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To: (Name)

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Next Review Date: _____

Auth: HQ WD-3

Date: 12-18-78 By: 35

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MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: New Fitness Report Form, No. 37-189.

1. We have just completed our first assessment on your new Fitness Report, and because of change in the individual's job, complication of the form itself and difficulty in interpretation, it has taken four of us two hours to do this job. This one cost the taxpayer over \$40. Maybe we could cut this later.

2. It might be useful for you if I pointed up some of our troubles:

a. Your Instruction, 2a(7), "The statements in Sections IV and VI are to be interpreted literally, in their commonly accepted dictionary meaning", seems inadequate. I suggest that the dictionary will not provide answers along the lines one must require. An example of this is No. 8: "Gets along with people at all social levels." What do you mean by "social" - the same as Mr. Webster? Again, the term "tough minded" - is not in the dictionary. Again, "keeps oriented toward long-term goals" - what does that mean? Also, what is the difference between "unemotional", "calm", and "even disposition" - items 5, 11, and 24? Further, I will venture that on a great number of these item-terms, you will get considerable variations in interpretation.

b. It seems that these item-terms are meant to be personal to the individual, and not factors in a job description - but this is unclear and not so stated.

c. It is not indicated within the Categories which one of each three columns is lowest or highest.

d. "Does not apply" is ambiguous - it means either the lowest rating, or literally the term does not, in fact, apply. If one interprets literally as directed, then there is no category for poor performance. If it means in fact the lowest rating, then where does one indicate that there is no application?

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e. If the latter is supposed to be posted in the "Not Observed" column, then where does one post the fact of no observance?

f. In Section VI-B-1 the rater is left with no choice when the individual is at a higher grade than he properly should be as indicated by his performance.

g. Item D in Section V duplicates item 49 in Section IV.

h. In the Section I, Item 5 asks for date of entrance on duty, Item 6 asks for the office assigned to, and Items 7, 8, and 9 continue this. Do Items 6, 7, 8 and 9 ask for present assignment or EOD assignment?

i. Is it really intended that the same assessment questions should be asked on a GS-3 as on a Deputy Director?

j. Time consumption imposed hereby on a busy supervisor and his chief may well vitiate quality in the Report.

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SIGNED

Chief, Management Staff-2

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DEC

PS - I chance to have seen NAVPERS 937 wherein explanation of what rating terms mean, shows under each term, i.e.:

JUDGMENT

(With reference to a discriminating perception by which the values and relations of things are mentally asserted.) //

I don't presume to know what's best - am just a poor darned rater.

JEO

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