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Job — Performance Ratings
from 1935 on

FF14

USDA-FOREST SERVICE

JOB PROFILES AND PERFORMANCE RATINGS

INSTRUCTIONS: JOB PROFILE: Help your work supervisor decide which work activities are most important in accomplishing your job. Assign "1" in the NEW PROFILE; EMPL. column to the most important element, "2" to the second most important, and so on. You are required to rank at least four important elements and for most jobs there is value in ranking 9. Your work supervisor will follow the same procedure, completing the NEW PROFILE; SUPVR. column on another copy. Then you and he will meet. Look at each other's most important selection. Help your work supervisor decide which should be top for your job. He will assign a "1" in NEW PROFILE; JOINT column, then continue, assigning ranks 2, 3, etc.
PERFORMANCE RATINGS: Work supervisors must rate and discuss employee performance on at least the elements in his present profile (established at least 90 days ago). The ratings are N/A - not applicable; "1" - unsatisfactory; "3" - needs improvement; "5" - satisfactory; "7" - superior; "9" - outstanding, as described in the Rating and Discussion Guide.

NAME (Last - First - Initial)		SOCIAL SECURITY NUMBER	AGCY.	ORGANIZATION	R	C
REVEAL, JACK L.	0 8 0	5 4 6 3 0 7 7 1 4	1 1	0 5 0 2		

DUTY STATION	NEW PROFILE PERIOD	PERFORMANCE RATING PERIOD
Cleveland NF, Supervisor's Office	FROM: 1/1/74 UNTIL: 12/31/74 SUPERSEDED	FROM: 1/1/74 TO: 12/31/74

PAY PLAN (GS, WB, etc.)	SERIES	GRADE	POSITION TITLE	POSITION NUMBER
GS	460	12	FORSTR	502272

PRESENT PROFILE	PROFILE ELEMENTS (See over for descriptions)	RATINGS: PRESENT PROFILE N/A	1	3	5	7	9	NEW PROFILE EMPL.	SUPVR.	JOINT
9	1. MAINTAINING QUANTITY OF WORK					X		Jack -		
4	2. MAINTAINING QUALITY OF WORK						X	Without question,		
	3. FOLLOWING POLICIES AND PROCEDURES							you're truly		
2	4. EXERCISING PROFESSIONAL, SCIENTIFIC, TECHNICAL OR CLERICAL SKILLS						X	a Professional		
	5. COMMUNICATING ORALLY							Forester - A real		
	6. COMMUNICATING IN WRITING							Pro. You've served		
1	7. ACCEPTING RESPONSIBILITY AND INITIATING ACTION					X		our outfit well		
	8. RESPONDING TO NEED FOR EXTRA EFFORT							by your dedication		
	9. ADAPTING TO NEW OR DIFFERENT SITUATIONS							and know-how.		
7	10. SHOWING CREATIVITY ON THE JOB							I appreciate		
3	11. EVALUATING FACTS AND MAKING DECISIONS					X		your efforts.		
5	12. PLANNING AND ORGANIZING OWN WORK					X		Thanks,		
6	13. RESEARCH LEADERSHIP; LEADERSHIP IN NON-SUPERVISORY SITUATIONS				X			Don		
	14. GETTING ALONG WITH OTHER WORKERS									
8	15. DEALING WITH PERSONS OR GROUPS OUTSIDE FOREST SERVICE					X				
	16. SUPERVISING OTHERS									

Summary: "X" one below
X Satisfactory
*____ *Outstanding
*____ *Unsatisfactory
(*See Personnel Office before checking)

EMPLOYEE GRIEVANCE AND APPEAL RIGHTS:

An employee who is dissatisfied with the final rating (Satisfactory, Unsatisfactory, Outstanding) has the right to appeal the rating. Full information about appeals is included in DPM 430, and is available by contacting the Personnel Officer.

Position Accuracy: Is position description accurate? IF NO SEE FSM 6151.14c

YES	NO
X	

CERTIFICATION: I certify that the above performance ratings and profile have been discussed.

EMPLOYEE'S SIGNATURE	SUPERVISOR'S SIGNATURE	DATE	REVIEW
Jack L. Reveal	David H. Smith	12/30/74	

(OVER)

6100-8 (4/70)

USDA-FOREST SERVICE

JOB PROFILES AND PERFORMANCE RATINGS

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NAME (Last - First - Initial)		SOCIAL SECURITY NUMBER	AGCY.	ORGANIZATION	R C
REVEAL, JACK L.	0 8 0	5 4 6 3 0 7 7 1 4	1 1	0 5 0 2	0 0 1

DUTY STATION	NEW PROFILE PERIOD	PERFORMANCE RATING PERIOD
Cleveland NF, Supervisor's Office	FROM: 1/1/73 UNTIL: 12/31/73 SUPERSEDED	FROM: 1/1/73 TO: 12/31/73

PAY PLAN (GS, WB, etc.)	SERIES	GRADE	POSITION TITLE	POSITION NUMBER
GS	460	12	FORSTR	502272

PRESENT PROFILE	PROFILE ELEMENTS (See over for descriptions)	RATINGS: PRESENT PROFILE N/A	1	3	5	7	9	NEW PROFILE EMPL.	SUPVR.	JOINT
9	1. MAINTAINING QUANTITY OF WORK					X				9
4	2. MAINTAINING QUALITY OF WORK					X				4
	3. FOLLOWING POLICIES AND PROCEDURES									
2	4. EXERCISING PROFESSIONAL, SCIENTIFIC, TECHNICAL OR CLERICAL SKILLS					X				2
	5. COMMUNICATING ORALLY									
	6. COMMUNICATING IN WRITING									
1	7. ACCEPTING RESPONSIBILITY AND INITIATING ACTION				X					1
	8. RESPONDING TO NEED FOR EXTRA EFFORT									
	9. ADAPTING TO NEW OR DIFFERENT SITUATIONS									
7	10. SHOWING CREATIVITY ON THE JOB					X				7
3	11. EVALUATING FACTS AND MAKING DECISIONS				X					3
5	12. PLANNING AND ORGANIZING OWN WORK				X					5
6	13. RESEARCH LEADERSHIP; LEADERSHIP IN NON-SUPERVISORY SITUATIONS				X					6
	14. GETTING ALONG WITH OTHER WORKERS									
8	15. DEALING WITH PERSONS OR GROUPS OUTSIDE FOREST SERVICE					X				8
	16. SUPERVISING OTHERS									

Mutually agreed to continue same
Feb. 19, 1974

Summary: "X" one below
X Satisfactory
*____ *Outstanding
*____ *Unsatisfactory
(*See Personnel Office before checking)

EMPLOYEE GRIEVANCE AND APPEAL RIGHTS:
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Position Accuracy: Is position description accurate? IF NO SEE FSM 6151.14c

YES	NO
	X

CERTIFICATION: I certify that the above performance ratings and profile have been discussed.

EMPLOYEE'S SIGNATURE	SUPERVISOR'S SIGNATURE	DATE	REVIEW
Jack L Reveal	Donald H Smith	2/19/74	

(OVER) 6100-8 (4/70)

USDA-FOREST SERVICE

JOB PROFILES AND PERFORMANCE RATINGS

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NAME (Last - First - Initial)		SOCIAL SECURITY NUMBER	AGCY.	ORGANIZATION	R C
REVEAL, JACK L.	0 8 0	5 4 6 3 0 7 7 1 4	1 1	0 5 0 2	0 0 1

DUTY STATION	NEW PROFILE PERIOD	PERFORMANCE RATING PERIOD
Cleveland NF, Supervisor's Office	FROM: 1/1/73 UNTIL: 12/31/73 SUPERSEDED	FROM 1/1/73 TO: 12/31/73

PAY PLAN (GS, WB, etc.)	SERIES	GRADE	POSITION TITLE	POSITION NUMBER
GS	460	12	FORSTR	502272

PRESENT PROFILE	PROFILE ELEMENTS (See over for descriptions)	RATINGS: PRESENT PROFILE N/A	1	3	5	7	9	NEW PROFILE EMPL.	SUPVR.	JOINT
9	1. MAINTAINING QUANTITY OF WORK					X				9
4	2. MAINTAINING QUALITY OF WORK					X				4
	3. FOLLOWING POLICIES AND PROCEDURES									
2	4. EXERCISING PROFESSIONAL, SCIENTIFIC, TECHNICAL OR CLERICAL SKILLS					X				2
	5. COMMUNICATING ORALLY									
	6. COMMUNICATING IN WRITING									
1	7. ACCEPTING RESPONSIBILITY AND INITIATING ACTION				X					1
	8. RESPONDING TO NEED FOR EXTRA EFFORT									
	9. ADAPTING TO NEW OR DIFFERENT SITUATIONS									
7	10. SHOWING CREATIVITY ON THE JOB					X				7
3	11. EVALUATING FACTS AND MAKING DECISIONS				X					3
5	12. PLANNING AND ORGANIZING OWN WORK				X					5
6	13. RESEARCH LEADERSHIP; LEADERSHIP IN NON-SUPERVISORY SITUATIONS				X					6
	14. GETTING ALONG WITH OTHER WORKERS									
8	15. DEALING WITH PERSONS OR GROUPS OUTSIDE FOREST SERVICE					X				8
	16. SUPERVISING OTHERS									

Summary: "X" one below
__X__ Satisfactory
*____ *Outstanding
*____ *Unsatisfactory
(*See Personnel Office before checking)

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Position Accuracy: Is position description accurate? IF NO SEE FSM 6151.14c

YES	NO
	X

CERTIFICATION: I certify that the above performance ratings and profile have been discussed.

EMPLOYEE'S SIGNATURE	SUPERVISOR'S SIGNATURE	DATE	REVIEW
Jack L. Reveal	David H. Smith	7/1/74	

(OVER) 6100-8 (4/70)

USDA-FOREST SERVICE

JOB PROFILES AND PERFORMANCE RATINGS

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NAME (Last - First - Initial)		SOCIAL SECURITY NUMBER	AGCY.	ORGANIZATION	R	C
REVEAL, JACK L.	0 8 0	5 4 6 3 0 7 7 1 4	1 1	0 5 0 2		

DUTY STATION	NEW PROFILE PERIOD	PERFORMANCE RATING PERIOD
Cleveland NF, Supervisor's Office	FROM: UNTIL: SUPERSEDED	FROM: 1/1/71 TO: 12/31/71

PAY PLAN (GS, WB, etc.)	SERIES	GRADE	POSITION TITLE	POSITION NUMBER
GS	460	12	Forester	502272

PRESENT PROFILE	PROFILE ELEMENTS (See over for descriptions)	RATINGS: PRESENT PROFILE N/A	1	3	5	7	9	NEW PROFILE EMPL.	SUPVR.	JOINT	
	1. MAINTAINING QUANTITY OF WORK					✓		12			8
	2. MAINTAINING QUALITY OF WORK					✓		6	8	7	7
7	3. FOLLOWING POLICIES AND PROCEDURES				✓			11			
3	4. EXERCISING PROFESSIONAL, SCIENTIFIC, TECHNICAL OR CLERICAL SKILLS					✓		3	3	3	3
	5. COMMUNICATING ORALLY				✓			9			
	6. COMMUNICATING IN WRITING					✓		8			
1	7. ACCEPTING RESPONSIBILITY AND INITIATING ACTION				✓			1	1	1	1
	8. RESPONDING TO NEED FOR EXTRA EFFORT					✓		13			
8	9. ADAPTING TO NEW OR DIFFERENT SITUATIONS					✓		14	4		
	10. SHOWING CREATIVITY ON THE JOB				✓			5		5	6
2	11. EVALUATING FACTS AND MAKING DECISIONS				✓			4	2	2	2
6	12. PLANNING AND ORGANIZING OWN WORK					✓		7	5	6	4
4	13. RESEARCH LEADERSHIP; LEADERSHIP IN NON-SUPERVISORY SITUATIONS					✓		2	6	4	5
	14. GETTING ALONG WITH OTHER WORKERS					✓		9	9	9	10
5	15. DEALING WITH PERSONS OR GROUPS OUTSIDE FOREST SERVICE					✓		10	7	8	9
	16. SUPERVISING OTHERS				✓						

Summary: "X" one below
X Satisfactory
*____ *Outstanding
*____ *Unsatisfactory
(*See Personnel Office before checking)

EMPLOYEE GRIEVANCE AND APPEAL RIGHTS:

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Position Accuracy: Is position description accurate? IF NO SEE FSM 6151.14c

YES	NO
X	

CERTIFICATION: I certify that the above performance ratings and profile have been discussed.

EMPLOYEE'S SIGNATURE	SUPERVISOR'S SIGNATURE	DATE	REVIEW
Jack L. Reveal	[illegible]	12-15-71	

(OVER)

6100-8 (4/70)

Position No. 502272

FORESTER (RESOURCES) GS-460-12

1. INTRODUCTION - Serves as Staff assistant to the Forest Supervisor on the Cleveland National Forest in connection with the administration, protection, development, and utilization of natural resources with specific responsibilities for administering the forest's timber, grazing, wildlife, minerals, insect and disease control and cooperative programs of the Department of Agriculture.

II. PRINCIPAL DUTIES AND RESPONSIBILITIES - Heads up the resources department on the Cleveland National Forest with specific responsibilities for administering the forest's timber, grazing, wildlife, minerals, insect and disease control, and cooperative programs of the Department of Agriculture. In addition to the GS-12 Resource Forester, the resources department is composed of a GS-11 Wildlife Biologist, A GS-11 Hydrologist, a GS-9 Hydrologist, and a GS-7 Forester.

Actively participates with the Forest Supervisor, other members of the staff, District Rangers and Center Director in the Development of immediate and long range plans, programs, and policies for the administration, protection and development of forest resources. Makes technical studies and is alert to new advances in his fields of resource responsibility so as to coorelate these in the forest's multiple use plan, and to recommend action as needed to the Forest Supervisor.

Reviews plans and recommendations of District Rangers, Center Director and other staff members for the development and utilization of resources. Is responsible in his fields for coordinating program planning and priorities, reports, and fund allocations. Makes functional inspections of field projects for compliance with standards and instructions, efficiency, safety practices and accomplishment.

Acts as representative of the Forest Supervisor on many public groups and committees including but not limited to; Watershed Resources Advisory Commission, Agricultural and Natural Resources Committee, Descanso District Grazying, Advisory Board, San Diego County Cattlemen's Association, San Diego County Sportsmen's Association, San Diego County Fish & Game Commission, Natural History Association, Soil Conservation Service, County Farm Advisor, and State Colleges and Universities in biological fields. Has the authority and responsibility to support, interpret and apply Forest Service and Forest policy in representing the Forest Supervisor at public meetings.

As assigned, makes general integrating inspections of all activities on Ranger Districts and serves as Acting Forest Supervisor with responsibilities for coordinating and directing all activities of the Forest.

Timber Management Is responsible for the overall Timber Management program and its coordination with other activities. Sets up programs, standards and policies in accord with the Cleveland's Timber Management Plan. Administers Timber Sale programs so that annual Timber Cut and Sell plan is followed. Directs the forest's reforestation and planting programs. Coordinates insect and disease control projects

and the districts and works with private landowners, California Division of Forestry and other Federal land agencies in planning for control programs. Directs the proper use of pesticides, including insecticides and herbicides; prescribes safe techniques for field use and checks proper application.

Range Management -Directs all range management work on the forest including type conversion of brush to grass, range analysis, and preparation of management plans. Represents Supervisor at Cattlemen's and Grazing Advisory Board meetings. Co-ordinates wildlife and recreation. Advises other staffmen on recommended species and techniques for stabilizing slopes with high erodibility.

Wildlife Management - Is responsible for the overall wildlife management program and its coordination with other activities and cooperative agencies. Provides direction and supervision for the Wildlife Biologist, GS-11, assigned to the Forest. Directs the preparation and completion of management plans, wildlife inventories, wildlife administration and inspection. Furnishes technical guidance and leadership, trains field men and subordinates and conducts studies in wildlife management. Works closely with local sportsmen groups, state game officials and wildlife research people to improve conditions and maintain wildlife utilization objectives. Directs the minerals management program of the forest. Coordinates work of rangers in the difficult job of contesting numerous claims to obtain removal of unauthorized cabins and other improvements. Reviews all applications for relief under Public Law 851, (Church Johnson Law) and coordinates claim inspections by the interforest mining Engineer. Completes required work under the Surface Rights to the Determination Program aimed at restoring the administration of surface rights to the forest. Reviews reports on mining claim applications for patents and when necessary, reviews applications on the ground. Determines efficiency of field examinations, soundness of conclusions and recommendations from the standpoint of the effect on management of the lands and other resources and applicability of the law.

Watershed - Provides direction and supervision for a GS-11 Hydrologist and a GS-9 Hydrologist. Heads up studies of the Colorado River Basin and of areas served by Colorado River water. Particular emphasis is given to determining alternate means of augmenting the water supplies in the Basin and service areas. Objectives are to provide multiple-use coordinated, scientifically designed, economically justified programs and treatment prescriptions for specific areas having good potential for water yield improvement and sediment reduction.

Reviews plans and recommendations of District Rangers, Center Director, and other members of the Staff. This involves coordination of all resource management plans and activities to insure proper management of the Forest's valuable watershed land, to provide optimum yield of high quality water, closely with city, county, and state agencies in the construction of dams and other water impoundments (Pamo Reservoir, etc.) including the installation of power facilities, aquaducts and related structures. Reviews and acts on application for water rights and surveys; reviews and acts on immediate and long range program of water quantity and quality to meet forest requirements and needs of other agencies and individuals.

Participates in watershed surveys in cooperation with other governmental agencies and local municipalities, etc., to analyze existing problems such as excessive erosion rates, siltation, etc., and to make economic analyses of possible control measures.

Directs completion of the Cleveland Soil Survey project. Information provided by the soil survey must be consistently analyzed and applied by all Districts to obtain maximum productivity and sustained yield of forest products and services. The incumbent is responsible to see that all forest supervisory personnel are familiar with the Soil Survey and make active use of its findings. He also integrates findings of the survey into all resource management plans.

Miscellaneous - Serves as Forest Safety Officer when assigned and performs other work as the occasion demands.

Performs as an integral part of the Forest's fire organization and integrates fire prevention into all phases of his resource management functions.

Trains assistants and supervises their work as needed to carry out the details in all phases of resource planning.

"Incumbent is responsible for implementing the Outreach function in accordance with the Secretary's Memorandum No. 1610 dated February 27, 1967. This involves:

1. Assisting other Federal, State and local agencies in making their programs and services effective in incumbent's area of influence and;

2. Helping rural people in rural communities in learning about and using where appropriate all the programs and services provided by Federal, State, and local agencies, outside of the Department of Agriculture.

III. CONTROLS OVER THE POSITION - Functions under the general supervision of the Forest Supervisor and within the broad over-all Regional and Service policies. Incumbent is expected to conduct his work on the finished staff work principle. He has considerable latitude for independent action and decision in obtaining the highest use and greatest public benefits of National Forest land.

IV. OTHER SIGNIFICANT REQUIREMENTS OF THE WORK - The many functions involved in this position requires that the incumbent have an unusually broad background and a high degree of professional competency. Vision, initiative originality and discriminating judgment are required to develop periodic and long-range Forest programs and plans to provide maximum continuing benefits, protection and wise use of Forest resources. Keeping up with the rapidly progressing and technical resource management field requires a continuous program of study and education. Attendance and participation is anticipated in the programs and activities of numerous technical and professional organizations.

Rising land values and scarcity of mountain land has stimulated new interest in old claims and filing of additional mining claims. Indiscriminate prospecting of claims must be examined and contested if found invalid, to preserve soil and surface resources. About 40 invalid claims with buildings need to be negotiated or contested for removal of facilities.

As a member of the Supervisor's Staff, participates in the development and coorelation of technical operational plans for multiple-use management of National Forest lands. The problems of reforestation and tree planting are probably as complex as anywhere in Region 5. This challenge is being met but will continue to require the skilled direction and encouragement of the incumbent.

A rapidly increasing population in the forest's zone of influence (32% in the last 5 years) continues to place an accelerating demand on all of the forest's resources. Tact and discretion are required to harmonize and arbitrate pressures of individuals, user groups, and organizations desiring to secure Forest resources for their use.

The proper use of the forest's brushland is a highly controversial subject in Southern California. Unusual skills and tact are needed to deal with a number of local organizations who generally oppose Forest Service policy. Effective demonstration areas, successfully brush to grass type-conversion projects, show-us trips and numerous personal contacts will require the incumbent's best abilities.

Much of the forest's area is blocked to public access and resource use by over 400 locked road gates. Including trail access needs, over 500 rights-of-way are needed to provide public access and multiple use of national forest lands.

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE OF RATING

1. Period covered (from,to): **1/1/69 - 12/31/69**

2. Position Title, Grade, Number: **Forester - 12- 502272**

3. Employee's Name (First, Initial, Last) **Jack L. Reveal**

4. Organization and Headquarters: **Cleveland NF - Supervisor's Office**

5. Rate employee in accordance with instructions on reverse:

TASK 1/	RATING	TASK	RATING	TASK	RATING	TASK	RATING
1	✓	4	✓	7	✓	10	
2	✓	5	✓	8		11	
3	✓	6	✓	9		12	

(If additional task numbers need to be recorded, continue on other side of this form)

6. SUMMARY RATING	INDICATE BY "X" Outstanding 2/	Satisfactory	Unsatisfactory 3/
7. To be signed only by designated official or committee chairman when proposed for outstanding or unsatisfactory rating.		✓	
Date Signature Title			

DEFINITION OF SUMMARY RATINGS

OUTSTANDING: Performance of which all aspects not only exceed normal requirements but are outstanding and deserve special commendation.

SATISFACTORY: Performance which meets the requirements in the principal duties of the position.

UNSATISFACTORY: Performance which fails to meet requirements of the position.

IMPORTANT. You can appeal your Summary Performance Rating. For information regarding appeals see FSM 6143.16.

8. JOINT CERTIFICATION BY EMPLOYEE AND WORK SUPERVISOR: (The Tasks enumerated in Item 5 above refer to the enumerated "Major Tasks" and "Performance Requirements" therefore in the accompanying Statement of Performance Requirements for the employee's position, a copy of which statement has been furnished to the employee or otherwise has been made known to him.)

(1) The performance requirements, rating, and position description have been jointly reviewed and discussed by and with the employee and the work supervisor.

(2) Job description found appropriate/~~inconsistent~~ with actual duties (cross out one). (If inconsistent, send correction notice or redescription to Personnel in 60 days from review date.)

Employee's Signature and Date:	Work Supervisor's Signature and Date:
Jack L. Reveal 2-19-70	Stanley Stevenson 2/19/70

1/ For Ranger's jobs, insert resource symbols from superseded form R5-6100-9 and attachment.

2/ After recommendation of appropriate incentive awards committee. (FSM 6143.15e)

3/ After prescribed ninety-day warning procedure. (FSM 6175.17c)

R5-6100-56 (Rev. 10/67)

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
PERFORMANCE RATING SHEET AND NOTICE OF RATING

1. Period covered (from, to): 1/1/68 - 12/31/68

2. Position Title, Grade, Number: Forester GS-460-11

3. Employee's Name (First, Initial, Last) JACK L. REVEAL

4. Organization and Headquarters: CLEVELAND NATIONAL FOREST, SUPERVISOR'S OFFICE

5. INSTRUCTIONS. Prepare in duplicate. Consult detailed instructions in FSM 6143 and accompanying sheet entitled Performance Rating Information for Employees. Rate the actual demonstrated performance of the employee against the stated performance requirements as shown on the Statement of Performance Requirements, which are the performance requirements for the principal duties of the position. The numbered tasks below refer to the numbered tasks in the Statement of Performance Requirements for the employee. A plus mark (+) indicates the performance demonstrated by the employee exceeded that indicated in the Statement of Performance Requirements. A check mark (✓) indicates the performance demonstrated by the employee met the requirements in the principal duties of the position. A minus mark (-) indicates the performance demonstrated by the employee failed to meet the requirements of the position, and will be explained in detail on the other side of this form.

TASK*	RATING	TASK	RATING	TASK	RATING	TASK	RATING
1 Plans	✓	4 Coop -	✓	7 Interpret	+	10 Safety	+
2 Policies	+	5 Train	✓	8 Reports	+	11 other	✓
3	✓	6 Inspect.	✓	9 Results	✓	12	

(If additional task numbers need to be recorded, continue on other side of this form)

SUMMARY RATING		INDICATE BY "X"		
		Outstanding*	Satisfactory	Unsatisfactory**
6. DATE 1/17/69	Rating Official (Signature & Title) Stanley Stevenson F.S.		✓	
7. DATE	For Unsatisfactory or Outstanding rating only: designated official or committee chairman (Signature & Title)			

* After recommendation of appropriate incentive awards committee
** After prescribed ninety-day warning procedure

DEFINITION OF SUMMARY RATINGS

OUTSTANDING: Performance of which all aspects not only exceed normal requirements but are outstanding and deserve special commendation.
SATISFACTORY: Performance which meets the requirements in the principal duties of the position.
UNSATISFACTORY: Performance which fails to meet requirements of the position.

IMPORTANT. You can appeal your Summary Performance Rating. For information regarding appeals see FSM 6143.15C-3 entitled Performance Rating Information for Employees.

8. JOINT CERTIFICATION BY EMPLOYEE AND WORK SUPERVISOR: (The Tasks enumerated in Item 5 above refer to the enumerated "Major Tasks" and "Performance Requirements" therefore in the accompanying Statement of Performance Requirements for the employee's position, a copy of which statement has been furnished to the employee or otherwise has been made known to him.)
(1) The performance requirements for the employee's position have been jointly reviewed by the employee and the work supervisor during the rating period.
(2) The performance rating above has been jointly discussed by the employee and the work supervisor.

Employee's Initial and Date:	Work Supervisor's Initial and Date:
JLR - 1-17-69	[illegible] 1/17/69

*For Ranger's jobs, insert resource symbols from superseded form R5-6100-9 and attachment. (See other side for certificate of adequacy of position description.)

R5-6100-56 (Iss: 12/64)

RATING OFFICIAL'S CONTINUATIONS AND/OR REMARKS:

ANNUAL POSITION DESCRIPTION REVIEW

Since job duties are the primary basis for tasks listed in the performance standard and in supporting qualifications for other jobs, the accuracy and adequacy of the job description are of controlling importance. The following certificate will be completed with this in mind,

POSITION NO. 502 196 REVIEWED 1/12/69 (Date)

and duties statement (not employee performance) ~~found adequate~~/inadequate (cross out one). (If inadequate send new statement to Personnel Management in 30 days from review date.)

Employee's Signature and Date	Supervisor's Signature and Date
Jack C Rimerd	Stanley Hoover 1/12/69

R5-6100-56(Iss:12-64)

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE OF RATING

1. Period covered (from, to): 2/26/[illegible] - 12/31/67

2. Position Title, Grade, Number: **Forester, GS-460-11 502196**

3. Employee's Name (First, Initial, Last) **JACK L. REVEAL**

4. Organization and Headquarters: **Cleveland National Forest, Supervisor's Office**

5. INSTRUCTIONS. Prepare in duplicate. Consult detailed instructions in FSM 6143 and accompanying sheet entitled Performance Rating Information for Employees. Rate the actual demonstrated performance of the employee against the stated performance requirements as shown on the Statement of Performance Requirements, which are the performance requirements for the principal duties of the position. The numbered tasks below refer to the numbered tasks in the Statement of Performance Requirements for the employee. A plus mark (+) indicates the performance demonstrated by the employee exceeded that indicated in the Statement of Performance Requirements. A check mark (✓) indicates the performance demonstrated by the employee met the requirements in the principal duties of the position. A minus mark (-) indicates the performance demonstrated by the employee failed to meet the requirements of the position, and will be explained in detail on the other side of this form.

TASK*	RATING	TASK	RATING	TASK	RATING	TASK	RATING
1	✓	4	✓	7	+	10	+
2	+	5	✓	8	✓	11	+
3	✓	6	✓	9	✓	12	✓

(If additional task numbers need to be recorded, continue on other side of this form)

SUMMARY RATING		INDICATE BY "X"		
		Outstanding*	Satisfactory	Unsatisfactory**
6. DATE 2/12/68	Rating Official (Signature & Title) Stanley Stevenson		✓	
7. DATE	For Unsatisfactory or Outstanding rating only: designated official or committee chairman (Signature & Title)			

* After recommendation of appropriate incentive awards committee
** After prescribed ninety-day warning procedure

DEFINITION OF SUMMARY RATINGS

OUTSTANDING: Performance of which all aspects not only exceed normal requirements but are outstanding and deserve special commendation.
SATISFACTORY: Performance which meets the requirements in the principal duties of the position.
UNSATISFACTORY: Performance which fails to meet requirements of the position.

IMPORTANT. You can appeal your Summary Performance Rating. For information regarding appeals see FSM 6143.15C-3 entitled Performance Rating Information for Employees.

8. JOINT CERTIFICATION BY EMPLOYEE AND WORK SUPERVISOR: (The Tasks enumerated in Item 5 above refer to the enumerated "Major Tasks" and "Performance Requirements" therefore in the accompanying Statement of Performance Requirements for the employee's position, a copy of which statement has been furnished to the employee or otherwise has been made known to him.)
(1) The performance requirements for the employee's position have been jointly reviewed by the employee and the work supervisor during the rating period.
(2) The performance rating above has been jointly discussed by the employee and the work supervisor.

Employee's Initial and Date:	Work Supervisor's Initial and Date :
JLR - 2-12-68	[illegible] 2/12/68

*For Ranger's jobs, insert resource symbols from superseded form R5-6100-9 and attachment. (See other side for certificate of adequacy of position description.)

R5-6100-56 (Iss: 12/64)

RATING OFFICIAL'S CONTINUATIONS AND/OR REMARKS:

ANNUAL POSITION DESCRIPTION REVIEW

Since job duties are the primary basis for tasks listed in the performance standard and in supporting qualifications for other jobs, the accuracy and adequacy of the job description are of controlling importance. The following certificate will be completed with this in mind,

POSITION NO. 502196 REVIEWED 7/12/68 (Date)

and duties statement (not employee performance) found ~~adequate~~/inadequate (cross out one). (If inadequate send new statement to Personnel Management in 30 days from review date.)

Employee's Signature and Date	Supervisor's Signature and Date
[illegible]	Stanley Dickinson 7/12/68

R5-6100-56(Iss:12-64)
Page 2.

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE OF RATING

1. Period covered (from, to): 1/1/66 to 12/31/66

2. Position Title, Grade, Number: Forester (Admin) GS-11 5-7537

3. Employee's Name (First, Initial, Last): Jack L. Reveal

4. Organization and Headquarters: Inyo National Forest, Mono Lake Ranger District

5. INSTRUCTIONS. Prepare in duplicate. Consult detailed instructions in FSM 6143 and accompanying sheet entitled Performance Rating Information for Employees. Rate the actual demonstrated performance of the employee against the stated performance requirements as shown on the Statement of Performance Requirements, which are the performance requirements for the principal duties of the position. The numbered tasks below refer to the numbered tasks in the Statement of Performance Requirements for the employee. A plus mark (+) indicates the performance demonstrated by the employee exceeded that indicated in the Statement of Performance Requirements. A check mark (✓) indicates the performance demonstrated by the employee met the requirements in the principal duties of the position. A minus mark (-) indicates the performance demonstrated by the employee failed to meet the requirements of the position, and will be explained in detail on the other side of this form.

TASK*	RATING	TASK	RATING	TASK	RATING	TASK	RATING
1 Fire	✓	4 WL	✓	7 LU	+	10 ADMIN	✓
2 TM	✓	5 REC	+	8 WM	✓	11 PR	+
3 RM	+	6 ACQ	+	9 IMPMNT	+	12	

(If additional task numbers need to be recorded, continue on other side of this form)

SUMMARY RATING			
	INDICATE BY "X"		
	Outstanding*	Satisfactory	Unsatisfactory**
6. DATE 2/7/67 Rating Official (Signature & Title) Joseph Radel for Jap		X	
7. DATE For Unsatisfactory or Outstanding rating only: designated official or committee chairman (Signature & Title)			

* After recommendation of appropriate incentive awards committee
** After prescribed ninety-day warning procedure

DEFINITION OF SUMMARY RATINGS

OUTSTANDING: Performance of which all aspects not only exceed normal requirements but are outstanding and deserve special commendation.
SATISFACTORY: Performance which meets the requirements in the principal duties of the position.
UNSATISFACTORY: Performance which fails to meet requirements of the position.

IMPORTANT. You can appeal your Summary Performance Rating. For information regarding appeals see FSM 6143.15C-3 entitled Performance Rating Information for Employees.

8. JOINT CERTIFICATION BY EMPLOYEE AND WORK SUPERVISOR: (The Tasks enumerated in Item 5 above refer to the enumerated "Major Tasks" and "Performance Requirements" therefore in the accompanying Statement of Performance Requirements for the employee's position, a copy of which statement has been furnished to the employee or otherwise has been made known to him.)
(1) The performance requirements for the employee's position have been jointly reviewed by the employee and the work supervisor during the rating period.
(2) The performance rating above has been jointly discussed by the employee and the work supervisor.

Employee's Initial and Date: JLR 2-14-67	Work Supervisor's Initial and Date: JPL 2/14/67

*For Ranger's jobs, insert resource symbols from superseded form R5-6100-9 and attachment. (See other side for certificate of adequacy of position description.)

R5-6100-56 (Iss: 12/64)

RATING OFFICIAL'S CONTINUATIONS AND/OR REMARKS:

ANNUAL POSITION DESCRIPTION REVIEW

Since job duties are the primary basis for tasks listed in the performance standard and in supporting qualifications for other jobs, the accuracy and adequacy of the job description are of controlling importance. The following certificate will be completed with this in mind,

POSITION NO. 5-7537 REVIEWED 2/14/67 (Date)

and duties statement (not employee performance) found adequate/~~inadequate~~ (cross out one). (If inadequate send new statement to Personnel Management in 30 days from review date.)

Employee's Signature and Date	Supervisor's Signature and Date
Jack C. Rowell	Joseph T. Ruhl 2/14/67

R5-6100-56(Iss:12-64)
Page 2.

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE OF RATING

1. Period covered (from, to): 1-1-[illegible] to 12-31-65

2. Position Title, Grade, Number: Forester (ADMIN.) GS-11 5-7537

3. Employee's Name (First, Initial, Last): Jack L. Reveal

4. Organization and Headquarters: Inyo National Forest, Mono Lake Ranger District

5. INSTRUCTIONS. Prepare in duplicate. Consult detailed instructions in FSM 6143 and accompanying sheet entitled Performance Rating Information for Employees. Rate the actual demonstrated performance of the employee against the stated performance requirements as shown on the Statement of Performance Requirements, which are the performance requirements for the principal duties of the position. The numbered tasks below refer to the numbered tasks in the Statement of Performance Requirements for the employee. A plus mark (+) indicates the performance demonstrated by the employee exceeded that indicated in the Statement of Performance Requirements. A check mark (✓) indicates the performance demonstrated by the employee met the requirements in the principal duties of the position. A minus mark (-) indicates the performance demonstrated by the employee failed to meet the requirements of the position, and will be explained in detail on the other side of this form.

TASK*	RATING	TASK	RATING	TASK	RATING	TASK	RATING
1 Fire	✓	4 WL	✓	7 LU	+	10 ADMIN	+
2 TM	✓	5 REC	+	8 WM	✓	11 PR	+
3 RM	+	6 ACQ	+	9 IMPRVTS	+	12	

(If additional task numbers need to be recorded, continue on other side of this form)

SUMMARY RATING		INDICATE BY "X"		
		Outstanding*	Satisfactory	Unsatisfactory**
6. DATE 2/14/66	Rating Official (Signature & Title) J. D. Radel F.S.		✓	
7. DATE	For Unsatisfactory or Outstanding rating only: designated official or committee chairman (Signature & Title)			

* After recommendation of appropriate incentive awards committee
** After prescribed ninety-day warning procedure

DEFINITION OF SUMMARY RATINGS

OUTSTANDING: Performance of which all aspects not only exceed normal requirements but are outstanding and deserve special commendation.

SATISFACTORY: Performance which meets the requirements in the principal duties of the position.

UNSATISFACTORY: Performance which fails to meet requirements of the position.

IMPORTANT. You can appeal your Summary Performance Rating. For information regarding appeals see FSM 6143.15C-3 entitled Performance Rating Information for Employees.

8. JOINT CERTIFICATION BY EMPLOYEE AND WORK SUPERVISOR: (The Tasks enumerated in Item 5 above refer to the enumerated "Major Tasks" and "Performance Requirements" therefore in the accompanying Statement of Performance Requirements for the employee's position, a copy of which statement has been furnished to the employee or otherwise has been made known to him.)

(1) The performance requirements for the employee's position have been jointly reviewed by the employee and the work supervisor during the rating period.

(2) The performance rating above has been jointly discussed by the employee and the work supervisor.

Employee's Initial and Date: JLR - 2-15-66	Work Supervisor's Initial and Date: J. D. R. 2/14/66

*For Ranger's jobs, insert resource symbols from superseded form R5-6100-9 and attachment. (See other side for certificate of adequacy of position description.)

100-56 (Iss: 12/64)

RATING OFFICIAL'S CONTINUATIONS AND/OR REMARKS:

ANNUAL POSITION DESCRIPTION REVIEW

Since job duties are the primary basis for tasks listed in the performance standard and in supporting qualifications for other jobs, the accuracy and adequacy of the job description are of controlling importance. The following certificate will be completed with this in mind,

POSITION NO. 5-7537 REVIEWED 2/14/66 (Date)

and duties statement (not employee performance) found adequate/~~inadequate~~ (cross out one). (If inadequate send new statement to Personnel Management in 30 days from review date.)

Employee's Signature and Date	Supervisor's Signature and Date
Jack L. Rowel 2-15-66	J Rhodes 2/14/66

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE OF RATING

1. Period covered (from, to): 1-1-64 to 12-31-64

2. Position Title, Grade, Number: Forester (Admin.) GS-11 5-7537

3. Employee's Name (First, Initial, Last) Jack L. Reveal

4. Organization and Headquarters: Inyo National Forest, Mono Lake Ranger District

5. INSTRUCTIONS. Prepare in duplicate. Consult detailed instructions in FSM 6143 and accompanying sheet entitled Performance Rating Information for Employees. Rate the actual demonstrated performance of the employee against the stated performance requirements as shown on the Statement of Performance Requirements, which are the performance requirements for the principal duties of the position. The numbered tasks below refer to the numbered tasks in the Statement of Performance Requirements for the employee. A plus mark (+) indicates the performance demonstrated by the employee exceeded that indicated in the Statement of Performance Requirements. A check mark (✓) indicates the performance demonstrated by the employee met the requirements in the principal duties of the position. A minus mark (-) indicates the performance demonstrated by the employee failed to meet the requirements of the position, and will be explained in detail on the other side of this form.

TASK*	RATING	TASK	RATING	TASK	RATING	TASK	RATING
1 Fire	✓	4 WL	✓	7 LU	+	10 ADMIN	+
2 TM	✓	5 REC	+	8 WM	✓	11 PR	+
3 RM	+	6 ACQ	+	9 IMPMNTS	+	12	

(If additional task numbers need to be recorded, continue on other side of this form)

SUMMARY RATING		INDICATE BY "X"		
		Outstanding*	Satisfactory	Unsatisfactory**
6. DATE	Rating Official (Signature & Title)			
7. DATE 2/2/65	For Unsatisfactory or Outstanding rating only: designated official or committee chairman (Signature & Title)		✓	

* After recommendation of appropriate incentive awards committee
** After prescribed ninety-day warning procedure

DEFINITION OF SUMMARY RATINGS

OUTSTANDING: Performance of which all aspects not only exceed normal requirements but are outstanding and deserve special commendation.
SATISFACTORY: Performance which meets the requirements in the principal duties of the position.
UNSATISFACTORY: Performance which fails to meet requirements of the position.

IMPORTANT. You can appeal your Summary Performance Rating. For information regarding appeals see FSM 6143.15C-3 entitled Performance Rating Information for Employees.

8. JOINT CERTIFICATION BY EMPLOYEE AND WORK SUPERVISOR: (The Tasks enumerated in Item 5 above refer to the enumerated "Major Tasks" and "Performance Requirements" therefore in the accompanying Statement of Performance Requirements for the employee's position, a copy of which statement has been furnished to the employee or otherwise has been made known to him.)
(1) The performance requirements for the employee's position have been jointly reviewed by the employee and the work supervisor during the rating period.
(2) The performance rating above has been jointly discussed by the employee and the work supervisor.

Employee's Initial and Date: JLR - 2/2/65	Work Supervisor's Initial and Date: 2/2/65

*For Ranger's jobs, insert resource symbols from superseded form R5-6100-9 and attachment. (See other side for certificate of adequacy of position description.)

R5-6100-56 (Iss: 12/64)

RATING OFFICIAL'S CONTINUATIONS AND/OR REMARKS:

ANNUAL POSITION DESCRIPTION REVIEW

Since job duties are the primary basis for tasks listed in the performance standard and in supporting qualifications for other jobs, the accuracy and adequacy of the job description are of controlling importance. The following certificate will be completed with this in mind,

POSITION NO. 5-7537 REVIEWED 2/2/65 (Date)

and duties statement (not employee performance) found adequate/inadequate (cross out one). (If inadequate send new statement to Personnel Management in 30 days from review date.)

Employee's Signature and Date	Supervisor's Signature and Date
	Joseph T Rhodes 2/2/65

R5-6100-56(Iss:12-64)
Page 2.

Mono Ranger District
District Ranger GS-11
Position No. 5-7537

PERFORMANCE STANDARDS

TASKS	PERFORMANCE REQUIREMENTS
1. FIRE CONTROL	Takes complete suppression action on all District fires. Recruits and adequately trains fire personnel. Keeps fire plans up to date and coordinates with over-all forest plans. Keeps fire equipment and personnel in complete readiness throughout fire season. Takes necessary action on all man-caused fires. Prevention plan is followed.
2. TIMBER MANAGEMENT	Makes and controls District timber and Forest products sales in competent manner. Supervises and carries out insect and disease control operations when needed. Sees all of District each year so that no major insect attack goes unreported. Fills seed quotas as requested.
3. RANGE MANAGEMENT	Thoroughly inspects and reports on each district allotment. Continues to develop and secure compliance with range management plans. Develops and maintains range plans in accordance with the range analysis work. Responsible for counting stock on and off the forest. Takes initiative, works out and recommends local solutions to key problems in range management. Makes at least one trip per month during winter to east side of district to detect and prevent cattle and horse trespass.
4. WILDLIFE MANAGEMENT	Works closely with State Department of Fish and Game officials to secure public backing of sound wildlife management principles; restores, improves and protects wildlife habitat at every opportunity; considers the needs of wildlife in the plans and activities of related resource management.
5. RECREATION	Competently administers established public recreation areas including the development, rehabilitation and maintenance of recreation improvements as prescribed by handbook, Regional and Forest standards. Administers other recreation areas on National Forest lands in his district as required by use or pressure. Gauges trends of use&intelligently works out and recommends solutions to key problem areas and hot spots. Prepares and maintains recreation plans according to standards.

6. ACQUISITION	Is on the alert for likely land exchange possibilities especially in LeeVining townsite area and initiates action where feasible; assists in exchange transactions; makes independent surveys when necessary.
7. LAND USE	Properly administers all special uses in the light of current Forest policy and changing public needs; inspects a minimum of 20% of summer homes each year; inspects all commercial special uses at least once annually; protects classified areas against unauthorized uses; completes a land use plan for the Mono Lake District during 1961 and thereafter periodically maintains it.
8. WATERSHED MANAGEMENT	Realistically determines adequacy of land use practices as they effect the water resources; takes steps to adjust poor practices; works closely with the City of Los Angeles and the California Division of Water Resources. Recommends to S.O. at least one erosion control rehabilitation job per year.
9. IMPROVEMENTS	Submits Form 1300-4 for all project improvement work; performs improvement maintenance work in a workman type manner and completely supervises all construction and maintenance work under his control. Maintains and uses District maintenance plans.
10. GENERAL ADMINISTRATION	Prepares all inclusive, well thought out plans of work that are followed to the greatest extent practicable. Makes good use of progressive travel. Follows established policies and procedures in administering the district, but at the same time shows initiative and independent thinking. Actively participates in the work improvement suggestion program. Directs and maintains safe working practices for all district activities.
11. PUBLIC RELATIONS	Accepts the responsibility of maintaining good relationships with the public in general. Is active in local civic affairs. Gives correct advice in disseminating Forest Service news and information and treats everyone fairly and sincerely. Maintains a district I & E plan.

1-30-61
JR.

R5-6100-9

UNITED STATES DEPARTMENT OF AGRICULTURE - FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE TO EMPLOYEE
(District Rangers)

Name Jack L. Reveal Rating Period 1-1-63 To 12-31-63

Title and Grade Forester GS-11 Unit Inyo N. F. Mono Ranger District

A. Your rating is based on task numbers below (See your Task & Performance Requirements sheet.)

Check the following responsibilities which were considered in making this performance rating:

✓ (a) Organizing and training subordinates. Maintaining high morale.
✓ (b) Gaining the understanding, confidence, and cooperation of the community and its leaders in all aspects of the Forest Service program.
✓ (c) Gaining cooperation and support of fellow workers.
✓ (d) Practicing safety.
✓ (e) Observing hours of work, rules of conduct, punctuality, industry, dependability, and loyalty.
✓ (f) Caring for motorized and other equipment and facilities for which responsible.

Symbols = + for strong ✓ for adequate — for weak

Task	Rating	Task	Rating	Task	Rating	Task	Rating
1 - Fire	✓	4 - WL	✓	7 - LU	+	10 - ADMIN	+
2 - TM	✓	5 - REC	+	8 - WM	✓	11 - PR	+
3 - RM	+	6 - ACQ	✓	9 - IMPMNTS	+	12 -	

B. This is your rating:

Outstanding	Plus on all elements, with justification statement - for approval of Regional Forester
✓ Satisfactory	Performance generally meets or exceeds requirements. (Weak performance compensated by strong or adequate performance in other tasks.)
Unsatisfactory	Minus on one or more underlined elements, not compensated by strong or adequate performance. (See Over)

C. Rating Discussed 2/14/64 (date)

D. Position No. 5-7537 reviewed 5/14/64 (date) and duties statement found adequate/~~inadequate~~. (If inadequate send new statement to Personnel Management in 30 days from review date.)

Jack L. Reveal
Employee's signature

Joseph T. Rudd
Supervisor's signature

AGRICULTURE—FOREST SERVICE—SAN FRANCISCO

Instructions: (see FSH 6161)

1. Prepare in triplicate. Original to PM - 1 to Employee - 1 to Unit File.

2. Underscore important tasks to be rated under Part A.

3. Make certain Task and Performance Requirements sheet is current and was discussed with employee.

4. Prepare rating as of December 31.

5. Talk over with employee

6. You and employee sign and date Parts C and D.

- - - - - - -

YOU CAN APPEAL YOUR PERFORMANCE RATING

Appeal Procedure: (see FSH 6161.6)

1. Unsatisfactory ratings may be appealed to the Administrative Board of Review (Department of Agriculture), or directly to the Statutory Board of Review (Civil Service Commission) - either directly or after an administrative appeal.

2. Appeal to a statutory board will be accepted only:
   (a) within 30 days after receipt of rating, or
   (b) within 30 days after receipt of decision under administrative appeal, or
   (c) within 10 days after withdrawing request for administrative review, if 30 days have elapsed since receipt of rating.

3. Appeal to the administrative board of review must be within 15 days of receipt of rating.

4. Full information necessary to appeal under either procedure will be given upon request.

5. Satisfactory ratings may be appealed for Outstanding by either procedure but not by both, i.e. statutory and administrative.

[To accompany rating form for District Ranger]

List of background material to be referred to in connection with performance requirements AND making annual ratings.

1. Standard job-load analysis for the ranger district, adjusted yearly as necessary to meet current priority plans and available funds.

2. List of non-recurrent work proposed for the year.

3. Annual plan of work for the region, national forest, and ranger district.

4. Monthly plans of work (may be prepared at least in part, early in year).

5. Monthly accomplishment reports (for previous months to be submitted with No. 4).

6. Organization chart for the district.

7. Diary of district ranger (Diaries of other district personnel may be included.)

8. Annual diary analysis of district ranger with comments by supervisor.

9. General and functional inspection reports for the district.

10. Other material of local application.

Note: This method is also to be used for others for whom job-load analysis standards of performance and related work plans have been developed. Eventually this should include practically all regular employees to whom this approach is applicable and desirable.

Each employee's performance will be rated with respect to the standards which are set up for his own position and work situation (in the work-load analysis of his position as develpped in accordance with instructions in the Forest Service Manual, Vol. 1, GA-C). These standards are based on other Sections of the Manual, Handbooks, management plans and other source material which may be referred to in case of need.

R5-6100-9

UNITED STATES DEPARTMENT OF AGRICULTURE - FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE TO EMPLOYEE
(District Rangers)

Name Jack L. Reveal Rating Period 1-1-62 To 12-31-62

Title and Grade Forester (Admin) GS-460-11 Unit Inyo

A. Your rating is based on task numbers below (See your Task & Performance Requirements sheet.)

Check the following responsibilities which were considered in making this performance rating:

✓ (a) Organizing and training subordinates. Maintaining high morale.
✓ (b) Gaining the understanding, confidence, and cooperation of the community and its leaders in all aspects of the Forest Service program.
✓ (c) Gaining cooperation and support of fellow workers.
✓ (d) Practicing safety.
✓ (e) Observing hours of work, rules of conduct, punctuality, industry, dependability, and loyalty.
(f) Caring for motorized and other equipment and facilities for which responsible.

Symbols = + for strong ✓ for adequate — for weak

Task	Rating	Task	Rating	Task	Rating	Task	Rating
1 - Fire	✓	4 - WL	✓	7 - LU	+	10 - ADMIN	+
2 - TM	✓	5 - REC	+	8 - WM	✓	11 - PR	+
3 - RM	+	6 - ACQ	✓	9 - IMPMNTS	+	12 -	

B. This is your rating:

Outstanding	Plus on all elements, with justification statement - for approval of Regional Forester
✓ Satisfactory	Performance generally meets or exceeds requirements. (Weak performance compensated by strong or adequate performance in other tasks.)
Unsatisfactory	Minus on one or more underlined elements, not compensated by strong or adequate performance. (See Over)

C. Rating Discussed 2/1/63 (date)

D. Position No. 5-7537 reviewed 2/1/63 (date) and duties statement found adequate/~~inadequate~~. (If inadequate send new statement to Personnel Management in 30 days from review date.)

Jack L. Reveal
Employee's signature

Joseph T. Radel
Supervisor's signature

AGRICULTURE—FOREST SERVICE—SAN FRANCISCO

[To accompany rating form for District Ranger]

List of background material to be referred to in connection with performance requirements AND making annual ratings.

1. Standard job-load analysis for the ranger district, adjusted yearly as necessary to meet current priority plans and available funds.

2. List of non-recurrent work proposed for the year.

3. Annual plan of work for the region, national forest, and ranger district.

4. Monthly plans of work (may be prepared at least in part, early in year).

5. Monthly accomplishment reports (for previous months to be submitted with No. 4).

6. Organization chart for the district.

7. Diary of district ranger (Diaries of other district personnel may be included.)

8. Annual diary analysis of district ranger with comments by supervisor.

9. General and functional inspection reports for the district.

10. Other material of local application.

Note: This method is also to be used for others for whom job-load analysis standards of performance and related work plans have been developed. Eventually this should include practically all regular employees to whom this approach is applicable and desirable.

Each employee's performance will be rated with respect to the standards which are set up for his own position and work situation (in the work-load analysis of his position as develpped in accordance with instructions in the Forest Service Manual, Vol. 1, GA-C). These standards are based on other Sections of the Manual, Handbooks, management plans and other source material which may be referred to in case of need.

R5-6100-9

UNITED STATES DEPARTMENT OF AGRICULTURE - FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE TO EMPLOYEE
(District Rangers)

Name Jack L. Reveal Rating Period 1/1/61 To 12/31/61

Title and Grade Forester GS-11 Unit Inyo

A. Your rating is based on task numbers below (See your Task & Performance Requirements sheet.)

Check the following responsibilities which were considered in making this performance rating:

✓ (a) Organizing and training subordinates. Maintaining high morale.

✓ (b) Gaining the understanding, confidence, and cooperation of the community and its leaders in all aspects of the Forest Service program.

✓ (c) Gaining cooperation and support of fellow workers.

✓ (d) Practicing safety.

✓ (e) Observing hours of work, rules of conduct, punctuality, industry, dependability, and loyalty.

(f) Caring for motorized and other equipment and facilities for which responsible.

Symbols = + for strong ✓ for adequate — for weak

Task	Rating	Task	Rating	Task	Rating	Task	Rating
1 - Fire	✓	4 - WL	✓	7 - LU	+	10 - ADMIN	+
2 - TM	✓	5 - REC	+	8 - WM	✓	11 - PR	+
3 - RM	+	6 - ACQ	✓	9 - IMPMNTS	+	12 -	

B. This is your rating:

Outstanding	Plus on all elements, with justification statement - for approval of Regional Forester
✓ Satisfactory	Performance generally meets or exceeds requirements. (Weak performance compensated by strong or adequate performance in other tasks.)
Unsatisfactory	Minus on one or more underlined elements, not compensated by strong or adequate performance. (See Over)

C. Rating Discussed 2/20/62 (date)

D. Position No. 5-7537 reviewed 2/20/62 (date) and duties statement found ~~adequate~~/~~inadequate~~. (If inadequate send new statement to Personnel Management in 30 days from review date.)

Jack L. Reveal
Employee's signature

Supervisor's signature

[To accompany rating form for District Ranger]

List of background material to be referred to in connection with performance requirements AND making annual ratings.

1. Standard job-load analysis for the ranger district, adjusted yearly as necessary to meet current priority plans and available funds.

2. List of non-recurrent work proposed for the year.

3. Annual plan of work for the region, national forest, and ranger district.

4. Monthly plans of work (may be prepared at least in part, early in year).

5. Monthly accomplishment reports (for previous months to be submitted with No. 4).

6. Organization chart for the district.

7. Diary of district ranger (Diaries of other district personnel may be included.)

8. Annual diary analysis of district ranger with comments by supervisor.

9. General and functional inspection reports for the district.

10. Other material of local application.

Note: This method is also to be used for others for whom job-load analysis standards of performance and related work plans have been developed. Eventually this should include practically all regular employees to whom this approach is applicable and desirable.

Each employee's performance will be rated with respect to the standards which are set up for his own position and work situation (in the work-load analysis of his position as develpped in accordance with instructions in the Forest Service Manual, Vol. 1, GA-C). These standards are based on other Sections of the Manual, Handbooks, management plans and other source material which may be referred to in case of need.

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT - FOREST SERVICE
Bishop, California

Memorandum

6120

TO : District Ranger - Mono Lake DATE: August 4, 1961

FROM : Joseph T. Radel, Forest Supervisor-Inyo

SUBJECT: Training - Career Development Plans

I am attaching your Career Development Plan--this is an attempt on my part, and as a result of discussion with you also, to briefly record the opportunities, responsibilities and possible timing of experiences desirable for a satisfying and fruitful Forest Service Career.

As I see it these plans can be a "springboard" for the annual rating discussions and point up clues for strengthening job performance. They must, however, be revised and adjusted as you grow and the job changes.

You have already made significant contributions to good orderly resource management on the Mono Lake District. I look forward to even greater progress in future years. I think the Inyo is real fortunate in having you as District Ranger and I am hopeful that you and I will have many years of pleasant associations together as we work out the challenging problems of recreation and land uses on your District.

Joe Radel

CAREER DEVELOPMENT PLAN

Jack Reveal

I. Objectives

(a) To help Reveal reach top competency in his present assignment.

(b) To help Reveal get maximum personal satisfaction is his present assignment.

II. Position Responsibility

District Ranger - See Standard Position Description in employee's folder.

III. Brief Review of Reveal's Background, Education, Skills, etc.

1. Graduated from Utah State B.S. Forestry Class of 1937.

2. Worked for Grazing Service and Soil Conservation Service from 1938 to 1947.

3. Forest Service 1947 to Present. A.D.R. on Shasta National Forest, District Ranger on Stanislaus from 1948 to 1960. Presently D.R. on Mono Lake District of Inyo National Forest.

4. Attended R-5 Ranger work Session at Los Prietos.

5. Record shows a good background in Range and Recreation Management.

IV. General Performance on Job

Weak Points

How very true

(a) Occasionally makes a "mountain out of a mole hill."

(b) Lacks flexibility in applying regulations, policies and philosophies of Forest Service.

Strong Points

(a) Good Management of time, money and men.

(b) Neat and makes an excellent appearance.

(c) Excellent "housekeeper". Keeps office, warehouse and grounds in top shape.

(d) Trys hard to please his "boss."

(e) Completes jobs in a thorough and workmanlike manner.

V. How Job Performance Can Be Strengthened

1. Jack still has to learn that in some cases the shortest route to achieve Forest Service objectives consists in taking the long way around. A constant awareness of this along with a definite effort to see the other fellows' point of view will help.

2. Encourage Reveal to make decisions tempered by common sense and practicability as well as on the regulations.

3. Briefly analyze each letter that goes out to the public to see if it conveys the exact meaning intended.

VI. Goals - Where Does Employee Want To Go

Jack desires to stay on the Mono Lake District. He may want to finish his Forest Service career on the Inyo, however, a decision on this can come later. I am sure he can do the Forest Service a lot of good by giving us some tenure on the Mono Lake District.

VII. Opportunities for Self Development.

1. Selected outside reading - especially books or articles on psycology and human behavior.

2. Short details to R.O. is always helpful.

3. Continue participation in Civic Affairs especially Chamber of Commerce activities.

VIII. Responsibilities and Timing

A joint responsibility between employee and Forest Service. No transfers desirable or contemplated at this time.

IX. Progress Interviews

At opportune times, but more particularly at @Rating time" in January of each year.

Plan Prepared by _____

Date August 1961

Copy sent employee 8/1961

Revised _____

_____

3/5 - R5
(11-15-56)

UNITED STATES DEPARTMENT OF AGRICULTURE - FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE TO EMPLOYEE
(District Rangers)

Name Jack L. Rowell Rating Period 6/26/60 To 12/30/60

Title and Grade Forester (Administration) GS-11 Unit Inyo

A. Your rating is based on task numbers below (See your Task & Performance Requirements sheet.)

Check the following responsibilities which were considered in making this performance rating:

(a) Organizing and training subordinates. Maintaining high morale.
(b) Gaining the understanding, confidence, and cooperation of the community and its leaders in all aspects of the Forest Service program.
(c) Gaining cooperation and support of fellow workers.
(d) Practicing safety.
(e) Observing hours of work, rules of conduct, punctuality, industry, dependability, and loyalty.
(f) Caring for motorized and other equipment and facilities for which responsible.

Symbols = + for strong ✓ for adequate — for weak

Task	Rating	Task	Rating	Task	Rating	Task	Rating
1 - Fire	✓	4 - WL	✓	7 - LU	+	10 - ADMIN	+
2 - TM	✓	5 - REC	+	8 - WM	✓	11 - PR	+
3 - RM	✓	6 - ACQ	✓	9 - IMPMNTS	+	12 -	

B. This is your rating:

Outstanding	Plus on all elements, with justification statement - for approval of Regional Forester
✓ Satisfactory	Performance generally meets or exceeds requirements. (Weak performance compensated by strong or adequate performance in other tasks.)
Unsatisfactory	Minus on one or more underlined elements, not compensated by strong or adequate performance. (See Over)

C. Rating Discussed 2/2/61 (date)

D. Position No. 5-7537 reviewed 2/1/61 (date) and duties statement found adequate/inadequate. (If inadequate send new statement to Personnel Management in 30 days from review date.)

Jack L. Rowell
Employee's signature

Joseph Radel
Supervisor's signature

375 - R5
(11-15-56)

UNITED STATES DEPARTMENT OF AGRICULTURE - FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE TO EMPLOYEE
(District Rangers)

Name Jack L. Reveal Rating Period 1-1-59 To 12-31-59

Title and Grade Forester (Admin.) GS-460-11 Unit Stanislaus N.F. Summit R. D.

A. Your rating is based on task numbers below (See your Task & Performance Requirements sheet.)

Check the following responsibilities which were considered in making this performance rating:

✓ (a) Organizing and training subordinates. Maintaining high morale.
✓ (b) Gaining the understanding, confidence, and cooperation of the community and its leaders in all aspects of the Forest Service program.
✓ (c) Gaining cooperation and support of fellow workers.
✓ (d) Practicing safety.
✓ (e) Observing hours of work, rules of conduct, punctuality, industry, dependability, and loyalty.
✓ (f) Caring for motorized and other equipment and facilities for which responsible.

Symbols = + for strong ✓ for adequate — for weak

Task	Rating	Task	Rating	Task	Rating	Task	Rating
1 - Fire	✓	4 - WL	✓	7 - LU	+	10 - ADMIN	✓
2 - TM	✓	5 - REC	+	8 - WM	✓	11 - PR	+
3 - RM	+	6 - ACQ	✓	9 - IMPMNTS	✓	12 Results	✓
						13 Safety	+

B. This is your rating:

Outstanding	Plus on all elements, with justification statement - for approval of Regional Forester
✓ Satisfactory	Performance generally meets or exceeds requirements. (Weak performance compensated by strong or adequate performance in other tasks.)
Unsatisfactory	Minus on one or more underlined elements, not compensated by strong or adequate performance. (See Over)

C. Rating Discussed 2-18-60 (date)

D. Position No. 5-7411 reviewed 2-18-60 (date) and duties statement found adequate/~~inadequate~~. (If inadequate send new statement to Personnel Management in 30 days from review date.)

Jack L. Reveal
Employee's signature

Harry D. Grace
Supervisor's signature

375 - R5
(11-15-56)

UNITED STATES DEPARTMENT OF AGRICULTURE - FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE TO EMPLOYEE
(District Rangers)

Name JACK L. REVEAL Rating Period 1/1/59 To 12/31/59

Title and Grade Forester (Adm) GS-11 Unit Stanislaus

A. Your rating is based on task numbers below (See your Task & Performance Requirements sheet.)

Check the following responsibilities which were considered in making this performance rating:

✓(a) Organizing and training subordinates. Maintaining high morale.
✓(b) Gaining the understanding, confidence, and cooperation of the community and its leaders in all aspects of the Forest Service program.
✓(c) Gaining cooperation and support of fellow workers.
✓(d) Practicing safety.
✓(e) Observing hours of work, rules of conduct, punctuality, industry, dependability, and loyalty.
✓(f) Caring for motorized and other equipment and facilities for which responsible.

Symbols = + for strong ✓ for adequate — for weak

Task	Rating	Task	Rating	Task	Rating	Task	Rating
1 - Fire	✓	4 - WL	✓	7 - LU	✓	10 - ADMIN	✓
2 - TM	✓	5 - REC	I	8 - WM	✓	11 - PR	+
3 - RM	✓	6 - ACQ	✓	9 - IMPMNTS	✓	12 -	

B. This is your rating:

Outstanding	Plus on all elements, with justification statement - for approval of Regional Forester
✓ Satisfactory	Performance generally meets or exceeds requirements. (Weak performance compensated by strong or adequate performance in other tasks.)
Unsatisfactory	Minus on one or more underlined elements, not compensated by strong or adequate performance. (See Over)

C. Rating Discussed 2/2/59 (date)

D. Position No. S-7411 reviewed 2/2/59 (date) and duties statement found adequate/~~inadequate~~. (If inadequate send new statement to Personnel Management in 30 days from review date.)

Jack L. Reveal
Employee's signature

Russell J. McRoy
Supervisor's signature

PERFORMANCE REQUIREMENTS

Forester, GS-9 (District Ranger)

Tasks	Performance Requirements
1. Fire Control	1. Initiates and completes suppression action on all district fires; recruits and adequately trains personnel; keeps fire equipment and personnel in complete readiness at all times during the fire season.
2. Timber Management	2. Cometently controls district timber sale operations; effectively promotes, supervises, and/or carries out insect and disease control operations; fills seed collection quotas; accomplishes timber stand improvement results in a silviculturally acceptable manner.
3. Range Management	3. Thoroughly inspects each district range allotment once every three years; attains permittee compliance with range management plans; works out or recommends local solutions to key range management problems.
4. Wildlife Management	4. Takes effective measures to restore, improve, and protect wildlife habitat at every opportunity; cooperates with State Fish and Game Department representatives.
5. Recreation	5. Competantly administers established public recreation areas, including the development and maintenance of recreation improvements; guages trends of use and intelligently works out or recommends solutions to key problems and sore spots.
6. Land Use	6. Properly administers all special use permits on the districts. Inspects 10% of summer homes each year, and inspects all commercial special uses at lease once annually. Competantly protects classified areas against unauthorized uses.
7. Acquisition	7. Is on the alert for likely land exchange possibilitie and assists in exchange transactions. Makes independent surveys when necessary.
8. Safety	8. Is familiar with the provisions of the Forest Service Safety Code, and complies with its requirements in all work. Instills safety consciousness in subordinates. Maintains a district safety plan.

Tasks	Performance Requirement
9. Watershed Management	9. Realistically determines adequacy of land use practices as they affect the water resources; takes steps to adjust poor practices.
10. General Improvements	10. Submits Form 153-R-5 for all project improvement work. Performs improvement maintenance in a workmanlike manner, and competently supervises all construction and maintenance work under his control.
11. General Administration	11. Prepares all-inclusive well thought out trip and job plans, and follows these to the greatest extent practicable. Makes good use of progressive travel. Follows established policies and procedures in administering the district, but at the same time shows initiative and independent thinking. Actively participates in the work improvement program.
12. Public Relations	12. Readily accepts the responsibility of maintaining good relationships with the public in general. Is active in local civic affairs. Gives sound and correct advice in disseminating Forest Service information, and treats each and every one fairly and sincerely. Maintains a district I & E plan.

375 - R5
(11-15-56)

UNITED STATES DEPARTMENT OF AGRICULTURE - FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE TO EMPLOYEE
(District Rangers)

Name Jack L. Reveal Rating Period 3/24/57 To 12/31/57

Title and Grade Forester (Adm.) GS-460-11 Unit Stanislaus N.F.

A. Your rating is based on task numbers below (See your Task & Performance Requirements sheet.)

Check the following responsibilities which were considered in making this performance rating:

✓(a) Organizing and training subordinates. Maintaining high morale.
✓(b) Gaining the understanding, confidence, and cooperation of the community and its leaders in all aspects of the Forest Service program.
✓(c) Gaining cooperation and support of fellow workers.
✓(d) Practicing safety.
✓(e) Observing hours of work, rules of conduct, punctuality, industry, dependability, and loyalty.
✓(f) Caring for motorized and other equipment and facilities for which responsible.

Symbols = + for strong ✓ for adequate — for weak

Task	Rating	Task	Rating	Task	Rating	Task	Rating
1 - Fire	✓	4 - WL	✓	7 - LU	✓	10 - ADMIN	✓
2 - TM	✓	5 - REC	+	8 - WM	✓	11 - PR	+
3 - RM	✓	6 - ACQ	✓	9 - IMPMNTS	✓	12 -	

B. This is your rating:

Outstanding	Plus on all elements, with justification statement - for approval of Regional Forester
✓ Satisfactory	Performance generally meets or exceeds requirements. (Weak performance compensated by strong or adequate performance in other tasks.)
Unsatisfactory	Minus on one or more underlined elements, not compensated by strong or adequate performance. (See Over)

C. Rating Discussed 2/27 (date)

D. Position No. 5-7411 reviewed 2/27 (date) and duties statement found adequate/~~inadequate~~. (If inadequate send new statement to Personnel Management in 30 days from review date.)

Jack L. Reveal
Employee's signature

Russell P. McRary
Supervisor's signature

5 - R5
(11-15-56)

UNITED STATES DEPARTMENT OF AGRICULTURE - FOREST SERVICE

PERFORMANCE RATING SHEET AND NOTICE TO EMPLOYEE
(District Rangers)

Name Jack L. Reveal Rating Period 1/1/56 To 12/31/56

Title and Grade Forester (Administrative) GS-9 Unit Stanislaus

A. Your rating is based on task numbers below (See your Task & Performance Requirements sheet.)

Check the following responsibilities which were considered in making this performance rating:

✓ (a) Organizing and training subordinates. Maintaining high morale.
✓ (b) Gaining the understanding, confidence, and cooperation of the community and its leaders in all aspects of the Forest Service program.
✓ (c) Gaining cooperation and support of fellow workers.
✓ (d) Practicing safety.
✓ (e) Observing hours of work, rules of conduct, punctuality, industry, dependability, and loyalty.
✓ (f) Caring for motorized and other equipment and facilities for which responsible.

Symbols = + for strong ✓ for adequate — for weak

Task	Rating	Task	Rating	Task	Rating	Task	Rating
1 - Fire	✓	4 - WL	✓	7 - LU	✓	10 - ADMIN	✓
2 - TM	✓	5 - REC	✓	8 - WM	✓	11 - PR	+
3 - RM	✓	6 - ACQ	✓	9 - IMPMNTS	✓	12 -	

B. This is your rating:

Outstanding	Plus on all elements, with justification statement - for approval of Regional Forester
✓ Satisfactory	Performance generally meets or exceeds requirements. (Weak performance compensated by strong or adequate performance in other tasks.)
Unsatisfactory	Minus on one or more underlined elements, not compensated by strong or adequate performance. (See Over)

C. Rating Discussed feb. 21 (date)

D. Position No. 5-4879 reviewed 2/21/57 (date) and duties statement found adequate/~~inadequate~~. (If inadequate send new statement to Personnel Management in 30 days from review date.)

Jack L. Reveal
Employee's signature

Russell P. McKenny
Supervisor's signature

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

Notice of Performance Rating

Name Jack L. Reveal Rating Period 1/1/55 to 12/31/55

Unit Stanislaus National Forest Headquarters Summit Ranger District Pinecrest, Calif.

Grade and Title GS-9 Forester (Admin.)

Adjective rating for the above period
(Satisfactory (✓)
(Outstanding ( )
(Unsatisfactory ( )

Remarks:

If you wish to appeal the above rating, a notice of your intention should be submitted in duplicate within 15 days from the date shown below. (Refer to Sec. 45.8, Chapter E, GA Manual for further details on procedures.)

Russell H. McKamy
(Supervisor)

1/26/56
(Date of delivery to employee)

Distribution: 1 copy to employee

107 R-5
10-21-54

AGRICULTURE—FOREST SERVICE—SAN FRANCISCO

PERFORMANCE RATING WORK SHEET

Period from 1/1/55 to 12/31/55 Unit Stanislaus National Forest

Name Jack L. Reveal Title, grade Forester (Admin.) GS-9

TASKS (Circled numerals indicate those having greater importance in job)

On lines below mark employee + exceeds standards
✓ meets standards
– below standards

1.	Fire control	✓
2.	Timber management	✓
3.	Range management	✓
4.	Wildlife management	✓
5.	Recreation	✓
6.	Acquisition	✓
7.	Land Use	✓
8.	Watershed management	✓
9.	General improvements	✓
10.	General administration	✓
11.	Public leadership	✓
12.	Safety	✓

STANDARD	INDICATED RATING (Circle final rating in red)	
Performance of all aspects of the duties of position not only exceeds the normal requirements but is outstanding and deserves special commendation.....	Outstanding	(O)
Performance is acceptable in terms of total requirement set for the position.....	Satisfactory	(S)
Performance of one or more of essential duties is deficient to the extent it makes the total performance unacceptable.,.	Unsatisfactory	(U)

Performance requirements and rating have been jointly reviewed. We certify that the description for Position No. 5-4879 was reviewed on 1/24/56 and found to be accurate/~~inaccurate.~~[1] (Strike out condition that is not applicable.)

Supervisor Russell H McKamy (signature) Employee Jack L. Reveal (signature)

[1] Recommendations for positions reported as inaccurate must be submitted within 30 days from date of review.

Distribution: 1 copy unit files
1 copy Personnel Management

2-R5
(11-8-54)

Notes on Reverse (Over)

NOTES

1. Explain briefly any changes made in performance requirements, as additional tasks added which were not included in requirements developed originally which are applicable this rating period.

2. Credit for good work and comments on how performance on particular elements can be improved.

3. Explain all minus marks.

4. Notes on discussion covering special needs for employees training and development.

5. List separately and report each accomplishment worthy of special recognition.

AGRICULTURE - FOREST SERVICE - SAN FRANCISCO

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
PERFORMANCE RATING WORK SHEET
District Ranger

Date: [illegible] Period: Jan. 1, 1954 To: Dec. 31, 1954

Name: JACK L. REVEAL Title, Grade: Forester (Admin.) GS-9

Unit: STANISLAUS N. F., Summit R. D.

Rating Officer:

1. First eliminate (line out) any tasks or elements listed below which are not applicable for rating period; and rate only these applicable elements as agreed upon with employee.
2. Explain on reverse side any minus marks on either tasks or their sub-elements.
3. The following primary responsibilities involved in the tasks as specified will be evaluated in connection with the performance as rated for each task.
   (a) Organizing and training subordinates to carry out their tasks. Maintaining high morale.
   (b) Gaining the cooperation and support of associated personnel in his unit.
   (c) Including safety practices in all tasks as applicable.
   (d) Observance of hours of work, rules of conduct, punctuality, industry, dependability, and loyalty in performance of tasks.
   (e) Care of motorized and other equipment and facilities for which responsible.

On lines below mark employee: ✓ if adequate; – if weak; ✗ if strong.
Underline more important elements.

(1) Fire Control	✓	(7) Land Use	✓
(2) Timber Management	✓	(8) Watershed Management	✓
(3) Range Management	✓	(9) General Improvements	✓
(4) Wildlife Management	✓	(10) General Administration	✓
(5) Recreation	✓	(11) Public Leadership*	✓
(6) Acquisition	✓	(12) Safety	✓

Rating Standard	Indicated Rating	
Plus marks on all elements, both underlined and non-underlined, supported by justification statement approved by the Chief	Outstanding	(O)
Performance generally meets or exceeds requirements, all weak performance over-compensated by strong or better performance	Satisfactory	(S)
Minus marks on one or more of the underlined elements not over-compensated by strong or better performance	Unsatisfactory	(U)

Performance requirements and rating have been jointly reviewed. We certify that the description for Position No. 5-4879 was reviewed on 1/24/55 and found to be accurate/inaccurate. (Strike out condition that is not applicable.

Supervisor [signature] Employee Jack L. Reveal.

*Gaining the understanding, confidence and cooperation of the community and its leaders in all aspects of the Forest Service program.

Distribution: 1 copy unit files
1 copy Personnel Management

Notes on reverse side (over)

NOTES

1. Explain briefly any changes made in performance requirements, as additional tasks added which were not included in requirments developed originally which are applicable this rating period.

2. Credit for good work and comments on how performance on particular elements can be improved.

3. Explain all minus marks.

4. Notes on discussion covering special needs for employee's training and development.

5. List separately and report each accomplishment worth of special recognition.

Performance Rating Sheet
District Ranger

January 12, 1953 Period Jan. 1, 1952 to Dec. 31, 1952

JACK L. REVEAL, Forester (Adm.), GS-9
(Title of position, service & grade)

U.S. Depart. of Agric., Forest Service, Stanislaus Nat'l Forest, Summit Ranger Dist.
(Organization - indicate division, section, unit, field station)

Rating Officer:

1. First eliminate (line out) any tasks or elements listed below which are not applicable for rating period; and rate only these applicable elements as agreed upon with employee.
2. Explain on reverse side any minus marks on either tasks or their sub-elements.
3. The following primary responsibilities involved in the tasks as specified will be evaluated in connection with the performance as rated for each task.
   (a) Organizing and training subordinates to carry out their tasks. Maintaining high morale.
   (b) Gaining the understanding, confidence and cooperation of the community and its leaders in all aspects of the Forest Service program.
   (c) Gaining the cooperation and support of associated personnel in his unit.
   (d) Including safety practices in all tasks as applicable.
   (e) Observance of hours of work, rules of conduct, punctuality, industry, dependability, and loyalty in performance of tasks.
   (f) Care of motorized and other equipment and facilities for which responsible.

On lines below mark employee: √ if adequate; - if weak; + if strong.
Underline more important elements.

(1) Fire Control	√	(7) Land Use	√
(2) Timber Management	√	(8) Watershed Management	√
(3) Range Management	√	(9) General Improvements	√
(4) Wildlife Management	√	(10) General Administration	√
(5) Recreation	√	(11) Safety	+
(6) Acquisition	√	(12) Care of Equipment	√

Rating Standard	Indicated Rating
Plus marks on all elements, both underlined and non-underlined; with justification statement, for approval of the Chief or designated representative, which supports outstanding in "all aspects of performance."	Recommend as Outstanding (O)
Performance generally meets or exceeds requirements, all weak performance being over-compensated by strong or better performance.	Satisfactory (S)
Minus marks on one or more of the underlined elements, not over-compensated by strong or better performance, supported by a justification statement.	Recommend as Unsatisfactory (U)

Performance requirements developed (including underlining) or modified by:

Allen F. Mills Supervisor Jack L. Reveal Employee 1/13/53 Date

Discussed with employee and found satisfactory (or revised).

_____ Supervisor _____ Employee _____ Date

Rating Discussed: _____ Supervisor _____ Employee _____ Date

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

Notice of Performance Rating

Name Jack L. Reveal Rating Period Oct. 1 to Dec. 31, 1951

Unit Stanislaus National Forest Headquarters Sonora, California

Grade and Title Forester (Admin) GS-9

Adjective rating for the above period
(Satisfactory (✓)
(Outstanding ( )
(Unsatisfactory ( )

Remarks:

Allen F. Miller
(Supervisor)

1/18/52
(Date of delivery to employee)

Administrative Appeal Procedure

An employee who wishes to appeal his performance rating shall notify his supervisory officer in writing of his intention to appeal. Details of appeals procedure will be furnished employee upon request.

Distribution: 1 copy to employee

K-PERSONNEL
Reveal, Jack L.

FILE COPY

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
PERFORMANCE RATING
WORK SHEET

Date December 31, 1951 Period January 1, 1951 To December 31, 1951

Jack L. Reveal — Forester (Administration) GS-9
(Name of employee) (Title of position, service and grade)

Stanislaus National Forest - Summit Ranger District
(Organization, indicate division, section, unit, field station)

Rating officer will -
1. Study the procedures established to govern ratings made under performance requirements.
2. Underline activities listed below that are especially important in the position.
3. Rate only on activities pertinent to the position.
4. Explain on the reverse any minus marks on either the activities listed below or on sub-elements listed in the Ranger District Analysis.
5. Consider the following primary responsibilities involved in the work to be done as specified in the work load analysis and plans.
   (a) Organizing and training subordinates to carry out these plans. Maintaining high morale.
   (b) Gaining the understanding, confidence and cooperation of the community and its leaders in all aspects of the program.

On lines below mark employee: '/ if adequate; - if weak; + if strong

	% : R			% : R			% : R	
(1)	: ✓	Fire Control	(6)	: ✓	Acquisition	(11)	: +	Safety
(2)	: ✓	Timber Management	(7)	: ✓	Land Use	(12)	:	
(3)	: ✓	Range Management	(8)	: ✓	Watershed Mgt.	(13)	:	
(4)	: ✓	Wildlife Mgt.	(9)	: ✓	General Imp.	(14)	:	
(5)	: ✓	Recreation	(10)	: ✓	General adm.	(15)	:	

Rating Standard	Indicated Rating
Plus marks on all elements, both underlined and non-underlined, supported by justification statement approved by the Chief or designated representative.....	Recommended as Outstanding (O)
Check marks or better on a majority of underlined elements, and all weak performance over-compensated by better than adequate performance.....	Satisfactory (S)
Minus marks on one or more of the underlined elements, not over-compensated by better than adequate performance.....	Recommended as Unsatisfactory (U) (but only after 90-day or longer warning)

Date 1/18/52

Discussed with employee (Initials and Date) Allen F. Wille (Supervisor) J.R. (Employee)

Standard Form 68
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R016.8.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of 10/18/48 based on performance during period from 4/18/48 to 10/18/48

Mr. Jack L. Reveal
(Name of employee)

Forester (Administration) P-3
(Title of position, service, and grade)

Stanislaus National Forest
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: G

Donald E Clark
(Signature)

Chairman, Efficiency Rating Committee
(Title)

(Date of notification)

Interpretation of Efficiency Rating

Your efficiency rating is an official record of the way you are doing the work of your job.

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.

Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.

Good (G) means that performance met requirements from an over-all point of view.

Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.

Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection

You are entitled to inspect your efficiency rating sheet (Standard Form 51), or a copy of it, upon request to your supervisor or personnel officer. You are also entitled to inspect the final ratings (not the rating forms) of all employees in your office or station.

Significance of Efficiency Ratings

An efficiency rating of "Good," "Very Good," or "Excellent" is necessary in order to receive a periodic within-grade salary advancement.

An efficiency rating of "Fair" requires a one-step salary reduction if an employee's pay rate is above the middle rate for his grade (the fourth step in six-rate grades).

An efficiency rating of "Unsatisfactory" requires that the employee be dismissed or reassigned to other work in which he could be reasonably expected to render satisfactory service.

Efficiency ratings are a factor in determining the order in which employees are affected by reduction in force.

Appeals

If you believe your rating is wrong, you should first discuss it with your supervisor or personnel officer. You have the right, if your position is subject to the Classification Act, to appeal your rating within certain time limits to a board of review established for your agency. Appeals or requests for additional information concerning appeals should be addressed to the Chairman, Board of Review, care of Civil Service Commission, Washington 25, D. C.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-5

Standard Form No. 51
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R012.3.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL: X
REGULAR ( ) SPECIAL ( )
PROBATIONAL ( )

As of 10/18/48 based on performance during period from 4/18/48 to 10/18/48

Mr. Jack L. Reveal (Name of employee)

Forester (Administration) P-3 (Title of position, service, and grade)

Stanislaus National Forest (Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
√ if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☒ All others ☐

(1) Maintenance of equipment, tools, instruments.
(2) Mechanical skill.
(3) Skill in the application of techniques and procedures.
(4) Presentability of work (appropriateness of arrangement and appearance of work).
√ (5) Attention to broad phases of assignments.
√ (6) Attention to pertinent detail.
(7) Accuracy of operations.
√ (8) Accuracy of final results.
√ (9) Accuracy of judgments or decisions.
+ (10) Effectiveness in presenting ideas or facts.
(11) Industry.
√ (12) Rate of progress on or completion of assignments.
(13) Amount of acceptable work produced. (Is mark based on production records? ( ) (Yes or no))
√ (14) Ability to organize his work.
√ (15) Effectiveness in meeting and dealing with others.
√ (16) Cooperativeness.
√ (17) Initiative.
√ (18) Resourcefulness.
√ (19) Dependability.
√ (20) Physical fitness for the work.

(21) Effectiveness in planning broad programs.
(22) Effectiveness in adapting the work program to broader or related programs.
(23) Effectiveness in devising procedures.
√ *(24) Effectiveness in laying out work and establishing standards of performance for subordinates.*
√ *(25) Effectiveness in directing, reviewing, and checking the work of subordinates.*
√ *(26) Effectiveness in instructing, training, and developing subordinates in the work.*
√ *(27) Effectiveness in promoting high working morale.*
√ *(28) Effectiveness in determining space, personnel, and equipment needs.*
√ *(29) Effectiveness in setting and obtaining adherence to time limits and deadlines.*
√ *(30) Ability to make decisions.*
√ *(31) Effectiveness in delegating clearly defined authority to act.*
√ *(32) Effectiveness in safety practices.*

STATE ANY OTHER ELEMENTS CONSIDERED

(A) Date last grade promotion
(B)
(C) 4/18/48 Transfer & Promotion

STANDARD
Deviations must be explained on reverse side of this form

	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated	Excellent
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements	Very Good
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance	Good
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective Rating

Rating official: G

Reviewing official: G

JLR

Rated by Harold S. Cavna (Signature of rating official) Forester P-4 (Title) 10/29/48 (Date)

Reviewed by Allen F. Wille (Signature of reviewing official) Forest Supervisor (Title) 11/22/48 (Date)

Rating approved by efficiency rating committee 12-6-48 (Date) Report to employee 9 (Adjective rating)

EFFICIENCY RATING COMMITTEE

Date of notification to employee ..... By .....

U. S. GOVERNMENT PRINTING OFFICE 16—26177-5

FIRE SUPPRESSION QUALIFICATION RATING

Use standard —, √, or + for rating items 1 to 7, inclusive.
Rate all male employees.

Name of Employee Jack L. Reveal

1. Understanding of forest fire behavior.....
2. Understanding of fire suppression methods.....
3. Understanding of technique of forecasting rate of fire spread in differing types of terrain and cover.....
4. Ability to prepare sound estimates of manpower and equipment needs, based upon rate of spread forecasts and known facts as to availability of men and travel times.....
5. Understanding of fire suppression crew organization structure and the responsibilities of each key man from Crew Boss to Fire Boss.....
6. Understanding of fire camp requirements and methods:
   a. Supply..... b. Transportation..... c. Communication.....
7. Understanding of fire suppression risks and hazards and ability to conduct operations with safety to employees.....
8. Ability to direct fire suppression work at level shown:

Position	Rating by Ranger*	Rating by Super.*	Rating by R. O.*	Position	Rating by Ranger*	Rating by Super.*	Rating by R. O.*
Fire Boss				Maps & Rec. Off.			
Zone Boss				Timekeeper			
Div. Boss				Scout			
Sector Boss				Line Inspector			
Crew Boss				Transp. Chief			
Chief of Staff				Supply Chief			
Camp Boss				Commun. Chief			
Fire Boss Asst.— Mach. Spec.				Radio Operator			
Div. Asst.— Mach. Spec.				Tr. Bldr. Operator			
Sector Asst.— Mach. Spec.				Packer			
Camp Boss— Tract. Equip.				**			
				**			
				**			

*Place check √ in appropriate space. Circle check (√) if man is qualified for "off the forest" fire team use.
**Enter other fire jobs of similar type man is qualified for.

9. Training possibilities: (1) has reached ceiling..... (2) should be given specialized training for.....

10. Chronological statement of fire suppression experience for (a) past 10 years for employees for whom no fire rating sheets have been prepared previously or (b) for past year only if employee had a fire rating sheet submitted for preceding year. List by years and forests the names and size class of each C or larger fires worked on and position employee filled on each such fire. List small fires in groups, as "4 B's", "10 A's", etc. (Use separate sheet if needed.)

Employee's fire experience this year was limited to 2 or 3 class A fires. We are therefore not in a position to give him a rating on fire suppression qualifications for this year

11.	Rated by (D.R.)	Reviewed by (S.O.)	Approved by (R.O.)
Name		Allen F. Pirtle	
Date		11/22/48	

Standard Form 68
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R016.3.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of 3/31/48 based on performance during period from 4/1/47 to 3/31/48

Mr. Jack L. Reveal (Name of employee)

Forester P-2 (Title of position, service, and grade)

Shasta National Forest
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: VG

Donald E. Clark (Signature)

JUN 1 1948
(Date of notification)

Chairman, Efficiency Rating Committee (Title)

Interpretation of Efficiency Rating

Your efficiency rating is an official record of the way you are doing the work of your job.

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.

Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.

Good (G) means that performance met requirements from an over-all point of view.

Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.

Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection

You are entitled to inspect your efficiency rating sheet (Standard Form 51), or a copy of it, upon request to your supervisor or personnel officer. You are also entitled to inspect the final ratings (not the rating forms) of all employees in your office or station.

Significance of Efficiency Ratings

An efficiency rating of "Good," "Very Good," or "Excellent" is necessary in order to receive a periodic within-grade salary advancement.

An efficiency rating of "Fair" requires a one-step salary reduction if an employee's pay rate is above the middle rate for his grade (the fourth step in six-rate grades).

An efficiency rating of "Unsatisfactory" requires that the employee be dismissed or reassigned to other work in which he could be reasonably expected to render satisfactory service.

Efficiency ratings are a factor in determining the order in which employees are affected by reduction in force.

Appeals

If you believe your rating is wrong, you should first discuss it with your supervisor or personnel officer. You have the right, if your position is subject to the Classification Act, to appeal your rating within certain time limits to a board of review established for your agency. Appeals or requests for additional information concerning appeals should be addressed to the Chairman, Board of Review, care of Civil Service Commission, Washington 25, D. C.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-5

Standard Form No. 51
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R012.3.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of 3/31/48 based on performance during period from 4/1/47 to 3/31/48

Mr. Jack [illegible] (Name of employee) Forester F-2 (Title of position, service, and grade)

Shasta National Forest (Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. *a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. *b.* Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☐

- ____ (1) Maintenance of equipment, tools, instruments.
- ✓ (2) Mechanical skill.
- ____ (3) Skill in the application of techniques and procedures.
- ____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ____ (5) Attention to broad phases of assignments.
- + ✗ (6) Attention to pertinent detail.
- + ____ (7) Accuracy of operations.
- ✓ (8) Accuracy of final results.
- ✓ ✗ (9) Accuracy of judgments or decisions.
- ✗ (10) Effectiveness in presenting ideas or facts.
- ✓ (11) Industry.
- ____ (12) Rate of progress on or completion of assignments.
- ____ (13) Amount of acceptable work produced. (Is mark based on production records? ____ (Yes or no))
- + ✗ (14) Ability to organize his work.
- ✓ ✗ (15) Effectiveness in meeting and dealing with others.
- + ____ (16) Cooperativeness.
- ✓ ✗ (17) Initiative.
- ✓ ✗ (18) Resourcefulness.
- + ____ (19) Dependability.
- ____ (20) Physical fitness for the work.
- ____ (21) *Effectiveness in planning broad programs.*
- ____ (22) *Effectiveness in adapting the work program to broader or related programs.*
- ____ (23) *Effectiveness in devising procedures.*
- ____ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
- ____ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
- ✓ ✗ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
- ____ (27) *Effectiveness in promoting high working morale.*
- ____ (28) *Effectiveness in determining space, personnel, and equipment needs.*
- ____ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
- ____ (30) *Ability to make decisions.*
- ____ (31) *Effectiveness in delegating clearly defined authority to act.*
- ____ (32) *Effectiveness in safety practices.*

STATE ANY OTHER ELEMENTS CONSIDERED

- ____ (A) Date last grade promotion
- ____ (B) ____
- ____ (C) ____

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated	Excellent
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements	Very Good
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance	Good
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective Rating
Rating official VG
Reviewing official VG

Rated by Edward E. Barbour (Signature of rating official) Dist Ranger (Title) 4-8-48 (Date)

Reviewed by [illegible] (Signature of reviewing official) Forest Supervisor (Title) APR 30 1948 (Date)

Rating approved by efficiency rating committee MAY 14 1948 (Date) Report to employee VG (Adjective rating)

EFFICIENCY RATING COMMITTEE

By [illegible]

U. S. GOVERNMENT PRINTING OFFICE 16—26177-4

Date of notification to employee JUN 1 1948

FIRE SUPPRESSION QUALIFICATION RATING

Use standard —, √, or + for rating items 1 to 7, inclusive.
Rate all male employees.

Name of Employee Jack L. Rercal

1. Understanding of forest fire behavior ✓
2. Understanding of fire suppression methods ✓
3. Understanding of technique of forecasting rate of fire spread in differing types of terrain and cover ✓
4. Ability to prepare sound estimates of manpower and equipment needs, based upon rate of spread forecasts and known facts as to availability of men and travel times ✓
5. Understanding of fire suppression crew organization structure and the responsibilities of each key man from Crew Boss to Fire Boss ✓
6. Understanding of fire camp requirements and methods:
   a. Supply — b. Transportation — c. Communication —
7. Understanding of fire suppression risks and hazards and ability to conduct operations with safety to employees ✓
8. Ability to direct fire suppression work at level shown: N - Limited S

Position	Rating by Ranger*	Rating by Super.*	Rating by R. O.*	Position	Rating by Ranger*	Rating by Super.*	Rating by R. O.*
Fire Boss				Maps & Rec. Off.	(✓)	(✓)	(✓)
Zone Boss				Timekeeper	(✓)	(✓)	(✓)
Div. Boss				Scout			
Sector Boss	(✓)	(✓)	(✓)	Line Inspector			
Crew Boss	(✓)	(✓)	(✓)	Transp. Chief			
Chief of Staff				Supply Chief			
Camp Boss				Commun. Chief			
Fire Boss Asst.— Mach. Spec.				Radio Operator			
Div. Asst.— Mach. Spec.				Tr. Bldr. Operator			
Sector Asst.— Mach. Spec.				Packer			
Camp Boss— Tract. Equip.				**			
				**			
				**			

*Place check √ in appropriate space. Circle check (√) if man is qualified for "off the forest" fire team use.
**Enter other fire jobs of similar type man is qualified for.

9. Training possibilities: (1) has reached ceiling No (2) should be given specialized training for Division Boss

10. Chronological statement of fire suppression experience for (a) past 10 years for employees for whom no fire rating sheets have been prepared previously or (b) for past year only if employee had a fire rating sheet submitted for preceding year. List by years and forests the names and size class of each C or larger fires worked on and position employee filled on each such fire. List small fires in groups, as "4 B's", "10 A's", etc. (Use separate sheet if needed.)

1947

1 - A's
5 - B's
3 - C's La Moine House Shasta Crew Boss
M.P 329-15 " Crew Boss
Old Lookout " Sector Boss
6 - E's Pattigreen Lassen " "
Walker Spring Modoc Crew Boss

Cuca - Cleveland Crew Boss
Whipple Rand - Shasta Sector Boss
Tenner - Shasta Sector Boss
Duffey cr Lassen Sector Boss

11.	Rated by (D.R.)	Reviewed by (S.O.)	Approved by (R.O.)
Name	Edward E. Backman	REJ	
Date	4-9-48	APR 30 1948	

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Circ. No. 474

Form approved.
Budget Bureau No. 50—R016.2.
Approval expires March 31, 1947.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 3/31/47 based on performance during period from 4/1/46 to 3/31/47

Jack L. Reveal
(Name of employee)

Forester P-2, $3898.80
(Title of position, service, and grade)

Forest Service, Shasta National Forest
(Organization—Indicate bureau, division, section, unit, ~~field~~ station)

Efficiency rating: VG

Andrew Bacon
(Signature)

June 1, 1947
(Date of notification)

Efficiency Rating Committee
(Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-3

Standard Form No. 51
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R012.3.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of March 31, 1947 based on performance during period from 4/1/46 to 3/31/47

Jack L. Reveal (Name of employee)

Forester, P-2 $3898.80 (Title of position, service, and grade)

U. S. Forest Service - Sacramento Ranger District - Dunsmuir, California
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
√ if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. *a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. *b.* Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☑ All others ☐

____ (1) Maintenance of equipment, tools, instruments.
____ (2) Mechanical skill.
+ X (3) Skill in the application of techniques and procedures.
____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
√ X (5) Attention to broad phases of assignments.
√ X (6) Attention to pertinent detail.
____ (7) Accuracy of operations.
+ (8) Accuracy of final results.
+ (9) Accuracy of judgments or decisions.
√ (10) Effectiveness in presenting ideas or facts.
____ (11) Industry.
√ X (12) Rate of progress on or completion of assignments.
____ (13) Amount of acceptable work produced. (Is mark based on production records? ____) (Yes or no)
√ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
√ X (16) Cooperativeness.
+ (17) Initiative.
+ X (18) Resourcefulness.
√ X (19) Dependability.
____ (20) Physical fitness for the work.

____ (21) *Effectiveness in planning broad programs.*
____ (22) *Effectiveness in adapting the work program to broader or related programs.*
____ (23) *Effectiveness in devising procedures.*
X (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
X (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
____ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
√ X (27) *Effectiveness in promoting high working morale.*
____ (28) *Effectiveness in determining space, personnel, and equipment needs.*
√ X (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
√ (30) *Ability to make decisions.*
____ (31) *Effectiveness in delegating clearly defined authority to act.*

no basis

STATE ANY OTHER ELEMENTS CONSIDERED

____ (A) Based on unofficial administrative time by management rating by
____ (B) W. S. Douglas
____ (C) Transferred from Farm Forestry Proj. Santa Rosa, eff. 3/9/47.

STANDARD
Deviations must be explained on reverse side of this form

	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated	Excellent
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements	Very Good
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance	Good
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective Rating
Rating official V. G.
Reviewing official V. G.

Rated by _____ (Signature of rating official) _____ (Title) _____ (Date)

Reviewed by [signature] (Signature of reviewing official) Acting Forest Supervisor (Title) 4-15-47 (Date)

Rating approved by efficiency rating committee _____ (Date) Report to employee _____ (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16—26177-5

FIRE SUPPRESSION QUALIFICATION RATING

Use standard —, √, or + for rating items 1 to 7, inclusive.
Rate all male employees.

Not basis - will be determined this year

Name of Employee: Jack L. Reveal

1. Understanding of forest fire behavior
2. Understanding of fire suppression methods
3. Understanding of technique of forecasting rate of fire spread in differing types of terrain and cover
4. Ability to prepare sound estimates of manpower and equipment needs, based upon rate of spread forecasts and known facts as to availability of men and travel times
5. Understanding of fire suppression crew organization structure and the responsibilities of each key man from Crew Boss to Fire Boss
6. Understanding of fire camp requirements and methods:
   a. Supply b. Transportation c. Communication
7. Understanding of fire suppression risks and hazards and ability to conduct operations with safety to employees
8. Ability to direct fire suppression work at level shown:

Position	Rating by Ranger*	Rating by Super.*	Rating by R. O.*
Fire Boss			
Zone Boss			
Div. Boss			
Sector Boss		✓	✓
Crew Boss		✓	✓
Chief of Staff			
Camp Boss			
Fire Boss Asst.—Mach. Spec.			
Div. Asst.—Mach. Spec.			
Sector Asst.—Mach. Spec.			
Camp Boss—Tract. Equip.			

Position	Rating by Ranger*	Rating by Super.*	Rating by R. O.*
Maps & Rec. Off.		✓	✓
Timekeeper			
Scout			
Line Inspector			
Transp. Chief			
Supply Chief			
Commun. Chief			
Radio Operator			
Tr. Bldr. Operator			
Packer			
**			
**			
**			

*Place check √ in appropriate space. Circle check (√) if man is qualified for "off the forest" fire team use.
**Enter other fire jobs of similar type man is qualified for.

9. Training possibilities: (1) has reached ceiling (2) should be given specialized training for to be determined this season

10. Chronological statement of fire suppression experience for (a) past 10 years for employees for whom no fire rating sheets have been prepared previously or (b) for past year only if employee had a fire rating sheet submitted for preceding year. List by years and forests the names and size class of each C or larger fires worked on and position employee filled on each such fire. List small fires in groups, as "4 B's", "10 A's", etc. (Use separate sheet if needed.)

1942 - one class A, one class C, Sonoma County - State Fires
1943 - two class D, Sonoma County - State Fires

No southern Calif. Experience

11.	Rated by (D.R.)	Reviewed by (S.O.)	Approved by (R.O.)
Name		Roy L. Wagner	
Date		4-15-47	

Standard Form No. 51
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R012.3.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL (X)
OFFICIAL:
REGULAR ( ) SPECIAL ( )
PROBATIONAL ( )

As of 3/9/47 based on performance during period from 4/1/46 to 3/9/47

Jack L. Reveal (Name of employee)

Forester, P-2, $3898.80 (Title of position, service, and grade)

U.S.Forest Service, Farm Forestry Project, Santa Rosa - Div.State & Private Forestry
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
√ if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. *a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. *b.* Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☒ All others ☐

Tmbr.Mgmt.

- ____ (1) Maintenance of equipment, tools, instruments.
- ____ (2) Mechanical skill.
- + X + (3) Skill in the application of techniques and procedures.
- ____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- + X ✓ (5) Attention to broad phases of assignments.
- + X ✓ (6) Attention to pertinent detail.
- ____ (7) Accuracy of operations.
- ✓ + (8) Accuracy of final results.
- ✓ + (9) Accuracy of judgments or decisions.
- + ✓ (10) Effectiveness in presenting ideas or facts.
- ____ (11) Industry.
- X ✓ (12) Rate of progress on or completion of assignments.
- ____ (13) Amount of acceptable work produced. (Is mark based on production records? ____) (Yes or no)
- ✓ ✓ (14) Ability to organize his work.
- + + (15) Effectiveness in meeting and dealing with others.
- + X ✓ (16) Cooperativeness.
- + + (17) Initiative.
- ✓ X + (18) Resourcefulness.
- ✓ X ✓ (19) Dependability.
- ____ (20) Physical fitness for the work.

Tmbr.Mgmt.

- ____ (21) *Effectiveness in planning broad programs.*
- ____ (22) *Effectiveness in adapting the work program to broader or related programs.*
- ____ (23) *Effectiveness in devising procedures.*
- X ____ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
- X ____ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
- ✓ ____ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
- X ✓ (27) *Effectiveness in promoting high working morale.*
- ____ (28) *Effectiveness in determining space, personnel, and equipment needs.*
- X ✓ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
- ✓ ✓ (30) *Ability to make decisions.*
- ____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

(A) ____

(B) ____

(C) ____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated	Excellent
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements	Very Good
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance	Good
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective Rating

Rating official VG

Reviewing official ____

Rated by [signature] (Signature of rating official) HRF (Title) ____ (Date)

Reviewed by /s/ W.S. Swingler (Signature of reviewing official) ____ (Title) ____ (Date)

Rating approved by efficiency rating committee ____ (Date) Report to employee ____ (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16—26177-5

FIRE SUPPRESSION QUALIFICATION RATING

Use standard —, √, or + for rating items 1 to 7, inclusive.
Rate all male employees.

Name of Employee Jack Reveal

1. Understanding of forest fire behavior
2. Understanding of fire suppression methods
3. Understanding of technique of forecasting rate of fire spread in differing types of terrain and cover
4. Ability to prepare sound estimates of manpower and equipment needs, based upon rate of spread forecasts and known facts as to availability of men and travel times
5. Understanding of fire suppression crew organization structure and the responsibilities of each key man from Crew Boss to Fire Boss
6. Understanding of fire camp requirements and methods:
   a. Supply b. Transportation c. Communication
7. Understanding of fire suppression risks and hazards and ability to conduct operations with safety to employees
8. Ability to direct fire suppression work at level shown:

Position	Rating by Ranger*	Rating by Super.*	Rating by R. O.*	Position	Rating by Ranger*	Rating by Super.*	Rating by R. O.*
Fire Boss				Maps & Rec. Off.		✓	✓
Zone Boss				Timekeeper			
Div. Boss				Scout			
Sector Boss		✓	✓	Line Inspector			
Crew Boss		✓	✓	Transp. Chief			
Chief of Staff				Supply Chief			
Camp Boss				Commun. Chief			
Fire Boss Asst.— Mach. Spec.				Radio Operator			
Div. Asst.— Mach. Spec.				Tr. Bldr. Operator			
Sector Asst.— Mach. Spec.				Packer			
Camp Boss— Tract. Equip.				**			
				**			
				**			

*Place check √ in appropriate space. Circle check (√) if man is qualified for "off the forest" fire team use.
**Enter other fire jobs of similar type man is qualified for.

9. Training possibilities: (1) has reached ceiling (2) should be given specialized training for

10. Chronological statement of fire suppression experience for (a) past 10 years for employees for whom no fire rating sheets have been prepared previously or (b) for past year only if employee had a fire rating sheet submitted for preceding year. List by years and forests the names and size class of each C or larger fires worked on and position employee filled on each such fire. List small fires in groups, as "4 B's", "10 A's", etc. (Use separate sheet if needed.)

Noted,

11.	Rated by (D.R.)	Reviewed by (S.O.)	Approved by (R.O.)
Name			
Date			

Standard Form 68
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R016.3.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of 12/31/49 based on performance during period from 4/1/49 to 12/31/49

Jack L. Reveal
(Name of employee)

Forester (Administration) GS-9
(Title of position, service, and grade)

Stanislaus National Forest
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: Good

(Signature)

MAR 1 1950
(Date of notification)

Chairman, Efficiency Rating Committee
(Title)

Interpretation of Efficiency Rating

Your efficiency rating is an official record of the way you are doing the work of your job.

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.

Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.

Good (G) means that performance met requirements from an over-all point of view.

Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.

Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection

You are entitled to inspect your efficiency rating sheet (Standard Form 51), or a copy of it, upon request to your supervisor or personnel officer. You are also entitled to inspect the final ratings (not the rating forms) of all employees in your office or station.

Significance of Efficiency Ratings

An efficiency rating of "Good," "Very Good," or "Excellent" is necessary in order to receive a periodic within-grade salary advancement.

An efficiency rating of "Fair" requires a one-step salary reduction if an employee's pay rate is above the middle rate for his grade (the fourth step in six-rate grades).

An efficiency rating of "Unsatisfactory" requires that the employee be dismissed or reassigned to other work in which he could be reasonably expected to render satisfactory service.

Efficiency ratings are a factor in determining the order in which employees are affected by reduction in force.

Appeals

If you believe your rating is wrong, you should first discuss it with your supervisor or personnel officer. You have the right, if your position is subject to the Classification Act, to appeal your rating within certain time limits to a board of review established for your agency. Appeals or requests for additional information concerning appeals should be addressed to the Chairman, Board of Review, care of Civil Service Commission, Washington 25, D. C.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-5

Standard Form No. 51
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R012.3.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of 12/31/49 based on performance during period from 4/1/49 to 12/31/49

Jack L. Reveal (Name of employee)

Forester (Administration) GS-9 (Title of position, service, and grade)

Stanislaus National Forest (Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
√ if adequate − if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. *a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. *b.* Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☒ All others ☐

x ✓ (1) Maintenance of equipment, tools, instruments.
(2) Mechanical skill.
✓ (3) Skill in the application of techniques and procedures.
(4) Presentability of work (appropriateness of arrangement and appearance of work).
✓ (5) Attention to broad phases of assignments.
(6) Attention to pertinent detail.
(7) Accuracy of operations.
(8) Accuracy of final results.
✓ (9) Accuracy of judgments or decisions.
+ (10) Effectiveness in presenting ideas or facts.
(11) Industry.
(12) Rate of progress on or completion of assignments.
(13) Amount of acceptable work produced. (Is mark based on production records?) (Yes or no)
✓ (14) Ability to organize his work.
✓ (15) Effectiveness in meeting and dealing with others.
x + (16) Cooperativeness.
x + (17) Initiative.
x ✓ (18) Resourcefulness.
x ✓ (19) Dependability.
(20) Physical fitness for the work.
(21) *Effectiveness in planning broad programs.*
(22) *Effectiveness in adapting the work program to broader or related programs.*
(23) *Effectiveness in devising procedures.*
+ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
✓ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
✓ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
x ✓ (27) *Effectiveness in promoting high working morale.*
x ✓ (28) *Effectiveness in determining space, personnel, and equipment needs.*
x ✓ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
✓ (30) *Ability to make decisions.*
✓ (31) *Effectiveness in delegating clearly defined authority to act.*
x ✓ (32) *Safety*

STATE ANY OTHER ELEMENTS CONSIDERED

(A)
(B)
(C)

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated	Excellent
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements	Very Good
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance	Good
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective Rating
Rating official G
Reviewing official G

Rated by [signature] (Signature of rating official) Asst Forest Supervisor (Title) 2/1/50 (Date)

Reviewed by Allen F Wells (Signature of reviewing official) FOREST SUPERVISOR (Title) Feb. 6, 1950 (Date)

Rating approved by efficiency rating committee FEB 20 1950 (Date) Report to employee G (Adjective rating)

Member of Efficiency Rating Committee

EFFICIENCY RATING COMMITTEE
By [signature]

Date of notification to employee MAR 1 1950
SLR - 2/1/50

U. S. GOVERNMENT PRINTING OFFICE 16—26177-5

FIRE SUPPRESSION QUALIFICATION RATING

Use standard —, √, or + for rating items 1 to 7, inclusive.
Rate all male employees.

Name of Employee: Jack L. Reveal

1. Understanding of forest fire behavior: ✓
2. Understanding of fire suppression methods: ✓
3. Understanding of technique of forecasting rate of fire spread in differing types of terrain and cover: ✓
4. Ability to prepare sound estimates of manpower and equipment needs, based upon rate of spread forecasts and known facts as to availability of men and travel times: —
5. Understanding of fire suppression crew organization structure and the responsibilities of each key man from Crew Boss to Fire Boss: —
6. Understanding of fire camp requirements and methods:
   a. Supply: ✓ b. Transportation: ✓ c. Communication: ✓
7. Understanding of fire suppression risks and hazards and ability to conduct operations with safety to employees: ✓
8. Ability to direct fire suppression work at level shown:

Position	Rating by Ranger*	Rating by Super.*	Rating by R. O.*	Position	Rating by Ranger*	Rating by Super.*	Rating by R. O.*
FIRE BOSS				**SERVICE CHIEF**			
Chief of Staff				Transp. Off.			
Div. Fire Boss				Commun. Off.			
LINE BOSS				Supply Off.			
Sector Boss		✓		Camp Boss			
Sector Specialist							
( )							
Crew Boss		(✓)					
Straw Boss				Radio Oper.			
PLANS CHIEF				Tr. Bldr. Oper.			
Records Off.		(✓)		Packer			
Intelligence Off.				**			
Timekeepers				**			
Scout				**			
Line Insp.				**			

*Place check √ in appropriate space. Circle check (√) if man is qualified for "off the forest" fire team use.
**Enter other fire jobs of similar type man is qualified for.

9. Training possibilities: (1) has reached ceiling: No (2) should be given specialized training for: Sector Boss

10. Chronological statement of fire suppression experience for (a) past 10 years for employees for whom no fire rating sheets have been prepared previously or (b) for past year only if employee had a fire rating sheet submitted for preceding year. List by years and forests the names and size class of each C or larger fires worked on and position employee filled on each such fire. List small fires in groups, as "4 B's", "10 A's", etc. (Use separate sheet if needed.)

Stanislaus - Walton Spur - E - Maps & Records Officer
" - Camp 24 - D - " "
" Hay press - C - Fire Boss
" 5 As + 1B - Fire Boss

11.	Rated by (D.R.)	Reviewed by (S.O.)	Approved by (R.O.)
Name		[illegible]	
Date		1/31/50	

Standard Form 68
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R016.3.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of 3/31/49 based on performance during period from 10/19/48 to 3/31/49

Jack L. Reveal (Name of employee)

Forester (Administration), P-3 (Title of position, service, and grade)

Stanislaus National Forest (Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: G

JUN 1 1949 (Date of notification)

(Signature)

(Title)

Interpretation of Efficiency Rating

Your efficiency rating is an official record of the way you are doing the work of your job.

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.

Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.

Good (G) means that performance met requirements from an over-all point of view.

Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.

Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection

You are entitled to inspect your efficiency rating sheet (Standard Form 51), or a copy of it, upon request to your supervisor or personnel officer. You are also entitled to inspect the final ratings (not the rating forms) of all employees in your office or station.

Significance of Efficiency Ratings

An efficiency rating of "Good," "Very Good," or "Excellent" is necessary in order to receive a periodic within-grade salary advancement.

An efficiency rating of "Fair" requires a one-step salary reduction if an employee's pay rate is above the middle rate for his grade (the fourth step in six-rate grades).

An efficiency rating of "Unsatisfactory" requires that the employee be dismissed or reassigned to other work in which he could be reasonably expected to render satisfactory service.

Efficiency ratings are a factor in determining the order in which employees are affected by reduction in force.

Appeals

If you believe your rating is wrong, you should first discuss it with your supervisor or personnel officer. You have the right, if your position is subject to the Classification Act, to appeal your rating within certain time limits to a board of review established for your agency. Appeals or requests for additional information concerning appeals should be addressed to the Chairman, Board of Review, care of Civil Service Commission, Washington 25, D. C.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-5

Standard Form No. 51
August 1946
U. S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R012.3.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR ( ) X SPECIAL ( )
PROBATIONAL ( )

As of 3/31/49 based on performance during period from 10/19/48 to 3/31/49

Jack L. Heveal
(Name of employee)

Forester (Administration), P-3
(Title of position, service, and grade)

Stanislaus National Forest
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. *a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. *b.* Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☒ All others ☐

X ✓ (1) Maintenance of equipment, tools, instruments.
(2) Mechanical skill.
✓ (3) Skill in the application of techniques and procedures.
(4) Presentability of work (appropriateness of arrangement and appearance of work).
✓ (5) Attention to broad phases of assignments.
(6) Attention to pertinent detail.
(7) Accuracy of operations.
(8) Accuracy of final results.
✓ (9) Accuracy of judgments or decisions.
+ (10) Effectiveness in presenting ideas or facts.
(11) Industry.
(12) Rate of progress on or completion of assignments.
(13) Amount of acceptable work produced. (Is mark based on production records?) (Yes or no)
✓ (14) Ability to organize his work.
✓ (15) Effectiveness in meeting and dealing with others.
X + (16) Cooperativeness.
X + (17) Initiative.
X ✓ (18) Resourcefulness.
X ✓ (19) Dependability.
(20) Physical fitness for the work.

(21) *Effectiveness in planning broad programs.*
(22) *Effectiveness in adapting the work program to broader or related programs.*
(23) *Effectiveness in devising procedures.*
✓ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
✓ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
✓ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
X ✓ (27) *Effectiveness in promoting high working morale.*
X ✓ (28) *Effectiveness in determining space, personnel, and equipment needs.*
X ✓ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
✓ (30) *Ability to make decisions.*
✓ (31) *Effectiveness in delegating clearly defined authority to act.*
X ✓ (32) *Safety*

STATE ANY OTHER ELEMENTS CONSIDERED

(A)
(B)
(C)

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated	Excellent	Rating official: G
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements	Very Good	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance	Good	Reviewing official: G
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance	Fair	
Minus marks on at least half of the underlined elements	Unsatisfactory	

Rated by [signature] (Signature of rating official) Forester P-4 (Title) 4/7/49 (Date)

Reviewed by Allen F. Miller (Signature of reviewing official) Ford Supervisor (Title) 4/18/49 (Date)

MAY 9 1949

Rating approved by efficiency rating committee (Date) Report to employee (Adjective rating) G

EFFICIENCY RATING COMMITTEE

U. S. GOVERNMENT PRINTING OFFICE 16—26177-5

Date of notification to employee JUN 1 1949 By JLR

Discussed with employee 4/8/49

FIRE SUPPRESSION QUALIFICATION RATING

Use standard —, √, or + for rating items 1 to 7, inclusive.
Rate all male employees.

Name of Employee Jack L. Reveal

1. Understanding of forest fire behavior.....
2. Understanding of fire suppression methods.....
3. Understanding of technique of forecasting rate of fire spread in differing types of terrain and cover.....
4. Ability to prepare sound estimates of manpower and equipment needs, based upon rate of spread forecasts and known facts as to availability of men and travel times.....
5. Understanding of fire suppression crew organization structure and the responsibilities of each key man from Crew Boss to Fire Boss.....
6. Understanding of fire camp requirements and methods:
   a. Supply..... b. Transportation..... c. Communication.....
7. Understanding of fire suppression risks and hazards and ability to conduct operations with safety to employees.....
8. Ability to direct fire suppression work at level shown:

	Rating by				Rating by		
Position	Ranger*	Super.*	R. O.*	Position	Ranger*	Super.*	R. O.*
FIRE BOSS				**SERVICE CHIEF**			
Chief of Staff				Transp. Off.			
Div. Fire Boss				Commun. Off.			
LINE BOSS				Supply Off.			
Sector Boss				Camp Boss			
Sector Specialist							
( )							
Crew Boss							
Straw Boss				Radio Oper.			
PLANS CHIEF				Tr. Bldr. Oper.			
Records Off.				Packer			
Intelligence Off.				**			
Timekeepers				**			
Scout				**			
Line Insp.				**			

*Place check √ in appropriate space. Circle check (√) if man is qualified for "off the forest" fire team use.
**Enter other fire jobs of similar type man is qualified for.

9. Training possibilities: (1) has reached ceiling..... (2) should be given specialized training for.....

10. Chronological statement of fire suppression experience for (a) past 10 years for employees for whom no fire rating sheets have been prepared previously or (b) for past year only if employee had a fire rating sheet submitted for preceding year. List by years and forests the names and size class of each C or larger fires worked on and position employee filled on each such fire. List small fires in groups, as "4 B's", "10 A's", etc. (Use separate sheet if needed.)

Experience last season limited to 2 or 3 Class A fires. We are therefore not in a position to give him a rating on fire suppression qualifications.

11.	Rated by (D.R.)	Reviewed by (S.O.)	Approved by (R.O.)
Name		Allen F. Mullen	
Date		4/18/49	

CONFIDENTIAL

Personnel
(Training)
Shasta

Analysis made June 26, 1947
By J. Revedl E. Madsen Title

TRAINING ANALYSIS AND PROGRAM

Background:

1. Education: UTAH State 1937, B. S. Forestry

2. Service Record

Dates	Forest	Position	Classification and Salary
3-8-47 to Present,	Shasta,	Asst. Ranger,	P-2 $3898.80
8-1-'46 to 3-8-47,	Sonoma F.F.,	Asst. Forester	P2 $ up to 3898.80
6-1-37 to 12-15-37,	Payette,	Hdq. Guard,	$120 per Mo
6-1-36 to 8-15-36,	Payette,	Lookout fireman	$120 per Mo.
6-1-35 to 8-15-35	Payette,	Forest Guard,	$110.00 per Mo.
to ,	,	,	
to ,	,	,	
to ,	,	,	
to ,	,	,	

3. Physical condition or limitations: Average; glasses necessary

4. Family condition or limitations: 2 small Children

5. Present Knowledge of Job: (Composite Job List)

Activity	Weak	Satisfactory	Strong
A. General Administration			
1. Organization	✓		
2. Equipment and Supplies	✓		
3. Finance	✓		
4. Miscellaneous Office Procedure	✓		
5. Files	✓		

COMMENTS:

No previous experience in Ranger district administration.

Activity	We[illegible]	Satisfactory	Strong
B. Fire Control			
1. Prevention	✓		
2. Preparedness	✓		
3. Suppression	✓		
4. Miscellaneous Fire Control		✓	

COMMENTS Very little fire suppression, except as guard on small fires. One season experience as lookout-fireman; season experience in presuppression as headquarters guard.

C. Range Management			
1. Forage Resource Plans		✓	
2. Applications and Permits	✓		
3. Range Use Supervision	✓		
4. Range Studies		✓	
5. Other Range Activities		✓	

COMMENTS Some experience in range surveys and plans; several years experience ~~at~~ such work

D. Wild Life Management			
1. Resource Plans	✓		
2. Supervision	✓		
3. Research Studies	✓		
4. Miscellaneous Wild Life	✓		

COMMENTS No experience

E. Recreation and Lands			
1. Resource Plans	✓		
2. Recreation Administration		✓	
3. Special Uses	✓		
4. Other Lands Activities - status, acquisition, claim examination	✓		

COMMENTS Some experience in campground planning & construction (1937) and recreation administration

F. Timber Management			
1. Resource Plans		✓	
2. Reforestation		✓	
3. Timber Stand Improvement		✓	
4. Timber Utilization (Sales)	✓		
5. Research - Studies		✓	
6. Miscellaneous Timber Management		✓	

COMMENTS No experience on National Forest, but considerable experience on small timber properties. No experience in appraisals.

Activity	Weak	Satisfactory	Strong
G. State and Private Forestry			
1. Forest Practices			✓
2. Promotions		✓	
3. Studies		✓	
4. Miscellaneous SP		✓	

COMMENTS about 6 years work in "state & private forestry".

H. Engineering			
1. Improvement Planning	✓		
2. Improvement Supervision	✓		
3. Administrative Surveys & Maps		✓	
4. Improvement Maintenance-all types	✓		
5. Power Permits, Licenses	✓		
6. Miscellaneous Engineering		✓	

COMMENTS Some experience in road & trail location & construction and in small structures. Can run level & plane table & stadia. Some transit work.

I. Education - Information			
1. Personal Contacts		✓	
2. Written Contacts		✓	
3. Public appearances	✓		
4. Resourcefulness (ingenuity)		✓	
5. Miscellaneous PR		✓	

COMMENTS generally weak, however.

J. Personnel Management			
1. Selection	✓		
2. Training	✓		
3. Supervision (guidance)	✓		
4. Control (Disciplinary	✓		
5. Miscellaneous Personnel Management	✓		

COMMENTS No training

K. Personal Traits			
1. Appearance (dress)		✓	
2. Bearing		✓	
3. Grammar		✓	
4. Resourcefulness		✓	
5. Dispatch		✓	
6. Execution (completion)		✓	
7. Initiative		✓	
8. Cooperation			✓

SUMMARY:

1. Training needs in order of priority:

a. General District admin

b. fire suppression & presuppression

c. Timber Mgt.

d. Range Mgt.

e. Maintainence

f. Recreation and lands

2. COMMENTS:

Jack Reveal has the technical knowledge but merely lacks administration experience.

TRAINING PROGRAM:

	Year	Activity	Assignment & Method
1.	1947		
		General Ranger	Activity breakdown and assignment.
		Dist Admin.	Dist. personnel Line of Authority.
			work Plans-
2.			Accounting-& Funds.
			Records & Files.
			(Learn by Doing-aided by D.R.
3.	1947	Fire	Presuppression, Training-
			Prevention- & Plans
			Detection-
			Suppression.
		Assist Erhart in all fire activity.	
4.	1947	Timbe Mgm	Small Sales- Handle all on Dist.
			Timber Sale Adm. Help Anderson.
			(Assume responsibility on Dist.
5.	1947	Range Mgm.	Count in stock. Do
			Veg. Readiness. Assist D.R.
			Range Mgm plans- " "
			Carrying Capacity- " "
			Commensurability - Study Manuals & work up cases

over

1947	Improvements	Roads - Condition Surveys - Do Maint Plans - costs - Records Assist. in office.
		Road Maint - Study, & Instruction from Erhart.
		Trails Same as above. Assist. D.R..
		Tel. Lines - Assist. on Jobs.
1947	Rec. & Lands.	Camp Grounds - Participate.
		Sp. Uses - Assist D.R.

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

Form approved.
Budget Bureau No. 50-R016.
Approval expires March 30, 1945.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (XX) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 3/31/46 based on performance during period from 10/7/45 to 3/31/46

Jack L. Reveal
(Name of employee)

Forester P-2, $3310
(Title of position, service, and grade)

Forest Service
Timber Management - Redwood Project Farm Forester
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: Very Good

(Date of notification)

L. M. Graugh
(Signature)

Assistant Regional Forester
(Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirement.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—88834-1

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR ( ) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of March 31, 1946 based on performance during period from October 7, 1945 to March 31, 1946

JACK L. REVEAL — (Name of employee)

Forester, P-2, $3,310. — (Title of position, service, and grade)

Timber Management - Redwood Project Farm Forester.

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
✓ if adequate – if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. *a.* Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. *b.* Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☐

(1) Maintenance of equipment, tools, instruments.
(2) Mechanical skill.
(3) Skill in the application of techniques and procedures.
(4) Presentability of work (appropriateness of arrangement and appearance of work).
(5) Attention to broad phases of assignments.
(6) Attention to pertinent detail.
(7) Accuracy of operations.
✓ (8) Accuracy of final results.
✓ (9) Accuracy of judgments or decisions.
(10) Effectiveness in presenting ideas or facts.
(11) Industry.
(12) Rate of progress on or completion of assignments.
(13) Amount of acceptable work produced. (Is mark based on production records?) (Yes or no)
+ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
(16) Cooperativeness.
+ (17) Initiative.
(18) Resourcefulness.
(19) Dependability.
(20) Physical fitness for the work.

(21) Effectiveness in planning broad programs.
(22) Effectiveness in adapting the work program to broader or related programs.
(23) Effectiveness in devising procedures.
(24) Effectiveness in laying out work and establishing standards of performance for subordinates.
(25) Effectiveness in directing, reviewing, and checking the work of subordinates.
✓ *(26) Effectiveness in instructing, training, and developing subordinates in the work.*
(27) Effectiveness in promoting high working morale.
(28) Effectiveness in determining space, personnel, and equipment needs.
(29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
+ *(30) Ability to make decisions.*
(31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

(A)
(B)
(C)

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective rating
Rating official: Very good
Reviewing official: V.G.

Rated by C. E. Dunstan (Signature of rating official) — Senior Forester (Title) — March 25, 1946 (Date)

Reviewed by B. O. Tuohe (Signature of reviewing official) — A R F (Title) — 4/5/46 (Date)

Rating approved by efficiency rating committee (Date) — Report to employee VG (Adjective rating) — EFFICIENCY COMMITTEE By WAP

U. S. GOVERNMENT PRINTING OFFICE 16—26177-2

Standard Form 68
March 1944
U. S. CIVIL SERVICE COMMISSION
Dept. Cir. No. 474

Form approved.
Budget Bureau No. 50-R016.
Approval expires March 30, 1945.

NOTICE OF OFFICIAL EFFICIENCY RATING

REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of March 31, 1944 based on performance during period from 4-1-43 to 3-31-44

Reveal, Jack L. (Name of employee)

Assistant Forester, P-2 (Title of position, service, and grade)

Soil Conservation Service - Sebastopol, California
(Organization—Indicate bureau, division, section, unit, field station)

Efficiency rating: Very Good

R C Tracy (Signature)

MAY 26 1944 (Date of notification)

Chairman, Regional Efficiency Rating Review Committee (Title)

Interpretation of Efficiency Rating

Excellent (E) means that performance in every important phase of the work was outstanding and there was no weakness in performance in any respect.
Very Good (VG) means that performance in at least half of the important phases of the work was outstanding and there was no weakness in performance in any respect.
Good (G) means that performance met requirements from an over-all point of view.
Fair (F) means that performance did not quite measure up to requirements from an over-all point of view.
Unsatisfactory (U) means that performance in a majority of important phases of the work did not meet job requirements.

Inspection and Appeals

If you have any question regarding your efficiency rating, it is suggested that you discuss the matter with your immediate supervisor. Your efficiency rating sheet (Standard Form 51, Revised), or a copy of it, will be made available to you for inspection, if you request it of your supervisor or the personnel officer. Such a request is not considered as an appeal. You are also entitled to see the final ratings (not the rating forms) of all employees in your office or station. Information on appeals may be secured from your supervisor or personnel office. There are time limits governing the filing of appeals.

Significance of Efficiency Ratings

The salary advancement act provides for successive salary advancements based on several factors, one of which is efficiency ratings. Ratings of "Good" permit periodic salary advancement by successive steps up to and including the middle rate for the grade (the fourth step in six rate grades), and ratings of "Very Good" and "Excellent" permit periodic salary advancement by successive steps above the middle rate of the grade.
The rate of compensation of an employee whose efficiency rating is "Fair" must be reduced one salary step if his rate of compensation is above the middle rate. If the rate of compensation is equal to or below such middle salary rate, it is not subject to reduction on that account.
An employee whose efficiency rating is "Unsatisfactory" is not permitted to remain in his position. He must be assigned to a position more nearly commensurate with his ability, either (1) in the same line of work, in which case the position must be in a lower classification grade and his rate of compensation must not be in excess of the middle rate for such grade, or (2) in some other line of work for which he is qualified, in which case he is considered as having received a new appointment to the extent that his rate of compensation must be at the minimum rate for such grade and he must begin a new probationary period; or if no suitable vacancy is available he must be separated from the service for inefficiency. A probationary employee, assigned to a position of lower classification grade, begins a new probationary period in the new position.

U. S. GOVERNMENT PRINTING OFFICE 16—38834-1

Name of Student.

Reveal, J. S.

	No. yrs. forest school work	No. seasons with U. S. Service	Duties season just passed.	Net monthly salary	No. months employed	Character of Services	Reliability	Speed, energy.	Resourceful Initiative	observant	Imagination	Stamina	Personability	Accurate - Careful	Judgment	Perseverence	Native ability	Craftsmanship	Adaptability	Specialty	Enthusiasm	Takes Responsibility for his own Acts	Reaction To Criticism.	Capacity in which reemployment is recommended.
Reveal, J. L.	1	1	R+T	110	4	E	E	E	A	A	A	E	A	A	A	A	E	E	A	A	E	E	B	F.G.-R+C

Payette Nat Forest
Summer 1935
Prepared by: L. Wellman & Ben Rice

R. Howell the best promise of any one of the students employed last season. He was employed on a number of different jobs, first as common laborer in a road crew, later in charge of a five man road & trail crew and as a crew foreman on a large fire. He was also employed in some mapping work in connection with the Class C. fire reports. All of these jobs were performed in a satisfactory manner, and I believe he has the making of an excellent forest officer. My only criticism is that he is perhaps a little immature to criticism, which probably has its foundation in a certain amount of conceit which time will cure. I would be very glad to employ him again on the Payette forest & recommend him for any other forest

2.75
1.2
3.63
1.7
2.70

NAME OF STUDENT	No. Years for. Sch. Work	No. Seasons with F. Ser.	Duties season just passed	Net monthly salary	No. of months employed	Character of Services	Reliability	Speed, Energy	Resourceful, Initiative	Observant	Imagination	Stamina	Personality	Accurate - Careful	Judgement	Perseverence	Native ability	Craftmanship	Adaptability	Decision	Enthusiam	Takes responsibility	Reaction to Criticism	Capacity in which reemployment is recommended.	
Reved, Jack																									
1936	3	2	P/G	1/10	4	E	E	E	A	A	A	E	A	A	A	A	E	E	A	A	E	E	A	FGL	(Rated by John Parker)
1935	2	1	F/G	1/0	3	E	E	E	A	A	A	E	A	A	A	A	E	E	A	A	E	E	B		(Rated Ben Rice & L. Wellman)
1937																									

E = Above average
A = Average
B = Below average

UNITED STATES DEPARTMENT OF AGRICULTURE

SOIL CONSERVATION SERVICE

15 April 1940
(Date)

Jack L. Reveal

You are hereby informed that for the eleven-month period ended April 15, 1940, your efficiency rating is as follows:

CLASSIFICATION			EFFICIENCY RATING	
Service	Grade	Class	Numerical	Adjective
P	1	Jr. Forester	12	Very Good

SIGNIFICANCE OF RATINGS

"Excellent" (3-7) - The employee's work is outstanding and is performed with maximum efficiency and minimum supervision. In comparison with other employees doing work of the same class, his departure from the organization would be a real loss and his replacement would be difficult. (Subject to appropriation and other limitations, employee is promotable within grade if below top salary.)

"Very Good" (8-13) - The employee's service is better than the ordinary but not the maximum. He is superior in most qualities needed in the position but not necessarily in all. He requires less than average supervision. No deficiencies of any importance can be observed. His removal would be a definite loss. (Subject to appropriation and other limitations, employee is promotable within grade if below top salary.)

"Good" (14-19) - The employee's work is satisfactory and acceptable in every sense, is complete, accurate, and properly presented, but is not outstanding. No serious deficiency can be observed. (Subject to appropriation and other limitations, employee is promotable, if below the middle, but not beyond the middle salary of the grade.)

"Fair" (20-24) - The employee's work requires more than an ordinary amount of supervision; it is not completely acceptable and is sometimes impaired by deficiencies which tend to reduce his value to the service. The work is below that ordinarily expected of an employee of the grade but not so deficient as to require removal from his present position. (The employee's salary will be reduced one step if it is above the middle salary rate of the grade.)

"Unsatisfactory" (25-30) - The employee's work is seriously deficient in important respects. It may require an unreasonable amount of supervision, be inaccurate, incomplete, and is sufficiently poor to require demotion to a lower grade position or dismissal from the service. He is definitely unsuited to his present position. (The employee will be assigned to duties of a lower grade, he will be separated from the service for inefficiency; provided that the rating covers a period of 90 days or more.)

Rating Officers are expected to discuss the efficiency ratings with employees and employees are encouraged to discuss their ratings with their supervising officers. An employee who is dissatisfied with his rating may appeal in writing to the Board of Review of his bureau or office within 15 days after receiving this notice. Field employees will address appeals to their Regional Boards of Review, but if none exist, then to the bureau Board within the stated time limit. The appropriate board of review will investigate the case and may call upon any employee of the Department for oral or written evidence.

If dissatisfied with the decision of the Board of Review, the employee may appeal within 20 days after receiving notice of such decision pursuant to Secretary's Memorandum No. 753 of May 4, 1938.

If an employee is absent on leave or official business at the time the notice of his efficiency rating--or the notice of the decision of the Board of Review in the case of an appeal--is sent to his office, the time limits of 15 days and 20 days, respectively, shall apply beginning upon the date of his return to the office.

Your attention is directed to the fact that standards are materially higher than those used in previous years, and hence comparisons with past ratings have little or no significance. A lower adjective assigned this year does not necessarily indicate lower efficiency.

Charles P. Emery

Chairman, Regional Board of Review

P-292

UNITED STATES DEPARTMENT OF AGRICULTURE

SOIL CONSERVATION SERVICE

15 April 1941

Jack L. Reveal

You are hereby informed that for the twelve-month period ended April 15, 1941, your efficiency rating is as follows:

CLASSIFICATION			EFFICIENCY RATING	
Service	Grade	Class	Numerical	Adjective
P	**1**	**Junior Forester**	**9**	**Very Good**

SIGNIFICANCE OF RATINGS

"Excellent" (3 - 7) -- The employee's work is outstandingly superior by all standards of measurement; he performs his duties with a minimum of the kind of supervision appropriate to his class of work and, as compared to other employees doing work of the same class, his departure from the organization would be a real loss and his replacement would be difficult. (Subject to appropriation and other limitations, employee is promotable within grade if below top salary.)

"Very Good" (8 - 13) -- The employee's service is superior yet does not equal in certain respects that necessary for "excellent." He is superior in most qualities but slightly below the highest standards in others or he may require a greater amount of supervision than the minimum for his class of work. (Subject to appropriation and other limitations, employee is promotable within grade if below top salary.)

"Good" (14 - 19) -- The employee's work is satisfactory and acceptable and represents the standard to be expected from all except the more outstanding. The amount of supervision is that normal for the grade. (Subject to appropriation and other limitations, employee is promotable within grade, if below the middle but not above the middle of the grade.)

"Fair" (20 - 24) -- The employee's work is not completely acceptable, and is below the standards ordinarily expected of the grade and class although not so deficient as to require removal from his present position or reduction in grade. He requires more than the usual amount of supervision. (The employee's salary will be reduced one step if it is above the middle salary rate of the grade.)

"Unsatisfactory" (25 - 30) -- The employee's work is seriously deficient in important respects. It may require an unreasonable amount of supervision, be inaccurate, incomplete, and sufficiently poor to require

demotion to a lower grade position or dismissal from the service. He is definitely unsuited to his present position. (The employee will be assigned to duties of a lower classification grade and should no suitable vacancy be available in a lower grade, he will be separated from the service for inefficiency; provided that the rating covers a period of 90 days or more.)

An employee has the right to see his rating form.

Rating Officers are expected to discuss the efficiency ratings with employees and employees are encouraged to discuss their ratings with their supervising officers. An employee who is dissatisfied with his rating may within 15 days after receiving this notice request in writing a reconsideration by the Regional Board of Review. The Regional Board of Review will investigate the case and may call upon any employee of the Department for oral or written evidence.

If dissatisfied with the decision of the Regional Board of Review, the employee may appeal within 20 days after receiving notice of such decision pursuant to Secretary's Memorandum No. 753, Revised, of April 4, 1940.

If an employee is absent on leave or official business at the time the notice of his efficiency rating -- or the notice of the decision of the Regional Board of Review in the case of a reconsideration -- is sent to his office, the time limits of 15 days and 20 days respectively shall apply beginning upon the date of his return to the office.

Charles P. Emery

Charles P. Emery,
Chairman,
Regional Board of Review of Efficiency Ratings.

D. Standard Employee Notification Form

UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE

Reveal, Jack L.
Sebastopol, Calif.

May 15, 1942
(Date)

You are hereby informed that for the twelve-month period ended March 31, 1942, your efficiency rating is as follows:

CLASSIFICATION			EFFICIENCY RATINGS		Conduct Satisfactory?
Service	Title	Grade	Numerical	Adjective	
S.C.S.	Asst. Forester	P-2	4	Good	Yes (Yes or No)

SIGNIFICANCE OF RATINGS

"Excellent" (1) -- The employee's work is outstandingly superior by all standards of measurement: he performs his duties with a minimum of the kind of supervision appropriate to his class of work and, as compared to other employees doing work of the same class, his departure from the organization would be a real loss and his replacement would be difficult. (Subject to appropriation and other limitations, employee is promotable within grade if below top salary.)

"Very Good" (2-3) -- The employee's service is superior yet does not equal in certain respects that necessary for "excellent." He is superior in most qualities but slightly below the highest standards in others or he may require a greater amount of supervision than the minimum for his class of work. (Subject to appropriation and other limitations, employee is promotable within grade if below top salary.

"Good" (4-6) -- The employee's work is satisfactory and acceptable and represents the standard to be expected from all except the more outstanding. The amount of supervision is that normal for the grade. (Subject to appropriation and other limitations, employee is promotable within grade, if below the middle but not above the middle of the grade.)

"Fair" (7-8) -- The employee's work is not completely acceptable, and is below the standards ordinarily expected of the grade and class although not so deficient as to require removal from his present position or reduction in grade. He requires more than the usual amount of supervision. (The employee's salary will be reduced one step if it is above the middle salary rate of the grade.)

"Unsatisfactory" (9) -- The employee's work is seriously deficient in important respects. It may require an unreasonable amount of supervision, be inaccurate, incomplete, and sufficiently poor to require demotion to a lower grade position or dismissal from the service. He is definitely unsuited to his present position. (The employee will be assigned to duties of a lower classification grade and should no suitable vacancy be available in a lower grade, he will be separated from the service for inefficiency; provided that the rating covers a period of 90 days or more.

An employee has the right to see his rating form.

Rating Officers are expected to discuss the efficiency ratings with ~~employees, and employees are encouraged to discuss their ratings with~~ their supervising officers. An employee who is dissatisfied with his rating may, within 15 days after receiving this notice, request in writing, a reconsideration by the Efficiency Rating Committee of his bureau or office. Field employees will address a request for reconsideration to a Regional Efficiency Rating Committee, or, if none exists, then to the bureau Committee within the stated time limit. The appropriate Efficiency Rating Committee will investigate the case and may call upon any employee of the Department for oral or written evidence.

If a Field employee is dissatisfied with the decision of the Efficiency Rating Committee, he may appeal within 20 days after receiving notice of such decision pursuant to Secretary's Memorandum No. 753, Revised, dated April 4, 1940.

Washington employees who wish to appeal their ratings from the decision of their Efficiency Rating Committees should address their appeals to the Chairman, Department of Agriculture Board of Review, Civil Service Commission. This Board was established under the Ramspeck Act of November 26, 1940, and Executive Order No. 8748 dated May 1, 1941. Each appeal must be in writing and should be filed in duplicate with the Chairman. It should set forth the appellant's name, mail address, classification grade in which rated, date notified of efficiency rating, efficiency rating appealed from, efficiency rating desired, period covered by efficiency rating, organization unit in which the rating was assigned, and reasons for appeal. Appeals must be filed within a period of 90 days from the date the employees receive notice of their original ratings.

Charles P. Emery
Chairman
Regional Efficiency Rating Committee