

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER				
025658								
SECTION A GENERAL								
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX		4. GRADE 5. SD	
PICCOLO Joseph S.			8 Dec 1935		Male		GS-8 D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION			
Intel Assistant			DDP/SAS/CI		Washington, D. C.			
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT				
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)				
				19 January 1963 to 3 January 1964				
SECTION B PERFORMANCE EVALUATION								
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>								
SPECIFIC DUTIES								
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).								
SPECIFIC DUTY NO. 1							RATING LETTER	
Serves as SAS/CI operations officer handling a former Cuban Intelligence officer and a Cuban translator - SW							S	
SPECIFIC DUTY NO. 2							RATING LETTER	
Serves as SAS/CI operations officer responsible for the direction of a Cuban double agent now in place inside.							S	
SPECIFIC DUTY NO. 3							RATING LETTER	
Responsible for contacting, assessing and debriefing, in Spanish and English, prospective Cuban CI assets.							S	
SPECIFIC DUTY NO. 4							RATING LETTER	
Prepares pertinent operational and administrative correspondence in connection with the operational duties outlined above.							P	
SPECIFIC DUTY NO. 5							RATING LETTER	
SPECIFIC DUTY NO. 6							RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION								
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER	
14 JAN 1964							S	

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SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p>			
<p>Mr. Piccolo, as an intelligence assistant, has performed exceptionally well in an operational assignment that would normally be carried out by an operations officer of higher grade and greater experience. He is calm, agreeable, cooperative and imaginative, and has displayed maturity and good judgment in handling his assigned duties. He also has the ability to think logically and fast in difficult and embarrassing situations, and his fluency in Spanish has been of considerable help in enabling him to handle agents and prospective agents whose English is either limited or negligible. He is leaving the Branch because of his acceptance as a candidate in the Junior Officer Training Program.</p>			
<p>OFFICE OF PERSONNEL JAN 8 10 11 AM '64 MAIL ROOM</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
JAN 64	<i>Joseph K. Piccolo</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
6 months			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
08 JAN 1964	C/SAS/CI/Operations	<i>Richard M. Tansing</i> Richard M. Tansing	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I concur with the narrative comments. Mr. Piccolo has been an operations officer - and a good one - rather than an intelligence assistant. He understands people and has a flair for operations. I should be happy to have him serve with me anytime.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
7 January 64	C/SAS/CI	<i>Harold F. Swenson</i> Harold F. Swenson	

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