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25 AUG 1958

MEMORANDUM FOR THE RECORD *file*

SUBJECT: Fitness Report Form Meeting on 11 August 1958

REFERENCE: Memo to Messrs. [REDACTED] from 25X1A9a
DD/Pers/PD dated 29 July 1958

PRESENT: Messrs. [REDACTED]
and Miss [REDACTED]

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1. Mr. [REDACTED] stated that Management Staff had sent the new form to Mr. [REDACTED] for review in accordance with new procedures regarding distribution of forms to the field. Mr. [REDACTED] will expedite the review, and see that it is returned to Management Staff who will send it to the printer. 25X1A9a

2. It was agreed that the new form should be put into use in the Agency on 31 December 1958. Arrangements will be made to have ample stocks in supply rooms prior to that date and to pick up all copies of old Fitness Report forms from supply rooms.

3. The Chief, RSD will be responsible for establishing cut-off dates for sending out requests for Fitness Reports in accordance with individual's EOD anniversary date and all other procedures regarding the phasing from the present system to the new schedule (grade basis).

4. The Chief, RSD will continue to send out notices of due dates for initial reports on the monthly basis, as at present, and will be responsible for initiating annual reports.

5. On 1 November 1958 Chief, RSD will send to Operating Components rosters of all persons on their T/O's GS-12 and 13. Fitness Reports will be made for these persons for the period ending 31 December. (These reports are due back in the Office of Personnel (a) from Headquarters 31 January (b) from [REDACTED] Foreign Field 28 February.) RSD will simultaneously send to Heads of Career Services rosters of all persons belonging to those Career Services. These two simultaneous rosters will be so arranged that the Headquarters and Field follow-up can be separately handled. The 12's and 13's that would have become due in October and November, based on the present cycle (EOD), will have been screened out of the lists that go out 1 September and 1 October. These will automatically be included on the 1 November list which includes all GS-12's and GS-13's. In other words, the last list based on EOD will be issued on 1 October and lists based on grade will be henceforth issued on 1 November, 1 February, 1 May and 1 August.

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GS 12 and 13

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6. The question of follow up on delinquent initial and annual reports was discussed.

a. Initial Reports

It was agreed that Chief, POD should be responsible for follow up on initial reports since that office is responsible for determining the quality of work of employees in their trial period and for such following actions which are necessary. The mechanism for the follow up would be through the medium of the monthly rosters. It was also agreed that Chief, RSD would have no responsibility for follow up on delinquent reports.

b. Annual Reports

It was agreed that Chief, POD and Assistant SSA (Personnel) would be responsible for the follow up on annual reports. The Chief, RSD will furnish copies of Fitness Report rosters (sent out each quarter) to the Chief, POD and A/SSA (Personnel) for their use in determining what annual reports are delinquent.

7. The Chief, POD will have the responsibility of establishing a central point for passing on acceptability of Fitness Reports prior to filling in the Official Personnel Folders. A senior officer in POD will review all Fitness Reports in cases where a Placement Officer believes there may be a question of the Fitness Reports acceptability or in cases where the Director of Personnel will or may have to take action as called for in the regulation and Instruction Sheet, specifically Section F.

8. The Chief, POD will also be responsible for revising criteria for the Inferior Suitability Watch List.

9. The question of follow up on Reassignment Reports was discussed at length. It was agreed that a requirement that the Fitness Report be prepared before a personnel action is approved by the D/Pers cannot be enforced. It was also stated that there is no way of determining in the Office of Personnel when a reassignment report is due in cases where the immediate supervisor is transferred, since it is not known whether the immediate supervisor is in fact the Rating Official. It was agreed to leave Section 5 in the Instructions and also specify the requirement in the regulation for reassignment reports. At some later date after the new form is put into effect, a re-evaluation of the need for administrative measures to enforce the requirement for reassignment reports can be made.

10. In reference to the regulatory issuances necessary prior to 31 December when the new form becomes effective it was agreed:

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(a) An All Employee Notice will be prepared by Mr. [REDACTED]. This notice will be a brief announcement of the new Fitness Report form, the transition problem and the system.

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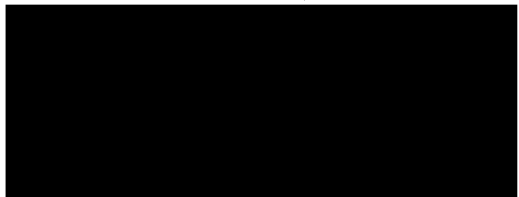
(b) Mr. [REDACTED] will be responsible for preparing the Fitness Report regulation. It was subsequently requested by the DD/P that a copy of the Fitness Report and Instructions be attached to the regulation in order to make the Instructions a matter of official record since there is no handbook to outline procedures.

(c) The notice and regulation will be coordinated simultaneously in accordance with procedures established by the Career Council.

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11. Mr. [REDACTED] will advise Mr. [REDACTED] as soon as possible regarding the best techniques for assembling for overseas use the Fitness Report Form, Instruction Sheet and Field Transmittal, Form 45a.

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Distribution:

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- ~~0~~ - DD/Pers/PD
- 1 - C/RSD
- 1 - C/POD
- 1 - C/P & P Staff
- 1 - A/SSA
- 1 - Mr. [REDACTED]
- 1 - D/Pers chrono

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