

Stu Kennedy

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United States Senate

COMMITTEE ON THE JUDICIARY
WASHINGTON, D.C. 20510

October 12, 1984

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RECEIVED
 1984 OCT 16 PM 1:58
 DIRECTOR BUREAU OF
 ALCOHOL, TOBACCO & FIREARMS

Stephen E. Higgins
 Director
 Bureau of Alcohol, Tobacco and Firearms
 1200 Pennsylvania Avenue, NW
 Washington, DC 20226

Dear Director Higgins:

It is indeed a pleasure for me to write you commending Special Agent Joseph Kopka for his outstanding performance while assigned to the Senate Judiciary Committee during the period May 27, 1983, to October 5, 1984.

During his 16-month detail, Special Agent Kopka was frequently assigned complex and highly sensitive investigations involving prominent judicial nominees. In addition, he was required to brief Senators and members of their staff, assist in arranging Committee hearings, interview witnesses, and confer with judicial nominees. Special Agent Kopka undertook all of his assignments with great enthusiasm, using his investigative expertise to obtain all significant facts and resolve conflicts which he encountered during the course of his investigations. He performed his duties with very little supervision but always kept the Chief Investigator apprised of the status of his work. Quite often he worked under severe time constraints and always performed exceptionally well under pressure.

Special Agent Kopka was an outstanding representative for the Judiciary Committee and is a credit to your agency. Please accept my personal thanks for making Agent Kopka's services available to the Senate Judiciary Committee. He did an outstanding job and I appreciate your continued assistance in this as well as other matters of mutual importance.

Please give Agent Kopka my thanks for a job well done.

If I can ever be of assistance to you, please do not hesitate to let me know.

With warmest personal regards,

Sincerely,

Strom Thurmond
Chairman

ST:jtn

DEPARTMENT OF THE TREASURY - BUREAU OF ALCOHOL, TOBACCO AND FIREARMS
COMPARISON (APPRAISAL) OF EMPLOYEE PERFORMANCE
(Against Identified Job Elements and Performance Standards)

REGION OR DIVISION/BRANCH/UNIT

PAGE 1 OF 2

EMPLOYEE NAME (Last, first, middle initial)

KOPKA, Joseph

SUPERVISOR NAME

R. J. "Duke" Short

APPRAISAL PERIOD

FROM May 27, 1983 TO Oct. 5, 1984

POSITION (Series/Grade/Title)

GS-1811-13
 Special Agent

TYPE OF APPRAISAL (Check applicable box(es))

- ANNUAL DETAIL PROBATIONARY (New Supervisor/Manager)
 MID-YEAR PROBATION-ARY OTHER (Specify):

I. JOB ELEMENTS (Duties, Responsibilities and/or Objectives) AND PERFORMANCE STANDARDS (Quantity, Quality, and Timeliness)

II. ACTUAL PERFORMANCE

RATING
 O, EFS, FS,
 LTFS, or U

1. Conducts investigations in accordance with legal, Bureau, and OIA requirements, utilizing available resources.

(Critical)

See attached standards

2. Identifies and takes action regarding potential integrity problem areas.

(Critical)

See attached standards

3. Writes accurate reports in order to present facts relative to the topic or investigation.

(Critical)

See attached standards

See attached narrative

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SUPERVISORY COMMENTS (General)

OVERALL RATING

0

EMPLOYEE'S SIGNATURE AND DATE

Joseph Kopka 10/16/84

SUPERVISOR'S SIGNATURE AND DATE

R. J. Duke Short 10/15/84

SECOND LEVEL SUPERVISOR'S SIGNATURE & DATE

DEPARTMENT OF THE TREASURY — BUREAU OF ALCOHOL, TOBACCO AND FIREARMS
COMPARISON (APPRAISAL) OF EMPLOYEE PERFORMANCE
 (Against Identified Job Elements and Performance Standards) Continuation

REGION OR DIVISION/BRANCH/UNIT

PAGE 2 OF 2

EMPLOYEE NAME (Last, first, middle initial)

KOPKA, Joseph

SUPERVISOR NAME

R. J. "Duke" Short

APPRAISAL PERIOD

FROM May 27, 1983 TO Oct. 5, 1984

I. JOB ELEMENTS (Duties, Responsibilities and/or Objectives) AND PERFORMANCE STANDARDS (Quantity, Quality, and Timeliness)

II. ACTUAL PERFORMANCE

RATING:
O, EFS, FS,
LTFS, or U

4. Logically plans work in an effective fashion by assessing information, facts, and circumstances.

(Critical)

See attached standards

5. Conducts interviews in order to obtain appropriate information relative to investigation.

(Critical)

See attached standards

6. Performs other duties in furtherance of overall mission of the Office of Internal Affairs.

(Critical)

See attached standards

7. Performs reviews, inspections and evaluations of Bureau offices, functions and activities.

(Critical)

See attached standards

See attached narrative

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KOPKA, JOSEPH
Special Agent
GS-1811-13

May 27, 1983 to October 5, 1984

NARRATIVE

Mr. Kopka's evaluation is based upon his performance while detailed to the Senate Judiciary Committee during the period May 27, 1983, to October 5, 1984. Several of the critical elements listed on the ATF Form 2430.3 were not applicable to the performance of Mr. Kopka during his 16-month detail and will not be rated, nor will they be used to compute Mr. Kopka's overall rating.

1. Mr. Kopka's detail to the Senate Judiciary Committee began on May 27, 1983, and ended on October 5, 1984. From the onset of his detail, Mr. Kopka quickly acquired the specialized job knowledge necessary for his effective performance. He consistently demonstrated a thorough knowledge of applicable Committee rules and guidelines. During this period, Mr. Kopka conducted highly complex and sensitive investigations which involved briefing Senators and members of their staff, assisted in arranging Committee hearings, interviewed witnesses, and conferred with judicial nominees. He used the utmost discretion, tact, and diplomacy in conducting these investigations and all investigations were accomplished with efficiency, thoroughness, and professionalism. He worked under severe time constraints and performed exceptionally well under constant pressure. During these investigations, he utilized all available resources (e.g., Congressional Research Services, newspaper morgues, Government documents and records). He conducted all investigations in a timely manner. Frequently, because of his unique ability to organize even the most complex materials, he completed his investigations ahead of schedule. During his 16-month detail, he was able to resolve problems and recommend courses of action, often in situations in which guidelines and precedents did not exist. He always accomplished his investigations in a timely, thorough, professional, and competent manner. Mr. Kopka performed at the outstanding level in this job element.
2. This job element is not applicable to Mr. Kopka's performance during his 16-month detail to the Senate Judiciary Committee; therefore, he will not receive a rating in this area. In addition, this element will not be included in his overall rating.

3. Writing Reports is one of Mr. Kopka's truly outstanding abilities. He has an exceptional ability to express his thoughts both orally and in writing. He possesses the ability to communicate easily with everyone he meets. His written communications are succinct and are expressed clearly and logically, regardless of the complexity of the subject matter. Mr. Kopka performed at the outstanding level in this job element.
4. Because Mr. Kopka routinely analyzed his workload and priorities in a thorough and accurate manner, his work was completed expeditiously. He used his investigative expertise to obtain all significant facts and resolve any conflicts which he encountered during the course of his investigations. Mr. Kopka never made a recommendation without first considering each possible solution to a problem. The recommendations made by Mr. Kopka were always sound and well-analyzed prior to their submission to his supervisor. Priorities and workloads constantly change in the Senate Judiciary Committee; however, he conscientiously worked to accomplish successfully all priorities and stay on top of his workload. He consistently met established deadlines because he maintained the flexibility to make necessary adjustments when priorities changed. Mr. Kopka performed at the outstanding level in this job element.
5. Mr. Kopka has an exceptional ability to communicate easily with everyone he meets, regardless of their position or title. He has a dynamic and gregarious personality that puts individuals at ease, thus eliciting their attention and cooperation. This ability, combined with his thorough knowledge of applicable Senate and Judiciary Committee rules as well as his 25 years of investigative experience, has made Mr. Kopka outstanding at the art of conducting interviews. His interviews are thorough and cover all significant aspects of the investigation. He is always in control of the interview and all interviews were conducted in a professional manner. Mr. Kopka performed at the outstanding level in this job element.
6. It is my understanding that Mr. Kopka has volunteered for other assignments and was detailed to the Office of the Inspector General, Department of the Treasury. While there he received a Certificate of Appreciation from the Inspector General for his outstanding performance. Mr. Kopka was very enthusiastic about his duties and responsibilities during his detail to the Senate Judiciary Committee. He quickly acquired the specialized job knowledge necessary for his effective performance. He quickly accepted responsibility and took great pride in his work. He was

always willing to participate in new, unusual, challenging, or unique assignments to further the mission of the Senate Judiciary Committee. Mr. Kopka performed at the outstanding level in this job element.

7. This job element is not applicable to Mr. Kopka's performance during his 16-month detail to the Senate Judiciary Committee; therefore, he will not be rated in this job element. In addition, this element will not be included in his overall rating.