

OMF

1

C O N F I D E N T I A L

STAFF

FBIS

TO: [REDACTED] FBIS/ABIDJAN, FBIS/AMMAN, 25X1

FBIS/ASUNCION, FBIS/BANGKOK, FBIS/HONG KONG, FBIS/LONDON,

FBIS/MBAEANE, FBIS/NICOSIA, FBIS/OKINAWA, FBIS/PANAMA CITY INFO

[REDACTED] FBIS/SEOUL, FBIS/TEL AVIV, FBIS/VIENNA. 25X1

TO: RUA/FBS/FBIS KEY UEST. 2

PASS TO [REDACTED] 25X1

PASS TO

PASS TO

PASS TO

SUBJECT: PERFORMANCE APPRAISAL GUIDANCE 1

BUREAU, UNIT CHIEFS FROM HANNERS 1

1. PAR DUTY ON CAREER DEVELOPMENT. 1

A. ALL SUPERVISORS WILL HEREOFORTH BE RATED IN THEIR PARS OF THEIR PERFORMANCE IN PROVIDING CAREER DEVELOPMENT GUIDANCE TO THEIR SUBORDINATES. ALL PARS FOR EMPLOYEES OCCUPYING SUPERVISORY POSITIONS MUST INCLUDE AS A DUTY: "PROVIDES CAREER DEVELOPMENT GUIDANCE TO SUBORDINATES." THE NUMERICAL RATING FOR THAT DUTY AND THE NARRATIVE COMMENTS WILL ADDRESS THE SUPERVISOR'S PERSONAL

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COMMITMENT TO THE DEVELOPMENT OF SUBORDINATES. THIS INCLUDES THE DEVELOPMENT AND COACHING OF EMPLOYEES IN WAYS THAT FULLY UTILIZE THEIR CAPABILITIES AND FULFILL THEIR CAREER ASPIRATIONS, AND THE EFFECTIVENESS OF FEEDBACK AND PERFORMANCE APPRAISALS. }

B. I WANT TO EMPHASIZE THAT THIS NEW RATING SHOULD NOT BE CONSIDERED PRO FORMA. THE PAR WRITERS MUST TAKE THIS NEW DUTY SERIOUSLY AND MAKE HONEST EVALUATIONS IF WE ARE TO EXPECT IMPROVED CAREER DEVELOPMENT IN FBIS. I HAVE CHARGED DD/FBIS AND THE SA/CD WITH THE RESPONSIBILITY OF MONITORING SUPERVISORS' ATTENTION TO THIS NEW DUTY. }

2. CANCELLATION OF MANDATORY LANGUAGE: }

A. THIS CABLE CANCELS THE REQUIREMENT THAT ALL PERFORMANCE APPRAISALS CONTAIN THE STATEMENT: "THIS PAR HAS BEEN PREPARED IN STRICT COMPLIANCE WITH [REDACTED] REF B. 25X1

WAS ALLOWED TO EXPIRE IN 1984 AND WAS NEVER REISSUED. REFS A. AND

C. ARE THUS NO LONGER VALID AND THE FBIS NOTICE IS HEREBY CANCELLED.

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B. ALTHOUGH THE FORMERLY MANDATORY LANGUAGE IS NO LONGER REQUIRED, THIS IS NOT TO BE INTERPRETED AS ANY DIMINUTION IN CONCERN THAT RAS SHOULD BE AN ACCURATE AND MEANINGFUL ASSESSMENT OF PERFORMANCE. IT REMAINS FBIS POLICY THAT PERFORMANCE LEVEL "4"--WHICH DESCRIBES THE EMPLOYEE WHO MEETS ALL ESTABLISHED STANDARDS FOR THE POSITION, WHO IS RELIABLE AND DEPENDABLE, AND WHO IS PERFORMING FULLY SATISFACTORILY--MUST BE APPLIED STRICTLY. FOR HIGHER RATINGS ^{h/s} THE RATERS MUST PROVIDE NARRATIVE DESCRIPTIONS TO EXPLAIN THE NUMBERS AND THE SPECIFIC ACCOMPLISHMENTS THAT WARRANT A HIGHER RATING. ^u THIS, ANY RATING ABOVE "4" MUST BE FULLY EXPLAINED; WE SHOULD EXPECT TO SEE AN OVERALL "7" ONLY ON VERY RARE OCCASIONS.

DECL. MADE BY

25X1

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 SAUCAP
 DATE:
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