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22 APR 1958

MEMORANDUM FOR: Chief, Projects and Procedures Staff

SUBJECT: Regulation NO  Fitness Report

25X1

1. The question of how appeals on Fitness Reports should be handled was discussed at one of Mr. Stewart's morning meetings. The procedure outlined below was agreed upon and Mr. Stewart has asked that this procedure be incorporated in the new regulation on Fitness Reports and in the Instruction Sheet which is attached to the Fitness Report form.

2. It is suggested that the following policy statement be included in your draft of

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"An employee, who is not satisfied with his Fitness Report or evaluation may appeal in writing to the Head of his Career Service, who shall determine whether the evaluation will be amended, withdrawn or become a part of the individual's official record".

3. The statement for the Instruction Sheet is as follows:

"If a Fitness Report is determined to be an unfair or an inadequate evaluation, it will be the responsibility of the Head of the Career Service involved to substitute a fair report and to withdraw the old report from the record. If the employee still is not satisfied, he may then register his grievance through established channels."

4. As you know, the Instruction Sheet and form have been sent out to certain officials on a trial run for comment. These comments, which are due on or before 30 April, will be analyzed, and all necessary changes will be made on the Instruction Sheet at that time. It can then be sent to the printer together with Form 45 itself.

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Deputy Director of Personnel  
for Planning and Development

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