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5 March 1964

MEMORANDUM FOR: [redacted] 25X1

SUBJECT : Fitness Reports

1. Following up our telephone conversation of 5 March, we are reviewing the fitness report procedure to see if there are ways of making the system more meaningful.

2. In calendar year 1963, ratings on the present system were as follows:

.2 percent WEAK

7.4 percent ADEQUATE

42.5 percent PROFICIENT

45.3 percent STRONG

4.6 percent OUTSTANDING

3. Attached are copies of the Army Officer Efficiency Report and the Reserve Officer Training Performance Report used by the Army. Could we have your views on two points:

a. Is it likely that the Army Officer Efficiency Report with its "expected distribution of 100 officers rated" formula is likely to be any more meaningful than our fitness reports?

b. Do you have any suggestions for improving CIA's present fitness report procedure?

4. I realize that many people have gone over this ground many times before, but any ideas you would care to give would be welcome.

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