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 REPORT OF ENLISTED PERFORMANCE EVALUATION
 NAVPERS 782 (Rev. 6-59)

PERIOD OF RATING
 17 OCT 62 to 16 MAY 63

NAME (Last, First, Middle) **SPENCER, Sandra Kay** SERVICE NO. **FBI** GRADE ALL **NAVPHOTOGR. NAVSTA, WASH. D.C.**

INSTRUCTIONS
 1. For each trait, evaluate the man on his actual observed performance. If performance has not observed, check the "Not Observed" box.
 2. Compare his with others of the same rate.
 3. If the major portion of his work has been outside his rate or pay grade.
 4. Pick the phrase which best fits the man in each trait and check left or right box under it. (Left box is more favorable.)

1. PROFESSIONAL PERFORMANCE: His skill and efficiency in performing assigned duties (except supervisory).					
NOT OBSERVED	Extremely effective and reliable. Works well on his own.	Highly effective and reliable. Works only limited supervision.	Effective and reliable. Needs occasional supervision.	Adequate, but needs some supervision.	Inadequate. Needs constant supervision.
<input type="checkbox"/>	* XX				* *
2. MILITARY BEHAVIOR: His will to accept authority and conform to standards of military behavior.					
NOT OBSERVED	Always acts in the highest traditions of the Navy.	Steadily follows commands and regulations.	Conforms to Navy standards.	Usually obeys commands and regulations. Occasionally less.	Defiant and flouts authority. Unsubmissive.
<input type="checkbox"/>	* XX				* *
3. LEADERSHIP AND SUPERVISORY ABILITY: His ability to plan and assign work to others and effectively direct their activities.					
NOT OBSERVED	Gets the most out of his men.	Handles men very effectively.	Gets good results from his men.	Quality gets mediocre results.	Poor supervision.
<input type="checkbox"/>	* XX				* *
4. MILITARY APPEARANCE: His military appearance and neatness in person and dress.					
NOT OBSERVED	Impeccable. Wears Naval uniform with great pride.	Smart. Neat and correct in appearance.	Conforms to Navy standards of appearance.	Passable. Satisfactory in appearance.	Does not conform to the Naval Service.
<input type="checkbox"/>	* XX				* *
5. ADAPTABILITY: His will to pace along and work with others.					
NOT OBSERVED	Gets along exceptionally well. Promotes good morale.	Gets along very well with others. Contributes to good morale.	A good shipmate. High morale.	Gets along adequately with others.	A misfit.
<input type="checkbox"/>	* XX				* *

6. DESCRIPTION OF ASSIGNED TASKS.
 SPENCER is the Supervisor in the Naval-Aide-to-the-President's Lab. She receives and assigns all work and insures expedient delivery of the Presidential Photography.

7. EVALUATION OF PERFORMANCE
 SPENCER'S technical knowledge and ability to handle people enable her to plan and assign the large volume of work coming from the Naval-Aide-to-the-President's Office. Many favorable letters have been received by this command due to SPENCER'S ingenuity and her crew's "Can-Do" spirit. The quality of the work produced is consistently above the standards set by her supervisors. Her enthusiasm and easy going disposition generates good morale throughout the Still Color Lab. She and her crew work very well together and enjoy a smooth running lab.

* 8. THESE ITEMS MUST BE JUSTIFIED BY COMMENTS IN ADDITION TO THOSE IN ITEM 7 ABOVE
 Professional Performance - The work produced by SPENCER and her crew is of the highest quality. She prints and processes a great number of color and black and white prints daily. No supervision is required and the tasks assigned are completed on-time without detailed instructions. (Cont'd)

9. REASON FOR REPORTING
 ANNUAL TRANSFER OTHER

10. DATE 16 MAY 1963

11. SIGNATURE OF REPORTING SUPERIOR
 P. R. KUBE, CDR, USN