

Released under the John F. Kennedy  
Assassination Records Collection Act of  
1992 (44 USC 2107 Note). Case#:NW  
65987 Date: 10-29-2021

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A <i>Jarvis H. Deane</i> GENERAL				264216-117477	
1. NAME <i>Jarvis H. Deane</i>		2. DATE OF BIRTH 2 Nov 1908	3. SEX M	4. GRADE GS-11	5. SD D
6. OFFICIAL POSITION TITLE Operations Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP W/D 1		
			8. CURRENT STATION Mexico City, Mexico		
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 checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 30 November 1964			12. REPORTING PERIOD (From- to-) 1 October 1963 - 30 September 1964		
SECTION B PERFORMANCE EVALUATION					
<p><b>W - Weak</b> 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><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> 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).					RATING LETTER
SPECIFIC DUTY NO. 1 Translation of Russian language telephone and audio product into English transcript.					S
SPECIFIC DUTY NO. 2 Preparation of characterization-assessment personality reports on the Soviet complement.					O
SPECIFIC DUTY NO. 3 Processing of transcribed telephone materials into format facilitating immediate analysis and handling by the Station.					S
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
29 SEP 1964					S

FORM 45 OBSOLETE PREVIOUS EDITIONS.

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SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in review 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. Subject was assigned to the Station for the relatively routine function described as Specific Duty Number 1. He has performed this duty excellently and conscientiously, and with a continuing interest which is reflected in the consistently superior translation product. This product is not only accurate (checked at intervals by his supervisor), but Subject provides comments judiciously, and with insight, for transcriptions which taken by themselves may be meaningless or of apparent insignificance.</p> <p>However, the significant contribution that Subject makes to the Station's Soviet program is his preparation of characterization and assessment reports on the local Soviet complement. This reporting, based on transcription materials and operationally developed information, is unique in presenting excellent personality profiles on the assigned Soviets. This type of reporting is of great interest, and it is not performed at any other KUBARK Station. Chief, SR Division has seen fit to congratulate Subject for his contribution in this field. Due to the value of this product, Headquarters has recently authorized Subject's wife to take over part of Subject's responsibilities of Specific Duty Number 1, so that Subject can more effectively concentrate on Specific Duty Number 2.</p> <p>Subject and his family have acclimated themselves without problem to their deep cover status, and have every intention of requesting a second tour, which the Station will gladly endorse.</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		
4 September 1964	<i>Jeffrey B...</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
4 September 1964	Operations Officer	/s/ Herbert Manell	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
4 September 1964	Chief of Station	/s/ Winston M. Scott	

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