PERFIT

(Fitness Reporting System)

DESIGN REQUIREMENTS STATEMENT

25X1A9A

Project Leader

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PERSONNEL FITNESS REPORT CONTROL

(Project PERFIT)

ACTION PAPER

I   OBJECTIVE

The objective of the Fitness Reporting Project is to
provide: (1) an effective system of identifying personnel
for whom fitness reports are due; (2) automatic controls
which will notify the various offices of delinquent fitness
reports; (3) the mechanical pre-printing of fitness report
status data for all civilian headquarters personnel, and
(4) a data base of performance ratings for statistical reporting.

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II   BACKGROUND & DISCUSSION

A.   Background

The scope of the Fitness Reporting System is covered in

STATINTL   regulations [   ] which define the

responsibilities for continuous employee performance

evaluation.

B.   Summary of Present System

Currently, fitness reports are required on all staff

employees nine months after entrance on duty and annually

thereafter.   (The current call-up schedule is displayed in

Figure #1)   The monthly call-up program produces five reports:

Job 184, "The Fitness Report Master Listing; Job 184A, "Roster

of Employees Due a Fitness Report, Alpha by Grade by Division

by Office; Job 184B, "Tabulation of Delinquent Fitness Reports";

Job 184E, "Roster of Errors and Separations"; Job 184F, "Delinquent

Fitness Reports 2 or More Months"; and Job 184K, "Roster of

Employees Due a Fitness Report, Alpha by Office".

Copies of the 184A are distributed to the offices and are

in turn distributed to the components. Fitness reports are

prepared and then sent to Transaction & Records Branch/Office

of Personnel (TRB/OP).   NOTE: If the subjects of the call-up

list are stationed overseas, no attempt is made to notify the

station of a due fitness report (unless the report is delinquent)

Current Year Run Dates	Annual	Initial Report Due 9 Months After EOD Date of:	Reporting Period Ending Date	DATE DUE IN O/P	
				Hqs. Personnel	Field Personnel
JANUARY	GS1-5; 14-18 SPS with EOD Date $\leq$ March (PY)	June (PY)	March CY	April CY	May CY
FEBRUARY		July (PY)	April CY	May CY	June CY
MARCH		August (PY)	May CY	June CY	July CY
APRIL	GS 6-8 with EOD Date $\leq$ June (PY)	September (PY)	June CY	July CY	August CY
MAY		October (PY)	July CY	August CY	September CY
JUNE		November (PY)	August CY	September CY	October CY
JULY	GS 9-11 with EOD Date $\leq$ September (PY)	December (PY)	September CY	October CY	November CY
AUGUST		January (CY)	October CY	November CY	December CY
SEPTEMBER		February (CY)	November CY	December CY	January NY

CY = Current Year
PY = Previous Year

Current Year Run Dates	Annual	Initial Report Due 9 Months After EOD Date of:	Reporting Period Ending Date	DATE DUE IN O/P	
				Hqs. Personnel	Field Personnel
OCTOBER	GS 12-13 with EOD Date ≦ December (PY)	March (CY)	December CY	January NY	February NY
NOVEMBER		April (CY)	January NY	February NY	March NY
DECEMBER		May (CY)	February NY	March NY	April NY

CY = Current Year
PY = Previous Year
NY = Next Year

since the overseas fitness reports have been arriving fairly close to the call-up schedule. These overseas fitness reports do not contain any information in items 1, 6, and 7 of Section A (name, official position title, office, division, and branch of assignment) and are attached to a Field Transmittal - Fitness Report (Form 45a) containing the certification section of the Fitness Report (Form 45) in pseudonym. Once these forms are received, the pseudonym is broken, items 1, 6, and 7 are completed, and the fitness report is forwarded to TRB/OP.

Upon receipt of the completed fitness report, TRB checks the form for completeness and if found acceptable, codes and transcribes the data to a Fitness Report Receipt Record (Form 45g) for input to the monthly machine run made in the Office of Computer Services (OCS). After coding, the fitness report is filed in the employee's Official Personnel Folder. Contract personnel and Wage Board types (LB, W,L,S, GA, GP) are not presently coded since a fitness report record is not kept for these individuals.

Quarterly and Annual statistical reports (Job 184C, "Tabulation of Fitness Report Ratings by Headquarters by Office"; Job 184D, "Tabulation of Fitness Report Ratings by Headquarters by Grade"; Job 184H, "Agency FR Ratings by Grade by SD"; Job 184I, "Departmental FR Ratings by Grade by SD"; Job 184J, "Field FR Ratings by Grade by SD") produced primarily for reference

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purposes are also used to prepare the annual "Selected Statistics Reports by Ratings by Career Service."

C. Problem Areas

1. The most critical problem area is the present call-up cycle. Basing the cycle on groups of grades sometimes causes an employee to go fifteen months without a Fitness Report. Reassignments cause at least two fitness reports to be prepared in one year, and in many cases, where an employee hasn't been under a responsible official's supervision for ninety (90) days, fitness reports with no overall performance rating are prepared simply to satisfy the data processing system. (NOTE: In instances of this nature, a reply is coded with a "Y" as the overall rating. The data processing system accepts these replies and removes the employee's name from the delinquent roster. "X" coded replies are prepared for individuals who don't require a fitness report, e.g. DCI, Deputy & Executive Director, etc.)

2. Pseudonym requirements for all foreign pouch correspondence have hampered the design of the proposed system in that preprinted forms, in true name, cannot be produced and distributed for overseas personnel.

3. The monitoring of reassignment fitness reports will continue to be a problem. The Office of Personnel has indicated

that monitoring reassignment fitness reports just on the
reassigning employee will create more problems than it solves.
Also, there is no _feasible_ way to automatically monitor
supervisory reassignment fitness reports both for the supervisor
and his or her subordinates. The major difficulty exists in
determining who actually completes the subordinate reports.
Even the inclusion of a hierarchial code in the proposed Staffing
System will not pinpoint the responsibility of preparing the
reports. Therefore, as before, reassignment fitness reports will
be accepted into the system but will not be monitored.

III   CONCEPTUAL DESCRIPTION OF PROPOSED SYSTEM

A. Concepts

1. The PERFIT project will become part of the new Human Resources Systems and will contain the following data on the Manpower Control System (MCS) master record:

- Date of Latest Fitness Report (Mo, Day, Yr)
- Latest Fitness Report Rating
- Grade at Time of Fitness Report
- Service Designation at time of Fitness Report
- Office at Time of Fitness Report
- Headquarters at Time of Fitness Report
- Type of Fitness Report
- Ordinal Fitness Report Number
- Fitness Report Due Date

2. All input effecting action to the PERFIT project will also be entered into the General Archives Project (GAP). Therefore, any statistical reporting and/or analysis concerning fitness report history can be done on the General Archives Project. NOTE: The Office of Computer Services has a magnetic tape history dating back to 1963. Upon implementation, therefore, the General Archives project will contain all fitness report ratings plus the other items mentioned above subsequent to 1962. The Official Personnel Folders will have to be consulted for any rating prior to 1963.

3. Completed fitness reports will be routed to the Data Management Center for subsequent input via remote terminals.

B. System Capabilities

1. All fitness reports on headquarters personnel will contain employee status information preprinted on each form and will be distributed to each office along with a roster of individuals due a fitness report (to be used for administrative control purposes).

2. The previously approved consolidation of the Fitness Reporting System and the Qualifications Update System (re: Memo dated 28 Oct 1969 to C/STF from D/PERS, Subject: A Proposal To Consolidate Procedures Under A Single Collection/Control/ Certification Function) will be implemented. It is expected that the fitness report form (Form 45) and the Qualifications supplement form (Form 444n) will be combined into one physical form. This form will. be used to provide input for the Manpower Control System (MCS) and/or the Skills Inventory System (SKILLS). For example, if a special fitness report is prepared on an individual, the qualification portion of the form need not be completed. A box at the top of the form will be check-marked by the submitter to indicate what portion of the form will be completed. (NOTE: The preprinted form produced by the

computer will be "pre-checked" indicating that both inputs

are to be expected.) This check-mark will be used both by

an input clerk and the computer as a control function and, for

example, if both inputs are indicated, data will be expected

from both sections; if data is missing from one section, the

form will be returned to the submitter for correction. The

design of the new forms and call-up/delinquent rosters will

be accomplished through a joint effort between Management Support

Division (MSD)/OCS and Control Division (CD)/OP.

3. The utilization of an on-line query capability will allow

for the preparation of various non-scheduled reports against

either the Manpower Control System or the General Archives

Project.

4. The heretofore manually prepared annual selected

statistics report will be machine generated on a request basis

in lieu of reports 184H, I, and J. *with a quick spread by Career Service*

5. The "menu" concept (input processing via remote

terminals - the input operator is told by the computer what

fields to enter) which allows data to be input directly from

the Fitness Report (Form 45) will eliminate the present coding

effort and the Fitness Report Receipt (Form 45g).

6.   The present call-up cycle will be expanded to include
Wage Board types (Figure #2) and will have the capability to
include contract personnel.   The expansion of the cycle was
made possible by the assignation of a grade structure to the
Wage Board Schedule.   The expanded cycle allows a fairly even
distribution of the percentage called up in each instance.   A
study was performed to try and determine the percentage of
fitness report call-ups using the expanded call-up cycle against
total on-duty strength as of 31 December 1969.   (Figure #3)

7.   The expanded organizational code in the proposed Staffing
System will enhance the distribution of the pre-printed fitness
reports.   The reports will be produced in organizational code
order allowing distribution at the office, division, branch,
unit, or sub-unit level depending upon the organizational
structure of each component.

WAGE SCHEDULES REQUIRING FITNESS REPORTS

GS   -   General Schedule

GSF -   General Schedule Finance

GSM -   General Schedule Medical

GSS -   General Schedule Scientific

GSD -   General Schedule Mathematician

GSC -   General Schedule Cartographic

GSP -   General Schedule Psychologists

GSN -   General Schedule Nurse

SPS -   Scientific Pay Schedule

S   -   Supervisor

L   -   Leader

W   -   Worker

LB   -   Lithographic Board

GA   -   Graphic Arts

GP   -   Government Printers

SS   -   Special Schedule

FIGURE 2

PROPOSED FR CALL-UP SCHEDULE

Current Year Run Dates	Annual		Initial Report Due 9 Months After EOD Date of:	Reporting Period Ending Date	DATE DUE IN O/P		
					Hqs. Personnel	Field Personnel	
JANUARY	**Grade** **Schedule** 1 - '5 GS,GA,L,LB,S,W 14 - 18 GS 14 - 24 LB 14 - 15 W -- GP1, GP7, GP8 -- SPS ----------------------------- EOD Date $\leq$ March (PY)		June (PY)	March CY	April CY	May	CY
FEBRUARY			July (PY)	April CY	May CY	June	CY
MARCH			August (PY)	May CY	June CY	July	CY
APRIL	**Grade** **Schedule** 6 - 8 GS, GA, L, LB, S, W -- GP2 ----------------------------- EOD Date $\leq$ June (PY)		September (PY)	June CY	July CY	August	CY
MAY			October (PY)	July CY	August CY	September	CY
JUNE			November (PY)	August CY	September CY	October	CY

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PROPOSED FR CALL-UP SCHEDULE

Current Year Run Dates	Annual		Initial Report Due 9 Months After EOD Date of:	Reporting Period Ending Date	DATE DUE IN O/P	
					Hqs. Personnel	Field Personnel
JULY	Grade 9 - 11 -- EOD Date ≤	Schedule GS, L, LB, S, W GP3 September (PY)	December (PY)	September CY	October CY	November CY
AUGUST			January (CY)	October CY	November CY	December CY
SEPTEMBER			February (CY)	November CY	December CY	January NY
OCTOBER	Grade 12 - 13 -- EOD Date ≤	Schedule LB, GS, L, S, W GP4, GP5, GP6 December (PY)	March (CY)	December CY	January NY	February NY
NOVEMBER			April (CY)	January NY	February NY	March ...
DECEMBER			May (CY)	February NY	March NY	April NY

CY = Current Year
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IV <u>ADVANTAGES & DISADVANTAGES</u>

A. <u>Advantages</u>

1. Will eliminate much of the time-consuming manual effort now expended to maintain the fitness reporting system. e.g., typing of status information on each fitness report plus the coding of fitness report replies.

2. The consolidation of the fitness reporting system and the qualifications update system will:

    a. Allow for the completion of the Qualification Supplement on overseas personnel.

    b. Eliminate redundancy in both manual and computer processes.

    c. Upgrade supervisor control over the qualifications supplement processes.

    d. Force compliance with regulations as established.

3. Since separatee records on the Manpower Control System will be retained until March of the following year, fitness reports on separations and retirees will be included on all statistical reports for the year.

B. <u>Disadvantages</u>

The new system will still have to rely on the foreign stations to submit fitness reports on their own initiative since

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there will be no notification given (in the form of a
call-up roster) to the station for a due fitness report.
It will be up to the individual offices at headquarters to
contact their station when a delinquency occurs.

V   IMPACT

A. Assumptions

1. GAP and MCS will actually be one physical file separated into extents. As action occurs on a particular field, an extent (recurrence) of that field will be created containing the effective date; the process date, if necessary; the reason for change; and the change itself.

2. A generalized query routine will have been developed having the capability (at user option) to query the Manpower Control System (current information) and/or the General Archives Project (historical information).

3. A 'file manager' routine will have been developed allowing the manipulation of data items dependent upon certain parameters.

B. Impact on OCS Resources

The Fitness Reporting Project will draw on much of the established data base and will utilize all generalized query and update routines. Therefore, the programming effort to implement this system will not be too extensive (with the exception of certain highly sophisticated reports). Most of the impact on OCS resources will be prevalent during the design of the reports and forms and the conversion effort.

C. Impact on Other Agency Components

The implementation of this new system will have the greatest impact on OP/CD/TRB. The manual verification, coding, and subsequent paper-tape punching and verifying of the fitness report replies, plus similar procedures performed for the 444n Qualifications Supplement, will be eliminated and replaced by the input procedures of the Data Management Center.

The preprinting of forms will obviously alleviate manual effort now expended by various agency components to type status information on all fitness reports. Hopefully, user confidence in the new system will increase to such a point that many hard-copy reports produced primarily for visual verification of personnel status items will be discarded in lieu of direct queries and reporting via remote terminals.

VI   CONVERSION

The Office of Computer Services (OCS) will be responsible for converting the existing Fitness Report Master as well as all Fitness Report history subsequent to 1962 to the Manpower Control System, and the General Archives Project, respectively. Conversion programs requiring moderate programming effort will have to be developed to accomplish this task.

VII   MAINTENANCE

Maintenance to the system will be accomplished through
Fitness Report Qualifications Supplement replies and
miscellaneous change notices all directed to the Data Manage-
ment Center where they will be reviewed, inputted to the system
via remote terminals, and forwarded to OP/CD/TRB for filing in
the Official Personnel folders (if required).

VIII HARDWARE AND SOFTWARE REQUIREMENTS

A. Hardware

The PERFIT Project will utilize the hardware configuration chosen for the Human Resources Systems which is assumed to be a time-sharing computer capable of supporting a large number of sophisticated remote terminals having preliminary edit capabilities. The system is also assumed to have a large direct access storage capacity enabling the Manpower Control System, as well as the General Archives Project, to be on-line, subject to remote query via remote terminals.

B. Software

No special software will be needed to implement this system.

IX.   ALTERNATIVES CONSIDERED

Much consideration was given to discarding the present
Fitness Report call-up cycle and instituting a new cycle
which would initiate a call-up one year from the date of the
last fitness report. This new cycle would have eliminated:
(1) the "additional" Fitness Report required for reassignments
(i.e., the reassignment report plus the next annual report),
and (2) the fifteen month lapse between fitness reports when
a promotion causes a change in the call-up cycle groupings.
However, this alternative was discarded primarily because
notification to overseas stations would be necessary when their
personnel were due a fitness report. If a direct communications
link is installed between the DDS computer and the Agency's
communications network, notification of a due fitness report
would be made from the computer to the overseas station and
the new schedule, which would enhance the accuracy of any
historical reporting, should be implemented. Until such a time,
however, the current call-up schedule will be retained.

X   CONCLUSIONS

The above proposed Fitness Reporting System is not an ultimate revision of the present system. It will operate in the same environment, plagued by the "hit or miss" procedures for handling·overseas reporting. The same call-up cycle will be utilized with its inherent inconsistencies. However, the system will relieve much manual effort now required to input Fitness Report replies and 444n Qualifications Supplements. Reports associated with this system have been eliminated, consolidated, improved, and some will be placed on-line, if necessary. This proposed system will be a more efficient and accurate system than now exists today.

XI   <u>COST</u>

This section has been designed to indicate only those costs which pertain to the users of the PERFIT Project.

A.   <u>Conversion</u>

Unless an additional requirement is levied on the PERFIT Project to code all fitness reports prior to 1963, there will be no conversion cost to the users. As stated in Section VI, OCS will be responsible for the development of all conversion programs. This development cost along with the cost of computer time will be charged to OCS.

B.   <u>Maintenance</u>

With the inputting of fitness report/qualifications supplement replies and miscellaneous change notices performed in the Data Management Center, all coding and Flexowriting operations on this project will cease. Therefore, those user maintenance costs will be eliminated.

XII   RECOMMENDATIONS

It is recommended that the proposed Fitness Reporting Project be accepted at this time for implementation as an interim system to be replaced with a more sophisticated effort involving procedural as well as regulatory changes. This sophistication would not take place until the Agency has developed a totally integrated communications and data processing environment.

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