

Date **16 MAR 1983**

### ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. CMO/DDA.	<i>[Signature]</i>	3/16
2. ADDA		17 MAR 1983
3. DDA		18 MAR 1983
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

0-1  - Suggest you send copy of the attached to the O/D's.

DO NOT  of approvals, concurrences, disposals, and similar actions

FROM:  (Post) Room No.—Bldg.

Phone No.

7D-18 Hqs., x6535

5041-102

**OPTIONAL FORM 41 (Rev. 7-76)**  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

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DD/A 83-0060

DD/A REGISTRY

FILE: 20-17

12 JAN 1983

MEMORANDUM FOR: Director of Communications  
 Director of Data Processing  
 Director of Finance  
 Director of Information Services  
 Director of Logistics  
 Director of Medical Services  
 Director of Security  
 Director of Training and Education  
 MG Career Management Officer

FROM: Harry E. Fitzwater  
 Deputy Director for Administration

SUBJECT: Performance Appraisal

REFERENCE:  dated 11 December 1982

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1. In an effort to halt the escalation of Performance Appraisal Report (PAR) ratings in the Directorate, it is requested that each of you review the performance appraisal concepts in your Subgroup and take whatever action may be necessary to ensure that PAR's are not only well-written but also reflect equitable, realistic ratings. In assigning a PAR rating above the 4 level, rating officials are to evaluate the employee's performance in light of the narrative descriptions of the meaning of the performance rating levels and are to describe, in the narrative portion of the PAR, the specific accomplishments which merit the higher rating. In accordance with paragraph 4. of Reference, your boards and panels should monitor your performance appraisal system and flag those raters who consistently rate their employees high. It should be emphasized that consistent overrating casts a reflection on the performance of the rater.

2. As I mentioned in our staff meeting on 4 January, I will, in the future, review and monitor PAR's written on all Directorate SIS officers to ensure compliance with Reference.

Harry E. Fitzwater

Harry E. Fitzwater

Distribution:

- Orig - DDA/CMO Subject
- 1 - cy each addressee
- 1 - DDA Subject
- 1 - DDA Chrono
- 1 - HEF File
- 1 - DDA/CMO Chrono

DDA/Pers. Off.  pas  
 (10 January 1983)

DD/A REGISTRY  
83-0060

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