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Title: **104-10291-10013_p128.png**

Category: **Uncategorized**

Provenance:

Person:

Date:

SECRET

FITNESS REPORT

The Fitness Report is an important feature of personnel management. Its main purpose is to provide the basis for sound personnel actions. It is also an important means of letting the individual know how he is getting along. The report is designed to provide a record of the individual's progress and development, and to assist in determining his future assignments. It is essential that the report be prepared with great care and thoughtfulness.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Certain items on this form require information regarding the individual being rated. This information should be entered on the form before it is given to the rating official.

TO THE SUPERVISOR: Complete the form before discussing the contents with the individual being rated. After the discussion, the form should be signed by the individual being rated and returned to the administrative or personnel officer. If the individual refuses to sign the report, the supervisor should note this in the space provided for the individual's signature. If the individual is not available for signature, the supervisor should