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NHS

8 September 1955

Personnel<sup>12</sup>

MEMORANDUM FOR: Deputy Chief, Personnel Procurement Division,  
Office of Personnel

SUBJECT : Fitness Reports

1. After talking with you yesterday I took a second look at the fitness report form and find that the supervisor is supposed to fill out No. 3 of Section 2. Therefore, unless you can prevail upon [redacted] to fill out that section of his own report --- I believe you are his supervisor.

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25X1A9a

2. Insofar as your own report is concerned, I would greatly appreciate your filling out No. 3 of Section 2 for I am sure this information is right on the tips of your fingers. I will sign [redacted]'s report as the reviewing official and will make out yours once you have filled in the assignments space. Please check this out with Joe to see if he is agreeable for I note that both reports cover approximately three and one-half months of his tenure in the Division.

25X1A9a

[redacted]

25X1A9a

Special Assistant to the  
Deputy Director (Support)

Attachment  
Fitness Reports

SA-DD/S:CFC:dlc (8 Sept 55)

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