

Report 2.4.46

CONFIDENTIAL

No. C. 131 Name WAUGH, J. Rank E/O Trade Educ.

OCCASION FOR REPORT DUTIES ON WHICH EMPLOYED

On Posting (Repatriation) CONFIDENTIAL PERSONAL ASSESSMENT INSTRUCTIONS

78

For A.F.H.Q. use only

Read the statements under each heading carefully. Consider the person being assessed in relation to each "statement" enumerated below. When possible compare him with others you can call to mind who represent outstanding examples of the traits described. Under each heading place a cross in the brackets after the one statement which best describes the person being assessed. This form will prove only as dependable as the assessment is thorough.

- RCAF R.211 (O'seas) Include PART I in all reports. Include PART II for Officers and N.C.O.s other than Aircrew under training. When assessment is on a member of the Women's Division the term "he" will be read as "she", etc.

PART I

(Include in all reports)

1. APPEARANCE AND BEARING

Note.—This applies not only on Parade. Observe in mess, at games, off duty.

- Ca-less—creates an unfavourable impression .. .. ( )
Some room for improvement .. .. ( )
Neat—meets all ordinary requirements .. .. (x)
Excellent appearance—stands out among fellows .. .. ( )

6. ENERGY AND PERSISTENCE

Some put very little effort into their work. Others may work in tremendous spurts and then wilt—ideal has well-controlled energy and perseverance.

- Indifferent—half-hearted ; loses interest .. .. ( )
Does only what is required of him .. .. ( )
Active. Applies himself diligently .. .. (x)
Vigorous, enthusiastic in all he undertakes .. .. ( )

2. MENTAL ALERTNESS

Consider how readily he grasps a situation and is able to understand what is required.

- Slow and confused in understanding .. .. ( )
Requires more than ordinary explanation .. .. ( )
No particular difficulty in understanding .. .. ( )
Exceptionally quick to understand what is required .. .. (x)

7. ACCURACY AND RELIABILITY

Consider how dependable he is. Watch for the "buck-passer", the one with the ready excuse.

- Too irresponsible to be entrusted with important duties .. ( )
Makes some mistakes—needs to be checked up occasionally ( )
Can depend upon him for the performance of all ordinary duties .. .. (x)
Can rely upon him to successfully complete the most difficult jobs .. .. ( )

3. POWER OF EXPRESSION

Some men are able to speak in such a way as to hold attention and communicate ideas clearly and readily. They say what they mean simply and directly. At the other extreme is the man whose speech is slow, hesitating and ineffectual.

- Difficult to follow—does not make himself clear .. .. ( )
Rather hesitant and inarticulate .. .. ( )
States what he means clearly .. .. ( )
Forceful—gets ideas over .. .. (x)

8. CO-OPERATION

Consider how well he works with a group. Does he give whole-hearted support to a common cause?

- Inclined to create trouble .. .. ( )
Rarely puts himself out to help others .. .. ( )
Co-operative—willing to help others .. .. ( )
Definitely promotes harmony and good-will among his associates .. .. (x)

4. SELF-CONFIDENCE

Consider the extent to which he displays confidence in his ability to carry things through.

- Timid, self-conscious, easily subdued .. .. ( )
Uncertain of himself—lacks force .. .. ( )
Sufficient self-assurance—does not back down too easily .. (x)
Appears so competent that others have confidence in him .. ( )

9. INTEREST IN STATION ACTIVITIES

Participation or interest in sports, social, recreational and other Station activities.

- Indifferent—keeps to himself .. .. ( )
Has very little interest .. .. ( )
Usually participates in Station activities .. .. (x)
Active in promoting Station activities .. .. ( )

5. INITIATIVE

Consider the extent to which he does the right thing without being told.

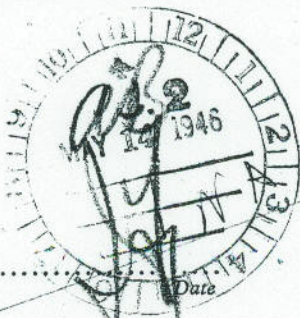
- Has to be told what to do—does not think for himself .. ( )
Routine worker—not much initiative .. .. ( )
Displays initiative when the course is clear .. .. ( )
Has excellent ideas and does not hesitate to present them .. (x)

10. LEADERSHIP

Consider the extent to which others have confidence in him and follow his direction.

- Does not carry much weight with his fellows .. .. ( )
Occasionally takes the lead .. .. ( )
Able to provide good leadership .. .. (x)
Skillful in directing others—inspires confidence and commands respect .. .. ( )

If assessment is on Aircrew under training, this side only will be completed and Assessing Officer will sign below.



This assessment is made from my personal knowledge of the individual concerned.

Station

Date

Signature and Rank of Assessing Officer

(Signature to be reproduced in block capitals)

If other than Aircrew under training, balance of assessment is to be completed on the reverse side of this form and Assessing Officer will sign end of Part II only.

**PART II**

(To be completed in addition to PART I for Officers and N.C.O.s other than Aircrew under training)

**1. SERVICE KNOWLEDGE**

Does he show steady improvement and try to fit himself for greater responsibilities?

- Satisfied with present knowledge .. .. . ( )
- Improves his knowledge if not too much effort .. .. . ( )
- Searches for ways to improve his service knowledge .. (X)
- Surpasses others in keeping up to date with his service knowledge .. .. . ( )

**3. ADMINISTRATIVE ABILITY (Omit for N.C.O. Aircrew)**

Consider the extent to which he displays organizing and supervising ability.

- Confused in carrying out his work—busy without accomplishment .. .. . ( )
- Does not organize things very well .. .. . (X)
- Organizes effectively and gets things done .. .. . (X)
- Outstanding organizer—produces excellent results promptly (X)

**2. TRADE PROFICIENCY**

Consider how proficient he is in discharge of his duties.

- Inferior—poorly qualified—below standard .. .. . ( )
- Moderate—needs more training and experience .. .. . ( )
- Satisfactory—does his work as well as the average .. .. . ( )
- Superior—knows his work and does it well .. .. . (X)
- Exceptional—stands out unmistakably in capacity and efficiency in performance of his duties .. .. . ( )

**4. DEPENDABILITY**

Consider the extent to which he can be depended upon for his loyal support on all occasions.

- Cannot bank upon him for whole-hearted support .. .. . ( )
- Usually can count upon his loyalty .. .. . ( )
- Can definitely depend upon his loyalty .. .. . ( )
- Always strengthens the hand of those under whom he serves (X)

Space for special comment, awards, etc.

*a keen and efficient officer*

**5. OPERATIONAL ABILITY**

Rate the individual for his performance in action if applicable.

- Not sufficiently keen or capable in his flying duties .. ( )
- Satisfactory on operations, willing but not yet a leader .. ( )
- Keen on operations, skilful, responsible .. .. . ( )
- His determination, initiative and judgment are outstanding ( )

Total Sorties or hours flown on operations..... Sorties | Hours  
of which.....were in past six months.

Station, *Odiham, Hawks.*  
Unit

*22-3-46*  
Date

*G.W. Jacques*  
Signature and Rank of Assessing Officer.  
**G.W. JACQUES**

(Signature to be reproduced in block capitals).....

**COMMANDING OFFICER'S STATEMENT**

When assessing those other than Aircrew under training, in addition to the above assessment, the following is to be completed by the Commanding Officer: If not entirely in accord with the above assessment, the Commanding Officer is to submit an additional complete assessment. Where more than one assessment on a man is being submitted from a station or unit, this section is to be completed on one only.

1. I have recently drawn to this man's attention the weaknesses which have been indicated on this assessment and I have made the following suggestions to him for his improvement:

*NA*

3. Having thoroughly examined the Station Confidential File, Record Card and Conduct Sheets, the following "logging" and Conduct Sheet entries are noted as having been recorded within the last twelve months.

(If there is no entry—write: "None".)

*none*

2. My recommendation for his promotion is as follows:

Accelerated—Ordinary—Delayed—Not Recommended.  
(Encircle your recommendation)

4. If an airman, N.C.O., or warrant officer, do you consider that his personal qualities and the value of his services fully justify appointment to commissioned rank? *no*

5. He is qualified in drill up to and including.....

*Ceremonial*

Station, *Odiham, Hawks.*  
Station

*22 March 46*  
Date

*D.B. Miller*  
Signature of Commanding Officer.  
w/c

(Signature to be reproduced in block capitals)..... **D.B. MILLER** w/c

Remarks or Recommendations by Air Officer Commanding (if required):

*For record purposes only*

Command

Date

Signature of Air Officer Commanding or Station Commander.

(Signature to be reproduced in block capitals).....