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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 4 March 1957
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PRESENT: [REDACTED]

1. Acting DD/I

Huntington B. Sheldon, AD/CI, is the Acting DD/I during Mr. Amory's illness.

2. 1958 Budget

The ORR briefing paper prepared for DCI use in defending the 1958 budget will be routed for information to all divisions.

3. Meeting with [REDACTED]

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Acting Chief/G will meet with [REDACTED] on Saturday, 9 March. Anyone who wishes to transact business with [REDACTED] at that time should contact [REDACTED]

4. Fitness Reports

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The group discussed at some length the revised version of the Fitness Report currently in use. It was the consensus that the following are weaknesses and should be corrected:

a. In general, the form appears more suitable for DD/P than DD/I or DD/S.

b. The appraisal system does not yet provide sufficient safeguards against non-uniform performance by the raters. Consistency is lacking as between raters, and can be lacking as between times of rating by the same rater. In addition, ratings of professional personnel seem to differ from those of clericals. Stronger guidelines on performance standards and on rating procedures are needed if ratings are to be both honest and fair.

c. More emphasis needs to be given to the notation of employee weaknesses; raters slur over this, despite the fact that the form is intended to serve as a tool of personnel guidance as well as performance appraisal.

d. There appears to be too big a gap between the following appraisal choices: Section C.1. -- choices 3&4
Section D -- choices 2&3, 3&4, 4&5

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e. A long, hard look should be directed at Section G.1., choices 5,6, and 7.

f. More guidance is needed on Section G.2. with respect to the use of zeros. "Not frequent" seems appropriate to DD/P, but not to the rest of the Agency.

g. Improvement can still be made in Section I. Items 23 and 26 should be deleted. Items 4 and 19, 10 and 24, 16 and 30 are too similar or else easily mis-interpreted. The intent of Item 10 is unclear.

5. Library Survey

The OCR Library Consultant Panel will visit the Geographic Area on Thursday, 7 March, between 1400 and 1700. D/GG will be the only Division visited during the present briefing period.

6. Use of Map Library by Economic Area

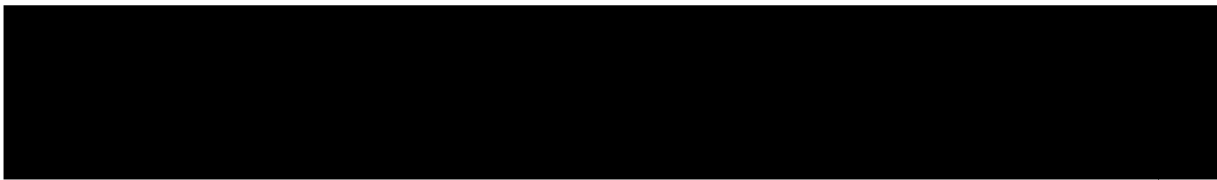
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██████████ indicated that use of the Map Library by Economic Area personnel has fallen to about 15 requests per month. Talks will be held with the AD/RR and ERA division chiefs on the problem.

7. IGU

Notice was taken of the regional conference of the International Geographical Union to be held in Tokyo next fall. A suggestion that D/GG send an observer was made.

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9. Personnel Change

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██████████ will transfer from D/GG to Procurement Branch, D/GL, on or about 1 April.