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26 OCT 1955

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MEMORANDUM FOR: Members of the CIA Career Council  
SUBJECT: Addition to the New Fitness Report

1. In a recent conversation with the Chief, Management Staff, the Director asked if the supervisor could consider whether the job which an individual had been doing was necessary in the furtherance of the Agency's mission at the same time that the supervisor evaluates the performance and potential of that individual on the Fitness Report. The Director asked if the new Fitness Report could be modified to accommodate this question.

2. There is no doubt but that the Fitness Report has been designed as an evaluation of the person rather than the job. Whether a supervisor should be expected to state that a job in his unit is "less than necessary" should be faced realistically. I suggest that the Council consider whether the continuing surveys being made by the Management Staff and the Personnel Evaluation Division of the Office of Personnel could be strengthened to achieve that which the Director wishes to accomplish. Finally, the Council might consider whether it is appropriate to require a supervisor to commit himself on the need for a particular job in his unit without consultation with his chain of command or with technical management and support personnel.

3. In view of the Director's question, printing of the revised Fitness Report has been held up until this matter can be decided. The Council may wish to meet and discuss this in the near future (Thursday, 3 November 1955) or action can be taken immediately. To implement this matter, it would be necessary to add a new Section E at the bottom of the second page of the Fitness Report, (Part I), Performance. It is believed that the introduction of this item into the Fitness Report can be effected without upsetting the balance of factors which have been so carefully worked out and which the Council has approved.

4. The sample attached for your retention also shows the other changes which are being made in the Fitness Report as directed by the Council at its 13th Meeting on 13 September 1955.

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5. It is requested that you concur or comment on the attached concurrence sheet so that this matter may be handled expeditiously.

**Harrison G. Reynolds**  
Chairman, CIA Career Council

**Attachments:**

1. Concurrence Sheet
2. Proposed Revision to Fitness Report

**Concur:**

**SIGNED**

\_\_\_\_\_  
Chief, Management Staff

26 OCT 1955

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Date

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