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HEADQUARTERS THIRTEENTH AIR FORCE, APO 719

To: The Adjutant General, Washington, D. C.

I do not know the officer reported upon but I have confidence in the judgment, spirit of fairness, and impartiality of the reporting officer.

PAUL B. WURTSMITH
Major General, U. S. Army
Commanding

INSTRUCTIONS (SEE AR 600-185)

- 1. Efficiency ratings comprise an evaluation of an officer in comparision with others of the same grade. In a large group of officers, such as are normally assigned to an infantry division, the law of averages will establish that about twenty percent of the officers of each grade may be superior, about twenty percent may be in the two lower classifications of very satisfactory and satisfactory (Unsatisfactory officers should be identified promptly and reclassified), the remaining sixty per cent who constitute the mass of thoroughly capable officers would fall into the excellent category. Commanders of regiments and large units must analyze the reports prepared within their organization and whenever the distribution varies markedly from the above the reasons must be sought. It is highly important that officers who are genuinely superior be identified by their ratings so that their talents may be fully utilized. It is also important to identify those officers whose qualifications and standards of performance of duty are above the minimum required, but who are clearly below the standard established by the mass of officers of their grade. A series of reports of an individual officer should present a highly accurate evaluation of his worth.
- 2. Prior to filling in Section G of this report consider carefully the following definitions and the numerical values assigned to each. Keep them in mind when rating, taking into consideration the length of service of officer you are rating and the opportunities afforded him, which might have a bearing upon his performance of duty, personal characteristics, or professional qualifications.

Unsatisfactory: Performance of the particular duty reported upon or personal characteristics or professional qualifications below minimum standards—inefficient.

Satisfactory: Performance of the particular duty reported upon or personal characteristics or professional qualifications up to minimum standard—passably efficient.

Very Satisfactory: Performance of the particular duty reported upon in an efficient manner. Personal characteristics, professional qualifications, or efficiency above that acceptable as satisfactory.

Excellent Performance of the particular duty reported upon in a very efficient manner. Personal characteristics, professional qualifications, or efficiency above very satisfactory but below superior.

Superior: Outstanding and exceptional performance of the particular duty reported upon. Personal characteristics, professional qualifications, or efficiency above that considered excellent.

Unknown: To be used in all cases in which the reporting officer has had insufficient opportunity during the period covered by this report to observe the officer reported upon to permit a rating as to the performance of the particular duty, professional qualifications:

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