Approved For Release 2000/08/16 : CIA-RDP82-00357R000700030026-8

CONFIDENTIAL

MEMORANDUM FOR: Chief, Supply Division, Office of Logistics

ATTENTION: Chief, Stock Management and Requirements Section

SUBJECT: Revised Form 45 (8-58), Fitness Report

1. Information received from the Printing Services Division and the Supply Division indicates that the recently revised Form 45 (8-58), Fitness Report, and attached instructions should be completed and ready for shipment to the Washington Depot on or about 10 October 1958.

2. The revised edition of the subject form represents major change in Fitness Report policy and procedure and causes previously issued Form 45 (Part I), Fitness Report - Performance, and Form 45 (Part II), Fitness Report - Potential, to become obsolete.

3. Prior to 1 November 1958, we will communicate with you again re the date you should channel operating supplies of the revised form to the various building supply rooms throughout Headquarters and arrange for turn-in or destruction of prior editions of Form 45 (Parts I and II) maintained on supply room shelves at the time supply clerks receive the revised form and also arrange for the destruction of prior editions of subject form held at the Washington Depot. The purpose of this is to have the distribution of the new form coincide with the publication date of an Agency notice on this subject.

4. Current plans call for a positive cut-off on use of prior editions of Form 45 on 1 January 1959. During the phasing-in period required for supply channels to change over to the revised edition, the Office of Personnel will accept Fitness Reports completed either on the old or revised editions. By following the procedure noted in paragraph 3 above, however, it is hoped that use of prior editions will be limited to supplies now in the possession of operating offices and their rating officials. A pending Agency notice will serve to acquaint rating officials with the planned deadline or cut-off date of 1 January 1959.

25X1A13c [redacted]

6. If further information is needed, please contact [redacted] or 25X1A9a
25X1A9a Mrs. [redacted] on extension 3637.

[redacted] 25X1A9a

Deputy Director of Personnel
for Planning and Development

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