Language in which proficient \_\_\_\_\_

Completed language school  Yes  No

Fluent in \_\_\_\_\_ language to extent Agent can handle typical investigative problems as follows: (1) Conversation form  Yes  No

(2) Written form  Yes  No

Evaluate language proficiency in each phase as excellent, very good, good, fair or unsatisfactory

<u>Language</u>	<u>Read</u>	<u>Write</u>	<u>Speak</u>	<u>Understand</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Frequency \_\_\_\_\_ language ability used during rating period:

Frequency of use of \_\_\_\_\_ language ability anticipated during ensuing year:

14. ADMINISTRATIVE ADVANCEMENT:

(a) Agent is interested in administrative advancement.  Yes  No

(b) Agent is completely available for administrative advancement.  Yes  No

(c) Agent is considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance.  Yes  No

(d) If answer to (c) is "Yes," Agent's qualifications are considered  very good  excellent  outstanding

(e) If answer to (c) is "No," is Agent considered to have potential for future administrative advancement? (If applicable, explanatory comments required.)  Yes  No

          
Initials

6

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

*ready for review  
etc. for review*

#moek  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/10/00 BY SP2ALM/STB

Name of Employee: ALDEN F. MILLER

Where Assigned: Atlanta  
(Division) (Section, Unit)

Official Position Title and Grade: Special Agent, GS-13

Rating Period: from April 1, 1967 to March 31, 1968

ADJECTIVE RATING: Excellent  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials

*AFM*

Rated by: Charles S. Harding Supervisor 3/31/68  
CHARLES S. HARDING Signature Title Date

Reviewed by: Frank V. [Signature] Special Agent in Charge 3/31/68  
FRANK V. [Signature] Title Date

Rating Approved by: [Signature] Assistant Director APR 5 1968  
Signature Title Date

TYPE OF REPORT

- Official
- Annual

- Administrative
- 60-Day
- 90-Day
- Transfer
- Separation from Service
- Special

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*JAPR 1968*

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee ALDEN F. MILLER

## RATING GUIDE AND CHECK-LIST

**Note:** Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

RATE ITEMS AS FOLLOWS:

- + Outstanding (exceeding excellent and deserving of special commendation).
- E Excellent.
- ✓ Satisfactory (good or very good).
- Unsatisfactory.
- O No opportunity to appraise performance during rating period.

**Guide for determining adjective ratings:**

1. "Outstanding" adjective rating requires (A) that all elements be + and (B) that each and every rated element be factually justified by narrative details, including reasons for considering each worthy of Special Commendation and be attached to FD-185a.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An official rating of "Unsatisfactory" must be supported in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90-day) prior warning, and (3) the efforts made after the warning to help the employee bring his performance up to a satisfactory level and must be attached to FD-185a.

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| <ul style="list-style-type: none"> <li><u>E</u> (1) Personal appearance.</li> <li><u>E</u> (2) Personality and effectiveness of his personal contacts.</li> <li><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>E</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>+</u> (5) Resourcefulness and ingenuity.</li> <li><u>+</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>E</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</li> <li><u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>+</u> (9) Planning ability and its application to the work.</li> <li><u>+</u> (10) Accuracy and attention to pertinent detail.</li> <li><u>+</u> (11) Industry, including energetic, consistent application to duties.</li> <li><u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</li> <li><u>+</u> (14) Investigative ability and results:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>+</u> (b) Criminal or general investigative cases</li> <li><u>O</u> (c) Fugitive cases</li> <li><u>+</u> (d) Applicant cases</li> <li><u>O</u> (e) Accounting cases</li> </ul> </li> <li><u>+</u> (15) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><u>E</u> (16) Firearms ability.</li> <li><u>E</u> (17) Development of informants and sources of information.</li> <li><u>+</u> (18) Reporting ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires</li> </ul>                     (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)                 </li> <li><u>E</u> (19) Performance as a witness.</li> <li><u>✓</u> (20) Executive ability:                     <ul style="list-style-type: none"> <li><u>✓</u> (a) Leadership</li> <li><u>E</u> (b) Ability to handle personnel</li> <li><u>E</u> (c) Planning</li> <li><u>E</u> (d) Making decisions</li> <li><u>E</u> (e) Assignment of work</li> <li><u>✓</u> (f) Training subordinates</li> <li><u>✓</u> (g) Devising procedures</li> <li><u>✓</u> (h) Emotional stability</li> <li><u>E</u> (i) Promoting high morale</li> <li><u>E</u> (j) Getting results</li> </ul> </li> <li><u>+</u> (21) Ability on raids and dangerous assignments:                     <ul style="list-style-type: none"> <li><u>+</u> (a) As leader</li> <li><u>+</u> (b) As participant</li> </ul> </li> <li><u>E</u> (22) Organizational interest, such as making of suggestions for improvement.</li> <li><u>+</u> (23) Ability to work under pressure.</li> <li><u>E</u> (24) Miscellaneous. Specify and rate:                     <ul style="list-style-type: none"> <li><u>E</u> Dictation ability</li> <li><u>E</u> Bureau applicant program</li> </ul> </li> </ul> |
|--|--|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent EMPLOYEE'S INITIALS: AM

Outstanding, Excellent, Satisfactory, Unsatisfactory

## NARRATIVE COMMENTS

1. PERSONAL APPEARANCE AND PERSONALITY:

SA MILLER makes an excellent personal appearance, dressing in good business taste. He is effective in his contacts and is extremely personable.

2. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS:

SA MILLER has participated in highly dangerous assignments during the period in an outstanding manner.

3. LIMITATIONS ON AVAILABILITY; PHYSICAL LIMITATIONS AFFECTING PERFORMANCE; AND SICK LEAVE INFORMATION:

SA MILLER is completely available for general or special assignment, and there are no known physical limitations affecting his performance.

4. TYPE OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE, INCLUDING ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS AND SUPERVISION REQUIRED:

During the entire rating period SA MILLER has been assigned to the #3 Squad of the Atlanta Division and has handled involved investigative matters in the racial, security, and civil rights fields. He can handle involved investigative matters with a minimum of supervision and has handled numerous complicated SGE and applicant investigations with a security connotation.

SA MILLER is an outstanding investigator and his written communications are outstanding in every respect. He has consistently demonstrated an outstanding attitude toward his assignments, and his penetrative and thorough investigations involving security subjects and individuals with intelligence training have been of immeasurable value to the Bureau. SA MILLER is a qualified weekend supervisor and periodically serves in this capacity on Saturdays.

SA MILLER has recruited an applicant for the Bureau and his contribution is considered excellent in this vital Bureau program.

*Am*  
\_\_\_\_\_  
Initials



5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

SA MILLER shared the commendation of the Atlanta Office for its splendid statistical accomplishments achieved during fiscal year 1967. He also shared the commendation of the Atlanta Office for his participation in the clerical applicant recruiting program. (continued on page 4)

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:

(List items taken into consideration on rating guide and check list.)

By letter dated January 5, 1968, SA MILLER was censured for violating specific instructions restricting the investigation which could be conducted without Bureau approval. He was downgraded from outstanding to excellent in number 7 and number 13 on the rating guide sheet.

7. PARTICIPATION IN INFORMANT PROGRAMS:

SA MILLER has 2 informants in ghetto areas under development and also has a source whom he has developed sufficiently in the security field to be furnishing current and valuable information. SA MILLER has also developed excellent sources in private industry who have been of immeasurable service to the Bureau in security investigations.

8. TESTIFYING EXPERIENCE AND ABILITY:

SA MILLER testified before a U. S. Commissioner during the rating period in an excellent manner.

9. ACCOUNTING INFORMATION:

NA

10. POLICE INSTRUCTION:

SA MILLER is a general police instructor; however, his confidential assignments have precluded his use during the rating period.

11. RESIDENT AGENTS:

NA

*[Handwritten Signature]*  
Initials



Item 5 continued

By letter dated September 6, 1967, SA MILLER was personally commended by the Director for the fine job he did in preparation of a lengthy prosecutive summary report relative to a sedition matter.

6

Am

*Miller*  
*JAB*  
*19*

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

#MDR16  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/00 BY SP-2 ALM/STG

REPORT OF PERFORMANCE RATING

Name of Employee: ALDEN F. MILLER

Where Assigned: ATLANTA  
(Division) (Section, Unit)

Official Position Title and Grade: Special Agent, GS-13

Rating Period: from August 22, 1968 to November 22, 1968

ADJECTIVE RATING: EXCELLENT  
*Outstanding, Excellent, Satisfactory, Unsatisfactory*

Employee's  
Initials  
*AFM*

Rated by: *Charles T. Haynes* Supervisor 11/22/68  
Signature Title Date

**CHARLES T. HAYNES**  
Special Agent  
in Charge

Reviewed by: *Frank V. Hitt* Title 11/22/68  
Signature Date

**FRANK V. HITT**

Rating Approved by: *[Signature]* Assistant Director DEC 16 1968  
Signature Title Date

TYPE OF REPORT

- Official
- Annual

- Administrative
- 60-Day
- 90-Day
- Transfer
- Separation from Service
- Special

This document is prepared in response to your request and is not for dissemination outside your Committee. Its use is limited to official proceedings by your Committee and the content may not be disclosed to unauthorized personnel without the express approval of the FBI.

## PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

**ALDEN F. MILLER**

Name of Employee \_\_\_\_\_

### RATING GUIDE AND CHECK-LIST

**Note:** Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

RATE ITEMS AS FOLLOWS:

- + Outstanding (exceeding excellent and deserving of special commendation).
- E Excellent.
- ✓ Satisfactory (good or very good).
- Unsatisfactory.
- O No opportunity to appraise performance during rating period.

**Guide for determining adjective rating:**

1. "Outstanding" adjective rating requires (A) that all elements be + and (B) that each and every rated element be factually justified by narrative details, including reasons for considering each worthy of Special Commendation and be attached to FD-185a.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An official rating of "Unsatisfactory" must be supported in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90-day) prior warning, and (3) the efforts made after the warning to help the employee bring his performance up to a satisfactory level and must be attached to FD-185a.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><u>E</u> (1) Personal appearance.</li> <li><u>E</u> (2) Personality and effectiveness of his personal contacts.</li> <li><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>E</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>+</u> (5) Resourcefulness and ingenuity.</li> <li><u>+</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>E</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</li> <li><u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>+</u> (9) Planning ability and its application to the work.</li> <li><u>✓</u> (10) Accuracy and attention to pertinent detail.</li> <li><u>+</u> (11) Industry, including energetic, consistent application to duties.</li> <li><u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</li> <li><u>+</u> (14) Investigative ability and results:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>+</u> (b) Criminal or general investigative cases</li> <li><u>O</u> (c) Fugitive cases</li> <li><u>+</u> (d) Applicant cases</li> <li><u>+</u> (e) Accounting cases</li> </ul> </li> <li><u>+</u> (15) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><u>E</u> (16) Firearms ability.</li> <li><u>E</u> (17) Development of informants and sources of information.</li> <li><u>+</u> (18) Reporting ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires<br/>(Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)</li> </ul> </li> <li><u>+</u> (19) Performance as a witness.</li> <li><u>+</u> (20) Executive ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>E</u> (b) Ability to handle personnel</li> <li><u>E</u> (c) Planning</li> <li><u>E</u> (d) Making decisions</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>E</u> (i) Promoting high morale</li> <li><u>E</u> (j) Getting results</li> </ul> </li> <li><u>+</u> (21) Ability on raids and dangerous assignments:                     <ul style="list-style-type: none"> <li><u>+</u> (a) As leader</li> <li><u>+</u> (b) As participant</li> </ul> </li> <li><u>E</u> (22) Organizational interest, such as making of suggestions for improvement.</li> <li><u>+</u> (23) Ability to work under pressure.</li> <li><u>E</u> (24) Miscellaneous. Specify and rate:                     <ul style="list-style-type: none"> <li><u>E</u> Dictation ability</li> <li><u>E</u> <u>Bureau applicant program</u></li> </ul> </li> </ul> |
|--|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): \_\_\_\_\_

**Security**

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): \_\_\_\_\_

**Investigator**

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use.  
 (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

**EXCELLENT**

ADJECTIVE RATING: \_\_\_\_\_

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS AFM



5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

N/A

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:

(List items taken into consideration on rating guide and check list.)

SA MILLER was censured by letter from the Bureau dated 8/29/68, for a delinquency found during the recent Atlanta Office inspection, for failing to disseminate a copy of a report to another Government agency which procedure was required by Bureau regulations. Item #10 on the rating guide and check-list was affected by this disciplinary action.

7. PARTICIPATION IN INFORMANT PROGRAMS:

SA MILLER has developed sources among students and faculty members in educational institutions which have been of considerable significance in revealing information regarding activities of the New Left movement on college campuses. (continued on page 2a)

8. TESTIFYING EXPERIENCE AND ABILITY:

SA MILLER has not testified during the rating period.

9. ACCOUNTING INFORMATION:

N/A

10. POLICE INSTRUCTION:

SA MILLER is a general police instructor; however, due to his confidential assignments in the security field, he has not been used on police schools during the rating period.

11. RESIDENT AGENTS:

N/A

W  
Initials

(Number 7 continued)

The highly placed sources in Government as well as institutions of learning have been of significant service in furnishing information which would have been difficult to obtain otherwise.

-2a-

5



12. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

N/A

13. FOREIGN LANGUAGE ABILITY:

N/A

Language in which proficient \_\_\_\_\_

Completed language school  Yes  No

Fluent in \_\_\_\_\_ language to extent Agent can handle typical investigative problems as follows: (1) Conversation form  Yes  No

(2) Written form  Yes  No

Evaluate language proficiency in each phase as excellent, very good, good, fair or unsatisfactory

<u>Language</u>	<u>Read</u>	<u>Write</u>	<u>Speak</u>	<u>Understand</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Frequency \_\_\_\_\_ language ability used during rating period:

Frequency of use of \_\_\_\_\_ language ability anticipated during ensuing year:

14. ADMINISTRATIVE ADVANCEMENT:

- (a) Agent is interested in administrative advancement.  Yes  No
- (b) Agent is completely available for administrative advancement.  Yes  No
- (c) Agent is considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance.  Yes  No
- (d) If answer to (c) is "Yes," Agent's qualifications are considered  very good  excellent  outstanding
- (e) If answer to (c) is "No," is Agent considered to have potential for future administrative advancement? (If applicable, explanatory comments required.)  Yes  No

          
Initials

6

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

SM.P  
# mdr16  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/00 BY SP-2 ALM/216

*W. J. ...*  
*...*  
*...* 7110

Name of Employee: ALDEN F. MILLER

Where Assigned: Atlanta  
(Division) (Section, Unit)

Official Position Title: Special Agent GS-13

Rating Period: from April 1, 1963 to March 31, 1964

ADJECTIVE RATING: Excellent  
Outstanding, Excellent, Satisfactory, Unsatisfactory  
Employee's Initials: asm

Rated by: Henry G. Rowse Supervisor 3/31/64  
HENRY G. ROWSE Signature Title  
Special Agent  
Reviewed by: James E. McMahon in Charge 3/31/64  
JAMES E. McMAHON Signature Title Date  
Rating Approved by: W. P. Callahan Assistant Director APR 23 1964  
Signature Title Date

TYPE OF REPORT

- (X) Official
- ( ) Administrative
- (X) Annual **ILG-137**
- ( ) 60-Day
- ( ) 90-Day
- ( ) Transfer
- ( ) Separation from Service

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# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee ALDEN F. MILLER Title Special Agent, GS-13  
 Rating Period: from 4/1/63 to 3/31/64

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

- Rate items as follows:
- + Outstanding (exceeding excellent and deserving of special commendation).
  - E Excellent.
  - ✓ Satisfactory (good or very good).
  - Unsatisfactory.
  - O No opportunity to appraise performance during rating period.

Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all rated elements be "+" and (B) that each and every rated element be factually justified by narrative detail on reverse of Form FD-185.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An "official" adjective rating of "Unsatisfactory" must comply with the requirements described on the reverse of form FD-185.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><u>E</u> (1) Personal appearance.</li> <li><u>E</u> (2) Personality and effectiveness of his personal contacts.</li> <li><u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><u>E</u> (4) Physical fitness (including health, energy, stamina).</li> <li><u>+</u> (5) Resourcefulness and ingenuity.</li> <li><u>+</u> (6) Forcefulness and aggressiveness as required.</li> <li><u>E</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</li> <li><u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><u>+</u> (9) Planning ability and its application to the work.</li> <li><u>E</u> (10) Accuracy and attention to pertinent detail.</li> <li><u>E</u> (11) Industry, including energetic, consistent application to duties.</li> <li><u>E</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</li> <li><u>+</u> (14) Technical or mechanical skills.</li> <li><u>E</u> (15) Investigative ability and results:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>E</u> (b) Criminal or general investigative cases</li> <li><u>E</u> (c) Fugitive cases</li> <li><u>E</u> (d) Applicant cases</li> <li><u>O</u> (e) Accounting cases</li> </ul> </li> <li><u>+</u> (16) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><u>+</u> (17) Firearms ability.</li> <li><u>+</u> (18) Development of informants and sources of information.</li> <li><u>+</u> (19) Reporting ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>+</u> (b) Summary reports</li> <li><u>+</u> (c) Memos, letters, wires</li> </ul>                     (Consider: <u>+</u> conciseness; <u>+</u> clarity; <u>+</u> organization; <u>+</u> thoroughness; <u>+</u> accuracy; <u>+</u> adequacy and pertinency of leads; <u>+</u> administrative detail.)                 </li> <li><u>E</u> (20) Performance as a witness.</li> <li><u>+</u> (21) Executive ability:                     <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>+</u> (b) Ability to handle personnel</li> <li><u>+</u> (c) Planning</li> <li><u>+</u> (d) Making decisions</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>+</u> (i) Promoting high morale</li> <li><u>+</u> (j) Getting results</li> </ul> </li> <li><u>E</u> (22) Ability on raids and dangerous assignments:                     <ul style="list-style-type: none"> <li><u>+</u> (a) As leader</li> <li><u>+</u> (b) As participant</li> </ul> </li> <li><u>E</u> (23) Organizational interest, such as making of suggestions for improvement.</li> <li><u>E</u> (24) Ability to work under pressure.</li> <li><u>E</u> (25) Miscellaneous. Specify and rate:                     <ul style="list-style-type: none"> <li><u>+</u> Dictation ability _____</li> </ul> </li> </ul> |
|---|---|

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): Security

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): Investigator

C. (1) Is employee available for general assignment wherever needs of service require? Yes (if answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (if answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "Yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
 (If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.)

ADJECTIVE RATING: EXCELLENT EMPLOYEE'S INITIALS am  
 Outstanding, Excellent, Satisfactory, Unsatisfactory

Atlanta, Georgia  
March 31, 1964

ALDEN F. MILLER  
Special Agent, GS-13

PART I GENERAL COMMENTS

SA MILLER is tall, and has a well proportioned, robust build. He has a very friendly personality, always dresses neatly, and is well liked by his fellow employees.

SA MILLER continues to be assigned to Headquarters City handling primarily security type cases, involved racial matters, as well as some sensitive Civil Rights and Election Law investigations in rural Georgia counties. He is forceful, aggressive, enthusiastic, and displays a high degree of initiative. His written work is well prepared, and requires little supervision. He is a very capable Agent, and has a mature type judgment that is necessary for the handling of controversial and sensitive type investigations. He can handle any complicated Bureau investigation, and is capable of participating in raids and dangerous assignments. He has no known limitations on his physical condition, and is completely available.

SA MILLER is a weekend supervisor, and always discharges his responsibilities in a very satisfactory manner.

*am*

Employee's Initials

PART II - SPECIFIC COMMENTS

1. Justification for Any Minus Ratings Given

NA

2. Experience and Ability as Inspector's Aide

NA

3. Participation in Informant Program

During this rating period, SA MILLER has developed four Potential Security Informants, and three Potential Racial Informants. He is making satisfactory progress in this phase of the Bureau's work.

4. Testifying Experience and Ability

Due to the nature of his assignments, SA MILLER has not testified during this rating period. He has testified considerably in the past in all Federal tribunals, and has made an excellent witness.

am  
Initials

4

5. Disciplinary Action

NA

6. Accounting Information

NA

7. Police Instruction

SA MILLER is a qualified general police instructor, and during this rating period has participated in three police schools.. He works primarily security type investigations.

The SAC or the ASAC did not have the opportunity to audit SA MILLER's presentation during this rating period due to the limited number of police schools he participated in. SA MILLER makes an excellent personal appearance, has a very friendly personality, and gets along well with police officers.

8. Sound Training

SA MILLER is competent and proficient to handle any sound matters and techniques that are necessary to perform with Bureau equipment assigned to this office. During this rating period he has been called upon to make two actual installations of TESURS. He also discusses technical equipment at firearms, and all equipment at the annual Agent technical conferences. He makes an excellent presentation.

SA MILLER makes the regular telephone and microphone surveys in headquarters office, as well as Resident Agencies, and has excellent liaison with the Southern Bell Telephone Company.

*asm*  
initials

9. Resident Agents

NA

10. Foreign Language Ability

NA

11. Administrative Advancement

(a) Is Agent interested in administrative advancement?

Yes ( )

No (X)

(b) Is Agent completely available for administrative advancement?

Yes ( )

No ( )

(c) Is Agent considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance?

Yes ( )

No ( )

(d) If answer to (c) is "Yes," would you consider his qualifications

Very Good ( )

Excellent ( )

Outstanding ( )

(e) If answer to (c) is "No," does he have potential for future administrative advancement?

Yes ( )

No ( )

asm  
initials

*Miller  
3/31/69*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/18/00 BY SP1/REM/LLS

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

C

Name of Employee: ALDEN F. MILLER

Where Assigned: ATLANTA  
(Division) (Section, Unit)

Official Position Title and Grade: Special Agent, GS-13

Rating Period: from April 1, 1968 to March 31, 1969

ADJECTIVE RATING: SATISFACTORY  
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's  
Initials

*AM*

Rated by: *Charles T. Haynes* Supervisor 3/31/69  
Signature Title Date

CHARLES T. HAYNES

Reviewed by: *Frank V. Hitt* Special Agent 3/31/69  
Signature Title Date

FRANK V. HITT

Rating Approved by: *[Signature]* Assistant Director APR 17 1969  
Signature Title Date

TYPE OF REPORT

- Official
  - Annual
- Administrative
  - 60-Day
  - 90-Day
  - Transfer
  - Separation from Service
  - Special

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31

*[Handwritten mark]*



# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

**ALDEN F. MILLER**

Name of Employee \_\_\_\_\_

## RATING GUIDE AND CHECK-LIST

**Note:** Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

### RATE ITEMS AS FOLLOWS:

- Outstanding (exceeding excellent and deserving of special commendation).
- Excellent.
- Satisfactory (good or very good).
- Unsatisfactory.
- No opportunity to appraise performance during rating period.

### Guide for determining adjective rating:

1. "Outstanding" adjective rating requires (A) that all elements be + and (B) that each and every rated element be factually justified by narrative details, including reasons for considering each worthy of Special Commendation and be attached to FD-185a.
2. "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - A. Any element rated "Unsatisfactory" must be supported by narrative comments.
  - B. An official rating of "Unsatisfactory" must be supported in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90-day) prior warning, and (3) the efforts made after the warning to help the employee bring his performance up to a satisfactory level and must be attached to FD-185a.

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| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (1) Personal appearance.</li> <li><input checked="" type="checkbox"/> (2) Personality and effectiveness of his personal contacts.</li> <li><input checked="" type="checkbox"/> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).</li> <li><input checked="" type="checkbox"/> (4) Physical fitness (including health, energy, stamina).</li> <li><input checked="" type="checkbox"/> (5) Resourcefulness and ingenuity.</li> <li><input checked="" type="checkbox"/> (6) Forcefulness and aggressiveness as required.</li> <li><input checked="" type="checkbox"/> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.</li> <li><input checked="" type="checkbox"/> (8) Initiative and the taking of appropriate action on own responsibility.</li> <li><input checked="" type="checkbox"/> (9) Planning ability and its application to the work.</li> <li><input checked="" type="checkbox"/> (10) Accuracy and attention to pertinent detail.</li> <li><input checked="" type="checkbox"/> (11) Industry, including energetic, consistent application to duties.</li> <li><input checked="" type="checkbox"/> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.</li> <li><input checked="" type="checkbox"/> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.</li> <li><input checked="" type="checkbox"/> (14) Investigative ability and results:           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (a) Internal security cases</li> <li><input checked="" type="checkbox"/> (b) Criminal or general investigative cases</li> <li><input checked="" type="checkbox"/> (c) Fugitive cases</li> <li><input checked="" type="checkbox"/> (d) Applicant cases</li> <li><input checked="" type="checkbox"/> (e) Accounting cases</li> </ul> </li> <li><input checked="" type="checkbox"/> (15) Physical surveillance ability.</li> </ul> | <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (16) Firearms ability.</li> <li><input checked="" type="checkbox"/> (17) Development of informants and sources of information.</li> <li><input checked="" type="checkbox"/> (18) Reporting ability:           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (a) Investigative reports</li> <li><input checked="" type="checkbox"/> (b) Summary reports</li> <li><input checked="" type="checkbox"/> (c) Memos, letters, wires<br/>(Consider: <input checked="" type="checkbox"/> conciseness; <input checked="" type="checkbox"/> clarity; <input checked="" type="checkbox"/> organization; <input checked="" type="checkbox"/> thoroughness; <input checked="" type="checkbox"/> accuracy; <input checked="" type="checkbox"/> adequacy and pertinency of leads; <input checked="" type="checkbox"/> administrative detail.)</li> </ul> </li> <li><input type="checkbox"/> (19) Performance as a witness.</li> <li><input checked="" type="checkbox"/> (20) Executive ability:           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (a) Leadership</li> <li><input checked="" type="checkbox"/> (b) Ability to handle personnel</li> <li><input checked="" type="checkbox"/> (c) Planning</li> <li><input checked="" type="checkbox"/> (d) Making decisions</li> <li><input checked="" type="checkbox"/> (e) Assignment of work</li> <li><input checked="" type="checkbox"/> (f) Training subordinates</li> <li><input checked="" type="checkbox"/> (g) Devising procedures</li> <li><input checked="" type="checkbox"/> (h) Emotional stability</li> <li><input checked="" type="checkbox"/> (i) Promoting high morale</li> <li><input checked="" type="checkbox"/> (j) Getting results</li> </ul> </li> <li><input checked="" type="checkbox"/> (21) Ability on raids and dangerous assignments:           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> (a) As leader</li> <li><input checked="" type="checkbox"/> (b) As participant</li> </ul> </li> <li><input checked="" type="checkbox"/> (22) Organizational interest, such as making of suggestions for improvement.</li> <li><input checked="" type="checkbox"/> (23) Ability to work under pressure.</li> <li><input checked="" type="checkbox"/> (24) Miscellaneous. Specify and rate:           <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Dictation ability</li> <li><input checked="" type="checkbox"/> <b>Applicant Recruiting</b></li> </ul> </li> </ul> |
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A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.): \_\_\_\_\_

### Security

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker): \_\_\_\_\_

### Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? \_\_\_\_\_ 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties?  Yes  No  
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use. (b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

### SATISFACTORY

ADJECTIVE RATING: \_\_\_\_\_ EMPLOYEE'S INITIALS Alm

Outstanding, Excellent, Satisfactory, Unsatisfactory

2

NARRATIVE COMMENTS

1. PERSONAL APPEARANCE AND PERSONALITY:

SA Miller presents an excellent appearance, dressing in good business taste, and possessing a pleasant personality which is effective in his personal contacts.

2. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS:

SA Miller has not actually participated in any raids during the rating period; however, he is fully qualified to participate in raids and dangerous assignments.

3. LIMITATIONS ON AVAILABILITY; PHYSICAL LIMITATIONS AFFECTING PERFORMANCE; AND SICK LEAVE INFORMATION:

SA Miller is completely available for any assignment, and there are no known physical limitations affecting his performance.

4. TYPE OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE, INCLUDING ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS AND SUPERVISION REQUIRED:

During the entire rating period SA Miller has been assigned to the #3 Squad in the Atlanta Division handling in most cases very involved investigative matters in the security, racial, and civil rights field, as well as very delicate SGE investigations. He is qualified to handle the most complicated investigative matters, requiring an absolute minimum of supervision, and has demonstrated an outstanding attitude towards these assignments using outstanding ingenuity and initiative with sufficient forcefulness to produce outstanding investigative results. SA Miller has been successful in developing informants who have furnished valuable information, particularly regarding New Left activities. SA Miller's technical knowledge and ability is utilized periodically to insure the existence of adequate security in connection with Bureau communication facilities.

SA Miller was given specific applicant recruiting assignments but was not successful in obtaining any applicants; however, he is aware of the importance of this program.

SA Miller is a weekend and holiday supervisor and periodically serves in that capacity in an excellent manner.

  
Initials

5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

During the rating period, the Director commended the personnel of the Atlanta Division on 4/18/68, for handling the heavy volume of work engendered by the death and funeral of Dr. Martin Luther King, Jr.; on 6/13/68, for participation in the (continued on page 2a)

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:

(List items taken into consideration on rating guide and check list.)

Bureau letter dated 8/22/68, placed SA Miller on probation for failure to meet Bureau physical standards. Bureau letter dated 12/12/68, removed SA Miller from probation. Items 3 and 7 on the performance rating guide were affected by this. By letter dated 8/29/68, SA Miller was censured for a delinquency found in a security matter case in which he failed to disseminate a copy of a report to another Government agency. Item 10 on the rating guide was affected by this. Agent's overall adjective rating was reduced because of this disciplinary action.

7. PARTICIPATION IN INFORMANT PROGRAMS:

At the beginning of the rating period SA Miller had 1 probationary racial informant, 1 security informant, 1 potential security informant, and 1 probationary racial informant-ghetto. During the rating period he developed 1 security informant, (cont'd on page 2a)

8. TESTIFYING EXPERIENCE AND ABILITY:

SA Miller has not testified in Federal court during the rating period; however, he has previously testified in an excellent manner.

9. ACCOUNTING INFORMATION:

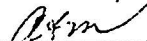
NA

10. POLICE INSTRUCTION:

SA Miller is a general police instructor; however, due to his confidential assignments in the security field, he has not been used on police schools during the rating period.

11. RESIDENT AGENTS:

NA

  
Initials

(Item 5 continued)

investigation to locate James Earl Ray after the death of Dr. Martin Luther King, Jr.; and on 12/26/68, for performance in the investigation of Gary Steven Krist and Ruth Eisemann-Schier, subjects of a kidnaping case. SA Miller shared in these commendations.

(Item 7 continued)

1 potential security informant, 4 probationary racial informants-ghetto, and 1 racial liaison source. He is currently assigned 1 security informant, 1 potential security informant, 1 probationary racial informant-ghetto, and 2 racial liaison sources, the others having been re-assigned or closed. SA Miller has been particularly effective in developing sources among students and faculty members and obtaining considerable information regarding New Left activities on college campuses. His participation in this area is considered excellent.

-2a-

*Ref*

12. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

NA

13. FOREIGN LANGUAGE ABILITY:

NA

Language in which proficient \_\_\_\_\_

Completed language school  Yes  No

Fluent in \_\_\_\_\_ language to extent Agent can handle typical investigative problems as follows: (1) Conversation form  Yes  No

(2) Written form  Yes  No

Evaluate language proficiency in each phase as excellent, very good, good, fair or unsatisfactory

<u>Language</u>	<u>Read</u>	<u>Write</u>	<u>Speak</u>	<u>Understand</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Frequency \_\_\_\_\_ language ability used during rating period:

Frequency of use of \_\_\_\_\_ language ability anticipated during ensuing year:

14. ADMINISTRATIVE ADVANCEMENT:

(a) Agent is interested in administrative advancement.  Yes  No

(b) Agent is completely available for administrative advancement.  Yes  No

(c) Agent is considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance.  Yes  No

(d) If answer to (c) is "Yes," Agent's qualifications are considered  very good  excellent  outstanding

(e) If answer to (c) is "No," is Agent considered to have potential for future administrative advancement? (If applicable, explanatory comments required.)  Yes  No

CBM  
Initials