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Security Information

18 September 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 74 -53

SUBJECT: Personnel Evaluation Reports - Reassignments during Reorganization of Personnel Office

1. Personnel Evaluation Reports are required whenever there is a change in an employee's supervisor whether this change results from a transfer of the individual or from transfer or separation of his supervisor. These reassignment reports are not required if a report has been prepared within 90 days preceding the change. Strict application of this requirement would make it necessary for supervisors of the Personnel Office to prepare and review a fairly large number of reports during a period of increased workload resulting from necessary adjustments to the new organizational pattern.

2. In order to relieve this condition, immediate reports will not be required in those cases in which an individual remains under the supervision of the same individual as Chief or Assistant Chief of his Branch, Division or Staff, even though his immediate supervisor is changed. However, his former supervisor will participate in the preparation of the next report for that individual and will authenticate the report by signing with the then current supervisor or reviewing official, as appropriate.

3. Immediate reassignment reports will be required for individuals who are transferring to new components and who will not remain under the same general supervision. Division and Staff Chiefs will advise the Evaluations Officer, Personnel Office, within two weeks of receipt of this memorandum of the names of individuals for whom reports will be required on this basis.

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*Received
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GEORGE E. MELOON
Personnel Director

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