

REPORT OF THE COMMISSION ON ASSASSINATIONS OF THE PRESIDENT

FILE TITLE/NUMBER/VOLUME: Kennedy, Herman E.

INCLUSIVE DATES: 11/16/49 - 11/12/65

CUSTODIAL UNIT/LOCATION: OP

ROOM: 5E13

DELETIONS, IF ANY:

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL

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KIMSEY, HERMAN E. 61555 D

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SECRET

Form Filled In

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 10 July 1962													
1. SERIAL NUMBER 61555		2. NAME (Last-First-Initial) KINSEY, HERMAN E.															
3. NATURE OF PERSONNEL ACTION TERMINATION			4. EFFECTIVE DATE REQUESTED 9 20 62		5. CATEGORY OF EMPLOYMENT REGULAR												
6. FUNDS X V TO V CF TO V		7. POST CENTER NO. CHARGE 3225-1050-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)													
9. ORGANIZATIONAL DESIGNATIONS DDP/TSD Authentication Graphic Arts Reproduction Branch Analysis and Research Section			10. LOCATION OF OFFICIAL STATION Washington, D. C.														
11. POSITION TITLE DOCUMENT TECH CH		12. POSITION NUMBER 0658	13. CAREER SERVICE DESIGNATION D														
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS	15. OCCUPATIONAL SERIES 1397.01	16. GRADE AND STEP 13 (4)	17. SALARY OR RATE 11415														
18. REMARKS Continuous Agency service from 23 March 1953 to 20 September 1962.																	
<p>Form Filled In Remarks: Terminated in accordance with provisions of CIA Regulation 20-27, Separation of Surplus Personnel, pursuant to authority of Director of Central Intelligence contained in Section 102 (c) of the National Security Act of 1947, as amended. This termination does not affect your right to seek or accept employment in any other department or agency of the U. S. Government if you are declared eligible for such employment by the U. S. Civil Service Commission.</p> <p>Authorized Maximum Separation Compensation in accordance with the provisions of CIA Regulation 20-32, Separation Compensation.</p>																	
19. SIGNATURE OF REQUESTING OFFICIAL JAMES R. SHIELDS		DATE SIGNED	20. SIGNATURE OF APPROVING OFFICIAL James R. Shields, TSD/CMC		DATE SIGNED												
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
<table border="1"> <tr> <td>1</td> <td>12/11/66</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6" style="text-align: center;">END DATA</td> </tr> </table>						1	12/11/66					END DATA					
1	12/11/66																
END DATA																	
<p>21. POSITION CONTROL CERTIFICATION</p> <p>22. SUPERVISOR'S SIGNATURE</p> <p>23. DATE APPROVED</p>																	

1152

SECRET

14

SECRET  
(When Filled In)

DATE PREPARED			REQUEST FOR PERSONNEL ACTION						X V to V		V to UV					
Mo	Da	Yr							BY to V		UV to UV					
05	09	60														
1. Serial No.			2. Name (Last-First-Middle)			3. Date of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD			
			KIMSEY, Herrnan E.			Mo Da Yr 12 11 16			None-0 10 P-2 Code		M		Mo Da Yr			
7. SCD			8. CSC Perm.		9. CSC Or Other Legal Authority		10. Appr. Affidav.		11. FEGLI		12. LCO		13. MIL. SERV. CREDIT LEO			
Mo	Da	Yr	Yes - 1 No - 2	Code			Mo	Da	Yr	Yes-1 No-2	Code	Mo	Da	Yr	Yes - 1 No - 2	Code

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/TSS Authentication Graphic Arts Reproduction Div Analysis and Research Branch						Washington, D. C.					
16. Dept.-Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. - X Valid - Fgn -	Code	IO TECH AIDS				92		GS		0136.63	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. Pst Due		26. Appropriation Number	
13 3		\$ 10,370		D		Mo Da Yr 0-11-157		Mo Da Yr 08-10-61		0225-1005-1000	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
REASSIGNMENT		49		Mo Da Yr 05-15-61		REGULAR					

6

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP/TSD Authentication Graphic Arts Reproduction Branch Analysis and Research Section											
33. Dept.-Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. - Valid - Fgn -	Code	DOCUMENT TECH-CH				658		GS		1397.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. Pst Due		43. Appropriation Number	
		\$				Mo Da Yr 02-15-57		Mo Da Yr 05-06-61			

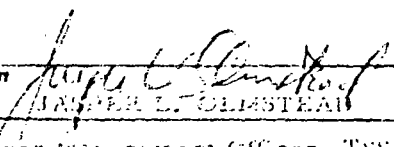
SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Request Approved By (Signature)	
Emanuel Fontana ext. 3031		JAMES R. SHIELDS Career Management Officer, TSD	
B. For Additional Information Call (Name & Telephone No.)			

CLEARANCES

Classence	Signature	Date	Classence	Signature	Date
A. Career Board			B. Placement		
B. Pers. Control			C. Appraised By		
C. Classification					

Requested By  
RSPB  
5-15-61

<small>STANDARD FORM NO. 63 MAY 1962 EDITION GSA FPMR (41 CFR) 101-11.6</small> <b>REQUEST FOR PERSONNEL ACTION</b>			
<b>REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.</b>			
1. NAME (Mr - Miss Mrs One given name, initials, and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
AIR, HERMAN E. KINGSLEY	11 Dec 1916		24 Jan 57
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE & PROPOSED	7. C.S. OR OTHER LEGAL AUTHORITY
PROMOTION			
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED	
FROM	9. POSITION TITLE AND NUMBER	TO	
TO TECH AIDS BY 92		IO TECH AIDS BY 92	
GS-0136, 63-12 \$7785 per annum		GS-0136, 63-13 \$8790 per annum	
DDP/TSS		DDP/TSS	
Authentication		Authentication	
Graphic Arts Reproduction Division		Graphic Arts Reproduction Division	
Analysis and Research Branch		Analysis and Research Branch	
Washington, D.C.		Washington, D.C.	
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	10. SERVICE, GRADE AND SALARY	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	
	11. ORGANIZATION DESIGNATIONS		
	12. HEADQUARTERS		
A. REMARKS (Use reverse if necessary)			
B. REQUESTED BY (Name and title)		D. REQUEST APPROVED BY	
Dave Richards Ext. 3031		 JAMES L. OLMSTEAD Career Management Officer, TSS	
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)		E. SIGNATURE	
13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION	
13A. <input type="checkbox"/> NONE <input type="checkbox"/> 5% <input type="checkbox"/> 10% <input type="checkbox"/> 15% <input type="checkbox"/> 20% 13B. <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> X <input type="checkbox"/> OTHER	14A. <input type="checkbox"/> NEW <input type="checkbox"/> EXC <input type="checkbox"/> T.A. <input type="checkbox"/> REAL SD-DT		
15. SLA <input type="checkbox"/> TRALE	17. APPROPRIATION	18. SUBJECT TO C.S. 551 AND SELECT ACT (YES/NO)	19. DATE OF APPOINTMENT (ACCESSORY ONLY)
A	FROM 7-2505-20	Yes	
	TO		
20. LEGAL RESIDENCE			
<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE CALIF.			
21. STANDARD FORM 63 REMARKS			
22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REFERENCE
A			
B. SER. ON POS. CONTRACT			
C. CLASSIFICATION			
D. PAYMENT STATUS			
E. APPROVED BY			

SECRET

72B exp 29 Jan 57



SECRET  
(When Filled In)

DD-117  
PERSONNEL DATA SHEET

NAME: MR. HERMAN E. KIMSEY      AGE: 40 years      BIRTH: 24 January 1917  
ADDRESS: Washington, D. C.  
ASSIGNMENT: IO TECH AIDS      DUTY UNIT: TSS      PRIMARY CAREER DESIGNATION: DT

PRESENT GRADE: GS-12      PRESENT TO SLOT NUMBER & GRADE: BY 92  
PROPOSED GRADE: GS-13      PROPOSED TO SLOT NUMBER & GRADE: BY 92 GS-13  
C&A TRAINING:

EDUCATION:  
Two years coll. - No degree

LANGUAGES:  
Japanese - slight

EXPERIENCE PRIOR TO CIA (Excluding SSU ORS):  
'41-'43-Military Service  
'44-'45-McCloud River Lbr. Co., Brakeman, \$1.10 p/h  
'44-'48-U. S. Forest Service, Camp Administrator  
'48-'51-Military Service

CURRENT AND PREVIOUS ASSIGNMENTS INCLUDING PROMOTIONS, REASSIGNMENTS AND DATES:

Appt. - 23 Mar 1953-Tech Projects Off, GS-9  
Reassign-13 Sept 1953, Technologist, TSS/GARD, GS-9  
Promot-9 May 1954-Technologist, TSS/GARD, GS-11  
Reass-27 Feb 1955-IO Tech Aids, TSS/GARD, GS-11  
Promot-19 Jun 1955-IO Tech Aids, TSS/GARD, GS-12

REPORT MADE BY:  
JOSEPH F. MARZEN  
Acting Chief, TSS/GARD

APPROVED BY:  
CHARLES J. RYAN  
AC/TSS/AUTH

SEE ATTACHED MEMORANDUM

14-00000  
G-3467  
10 January 1956

MEMORANDUM FOR : Chief, TSS Administrative Staff  
SUBJECT : Request for Promotion - Herman E, Kimsey

1. It is requested that Herman E. Kimsey be promoted from GS-12 to GS-13. Mr. Kimsey has been in grade for over 18 months. Mr. Kimsey has been Chief of the A&R Section of GARD for over 22 months. During this time he has exhibited ability in conducting and managing the activities of his branch. Mr. Kimsey is a Questioned Documents Analyst and is well-fitted to perform the duties required of the A&R Branch.

2. It is recommended that Mr. Kimsey be promoted to GS-13.

*Joseph F. Marzen*  
JOSEPH F. MARZEN  
Acting Chief, TSS/GARD

Distribution:  
2 - Addressee  
1 - TSS/SRB  
1 - TSS/GARD/file  
1 - TSS/GARD/Chrono

*Concurs - G. Ryan*



SECRET  
(When Filled In)

DD/P  
PERSONNEL DATA SHEET

NAME: KIMSEY, Herman F. AGE: 39 years DATE: 27 May 1955

STATION Washington, D.C. PRIMARY CAREER  
AND DUTIES: 10 Tech Aids DD/P UNIT: TSG DESIGNATION: DT

PRESENT GRADE: GS-11 PRESENT T/O SLOT FY 92  
PROPOSED GRADE: GS-12 NUMBER AND GRADE: GS-11  
CIA TRAINING:

PROPOSED T/O SLOT FY 92  
NUMBER AND GRADE: GS-12

EDUCATION: Two years college - no degree

LANGUAGE PROFICIENCY:  
Japanese - slight

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SEU-033):

'51 - '43 - Military Service  
'44 - '45 - Mc Cloud River Lbr. Co., Brakeman, \$1.10 p/h  
'46 - '48 - U.S. Forest Service, Camp Administrator  
'48 - '51 - Military Service

SUMMARY OF CIA-SEU-033 ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:

Appt 23 Mar 1953, Tech Projects Off. GS-9  
Reassignment 13 Sept 1953, Technologist, GARD GS-9  
Promotion 9 May 1954 - Technologist, GARD GS-11  
Reassign 27 Feb 55 - 10 Tech Aids, GARD, GS-11

RECOMMENDED BY:  
CHARLES YECH, JR.  
Chief, TSG/GARD

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD: Mr. Kimsey has been acting Chief of the Analysis and Research Branch of GARD for over 12 months and during this time has exhibited ability in conducting and directing the activities of this Branch. Mr. Kimsey is a professional document analyst and is very well fitted to perform the duties assigned of the Analysis and Research Branch, both in its connections as Quality Control for GARD document production and as handwriting Typewriter and Falsification analyst. Request that in view of the foregoing, Mr. Kimsey be promoted to GS-12.

SECRET

SECRET

STANDARD FORM 62 REQUEST FOR PERSONNEL ACTION		VOUCHER																								
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.																										
1. NAME (Mr., Mrs., Miss, One given name, initial(s), and surname)		2. DATE OF BIRTH	3. REQUEST NO.																							
W. HERMAN F. HENSEY		11 Dec 1916																								
4. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		5. EFFECTIVE DATE A. PROPOSED:	6. DATE OF RECEIPT / C. S. OR OTHER LEGAL AUTHORITY																							
PROMOTION			27 May 55																							
B. POSITION (Specify whether establish, change grade or title, etc.)		D. APPROVED:																								
		19 JUN 1955																								
FROM: IO TECH AIDS BY 92-11		8. POSITION TITLE AND NUMBER	TO: IO TECH AIDS BY 92																							
GS-0136.03-11 \$5940 per annum		9. SERVICE, GRADE, AND SALARY	GS-0136.03-12 \$7040 per annum																							
DDP/Technical Services Staff		10. ORGANIZATIONAL DESIGNATIONS	DDP/Technical Services Staff																							
Authentication		11. HEADQUARTERS	Authentication																							
Graphic Arts Reproduction Division		12. FIELD OR DEPARTMENTAL	Graphic Arts Reproduction Division																							
Analysis and Research Branch		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	Analysis and Research Branch																							
Washington, D.C.			Washington, D.C.																							
A. REMARKS (Use reverse if necessary)																										
APPROVED BY TSS CAREER SERVICE PHUEL																										
B. REQUESTED BY (Name and title)		D. REQUEST APPROVED BY																								
Tom Clings x 3031		<i>[Signature]</i>																								
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)		Signature: GASTON L. CLINEFAD																								
Tom Clings x 3031		Title: Career Management Officer, TSS																								
13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION																								
<table border="1"> <tr> <td>NONE</td> <td>WAR</td> <td>OTHER</td> <td>3-PT.</td> <td>10 POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB. OTHER</td> </tr> <tr> <td></td> <td></td> <td></td> <td>X</td> <td></td> </tr> </table>		NONE	WAR	OTHER	3-PT.	10 POINT					DISAB. OTHER				X		<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>P.A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		NEW	VICE	P.A.	REAL				
NONE	WAR	OTHER	3-PT.	10 POINT																						
				DISAB. OTHER																						
			X																							
NEW	VICE	P.A.	REAL																							
15. SEX		16. RACE	17. APPROPRIATION																							
M		W	FROM: 5-2515-20																							
			TX Same																							
			18. SUBJECT TO C. S. RETIREMENT ACT (45-60)																							
			Yes																							
			19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)																							
			20. LEGAL RESIDENCE																							
			<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED																							
			STATE:																							
21. STANDARD FORM 50 REMARKS																										
22. CLEARANCES		INITIAL OR SIGNATURE	DATE																							
A.																										
B. CEIL. OR PMS CONTROL		<i>[Signature]</i>	6/7/55																							
C. CLASSIFICATION																										
D. PLACEMENT OR ENPL		<i>[Signature]</i>	6-8-55																							
E.																										
F. APPROVED BY <i>[Signature]</i> 6-8-55																										

STANDARD FORM 52 1. FROM OFFICE OF PERSONNEL 2. OFFICE OF PERSONNEL 3. OFFICE OF PERSONNEL 4. OFFICE OF PERSONNEL 5. OFFICE OF PERSONNEL		<b>SECRET</b>	
<b>REQUEST FOR PERSONNEL ACTION</b>		VOUCHERED	
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr - Miss - Mrs - One given name, initial(s), and surname)		2. DATE OF BIRTH	3. DATE OF REQUEST
MR. HERMAN E. KIDSEY		11 Dec. 1916	16 Feb. 55
4. METHOD OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		5. EFFECTIVE DATE A. PROPOSED:	6. C. O. OR OTHER LEGAL AUTHORITY
REASSIGNMENT			
B. POSITION (Specify whether establish, change grade or title, etc.)		U. APPROVED	
7. FROM TECHNOLOGIST BY 93 GS-1390.01-11 \$5940 per annum <del>DDP/Technical Services Staff</del> <del>Graphic Arts Reproduction Division</del> <del>Analysis and Research Branch</del> <del>Washington, D.C.</del>	8. POSITION TITLE AND NUMBER	9. TO I.O. (TECH AIDS) BY 92-11	
	10. SERVICE, GRADE, AND SALARY	GS-0136.63-11 \$5940 per annum	
	11. ORGANIZATIONAL DESIGNATIONS	DDP/Technical Services Staff Graphic Arts Reproduction Division Analysis and Research Branch Washington, D.C.	
	12. HEADQUARTERS		
13. FIELD OR DEPARTMENTAL		14. FIELD OR DEPARTMENTAL	
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	
15. REMARKS (Use reverse if necessary)			
FITTED BY TSS CAREER SERVICE PANEL			
16. REGISTERED BY (Name and title)		17. REQUEST APPROVED BY	
Tom Cline x 3031		MARION D. SHAW <i>[Signature]</i>	
18. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)		19. TITLE	
Tom Cline x 3031		Career Management Officer, TSS	
20. SPECIAL PROVISIONS		21. POSITION CLASSIFICATION ACTION	
FROM WITH OTHER APT. IS NONE <input type="checkbox"/> DISAB. OTHER <input checked="" type="checkbox"/>		22. DT SD-56 DT	
23. GRADE	24. APPROPRIATION	25. DATE OF APPOINTMENT MERE APPOINTMENT (AGREEMENTS ONLY)	26. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
K W	FROM 5-2515-20 same	168	
27. STANDARD FORM 50 REMARKS			
28. CERTIFICATES			
A	INITIAL OR SIGNATURE	DATE	REMARKS
B. UCL OR PYS CONTROL		2-25-55	
C. CLASSIFICATION			
D. PAYMENT OR EMPL.	old	2-25-55	
E			
29. APPROVED		<b>SECRET</b>	
<i>[Signature]</i>		<i>[Signature]</i>	

STANDARD FORM 52  
 PREPARED BY THE  
 U. S. GOVERNMENT PRINTING OFFICE  
 (1954) 1-52  
**REQUEST FOR PERSONNEL ACTION**

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
 If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Mrs., Miss, One given name, initials, and surname) <b>MR. HERMAN E. KINSEY</b>	2. DATE OF BIRTH <b>11 December 1916</b>	3. SUBJECT NO.	4. DATE OF REQUEST <b>23 April 1954</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>PROMOTION</b>		6. EFFECTIVE DATE A. PROPOSED: <b>9 MAY 1954</b>	7. U.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether established, change grade or title, etc.)		9. APPROVED BY	

10. FROM <b>TECHNOLOGIST BY 93-9 GS-1390.01-9 \$5185</b>	11. POSITION TITLE AND SYMBOL <b>TECHNOLOGIST BY 93</b>	12. TO <b>TECHNOLOGIST BY 93 GS-1390.01-11 \$5910</b>
13. SERVICE GRADE AND SALARY	14. ORGANIZATIONAL DESIGNATIONS <b>DDP/Technical Services Staff Graphic Arts Reproduction Div Analytical Research Arlington Hall Branch</b>	15. HEADQUARTERS <b>Washington D. C.</b>
16. FIELD <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/>	17. FIELD OR DEPARTMENTAL	18. FIELD <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/>

19. REMARKS (Use reverse if necessary)  
**PERIODIC STEP INCREASE 23 March  
 TO SALARY \$ 5185**

20. REQUESTED BY (Name and title) <b>Tom Glines 8305</b>	21. REQUEST APPROVED BY <i>Harold G. Jenkins</i> <b>HAROLD G. JENKINS</b> Signature: Title: <b>Acting Personnel Officer, TSS</b>
---	--

22. VETERAN PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> 5 PT <input checked="" type="checkbox"/> 10 POINT <input type="checkbox"/> DISAB. OTHER	23. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VEC. <input type="checkbox"/> I.A. <input type="checkbox"/> REAL. <input type="checkbox"/> <b>GD-TS</b>
--	---

24. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	25. RACE <input checked="" type="checkbox"/> W <input type="checkbox"/> O	26. APPROPRIATION FROM: <b>4-2515-20</b> TO: <b>4-2515-20</b>	27. SUBJECT TO C.S. RETIREMENT ACT (Y/N) <b>Yes</b>	28. DATE OF PROMOTION AFFIDAVIT (NECESSARY ONLY)	29. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
--	---	---	--	--	---

30. STANDARD FORM 50 REMARKS  
**Approved by TSS Council Service Branch (JES)**

31. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	<b>AG</b>	<b>27 Apr 54</b>	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	<b>AG</b>	<b>17/3/54</b>	
E.			

32. APPROVED BY  
*Harold G. Jenkins*  
**HAROLD G. JENKINS**

STANDARD FORM 52  
 U. S. GOVERNMENT PRINTING OFFICE: 1963 O - 350-000  
**REQUEST FOR PERSONNEL ACTION** FORMERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain designation and fill in separation data on reverse.

1. NAME (Mr - Miss - Mrs - One given name, initials, and surname) <b>MR. THOMAS E. KINSEY</b>	2. DATE OF BIRTH <b>11 Dec '16</b>	3. REQUEST NO.	4. DATE OF REQUEST <b>23 Mar 54</b>
A. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>REASSIGNMENT</b>		6. EFFECTIVE DATE A. PROPOSED: <b>APR 1 1954</b>	
B. POSITION (Specify whether establish, change grade or title, etc.)		D. APPROVED:	

FROM— <b>TECH PROJECTS OF BY 256-9</b>  <b>GS-1390-9 25060</b> <b>DDP/Technical Services Staff</b> <b>Graphic Arts Reconstruction Div</b> <b>Office of the Chief</b>  <b>Washington D. C.</b>	8. POSITION TITLE AND NUMBER  9. SERVICE, GRADE, AND SALARY  10. ORGANIZATIONAL DESIGNATIONS  11. HEADQUARTERS	TO— <b>TECHNOLOGIST IX 93-9</b>  <b>GS-1390.01-9 25060</b> <b>DDP/Technical Services Staff</b> <b>Graphic Arts Reconstruction Div</b> <b>Analysis &amp; Research Branch</b>  <b>Washington D. C.</b>
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	

A. REMARKS (Use reverse if necessary)  
 38 Dec 54  
 5185

B. REQUESTED BY (Name and title)  
 C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)  
 Tom Glavin 6305

D. REQUEST APPROVED BY  
 Signature: *Harold O. Jenkins*  
 Title: **Acting Personnel Officer, TSS**

13. VETERAN PREFERENCE				14. POSITION CLASSIFICATION ACTION				
NONE	WH	OTHER	5 PT.	10 POINT	NEW	VICE	F. A.	REAL.
		<input checked="" type="checkbox"/>		DEAD				
15. SEX <b>M</b>	16. RACE <b>W</b>	17. APPROPRIATION FROM: <b>1-2515-20</b> TO: <b>1-2515-20</b>		18. SUBJECT TO U.S. RETIREMENT ACT (YES - NO) <b>Yes</b>		19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. GEN. OR FOI CONTROL	<i>DS</i>	<i>2 Apr 54</i>	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	<i>TC</i>	<i>1.1.54</i>	
E.			
F. APPROVED BY <i>[Signature]</i>			

**SECRET**

STANDARD FORM 52  
 PERSONNEL ACTION  
 FEDERAL BUREAU OF INVESTIGATION  
 DEPARTMENT OF JUSTICE  
 MANUAL CHAPTER 11

**REQUEST FOR PERSONNEL ACTION**

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
 If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initials, and surname) <b>Mr. Herman E. KINSEY</b>	2. DATE OF BIRTH <b>11/20/1916</b>	3. REQUEST NO.	4. DATE OF REQUEST <b>21. Sept 53</b>
---	---------------------------------------	----------------	--

5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Resignation</b>	6. EFFECTIVE DATE A. PROPOSED: <b>13 Sept 53</b>
---	--

B. POSITION (Specify whether establish, change grade or title, etc.)	H. APPROVED: <b>13 Sept 53</b>
--	-----------------------------------

FROM— <b>TECH PROJECTS OFF BY 256-9</b>  <b>GS-1390-9 3500</b> <b>DDP/Technical Services Staff</b> <b>Graphic Arts Reproduction Div</b> <b>Office of the Chief</b> <b>Washington D. C.</b>	A. POSITION TITLE AND NUMBER	TO— <b>Same</b>
	B. SERVICE, GRADE, AND SALARY	II
	C. ORGANIZATIONAL DESIGNATIONS	II
	D. HEADQUARTERS	II
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)  
**Transfer to Vouchered Funds from Unvouchered Funds.**

B. REQUESTED BY (Name and title)	D. REQUEST APPROVED BY <i>Robert W. Munster</i> <b>ROBERT W. MUNSTER</b>
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	Signature: <b>Personnel Officer, TSC</b>

13. VETERAN PREFERENCE NONE <input checked="" type="checkbox"/> OTHER <input checked="" type="checkbox"/> 15 POINT GRADE OTHER	14. POSITION CLASSIFICATION ACTION REL. <input type="checkbox"/> SUC. <input type="checkbox"/> I.A. <input type="checkbox"/> REAL. <input type="checkbox"/>
--	--

15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	16. APPROPRIATION FROM: <b>4-2515-10</b> TO: <b>4-2515-20</b>	17. SUBJECT TO C.S. DEPARTMENT ACT (115-103) <b>yes</b>	18. DATE OF APPOINTMENT AFFIDAVIT (ACROSSING ONLY)	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
--	---	--	--	---

21. STANDARD FORM 60 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CIVIL OR PCS CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR LEVEL			
E.			

F. APPROVED BY <i>[Signature]</i>	DATE <b>Aug 11 1953</b>
--------------------------------------	----------------------------

**SECRET**  
SECURITY INFORMATION

<b>ENTRANCE ON DUTY NOTICE</b>		1. DATE <b>23 March 1953</b>
2. TO: <b>Mr. Hoenster Quarters Eye</b>		3. OFFICE (Division, Branch, Etc.) <b>TSS GS 9 \$3060.00</b>
4. THE PERSON NAMED BELOW MEETS THE STANDARDS FOR EMPLOYMENT WITH THIS AGENCY SUBJECT TO THE TYPE OF CLEARANCE REFERENCED IN ITEM NO. 9. THE SIGNED CLEARANCE FROM IAS FOR ENTRANCE ON DUTY HAS BEEN MADE A PART OF THE PERSONNEL FILE OF THIS INDIVIDUAL. HE/SHE IS REPORTING FOR DUTY THIS DATE.		
5. NAME (Last)	6. FIRST (Middle)	7. JOB TITLE AND GRADE
<b>KIMBY</b>	<b>HERMAN</b>	<b>EDWARD</b>
8. JOB TITLE AND GRADE <b>TECH. PROJ. OFFICER GS 9</b>		9. TYPE CLEARANCE <b>Full</b>
10. EFFECTIVE DATE OF ACTION <b>23 March 1953</b>		11. TYPE CLEARANCE <b>Full</b>
10. <del>REMARKS</del> (Include Medical or Other Limitations)		
<u>Frank J. Dawald Jr.</u> PERSONNEL OFFICER		
DISTRIBUTION: ORIGINAL AND COPY (WHITE) TO ITEM NO. 3. COPY (PINK) TO PERSONNEL FOLDER		

FORM NO. 37-114 PREVIOUS EDITIONS TO BE USED  
NOV 1952

**SECRET**

CONFIDENTIAL

REPORT OF INTERVIEW			DATE
NAME <i>Hermon Edgar Kinsey</i>		REFERENCE NO. <i>247</i>	
HOME ADDRESS <i>Box 185, McCloud, Calif.</i>			TELEPHONE
BUSINESS ADDRESS <i>Quint - VMC 7 - 634 - Wash. D.C.</i>			TELEPHONE
DATE OF BIRTH <i>30 June 1914</i>	PLACE OF BIRTH	CITIZENSHIP (HOW ACQUIRED) <i>U.S. - birth</i>	
NAME OF SPOUSE <i>None - no kids -</i>			
DATE OF BIRTH	PLACE OF BIRTH	CITIZENSHIP (HOW ACQUIRED)	
SALARY REQUESTED <i>55-4</i>	NO. OF DEPENDENTS <i>1 - Mother</i>	INTERVIEWER	
EDUCATION (SCHOOLS, DEGREES, CATES, MAJORS, EXTRA-CURRICULAR ACTIVITIES)			
<i>file</i>			
<i>Subject is currently employed in the CEE shop at Ft. Monmouth, NJ</i>			
<i>MM/Meunier 8-30-52</i>			
MAJOR EMPLOYMENT HISTORY (PRINCIPAL OCCUPATION, SPECIAL SKILLS, SALARY LEVELS)			
<i>file -</i>			
MILITARY OCCUPATION (RANK, SERIAL NO., DATES OF SERVICE, DUTIES AND AREAS)			
<i>5/41 - 11/43 - CDD - broke out on 24 June at Hawaii - 1st reg</i>			
<i>1/40 - 1/44 - Enlisted CIC - 1st Lt - 1st Lt (Colonel), 2nd Lt - 1st Lt</i>			
<i>1/40 - 1/44 - Enlisted CIC - 1st Lt - 1st Lt (Colonel), 2nd Lt - 1st Lt</i>			
<i>at army base, San Francisco, CA - assignment to Ft. Belknap</i>			
<i>Special assignment for - 15 days before &amp; after 1st Lt - 1st Lt</i>			
<i>and 15 days before &amp; after 1st Lt - 1st Lt</i>			
<i>and 15 days before &amp; after 1st Lt - 1st Lt</i>			
<i>and 15 days before &amp; after 1st Lt - 1st Lt</i>			
<i>and 15 days before &amp; after 1st Lt - 1st Lt</i>			



AREA OF INTEREST

1944 - 1944 - 10 mos - CIC -  
1950 - 5 mos - " - " -  
1957 - 10 mos - " - "OK" -

LANGUAGE FACILITY

"International experience" - picked up no work during -

1957 - NS 1957.

EVALUATION AND RECOMMENDATIONS (BE COMPLETE AND JUSTIFY DECISIONS, NOTE ANY UNFAVORABLE CIRCUMSTANCES.)

Person: solid; good affluence; clear; mature; responsible;  
in fact; seems of average intelligence - certainly  
at "train", handles small OK - impression as  
a manager - somewhat timid - probably do a  
goodly dependable job, on an individual level.  
is very interested in language; doesn't mind strong or  
weak with the out. He liked instruction at school,  
would seem to be able to do a good job on  
a minor level - working subjects with his language  
facility. Would have been at least 50-7 level -  
not too much even though his school level  
was higher; CIC experience (in combat & evaluation); interest in  
language - international level; handles relatively few minor  
tasks.

1957 - 10 mos - "OK" -  
Don't let me see this.

SOURCE		CONTROL NUMBER	
FIELD <input type="checkbox"/>		REPORT OF INTERVIEW <i>Bul</i>	
CASUAL <input type="checkbox"/>		DATE <i>11-16-49</i>	
RECOMMENDED FOR BRANCH		OFFICE	DEFERRED BY
NAME (LAST) <i>Kennedy</i> (FIRST) <i>Norman</i> (MIDDLE) <i>Edward</i> GRADE		DEPT. OFFICE OR BRANCH	
SERIAL NUMBER		DATE OF BIRTH <i>12-11-16</i>	
ADDRESS (HOME OR BUSINESS) <i>West</i>		TELEPHONE	
ADDRESS (HOME) <i>N.M. 69. 1736 S.H.</i>		TELEPHONE	
CITIZENSHIP (HOW ACQUIRED) <i>Born in New Mexico</i>			
NAME (HUSBAND OR WIFE)		DATE OF BIRTH	
PLACE OF BIRTH <i>St. Albans</i>		CITIZENSHIP (HOW ACQUIRED) <i>(initials)</i>	
EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, GRADES, AND OTHER CURRICULAR ACTIVITIES)			
LANGUAGES (DEGREE OF FLUENCY, HOW ACQUIRED)			
FOREIGN EXPERIENCE (EXTENT AND PURPOSE)			
PRINCIPAL CIVILIAN EXPERIENCE (MAIN OCCUPATION, SPECIAL DUTIES, ACCOMPLISHMENTS, ELECTIVE OFFICES)			
MILITARY EXPERIENCE (PRINCIPAL DUTIES, SERVICE RECORDS, IF OFFICER: RANKED OR PERFORMANCE RATINGS; IF SERGEANT OR PRIVATE: DEGREE OF SKILLS, MOS AND MOS TITLES)			

CANDIDATE MUST NOT SEE THIS PAGE

UNFAVORABLE CIRCUMSTANCES TO WHICH REFERRED

REMARKS: (EXCEPTIONAL PERTINENT INFORMATION)

Interview by Schmidt. I. & L. for interview & testing.  
- Has been interviewed in the band.  
Good appearance. Neatly dressed - pleasant

May be a good man as a plugging type.  
Conscientious worker but doubt very much  
that he is a "flood" at any thing! Very  
slow spoken.

James P. S. - No record being in typed form 576  
Cleared for consideration by: [Signature] & [Signature]

SERVICE RECORD CHECKED:

FORM NO. 88-1

FORM NO. 27

RATINGS

FACTORS	SUP	F	VS	S	UNS	EXPLANATION
MOTIVATION - ENERGY, EFFORT, INITIATIVE, INTEREST IN ASSIGNMENT.						
PRACTICAL INTELLIGENCE - JUDGMENT, DECISIVENESS, ALERTNESS, PERCEPTION.						
STABILITY - EMOTIONAL CONTROL AND MATURITY, ABSENCE OF NERVOUS SYMPTOMS.						
ABILITY TO WORK WITH OTHERS - TACT, ABSENCE OF ANNOYING TRAITS.						
LEADERSHIP - ORGANIZING ABILITY, ABILITY TO WIN COOPERATION.						
PHYSICAL ABILITY - APPROPRIATE PRESENCE, VIGOR, STAMINA.						

[Signature]

1. IDENTIFICATION NUMBER		BIOGRAPHIC PROFILE (PART I)					
61555		2. NAME (Last-First-Middle)		3. SEX	4. DATE OF BIRTH	5. LONGEVITY COMP. DATE	
		NIMNEY, Herman Edward		M	Dec 1915	23 Mar 1953	
6. MARITAL STATUS		7. DEPENDENTS (Include name-ages)		8. YEARS OF BIRTH		9. US NATURALIZATION DATE(S)	
Single		0		NA		NA	
10. CAREER STATUS		11. MEMBERSHIP		12. OTHER STATUS		13. LAST MED. PROF. QUAL. FOR	
Mar 1956						Feb 1959 O/S TDY	
14. CURRENT RESERVE STATUS		15. GRADE		16. ACTIVE DUTY WITH CIA		17. RELEASE TO MIL. SER.	
X							
18. ASSESSMENT DATE		19. PROFESSIONAL TEST DATE		20. LANGUAGE APITUDE TEST DATE			
None		None		None			
21. NON-CIA EMPLOYMENT							
1935-45 McCloud River Lumber Co, McCloud, California - Lumberman, Brakeman (intermittently)							
1941-43 Military Service, US Army, Sgt - Intelligence Non-commissioned Officer							
1939; 1940; 1945-46 Dept of Agriculture, US Forest Service, Calif - Forest Guard; Camp Superintendent							
1946-49; 1950-53 Military Service, US Army, CIC, M/Sgt - Instructor USA; Special Agent in charge of Document Laboratory, Japan; Special Agent, Combat CIC Team, Korea; Instructor & Chief, Investigative Laboratory, USA.							
22. NON-CIA EDUCATION							
High school graduate Various Military Schools							
23. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None					
24. AGENCY SPONSORED TRAINING							
1955 Non-clerical Basic Typing							
25. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)							
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & OCCAS. TITLE (If App)	LOCATION		
Mar 1953	Tech Proj Off 301	9		TSS/Graphic Arts Reproduction	Hq		
Feb 1954	Technologist 1390.01	9	TS	DDP/TSS/GARD/Ch, Anal&Res Branch	"		
May 1954	" 1390.01	11	DT	" " " " " " " "	"		
Jun 1955	I.O. (Tech Aids) 0136.63	12	UT	DDP/TSS/Auth/GARD/Ch, Anal&Res	"		
Feb 1957	" " 0136.63	13	DT	" " " " " " " "	"		
May 1960	Document Tech 1397.01	13	D	" " " " " " " "	"		
26. DATE RECORDED		27. PROFILE REVIEWED BY		28. DATE OF EMPLOYMENT			
15 Sep 1961		DDP/TSS/CAR/A		3 Aug 1959			

SECRET

BIOGRAPHIC PROFILE (PART 2)

FILE SERIAL NO.  
57555

NAME (LAST-FIRST-MIDDLE)  
NINSET, Herman Edward

DATE OF BIRTH  
Dec 1916

23. SUMMARY OF EVALUATIVE REPORTS FOR THE PAST 100 YEARS

See Attachment

24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE

25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REFERRED TO IN DETAIL

26. ADDITIONAL INFORMATION

Appreciation 1951 from Chief, NEA for excellent work on Report G-145 performed by TSS personnel. Endorsed by Chief, GALS/TSS.  
Commendation 1955 from the field, conveyed by the Career Management Officer, TSS for efficiency in rendering support to an operation.

27. DATE REVISOR  
15 Sep 1961

28. PROFILE REVIEWED BY  
OP/POC/MB/Hrs

FORM NO. 1000 (PART 2)

SECRET

PROFILE

(6)

<p style="text-align:center"><b>FITNESS REPORT</b></p>	<p>EMPLOYEE SERIAL NUMBER <b>61555</b></p>
--	--

<b>SECTION A GENERAL</b>			
1. NAME (Last) <b>KIMSEY,</b> (First) <b>Norman</b> (Middle) <b>E.</b>		4. DATE OF BIRTH <b>11 Dec 1916</b>	6. SEX <b>M</b>
3. SERVICE DESIGNATION <b>D</b>		5. OFFICIAL POSITION TITLE <b>DOCUMENT TECH CH</b>	7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/TSD/AUTH/GARB</b>
8. CAREER STATUS <input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED		9. TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> PERIODIC	
<input type="checkbox"/> PENDING <input type="checkbox"/> DECEASED		<input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN G.P. <b>31 January 1961</b>		11. REPORTING PERIOD <b>Jan 1960 thru Dec 1960</b>	

**SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES**  
 List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

<p>1 - Unsatisfactory    2 - Barely adequate    3 - Acceptable    4 - Competent    5 - Excellent    6 - Superior    7 - Outstanding</p>			
SPECIFIC DUTY NO. 1 <b>Supervises A&amp;R Section personnel</b>	RATING NO. <b>4</b>	SPECIFIC DUTY NO. 2 <b>Oral Briefings</b>	RATING NO. <b>5</b>
SPECIFIC DUTY NO. 3 <b>Questioned Document Analysis</b>	RATING NO. <b>5</b>	SPECIFIC DUTY NO. 4 <b>Monitoring the writing of and writing technical reports</b>	RATING NO. <b>5</b>
SPECIFIC DUTY NO. 5 <b>Liaison with other Government Questioned Document Labs.</b>	RATING NO. <b>5</b>	SPECIFIC DUTY NO. 6 <b>Monitors Graphology Program</b>	RATING NO. <b>5</b>

**SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION**

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

<p>1 - Performance in many important respects fails to meet requirements.                  2 - Performance meets most requirements but is deficient in one or more important respects.                  3 - Performance slightly meets basic requirements.                  4 - Performance slightly exceeds basic requirements.                  5 - Performance in every important respect is superior.                  6 - Performance in every respect is outstanding.</p>	<p>RATING NO. <b>4</b></p>
---	--------------------------------

**SECTION D DESCRIPTION OF THE EMPLOYEE**

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree
CHARACTERISTICS				
		NOT APPLICABLE	NOT USED	RATING
		1	2	3
		4	5	
GETS THINGS DONE				X
RESOURCEFUL				X
ACCEPTS RESPONSIBILITIES				X
CAN MAKE DECISIONS ON HIS OWN WHEN NECESSARY				X
DOES HIS JOB WITHOUT STRONG SUPPORT				X
FACILITATES SMOOTH OPERATION OF HIS OFFICE				X
WRITES EFFECTIVELY				X
SECURITY CONSCIOUS				X
THINGS CLEAR				X
DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS				X

SECRET

**SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**  
 Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject continues to perform his duties as Supervisor of <sup>the</sup> ~~Engineering~~ complex A&R activities in a competent manner. His knowledge of the technical aspects of his Sections' many functions help to insure a continuation of work flow and his ability to absorb and retain technical data related to his field of endeavor serves as an aid in the presentations of his numerous oral briefings.

One apparent weakness, which he continues to retain, is in his work relations with technical personnel; he has a tendency to drift from main topic under discussion to unrelated subjects, which, while they may be informative, decreases not only the Subject's productive capability, but, also that of the technical personnel.

<b>SECTION F CERTIFICATION AND COMMENTS</b>		
1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
31 January 1961	<i>[Signature]</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
46		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	DC/TSD/GARB/	<i>[Signature]</i> PAUL J. SZEGO
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL:		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	Chief, TSD/GARB	<i>[Signature]</i> JOSEPH F. MARZEN

SECRET

APPLICATION FOR FEDERAL EMPLOYMENT

DO NOT WRITE IN THIS SPACE	1. Kind of position applied for, or name of examination Announcement No.	DO NOT WRITE IN THIS BLOCK For Use of Examining Office Only				
	2. Options for which you wish to be considered (if listed in examination announcement)	<input type="checkbox"/> Appor.	<input type="checkbox"/> Material	Entered Register:		
	3. Primary place(s) of employment applied for (City and State)	<input type="checkbox"/> Nonappor.	<input type="checkbox"/> Submitted			
	4. Name (First, middle, maiden, if any, last) Herman Edward Kinsey	<input type="checkbox"/> Returned				
	5. Address (Number, Street, City, Zone, State) 3700 Mass. Ave., N. W. Washington, D. C. or c/o W. S. Linebarger, Box 407 Mt. Shasta, California WA-6-4646	Notations:				
	6. Home phone FE-8-6400	App. Reviewed:				
	7. Office phone 351-3295	App. Approved:				
	8. Legal or voting residence (State) District of Columbia	Option	Grade	Earned Rating	Preference	Augm. Rating
	9. Height without shoes 5 feet 11 inches				<input type="checkbox"/> 5 points (Tent.)	
	10. Weight 200 lbs.				<input type="checkbox"/> 10 points Comp. Dis.	
11. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female				<input type="checkbox"/> Other 10 Point		
12. Marital status <input checked="" type="checkbox"/> Married <input type="checkbox"/> Single (incl. widowed, divorced)				<input type="checkbox"/> Disab.		
13. Birthplace (City and State, or foreign country) Gallup, McKinley County, New Mexico				<input type="checkbox"/> Being Investigated		
14. Birth Date (Month, day, year) December 11, 1916						
15. Social Security Number 556 10 4750						
16. If you have ever been employed by the Federal Government, indicate last grade and job title: GS-13, Intelligence Officer (Section Chief) (Step 4) (GS-14 Slot) Dates of service in that grade From 12 Feb. 1957 To 20 September 1962						
	Initials and date					

17. AVAILABILITY INFORMATION

A. Lowest grade or pay you will accept \$ Per or grade OPEN	B. Will you accept temporary appointment? (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," indicate by "X" in appropriate box or boxes. <input type="checkbox"/> 1 mo. or less <input checked="" type="checkbox"/> 1 to 4 months <input type="checkbox"/> 4 to 12 months
C. Will you accept less than full-time employment (less than 40 hours per week)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	D. Are you willing to travel? <input type="checkbox"/> Not at all <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Frequently
E. Will you accept employment: In Washington, D.C.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Outside U.S.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	F. Will you accept appointment only in certain locations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," list locations:

18. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

A. List Dates, Branch, and Serial or Service Number of All Active Service		
From 19 May 1941 29 Nov. 1946 9 Mar. 1950	To 5 Nov. 1943 8 Oct. 1949 29 Mar. 1953	Branch of Service U. S. Army Serial or Service Number RA 39080108
B. Have you ever been discharged from the armed forces under other than honorable conditions? <input type="checkbox"/> Yes (Give details in Item 39) <input checked="" type="checkbox"/> No		
C. Do you claim 5-point preference based on wartime military service? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		D. Do you claim 5-point preference based on service during peacetime campaign? <input type="checkbox"/> Yes (Complete and attach Standard Form 15) <input checked="" type="checkbox"/> No
E. Do you claim 10 point preference? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Veteran Preference Claim" TYPE: <input type="checkbox"/> Compensable Disability <input type="checkbox"/> Disability <input type="checkbox"/> Wife <input type="checkbox"/> Widow <input type="checkbox"/> Mother		

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

The information given in answer to Question 18 has been verified with the discharge certificate and/or other proof which shows that the separation was under honorable conditions.

VETERAN PREFERENCE ALLOWED:  5-point  10-point Comp. Disab.  Other 10 point  None

Signature and title	Agency	Date
---------------------	--------	------



Herman Edward Kinsey  
Attachment I

1962 to Present - Associated as a technical consultant with Security Associates, Inc., Washington, D. C., specializing in commercial and industrial security.

1953 to 1962 - Intelligence with U. S. Government, Central Intelligence Agency, GS-13, \$11,415. As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for the following: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous others engaged in police and intelligence work. I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

Herman Edward Kimsey

December 11, 1916

Questioned Document Analyst (Continued)

- b. Participated in establishing document analysis facilities in foreign governments and present plans call for continuation of this TDY consulting and advisory work.

Per request from Training, periodically briefs Foreign Intelligence Services and Agency personnel. These briefings cover general capabilities of the Section and are intended to inform the student of the question document problem.

II SUPERVISION RECEIVED:

The Section Chief receives technical requests directly from the customers and advises them and the Branch Chief on the technical problems, personnel, and other requirements for making determinations. Staff and Branch Chiefs establish guides on administrative matters. Review of accomplishments can only be made in the light of the customers application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customers application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for mechanical and personnel identification methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefits to Agency technical services to intelligence efforts.

III QUALIFICATIONS REQUIRED:

Qualifications for this position will be written in the preliminary Qualification Standatds developed for the GS-1397.01, Document Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

I. DUTIES AND RESPONSIBILITIES

The analysis and Research Section is responsible for advisory, developmental and service work in the field of Questioned Document Analysis in support of overt and covert activities of the Agency. This included technical testing and research into handwriting and document evaluation or authentication.

The Section Chief directs the assignments of projects, studies developments in scientific fields supporting authentication work, advises Agency officials on the current and long range capabilities in authentication or evaluation of documents and prepares recommendations for direction of the program.

Specifically:

1. The Section Chief, under the policy direction of Staff Chief, and administratively reporting to Branch Chief, provides administrative and technical supervision to Questioned Document Analysts in the Section and continually insures that their technical competence is maintained. The Section Chief reviews requests for analysis of documents and contents, establishes priorities for use of Section Personnel and suggests available external facilities for analysis or research.

2. Studies developments in Analysis and evaluation of documents and their contents as done by other Federal Agencies (FBI, Post Office, Treasury, Insurance Corporations, Private Practitioners in the Questioned Document Analysis field and Clinical Psychologists. Initiated inter-agency collaboration on use of technical facilities and indices of characteristics of paper and writing materials.

3. Makes review of recommendations of Document Analysts, Consultants, and Contract Employees engaged in analytical and projective studies, determines courses of action for additional research, confers with case officers and program leaders on the availability of additional data, time limits, operational potentials, etc., to develop additional facts of problems to be employed or to make final recommendations on the contents, validity, possible origination and processing of documents subject to study.

4. a. As advisor and consultant to major component program officials, provides authoritative material on the potential of identification involving documents and other physical items, makes periodic evaluations of case history records and provides other technical documentation service as may be required.

(Continued on Page 2)

14-00000

1946 to 1953 - Worked as a Special Agent (MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master Sergeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory (CIC), Far East Command. During this period, I co-authored two text books for the CIC school and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC school and lived and worked three years in two foreign countries.

1945 to 1946 - Held the position of Camp Superintendent of a 100 man forest camp engaged in timber disease control, U. S. Forest Service, California.

1941 to 1943 - Military Service, U. S. Army, Intelligence NCO, MOS 631, Combat Intelligence.

1939 to 1940 - Forest Guard, U. S. Forest Service, California

1935 to 1939 - Lumber Industry, California

Additional Information upon request.

3

Herwin Edward Kimsey  
310 Massachusetts Avenue, N. W.  
Washington 16, D. C. 20016  
Telephone Federal 8-6400

## RESUME

### I Personal

Age 40 - Married - No Children

### II Education

- a - Grammar School - Oregon & California
- b - Junior High School - Oregon & California
- c - High School - Oregon & California
- d - College Level CED (USAFI) 1943

### III Special School and Training Courses

- a - U. S. Forest Service School for Fire Control and Prevention, Shasta National Forest, California; 1939 and again in 1940.
- b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942
- c - U. S. Forest Service School for Fire Control & Prevention, Shasta National Forest, California, 1946.
- d - U. S. Forest School for Timber Disease Control (Elster Rust), Klamath National Forest, California, 1946
- e - U. S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
- f - Instructor Guidance Course, U. S. CIC School, Fort Holabird, Maryland, 1947 and again in 1952.

### IV Empirical Background

1962 to Present - Associated as a technical consultant with Security Associates, Inc., Washington, D. C., specializing in commercial and industrial security.

1953 to 1962 - Intelligence with U. S. Government, Central Intelligence Agency, GS-13, \$11,415. As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for the following: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous others engaged in police and intelligence work. I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

19. EMPLOYMENT (Start with your PRESENT position (see work back))

May inquiry be made of your present employer regarding your character, qualifications and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
1	Dates of employment (month, year) From <u>Unemployed</u> To <u>present time</u>		Exact title of position	Number and kind of employees you supervised
	Salary of earnings Starting \$ <u>          </u> per <u>          </u> Present \$ <u>          </u> per <u>          </u>		Classification Grade (If in Federal service)	Place of employment (City & State)
Name and address of employer (firm, organization, etc.)			Name, title, and present address of immediate supervisor	
Reason for wanting to leave				
Description of work <u>NOT APPLICABLE</u>				
2	Dates of employment (month, year) From <u>23 Mar. '53</u> To <u>20 Sept. '52</u>		Exact title of position <u>Intelligence Officer (see slot)</u>	Number and kind of employees you supervised <u>2 Analysts</u>
	Salary of earnings Starting \$ <u>5,060.00</u> per annum Final <u>\$11,415.00</u> per annum		Classification Grade (If in Federal service) <u>GS-13 Step 4</u>	Place of employment (City & State) <u>Washington, D. C.</u>
Name and address of employer (firm, organization, etc.) <u>Central Intelligence Agency 2430 E Street, N. W., Washington, D. C.</u>			Name, title, and present address of immediate supervisor <u>Chief, Personnel Operations Division ATTENTION: Frank G. Jones</u>	
Reason for leaving <u>Reduction in force. Small section assimilated by 3 larger branches, and</u>				
Description of work <u>by slot and grade designated.</u>				
<u>SEE ATTACHED JOB DESCRIPTION AS ADVISED BY CIA</u>				
<u>Also Attachment I</u>				
3	Dates of employment (month, year) From <u>29 Nov. '46</u> to <u>20 Mar. '51</u>		Exact title of position <u>Special Agent CIC</u>	Number and kind of employees you supervised <u>0-5 Specialists</u>
	Salary of earnings Starting \$ <u>900.00</u> per annum Final <u>\$3200.00</u> per annum		Classification Grade (If in Federal service) <u>2<sup>nd</sup> Gr. (E-7)</u>	Place of employment (City & State) <u>Ft. Belvoir, Ill.</u>
Name and address of employer (firm, organization, etc.) <u>Investigative Control Section AC of S - G-2, Ft. Belvoir, Maryland</u>			Name, title, and present address of immediate supervisor <u>Millard F. Donoherty, Maj., Inf. add. unknown (last supervisor)</u>	
Reason for leaving <u>Better Job</u>				
Description of work <u>Under Investigative Control Section, A. C. of S., G-2, Ft. Belvoir, Ill.;</u>				
<u>Relieved Chief of Tech. Lab.; Instructor in Basic Agent Course; Member of Combat CIC</u>				
<u>Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Relieved</u>				
<u>Chief of Special Projects, Tech. Laboratory; 2<sup>nd</sup> Grade Investigative Control of security nature. (As lab. chief, specialized in Questioned Document Analysis.)</u>				

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 57-A OR BLANK SHEETS  
SEE INSTRUCTION SHEET

12-700-54

**ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE**  
**• ANSWER ALL QUESTIONS CORRECTLY AND FULLY**

**20. SPECIAL QUALIFICATIONS AND SKILLS**

A. Kind of license or certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.) <b>None</b>	B. State or other licensing authority	C. Year of first license or certificate	D. Year of latest license or certificate
E. Special skills you possess and machines and equipment you can use. (For example, shoot with rifle, multifish, compass, big game, street lights, transcribing machine, shorthand or professional dictation) <b>Industrial machinery (lumber) including Diesel Locomotive (small); Ferris Laboratory equipment (gas chromatograph);</b>		F. Approximate number of words per minute: Typing <b>U. A.</b> Shorthand <b>U. A.</b>	
G. Special qualifications and courses in application. (For example, your most important publications (do not submit copies unless requested); your patents or inventions; your speaking and publication experience; membership in professional societies, etc. and honors and fellowships received) <b>suggested and directed development of the Identikit System; Member of IAI; over 200 lecture hours at CIC School; Co-author of CIC Manual and rewrote 2 others; wrote 3 articles and 1 technical book review for "Studies in Intelligence".</b>			

**21. EDUCATION**

A. Place "X" in column indicating highest grade completed	B. If you graduated from high school, give date	C. Name and location of last high school attended							
1 2 3 4 5 6 7 8 9 10 11 12	USAFI X 1935 (GED-1947)	McCloud High School McCloud, California							
D. Name and location of college or university		Dates attended		Years completed		Credit hours		Degree received	Year received
None		From	To	Day	Night	Semester	Quarter		
None									
E. Chief undergraduate college subjects		Semester Hours Credit	Quarter Hours Credit	F. Chief graduate college subjects				Semester Hours Credit	Quarter Hours Credit
None									
G. State major field of study at highest level of college work <b>College Level GED (USAFI) 1948</b>									
H. Other schools or training (For example, trade, vocational, Armed Forces, or Navy) Give for each the name and location of school, dates attended, subjects studied, certificate, and any other pertinent data. <b>Chemical Warfare School, 103rd Inf. Div. School - Camp Claiborne, La., 1 June 1943 Counter Intelligence Corps Basic Course, Fort Holabird, Md., 28 May 1947; Instructors Guidance Courses, Ft. Holabird, Maryland, 26 September 1947 and again 17 April 1952.</b>									

**22. FOREIGN TRAVEL**

Have you lived or traveled in any foreign countries?  
 Yes  No  
 If "Yes," give in Item 19 names of countries, dates and length of time spent there and nature of purpose (military service, business, recreation or education).

**23. FOREIGN LANGUAGES**

Enter foreign language and indicate your knowledge of each by placing "X" in proper column	Reading		Speaking		Understanding		Writing	
	Exc.	Good	Fair	Poor	Exc.	Good	Fair	Poor
None								

**24. REFERENCES**

List three persons living in the United States or territories of the United States who are well known to you and who have definite knowledge of your qualifications and areas for the positions for which you are applying. Do not repeat names of supervisors listed under Item 19.

Full Name	PRINTED ADDRESS (Number, Street, City, State, and Zip)	BUSINESS OR OCCUPATION
Albert W. Sorenson (Lt. Col., Ret.)	Clarkburg, Maryland 14 Patterson Drive	Dir. Bur. of Ident. Lab., P. O. Post Office, Post Analyst
Joseph N. English	Silver Spring, Maryland 601 Patricia Lane Drive	PH Laboratory
Henry C. Newton Ret. Gen. (Ret.)	Falls Church, Virginia	Dir. Mil. Assis. Institute

ANSWER ALL QUESTIONS BY PLACING "X" IN PROPER COLUMN		YES	NO
23. Are you a citizen of the United States or America? If "No," give country of which you are a citizen.		X	
24. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?			X
25. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of attempting or approving the commission of acts of force or violence against other persons that apply under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? <i>If your answer to 24 and/or 25 above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you deem regarding your membership or activities. (See Instruction Sheet.)</i>			X
26. Have you any physical handicap, chronic disease, or other disability?			X
27. Have you ever had a nervous breakdown?			X
28. Have you ever had tuberculosis? <i>If your answer to 26, 27, or 28 above is "Yes," give details in Item 32.</i>			X
29. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting civil service appointment? <i>If your answer is "Yes," give dates of and reasons for such disbarment in Item 34.</i>			X
30. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months? <i>If your answer is "Yes," give in Item 36 for EACH such relative (1) full name; (2) present address; (3) relationship; (4) department or agency by which employed; and (5) kind of assignment.</i>			X
31. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service? <i>If your answer is "Yes," give details in Item 37.</i>			X
32. Are you an official or employee of any State, territory, county, or municipality? <i>If your answer is "Yes," give details in Item 38.</i>			X
33. Have you ever been discharged (fired) from employment for any reason?		X	
34. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? <i>If your answer to 33 or 34 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reason in each case. This information should agree with statements made in Item 19 - Experience.</i>			X
35. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of \$50.00 or less; and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely forfeited collateral.)			X
36. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? <i>If your answer to 35 or 36 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law inferring offense or type of court or court-martial, and (5) action taken.</i>			X
37. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.			
Item No.	Answer	Item No.	Answer
22	Japan, Military Service, 1940-9, 1950-1; Korea, Military Service, 1950-1; Japan, 1953, Korea, 1959; Japan 1962; Hong Kong, 1963; Thailand, 1966; Taipei, 1962, Okinawa, 1962.	35	Because of bad eyes. When this was corrected, I returned to the same job under the same supervisor - brakeman on a diesel locomotive.
If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, date of birth, and examination no. Attach on inside of this application.			
<b>ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION</b>			
A false or dishonest answer to any question in this application may be grounds for ruling you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.			
<b>CERTIFICATION</b>			
I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.			
Signature of applicant _____		Date _____	



APPLICATION FOR FEDERAL EMPLOYMENT

DO NOT WRITE IN THIS SPACE	1. Kind of position applied for, or name of examination Announcement No.	DO NOT WRITE IN THIS BLOCK For Use of Examining Office Only			
	2. Options for which you wish to be considered (if listed in examination announcement)	<input type="checkbox"/> Appor. <input type="checkbox"/> Nonappor.	Material <input type="checkbox"/> Submitted <input type="checkbox"/> Returned	Entered Register	
	3. Primary place(s) of employment applied for (City and State)	Notations:			
	4. Name (First, middle, maiden, if any, last) Mr. Ms. Herman Edward Kinsey	App. Reviewed:			
	5. Address (Number, Street, City, Zone, State) 3700 Mass. Ave., N. W. Washington, D. C. or c/o W. S. Linbarger, Box 407 Mt. Shasta, California WA-64646	App. Approved:			
	6. Home phone FE-2-6400	7. Office phone 351-3295	Option      Grade      Earned Rating      Preference      Augm. Rating <input type="checkbox"/> 5 points (Spec.) <input type="checkbox"/> 10 points Comp. Etc. <input type="checkbox"/> Other 10 Points <input type="checkbox"/> Disab. <input type="checkbox"/> Being Investigated		
	8. Legal or voting residence (State) District of Columbia	9. Height without shoes 5 feet 11 inches			
	10. Weight 200 lbs.	Initials and date			
	11. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female				
	12. Marital status <input checked="" type="checkbox"/> Married <input type="checkbox"/> Single (incl. widowed, divorced)	13. Availability Information			
13. Birthplace (City and State, or foreign country) Gallup, McKinley County, New Mexico					
14. Birth date (Month, day, year) December 11, 1916	15. Social Security Number 556 10 4750	A. Lowest grade or pay you will accept \$ Per or grade <u>GS-13</u> B. Will you accept temporary appointment? (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," indicate by "X" in appropriate box or boxes. <input type="checkbox"/> 1 mo. or less <input checked="" type="checkbox"/> 1 to 4 months <input type="checkbox"/> 4 to 12 months			
16. If you have ever been employed by the Federal Government, indicate last grade and job title: GS-13, Intelligence Officer (Section Chief) (Step 4) (GS-13 Slot) Dates of service in that grade: From 12 Feb. 1957 To 20 September 1962					

C. Will you accept less than full-time employment (less than 40 hours per week)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	D. Are you willing to travel? <input type="checkbox"/> Not at all <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Frequently
E. Will you accept employment in Washington, D.C.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Outside U.S.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	F. Will you accept appointment only in certain locations? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," list locations:

18. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

A. List Dates, Branch, and Serial or Service Number of All Active Service From                      To                      Branch of Service                      Serial or Service Number 19 May 1941                      9 Nov. 1943                      U. S. Army                      RA 39020103 29 Nov. 1946                      8 Oct. 1947 5 Jan. 1950                      20 Mar. 1953	B. Have you ever been discharged from the armed forces under other than honorable conditions? <input type="checkbox"/> Yes (Give details in Item 37) <input checked="" type="checkbox"/> No	C. Do you claim 5-point preference based on wartime military service? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D. Do you claim 5-point preference based on service during peacetime campaign? <input type="checkbox"/> Yes (Complete and attach Standard Form 15) <input checked="" type="checkbox"/> No		E. Do you claim 10-point preference? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," check type of preference claimed and complete and attach Standard Form 15, "10-point Preference Claim" 15 PF <input type="checkbox"/> Compensable disability <input type="checkbox"/> Disability <input type="checkbox"/> Wife <input type="checkbox"/> Widow <input type="checkbox"/> Member

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

The information given in answer to Question 12 has been verified with the discharge certificate and/or other proof which shows that the separation was under honorable conditions.

VETERAN PREFERENCE ALLOWED     5 point     10 point Comp. Etc.     Other 10 point     None

Signature and title	Agency	Date
---------------------	--------	------

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

19. EXPERIENCE (Start with your PRESENT position and work back)

Max inquiry be made of your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
1	Dates of employment (month, year) From [ ] [ ] [ ] To present time	Exact title of position	Number and kind of employees you supervise
Salary or earnings Starting \$            per Present \$            per		Classification Grade (If in Federal service)	Place of employment (City & State)  Kind of business or organization (Manufacturing, accounting, insurance, etc.)
Name and address of employer (firm, organization, etc.)		Name, title, and present address of immediate supervisor	
Reason for wanting to leave			
Description of work <u>NOT APPLICABLE</u>			
2	Dates of employment (month, year) From 23 Nov. 1953 To 20 Sept. '56	Exact title of position Intelligence Off. (Sec Chief)	Number and kind of employees you supervised 4 Analysts
Salary or earnings Starting \$ 5,060.00 per annum Final \$11,416.00 per annum		Classification Grade (If in Federal service) GS-13 Step 4	Place of employment (City & State) Washington, D. C. Kind of business or organization (Manufacturing, accounting, insurance, etc.) U. S. Govt.
Name and address of employer (firm, organization, etc.) Central Intelligence Agency 2430 E Street, N. W., Washington, D. C.		Name, title, and present address of immediate supervisor Chief, Personnel Operations Division ATTENTION: Frank G. Johns	
Reason for leaving <u>Reduction in force. Small section assimilated by 3 larger branches, and</u>			
Description of work <u>no slot and grade eliminated.</u>			
<u>SEE ATTACHED JOB DESCRIPTION AS APPROVED BY CIA</u>			
<u>Also Attachment 1</u>			
3	Dates of employment (month, year) From 29 Nov. '46 To 20 Mar. '53	Exact title of position Special Agent CIC	Number and kind of employees you supervised 0-5 Technician
Salary or earnings Starting \$ 900.00 per annum Final \$1700.00 per annum		Classification Grade (If in Federal service) W/Sgt. (E-7)	Place of employment (City & State) Ft. Holabird, Md. Kind of business or organization (Manufacturing, accounting, insurance, etc.) U. S. Army CIC
Name and address of employer (firm, organization, etc.) Investigative Control Section AC of S - G-2, Ft. Holabird, Maryland		Name, title, and present address of immediate supervisor Millard F. Dougherty, Maj., Inf. add. unknown (last supervisor)	
Reason for leaving <u>Better job</u>			
Description of work <u>Under Investigative Control Section, A. C. of S., G-2, Ft. Holabird, Md.;</u> <u>Listed Chief of Tech. Lab.; Instructor in Basic Agent Course; Member of Combat CIC</u> <u>Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Listed</u> <u>Chief of Special Projects, Tech. Laboratory, Far East. Investigated crimes of security nature. (As lab. chief, specialized in questioned Document Analysis.)</u>			

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 57-A OR BLANK SHEETS  
SEE INSTRUCTION SHEET

14-58100-1

Herman Edward Kimsey

December 11, 1916

4. 15 April 1945 - 1 October 1946 Camp Superintendent 100 employees, laborers  
\$2694 per annum  
\$3021 per annum SP-7 Yreka, California U. S. Forest Service  
U. S. Forest Service, Yreka, California Art London, % USFS, Yreka, California  
Enlist in Counter Intelligence Corps, U. S. Army  
Supervised 100-man forest camp for the purpose of controlling timber disease.
5. 5 November 1943 - 15 April 1945 Laborer None  
\$0.90 per hour  
\$1.10 per hour Unknown McCloud, California Lumber,  
McCloud River Lumber Company, McCloud, California- James Herbert, McCloud, Calif.  
Return to the United States Forest Service.  
Operated lumber carrier and brakeman on small diesel locomotive.
6. 19 May 1941 to 5 November 1943 Sergeant MOS 631 up to 14 Intelligence Analysts  
Intelligence NCO  
Combat Intelligence  
\$21.00 per month Sergeant Continental Limits of United States U. S. Army  
\$75.00 per month Supervisor - Unknown  
U. S. Army  
Honorable Discharge  
Supervised S-2 Section in Brigade HQ for the purpose of collection and evaluation  
of information on the subject of enemy military operations.
7. 1 May 1939 to 10 May 1941 - Forest Guard None  
\$100 per month Unknown McCloud, California U. S. Forest Service  
United States Forest Service Earl Sullaway, McCloud, California  
McCloud, California  
Enlisted in the U. S. Army under draft requirement but not yet called for service.  
Prevention and suppression of forest fires.
8. January 1935 to May 1939 Laborer  
Laborer in lumber & oil industry.

Herman Edward Kimsey  
 3700 Massachusetts Avenue, N. W.  
 Washington 16, D. C. 20016  
 Telephone Federal 8-6460

RESUME

I Personal

Age 46 - Married - No Children

II Education

- a - Grammar School - Oregon & California
- b - Junior High School - Oregon & California
- c - High School - Oregon & California
- d - College Level GED (USAFI) 1948

III Special School and Training Courses

- a - U. S. Forest Service School for Fire Control and Prevention, Shasta National Forest, California; 1937 and again in 1940.
- b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942
- c - U. S. Forest Service School for Fire Control & Prevention, Shasta National Forest, California, 1946.
- d - U. S. Forest School for Timber Disease Control (Blister Rust), Klamath National Forest, California, 1946
- e - U. S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
- f - Instructor Guidance Course, U. S. CIC School, Fort Holabird, Maryland, 1947 and again in 1952.

IV Empirical Background

1962 to Present - Associated as a technical consultant with Security Associates, Inc., Washington, D. C., specializing in commercial and industrial security.

1953 to 1962 - Intelligence with U. S. Government, Central Intelligence Agency, GS-13, \$11,415. As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for the following: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous others engaged in police and intelligence work. I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

1946 to 1953 - Worked as a Special Agent (MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master Sergeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory (CIC), Far East Command. During this period, I co-authored two text books for the CIC school and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC school and lived and worked three years in two foreign countries.

1945 to 1946 - Held the position of Camp Superintendent of a 100 man forest camp engaged in timber disease control, U. S. Forest Service, California.

1941 to 1943 - Military Service, U. S. Army, Intelligence NCO, MOS 631, Combat Intelligence.

1939 to 1940 - Forest Guard, U. S. Forest Service, California

1935 to 1939 - Lumber Industry, California

Additional Information upon request.

Herman Edward Kinsey

December 11, 1916

I. DUTIES AND RESPONSIBILITIES

The analysis and Research Section is responsible for advisory, developmental and service work in the field of Questioned Document Analysis in support of overt and covert activities of the Agency. This includes technical testing and research into handwriting and document evaluation or authentication.

The Section Chief directs the assignments of projects, studies developments in scientific fields supporting authentication work, advises Agency officials on the current and long range capabilities in authentication or evaluation of documents and prepares recommendations for direction of the program.

Specifically:

1. The Section Chief, under the policy direction of Staff Chief, and administratively reporting to Branch Chief, provides administrative and technical supervision to Questioned Document Analysts in the Section and continually insures that their technical competence is maintained. The Section Chief reviews requests for analysis of documents and contents, establishes priorities for use of Section Personnel and suggests available external facilities for analysis or research.
2. Studies developments in Analysis and evaluation of documents and their contents as done by other Federal Agencies (FBI, Post Office, Treasury, Insurance Corporations, Private Practitioners in the Questioned Document Analysis field and Clinical Psychologists. Initiated inter-agency collaboration on use of technical facilities and indices of characteristics of paper and writing materials.
3. Makes review of recommendations of Document Analysts, Consultants, and Contract Employees engaged in analytical and projective studies, determines courses of action for additional research, confers with case officers and program leaders on the availability of additional data, time limits, operational potentials, etc., to develop additional facts of problems to be employed or to make final recommendations on the contents, validity, possible origination and processing of documents subject to study.
4. a. As advisor and consultant to major component program officials, provides authoritative material on the potential of identification involving documents and other physical items, makes periodic evaluations of case history records and provides other technical documentation service as may be required.

(Continued on Page 2)

Herman Edward Kimsey

December 11, 1916

4. 15 April 1945 - 1 October 1946 Camp Superintendent 100 employees, laborers  
 \$2694 per annum  
 \$3021 per annum SP-7 Yreka, California U. S. Forest Service  
 U. S. Forest Service, Yreka, California Art London, § USFS, Yreka, California  
 Enlist in Counter Intelligence Corps, U. S. Army  
 Supervised 100-man forest camp for the purpose of controlling timber disease.
5. 5 November 1943 - 15 April 1945 Laborer None  
 \$0.90 per hour  
 \$1.10 per hour Unknown McCloud, California Lumber  
 McCloud River Lumber Company, McCloud, California- James Herbert, McCloud, Calif.  
 Return to the United States Forest Service.  
 Operated lumber carrier and brakeman on small diesel locomotive.
6. 19 May 1941 to 5 November 1943 Sergeant MOS 631 up to 14 Intelligence Analysts  
 Intelligence NCO  
 Combat Intelligence  
 \$21.00 per month Sergeant Continental Limits of United States U. S. Army  
 \$75.00 per month Supervisor - Unknown  
 U. S. Army  
 Honorable Discharge  
 Supervised S-2 Section in Brigade HQ for the purpose of collection and evaluation  
 of information on the subject of enemy military operations.
7. 1 May 1939 to 10 May 1941 - Forest Guard None  
 \$100 per month Unknown McCloud, California U. S. Forest Service  
 United States Forest Service Earl Sullaway, McCloud, California  
 McCloud, California  
 Enlisted in the U. S. Army under draft requirement but not yet called for service.  
 Prevention and Suppression of forest fires.
8. January 1935 to May 1939 Laborer  
 Laborer in lumber oil industry.

Herman Edward Kimsey

December 11, 1916

Questioned Document Analyst (Continued)

- b. Participated in establishing document analysis facilities in foreign governments and present plans call for continuation of this TNY consulting and advisory work.

Per request from Training, periodically briefs Foreign Intelligence Services and Agency personnel. These briefings cover general capabilities of the Section and are intended to inform the student of the question document problem.

II SUPERVISION RECEIVED:

The Section Chief receives technical requests directly from the customers and advises them and the Branch Chief on the technical problems, personnel, and other requirements for making determinations. Staff and Branch Chiefs establish guides on administrative matters. Review of accomplishments can only be made in the light of the customers application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customers application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for mechanical and personnel identification methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefits to Agency technical services to intelligence efforts.

III QUALIFICATIONS REQUIRED:

Qualifications for this position will be written in the preliminary Qualification Standards developed for the GS-1397.01, Document Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.



**ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE**  
**• ANSWER ALL QUESTIONS CORRECTLY AND FULLY**

**20. SPECIAL QUALIFICATIONS AND SKILLS**

A. Kind of license or certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.)  None	B. State or other licensing authority	C. Year of first license or certificate	D. Year of latest license or certificate
E. Special skills you possess and machines and equipment you can use. (For example, short wave radio, multilink, computers, key punch, turret lathe, transcribing machine, scientific or professional devices) Industrial machinery (lumber) including Diesel Locomotive (small); Forensic Laboratory equipment (questioned document); Identi-Kit Opn.; Tech. Intelligence Equipment.		F. Approximate number of words per minute: Typing _____ Shorthand _____ H. A. _____ H. A. _____	
G. Special qualifications not covered in application. (For example, your most important publications (do not submit copies unless requested), your patents or inventions; public speaking and publication experience, membership in professional or scientific societies, etc., and honors and fellowships received.) Suggested and directed development of the Identi-Kit System; Member of IAI; Over 200 lecture hours at CIC School; Co-author of CIC Manual and rewrote 2 others; wrote 3 articles and 1 technical book review for "Studies in Intelligence".			

**21. EDUCATION**

A. Place "X" in column indicating highest grade completed												B. If you graduated from high school, give date		C. Name and location of last high school attended					
1	2	3	4	5	6	7	8	9	10	11	12	USAFI		McCloud High School McCloud, California					
												X 1935 (GED-1947)							
D. Name and location of college or university												Dates attended		Years completed		Credit hours		Degree received	Year received
None												From	To	Day	Night	Semester	Quarter		
E. Chief undergraduate college subjects												Semester Hours Credit	Quarter Hours Credit	F. Chief graduate college subjects				Semester Hours Credit	Quarter Hours Credit
None																			
G. State major field of study at highest level of college work College Level GED (USAFI) 1949																			
H. Other schools of training (for example, trade, vocational, Armed Forces, or business). Give for each the name and location of school, dates attended, subjects studied, certificates, and any other pertinent data. Chemical Warfare Sch., 103rd Inf. Div. School - Camp Claiborne, La., 1 June 1943 Counter Intelligence Corps Basic Course, Fort Holabird, Md., 28 May 1947; Instructors Guidance Courses, Ft. Holabird, Maryland, 26 September 1947 and again 17 April 1952.																			

**22. FOREIGN TRAVEL**

Have you lived or traveled in any foreign countries?  
 Yes     No  
 If "Yes," give in Item 29 names of countries, dates and length of time spent there and reason or purpose (military service, business, education, or recreation).

**23. FOREIGN LANGUAGES**

List foreign language and indicate your knowledge of each by placing "X" in proper column.	Reading		Speaking		Understanding		Writing	
	Flu.	Good	Flu.	Good	Flu.	Good	Flu.	Good
None								

**24. REFERENCES**

List three persons living in the United States or territories of the United States who are NOT RELATED TO YOU AND WHO HAVE DEFINITE KNOWLEDGE of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 19.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and Zip)	BUSINESS OR OCCUPATION
Albert W. Sorenford (Lt. Col., Ret.)	Clarksburg, Maryland 17 Eastmoor Drive	Dir. Pur. of Ident. Lab., P. O. Dept. of Justice
Joseph M. English	Silver Spring, Maryland	FBI Laboratory
Henry C. Newton Capt. Gen. (Ret.)	601 Patrick Henry Drive Palls Church, Virginia	Dir. I.M.I. Assis. Institute

ANSWER	QUESTIONS BY PLACING "X" IN PROPER COL.	YES	NO
	25. Are you a citizen of the United States of America? If "No," give country of which you are a citizen:	X	
	26. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?		X
	27. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? <i>If your answer to 26 and/or 27 above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities. (See Instruction Sheet.)</i>		X
	28. Have you any physical handicap, chronic disease, or other disability?		X
	29. Have you ever had a nervous breakdown?		X
	30. Have you ever had tuberculosis? <i>If your answer to 28, 29, or 30 above is "Yes," give details in Item 39.</i>		X
	31. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting civil service appointment? (If your answer is "Yes," give dates of, and reasons for, such debarment in Item 39.)		X
	32. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months? <i>If your answer is "Yes," give in Item 39 for EACH such relative: (1) full name; (2) present address; (3) relationship; (4) department or agency by which employed, and (5) kind of appointment.</i>		X
	33. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service? <i>If your answer is "Yes," give details in Item 39.</i>		X
	34. Are you an official or employee of any State, territory, county, or municipality? <i>If your answer is "Yes," give details in Item 39.</i>		X
	35. Have you ever been discharged (fired) from employment for any reason?	X	
	36. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? <i>If your answer to 35 or 36 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reasons in each case. This information should agree with statements made in Item 39—Experience.</i>		X
	37. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of \$35.00 or less, and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely testified collateral.)		X
	38. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? <i>If your answer to 37 or 38 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law enforcing authority or type of court or court-martial, and (5) action taken.</i>		X
39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.			
Item No.	Answer	Item No.	Answer
22	Japan, Military Service, 1942-3, 1950-1; Korea, Military Service 1950-1; Panama 1959, Peru, 1959; Japan 1962; Hong Kong, 1962; Thailand, 1962; Taipei, 1962, Okinawa, 1962.	35	Because of bad eyes. When this was corrected, I returned to the same job under the same supervisor - brakeman on a diesel locomotive.
If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, date of birth, and examination title. Attach on inside of this application.			
<b>ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION</b>			
A false or dishonest answer to any question in this application may be grounds for rating you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.			
<b>CERTIFICATION</b>			
I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.			
Signature of applicant _____		Date _____	

(Sign in ink)

14-00000

## RESUME

Herman Edward Kimsey  
3700 Massachusetts Ave., N.W.  
Washington, D.C. 20016  
Telephone: FEderal 8-6400

### PERSONAL

Age: 46  
Marital Status: Married, no children

### EDUCATION

Grammar School - Oregon and California  
Junior High School - Oregon and California  
High School - Oregon and California  
College Level GED (USAFI) 1948

#### Special Schools and Training Courses:

1. U.S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California; 1939 and again in 1940.
2. U.S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942.
3. U.S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California, 1945.
4. U.S. Forest School for Timber Disease Control (Blister Rust) Klamath National Forest, California, 1946.
5. U.S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
6. Instructor Guidance Course, U.S. Army CIC School, Fort Holabird, Maryland, 1947 and again in 1952.

### EMPIRICAL BACKGROUND

From 1962 to present, I have been associated, as a technical consultant, with Security Associates, Inc., Washington, D.C. specializing in commercial and industrial security.

From 1953 to 1962, I was an Intelligence Officer with the U. S. Government, Central Intelligence Agency (Annual Salary \$11,415, GS-13). As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with Senior Staff components of CIA; delivered numerous technical briefings to both U.S. and foreign police and intelligence services; initiated and maintained liaison with other U.S. Government components; activated and directed research projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous other agencies engaged in police and intelligence.

I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

From 1946 to 1953, I worked as a Special Agent(MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master/Sergeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory(CIC), Far East Command. During this period, I co-authored two textbooks for the CIC School and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC School and lived and worked three years in two foreign countries.

1945-1946 I held the position of Camp Superintendent of a 100-man forest camp engaged in timber disease control, U.S. Forest Service, California.

1941-1943 Military Service, U.S. Army, Intelligence NCO, MOS 631, Combat Intelligence.

1939-1940 Forest Guard, U.S. Forest Service, California

1935-1939 Lumber Industry, California

Additional information upon request

Herman Edward Kinsey  
 37 Massachusetts Ave., N. W.  
 Washington 16, D. C. (20016)  
 Telephone: Federal 6-6400

RESUME

- I Personal -  
 Age 46 - Married - No Children.
- II Education -  
 a - Grammar School - Oregon & California.  
 b - Junior High School - Oregon & California.  
 c - High School - Oregon & California.  
 d - College Level CED (USAFI) 1948.
- III Special Schools and Training Courses -  
 a - U. S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California; 1939 and again in 1949.  
 b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942.  
 c - U. S. Forest Service School for Fire Control & Prevention, Shasta, National Forest California, 1945.  
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1941-1943 Military Service, U. S. Army, Intelligence WCO, MOS 631, Combat Intelligence.

1939-1940 Forest Guard, U. S. Forest Service, California.

1935-1939 Lumber Industry, California.

Additional information upon request.

NO FOREIGN DISSEM  
 1967

Horizon Edward Kinsey

Dec. 11, 1916

Proposed Document Analyst - GS-14 (Section Chief) - page 2.

b. Section Chief participated in establishing document analysis facilities in foreign governments and present plans call for continuation of this TDY consulting and advisory work.

c. Per request from Training, Section Chief periodically briefs Foreign Intell. Services and Agency personnel. These briefings cover general capabilities of the Section and are intended to inform the student of the questioned document problem.

**II. SUPERVISION RECEIVED:**

The Section Chief receives technical requests directly from customers and advises them and the Branch Chief on the technical problems, personnel, and other requirements for making determinations. Staff and Branch Chiefs establish guides on administrative matters. Review of accomplishments can only be made in the light of the customers application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customers application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for mechanical and personnel identification methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefit to Agency technical services to intelligence efforts.

**III. QUALIFICATIONS REQUIRED:**

Qualifications for this position will be written in the preliminary Qualification Standards developed for the GS-1377.01, Document Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

*Handwritten signature and initials*  
J. H. [unclear]  
J. H. [unclear]

SECRET

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

H a n d l e   W i t h   C a r e

SECRET

Republican National Committee S-E-C-R-E-T (When Filled In) *Att. Kinsey, Mar 8 1965*

NAME	Title, Grade & Salary	Office & Extension	DOB	BOD	LWD	Type Referral
<i>Kinsey, Herman Edward</i>	<i>Liberty: SS-14</i>	<i>7-5 D</i>	<i>11/16</i>	<i>3/53</i>	<i>20 2 1965</i>	<i>101</i>
Reference Data						OP Interviewer
						<i>R6 5141 C - 17-2</i>
						<i>E. Boyle</i>
Date of Interview	Details of Out Placement (Including Cover & Security Data)					
<i>1/21/62</i>	<i>Kinsey brought in copy of 57 contracts he had cleared &amp; indicated he had his own contracts. Said in over week he received no communication on it. Thought could come to for a negotiation &amp; the 701 number. Some for the concern of by any under such policies. Some very possibly, 1964 have what he wants &amp; promised a check book if he needed any help.</i>					
<i>Sept 3 64</i>	Subject came in late 1963 and was given assistance in filing for FANS and he qualified at a grade 13/14 level. He was referred to <del>xxxxx</del> several jobs and I have just been informed that he has taken a position with the Republican National Committee as assistant security officer.					
<i>Nov 1964</i>	Subject called to advise me that since the republicans had been beaten that he was out of a job.					
<i>Dec 1965</i>	Called Mr Kinsey and referred him to The Plaza hotel in New York for a position as security officer. I called the personnel officer of the hotel and told him of Mr Kinsey's qualifications and set up an appointment for an interview. Mr Kinsey went for the interview and was offered the position which paid \$1.60 per hour and meals. At that time he was being considered for another position and asked asked time to consider offer.					
<i>Jan 14 1965</i>	Contacted Mr Kinsey to see if he had made up his mind about the job in NY as I had gone one time to refer. He advised me that he was being considered for position as security officer with the Republican National Committee and he would know after they met in Chicago Jan 22/					
<i>1/21/65</i>	<i>= from him personally - Do for subject himself he was trying private industry.</i>					
OUT PLACEMENT INTERVIEW RECORD						(See Reverse)

65-5141-281-8



S-E-C-R-E-T  
(When Filled In)

NAME	Title, Grade & Salary	Office & Extension	DOB	EOD	LMD	Type Referral
Reference Data						OP Interviewer
Date of Interview	Details of Out Placement (Including Cover & Security Data)					
OUT PLACEMENT INTERVIEW RECORD						(See Reverse)

S-E-C-R-E-T  
(When Filled In)

*100 Station*

NAME	Title, Grade & Salary	Office & Extension	DOB	EOL	LNO	Type of Referral
Kimsley, Morgan E.	<i>Security 13</i>	<i>TSD/EARB 22009</i>	<i>12/18</i>	<i>4/1/53</i>	<i>131</i>	CP Interviewer
Reference Data		<i>Location TSD-ARCC Analyst</i>				<i>CP Interviewer Pocky</i>
Date of Interview	Details of Out Placement (Including Cover & Security Data)					
<i>22 March 62</i>	<i>Saw Holt + Clebscale. Think there is a good chance of his retention. Has good background in from Berkeley, CIA work etc. Has written several books in field. Knows Tom Guin at CIA also has contact at NSA. Lives at Alban Terrace. Will draft job statement + CP with copy.</i>					
<i>2 April 62</i>	<i>Did not see this man - he slipped out before we could catch him - TMS</i>					
OUT PLACEMENT INTERVIEW RECORD						(See Reverse)

SECRET

NOTIFICATION OF ESTABLISHMENT  
OF MILITARY COVER BACKSTOP

DATE  
25 January 1962  
ESTABLISHED FOR

TO:  CHIEF, PERIODIC AND SERVICE DIVISION  
(C/Sec)  CHIEF, OPERATING COMMAND

ZIMSEY, Herman E.

ATTN:

K-8689

REF:

10 1492 001

MILITARY COVER BACKSTOP ESTABLISHED

BLOCK RECORDS:  
(OPM 20-800-11)

a. TEMPORARILY FOR 30 DAYS, EFFECTIVE 19 January 1962

b. CONTINUING, PERMANENT

SUBMIT FORM 600 TO CHANGE LIMITATION CATEGORY TO 2.  
(HR 20-800-2)

ASCERTAIN THAT ARMY W-2 BEING ISSUED.  
(HR 20-800-1)

SUBMIT FORM 1200 FOR ANY CHANGE AFFECTING THIS COVER.  
(R 240-250)

SUBMIT FORM 1300 FOR TRANSFERRING COVER RESPONSIBILITY.  
(R 240-250)

REMAINS:

71400  
REMAIN  
10 1492 001

COPY TO 100 OF

Robert E. Young

DISTRIBUTION: 1 AND BY 1 PER OV 1 AND COMPT

GS 13	161555	05/10/58	44 49	GS-13 3	08/06/60
9. Remarks and Authorization  <input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD					

Form 560

Obsolete Previous Edition

SECRET

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	KIMSEY HERMAN E	161555	44 49	GS-13 3	\$10,370	\$11,155

151 ENMETT D. ECHOLS

DIRECTOR OF PERSONNEL

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 161555		2. NAME KIMSEY HERMAN E			3. ASSIGNED ORGN. DDP/TSS 6		4. FUNDS V-20		5. ALLOTMENT		
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
GS 13	2	\$10,130	05	10	58	GS 13	3	\$10,370	02	07	60
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
9. NUMBER OF HOURS LWOP							10. INITIALS OF CLERK		11. AUDITED BY		
12. TYPE OF ACTION							13. REMARKS				
<input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT											
14. AUTHENTICATION											

PAY CHANGE NOTIFICATION

SECRET  
(WHEN FILLED IN)

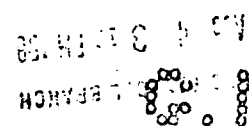
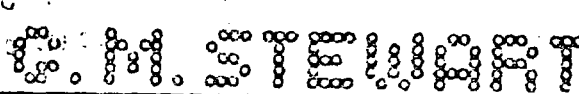
1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
161555		KIMSEY HERMAN E				DDP/TSS 6		V-20			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	1	\$ 9,890	02	10	57	GS 13	2	\$10,130	08	10	58
REMARKS											
RW											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR				DATE		SIGNATURE OF SUPERVISOR					
JOSEPH F. MARZEN				10/7/58		<i>Joseph F. Marzen</i>					
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560  
1 MAR 58

SECRET

PERSONNEL FOLDER

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT	
161555		KIMSEY HERMAN E				DDP/TSS		V-20			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	1	\$ 9,890	02	10	57	GS 13	2	\$10,130	08	10	58
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF MONTHS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						10. INITIALS OF CLEE <i>HJH</i> 11. AUDITED BY					
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.						
14. AUTHENTICATION											
 											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560b  
1 MAR 58

SECRET

PERSONNEL FOLDER

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE  
12 JANUARY 1958 AUTHORIZED BY P. L. 85, - 462 AND DCI  
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
KIMSEY HERMAN E	161555	GS-13-1	\$ 8,990	\$ 9,890

GORDON M. STEWART  
/S/ DIRECTOR OF PERSONNEL

S E C R E T

FORM 1150 SEP 62

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DEF

1. SERIAL NUMBER 061555 2. NAME (LAST-FIRST MIDDLE) KIMSEY HERMAN E

3. NATURE OF PERSONNEL ACTION TERMINATION 4. EFFECTIVE DATE 09 20 62 5. CATEGORY OF EMPLOYMENT REGULAR

6. FUNDS X 7. COST CENTER NO. CHARGEABLE 3276 1064 1000 8. CSC OR OTHER LEGAL AUTHORITY

9. ORGANIZATIONAL DESIGNATIONS DDP TSD AUTHENTICATION GRAPHIC ARTS REPRODUCTION BRANCH ANALYSIS AND RESEARCH SECTION 10. LOCATION OF OFFICIAL STATION WASH., D. C.

11. POSITION TITLE DOCUMENT TECH CH 12. POSITION NUMBER 0658 13. CAREER SERVICE DESIGNATION D

14. CLASSIFICATION SCHEDULE (GS, FS, etc.) GS 15. OCCUPATIONAL SERIES 1397.01 16. GRADE AND STEP 13 4 17. SALARY OR RATE 11415

18. REMARKS TERMINATED IN ACCORDANCE WITH PROVISIONS OF CIA REGULATION 20-27, SEPARATION OF SURPLUS PERSONNEL, PURSUANT TO AUTHORITY OF DIRECTOR OF CENTRAL INTELLIGENCE CONTAINED IN SECTION 102 (C) OF THE NATIONAL SECURITY ACT OF 1947, AS AMENDED. THIS TERMINATION DOES NOT AFFECT YOUR RIGHT TO SEEK OR ACCEPT EMPLOYMENT IN ANY OTHER DEPARTMENT OR AGENCY OF THE U.S. GOVERNMENT IF YOU ARE DECLARED ELIGIBLE FOR SUCH EMPLOYMENT BY THE U.S. CIVIL SERVICE COMMISSION.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

Grid containing fields for: 19. ACTION CODE (45), 20. EMPLOY CODE (10), 21. SERVICE CODING, 22. STATION CODE, 23. INTERCEE CODE, 24. HOURS CODE, 25. DATE OF BIRTH (12 11 16), 26. DATE OF GRADE, 27. DATE OF LEI, 28. NTE EXPIRES, 29. SPECIAL REFERENCE, 30. RETIREMENT DATA, 31. SEPARATION DATA CODE (1GTO003), 32. CORRECTION/CANCELLATION DATA, 33. SECURITY REG. NO., 34. SEX, 35. VET. PREFERENCE, 36. SERV. COMP. DATE, 37. LONG COMP. DATE, 38. CAREER CATEGORY, 39. FECLII / HEALTH INSURANCE, 40. SOCIAL SECURITY NO., 41. PREVIOUS GOVERNMENT SERVICE DATA, 42. LEAVE CAT., 43. FEDERAL TAX DATA, 44. STATE TAX DATA.

SIGNATURE OR OTHER AUTHENTICATION

AUTHORIZED MAXIMUM SEPARATION COMPENSATION IN ACCORDANCE WITH THE PROVISIONS OF CIA REGULATION 20-32, SEPARATION COMPENSATION POSTED

10-3 6-2 [Signature]

FORM 1150 Use Previous Edition

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																	
EWS:13 MAY 1960																	
1. Serv. No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vac. Prof.		5. Sex		6. CS - FOD				
161555		KIMSEY HERMAN E				12 11 16			Non-0 5 Pt-1 10 Pt-2		1		M 1		03 23 53		
7. <del>SS</del>		8. CSC Retmt.		9. CSC Or Other Legal Authority		10. Appt. Allidav.			11. H.C.U.		12. LCD		13. <del>SS</del> <del>Code</del>				
Mo. 03 Yr. 53		Yes-1 No-2		1 Code		50 USCA 403 J		Mo. Da. Yr.			Yes-1 No-2		03 23 53		Yes-1 No-2		

PREVIOUS ASSIGNMENT

14. Organizational Designations DOP 152 AUTHENTICATION GRAPHIC ARTS REPRODUCTION DIV ANALYSIS AND RESEARCH BRANCH				Code	15. Location Of Official Station WASH., D. C.				Station Code		
16. Desc. Field Dept - 2 USStd - 4 Frgn - 5		17. Position Title 10 TECH AIDS		18. Position No. 0092		19. Serv. GS		20. Occup. Series 0136.63			
21. Grade & Step 13 3		22. Salary Or Rate \$10370		23. SD D	24. Date Of Grade Mo. Da. Yr.		25. Pst Due Mo. Da. Yr.		26. Appropriation Number 0225 1005 1000		

ACTION

27. Nature Of Action REASSIGNMENT		Code 56	28. Eff. Date Mo. Da. Yr. 05 15 60		29. Type Of Employee REGULAR		Code 01	30. Separation Data	
--------------------------------------	--	------------	--	--	---------------------------------	--	------------	---------------------	--

PRESENT ASSIGNMENT

31. Organizational Designations DOP 152 AUTHENTICATION GRAPHIC ARTS REPRODUCTION BRANCH ANALYSIS AND RESEARCH SECTION				Code 4449	32. Location Of Official Station WASH., D. C.				Station Code 75013		
33. Desc. Field Dept - 2 USStd - 4 Frgn - 5		34. Position Title DOCUMENT TECH CH		35. Position No. 0658		36. Serv. GS		37. Occup. Series 1397.01			
38. Grade & Step 13 3		39. Salary Or Rate \$10370		40. SD D	41. Date Of Grade Mo. Da. Yr. 02 10 57		42. Pst Due Mo. Da. Yr. 03 06 61		43. Appropriation Number 0225 1005 1000		
44. Remarks <div style="text-align: right; border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">FOOTED</p> <p style="margin: 0;"><i>RE</i></p> </div>											



CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

ARS

1. NAME (LAST-FIRST-MIDDLE) AND GIVEN NAME, INITIALS, AND SURNAME <b>MR. HIRSH E. KOBLY 161555</b>		2. DATE OF BIRTH <b>11 Dec 1916</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>4 February 1957</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>PROMOTION 30</b>		6. EFFECTIVE DATE <b>10 Feb 1957</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 UBCA 403 J</b>	
FROM		TO		
8. POSITION TITLE <b>IO Tech Aids BY-92</b>		9. SERVICE, SERIES, GRADE, SALARY <b>GS-0136.63-12 \$7735.00 per annum</b>		
10. ORGANIZATIONAL DESIGNATIONS <b>444952</b>		11. HEADQUARTERS <b>2</b>		
12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> 5-PT <input type="checkbox"/> 10-POINT		14. POSITION CLASSIFICATION ACTION <b>SD-DT</b>		
15. APPROPRIATION FROM <b>7-575-00</b> TO: <b>750-13</b>		17. SUBJECT TO C. S. RETIREMENT ACT <b>Yes</b>		18. DATE OF APPOINTMENT AFFIDAVIT <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED
23. REMARKS:  <b>3 EOD 03/23/53</b>				
ENTRANCE PERFORMANCE RATING: <b>Director of Personnel</b>				

4. PERSONNEL FOLDER COPY

713 2/4/57

1. Agency and organizational description				2. Payroll period		3. Block No. 7-2500-20		4. Slip No.											
5. Employee's name (and social security & count number when appropriate) KIDNEY, HUBERT				6. Grade and salary GS-12 \$7770															
PAY ROLL CHANGE DATA																			
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.			NET PAY						
7. Previous normal																			
8. New normal																			
9. Pay this period																			
10. Remarks:								11. Appropriation(s) 555-6		12. Prepared by lp 25 Oct 53		13. Audited by							
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase										14. Effective date 16 Dec 52				15. Date last equivalent increase 12 Jun 53		16. Old salary rate \$7770		17. New salary rate \$7785	
18. Reference making to <b>POSITION OF EMPLOYEE</b> Service and conduct are David M. Richards satisfactory										(Signature or other authentication)									
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s): <input checked="" type="checkbox"/> No excess LWOP    Total excess LWOP										(Check applicable box in case of excess LWOP) <input type="checkbox"/> in excess of waiting period <input type="checkbox"/> in LWOP at first end of waiting period <input type="checkbox"/> in LWOP at last end of waiting period				Initials of Clerk					
STANDARD FORM NO. 3124—Revised Form prescribed by Comp. Gen., U. S. October 26, 1934, General Regulations No. 102										<b>PAY ROLL CHANGE SLIP—PERSONNEL COPY</b>									

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

FORM

1. NAME (MR., MRS., MISS, STATE NAME, INITIALS, AND SURNAME) <b>Mr. Norman E. Kirsay</b>		2. DATE OF BIRTH <b>11 Dec 1916</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>17 Jun 1955</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>Promotion</b>		6. EFFECTIVE DATE <b>19 June 1955</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 (RCA) L03-J</b>	
FROM		TO		
8. POSITION TITLE <b>NY-92-11</b>  9. SERVICE, SERIES, GRADE, SALARY <b>GS-0136.63-11 \$5910.00 per annum</b>		10 (Tech Aids) <b>NY-92</b>  <b>GS-0136.63-12 \$7040.00 per annum</b>		
10. ORGANIZATIONAL DESIGNATIONS		DDJ/Technical Services Staff Authentication Graphic Arts Reproduction Division Analysis and Research Branch		
11. HEADQUARTERS		Washington, U. C.		
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPT'L	<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
15. <input type="checkbox"/> 16. <input type="checkbox"/> 17. APPROPRIATION FROM: <b>5-7515-20</b> TO: <b>6-2000</b>		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>YES</b>  19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)  20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <b>Calif.</b>		
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
<div style="border: 1px dashed black; padding: 10px; width: fit-content; margin: auto;">                     FILED                      6/22/55 GE                 </div>				
DIRECTOR OF PERSONNEL (Signature)		(Signature)		

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE: 1953-241728

STANDARD FORM 50 (a PART)  
FORM APPROVED &  
PRESCRIBED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER III, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS., OR MISS; GIVEN NAME, INITIALS, AND SURNAME) <b>MR. ANNA E. SIMPY</b>		2. DATE OF BIRTH <b>11 Feb 1916</b>	3. JOURNAL OF ACTION NO.	4. DATE <b>17 May 1955</b>
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>REASSIGNMENT</b>		6. EFFECTIVE DATE <b>22 May 1955</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>5: 504 103 J</b>	
FROM		TO		
TO (CIVIL AUTHORITY) <b>NY 92-11</b>		8. POSITION TITLE	TO (CIVIL AUTHORITY) <b>NY 92-11</b>	
		9. SERVICE, SERIES, GRADE, SALARY <b>A-137.63-11 \$2014.00 1/n</b>		
		10. ORGANIZATIONAL DESIGNATIONS <b>Spec Auth. Systems and Production Division Analytical Research Branch</b>		
		11. HEADQUARTERS <b>Washington, D. C.</b>		
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPT'L	<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> S. P. <input type="checkbox"/> 10. POINT DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>		NEW <input type="checkbox"/> VICE <input type="checkbox"/> P. <input type="checkbox"/> PROM. <input type="checkbox"/>		
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> W	16. RACE <input type="checkbox"/> W <input type="checkbox"/> O	17. APPROPRIATION FROM: <b>5-2515-2</b> TO:	18. SUBJECT TO CIVIL SERVICE REGULATIONS <input type="checkbox"/> YES <input type="checkbox"/> NO	19. TYPE OF APPOINTMENT AFFIDAVIT (EXCEPTIONS ONLY)
		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <b>Calif.</b>		
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
<p>RECEIVED</p> <p>17 MAY 1955</p>				
ENTRANCE PERFORMANCE RATINGS: <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25				

4. PERSONNEL FOLDER COPY  
*all 5/18/55*

STANDARD FORM 50 IS PART  
405, APRIL 1954  
PROMULGATED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER 41, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS. - DO NOT GIVE NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Herman F. Kinsey		11 Dec 1916		25 Feb 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Reassignment		27 Feb 1955	50 USC 403 j	
FROM		TO		
Technologist ST 93 GS-1390.01-11		8. POSITION TITLE	I.O. (Tech Aide) ST 92-11	
		9. SERVICE, SERIES, GRADE, SALARY	GS-0136.63-11 \$5940.00 per annum	
		10. ORGANIZATIONAL DESIGNATIONS	DDP/Technical Services Staff Graphic Arts Reproduction Division Analysis and Research Branch	
		11. HEADQUARTERS	Washington, D.C.	
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	
13. VETERAN'S PREFERENCE			14. POSITION CLASSIFICATION ACTION	
None	White	Other	10-Point	50-07
			Disab. Other	
15. SEX	16. RACE	17. APPROPRIATION		18. SUBJECT TO RETIREMENT ACT (YES-NO)
		FROM: 5-4515-20 TO: 50-07		19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)
				20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Calif.
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				

POSTED  
2/28/55

ENTRANCE PERFORMANCE RATING: [Circular performance rating marks]

STANDARD FORM 50  
REV. APRIL 1961  
PROMULGATED BY  
U.S. CIVIL SERVICE COMMISSION  
CHAPTER 51, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

Jan

1. NAME (MR., MISS, MRS.—ONE GIVEN NAME, INITIALS, AND SURNAME) <b>Mr. Herman E. Kinsey</b>		2. DATE OF BIRTH <b>11 Dec 1916</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>7 May 1954</b>
<i>This is to notify you of the following action affecting your employment:</i>				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>Promotion</b>		6. EFFECTIVE DATE <b>9 May 1954</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USCA 403 J</b>	
FROM <b>NY 93-9</b> <b>GS-1390.01-9 \$5185.00 per annum</b>		TO <b>Technologist NY 93</b> <b>GS-1390.01-11 \$5940.00 per annum</b>		
9. SERVICE, SERIES, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS <b>NSA/Technical Services Staff</b> <b>Graphic Arts Reproduction Div.</b> <b>Analysis &amp; Research Branch</b>		
11. HEADQUARTERS <b>Washington, D. C.</b>		12. FIELD OR DEPTL. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> OTHER <input type="checkbox"/> SPT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION <b>SP-PT</b> <b>GS-13</b>		
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> W	16. RACE <input checked="" type="checkbox"/> W <input type="checkbox"/> O	17. APPROPRIATION FROM: <b>4-5315-20</b> TO: <b>5315</b>	18. SUBJECT TO U.S. RETIREMENT ACT (YES/NO) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE: <b>Calif.</b>		21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.		

ENTRANCE PERFORMANCE RATING

Deputy Assistant Director for Personnel

4. PERSONNEL FOLDER COPY

STANDARD FORM 50  
REV. APRIL 1961  
PROMULGATED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER 81, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

6-723

1. NAME (MR - MISS - MRS - ONE GIVEN NAME, INITIAL(S), AND SURNAME) <b>Mr. Hansan E. Kinsey</b>		2. DATE OF BIRTH <b>11 Dec. 1916</b>	3. JOURNAL OR ACTION NO. & DATE <b>80 Apr. 1954</b>																		
This is to notify you of the following action affecting your employment:																					
3. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>Reassignment</b>		4. EFFECTIVE DATE <b>25 Apr. 1954</b>	5. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USCA 603 J</b>																		
FROM		TO																			
<b>Tech Projects Of NY 256-9</b>		<b>Technologist NY 93-9</b>																			
<b>GS-1390-9</b>		<b>GS-1390.01-9 \$5185.00 per annum</b>																			
<b>Office of the Chief</b>		<b>DDP/TSS Graphic Arts Reproduction Div. Analysis &amp; Research Branch</b>																			
		<b>Washington, D. C.</b>																			
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL																		
11. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																			
<table border="1"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>5-PT.</td> <td>10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB/OTHER</td> </tr> </table>		NONE	WWII	OTHER	5-PT.	10-POINT					DISAB/OTHER	<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>L.A.</td> <td>RES.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		NEW	VICE	L.A.	RES.				
NONE	WWII	OTHER	5-PT.	10-POINT																	
				DISAB/OTHER																	
NEW	VICE	L.A.	RES.																		
15. SEX <b>M</b>		18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) <b>Yes</b>																			
16. RACE <b>W</b>		19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) <b>1954</b>																			
17. APPROPRIATION FROM: <b>4-2515-20</b> TO: <b>Special</b>		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <b>Calif.</b>																			
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.																					
ENTRANCE PERFORMANCE RATING <b>Deputy Assistant Director for Personnel</b> SPECIAL AGENT IN CHARGE																					

100-4-20-51  
4. PERSONNEL FOLDER COPY

1. Agency and organizational designations		2. Pay rate		3. Effective date <b>6-15-59</b>		4. Exp. No. <b>4-22-20</b>	
5. Employee's name (and social security account number when appropriate) <b>KIMBY, Herman E.</b>		6. Civil authority <b>EXXII GS-9</b>		7. Rate <b>\$5060.00</b>			
<b>PAY ROLL CHANGE DATA</b>							
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	TOTAL PAY
7. Previous period							
8. New period							
9. Pay this period							
10. Remarks				11. Appropriation(s) <b>DDP/T&amp;B 5</b>		12. Prepared By <b>dae 9 Apr 56</b>	
<input checked="" type="checkbox"/> Periodic step increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase		<input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase					
14. Effective date <b>23 Mar 56</b>	15. Date last equivalent increase <b>23 Apr 55</b>	16. Old salary rate <b>\$5060.00</b>	17. New salary rate <b>\$5185.00</b>	18. Performance rating is satisfactory or better.			
19. LWOP data (fill in appropriate spaces covering LWOP during following periods):				<input type="checkbox"/> No excess LWOP    Total excess LWOP			
STANDARD FORM NO. 1126a- Revised Form prescribed by Comp. Gen., U. S. Mar. 8, 1959, General Regulations No. 152							

PAY ROLL CHANGE CLIP—PERSONNEL COPY

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0000  
0000



CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION *pal*

1. NAME (MR - MRS - MISS - ONE GIVEN NAME, INITIALS, AND SURNAME) <b>Mr. Bernard E. Kinsey</b>		2. DATE OF BIRTH <b>11Dec.1916</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>29 Aug. 1953</b>
<i>This is to advise you of the following action affecting your employment:</i>				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>Reassignment</b>		6. EFFECTIVE DATE <b>EQB 13 Sept. 1953</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>Schedule A6.116(b)</b>	
FROM		TO		
<b>TECH PROJECTS OFF BY 256-9</b>  <b>GS 1390-9 \$5060.00 per annum</b>  <b>DDP/TSS</b> <b>Graphic Arts Reproduction Div</b> <b>Office of the Chief</b>  <b>Washington D.C.</b>		8. POSITION TITLE	<b>TECH PROJECTS OFF BY 256-9</b>  <b>GS 1390-9 \$5060.00 per annum</b>  <b>DDP/TSS</b> <b>Graphic Arts Reproduction Div</b> <b>Office of the Chief</b>  <b>Washington D.C.</b>	
9. SERVICE, SERIES, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS		
11. HEADQUARTERS		12. FIELD OR DEPT.		
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PRESENCE		14. POSITION CLASSIFICATION ACTION		
MOBE	WAR	OTHER	SAF	REASON
	<b>X</b>		<b>R</b>	
15. SEX	16. RACE	17. APPROPRIATION		18. SUBJECT TO C. S. RETIREMENT ACT (YES NO)
<b>M</b>	<b>W</b>	FROM	<b>3-2515-10</b>	<b>Yes</b>
		TO	<b>3-2515-20</b>	
				19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)
				<b>CD TS</b>
				20. LEGAL RESERVE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVIDED STATE
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
<b>Transfer TO Vouchered Funds FROM Unvouchered Funds</b>				
<p>Acting Chief, Personnel Division</p> <p>ENTRANCE PERFORMANCE RATING</p> <p>PERSONNEL FOLDER COPY</p>				

1953  
 PERSONNEL FOLDER COPY

S-E-C-R-E-T  
Security Information

COMBINED PERSONNEL ACTION

Page 35 of 35 pages.  
6

(1) Staff or Division                      (2) Date T/O Approved                      (3) Effective date of Action                     

FROM

TO

(1) NAME	(2) ORG. INF. & POS TITLE	(3) SCHEDULE STRIPS-GRADE	(4) SLOP NO. I	(5) ACTION	(6) ORG. INF. & POS TITLE	(7) SCHEDULE STRIPS-GRADE	(8) SLOP NO. II
DIVISION							
Special Assistance Division (Cont'd)							
<del>PHOTOGRAPHY SECTION</del>							
Wojanis, Edmundo	Chemist	GS-12	239	B	Chemist	GS-1320-12	198
Laubinger, Frank H.	Chemist	GS-7	242	B	Chemist	GS-1320-7	199
High, Joe B.	Chemist	GS-12	243	B	Chemist	GS-1320-12	202
Leason, Elizabeth S.	Trng Off-Tech Flds	GS-9	251	C	TRAINING Trng Off-Tech Flds	GS-1711-9	217-2
<del>GENERAL INVESTIGATIVE DIVISION</del>							
* Seal, Vincent	Seals Technician	GS-11	246	B	Seals Technician	GS-301-11	206
* Halsey, Herman E.	Seals Technician	GS-9	247	B	GRAPHICS APPS SECT. DIV. Tech Projects Off	GS-301-9	129 2-22
* Candidate in Process							

(12) APPROVED BY:                      (13) APPROVED BY:                      (14) APPROVED BY:                       
 for Staff or Div. Chief S-E-C-R-E-T Class. & Wage Division Personnel Officer  
 Security Information

CONFIDENTIAL FUNDS PERSONNEL ACTION	
NAME <b>KIMSLEY, Herman Edward</b>	DATE 30 August 1952 23 March 1953
NATURE OF ACTION Excepted appointment	
TITLE	FROM TO TECH. PROJ. OFF. BY-110 BASIC TECHNICIAN Y 247
GRADE AND SALARY	GS-301-9 \$5060
OFFICE	Technical Services
DIVISION	GRAPHIC ARTS R&P. DIV. Special Assistance
BRANCH	Off. of Chief Miscellaneous Techniques
OFFICIAL STATION	Washington D. C.
QUALIFICATIONS	APPROVAL FOR ASSISTANT DIRECTOR <i>Robert W. Muenster</i> ROBERT W. MUENSTER
CLASSIFICATION	PERSONNEL OFFICER <i>Robert R. Bahr</i> <i>Robert C. Sedford</i>
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON	23 March 1953
SECURITY CLEARED ON	6 Feb. 1953
OVERSEAS AGREEMENT SIGNED	NA
ENTERED ON DUTY	23 March 1953
<i>allied.</i> <i>2515-10</i> <i>Paul Stratton</i> SIGNATURE OF AUTHORIZING OFFICER	
REMARKS:  Subject is to be employed in a civilian capacity.  DSG: 03/23/53 CSXCO: 03/23/53 LOR: 03/23/53  <div style="border: 1px solid black; padding: 5px; display: inline-block;">             POSTED              DE 26 Mar 53              MCF           </div>	

SECRET  
(When Filled In)

1 of 10 3

FITNESS REPORT				EMPLOYEE SERIAL NUMBER					
				61555					
<b>SECTION A GENERAL</b>									
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX		4. GRADE			
KIMBERRY Herman E.		11 December 1916		M		GS-13			
5. SERVICE DESIGNATION, OFFICIAL POSITION TITLE				7. OFF/DIV/BR OF ASSIGNMENT					
DOC TECH LCH				DDP/ESD/L/GARD					
8. CAREER STAFF STATUS				9. TYPE OF REPORT					
1. NOT ELIGIBLE		2. MEMBER		3. DEFERRED		4. INITIAL			
<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
5. PENDING		6. DECLINED		7. DENIED		8. ANNUAL			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
10. DATE REPORT DUE IN O.M.		11. REPORTING PERIOD From To		12. SPECIAL (Specify)					
31 January 1962		Dec 1960 - Dec 1961							
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>									
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).									
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent			
5 - Excellent		6 - Superior		7 - Outstanding					
SPECIFIC DUTY NO. 1		RATING NO.		SPECIFIC DUTY NO. 4		RATING NO.			
Supervises A&R Section activities.		3		Oral Briefings.		5			
SPECIFIC DUTY NO. 2		RATING NO.		SPECIFIC DUTY NO. 5		RATING NO.			
Questioned Document Analysis.		5		Monitoring the writing of and writing technical reports.		5			
SPECIFIC DUTY NO. 3		RATING NO.		SPECIFIC DUTY NO. 6		RATING NO.			
Liaison with other Government Questioned Document Labs.		5		Monitors Graphology Program.		5			
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>									
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.									
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.						RATING NO. 4			
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>									
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee									
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree	
CHARACTERISTICS				NOT APPLICABLE		NOT DEFERRED		RATING	
GETS THINGS DONE								X	
RESOURCEFUL								X	
ACCEPTS RESPONSIBILITIES						X			
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES								X	
DOES HIS JOB WITHOUT STRONG SUPPORT								X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X			
WRITES EFFECTIVELY								X	
SECURITY CONSCIOUS								X	
THINKS CLEARLY								X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS								X	
OTHER (Specify)									
SEE SECTION "B" ON REVERSE SIDE									

SECTION E	NARRATIVE	DESCRIPTION OF MANNER OF JOB PERFORMANCE
<p>State strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.</p> <p>Mr. Kimsey possesses a wealth of knowledge in his technical field which, when skillfully and tactfully utilized, helps to increase the productive capability of his Section's activities.</p> <p>This thorough knowledge of A&amp;R activities enables him to present his oral briefings in an informative and interesting manner.</p> <p>Subject has been downgraded in Specific Duty #1 from a "4" to a "3". The basis for the lower rating in this category warrants the following explanation. There have been numerous and recurring complaints from personnel under his supervision that he does not display a complete respect for their professional capabilities. This weakness has definitely decreased the morale of the personnel under his supervision. Mr. Marzen, Chief, TSD/GARB, has discussed all areas of weaknesses with the Ratee and pointed out how they affect the overall work aspects of this section of TSD/GARB.</p>		
SECTION F CERTIFICATION AND COMMENTS		
1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
7 March 1962		
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
58		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
7 March 1962	DC/TSD/GARB	<i>Paul J. Szego</i> Paul J. Szego
3. BY REVIEWING OFFICIAL		
- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
This was not signed by Mr. Kimsey and was not forwarded in March 1962 as Mr. Kimsey was in the process of leaving as a result of the 701 action.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
13 February 1963	Chief, TSD/GARB	<i>Joseph F. Marzen</i> Joseph F. Marzen

SECRET  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
8 MAY 1961				61555			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX		4. GRADE	
KIMSEY, Herman E.		11 Dec 1916		M		GS-13	
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT			
D		DOCUMENT TECH CH		DDP/TSD/AUTH/GARB			
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
NOT ELIGIBLE		MEMBER		INITIAL		RE ASSIGNMENT/SUPERVISOR	
PENDING		DECLINED		X ANNUAL		RE ASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)			
31 January 1961		Jan 1960 thru Dec 1960					
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1				RATING NO.		SPECIFIC DUTY NO. 4	
Supervises A&R Section personnel				4		Oral Briefings	
SPECIFIC DUTY NO. 2				RATING NO.		SPECIFIC DUTY NO. 6	
Questioned Document Analysis				5		Monitoring the writing of and writing technical reports	
SPECIFIC DUTY NO. 3				RATING NO.		SPECIFIC DUTY NO. 6	
Liaison with other Government Questioned Document Labs.				5		Monitors Graphology Program	
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects falls to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. 4
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
5 - Outstanding degree							
CHARACTERISTICS				NOT APPLI- CABLE		NOT OB- SERVED	
						RATING	
						1 2 3 4 5	
GETS THINGS DONE							
RESOURCEFUL							
ACCEPTS RESPONSIBILITIES							
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							
DOES HIS JOB WITHOUT STRONG SUPPORT							
FACILITATES SMOOTH OPERATION OF HIS OFFICE							
WRITES EFFECTIVELY							
SECURITY CONSCIOUS							
THINKS CLEARLY							
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							
OTHER (Specify):							
SEE SECTION *E* ON REVERSE SIDE							

SECRET  
(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to help improve improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for holding greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject continues to perform his duties as Supervisor of <sup>His 7</sup> ~~and~~ <sup>of</sup> complex A&R activities in a competent manner. His knowledge of the technical aspects of his Sections' many functions help to insure a continuation of work flow and his ability to absorb and retain technical data related to his field of endeavor serves as an aid in the presentations of his numerous oral briefings.

One apparent weakness, which he continues to retain, is in his work relations with technical personnel; he has a tendency to drift from main topic under discussion to unrelated subjects, which, while they may be informative, decreases not only the Subject's productive capability, but, also that of the technical personnel.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE: 31 January 1961 SIGNATURE OF EMPLOYEE: *A. E. Kennedy*

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 46 IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS: REPORT MADE WITHIN LAST 90 DAYS: OTHER (Specify):

DATE: 31 January 1961 OFFICIAL TITLE OF SUPERVISOR: DC/TSD/GARB/ TYPED OR PRINTED NAME AND SIGNATURE: *Paul J. Szego* PAUL J. SZEGO

3. BY REVIEWING OFFICIAL

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE: 31 January 1961 OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief, TSD/GARB TYPED OR PRINTED NAME AND SIGNATURE: *Joseph F. Marzen* JOSEPH F. MARZEN

SECRET  
When Filled In  
Recorded  
- 6580

FITNESS REPORT				EMPLOYEE SERIAL NUMBER					
				161555					
<b>SECTION A GENERAL</b>									
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE				
KIMSEY, Herman E.		11 Dec. 1916		M	GS-13				
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF. DIV/BR OF ASSIGNMENT					
DT		IO TECH AIDS		DDP/TSS/A/GARD					
8. CAREER STAFF STATUS									
NOT ELIGIBLE		MEMBER		DEFERRED					
<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>					
PENDING		DECLINED		DENIED					
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>					
10. DATE REPORT DUE IN O.P.									
31 January 1960									
11. REPORTING PERIOD									
Jan 1959 to Jan 1960									
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>									
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).									
1 - Unsatisfactory    2 - Barely adequate    3 - Acceptable    4 - Competent    5 - Excellent    6 - Superior    7 - Outstanding									
SPECIFIC DUTY NO. 1		RATING SPECIFIC DUTY NO. 4		RATING NO.					
Supervises A&R Branch personnel and activities		4		4					
SPECIFIC DUTY NO. 2		RATING SPECIFIC DUTY NO. 5		RATING NO.					
Questioned Document Analysis		5		5					
SPECIFIC DUTY NO. 3		RATING SPECIFIC DUTY NO. 6		RATING NO.					
Liaison with other Government Questioned Document Labs.		5		5					
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>									
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.									
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 4				
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>									
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee									
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree	
CHARACTERISTICS		NOT APPLICABLE	NOT OBSERVED	RATING					
				1	2	3	4	5	
GETS THINGS DONE							X		
RESOURCEFUL							X		
ACCEPTS RESPONSIBILITIES							X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X		
DOES HIS JOB WITHOUT STRONG SUPPORT							X		
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X		
WRITES EFFECTIVELY							X		
SECURITY CONSCIOUS							X		
THINKS CLEARLY							X		
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X		
OTHER (Specify):									
SEE SECTION "F" ON REVERSE SIDE									



SECRET  
(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject's thorough technical knowledge of A&R activities qualifies him as a competent Supervisor. Since the last reporting period, he has delegated more responsibilities to personnel under his supervision. This, in effect, has increased the productive capability of his Branch.

DATE OF PERFORMANCE  
5 11 2 35 PM '60  
MAD ROOM

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE  
I certify that I have seen Sections A, B, C, D and E of this Report.

DATE: 27 January 1960  
SIGNATURE OF EMPLOYEE: *H. E. Kennedy*

2. BY SUPERVISOR  
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 34  
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS  
REPORT MADE WITHIN LAST 90 DAYS  
OTHER (Specify):

DATE: 27 January 1960  
OFFICIAL TITLE OF SUPERVISOR: DC/TSS/GARD  
TYPED OR PRINTED NAME AND SIGNATURE: *Paul J. Szego*  
PAUL J. SZEGO

3. BY REVIEWING OFFICIAL  
 I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.  
 I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.  
 I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.  
 I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE: 27 January 1960  
OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief, TSS/GARD  
TYPED OR PRINTED NAME AND SIGNATURE: *Joseph F. Marzen*  
JOSEPH F. MARZEN

**SECRET**  
(When Filled In)

<b>FITNESS REPORT</b>				EMPLOYEE SERIAL NUMBER <b>161555</b>		
<b>SECTION A GENERAL</b>						
1. NAME (Last) (First) (Middle) <b>KIMSEY Herman E.</b>			2. DATE OF BIRTH <b>11 Dec 1916</b>	3. GRADE <b>M</b>	4. GRADE <b>GS-13</b>	
5. SERVICE DESIGNATION & OFFICIAL POSITION TITLE <b>DT IO TECH AIDS</b>				7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/TSS/A/GARD</b>		
6. CAREER STATUS			9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE	<input checked="" type="checkbox"/> SENIOR	<input type="checkbox"/> DEBARRED	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT/SUPERVISOR		
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN G.P. <b>January 1959</b>		11. REPORTING PERIOD From <b>Dec 1957</b> to <b>Jan 1959</b>		12. SPECIAL (Specify)		
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	
7 - Outstanding						
SPECIFIC DUTY NO. 1 <b>Supervises A&amp;R Branch Personnel</b>		RATING NO. <b>3</b>	SPECIFIC DUTY NO. 4 <b>Oral Briefing</b>		RATING NO. <b>4</b>	
SPECIFIC DUTY NO. 2 <b>Questioned Document Analysis</b>		RATING NO. <b>5</b>	SPECIFIC DUTY NO. 5 <b>Writing Technical Reports</b>		RATING NO. <b>5</b>	
SPECIFIC DUTY NO. 3 <b>Liaison with other Gov't. Questioned Document Labs.</b>		RATING NO. <b>5</b>	SPECIFIC DUTY NO. 6 <b>Monitors graphology program</b>		RATING NO. <b>5</b>	
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>						
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.						
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance barely meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. <b>4</b>	
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>						
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee						
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree		
CHARACTERISTICS			NOT APPLICABLE	NOT OBSERVED	RATING	
					1	2
GETS THINGS DONE						
RESOURCEFUL						X
ACCEPTS RESPONSIBILITIES						X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X
DOES HIS JOB WITHOUT STRONE SUPPORT						X
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X
WRITES EFFECTIVELY						X
SECURITY CONSCIOUS						X
THINKS CLEARLY						X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X
OTHER (SPECIFY):						
SEE SECTION "E" ON REVERSE SIDE						

**SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions which are made for improvement of his work. Give also suggestions for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in **SECTION B, C, and D** to provide the basis for determining future personnel actions.

Subject is a very competent supervisor from a technical standpoint in that he has a thorough applicable knowledge of the complex ~~fact~~ <sup>fact</sup> ~~in~~ <sup>in</sup> many respects this tends to contribute to his main weakness in that he measures the potential of his personnel by his own level of proficiency rather than a team level. This creates a situation whereby he has tendency to perform many functions which he could delegate to his personnel.

**SECTION F CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
27 Jan 1959	<i>[Signature]</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN ISSUED TO EMPLOYEE, GIVE EXPLANATION	
22		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	IF REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify)		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
27 Jan. 1959	Deputy Chief, TSS/GARD	Paul J. Szego <i>[Signature]</i>
3. BY REVIEWING OFFICIAL		
<input type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 Jan. 1959	Chief, TSS/GARD	<i>[Signature]</i> Joseph F. Matson

SECRET

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show him his report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any section. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 5 of Section A below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. GRADE	4. SERVICE DESIGNATION
KIMSEY Herman E.	11 Dec 1916	M	DT
5. OFFICE DIVISION/BRANCH OF ASSIGNMENT		6. OFFICE ASSIGNMENT TITLE	
DDP/TSS/A/Graphic Arts Repro. Div.		IO TECH AIDS	
7. GRADE	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-13	23 December 1957	23 December 1956 to 23 December 1957	
10. TYPE OF REPORT (Check one)			
<input type="checkbox"/> INITIAL		<input type="checkbox"/> REASSIGNMENT/SUBSTITUTION	
<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> SPECIAL (Specify)	

SECTION B. CERTIFICATION

1. FOR THE WAGER: THIS REPORT  WAS  HAS NOT BEEN SHOWN TO THE INDIVIDUAL NAMED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "C" OR "D," A WARNING LETTER MUST BE SENT TO HIM A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I DEMONSTRATE THAT THE RATED INDIVIDUAL KNOWS HOW TO IMPROVE HIS JOB PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

11. DATE 30 Dec. 1957

12. SIGNED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: Joseph E. Marzen

13. SUPERVISOR'S OFFICIAL TITLE: C/TSS/GARD

14. FOR THE REVIEWING OFFICER: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY: [Signature] DATE: 17 JAN 1958

Filed For Control: [Signature]

Reviewed by ASD: [Signature]

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

15. THIS DATE: 30 Dec. 1957

16. SIGNED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICER: Charles J. Ryan

17. OFFICIAL TITLE OF REVIEWING OFFICER: ASSTC/TSS/AUTH

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account only in Section B.

- 4/5
- 1 - DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
  - 2 - ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD NEGLIGENT GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
  - 3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY SHOWS SOME AREA OF WEAKNESS.
  - 4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
  - 5 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

REMARKS

SECRET

OFFICE OF PERSONNEL

1. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. Do not include minor or insignificant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this duty. (Do not rate as superior those who supervise a secretary only.)
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as superior those who supervise a secretary only.)
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:
 

ORAL BRIEFING	HAS AND USES APP. KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
- g. For some jobs, duties may be broken down even further if necessary, e.g., combined key and phone operation, in the case of a radio operator.

Jan 16 9 28 AM '50  
MAIL ROOM

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY TO SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER SECOND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
--	---

SPECIFIC DUTY NO. 1 <b>Supervises A&amp;R Branch</b>	RATING NUMBER <b>4</b>	SPECIFIC DUTY NO. 4 <b>Oral Briefing</b>	RATING NUMBER <b>4</b>
SPECIFIC DUTY NO. 2 <b>Questioned Document Analysis</b>	5	SPECIFIC DUTY NO. 5 <b>Writing Technical Reports</b>	5
SPECIFIC DUTY NO. 3 <b>Liaison with other Government (Questioned Doc. Labs.)</b>	5	SPECIFIC DUTY NO. 6 <b>Monitors the Graphology Program</b>	5

2. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

**DIRECTIONS:** Stress strengths and weaknesses, particularly those which affect development on present job.

Background and years of experience with Agency, qualifies subject as an excellent technician in all facets of questioned document analysis. He is performing an excellent job, monitoring the graphology program. He constantly strives for new ideas in his field of endeavor. In presenting oral briefings and in job discussions, he still retains the tendency of drifting from the immediate topic of discussion.

SECTION 3. SUITABILITY FOR CURRENT JOB TO ORGANIZATION

**DIRECTIONS:** Take into account here everything you know about the individual... productivity, conduct in the job, pertinent characteristics or habits, special defects or referrals... and how he fits in with your team. Compare him with others doing similar work of about the same level.

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- 2 - OF DOUBTFUL SUITABILITY - SHOULD NOT BE ACCEPTED IF I HAD KNOWN WHAT I KNOW NOW
- 3 - A BARELY ACCEPTABLE EMPLOYEE - BELOW STANDARD BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR SOME OTHER POSITION IN THE ORGANIZATION?  YES  NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET

Form Filled In

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICERS: Consult current instructions for completing this report.
FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated.

SECTION E. GENERAL
1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX 4. SERVICE DESIGNATION
KIMSEY Heiman E. 11 Dec 1916 M DT
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION TITLE
DDP/TSS/A/Graphic Arts Repro. Div. IO TECH AIDS
7. GRADE 8. DATE REPORT DUE IN OR 9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-13 23 December 1957 23 December 1956 to 23 December 1957
10. Type of Report (Check one) INITIAL [ ] ANNUAL [X] SPECIAL (Specify) [ ]

SECTION F. CERTIFICATION
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED
A. THIS DATE 30 Dec. 1957 B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Joseph E. Marzen C. SUPERVISOR'S OFFICIAL TITLE C/TSS/GARD
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.
A. THIS DATE 30 Dec. 1957 B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Charles J. Ryan C. OFFICIAL TITLE OF REVIEWING OFFICIAL ASSTC/TSS/AUTH

SECTION G. ESTIMATE OF POTENTIAL
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.
4
1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL
DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.
DESCRIPTIVE RATING NUMBER
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL POTENTIAL DESCRIPTIVE SITUATION
2 A GROUP DOING THE BASIC JOBS (Secretaries, stenographers, technicians or professional specialists of various kinds) WHEN CONTACT WITH IMMEDIATE SUPERORDINATES IS FREQUENT (First line supervisor)
2 A GROUP OF SUPERVISORS WHO DO THE BASIC JOB (Second line supervisors)
1 A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
2 WHEN CONTACT WITH IMMEDIATE SUPERORDINATES IS NOT FREQUENT
2 WHEN IMMEDIATE SUPERORDINATE ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
2 WHEN IMMEDIATE SUPERORDINATE EMPLOYEES MEMBERS OF THE OPPOSITE SEX
0 Other (Specify)

SECRET

(When Filled In)

OFFICE OF PERSONNEL

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION  
**20 months**

2. COMMENTS CONCERNING POTENTIAL  
 Subject has technical qualifications but still shows weakness in administrative and management capabilities.

JAN 16 9 25 AM '50  
MAIL ROOM

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

None

SECTION I. DESCRIPTION OF INDIVIDUAL

**DIRECTIONS:** This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE

2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE

3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE

4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
2	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	2	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN WISE ADVISE	3	12. SHOWS ORIGINALITY	2	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	2	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	2	14. ADMITS HIS ERRORS	3	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	2	15. RESPONDS WELL TO SUPERVISION	3	25. DISPLAYS JUDGMENT
2	6. WOULD WISH TO SEEK ASSISTANCE	3	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
2	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
2	9. GETS THINGS DONE	3	19. THINKS CLEARLY	3	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	2	20. COMPLETES ASSIGNMENTS WITHIN ALLOCABLE TIME LIMITS	3	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER. Consult current instructions for completing this report. FOR THE SUPERVISOR. This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX 4. SERVICE DESIGNATION
KIMSEY Herman E. 11 Dec 1916 M DT

5. OFFICE/DIVISION BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION/TITLE
DOP/TSS/AUTH/Graphic Arts Reproduction IO TECH AID

7. GRADE 8. DATE REPORT DUE IN OF Division 9. PERIOD COVERED BY THIS REPORT (Inclusive Dates)
GS-12 23 December 1956 22 December 1955 to 23 December 1956

10. TYPE OF REPORT (Check one) INITIAL REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE SPECIAL (Specify)

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:
[X] THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.
[X] THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.
[X] I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

B. THIS DATE 3-6-57 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR JOSEPH F. MARZEN Chief, TSS/GARD

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A DIFFER UNDERSTANDING OF THIS REPORT.

BY: [Signature] DATE 26 MAR 1957
Posted Pcs. Control [Signature]
Reviewed by PUD [Signature]

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

4. THIS DATE 14-3-57 5. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING CHARLES J. RYAN 6. OFFICIAL TITLE OF REVIEWING OFFICIAL AC/TSS/AUTH

SECTION C. JOB PERFORMANCE/EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DEFINITIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- 1 - DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: Occasionally reveals some area of weakness.



SECRET

(When Filled In)

**2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES**

**DIRECTIONS:**

- State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:
 

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING BATEMAN LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	BRIEFES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

<b>DESCRIPTIVE RATING NUMBER</b>	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
----------------------------------	--	--

SPECIFIC DUTY NO. 1 <b>Branch</b>	Supervises A&R	RATING NUMBER <b>3</b>	SPECIFIC DUTY NO. 5 <b>Liaison with other Government Organizations) Questioned Documents</b>	RATING NUMBER <b>5</b>
SPECIFIC DUTY NO. 2 <b>Questioned Document Analysis</b>		RATING NUMBER <b>5</b>	SPECIFIC DUTY NO. 3 <b>Oral Briefing</b>	RATING NUMBER <b>4</b>
SPECIFIC DUTY NO. 3 <b>Document Analysis (for Repro.)</b>		RATING NUMBER <b>3</b>	SPECIFIC DUTY NO. 6	RATING NUMBER

**3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

**DIRECTIONS:** Stress strengths and weaknesses, particularly those which affect development on present job.

Knowledge and ability to perform document analysis, questioned document analysis, identification and comparison of handwriting and typewriting. He constantly strives for new techniques in his field of endeavor. Has tendency to present his discussions too indirectly so that the importance of the main topic being discussed often becomes confused, vague and sometimes lost.

**SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION**

**DIRECTIONS:** Take into account here everything you know about the individual... productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents... and how he fits in with your team. Compare him with others doing similar work of about the same level.

- DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- OF DOUBTFUL SUITABILITY... SHOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION?  YES  NO. IF YES, EXPLAIN ABOVE.

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.  
 FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 4 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
KIMSEY Herman E.	11 Dec 1916	M	DT
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
DDP/TSS/AUTH/Graphic Arts Reproduction		IO TECH AIDS	
7. GRADE	8. DATE REPORT DUE IN OF DIVISION PERIOD COVERED BY THIS REPORT (Inclusive dates)		
GS-12	23 December 1956 22 December 1955 to 23 December 1956		
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION F. CERTIFICATION

1. FOR THE DATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
3-6-57	JOSEPH F. MARZEN <i>Joseph F. Marzen</i>	AC/TSS/GARD

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
14-3-57	CHARLES J. RYAN <i>Charles J. Ryan</i>	AC/TSS/AUTH

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
4	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor?  Yes  No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	2 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
	3 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
	4 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
1		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	1	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
2		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
2		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

**SECRET**

FORM 101 (Rev. 1-57)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE NAMED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION  
**10 months**

4. COMMENTS CONCERNING POTENTIAL  
 Subject has technical qualifications but shows weakness in administrative and management capabilities  
 MAR 26 9 32 AM '57

**SECTION II. FUTURE PLANS**

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL  
 None, except on-the-job training and experience in the administrative functions of his branch.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

None

**SECTION I. DESCRIPTION OF INDIVIDUAL**

**DIRECTIONS:** This section is provided as a guide to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THESE; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL  
 CATEGORY NUMBER  
 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE  
 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE  
 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE  
 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE  
 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
2	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	2	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	3	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	2	13. ACCEPTS RESPONSIBILITY	3	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	2	14. ADMITS HIS ERRORS	3	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	2	15. RESPONDS WELL TO SUPERVISION	2	25. DISPLAYS JUDGEMENT
2	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
2	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
2	9. GETS THINGS DONE	3	19. THINKS CLEARLY	3	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	2	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

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 membership 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 to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. Be assured 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 final report due 11 Dec 56*

*JCS 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 Officers)

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

SECTION II (To be filled in by Supervisors)

1. CURRENT POSITION <b>IO Tech Aids 0136-63</b>	2. DATE ASSIGNED RESPONSIBILITY FOR POSITION <b>1 February 1954</b>
3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):	

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 [redacted] files [redacted] maintains library of information relative to questioned document work, police science, [redacted]

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 certifying him of unsatisfactory performance.

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

DATE <b>29 November 1955</b>	SIGNATURE OF RATER (Employee's immediate supervisor) <b>CHARLES YECH, JR.</b> <i>Charles Yech</i>
I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum) DATE	SIGNATURE OF SUPERVISING OFFICER (Official title higher in line of authority) <b>CHARLES J. RYAN</b>

SECRET  
When Filled In

SECTION 1A

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive ~~statements~~ are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in ~~some~~ degree to most people. On the right hand side of the page are four major categories of descriptions. The scale ~~is~~ category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. ~~Each~~ of the statements on the left - then check the category on the right which best fits how such the statement ~~applies~~ person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on ~~that~~ ~~particular~~ ~~statement~~ applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS

CATEGORIES

STATEMENTS	CATEGORIES					
	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED GROUP	APPLIES TO A REASONABLE GROUP	APPLIES TO AN ABOVE AVERAGE GROUP	APPLIES TO AN OUTSTANDING GROUP
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	1	2	X	3	4	5
B. PRACTICAL.						X
1. A GOOD REPORTER OF EVENTS.					X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.						X
3. CAUTIOUS IN ACTION.					X	
4. HAS INITIATIVE.					X	
5. UNEMOTIONAL.				X		
6. ANALYTIC IN HIS THINKING.					X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.					X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.					X	
9. HAS SENSE OF HUMOR.					X	
10. KNOWS WHEN TO SEEK ASSISTANCE.					X	
11. CALM.				X		
12. CAN GET ALONG WITH PEOPLE.					X	
13. MEMORY FOR FACTS.					X	
14. GETS THINGS DONE.					X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.					X	
16. CAN COPE WITH EMERGENCIES.					X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.					X	
18. HAS STAMINAL CAN KEEP GOING A LONG TIME.					X	
19. HAS WIDE RANGE OF INFORMATION.						X
20. SHOWS ORIGINALITY.					X	
21. ACCEPTS RESPONSIBILITIES.					X	
22. ADMITS HIS ERRORS.					X	
23. RESPONDS WELL TO SUPERVISION.					X	
24. EVEN DISPOSITION.				X		
25. ABLE TO DEPEND ON OTHERS UNDER STRESS.						X

26. CAN THINK ON HIS FEET.							X			
27. COMES UP WITH SOLUTIONS TO PROBLEMS.							X			
28. STIMULATING TO ASSOCIATES; A "SPARK PLUG".							X			
29. TOUGH MINDED.							X			
30. OBSERVANT.								X		
31. CAPABLE.								X		
32. CLEAR THINKING.								X		
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.								X		
34. EVALUATES SELF REALISTICALLY.								X		
35. WELL INFORMED ABOUT CURRENT EVENTS.								X		
36. DELIBERATE.								X		
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.								X		
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.								X		
39. THOUGHTFUL OF OTHERS.								X		
40. WORKS WELL UNDER PRESSURE.								X		
41. DISPLAYS JUDGMENT.								X		
42. GIVES CREDIT WHERE CREDIT IS DUE.								X		
43. HAS DRIVE.								X		
44. IS SECURITY CONSCIOUS.								X		
45. VERSATILE.								X		
46. HIS CRITICISM IS CONSTRUCTIVE.								X		
47. ABLE TO INFLUENCE OTHERS.								X		
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.								X		
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.								X		
50. A GOOD SUPERVISOR.								X		

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Broad knowledge of technical aspects of intelligence and counter-intelligence work, particularly in the authentication field.

B. WHAT ARE HIS OUTSTANDING WEARNESS?

Excessive enthusiasm in his own field which causes him to "overtalk" occasionally; at times this results in an unconscious reaction by his hearers to give information he is passing on a lower professional evaluation than is justified.

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OBTAINS ALL OTHER CONSIDERATIONS:

See "A" above.

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRED CLOSE SUPERVISION?  YES  NO

Dec 9<sup>th</sup> 2 12 PM '55

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

MAIL ROOM

Continued contact with questioned document profession; no formal training in this field available. Training in management and/or broad operational administration when personnel situation/work load permits.

F. OTHER COMMENTS (Indicate here general talents, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATCH.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?  NO  YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.

- 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WALL AND SEEM" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY... THINKS IN TERMS OF A CAREER IN THE AGENCY.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY... HARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- 7. FACILELY BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

FITNESS REPORT

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

INSTRUCTIONS

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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 supervisors 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 *Herman*  
12/23

BY *[Signature]* DATE 1/13

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

SECTION I (to be filled in by Administrative Officer)

1. NAME (Last) **KIMSEY,** (First) **Herman** (Middle) **E.** 2. DATE OF BIRTH **11 Dec. 1916** 3. SEX **M** 4. GRADE DESIGNATION **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  DEPARTMENTAL  FIELD 10. IF FIELD, SPECIFY CATEGORY **GS-11**

12. DATE THAT THIS REPORT IS DUE **23 December 1954** 13. PERIOD COVERED BY THIS REPORT (Inclusive dates) **22 December 1953 to 23 December 1954**

SECTION II (to be filled in by Supervisor)

1. CURRENT POSITION **Chief, Analysis & Research Branch** 2. DATE ASSUMED RESPONSIBILITY FOR POSITION **1 February 1954**

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE PLACED TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):  
**Makes analyses of documents preliminary to reproduction;**  
**determines necessity for special procurement**  
**determines existence of check points, departures from normal security printings;**  
**makes critique of finished** **Conducts questioned document analysis for operations desks;**  
**Conducts training in field expedients of** **and authentication;**  
**conducts briefing in general graphic arts activity. Researches into and develops new and field methods for document authentication**  
**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 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 proffered 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.

THIS DATE **14 Dec 54** SUPERVISOR (to be filled in by immediate supervisor)  
**Charles Yech** *[Signature]*

I HAVE RECEIVED THIS REPORT (Comments, if any, are collected by attached memorandum)  
THIS DATE **15 Dec** ADMINISTRATIVE OFFICER (to be filled in by official with higher in line of authority)  
**James H. Drum** *[Signature]*



SECRET  
(When Filled In)

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small boxes; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion as whether a phrase applies to an individual. Placing an "U" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	CATEGORIES					
	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X			
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.			X			
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.				X		
3. CAUTIOUS IN ACTION.				X		
4. HAS INITIATIVE.					X	
5. UNEMOTIONAL.				X		
6. ANALYTIC IN HIS THINKING.					X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.					X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X
9. HAS SENSE OF HUMOR.				X		
10. KNOWS WHEN TO SEEK ASSISTANCE.				X		
11. CALM.			X			
12. CAN GET ALONG WITH PEOPLE.					X	
13. MEMORY FOR FACTS.				X		
14. GETS THINGS DONE.				X		
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.				X		
16. CAN COPE WITH EMERGENCIES.					X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.					X	
18. HAS STAMINA CAN KEEP GOING A LONG TIME.				X		
19. HAS WIDE RANGE OF INFORMATION.						X
20. SHOWS ORIGINALITY.					X	
21. ACCEPTS RESPONSIBILITIES.				X		
22. ADMITS HIS ERRORS.				X		
23. RESPONDS WELL TO SUPERVISION.					X	
24. EVEN DISPOSITION.					X	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.						X

SECRET

Rating Scale 1-

26. CAN THINK ON HIS FEET.						X	
27. COMES UP WITH SOLUTIONS TO PROBLEMS.						X	
28. STIMULATING TO ASSOCIATES: A "SPARK PLUG".					X		
29. TOUGH MINDED.				X			
30. OBSERVANT.						X	
31. CAPABLE.							X
32. CLEAR THINKING.						X	
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.						X	
34. EVALUATES SELF REALISTICALLY.						X	
35. WELL INFORMED ABOUT CURRENT EVENTS.							X
36. DELIBERATE.					X		
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.					X		
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.					X		
39. THOUGHTFUL OF OTHERS.					X		
40. DOES NOT WEL UNDER PRESSURE.						X	
41. DISPLAYS JUDGEMENT.						X	
42. GIVES CREDIT WHERE CREDIT IS DUE.						X	
43. HAS DRIVE.						X	
44. IS SECURITY CONSCIOUS.						X	
45. VERSATILE.							X
46. HIS CRITICISM IS CONSTRUCTIVE.							X
47. ABLE TO INFLUENCE OTHERS.					X		
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.					X		
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.							X
50. A GOOD SUPERVISOR.						X	

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?  
 Very broad knowledge of technical aspects in intelligence operations; enthusiasm and devotion to type of work he is doing.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?  
 Tendency to wander away from specific subjects during discussions because of the many vaguely related and remotely corollary situations he has experienced and/or learned about.

SECRET

SECRET

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

None

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES, WHY?

No

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None at present.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

## SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, &amp; D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?  NO  YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.

1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY... THINKS IN TERMS OF A CAREER IN THE AGENCY.
6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANYPLACE BUT IN THE AGENCY.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

SECRET

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT												
AE												
<i>Items 1 through 6 will be completed by Administrative or Personnel Officer</i>												
1. NAME (LAST)	2. OFFICE (OFFICE)	3. GRADE (GRADE)	4. POSITION TITLE									
KINSEY	Human	E-7	Tech. Projects Officer	CS-2S								
5. OFFICE	6. STAFF OR DIVISION	7. BRANCH	8. <input checked="" type="checkbox"/> OFFICE <input type="checkbox"/> FIELD IF FIELD, SPECIFY STATION									
DDP/122	GA-2	Office of Chief										
9. PERIOD COVERED BY REPORT		10. TYPE OF REPORT										
From 23 Mar 53 To 22 Dec 53		<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor										
<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 [redacted] for the purpose of [redacted] b. Conduct a [redacted] 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 [redacted] e. Maintain liaison with security-cleared government agencies and consultants engaged in document examination work.												
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of Course</th> <th style="width: 20%;">Location</th> <th style="width: 30%;">Length of Course</th> <th style="width: 20%;">Date Completed</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">NONE</td> </tr> </tbody> </table>					Name of Course	Location	Length of Course	Date Completed	NONE			
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.												
20 Nov 53 DATE		<i>Norman E. Kinsey</i> SIGNATURE										
<i>Items 11 through 12 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 has been excellent.												

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SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICABLY GOOD 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 HIS 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? (Suggesting appropriate reassignment, if possible.)

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

---

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

None at present; continued widening of his present knowledge of advanced techniques in document examination and [redacted]

---

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. [unclear]  
SIGNATURE OF SUPERVISOR

---

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown below.)

B 29 Dec 53  
DATE

[Signature]  
SIGNATURE OF REVIEWING OFFICER

---

20. COMMENTS: (If necessary, may be continued on reverse side of report sheet.)

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

NOV OF CHANGE IN HEALTH BENEFITS ENROLLMENT  
FEDERAL EMPLOYEES HEALTH BENEFIT ACT OF 1959

A. IDENTIFYING DATA

1. NAME (LAST, FIRST, MIDDLE INITIAL) <b>Yarney, Herman E.</b>	2. DATE OF BIRTH <b>12/11/16</b>	3. CHECKER CONTROL NO. <b>091306</b>
4. ADDRESS (CITY AND ZONE NUMBER, STATE)  	5. PAYROLL OFFICE NO. <b>1123001</b>	6. ENROLLMENT CODE NO. <b>41</b>
	7. DATE ACTION BECOMES EFFECTIVE	

B. TERMINATION

*12-1-2012*

ENROLLMENT TERMINATED EFFECTIVE ON THE DATE SHOWN IN ITEM 7, ABOVE, WITH ELIGIBILITY TO CONVERT TO A NONFEDERAL CONTRACT.

C. CHANGE IN PLAN

ENROLLMENT SHOWN BY ITEM 6 ABOVE, HAS BEEN TERMINATED BECAUSE OF ELECTION OF ANOTHER PLAN.

D. TRANSFER OUT

E. TRANSFER IN

<input type="checkbox"/> NAME AND ADDRESS OF NEW PAYROLL OFFICE FOR RETIREMENT SYSTEM TO WHICH TRANSFERRING  	<input type="checkbox"/> ENROLLMENT ACCEPTED BY THIS AGENCY  
---	---

F. SUSPENSION

G. REINSTATEMENT

<input type="checkbox"/> ENROLLMENT HAS BEEN SUSPENDED EFFECTIVE ON DATE SHOWN IN ITEM 7 ABOVE, WHILE ENROLLEE IS ON ACTIVE MILITARY DUTY OR FOR THE REASON STATED IN REMARKS  	<input type="checkbox"/> ENROLLMENT HAS BEEN REINSTATED EFFECTIVE ON DATE SHOWN IN ITEM 7, ABOVE.  
---	---

H. CHANGE IN NAME OF ENROLLEE

ENROLLMENT HAS BEEN CHANGED TO

NAME	ADDRESS IF DIFFERENT FROM ITEM 4, ABOVE	DATE OF BIRTH
------	---	---------------

I. CHANGE IN ENROLLMENT — SURVIVOR ANNUITY

ENROLLMENT HAS BEEN CHANGED FROM FAMILY COVERAGE TO SELF ONLY

NEW ENROLLMENT CODE NUMBER

J. REMARKS *7263 71505*

K. DATE OF NOTICE

*[Signature]* DATE

HEALTH BENEFITS OFFICER Central Intelligence Agency  
Washington, D.C.

61555

BIOGRAPHIC PROFILE (PART 2)

NIMSEY, Herman Edward

Dec 1915

Fitness Report Dec 1957 - Jan 1959 -- "...is a very competent supervisor from a technical standpoint in that he has a thorough applicable knowledge of the complex A&R activities. In many respects this tends to contribute to his main weakness in that he measures the potential of his personnel by his own level of proficiency rather than a team level. This creates a situation whereby he has tendency to perform many functions which he could delegate to his personnel." Rater, P. J. Szego. Reviewer, J. F. Marzen.

Fitness Report Jan 1959 - Jan 1960 -- "...thorough technical knowledge of A&R activities qualifies him as a competent Supervisor. Since the last reporting period, he has delegated more responsibilities to personnel under his supervision. This, in effect, has increased the productive capability of his Branch." Rater, P. J. Szego. Reviewer, J. F. Marzen.

Appreciation 1961 from Chief, NAA, for excellent work on Report C-145 performed by TSO personnel. Referred by Chief, CARO/TAS.

Commendation 1965 from the field, conveyed by the Career Management Officer, TSM, for efficiency in rendering support to an operation.

9 Jul 1960

OF, PAB (Annual)

Return to 1 9 7 6

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KIMBEY HESMAN EDWARD  
Name: Last, First Middle

**TO: All C. I. A. Personnel**  
**FROM: Personnel Director**  
**SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE**

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.

2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.

3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

**CODED**  
**FOR**  
**QUALIFICATIONS**  
DATE 13 May 52

*George E. Meloon*  
George E. Meloon  
Personnel Director

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**PERSONNEL QUALIFICATION QUESTIONNAIRE**

1. Serial No. (no entry)	2. NAME: (last) (first) (middle)			3. Office		
	KIESEY, HERMAN EDWARD			CARD/TSS		
4. Date of Birth 11 Dec 1916	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	6. Martial Status <u>s</u> Nr. Dependents <u>1</u>		7. CIA Entry Date: 23 March 53		
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth _____					
<b>SEC. I. EDUCATION</b>						
1. Extent: (circle one)						
1. Less than high school		<input checked="" type="checkbox"/> <sup>GED</sup> Two years college, or less		8. Masters degree		
2. High school graduate		5. Over two years, no degree		9. Doctors degree		
3. Trade, Business or Commercial school graduate		6. Bachelor degree				
		7. Post-graduate study (minimum 8 sem. hrs.)				
2. College or University Study:						
Name and location of College or University		Major	Minor	Dates att'd From To		Yrs Compl Day Night
						Degree Recd Title Date
						Sem Hrs
3. Trade, Commercial, and Specialized Training:						
School		Attendance Dates			Study or Specialization	
		From	To	Tot. mo's		
4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)						
School		Attendance Dates			Study or Specialization	
		From	To	Tot. mo's		
Counter Intelligence Course		Mar-47	May-47	2 1/2	(MOS 1301) Basic course for Special Agent	
Instructor Guidance Course		Apr-52	Apr-52	1	Instructor, CIC School	
Chemical Warfare School		May-43	June-43	1/2	Gas Non Commissioned Officer	

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SEC. II. WORK EXPERIENCE

1. CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From <u>23 Mar 53</u> To _____ Tot. mos. _____	Description of Duties: _____
Grade <u>GS 9</u> Salary <u>\$5060.00</u>	<u>Foreign Document Analyst and Technician</u>
Office <u>GARD/TSS</u>	
Position	
Title: <u><del>Technical Projects Officer</del></u>	
Duty	
Title: <u>Technical Projects Officer</u>	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position	
Title: _____	
Duty	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position	
Title: _____	
Duty	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position	
Title: _____	
Duty	
Title: _____	Duty Station, if overseas: _____

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Security Information

SEC. II. WORK EXPERIENCE (CONT'D.)

2. Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.) *See Military Work background Sec XVI*

From <u>May 46</u> To <u>Oct 46</u> Tot. mo's <u>5</u> Classification Grade (if in Federal Service) <u>SP-7</u> Salary <u>\$3021.00</u> Number and Class of Employees <u>laborers</u> Supervised: <u>100 laborers skilled</u> Employer <u>U.S. Forest Service</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Forestry</u>	Exact Title of your position <u>Camp Supt.</u> Description of Duties: <u>Timber disease control, fighting forest fires, camp administration (food, pay, project records, etc.)</u> Duty Station if overseas:
From <u>Apr 45</u> To <u>Apr 46</u> Tot. mo's <u>12</u> Classification Grade (if in Federal Service) <u>CPC 7</u> Salary <u>\$2694.96</u> Number and Class of Employees <u>laborers</u> Supervised: <u>35 laborers</u> Employer <u>U.S. Forest Service</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Forestry</u>	Exact Title of your position <u>Camp Supt.</u> Description of Duties: <u>Hazard Reduction project, fighting forest fires, camp administration, (food, pay, project records, etc.)</u> Duty Station if overseas:
From <u>Oct 44</u> To <u>Apr 45</u> Tot. mo's <u>7</u> Classification Grade (if in Federal Service) _____ Salary <u>\$1.10 per hr</u> Number and Class of Employees _____ Supervised: <u>none</u> Employer <u>McCloud River Lbr. Co.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Lumber</u>	Exact Title of your position <u>Brakeman</u> Description of Duties: <u>Brakeman on Diesel loco.</u> Duty Station if overseas:
From <u>June 44</u> To <u>Oct 44</u> Tot. mo's <u>4</u> Classification Grade (if in Federal Service) _____ Salary <u>\$90.00 per hr</u> Number and Class of Employees _____ Supervised: <u>none</u> Employer <u>Brown Shasta Ranch</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Horse racing and breeding</u>	Exact Title of your position <u>Laborer</u> Description of Duties: <u>working with horses, cattle, and crops.</u> Duty Station if overseas:
From <u>Dec 43</u> To <u>June 44</u> Tot. mo's <u>7</u> Classification Grade (if in Federal Service) _____ Salary <u>\$90 per hr</u> Number and Class of Employees _____ Supervised: <u>none</u> Employer <u>McCloud River Lbr. Co.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Lumber</u>	Exact Title of your position <u>laborer</u> Description of Duties: <u>Handle lumber &amp; Operate machines.</u> Duty Station if overseas:

SECRET

Security Information

Sec. II, Par. 2. From 19 May 1941 To 5 November 1943 Total Months 30

Military Service

From 5 Oct 1940 to 10 May 1941. Total months 7.  
Classification grade (if in Federal Service)--- Salary---.75 per hr  
Number and class of employees supervised---- None  
Employer---Wetland River Lumber Co.  
Kind of Business---Lumber  
Exact Title of your position---Brakeman  
Description of Duties---Brakeman on a diesel locomotive.  
Duty Station if Overseas---

From May 1940 To 1 Oct 1940 Total Months 5  
Class. Grade (if in Federal Service) NAK Salary \$100.00 per mo.  
Number and Class of Employees Supervised 10-20 laborers

Employer U S Forest Service  
Kind of Business Forestry  
Exact Title of your position Forest Guard  
Description of your duties Suppression and prevention of Forest Fires, enforcement of Forest Laws, & maintenance of Forest & equip.  
Duty station if overseas

From 1 Oct 1939 To 1 May 1940 Total months 7  
Class. Grade (if in Federal Service) NAK Salary 0.65 per hr.  
Number and class of employees supervised None

Employer Wetland River Lumber Company  
Kind of Business Lumber  
Exact Title of your position Brakeman  
Description of your duties Brakeman on diesel locomotive  
Duty station if overseas

From 1 May 1939 To 1 Oct 1939 Total Months 5  
Class. Grade (if in Federal Service) NAK Salary \$100.00 per month.  
Number and class of employees supervised 10-20 laborers

Employer US Forest Service  
Kind of business Forestry  
Exact title of your position Forest Guard  
Description of your duties Suppression and prevention of Forest fires, enforcement of Forest Laws, & maintenance of Forest & Equip  
Duty station if overseas

Sec II, Par. 2.

From 1 Jan 1928 To 1 May 1929 Total Months 4  
Class. Grade (if in Federal Service) \_\_\_\_\_ Salary 0.05 per hr  
Number and class of Employees supervised None

Employer Walden River Lumber Company  
Kind of business Lumber  
Exact Title of your position Brakeman  
Description of your duties Brakeman on a diesel locomotive

Duty station if overseas \_\_\_\_\_

From 1 Oct 1928 To 1 Jan 1929 Total Months 3  
Unemployed

From May 1928 To 1 Oct 1928 Total Months 5  
Class. Grade (if in Federal Service) \_\_\_\_\_ Salary 150.00 per mo.  
Number and class of Employees supervised None

Employer Union Oil Company  
Kind of business Oil  
Exact Title of your position Relief tank-truck salesman.  
Description of your duties Sale and delivery of oil & gasoline to stations.

Duty station if overseas \_\_\_\_\_

From Feb 1925 To April 1928 Total months 38  
Class. Grade (if in Federal Service) \_\_\_\_\_ Salary 0.50 per hr  
Number and class of employees supervised None

Employer Walden River Lumber Company  
Kind of business Lumber  
Exact title of your position Brakeman  
Description of your duties Brakeman on diesel locomotive.

Duty station if overseas \_\_\_\_\_

SECRET  
Security Information

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

- 01  U. S. Secret Service
- 02  Civil Police (Forest Service)
- 03  Military Police
- 04  U. S. Border Patrol
- 05  U. S. Narcotics Squad
- 06  FBI
- 07  Criminal Investigation Div.
- 21  Office of Naval Intelligence
- 22  Office of War Information
- 23  Army G-2
- 20  Office of Strategic Services
- 24  Air Force A-2
- 25  Foreign Economic Admin.
- 26  Counter Intelligence Corps
- 27  Immigration & Naturalization
- 28  Strategic Services Unit
- 29  Foreign Service, State Dept.
- 30  Central Intelligence Group
- 31  Armed Forces Security Agency
- 32  Coordinator of Information
- 33  Office of Facts & Figures
- 34  Board of Economic Warfare
- 35  Federal Communications Comm.

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE						HOW ACQUIRED						
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge	Knowledge	Native of Country	Prolonged Occupation	Residence	Contact	(Parents, etc.)	Academic	Study (Inc. CIA training)
<i>Japanese</i>						<i>Slight</i>							

\* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein \_\_\_\_\_

\*\*Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. \_\_\_\_\_

SECRET  
Security Information

SEC. IV. AREA KNOWLEDGE

- List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
Japan	1942-1949	<i>Occupation</i> X		
	1949-1950	X		
	1951-1951	X		
Korea	1950-1951		X (war)	

2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of		WPM (Approximate Proficiency)	Prefer Assignment Using Skill Often	
	Time Used	Not Used		1. Yes	2. No
Typing	1.	2.		1. Yes	2. No
Shorthand	1.	2.		1. Yes	2. No

Shorthand System: 1. Manual 2. Machine 3. Speedwriting.

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications:
	Horses, swimming, archery, boating, photography, and weapons.

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership.
International Assn. For Identification
Youngstown, Ohio

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

Co-author of 2 text books at the Counter Intelligence Corp School
Observation and Description
Physical Evidence
Co-author of the CIC Investigator. A handbook for CIC Agents.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented			
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No

SEC. X. CIA TESTS

Describe below the type of tests which you have taken in CIA:

Type of Test	Date Taken
Personnel Qualification Tests	Nov 1949

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.


SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour  (2) 4 year Tour  (3) Not interested

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment in CIA do you think you are best qualified?

Operational or instruction. Has considerable experience in supervisory capacity. Has no specializations.



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SEC. XIV. MILITARY STATUS

1. Present Draft Status  
Have you registered under the Selective Service Act of 1948? \_\_\_ Yes X No.  
If yes, indicate your present draft classification \_\_\_\_\_

2. Present Reserve or National Guard Status  
Do you now have Reserve or National Guard Status \_\_\_ Yes X No.  
If yes, complete the following.

1. \_\_\_ National Guard
2. \_\_\_ Air National Guard
3. \_\_\_ Active Reserve Status (member of organized unit)
4. \_\_\_ Inactive Reserve Status

Service \_\_\_\_\_ Grade \_\_\_\_\_ Location \_\_\_\_\_

Reserve Unit with which currently affiliated \_\_\_\_\_

Service Mobilization Assignment, if any \_\_\_\_\_

Location of Service Records, if known \_\_\_\_\_

SEC. XV. CIA TRAINING

List the training courses or subjects you have taken while in the CIA.

Course or Subject	(from) Dates (to)	Hours

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above. (Military Service-19 May-1-5 Nov 43, 20 Nov 44-8 Oct 42,

Considerable study in Applied Psychology, Criminology, and Criminal Investigative Techniques. Delivered over 1500 hours of lecture on these subjects. Two (2) years experience in supervising an investigative type laboratory which specialized in document examination. Number of personnel, five (5). Two (2) years experience as Special Agent, CIC. Total of Six (6) years in CIC. Highest rank, Master Sergeant. *Formal at HQS 1941*

One (1) year experience with S-2 section. Combat Intelligence, Interpretation and Evaluation of Information.

Two (2) years of general military training with emphasis on communications. (Infantry, Parachute Troop, Tank Destroyers, Field Artillery.

DATE 2 April 53

SIGNATURE *[Signature]*

CERTIFICATE OF ATTENDANCE

MAR 30 1953

I certify that on \_\_\_\_\_ I have attended  
(DATE)  
the Agency Indoctrination Course specified by Regulation  
25-1.

*Norman E. King*  
\_\_\_\_\_  
(NAME)

FORM NO. 51-121  
DEC 1951

## APPOINTMENT AFFIDAVITS

**IMPORTANT.**—Before swearing to these appointment affidavits, you should read and understand the attached information for appointees

.....  
**CLIA**

.....  
(Department or agency)

.....  
(Bureau or division)

.....  
(Title of employment)

I, Herman E. Kinsey..... do solemnly swear (or affirm) that:—

### A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

### B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

23 March 1953

.....  
(Date of swearing in only)

Herman E. Kinsey  
.....  
(Signature of appointee)

Subscribed and sworn before me this 23rd day of March, A. D. 19 53,

at Washington D.C.

.....  
(City)

.....  
(State)

[SEAL]

Paul D. [Signature]  
.....  
(Signature of official)

5 USC 16 & 16a

.....  
(Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

## DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (street and number, city and State) Hotel Vivian, 1763 G St. N.W., Washington, D.C.

2. (A) DATE OF BIRTH 11 Dec. 1916 (B) PLACE OF BIRTH (city or town and State or country) Challup, New Mexico

3. (C) IN CASE OF EMERGENCY PLEASE NOTIFY: (D) RELATIONSHIP Brother (E) STREET AND NUMBER, CITY AND STATE Box 185, Mt. Cleod, Calif. (F) TELEPHONE NO. Yes

4. HAVE YOU BEEN EMPLOYED IN A CIVIL CAPACITY, ANY RELATIVE OF YOURS (FATHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS?  YES  NO

If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED (Check one)	SINGLE
		1. _____ 2. _____ 3. _____			
		1. _____ 2. _____ 3. _____			
		1. _____ 2. _____ 3. _____			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS	
			ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X			
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <i>If your answer is "Yes", give details in Item 10.</i>		X		
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ARRANGEMENT OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? <i>If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.</i>		X		
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN EMPLOYED, OR FORCED TO RESIGN, FOR MISFEASANT OR STATUTE FACTORY SERVICE FROM ANY POSITION? <i>If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.</i>		X		
9. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED \$50 OR LESS, OR FORFEITED LICENSE OR MOTOR LICENSE) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? <i>If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.</i>		X		

### INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment was made in conformity with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointments.

This form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) **Identity of appointee**—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was announced. The appointee's signature and handwriting are to be compared with the application and other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the declaration sheet, which was signed in the examination room. His physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) **Age**—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) **Citizenship**—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) applicable acts. Form 61 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying officer of the Civil Service Commission.

(4) **Members of Family**—Section 9 of the Civil Service Act provides that whenever there are closely two or more members of a family serving under probationary or permanent appointment in the competitive service, no other member of such family is eligible for probationary or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are also subject to this requirement. The members of family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

STANDARD FORM 144  
JANUARY 1952  
U. S. GOVERNMENT COMMISSION  
FORM CAPTIONS 41 AND 42

### STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

**IMPORTANT:** The information on this form will be used in determining creditable service for *leave purposes* and retention credits for *reduction in force*. The employee should complete Part I and the Personnel Office should complete Parts II through IV.

**PART I.—EMPLOYEE'S STATEMENT** **PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE**

1. NAME (Last, first, middle initial) Kimsey, Herman E. 2. DATE OF BIRTH 11 Dec 1916  
3. RETENTION GROUP

4. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service.)

NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT (E, S, A, etc.)
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
U.S. Forest Service	1939	June	1	1940	Oct	10	✓
U.S. Forest Service	1940	May	14	1941	May	15	Spec. Attach. to 1745-46
U.S. Forest Service	1941	May	28	1942	May	29	✓
U.S. Forest Service	1942	May	31	1943	May	28	✓
CIA	53	Mar	23				

5. LIST PERIODS OF SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO MILITARY SERVICE, WRITE "NONE."

BRANCH	FROM—			TO—			DISCHARGE (Hon. or dishon.?)
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
Army	1941	May	19	1942	Nov	29	Hon.
Army	1946	Nov	29	1947	Oct	8	Hon.
Army	1950	Jan	5	1951	Mar	23	Hon.

6. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR?  YES  NO

7. ARE YOU:  
A. THE WIFE OF A DISABLED VETERAN?  YES  NO  
B. THE MOTHER OF A DECEASED OR DISABLED VETERAN?  YES  NO  
C. THE UNMARRIED WIDOW OF A VETERAN?  YES  NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS. I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

23 March 53 (DATE) Herman E. Kimsey (SIGNATURE)  
Subscribed and sworn to before me on this 23 day of March 1953 at Wash DC (CITY) (STATE)  
SEAL Paul Schepke (SIGNATURE)

9. TOTAL SERVICE (Leave purposes only):  
10. NONCREDITABLE SERVICE (Leave purposes only):  
11. NONCREDITABLE SERVICE (RIF purposes only):

12. EMPLOYMENT RIGHTS  YES  NO  
13. RETENTION RIGHTS  YES  NO  
14. EXPIRATION DATE OF RETENTION RIGHTS

15. TOTAL SERVICE: 20  
16. NONCREDITABLE SERVICE: 10  
17. NONCREDITABLE SERVICE: 10

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

**PART III.—DETERMINING CREDITABLE SERVICE  
AND SERVICE COMPUTATION DATE FOR  
LEAVE PURPOSES**

	YEARS	MONTHS	DAYS
TOTAL SERVICE (Item 12).....			
NONCREDITABLE SERVICE (Item 13).....			
CREDITABLE SERVICE (Leave purposes).....			
ENTRANCE ON DUTY DATE (Present agency).....	53	3	27
LESS CREDITABLE SERVICE (Leave purposes).....	10	3	28
SERVICE COMPUTATION DATE (Leave purposes).....	42	12	3

**PART IV.—DETERMINING CREDITABLE SERVICE  
AND SERVICE COMPUTATION DATE FOR  
REDUCTION IN FORCE PURPOSES**

(To be completed only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes)

	YEARS	MONTHS	DAYS
TOTAL SERVICE (Item 12).....			
NONCREDITABLE SERVICE (Item 14).....			
CREDITABLE SERVICE (RIF purposes).....			
ENTRANCE ON DUTY DATE (Present agency).....			
LESS CREDITABLE SERVICE (RIF purposes).....			
SERVICE COMPUTATION DATE (RIF purposes) (Enter as the "service computation date" on the employee's "Service Record Card," SP-7)			

REMARKS:

CONFIDENTIAL  
SECURITY INFORMATION  
SECURITY APPROVAL

Date: 6 Feb. 1953

TO: Chief, Covert Personnel Division

*TSS-#5*

Your Reference: I-2594

FROM: Chief, Security Division

Case Number: 71129

SUBJECT: KINSEY, Herman Edward

1. This is to advise you of security action in the subject case as indicated below:
  - Security approval is granted the subject person for access to classified information.
  - Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
  - The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of the E.O.D. procedures.

*EPG*  
E. P. Geiss

*OK*

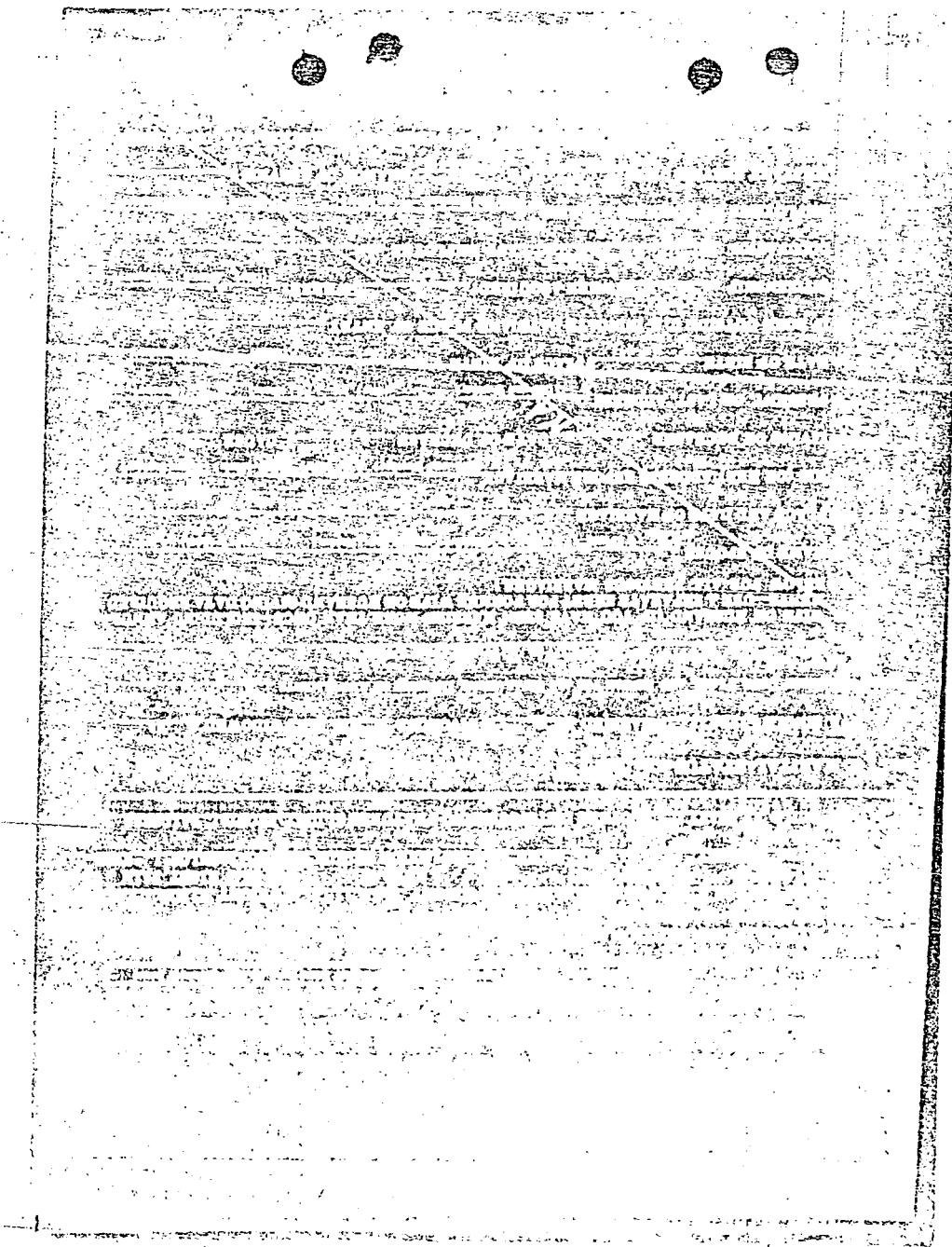
CONFIDENTIAL

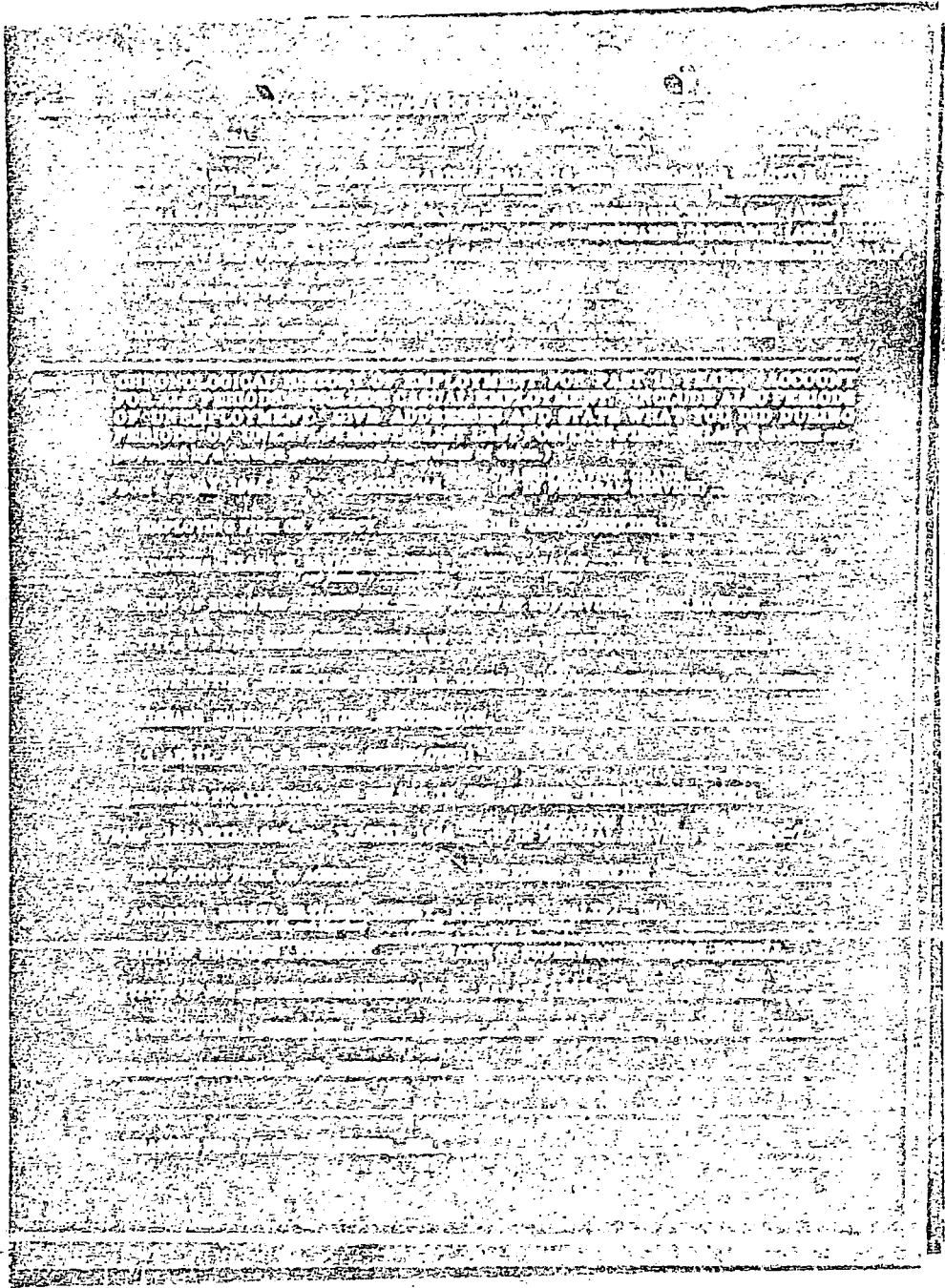
1942  
 FEDERAL BUREAU OF INVESTIGATION  
 UNITED STATES DEPARTMENT OF JUSTICE

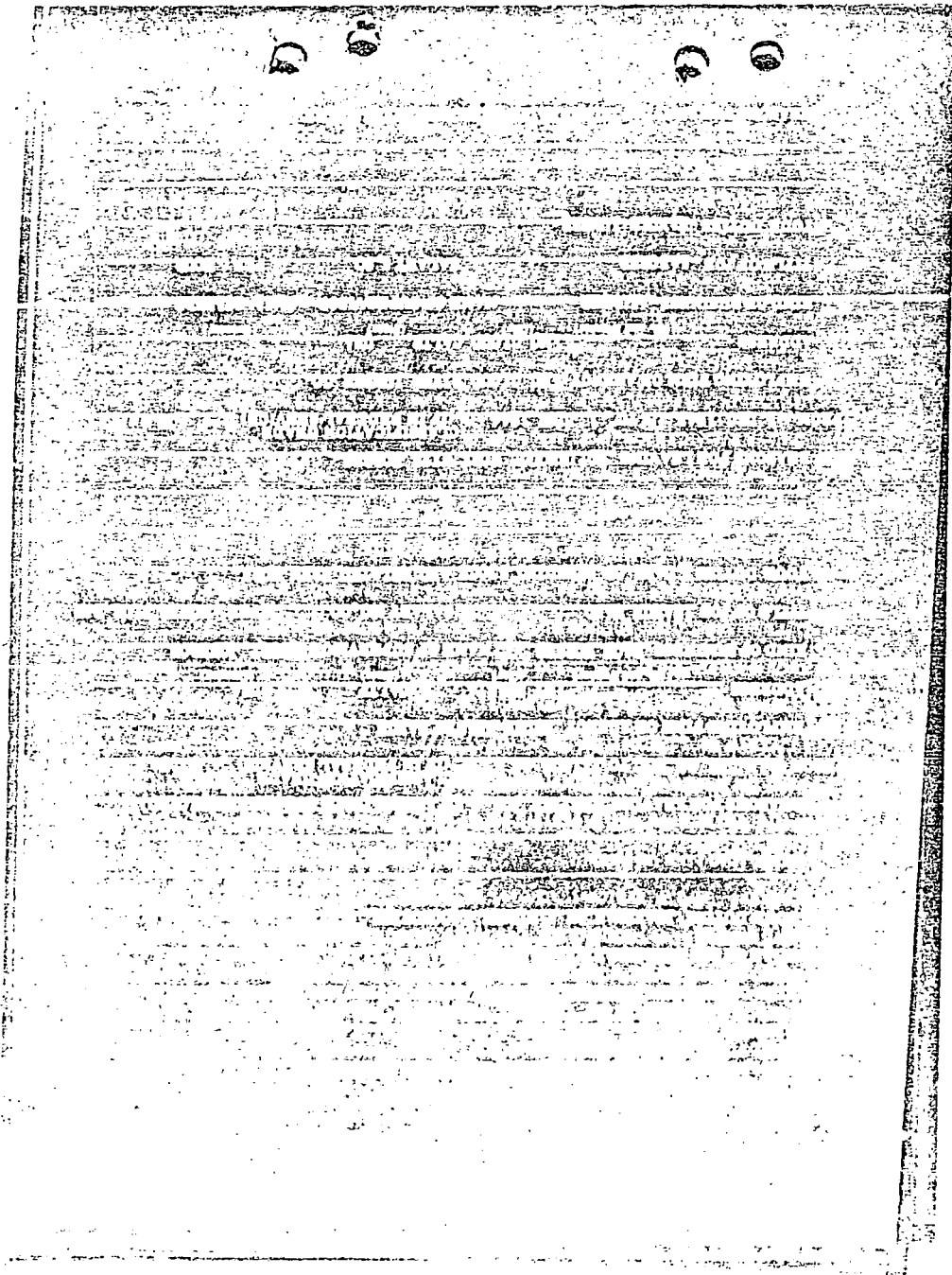
MEMORANDUM FOR THE DIRECTOR  
 FROM: SAC, [illegible]  
 SUBJECT: [illegible]

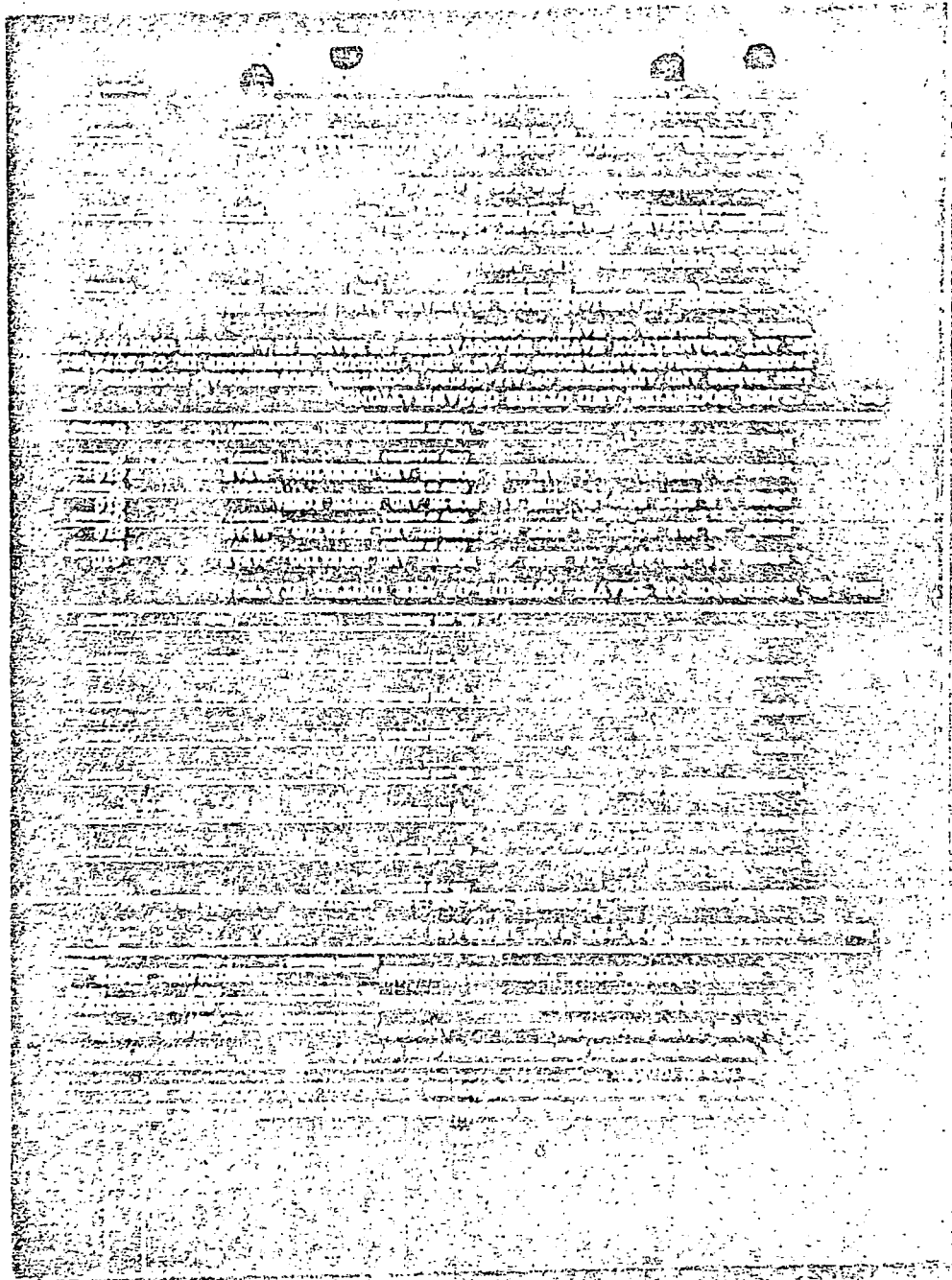
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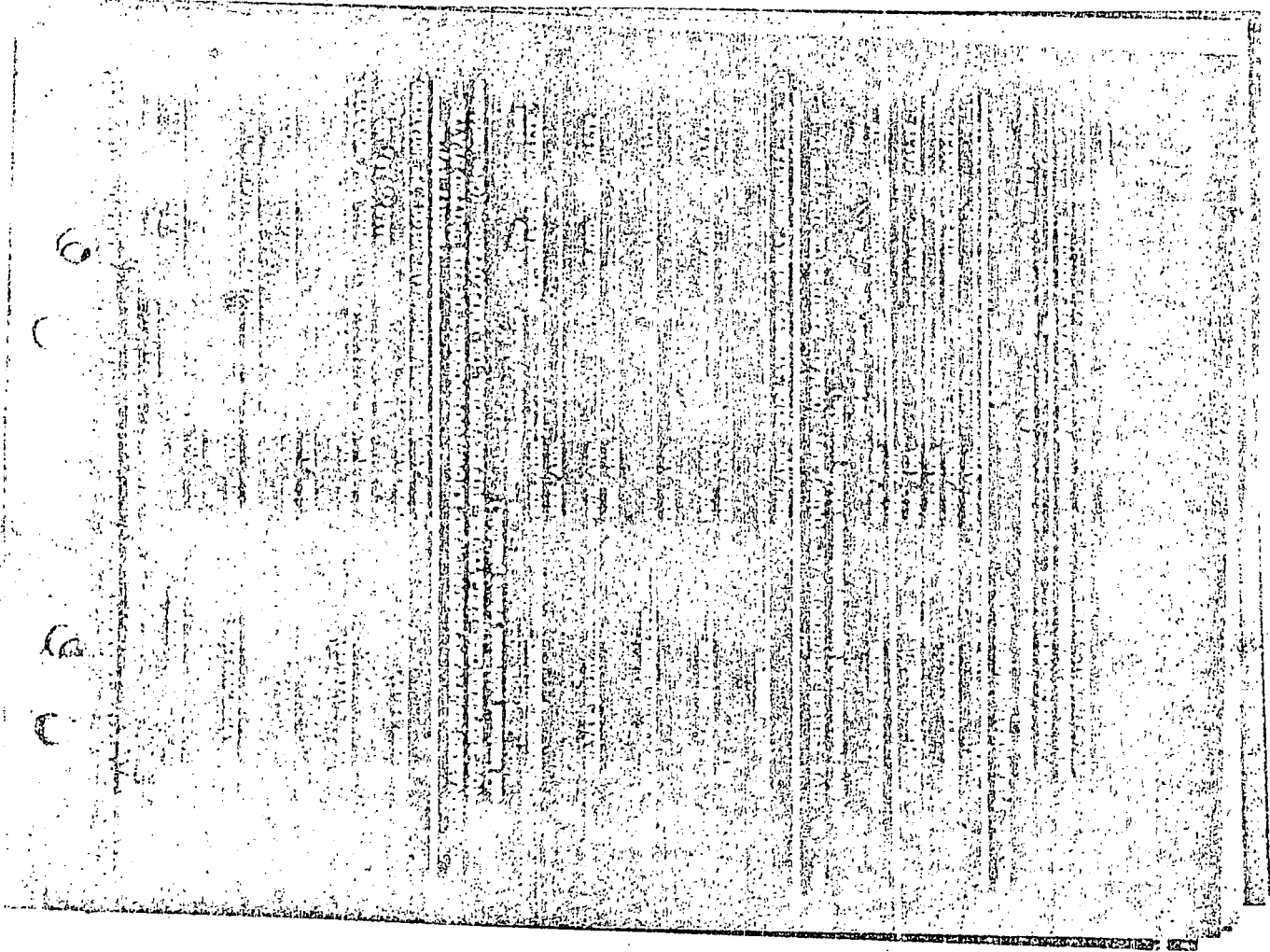


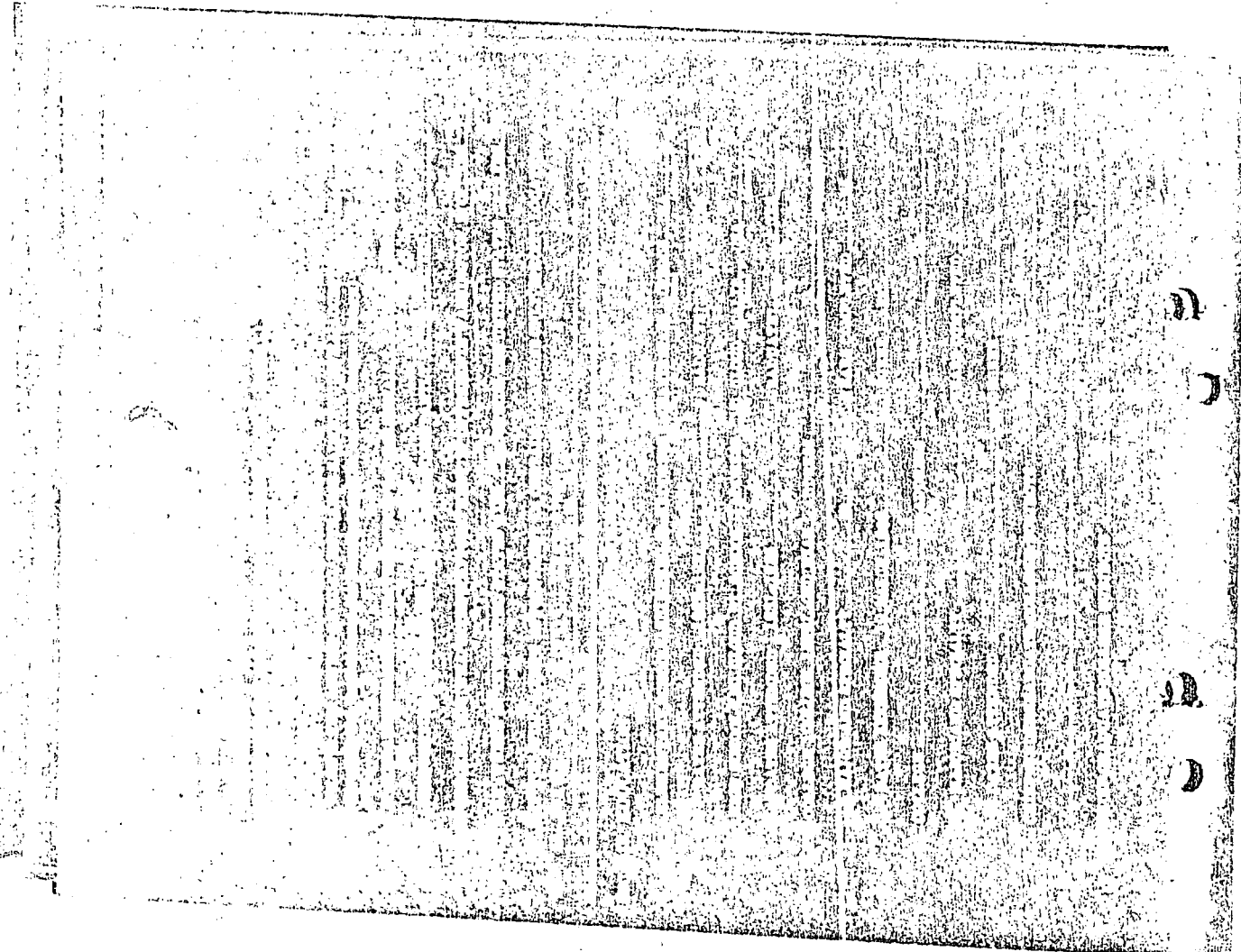


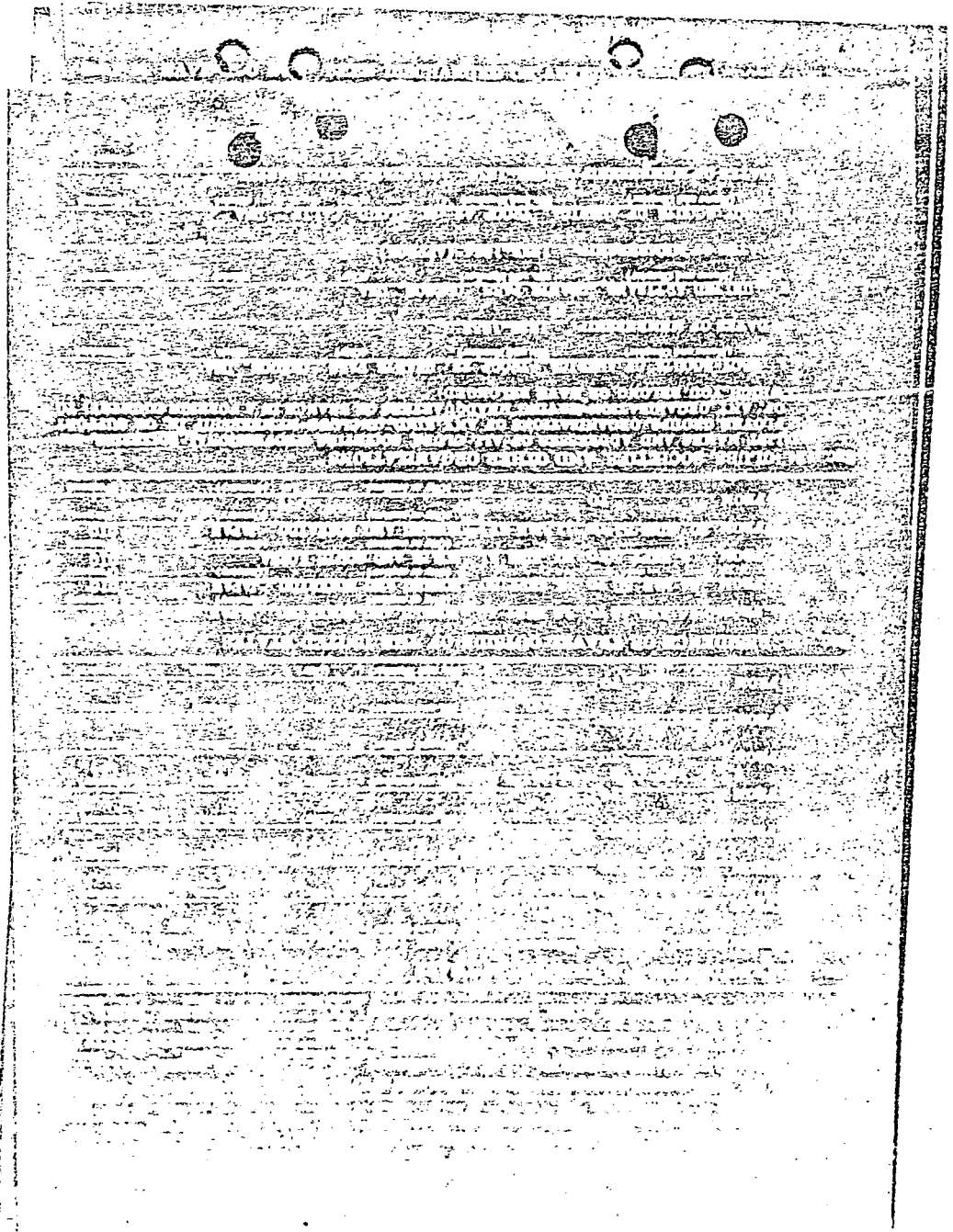


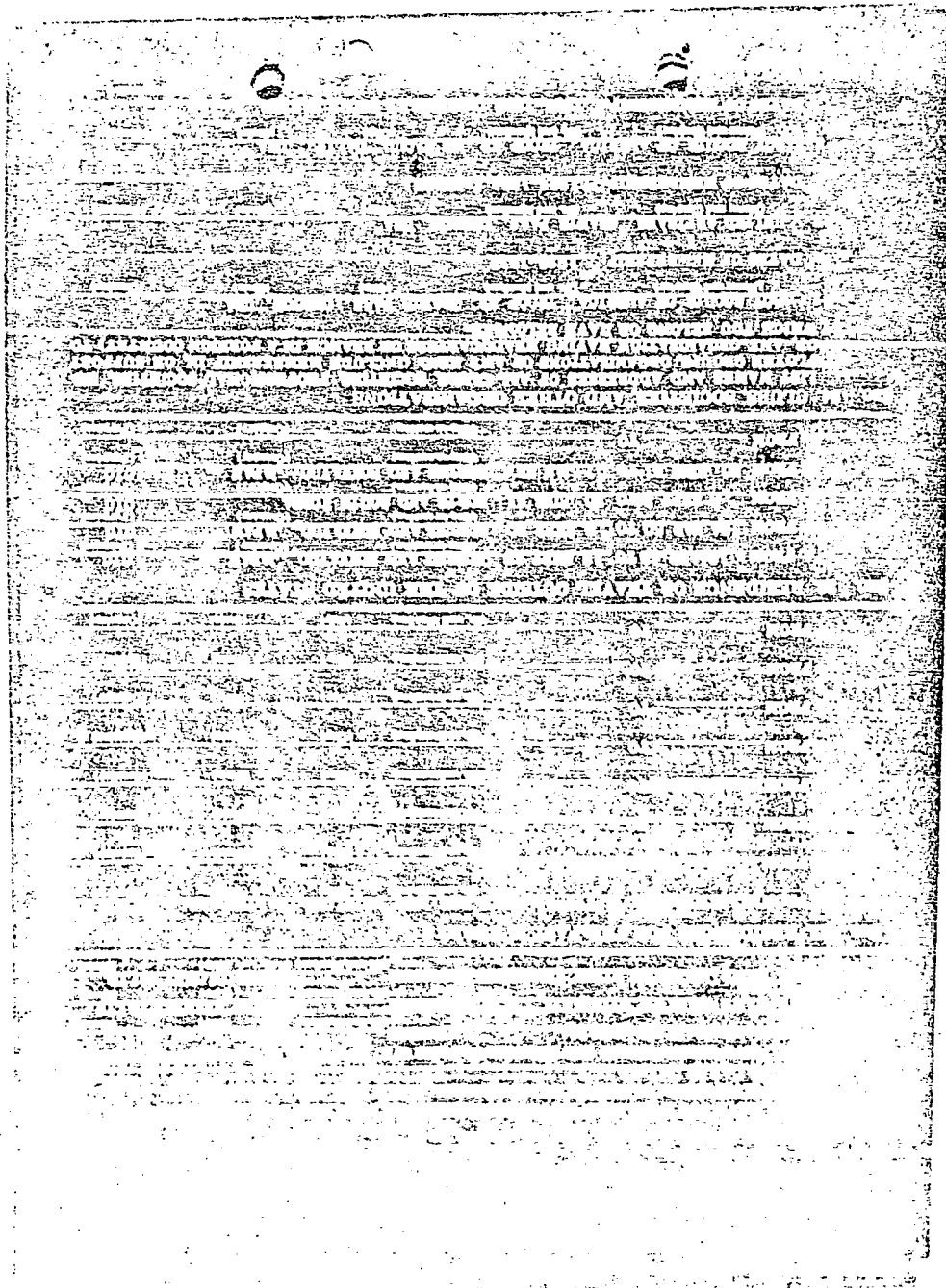




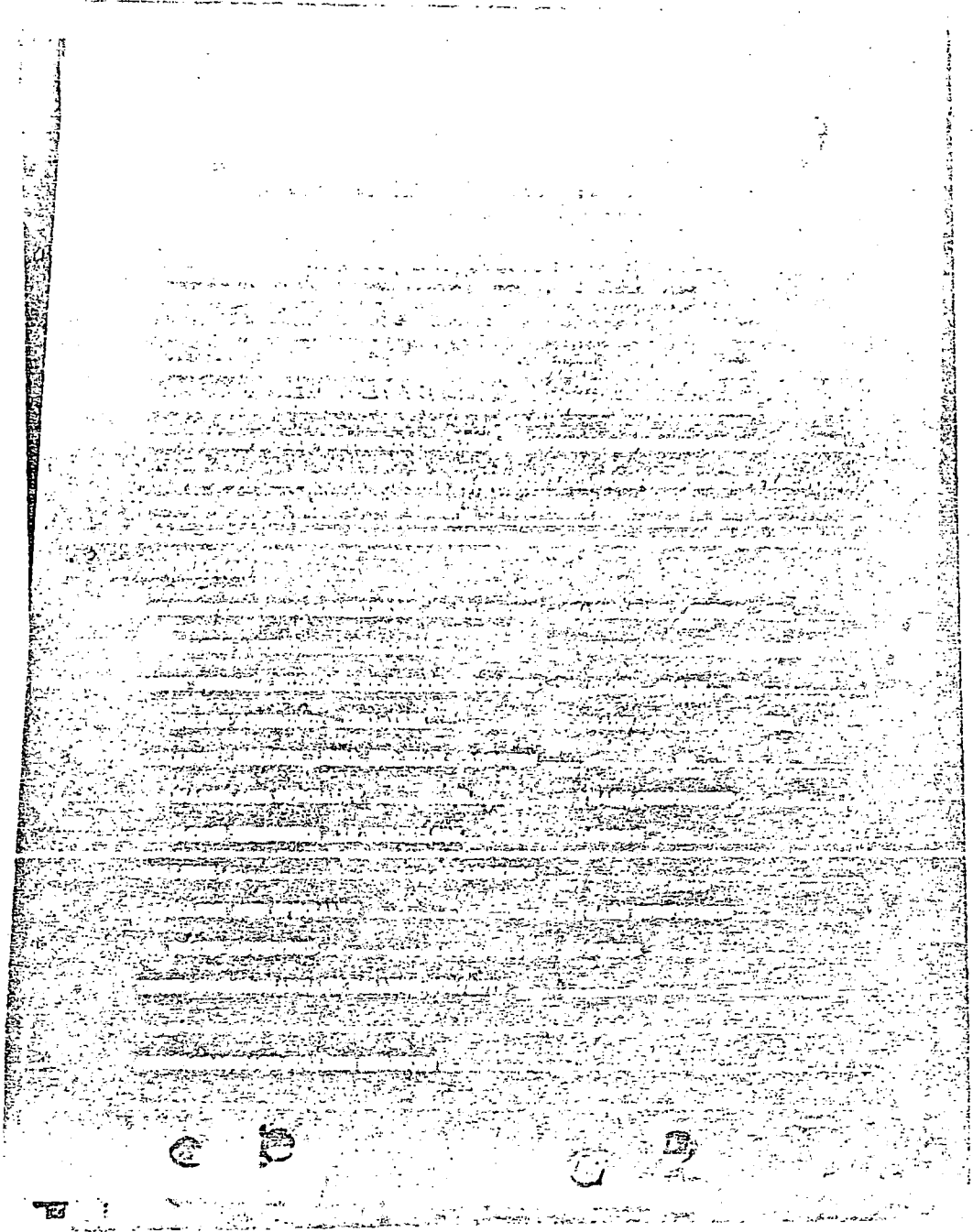




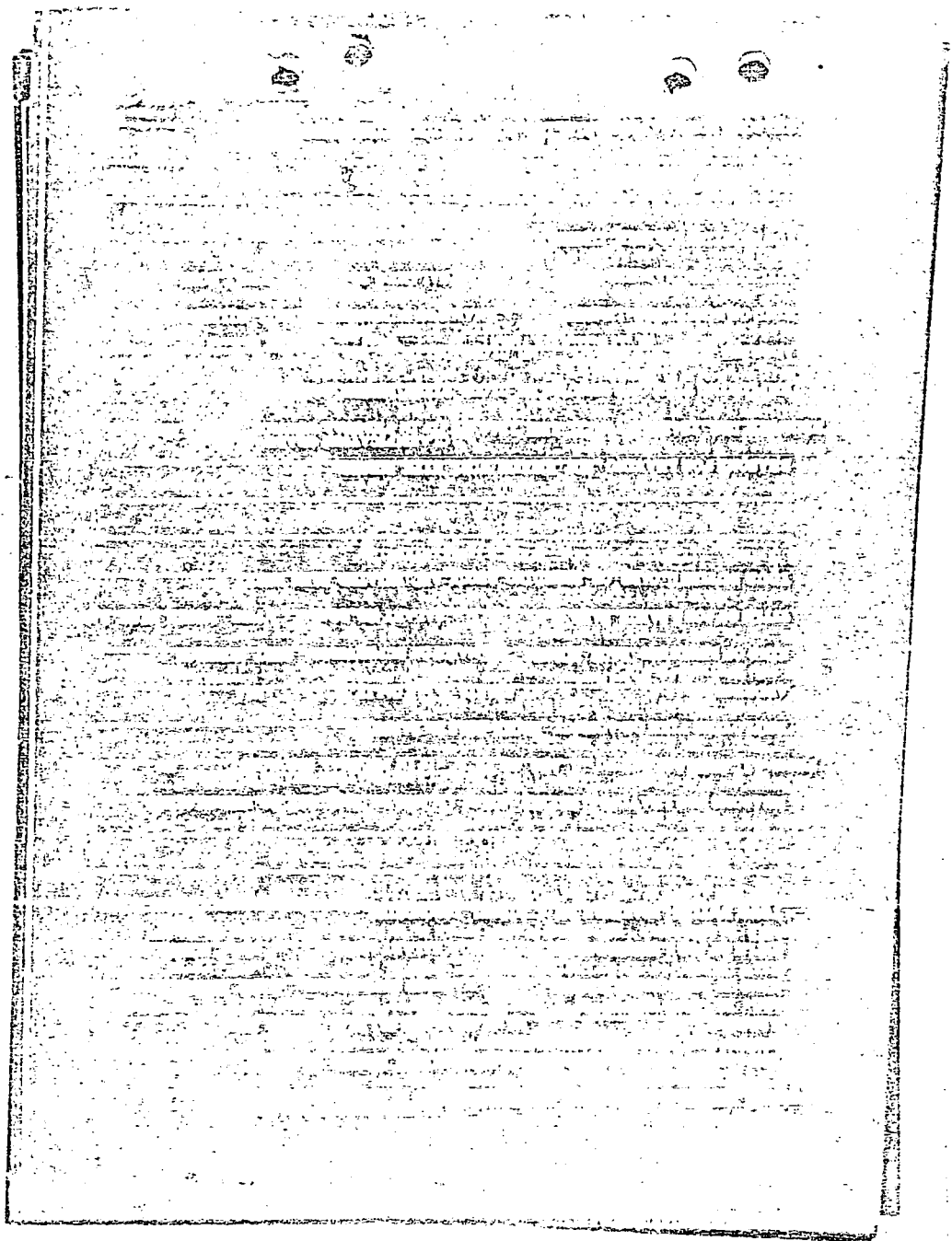


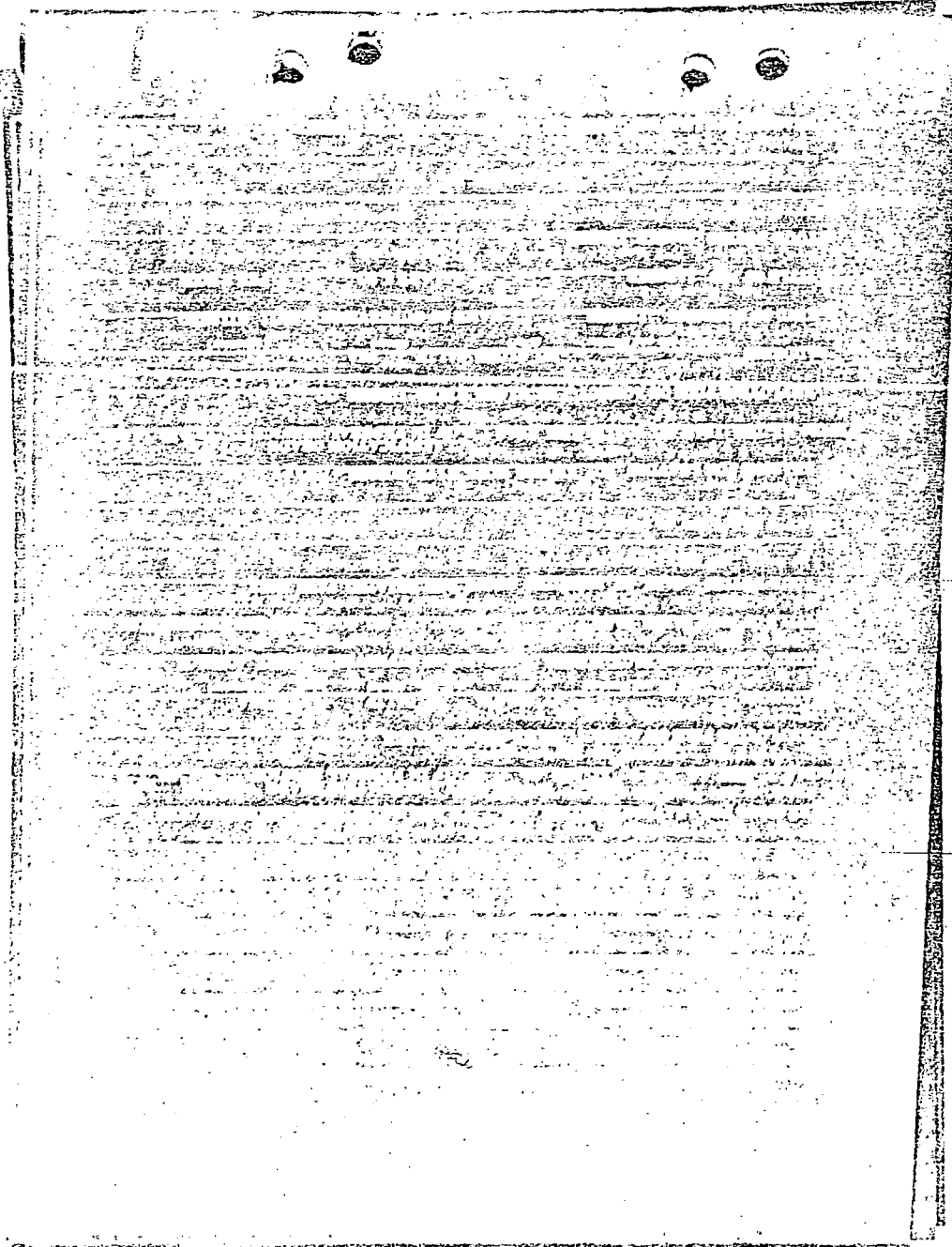


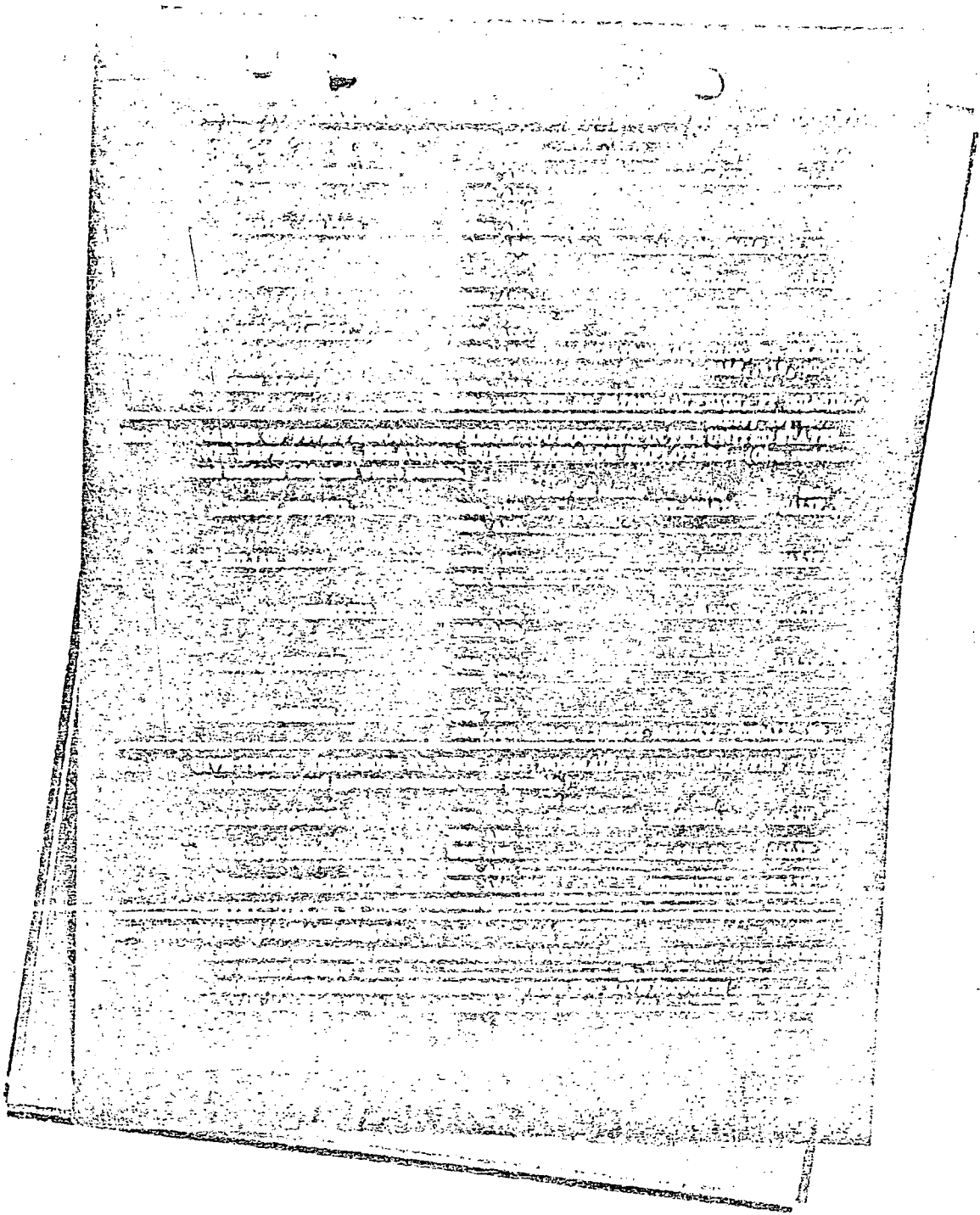




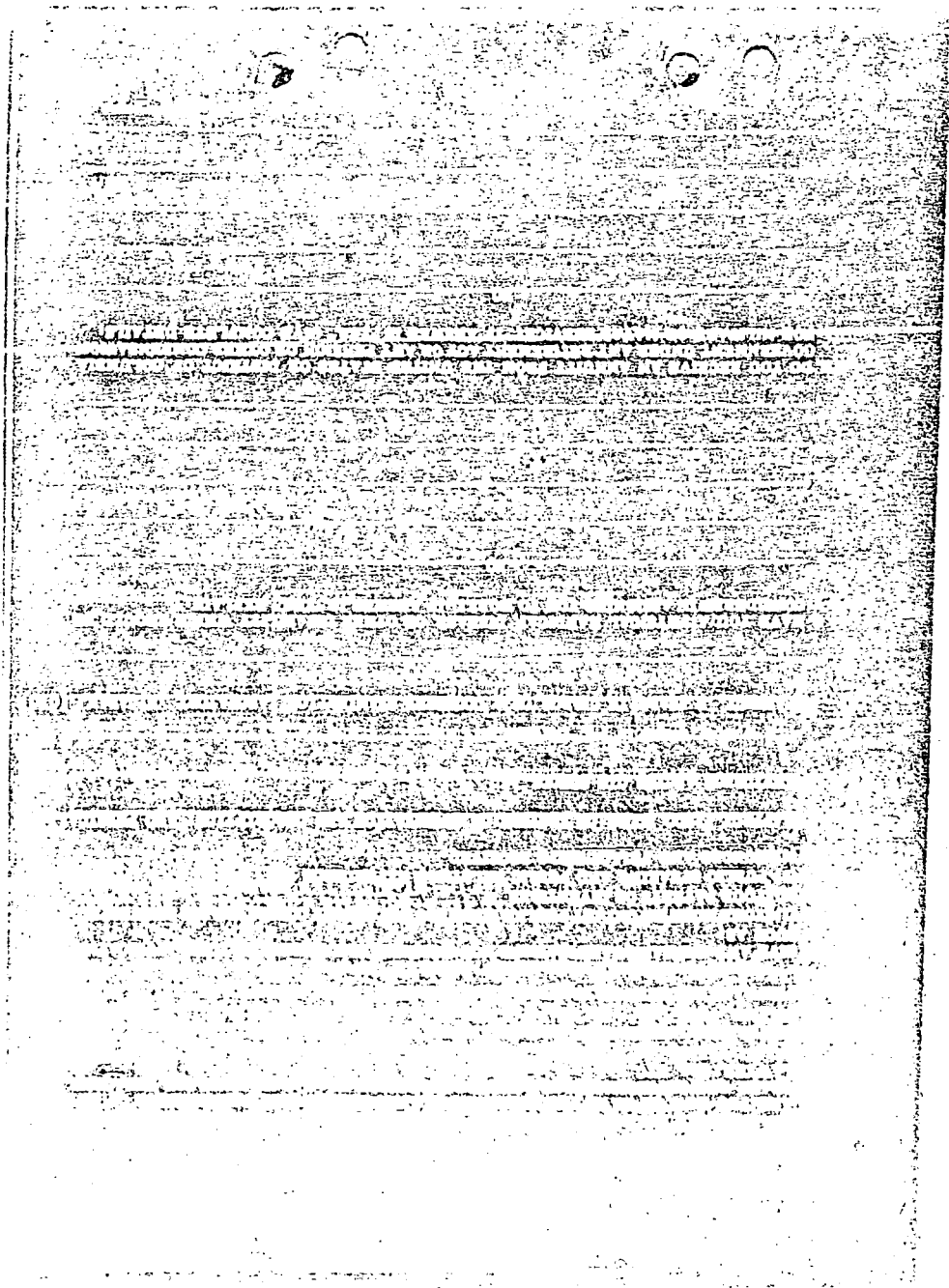
© 1998



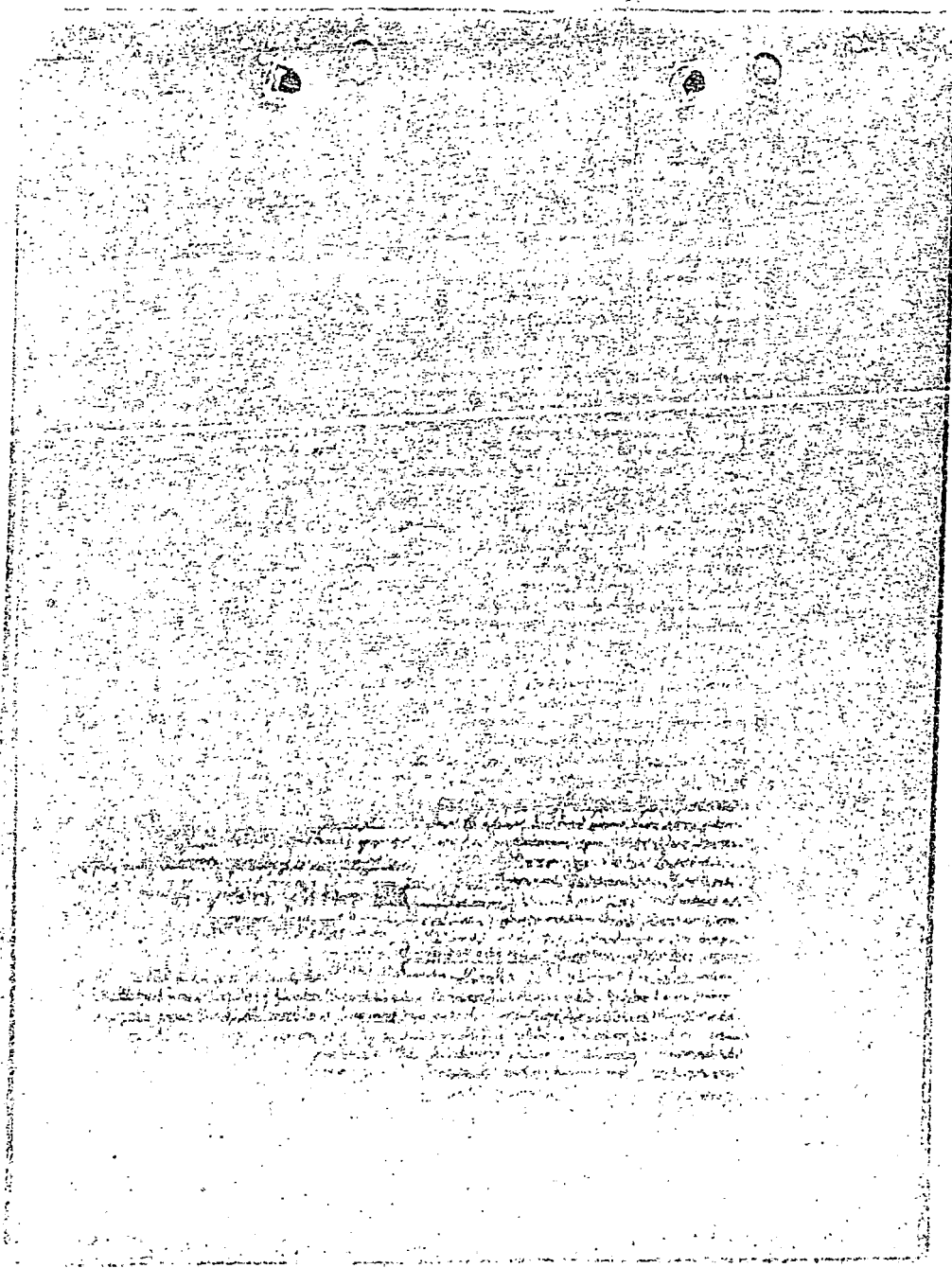




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RECORD OF  
PREVIOUS GOVERNMENT  
SERVICE RETURNED TO  
FEDERAL RECORDS CENTER IN  
ST. LOUIS, MO.

DATE ~~Sept. 1970~~  
Sept. 1963