

Memorandum

U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT

TO : Charles Betterton & Staff

DATE: Oct. 2, 1980

IN REPLY REFER TO:

FROM : Mary Ellen Bergeron, Housing Division

SUBJECT: Goals Performance - FY 80

You are hereby awarded the "Rainbow" award for excellence in goals achievement for FY 80. In particular, you and your staff are commended for:

EXCEEDING THE MULTIFAMILY PROJECT SALES GOAL BY CLOSING 24 PROJECTS WITH 1,580 UNITS.

EXCEEDING THE MINORITY CONTRACTING GOAL FOR SINGLE FAMILY BY 680%.

INITIATING A SUCCESSFUL OCCUPIED SALES PROGRAM.

ACHIEVING 1163 SINGLE FAMILY SALES CLOSINGS DESPITE A FIVE MONTH SALES MORATORIUM.

Mary Ellen Bergeron
Deputy Director for Management



PART II - ANNUAL PERFORMANCE EVALUATION	DATE COMPLETED Dec. 4, 1980				
	JOB SERIES/GRADE GS-1170-14				
	LEVELS OF ACCOMPLISHMENT				
	CONSISTENTLY FAR EXCEEDS NORMAL REQUIREMENTS	CONSISTENTLY MEETS AND OFTEN EXCEEDS NORMAL REQUIREMENTS	CONSISTENTLY MEETS NORMAL REQUIREMENTS	DOES NOT ALWAYS MEET NORMAL REQUIREMENTS	FAILS TO MEET NORMAL REQUIREMENTS
ACTUAL ACCOMPLISHMENTS (Written Statements Optional)					
Mr. Betterton has substantially improved the operation of the Branch while effectively implementing program initiatives required by local circumstance or court action. Despite the need to reprogram staff resources & redirect activities he has maintained a consistently high level of progress toward goals.	✓				
The Property Disposition Branch has been reorganized under Mr. Betterton's direction to more effectively respond to program needs. At the same time the Branch has expanded on the use of the Upward Mobility Program to provide career ladders for its staff. The performance of the subordinate supervisors has been improved as a result of Mr. Betterton's efforts in training and development.	✓				
Mr. Betterton's leadership has resulted in improved performance of all of his subordinates. He effectively manages personal resources & resolves personnel problems independently. He has developed a highly motivated & effective staff from an organization with serious organizational & morale problems.	✓				
Mr. Betterton routinely represents the Area Office in meetings conducted by the Regional Administrator with a variety of organizations & client entities. His judgments & recommendations on PD are accepted as valid statements of office policy. He has implemented a program which has resulted in substantial improvement in the public image of the PD program in Chicago.	✓				

EVALUATION OF OVERALL EMPLOYEE PERFORMANCE

(Check the statement that best describes the employee's overall performance for the evaluation period on all job elements)

<input checked="" type="checkbox"/> OUTSTANDING* (Consistently far exceeds requirements on all job elements)	<input type="checkbox"/> HIGHLY SATISFACTORY (Consistently meets and often exceeds normal requirements on all job elements)	<input type="checkbox"/> FULLY SATISFACTORY (Consistently meets normal requirements on all job elements)	<input type="checkbox"/> MARGINALLY SATISFACTORY (Meets normal requirements on all critical job elements but does not always meet normal requirements on non-critical job elements)	<input type="checkbox"/> UNSATISFACTORY* (Fails to meet normal requirements on one or more critical job elements)
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*NOTE: These evaluations must be supported by written performance requirements and statements of actual accomplishments. Personnel representatives should be consulted before assigning one of these evaluations.