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17 FEB 1959

MEMORANDUM FOR: Chief, Records and Services Division

SUBJECT: Reprinting of Fitness Report, Form 45

REFERENCE: Memo to C/REG from D/Pers, subject: Discontinuance of Forwarding Fitness Reports to A&E Staff/OTR, dtd 11 Feb 1959

1. It is my understanding that the stock of the Fitness Report, Form 45, is low and needs to be replenished. As a result of discontinuance of the copy for A & E Staff it is no longer necessary to package one Instruction Sheet and five copies of the Fitness Report. Henceforth one Instruction Sheet and four Fitness Reports will be adequate.

2. We have reworded paragraph 2 of the Instruction Sheet as follows to reflect the new procedure:

2. SUBMISSION

The Fitness Report will be submitted in duplicate to the Head of the Career Service concerned. The Head of the Career Service will retain one copy and will forward the original to the Office of Personnel.

3. I note that there is no form number on the Instruction Sheet itself. In order that we may keep track of the various versions of the Instruction Sheet, I recommend that the Instruction Sheet be given the number Form 45 b. Will you please discuss this with the Chief, Forms Management Branch, Management Staff.


Deputy Director of Personnel
for Planning and Development

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