

SECRET
(When Filled In)

FITNESS REPORT

The Fitness Report is an important factor in Agency personnel management. It seeks to provide:

1. The Agency selection board with information of value when considering the application of an individual for promotion in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisor. *It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.*

Handwritten: A final report due 12 Dec 55

Handwritten: JAS 12 Dec 55

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last)	2. DATE OF BIRTH	3. SEX	4. CAREER DESIGNATION
KIMSEY HERMAN	11 Dec 1916	M	DT
5. DATE OF ENTRANCE ON DUTY	6. OFFICE ASSIGNED TO	7. DIVISION	8. BRANCH
23 March 1953	TSS	Graphic Arts Repro Div	
9. NATURE OF ASSIGNMENT	10. IF FIELD, SPECIFY STATION	11. GRADE	
XX DEPARTMENTAL <input type="checkbox"/> FIELD		CS-12	
12. DATE THIS REPORT IS DUE	13. PERIOD COVERED BY THIS REPORT (Inclusion dates)		
22 Dec 1955	23 Dec 1954 to 22 Dec 1955		

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR ASSIGNMENT
IO Tech Aide 0136-63	1 February 1954
Chief, Analysis and Research Branch/CARD	
3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE LISTED ON THESE LINES TO SHOW AROUND THE PAST PERIOD TO BE RATED (List in order of frequency):	
<p>Responsible for technical analysis of documents to be reproduced to determine special materials, techniques involved, existence of check points; analysis and comparison of reproductions and originals and preparation of critique on each reproduction. Determination of authenticity of alleged original documents; determination of source of origin of analysis, including graphology. Evaluation and research into new techniques in graphic arts and authentication areas and development of field expedients for this activity. Maintenance of <u>world wide files of stationery, watermarks, handwriting and typewriting samples</u>; maintains library of information relative to questioned document work, police science, <u>forgery and counterfeiting</u>.</p>	

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report ☐ has ☒ has not been shown to the individual rated.

DATE: 29 November 1955

SIGNATURE OF SUPERVISOR'S IMMEDIATE SUPERIOR: CHARLES YECH, JR. *Charles Yech*

SIGNATURE OF SUPERVISOR: CHARLES J. RYAN

FORM NO. 37-189 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE. SECRET

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FITNESS REPORT

The Fitness Report is an important factor in sound personnel management. It should provide:

1. The agency information board with information of value when considering the appointment of an individual for membership in the current activity; and
2. A periodic record of job performance as well as the effective utilization of personnel.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and assigns the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and overall job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisor to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

A. SD-TS *initials*
12/55

BY DATE

Signed Per C. H. H.

1/13

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS WORKED TO THE PERSON BEING RATED

1. NAME (Last)		KIMSEY, Herman		2. DATE OF BIRTH		11 Dec. 1916		3. SEX		M		4. GRADE		TS	
5. DATE OF ENTRANCE ON DUTY		23 March 1953		6. OFFICE ASSIGNED TO		DDP		7. DIVISION		TSS		8. BRANCH		GARD	
9. NATURE OF ASSIGNMENT		[XX] OPERATIONAL [] FIELD		10. IF FILED, SPECIFY LOCATION		TSS		11. GRADE		GS-11		12. DATE THIS FORM IS DUE		23 December 1954	
13. PERIOD COVERED BY THIS REPORT (inclusive dates)		22 December 1953		14. DATE ASSIGNED RESPONSIBILITY FOR POSITION		1 February 1954		15. DATE THIS FORM IS DUE		23 December 1954		16. DATE THIS FORM IS DUE		23 December 1954	

1. CURRENT POSITION: Chief, Analysis & Research Branch 1290.01 1 February 1954

2. BRIEF SPECIFIC ASSIGNMENTS OR TASKS ARE CRITICAL OR ESSENTIAL TO THE WORK DURING THE PAST THREE TO SIX MONTHS (List in order of importance):

Makes analyses of documents preliminary to reproduction; determines necessity for special procurement of paper, cloth, other materials; determines existence of check points, departures from normal security printings; makes critique of finished reproduction. Conducts questioned document analysis for operations desks; detection of forgeries, alteration; comparisons of handwriting, typing. Conducts training in field expedients of document reproduction and authentication; conducts briefing in general graphic arts activity. Researches into and develops new and field methods for document authentication and alteration. Maintains liaison with government and commercial organizations active in fields of documentation, police sciences, etc.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latest half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and overall job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report [] has [X] has not been shown to the individual rated.

1. DATE	14 Dec 54	2. SIGNATURE OF SUPERVISOR	Charles Yech
3. I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected in attached memorandum)	15 Dec	4. SIGNATURE OF PERSONNEL OFFICER	James H. Drum

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT					
<i>Items 1 through 5 will be completed by Administrative or Personnel Officer</i>					
1. NAME	LAST FIRST	MIDDLE	INITIALS	2. GRADE	3. POSITION TITLE
	REYNOLDS	ROBERT	R.	GS-7	Tech. Projects Officer GS-7
4. OFFICE	5. PERIOD COVERED BY REPORT		6. TYPE OF REPORT	7. IF FIELD, SPECIFY STATION	
DDP/111	From: Mar 53 To: Dec 53		<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor	<input type="checkbox"/> Field <input type="checkbox"/> Transfer	
<i>Items 7 through 10 will be completed by the person evaluated</i>					
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.					
a. Analyze foreign documents for the purpose of reproduction. b. Conduct a comparison between the original document and the reproduction. c. Conduct operational document analysis by comparing and identifying handwriting, typewriting, inks, paper, etc., for the purpose of establishing the authenticity or true source of the document. d. Conduct research in how laboratory and field methods of alteration, reproduction, and forgery of documents. e. Maintain liaison with security-cleared government agencies and consultants engaged in document examination work.					
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.					
Name of Course		Location		Length of Course	Date Completed
NONE					
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?					
Intelligence Documentation.					
IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).					
Not applicable.					
10.					
30 Nov 53 DATE			Harman E. Kinsey SIGNATURE		
<i>Items 11 through 14 will be completed by Supervisor</i>					
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.					
Mr. Kinsey is well qualified to perform all tasks assigned him and capable of greater responsibilities. He is mature, has broad experience in intelligence activities, is an excellent instructor, capable of clear self-expression. He has acquired a wealth of knowledge in the field of document intelligence through wide field experience, academic study, and instructional experience. A pleasing personality, good contact man. His manner of performance on duties assigned him has been excellent.					

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SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICABLY ABOVE OR OUTSTANDING?

Acceptance of responsibility, thoroughness, eagerness to try new techniques and ideas, cooperation.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR AN IMPROVEMENT?

Wider knowledge of Graphic Arts mechanical techniques; application of new techniques in practical documentation.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Has capacity to handle greater responsibilities, especially in technical or associated training activities.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Indicate appropriate reassignment, if possible.)

Possibly, at present feels he is performing valuable services to Agency which heretofore have received little support: charged with document reproduction and operational analysis, research.

16. WHAT TRAINING OR EDUCATION DO YOU RECOMMEND FOR THIS PERSON?

None at present; continued widening of his present knowledge of advanced techniques in document examination and reproduction techniques.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

29 Dec 53
DATE

Charles J. J. Jr.
SPECIAL AGENT IN CHARGE

19. I HAVE REVIEWED THE ABOVE REPORT, SIGNATURES, IF ANY, ARE SHOWN HEREIN.

29 Dec 53
DATE

29 Dec 53
DATE

20. COMMENTS (SEE INSTRUCTIONS MAY BE CONTINUED ON REVERSE SIDE OF REPORT SHEET.)

Mr. Kinnear has proved of great value in his assignment. He is qualified for higher responsibilities in his specialties.

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