

BOOK DISPATCH NO. _____

Proposed

DATE _____

TO: All Chiefs of Station and Base
FROM: Chief, [REDACTED] 25X1A2d1
SUBJECT: Revised Fitness Reporting System
ACTION REQUIRED: Compliance

1. Modifications in the fitness reporting system have recently been approved. The Fitness Report form has been revised, and the schedule for submitting reports has been changed.

2. A copy of the revised Form 45 is attached for your information; additional supplies will be pouched to you in the near future. As you will see, the new form is only one part instead of two, and has been considerably simplified. In addition, the report must now be shown to the employee in most circumstances, and the employee must certify to the fact on the accompanying Form 45a.

3. Whereas reports heretofore have been based on the EOD date, their time of submission will now be based on the individual's grade, reports on all employees of a particular grade being prepared and submitted at the same time (see the attached Instruction Sheet to Form 45 for the Schedule for Submission of Reports).

4. Installation of the new schedule for reporting will commence with grades GS-12 and GS-13, first reports for whom will be due in headquarters 28 February 1959 for the period ending 31 December 1958. After 31 December 1958 no fitness report for any grade will be submitted on basis of anniversary of entrance on duty date.

5. Use of the new form should begin as soon as stocks are available, at which time any supplies of the present form should be destroyed.

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