

**Fitness Report**

17 October 1958

In January 1957 the CIA Career Council directed that the Task Force, previously appointed by the Council to revise the Fitness Report Form, investigate all aspects of the fitness reporting system and review Agency experience with Fitness Report Form No. 45 dated 1 November 1955. (See attachment A) This form consisted of Part I (Performance) and Part II (Potential).

On 23 January 1958 the Council approved the following changes in the Agency's fitness reporting system:

a. A new Fitness Report Form No. 45 (8-58). This form is contained in one page with an attached Instruction Sheet, which eliminates the need for a headquarters and a field handbook. The new form places emphasis on the evaluation of the employee's performance in his current position. Provision is made in the form for a narrative section in which the supervisor may record, when appropriate, an opinion of the individual's potential.

b. The new Fitness Report will be shown and signed by the employee being evaluated.

c. A new procedure for submitting Annual Fitness Reports provides for a schedule of due dates which is based on grade levels, replacing the old cycle based on EOB dates. This system results in all individuals in the same grade level being evaluated at the same time. This new cycling procedure will save the considerable work now necessary in notifying supervisors of the due date for each report and will assist career boards and panels in consideration of employees for promotions on a competitive basis.

The new system of submitting annual reports on a grade basis will become effective in the Agency on 1 January 1959. However, the new Fitness Report, Form No. 45 (8-58) will be available for use of supervisors on 3 November 1958.

*Written by JH - for Budget paper - as requested by*

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