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Performance Review
Prepared 2/22/99

SECTION III

ATTACHMENT I

CONDUCT AND EFFICIENCY REPORT FOR OJT PARTICIPANTS

Participant's Name: <i>Diane Kleinman</i>	Objective Rated: <i>#11</i>	Post of Duty: <i>JFRIA</i>
Period Covered by This Report: From: <i>02-01 to 02-22-99</i>	Prepared by: <i>R. DALLEBANDRO</i>	Title: <i>SSA</i>

Circle the description in each item which, in your opinion, most clearly depicts the participant. Make comments in the last section for any ratings of Outstanding or Unsatisfactory.

1. KNOWLEDGE OF CUSTOMS LAWS:

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Exceptional knowledge and mastery of all phases of Customs laws.	Thorough knowledge of practically all phases of Customs laws.	Adequate knowledge of phases of Customs laws.	Weak knowledge of phases of Customs laws.	Inadequate comprehension of provisions of Customs laws.

2. KNOWLEDGE OF THE JOB:

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Exceptional mastery of all phases of work.	Thorough knowledge of practically all phases of work.	Adequate knowledge of all phases of work.	Weak in knowledge of some phases of work.	Inadequate comprehension of job requirements.

3. JUDGEMENT: Exercise of good judgement to arrive at sound conclusions and decisions based on available facts.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Uses good judgement at all times. Reaches conclusions logically and rapidly.	Generally grasps situations and draws correct conclusions. Uses good common sense.	Usually reaches correct conclusions based on concrete facts. Learns from experience.	Makes immature decisions. Often jumps to conclusions.	Seriously lacking in good judgement. Has no sense of proportion.

4. ACCEPTANCE OF RESPONSIBILITY: A willingness to assume duties.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Demonstrates an extreme sense of responsibility.	Willing to accept responsibility.	Accepts, but does not seek out responsibility.	Does assigned tasks reluctantly.	Irresponsible.

5. COOPERATION: Appreciation of collective actions for mutual benefit.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Greatest possible cooperation.	Very cooperative. Displays wholesome attitude.	Cooperative. Follows suggestions faithfully.	Occasionally uncooperative. Reluctant to help others.	Difficult to handle. Cooperates when he/she has to.

6. INITIATIVE: Desire and ability to introduce new course of action.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Seeks and initiates for his/herself additional tasks.	Often originates actions which contribute to the satisfactory completion of the job.	Progressive. Has the necessary drive.	Rarely suggests. Follows precedent.	Needs detailed instructions.

7. INTEREST ON THE JOB: Relates to attitudes towards the Customs Service.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Demonstrates a professional attitude and displays positive interest.	Exhibits above average interest in performance of duties and the mission of the service.	Positive attitude toward the mission and duties of the service.	Demonstrates little interest in the mission of the service, and displays indifference to assignments.	Has no interest in performing the mission and duties of the service.

8. ADAPTABILITY: Quickness to adjust to new situations encountered on the job.

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Exceptionally fast to adjust to changing conditions.	Rather quick to absorb new material and adjust to changes.	Catches on and adjusts to changes fast enough to perform work satisfactorily.	Rather slow to adjust to changes or new duties.	Very slow to adjust to changes or to learn new duties; becomes confused easily.

9. DEPENDABILITY:

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
Can always be depended upon.	Very dependable.	Usually can be depended upon.	Occasionally undependable.	Can not be depended upon.

DATE THIS REPORT WAS PREPARED: Feb. 22, 1999

COMMENTS:

— S/A Korman is progressing at a satisfactory level and is continuing to gain more knowledge of the Customs Service as she is assigned cases.

REVIEWED BY: Charles Flood TITLE: Project Supervisor DATE: 02/15/99

Performance Review

Prepared 3/22/99

SECTION III

ATTACHMENT I

CONDUCT AND EFFICIENCY REPORT FOR OJT PARTICIPANTS

Participant's Name: <i>DIANE KLEIMAN</i>	Objective Rated: <i>#11</i>	Post of Duty: <i>JFKIA</i>
Period Covered by This Report: From: <i>02-01</i> To: <i>02-28-99</i>	Prepared by: <i>R. Delleau</i>	Title: <i>SSA</i>

Circle the description in each item which, in your opinion, most clearly depicts the participant. Make comments in the last section for any ratings of Outstanding or Unsatisfactory.

1. KNOWLEDGE OF CUSTOMS LAWS:

OUTSTANDING	EXCELLENT	FULLY SUCCESSFUL	MARGINAL	UNSATISFACTORY
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DATE THIS REPORT WAS PREPARED: 3-22-99.

COMMENTS: Enforcement Support Familiarization.

- During the course of the month the trainee has had the opportunity to meet this objective. During the latter part of Feb. 1999 these are elements of this objective the marginal judgement was used by the trainee.

REVIEWED BY: Thomas Flood TITLE: GS 032399 DATE: _____