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DISPOSITION FORM

SECURITY CLASSIFICATION (if any)

FILE NO.

SUBJECT

Efficiency, Fitness and Effectiveness Reports

TO All Offices and Staff
Divisions

FROM PERS

DATE 28 Sep 53

COMMENT NO. 1

LtCol Leudig, 6046/ah

1. For purposes of submitting Efficiency, Fitness and Effectiveness Reports for officers of the Army, Navy and Air Force respectively, this Agency is considered a part of the Office of the Secretary of Defense and, effective immediately, such reports will be rendered in accordance with Part III of Department of Defense Directive 13:0.3, dated 4 August 1953, which is quoted in part as follows:

"Effective immediately, performance of all military personnel assigned full time with the Office of the Secretary of Defense will be evaluated on the regular career forms and in accordance with the procedures prescribed for evaluation of performance of duties in the respective military services. The immediate civilian supervisors or the immediate military supervisors, regardless of branch of service, will fill out and sign such reports on these forms. No other efficiency reports for such service will be maintained. - - - -"

2. Chiefs of Offices and Staff Divisions will designate appropriate rating of officers and indorsing officers for the purpose of submitting Efficiency, Fitness, and Effectiveness Reports for officers of the Army, Navy, and Air Force under their supervision and will insure correct accomplishment of the appropriate Report Form and proper evaluation of the performance of duties according to the custom of the service concerned. Rating Officers will not be designated below Branch level, Indorsing Officers will in all cases be of the parent service of the officer reported on.

3. Military Personnel Branch will provide instruction in the proper accomplishment of Efficiency, Fitness and Effectiveness Report forms and evaluation of the performance of duties according to the written instructions and customs of the Army, Navy and Air Force.

James H. Fortune, Jr.
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 Acting Chief of Personnel Division

Approved for Release by NSA on 07-24-2013 pursuant to E.O. 13526