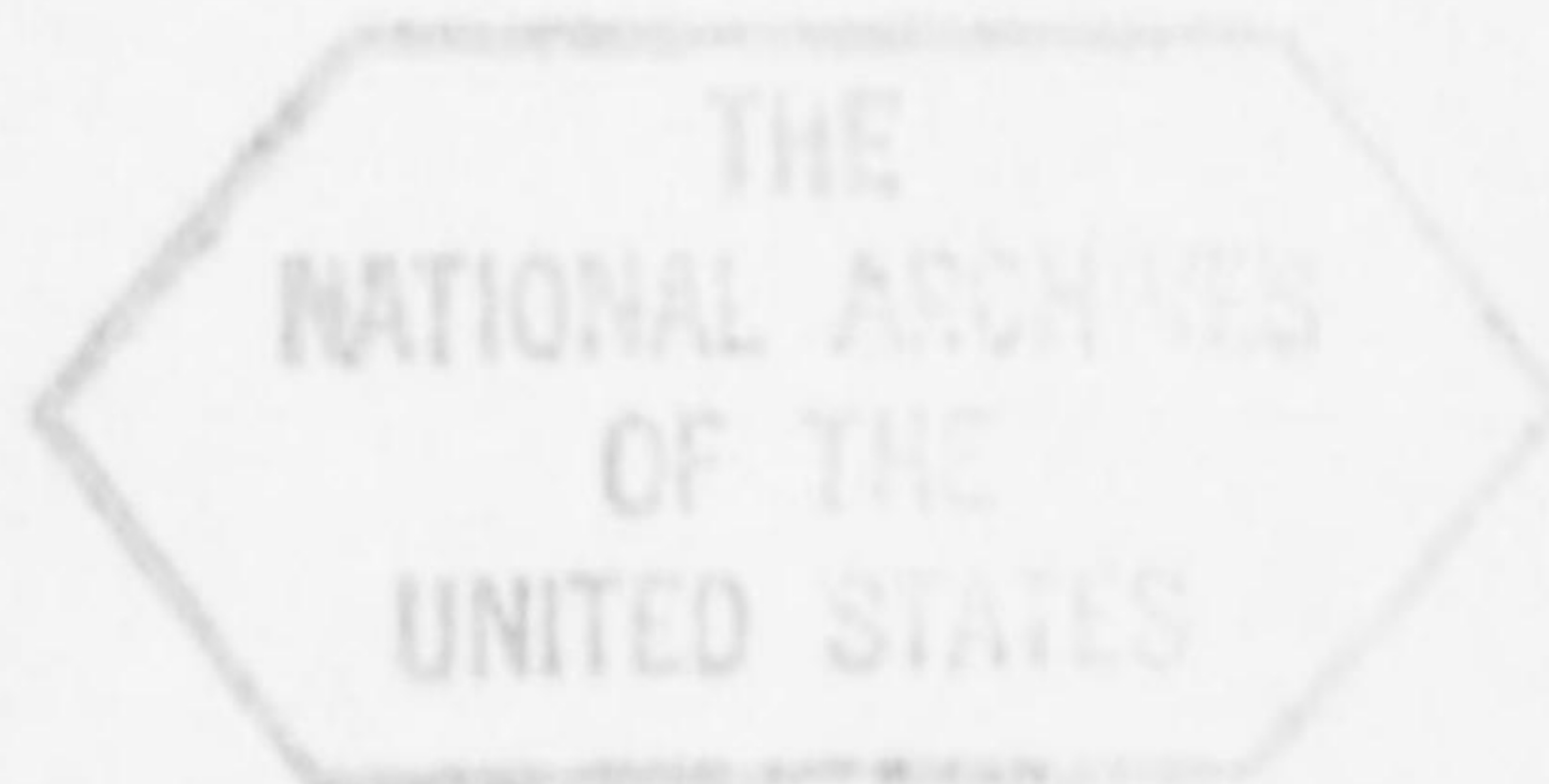


GHQ/SCAP Records(RG 331)
Description of contents



- (1) Box no. 2395
(2) Folder title/number: (98)
231.28

(3) Date: Mar. 1951

(4) Subject:

Classification	Type of record
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(5) Item description and comment:

(6) Reproduction: Yes No

(7) Film no. _____ Sheet no. _____

GENERAL HEADQUARTERS
SUPREME COMMANDER FOR THE ALLIED POWERS
Civil Affairs Section
APO 500

231.28 ()CAS-CE

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SUBJECT: Performance Rating of Civil Education Officers

TO: Chief, Chugoku Civil Affairs Region, APO 182
Chief, Hokkaido Civil Affairs Region, APO 309
Chief, Kanto Civil Affairs Region, APO 500
Chief, Kinki Civil Affairs Region, APO 15
Chief, Kyushu Civil Affairs Region, APO 1105
Chief, Shikoku Civil Affairs Region, APO 1050
Chief, Tohoku Civil Affairs Region, APO 547
Chief, Tokai-Hokuriku Civil Affairs Region, APO 710
(Attn: Civil Education Officer)

CAS File Copy


1. Reference: Attachment No. 3, Suggested Outline for Discussion of CPR P4, Performance Appraisal with Supervisors.

2. It is suggested that the attached "Criteria for Determining Performance Rating of 'Outstanding' for Civil Education Officers" (in-closure 1) be applied in determining whether the Civil Education officer in your region deserves a rating of "Outstanding".

3. You are advised that the Civil Education officer, this Section, will make recommendations as to the ratings of "outstanding" for Civil Education officers, if and when requested by you to do so.

FOR THE CHIEF, CIVIL AFFAIRS SECTION:

1 Incl
Criteria for CE
Officers' Rating


J. A. O'BRIEN
CWO USA
Adm Off

FILE
MAR 28 P.M.
F-1

2913
28 MAR 1951

Criteria for Determining Performance Rating of
"Outstanding" for Civil Education Officers

* The "Outstanding" Civil Education Officer:

1. Selects worthwhile activities.
2. Gives sound advice to the Japanese.
3. Succeeds in getting the Japanese to accept his advice.
4. Plans his programs in detail well in advance.
5. Manifests interest in his work.
6. Works well with his associates.
7. Is familiar with conditions in his region.

* * *

* The "outstanding" officer performs the same duties as the "satisfactory" officer, but performs them unusually well.