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Bulky 713

SSC LETTER 7/8/75
QUESTION # 13

RETAIN
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13

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

John Doe

Name of Employee: ALAN G. SENTINELLA

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

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

Rating Period: from 4/1/69 to 3/31/70

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials
g. s.

Rated by: *Charles T. Haynes* Supervisor 3/31/70
CHARLES T. HAYNES Title Date

Reviewed by: *Frank V. HPTT* Special Agent in Charge 3/31/70
FRANK V. HPTT Title Date

Rating Approved by: *W. J. Callahan* Assistant Director APR 15 1970
Signature Title Date

TYPE OF REPORT

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

97-432832-115
SEARCHED INDEXED
APR 16 1970

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL
(For use as attachment to Performance Rating Form FD-185)

Name of Employee ALAN G. SENTINELLA

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:** (See Manual of Rules and Regulations for detailed instructions.)
- + Outstanding (To warrant overall +, all rated elements must be +, and justified in writing.)
- E Excellent (Overall E must be supported by E or + on majority of items, including important elements.)
- ✓ Satisfactory
- Unsatisfactory (If any item so rated, overall adjective rating can be no better than Satisfactory.) Any unsatisfactory item or overall Unsatisfactory rating must be supported in writing.
- No opportunity to appraise

(Use INK for Checklist - DO NOT TYPE) CHECKLIST AND NARRATIVE COMMENTS

- E 1. Personal appearance.
- E 2. Personality and effectiveness of his personal contacts.
- E 3. Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability, and willingness to equitably share work load).
- ✓ 4. Physical fitness (including health, energy, stamina). COMMENT on limitations on availability, physical limitations affecting performance, and sick leave information. Has employee used more sick leave (including annual leave or LWOP for illness) during the rating period than the amount of sick leave earned during such period? (If "yes" explain.)

Agent has no limitations on his availability and no known physical limitations affecting his performance. He has accumulated more sick leave than used during the rating period.

- E 5. Resourcefulness, ingenuity, and initiative.
- + 6. Forcefulness and aggressiveness as required.
- E 7. Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
- + 8. Planning of work.
- + 9. Accuracy and attention to pertinent detail.
- E 10. 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.
- E 11. Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
- + 12. Investigative results (rate applicable cases) + A. Internal Security; + B. Criminal or General Investigative; ○ C. Fugitive; E D. Applicant; ○ E. Accounting.
- Complexity of investigative matters handled: None Moderate Most complicated.
- Degree of supervision required: Above average Average Minimum None
- COMMENT on type of work handled entire rating period and appraisal of overall work performance:

During the rating period Agent has handled assignments relating to security, racial, criminal, and civil rights matters in an excellent manner.

While this Agent had specific applicant recruiting assignments and is aware of the importance and needs of this program, his efforts have not resulted in any applicant appointments.

- A. Is employee available for general assignment Yes; special assignment Yes; wherever needs of service require?
- B. 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.
- C. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, Accountant, or as Resident Agent, supervisor, instructor, etc.): Racial, Security, Criminal

ADJECTIVE RATING:

EXCELLENTEMPLOYEE'S INITIALS AS

(Outstanding, Excellent, Satisfactory, Unsatisfactory)

(Checklist and Narrative Comments continued)

13. Firearms
 14. Development of informants and sources of information. COMMENT on participation in this program.

This Agent's participation in the racial and security informant program and the handling of assigned items have been satisfactory.

15. Reporting: (Consider conciseness, clarity, organization, thoroughness, accuracy, adequacy and pertinency of leads, and administrative detail.)
 A. Investigative reports; B. Summary reports; C. Memos, letters, wires
16. Performance as a witness. During rating period; Based on past performance; No experience.
17. Executive evaluation (approved Supervisors, Relief Supervisors, Alternate Senior and Senior Resident Agents.)
 A. Leadership F. Devising procedures
 B. Ability to handle personnel G. Promoting high morale
 C. Making decisions H. Getting results
 D. Assignment of work I. Furthering equal employment opportunity.
 E. Training subordinates
18. Raids and dangerous assignments; A. As leader; B. As participant
19. Miscellaneous. Specify and rate:
 Dictation; Applicant recruitment; Other _____
20. Police Instruction: Qualified Participated Audited
21. Foreign Language Ability: Proficient in NO language(s).
Can handle typical investigative problems as follows:
A. Conversation form _____ (language) Excellent Very Good Good Fair Unsatisfactory
B. Written form _____ (language) Excellent Very Good Good Fair Unsatisfactory
Frequency _____ language ability used during rating period _____
Anticipated use during ensuing year _____
22. Administrative Advancement: (Check block if not interested.)
A. Yes No Agent is completely available for administrative advancement.
B. Yes No Agent is considered qualified for administrative advancement, including experience, ability, personality and appearance.
C. If answer to B is "Yes," Agent's qualifications are considered Very Good Excellent Outstanding
EXPLAIN if interested but not now qualified.
23. Number of Incentive Awards 0 Commendations 0 received from Director. Suggestions submitted 0.
24. Disciplinary Action and Justification for any Unsatisfactory Items. None (List items taken into consideration on Checklist.)

Agent was censured by letter from the Bureau 6/26/69, for using poor judgment in assuming a notation made on a memorandum in question as to its relation to a Selective Service case was administrative in nature and should not be reproduced. Item number 7 on the rating guide and checklist was affected by this disciplinary action.

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: ALAN G. SENTINELLA

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

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

Rating Period: from June 27, 1969 to September 27, 1969

ADJECTIVE RATING: EXCELLENT
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's Initials

g.g.

Rated by: *Charles T. Haynes* Supervisor 9/27/69
Signature Title Date

CHARLES T. HAYNES

Special Agent

Reviewed by: *Frank V. Hitt* in Charge 9/27/69
Signature Title Date

FRANK V. HITT

Rating Approved by: *W. J. Sullivan* Assistant Director OCT 8 1969
Signature Title Date

432832-140

TYPE OF REPORT

- Official
- Annual

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

PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL
(For use as attachment to Performance Rating Form FD-185)

Name of Employee ALAN G. SENTINELLA

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: (See Manual of Rules and Regulations for detailed instructions.)
- + Outstanding (To warrant overall +, all rated elements must be +, and justified in writing.)
- E Excellent (Overall E must be supported by E or + on majority of items, including important elements.)
- ✓ Satisfactory
- Unsatisfactory (If any item so rated, overall adjective rating can be no better than Satisfactory.) Any unsatisfactory item or overall Unsatisfactory rating must be supported in writing.
- 0 No opportunity to appraise

(Use INK for Checklist)

CHECKLIST AND NARRATIVE COMMENTS

- E 1. Personal appearance.
- E 2. Personality and effectiveness of his personal contacts.
- + 3. Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability, and willingness to equitably share work load).
- E 4. Physical fitness (including health, energy, stamina). COMMENT on limitations on availability, physical limitations affecting performance, and sick leave information. Has employee used more sick leave (including annual leave or LWOP for illness) during the rating period than the amount of sick leave earned during such period? (If "yes" explain.)
- Agent is completely available for any assignment, and there are no known physical limitations affecting his performance. He has not used more sick leave during the rating period than the amount of sick leave earned during this period.
- + 5. Resourcefulness, ingenuity, and initiative.
- + 6. Forcefulness and aggressiveness as required.
- + 7. Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
- + 8. Planning of work.
- + 9. Accuracy and attention to pertinent detail.
- + 10. 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.
- + 11. Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
- + 12. Investigative results (rate applicable cases) + A. Internal Security; + B. Criminal or General Investigative; 0 C. Fugitive; 0 D. Applicant; 0 E. Accounting.
- Complexity of investigative matters handled: None Moderate Most complicated.
- Degree of supervision required: Above average Average Minimum None
- COMMENT on type of work handled entire rating period and appraisal of overall work performance:

During rating period Agent has been assigned full-time to #3 Squad handling investigative matters relating to Black Nationalist and other racial groups as well as Civil Rights matters. His primary investigative responsibility has been directed toward investigation of subversive influence in a well-known Civil Rights organization. He has handled one particular informant in connection with this organization in an outstanding manner, elevating him to executive status enabling him to furnish extremely valuable information as to subversive influence in Civil Rights matters throughout the country. Agent is a weekend and holiday supervisor and periodically serves in that capacity in an excellent manner.

Agent was given specific applicant recruiting assignments. He is well aware of the importance of the applicant recruiting program; however, he was not successful in obtaining an applicant to enter on duty with the Bureau.

- A. Is employee available for general assignment Yes; special assignment Yes; wherever needs of service require?
- B. 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.
- C. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, Accountant, or as Resident Agent, supervisor, instructor, etc.): Security and Criminal

ADJECTIVE RATING:

EXCELLENT

(Outstanding, Excellent, Satisfactory, Unsatisfactory)

EMPLOYEE'S INITIALS

A.S.

(Checklist and Narrative Comments continued)

- 13. Firearms
- 14. Development of informants and sources of information. COMMENT on participation in this program.
At beginning of rating period, Agent had one Racial Informant and three Probationary Racial Informants (Ghetto). During rating period he developed two additional PRIs (Ghetto) informants. Agent's Racial Informant is in executive position in Civil Rights organization and furnishes extremely important information.
- 15. Reporting: (Consider conciseness, clarity, organization, thoroughness, accuracy, adequacy and pertinency of leads, and administrative detail.)
 - A. Investigative reports; B. Summary reports; C. Memos, letters, wires
- 16. Performance as a witness during rating period. If none, indicate his ability based on past performance:
 - Excellent Satisfactory
- 17. Executive evaluation (approved Supervisors, Relief Supervisors, Alternate Senior and Senior Resident Agents.)

<input type="checkbox"/> A. Leadership	<input type="checkbox"/> E. Training subordinates
<input type="checkbox"/> B. Ability to handle personnel	<input type="checkbox"/> F. Devising procedures
<input type="checkbox"/> C. Making decisions	<input type="checkbox"/> G. Promoting high morale
<input type="checkbox"/> D. Assignment of work	<input type="checkbox"/> H. Getting results
- 18. Raids and dangerous assignments; A. As leader; B. As participant
- 19. Miscellaneous. Specify and rate:
 - Dictation; Applicant recruitment; Other _____
- 20. Police Instruction: Qualified Participated Audited
- 21. FOREIGN LANGUAGE ABILITY: Proficient in _____ language(s).
 Can handle typical investigative problems as follows:
 - A. Conversation form _____ (language) Excellent Good Fair Unsatisfactory
 - B. Written form _____ (language) Excellent Good Fair Unsatisfactory
 Frequency _____ language ability used during rating period _____
 Anticipated use during ensuing year _____
- 22. ADMINISTRATIVE ADVANCEMENT: (Check block if not interested.)
 - A. Yes No Agent is completely available for administrative advancement.
 - B. Yes No Agent is considered qualified for administrative advancement, including experience, ability, personality and appearance.
 - C. If answer to B is "Yes," Agent's qualifications are considered Very Good Excellent Outstanding
 EXPLAIN if interested but not now qualified.
- 23. Number of Incentive Awards _____ Commendations _____ received from Director.
 Suggestions submitted _____.
- 24. None. Disciplinary Action and Justification for any Unsatisfactory Items. (List items taken into consideration on Checklist.)

