

20. FITNESS REPORT**a. POLICY**

- (1) The continuous evaluation of the performance of employees by their supervisors is an essential element of the Agency's personnel management program. The results of such evaluation for staff employees and staff agents shall be recorded at least once each year.
- (2) Supervisors shall show each report of evaluation to the employee concerned except when operational circumstances, security considerations, or other unusual conditions make it impractical or ill-advised to do so. If a supervisor elects not to show the report to the employee, he shall explain in the report the reasons for his action.

b. RESPONSIBILITIES

- (1) The Director of Personnel is responsible for developing and monitoring the Agency's program for producing timely and useful records of the evaluations of employee performance.
- (2) Operating Officials and supervisors are responsible for recording and reporting evaluations of employee performance in accordance with this paragraph.

c. RECORDING EVALUATIONS

- (1) **FORM 45, FITNESS REPORT.** Form 45, Fitness Report, shall be used to record evaluations and shall be prepared and submitted in accordance with the instructions contained in Form 451, Directions for Completing Form 45, Fitness Report.
- (2) **MEMORANDUM IN LIEU OF FORM 45.** An evaluation in memorandum form may be substituted for Form 45 for employees in grades GS-14 and above. When a memorandum is used, care should be taken to ensure that the purposes of a Fitness Report are observed. The memorandum shall be prepared and processed in accordance with the instructions contained in Form 451.

d. SUBMISSION OF REPORTS

- (1) **INITIAL REPORT.** Supervisors shall prepare a Fitness Report for each employee nine months after his entrance on duty unless one has been prepared for some other reason within the previous 90 days.
- (2) **ANNUAL REPORT.** Supervisors shall prepare a Fitness Report for each employee annually in accordance with the Schedule for Submission of Annual Reports contained in Form 451, unless one has been prepared for some other reason within 90 days.
- (3) **REASSIGNMENT REPORT.** Supervisors shall prepare a Fitness Report when the supervisor is changed by the reassignment of the employee or of the supervisor.
- (4) **SPECIAL REPORTS.** Supervisors shall prepare other Fitness Reports when required by special circumstances.

e. NOTICE OF FITNESS REPORTS DUE AND DELINQUENT

- (1) The Director of Personnel shall provide Operating Officials with monthly rosters of those employees whose Fitness Reports are due in 45 days.
- (2) Annual Fitness Reports are considered delinquent if they are not completed properly and received in the Office of Personnel by the due dates shown in the Schedule for Submission of Annual Reports in Form 451. An employee's initial Fitness Report is considered delinquent if it is not received ten months after his entrance on duty.

(3) The Director of Personnel shall provide Operating Officials with monthly rosters of individuals whose Fitness Reports are delinquent with an indication of the length of time each report is overdue. In addition, the Director of Personnel shall report delinquencies of more than 60 days to the Deputy Director concerned. The Deputy Director of Central Intelligence shall be informed concerning Fitness Reports which are delinquent more than 90 days.

f. **APPEALS.** An employee who, after discussions with his supervisor, believes that his Fitness Report does not accurately reflect his performance may proceed in accordance with the provisions of HR 20-7, Grievance Procedure.

21. PROMOTION. This paragraph provides for the promotion of staff employees and staff agents to grades up to and including GS-15. It does not apply to the promotion of employees to grades GS-16, 17, and 18, or to the promotion of employees who occupy positions compensated in accordance with Wage Administration Schedules.

a. POLICY

- (1) The promotion of employees is based on competitive evaluation of their performance, qualifications, length of service, and value to the Agency.
- (2) Each Career Service comprises a competitive area for promotion for members of that service. The Head of a Career Service may establish separate areas of competition within that service when necessary because of differences in occupational or functional lines of work performed by its personnel.
- (3) Promotions are limited to one-grade advancements. Exceptions to this policy shall be made only when the Director of Personnel determines, upon recommendation of the Head of the Career Service concerned, that exception is justified.
- (4) The Director of Personnel shall not process a recommendation for promotion of an employee in the absence of the last Fitness Report scheduled in accordance with HR 20-20 or a currently executed Fitness Report.

b. SCHEDULING OF EVALUATIONS

(1) The competitive evaluation of personnel in grades GS-9 through GS-14 shall be accomplished by the Heads of Career Services in accordance with the following schedule:

GRADES	DURING THE QUARTER BEGINNING
GS-9 through GS-11	January
GS-12 through GS-13	April
GS-14	July

Recommendations for the promotion of individuals in each of these grade groups should be forwarded to the Head of the appropriate Career Service at the time Fitness Reports are submitted, that is, during the quarter immediately preceding that designated above.

(2) Employees in grades GS-8 and below may be evaluated for the purpose of promotion at any time that the Head of the Career Service considers it appropriate. Although formal competitive evaluation is not required for these personnel, the basic principle of competitive evaluation shall be followed in selecting them for promotion.

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CONFIDENTIAL

GROUP 1
Excluded from automatic
downgrading and
declassification

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c. **PERSONAL RANK ASSIGNMENT.** A personal rank assignment authorizes an employee to occupy a position of lower grade than he holds. Personal rank assignments may be approved by the Director of Personnel upon certification by the Head of the employee's Career Service and the Operating Official concerned that they are necessary for one or more of the following reasons:

- (1) An employee is to be competitively promoted but must complete a specific assignment in a position of a grade lower than his grade after promotion.
- (2) An employee is the only qualified person available for assignment to a position which must be filled immediately.
- (3) The employee possesses such unusual background, contacts, or qualifications for a particular position that his assignment to that position is essential to an Agency program.
- (4) An employee's service record and qualifications demonstrate satisfactory performance at his grade, and staffing plans provide for the filling of a position of that grade in the near future, but no appropriate assignment of proper grade is currently available.
- (5) An employee is to obtain specific experience essential to the planned future use of his services.

Under any of these circumstances, personal rank assignments shall be for a specified maximum period of time, agreed by the Director of Personnel, the Head of the Career Service, and the Operating Officials concerned.

d. **RESPONSIBILITIES**

- (1) **SUPERVISORS.** Supervisors at all levels are responsible for evaluating the merit for promotion of employees under their jurisdiction and for making recommendations to the Heads of appropriate Career Services, through command channels, concerning the promotion of such employees.