

EWING R. HART, CHAIRMAN, AND MEMBERS OF THE BOARD OF DIRECTORS

[illegible]

DELETIONS, IF ANY:

[illegible]

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KIMSEY, HERMAN E. 61555

"Diff Files" for NARA 2025 Documents Release JFK Assassination Records

Generated using diff-pdf and OpenCV.
Thanks to the Mary Ferrell Foundation and
The Black Vault for their archiving work.

maryferrell.org
theblackvault.com
github.com/vslavik/diff-pdf
opencv.org

This file highlights **differences**
between the 2025 release, and previous releases.

Red: Newly revealed in 2025.
Blue: Present in earlier releases, but not in 2025.
Black: Unchanged between versions.

For Original Documents visit:
archives.gov/research/jfk/release-2025

Notes:

Black text on a blue background indicates content
that was previously redacted using black ink.

I did my best to be accurate in revealing what is new,
but please confirm with the original sources
where accuracy is essential.

Created by: x.com/hlywdufo

JFKdiffs.com

1152

E. coli O157:H7 was isolated from ground beef samples collected from retail outlets in the United States during the outbreak period.

SECRET
(When Filled In)

DATE PREPARED			REQUEST FOR PERSONNEL ACTION										X V to V		V to UV		
Mo	Da	Yr											UV 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, Herman E.					Mo Da Yr 12 11 16			None-0 10 Pr-2		Code M		Mo Da Yr		
7. SED			8. CSC Permit		9. CSC Or Other Legal Authority			10. Appt. Affidav.			11. FEGLI		12. LEO		13. MIL. SERV. CREDIT, LEO		
Mo	Da	Yr	Yes - 1	Code				Mo	Da	Yr	Yes - 1	Code	Mo	Da	Yr	Yes - 1	Code
			No - 2								No - 2					No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/TSS						Washington, D. C.					
Authentication											
Graphic Arts Reproduction Div											
Analysis and Research Branch											
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. - X Valid - Frgn -	Code	IO TECH AIDS		92		GS		0136, 63			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
13	3	\$ 10, 370		D		Mo Da Yr 02-10-157		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 Data	
REASSIGNMENT		12		Mo Da Yr 02-10-61		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. - X Valid - Frgn -	Code	DOCUMENT TECH-CH		7-11 658		GS		1397. 01			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$				Mo Da Yr 02-10-157		Mo Da Yr 08-10-61			
SOURCE OF REQUEST											
A. Requested By (Name And Title)						C. Request Approved By (Signature) JAMES R. SHIELDS Cargo Management Officer, TSD					
B. For Additional Information Call (Name & Telephone Ext.) Emanuele Fontana ext. 3031											
CLEARANCES											
Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		[Signature]		[Date]		B. Placement		[Signature]		[Date]	
C. Fee Control		[Signature]		[Date]		D. Approved By		[Signature]		[Date]	
C. Classification		[Signature]		[Date]		E. Approved By		[Signature]		[Date]	
Remarks											
Approved by CSPD 5-10-61											

1152a (Use Previous Edit)

SECRET

101

SECRET
(When Filled In)

10-10
PERSONNEL DATA SHEET

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

PRESENT GRADE GS-12
 PROPOSED GRADE GS-13
 C. TRAINING

PRESERVE TO SLOT
 NUMBER & GRADE BY 92

PROPOSED TO CLASS
 NUMBER & GRADE BY 92 GS-13

EDUCATION:

Two years coll. - No degree

LANGUAGE:

Japanese - slight

EXPERIENCE PRIOR TO CIA (Excluding SSU ORS):

1941-'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

EDUCATION BY CIA (Including ALLS) REPORTS INCLUDING PROMOTION-
 GRADES 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

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

CHARLES J. RYAN
 AC/TSS/AUTH

SEE ATTACHED MEMORANDUM

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:

- 1 - Addressee
- 1 - TSS/SRB
- 1 - TSS/GARD/file
- 1 - TSS/GARD/Chrono

Concurs - E. J. 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. AND DUTIES: IC Tech Aids DD/P UNIT: TNS PRIMARY CAREER 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 SSU-OSS):

- '41 - '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-SSU-OSS 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 - IC Tech Aids, GARD, GS-11

RECOMMENDED BY:
CHARLES YECI, JR.
Chief, TSN/GARB

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 PERSONNEL ACTION 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 E. KINSEY		11 Dec 1916	
4. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		5. EFFECTIVE DATE A. PROPOSED:	6. DATE OF RESIGNATION B. DATE OF RESIGNATION
PROMOTION			27 May 55
7. POSITION (Specify whether establish, change grade or title, etc.)		8. APPROVED: 19 JUN 1955	
FROM: IO TECH AIDS BY 92-11 GS-0136.03-11 \$5940 per annum DDP/Technical Services Staff Authentication Graphic Arts Reproduction Division Analysis and Research Branch Washington, D.C. ☐ FIELD ☒ DEPARTMENTAL		TO: IO TECH AIDS BY 92 GS-0136.03-12 \$7040 per annum DDP/Technical Services Staff Authentication Graphic Arts Reproduction Division Analysis and Research Branch Washington, D.C. ☐ FIELD ☒ DEPARTMENTAL	
9. REMARKS (Use reverse if necessary)		10. FIELD OR DEPARTMENTAL	
11. REQUESTED BY (Name and title)		12. REQUEST APPROVED BY Signature: <i>[Signature]</i> Title: Career Management Officer, TSS	
13. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Tom Clings x 3631		14. POLITICAL CLASSIFICATION ACTION NEW VICE I.A. REAL SD-UT	
15. VETERAN PREFERENCE NONE ☐ WRN ☐ OTHER ☒ 10 POINT DISAB. OTHER		16. SEX ☒ M ☐ F	
17. APPROPRIATION FROM: 5-2515-20 TO: Same		18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) Yes	
19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		20. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:	
21. STANDARD FORM 50 REMARKS			
22. CLEARANCES			
A.	INITIAL OR SIGNATURE	DATE	REMARKS:
B. CEIL. OR POS. CONTROL		6/7/52	
C. CLASSIFICATION			
D. PLACEMENT OR ENPL		6-8-53	
E.			
F. APPROVED BY <i>[Signature]</i> 6-8-55			

STANDARD FORM 52
PERSONNEL ACTION
REQUEST FOR PERSONNEL ACTION

SECRET

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)
MR. HERMAN E. KIMSEY

2. DATE OF BIRTH
11 Dec. 1916

3. REQUEST NO.

4. DATE OF REQUEST

16 Feb. 55

5. METHOD OF ACTION REQUESTED

A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)

REASSIGNMENT

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:

7. C. S. OR OTHER
LEGAL AUTHORITY
IF:

U. APPROVED:

FROM- TECHNOLOGIST BY 93

GS-1390.01-11 \$5940 per annum

~~DDP/Technical Services Staff~~
~~Graphic Arts Reproduction Division~~
~~Analysis and Research Branch~~
~~Washington, D.C.~~

8. POSITION TITLE AND
NUMBER

9. SERVICE, GRADE, AND
SALARY

10. ORGANIZATIONAL
DESIGNATIONS

11. HEADQUARTERS

12. FIELD OR DEPARTMENTAL

TO- I.O. (TECH AIDS) BY 92-11

GS-0136.63-11 \$5940 per annum

DDP/Technical Services Staff
Graphic Arts Reproduction Division
Analysis and Research Branch
Washington, D.C.

☐ FIELD

☒ DEPARTMENTAL

☐ FIELD

☒ DEPARTMENTAL

6. REMARKS (Use reverse if necessary)

APPROVED BY TSS CAREER SERVICE PANEL

8. REQUESTED BY (Name and title)

9. REQUEST APPROVED BY

10. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

Signature

MARION D. SHAW

Tom Cline x 3031

Title: Career Management Officer, TSS

13. TELETYPE INDICATOR

14. POSITION CLASSIFICATION ACTION

15. ACTION
FROM 5-2515-20
TO same

16. SERVICE TO C. S.
RELATIONSHIP ACT
(C.S. NO.)
168

SD-76 DT

17. APPROPRIATION
FROM 5-2515-20
TO same

18. SERVICE TO C. S.
RELATIONSHIP ACT
(C.S. NO.)
168

19. DATE OF APPOINTMENT
WENT ATTENDANT'S
(ACQUISITION ONLY)

20. LEGAL RESIDENCE
☐ CLAIMED ☐ PROVED
STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES

INITIAL OR SIGNATURE

DATE

REMARKS

A

B. CLE. OR PYS. CONTROL

C. CLASSIFICATION

D. PAYMENT OR EMP.

E

F

G

H

I

J

K

L

M

N

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Q

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V

W

X

Y

Z

SECRET

Ralph L. Brown

Grille, T. Brown 2-25-55

50-712-1

STANDARD FORM 52
PERSONNEL ACTION
U. S. GOVERNMENT PRINTING OFFICE
1954 O-57200-6

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 birth name, initials, and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
171. JOSEPHAN B. KINSEY	11 December 1916		22 April 1954
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	
PROMOTION			
7. POSITION (Specify whether establish, change grade or title, etc.)		8. APPROVED BY 9 MAY 1954	

FROM— TECHNOLOGIST BY 93-9 GS-1320.01-9 \$5185	9. POSITION TITLE AND SYMBOL 10. SERVICE GRADE AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS	TO— TECHNOLOGIST BY 93 GS-1320.01-11 \$591.0 DDP/Technical Services Staff Graphic Arts Reproduction Div Analysis & Research Washington D. C.	13. FIELD OR DEPARTMENTAL ☐ FIELD ☒ DEPARTMENTAL
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A. REMARKS (Use reverse if necessary)

PERIODIC STEP 23.74444
TO SALARY \$ 585

B. REQUESTED BY (Name and title)

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Tom Olines 8305

D. REQUEST APPROVED BY

Signature:

HAROLD G. JENKINS

Title:

Acting Personnel Officer, TSS

13. VETERAN PREFERENCE

NONE	WWII	OTHER	SPT	10 POINT
			X	DISAB. OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL

CD-TS

15. SEX
M

16. RACE
W

17. APPROPRIATION
FROM: 4-2515-20
TO: 4-2515-20

18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)
Yes

19. DATE OF SEPARATION
MENT AFFIDAVITS (NECESSARY ONLY)

20. LEGAL RESIDENCE

☐ CLAIMED ☐ PROVED
STATE:

21. STANDARD FORM 50 REMARKS

Approved by TSS (Leave Service Branch) (JCS)

22. CLEARANCES

A.

B. CEIL. OR POS. CONTROL

C. CLASSIFICATION

D. PLACEMENT OR EMPL.

E.

INITIAL OR SIGNATURE

DATE

REMARKS:

BE

27/4/54

HE

7/7/54

F. APPROVED BY

Approved by TSS (Leave Service Branch) (JCS)

STANDARD FORM 52
PREVIOUS EDITIONS
U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON, D.C. 20540
GPO: 1964 O - 350-000

REQUEST FOR PERSONNEL ACTION

VOICED

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)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MR. HERMAN E. KINSEY	11 Dec '16		23 Mar '67
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED: APR 1 1967	
REASSIGNMENT		7. C.S. OR OTHER LEGAL AUTHORITY	
8. POSITION (Specify whether establish, change grade or title, etc.)		D. APPROVED:	

FROM— TECH PROJECTS OF BY 256-9 GS-1390-9 \$5060 DDP/Technical Services Staff Graphic Arts Reproduction Div Office of the Chief Washington D.C.	9. POSITION TITLE AND NUMBER 10. SERVICE, GRADE, AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS 13. FIELD OR DEPARTMENTAL	TO— TECHNOLOGIST BY 93-9 GS-1390.01-9 \$5060 DDP/Technical Services Staff Graphic Arts Reproduction Div Analysis & Research Branch Washington D.C.
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A. REMARKS (Use reverse if necessary)	B. REQUESTED BY (Name and title)	C. REQUEST APPROVED BY Signature: HAROLD O. JENNIS Title: Acting Personnel Officer, TSS
38 Dec 66		

D. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	E. VETERAN PREFERENCE	F. POSITION CLASSIFICATION ACTION
ONE CLERK 0305	NONE ☐ WAIT OTHER'S P. ☐ 10 POINT ☒ DEAD OTHER ☐	NEW ☐ VICE ☐ 1 A. ☐ REAL ☐

15. SEX M	16. RACE W	17. APPROPRIATION FROM: H-2515-20 TO: H-2515-20	18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) Yes	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:
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21. STANDARD FORM 50 REMARKS			

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEN. OR POS. CONTROL	BC	2 Apr 67	
C. CLASSIFICATION		1.4.4	
D. PLACEMENT OR EMP.			
E.			

F. APPROVED BY	SECRET: H. O. J. 4/4/67
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STANDARD FORM 52
PERSONNEL ACTION
U. S. GOVERNMENT PRINTING OFFICE
WASHINGTON, D. C. 20540
MAY 1962 EDITION
GSA GEN. REG. NO. 27

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., etc. Give given name, initials, and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. Herman E. KINSEY	11/22/1916		21 Aug 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	
Reassignment		13 Sept 53	
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: 13 Sept 53	

FROM— TECH PROJECTS OFF BY 256-9 GS-1390-9 35000 DWP/Technical Services Staff Graphic Arts Reproduction Div Office of the Chief Washington D. C.	A. POSITION TITLE AND NUMBER	TO— Same
	B. SERVICE, GRADE, AND SALARY	II
	C. ORGANIZATIONAL DESIGNATIONS	II
	D. HEADQUARTERS	II
	E. FIELD OR DEPARTMENTAL	II
☐ FIELD ☒ DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL

A. REPLY: (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> ROBERT W. MUNSTER
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	Signature: _____ Title: Personnel Officer, TSC
13. VETERAN PREFERENCE NONE ☒ OTHER ☐ 15 POINT ☐ GRADE OTHER	14. POSITION CLASSIFICATION ACTION NEW ☐ VEC ☐ E.A. ☐ REAL ☐
15. SEX ☒ M ☐ F	16. DATE OF APPOINTMENT AFFIDAVIT (Accession only)
17. APPROPRIATION FROM: 4-2515-10 TO: 4-2515-20	18. SUBJECT TO C.S. DEPARTMENT ACT (YES-NO) Yes
19. STANDARD FORM 50 REMARKS	20. LEGAL RESERVE ☐ CLAIMED ☐ PROVED STATE

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CIVIL RIGHTS CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR LEVEL			
E.			
F. APPROVED BY <i>Robert W. Munster</i> AUG 11 1953			

SECRET
SECURITY INFORMATION

ENTRANCE ON DUTY NOTICE			1. DATE 23 March 1953
2. TO: Mr. Wiesner Quarters EYE		3. OFFICE (LOCATION, Branch, Etc.) TSS GS 9 \$3060.00	
4. THE PERSON NAMED BELOW MEETS THE STANDARDS FOR EMPLOYMENT WITH THIS AGENCY SUBJECT TO THE TYPE OF CLEARANCE INDICATED 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)	(First)	(Middle)	6. JOB TITLE AND GRADE
KIMBLEY	HERMAN	EDWARD	TECH. PROJ. OFFICER GS 9
7. EFFECTIVE DATE OF ACTION 23 March 1953			8. ☒ E.O.D. ☐ REASSIGNMENT OTHER:
			9. TYPE CLEARANCE Full
10. Remarks (Include Medical or Other Limitations)			
Frank J. Dawald Jr. PERSONNEL OFFICE			
DISTRIBUTION: ORIGINAL AND COPY (WHITE) TO ITEM NO. 3. COPY (PINK) TO PERSONNEL FOLDER			

FORM NO. 37-116
NOV 1952

PREVIOUS EDITIONS

TO BE USED

SECRET

CONFIDENTIAL

REPORT OF INTERVIEW

113 3476

[illegible]

LANGUAGE FACILITY

№ 107.

Hon. - T; solid; good affluence; clear; nature; valour;
 a fish; seems of average intelligence - certainly
 at "train", handles things OK - impression as
 a plunger - somewhat timid - probably do a
 small, defensible bit, on a confidential level.
 is very interested in business; doesn't mind money, or
 work with it. He liked instructing at school,
 a good man to be with as a work job in
 a small way - strong sympathy with his people in
 power. Would have been at school 5-7 years -
 not too much even though his school work
 was good; OK income (in cash & securities); interest in
 business in various ways; possible political
 interest. OK - F -

Dec 25 1894

SOURCE		REPORT OF INTERVIEW <i>Bul</i>		CONTROL NUMBER
FIELD ☐	CASUAL ☐	1642-9 1606		DATE 11-16-49
RECOMMENDED FOR BRANCH		OFFICE	REFERRED BY	
NAME (LAST)	(FIRST)	(MIDDLE)	GRADE	DEPT... OFFICE OR BRANCH
<i>Kennedy</i>	<i>Norman</i>	<i>Edward</i>		
SERIAL NUMBER	ORGANIZATION			DATE OF BIRTH
				12-11-16
ADDRESS (HOME OR BUSINESS)	1736 E. St.			TELEPHONE
ADDRESS (HOME)				TELEPHONE
CITIZENSHIP (HOW ACQUIRED)				
<i>Born in New Mexico</i>				
NAME (HUSBAND OR WIFE)				DATE OF BIRTH
<i>Op. Jalisco</i>				
PLACE OF BIRTH	CITIZENSHIP (HOW ACQUIRED)			<i>aw</i>
EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, MINORS, AND EXTRA 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: RANKS OF PERFORMANCE RATINGS; IF ENL: AGCT CODES, DEGREE OF SKILLS, MOS AND MOS TITLES)				

CANDIDATE MUST NOT SEE THIS PAGE

UNFAVORABLE CIRCUMSTANCES TO WHICH HE IS EXPOSED

REMARKS: (ADDITIONAL PERTINENT INFORMATION)

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

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

James P. L. He will bring in typed James 572
CLEARER FOR CONSIDERATION BY: *Lawrence & Smith*

SERVICE RECORD CHECKED:

FORM NO. 46-1

FORM NO. 22

RATINGS

FACTORS	SUP	1	VS	3	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 - APPEARANCE, PRESENCE, VIGOR, STAMINA.						

James P. L.
SIGNATURE

SECRET

(When Filled In)

1. IDENTIFICATION NUMBER		BIOGRAPHIC PROFILE (PART I)			
61555		2. NAME (Last-First-Middle)		3. SEX	4. DATE OF BIRTH
KIMNEY, Herman Edward		M	Dec 1915	5. LONGEVITY COMP. DATE	
6. MARITAL STATUS (If dependent, include name of spouse)		7. YEAR OF BIRTH		8. US NATURALIZATION DATE(S)	
Single		0		NA	
9. CAREER STATUS		10. LAST MED. PPT. QUAL. FOR		11. LAST MED. PPT. QUAL. FOR	
Mar 1956		Feb 1959		O/S TDY	
12. CURRENT RESERVE STATUS		13. ACTIVE DUTY WITH CIA		14. RELEASE TO MIL. SER.	
X		None		TO BE DEFERRED	
15. ASSESSMENT DATE		16. PROFESSIONAL TEST DATE		17. LANGUAGE APTITUDE TEST DATE	
None		None		None	
18. 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.					
19. NON-CIA EDUCATION					
High school graduate					
Various Military Schools					
20. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)					
None					
21. AGENCY SPONSORED TRAINING					
1955 Non-clerical Basic Typing					
22. CIA EMPLOYMENT HISTORY SINCE 15 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)					
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	NO	ORGANIZATION & ORGAN. 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	DT	DDP/TSS/Auth/GARD/Ch, Anal & Res	"
Feb 1957	" " 0136.63	13	DT	" " " " " " " "	"
May 1960	Document Tech 1397.01	13	D	" " " " " " " "	"
23. DATE REVIEWED BY					
15 Sep 1961					
24. DATE REVIEWED BY					
3 Aug 1959					

FORM 1200 (PART I) USE PREVIOUS EDITIONS

SECRET

PROFILE

1-61

SECRET

FORM 1000 (PART 2)

1. NAME (Last-First-Middle) NINSET, Herman Edward		2. DATE OF BIRTH Dec 1916	
3. SUMMARY OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS See Attachment			
4. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE			
5. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL			
6. ADDITIONAL INFORMATION Appreciation 1953 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.			
7. DATE PREPARED 15 Sep 1961		8. PROFILE NUMBER OF OP/POC/MS/MS	

FORM 1000 (PART 2)

SECRET

PROFILE

(4)

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 61555							
SECTION A GENERAL											
1. NAME (Last) (First) (Middle) KIMSEY, Herman E.		2. DATE OF BIRTH 11 Dec 1916		3. SEX M	4. GRADE GS-13						
5. SERVICE DESIGNATION D		6. OFFICIAL POSITION TITLE DOCUMENT TECH CH		7. OFF/DIVISION OF ASSIGNMENT DDP/TSD/AUTH/CARB							
8. CARRY-ON STATUS											
☐ NOT ELIGIBLE ☐ PENDING ☒ MEMBER ☐ DECLINED		☐ DEFERRED ☐ DENIED ☒ ANNUAL		9. TYPE OF REPORT ☐ REASSIGNMENT/SUPERVISOR ☐ REASSIGNMENT/EMPLOYEE							
10. DATE REPORT DUE IN G.P. 31 January 1961		11. REPORTING PERIOD 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 Supervises A&R Section personnel		SPECIFIC DUTY NO. 4 Oral Briefings		RATING NO. 5							
SPECIFIC DUTY NO. 2 Questioned Document Analysis		SPECIFIC DUTY NO. 5 Monitoring the writing of and writing technical reports		RATING NO. 5							
SPECIFIC DUTY NO. 3 Liaison with other Government Questioned Document Labs.		SPECIFIC DUTY NO. 6 Monitors Graphology Program		RATING NO. 5							
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 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						
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					RATING						
					NOT APPLICABLE	NOT APPLICABLE	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	
FINANCIAL CAREFUL										X	
DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS										X	
OTHER (Specify):											

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 ¹¹⁵⁷ 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	SIGNATURE OF EMPLOYEE				
31 January 1961	<i>H. E. Krasnop</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>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					
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE			
31 January 1961	Chief, TSD/GARB	<i>Joseph F. Marzen</i> JOSEPH F. MARZEN			

SECRET

APPLICATION FOR FEDERAL EMPLOYMENT

37-103

DO NOT WRITE IN THIS SPACE	APPLICATION NO.	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)		☐ Appor. ☐ Material ☐ Entered Register:					
		3. Primary place(s) of employment applied for (City and State)		☐ Noneppor. ☐ Submitted ☐ Returned					
		4. Name (First, middle, maiden, if any, last)		Notations:					
		5. Address (Number, Street, City, Zone, State)		App. Reviewed:					
		3700 Mass. Ave., N. W. Washington, D. C. or c/o W. S. Linebarger, Box 407 Mt. Shasta, California WA-6-4646		App. Approved:					
		6. Home phone		7. Office phone	Option	Grade	Earned Rating	Preference	Augm. Rating
		FE-8-6400		351-3295				☐ 5 points (Tent.)	
		8. Legal or voting residence (State)						☐ 10 points Comp. Dis.	
		District of Columbia						☐ Other 10 Point	
9. Height without shoes		10. Weight				☐ Disab.			
5 feet 11 inches		200 lbs.				☐ Being Investigated			
11. Sex		12. Marital status							
☒ Male ☐ Female		☒ Married ☐ Single (Incl. widowed, divorced)							
13. Birthplace (City and State, or foreign country)									
Gallup, McKinley County, New Mexico									
14. Birth date (Month, day, year)		15. Social Security Number							
December 11, 1916		556 10 1750							
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									
17. AVAILABILITY INFORMATION									

A. Lowest grade or pay you will accept		B. Will you accept temporary appointment? (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.)	
Per grade OPEN		☒ Yes ☐ No If "Yes," indicate by "X" in appropriate box or boxes.	
C. Will you accept less than full-time employment (less than 40 hours per week)?		D. Are you willing to travel?	
☒ Yes ☐ No		☐ Not at all ☐ Occasionally ☒ Frequently	
E. Will you accept employment: In Washington, D.C.?		F. Will you accept appointment only in certain locations?	
☒ Yes ☐ No Outside U.S.?		☒ Yes ☐ 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	To 5 Nov. 1943	Branch of Service
29 Nov. 1946	8 Oct. 1949	U. S. Army
5 Jan. 1950	20 Mar. 1953	Serial or Service Number
		RA 39080103
B. Have you ever been discharged from the armed forces under other than honorable conditions?		
☐ Yes (Give details in Item 39) ☒ No		
C. Do you claim 5-point preference based on wartime military service?		D. Do you claim 5-point preference based on service during peacetime campaign?
☐ Yes ☒ No		☐ Yes (Complete and attach Standard Form 15) ☒ No
E. Do you claim 10-point preference? ☐ Yes ☒ No If "Yes," (check type of preference claimed and complete and attach Standard Form 15, "Veteran Preference Claim" TYPE: ☐ Compensable disability ☐ Disability ☐ Wife ☐ Widow ☐ 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

14-00000
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.

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 Standards developed for the GS-1397.01, Document Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

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 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)

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 wrote 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

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

RESUME

I Personal

Age 45 - 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. EXPERIENCE (Start with your PRESENT position and work back)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? ☒ Yes ☐ 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 or earnings Starting \$ <u>per</u> Present \$ <u>per</u>		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 <u>23 Mar. '53</u> To <u>20 Sept. '54</u>		Exact title of position <u>Intelligence Officer (See Chief)</u>	Number and kind of employees you supervised <u>5 Analysts</u>
Salary or earnings Starting \$ <u>5,060.00 per annum</u> Final \$ <u>11,415.00 per annum</u>		Classification Grade (If in Federal service) <u>GS-13 Step 4</u>	Place of employment (City & State) <u>Washington, D. C.</u>	Kind of business or organization (Manufacturing, accounting, insurance, etc.) <u>U. S. Govt.</u>
Name and address of employer (firm, organization, etc.) <u>Central Intelligence Agency</u> <u>2430 E Street, N. W., Washington, D. C.</u>			Name, title, and present address of immediate supervisor <u>Chief, Personnel Operations Division</u> <u>ATTENTION: Frank G. Johns</u>	
Reason for leaving <u>Reduction in force. Small section assimilated by 3 larger branches, and</u>				
Description of work <u>my slot and grade eliminated.</u>				
<u>SEE ATTACHED JOB DESCRIPTION AS APPROVED BY CIA</u>				
<u>Also Attachment I</u>				
3	Dates of employment (month, year) From <u>29 Nov. '46</u> To <u>20 Mar. '53</u>		Exact title of position <u>Special Agent CIC</u>	Number and kind of employees you supervised <u>0-5 Special Agent</u>
Salary or earnings Starting \$ <u>900.00 per annum</u> Final \$ <u>3300.00 per annum</u>		Classification Grade (If in Federal service) <u>E-7 (E-7)</u>	Place of employment (City & State) <u>Ft. Belvoir, Ill.</u>	Kind of business or organization (Manufacturing, accounting, insurance, etc.) <u>U. S. Army CIC</u>
Name and address of employer (firm, organization, etc.) <u>Investigative Control Section</u> <u>AC of S - G-2, Ft. Belvoir, Maryland</u>			Name, title, and present address of immediate supervisor <u>Millard F. Dougherty, Maj., Inf.</u> <u>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>Enlisted 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; Enlisted</u> <u>Chief of Special Projects, Tech. Laboratory; For Tech. Investigative Series 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

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 of other licensing authority	C. Year of last 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, multithread, compass, key punch, spirit level, transcribing machine, microscope or professional device) Industrial machinery (lumber) including Diesel Engine (small); Percepto Laboratory equipment (question of symmetry);		F. Approximate number of words per minute: Typing H. A. Shorthand H. A.	
G. Special qualifications are relevant to application. (For example, past work experience, education (do not submit copies unless requested); your patents or inventions; book reviews and publication experience; membership in professional or scientific society, etc.; and honors and fellowships received) Suggested and directed development of the Identikit System; Member of IAI; Over 200 lecture hours at CIO School; Co-author of 2nd 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 X 1935 (GEO-1947)		McCloud High School McCloud, California					
D. Name and location of college or university												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 GEO (USAFI) 1948																			
H. Other schools or training (for example, trade, vocational, Armed Forces, or business) (Give for each the name and location of school, dates attended, subjects studied, certificate, 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 19 names of countries, dates and length of time there and nature of purpose (military service, business, education or recreation).

23. FOREIGN LANGUAGES

Enter foreign language and indicate your knowledge of each by placing "X" in proper column	Reading		Speaking		Understanding		Writing	
	Ext.	Good	Ext.	Good	Ext.	Good	Ext.	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 merits for the position for which you are applying. Do not repeat names of supervisors listed under Item 19.

FULL NAME	PRESENT ADDRESS OR HOME ADDRESS (Number, street, city, state, and state)	BUSINESS OR OCCUPATION
Albert W. Scherford (Lt. Col., Ret.)	Clarksburg, Maryland 14 Madison Drive	Dir. Bur. of Ident. Lab., P. O. Dept. Spec. Inv. Analyst
Joseph H. English	Silver Spring, Maryland 631 Madison Lane Drive	FBI Laboratory
Henry C. Newton Ret. Army Lt. Col.	Falls Church, Virginia	Dir. Mil. Assis. Institute

ANSWER ALL QUESTIONS BY PLACING "X" IN PROPER COLUMN		YES	NO
25. Are you a citizen of the United States or American? 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 shown, 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?			X
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 date of membership. Give complete details of your activities therein and make any explanation you deem regarding your membership or activities. (See Instruction Sheet.)			
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?			X
If your answer to 28, 29, or 30 above is "Yes," give details in Item 32.			
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 each disbarment in Item 32.			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 14 months? If your answer is "Yes," give in Item 38 for each relative (1) full name; (2) present address; (3) relationship; (4) department or agency in which employed; and (5) kind of appointment.			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? If your answer is "Yes," give details in Item 38.			X
34. Are you an official or employee of any State, territory, county, or municipality? If your answer is "Yes," give details in Item 38.			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? If your answer to 35 or 36 above is "Yes," give details in Item 38. Show the name and address of employer, approximate date, and reasons for each case. This information should agree with statements made in Item 37—Experience.			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 \$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 furnished 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? 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.			X
39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.			
Item No.	Answer	Item No.	Answer
32	Japan, Military Service, 1940-9, 1950-1; Korea, Military Service, 1950-1; Panama 1952, Peru, 1950; Japan 1952; Hong Kong, 1952; Thailand, 1952; Taipei, 1952.	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.			
Okinawa, 1952.			
ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION 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.			
CERTIFICATION 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

37-103

DO NOT WRITE IN THIS SPACE	1. Kind of position applied for, or name of examination		Announcement No.	
	2. Options for which you wish to be considered (if listed in examination announcement)			
	3. Primary place(s) of employment applied for (City and State)			
	4. Name (First, middle, maiden, if any, last) Mr. Herman Edward Kinsey			
	5. Address (Number, Street, City, Zone, State) 3700 Mass. Ave., N. W. Washington, D. C. or c/o W. S. Linclinger, Box 407 Mt. Shasta, California 959-6-4646			
	6. Home phone PE-2-6400		7. Office phone 351-3905	
	8. Legal or voting residence (State) District of Columbia			
	9. Height without shoes 5 feet 11 inches		10. Weight 200 lbs.	
	11. Sex ☒ Male ☐ Female		12. Marital status ☒ Married ☐ Single (incl. widowed, divorced)	
	13. Birthplace (City and State, or foreign country) Gallup, McKinley County, New Mexico			
14. Birth date (Month, day, year) December 11, 1926		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				

DO NOT WRITE IN THIS BLOCK For Use of Examining Office Only				
☐ Appor.	☐ Material	☐ Entered Register		
☐ Nonappor.	☐ Submitted	☐ Returned		
Notations:				
App. Reviewed:				
App. Approved:				
Option	Grade	Earned Rating	Preference	Augm. Rating
			☐ 5 points (Test.)	
			☐ 10 points Comp. Test	
			☐ Other 10 Points	
			☐ Disal.	
			☐ Being Investigated	
Initials and date				

A. Lowest grade or pay you will accept		B. Will you accept temporary appointment? (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.)	
Per	or grade	☒ Yes	☐ No
OPEN		☒ 1 mo. or less	☐ 1 to 4 months
C. Will you accept less than full-time employment (less than 40 hours per week)?		D. Are you willing to travel?	
☒ Yes	☐ No	☐ Not at all	☐ Occasionally
E. Will you accept employment in Washington, D.C.?		F. Will you accept appointment only in certain locations?	
☒ Yes	☐ No	☐ Yes ☒ No	

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
19 May 1941	9 Nov. 1943	U. S. Army
29 Nov. 1946	8 Oct. 1949	
6 Jan. 1950	20 Mar. 1953	
Serial or Service Number RA 39020103		
B. Have you ever been discharged from the armed forces under other than honorable conditions?		
☐ Yes (Give details in Item 37) ☒ No		
C. Do you claim 5-point preference based on wartime military service?		
☐ Yes ☒ No		
D. Do you claim 5-point preference based on service during peacetime campaign?		
☐ Yes (Complete and attach Standard Form 15) ☒ No		
E. Do you claim 10-point preference?		
☐ Yes ☒ No If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Veteran Preference Claim" TYPE ☐ Compensable disability ☐ Disability ☐ Wife ☐ Widow ☐ 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. Disch. ☐ Other 10 points ☐ None			
Signature and title		Date	

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

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

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? ☒ Yes ☐ No

1	Dates of employment (month, year) From (Previous year) To present time		Exact title of position	Number and kind of employees you supervised	
	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 NOT APPLICABLE

2	Dates of employment (month, year) From 23 Nov. '53 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 \$ 11,415.00 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 Reduction in force. Small section assimilated by 3 larger branches, and

Description of work no slot and grade eliminated.

SEE ATTACHED JOB DESCRIPTION AS APPROVED BY CIA
Also Attachment 1

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 \$ 3300.00 per annum		Classification Grade (If in Federal service) H/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 Better job

Description of work Under Investigative Control Section, A. C. of S., G-2, Ft. Holabird, Md.;
Enlisted Chief of Tech. Lab.; Instructor in Basic Agent Course; Member of Combat CIC
Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Enlisted
Chief of Special Projects, Tech. Laboratory, Far East; Investigated crimes of se-
curity nature. (As lab. chief, specialized in questioned document analysis.)

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

19-7510-1

Herman Edward Kinsey

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
\$75.00 per month
Sergeant Continental Limits of United States U. S. Army
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 8-6400

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 GED (USAFI) 1948

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 (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 1963, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

1946 to 1955 - Worked as a Special Agent (HRS-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.

Herbert Edward Kimsey

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 TUI 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, compressors, key punch, turret lathe, transcribing machine, stenotype, or professional devices) Industrial machinery (lumber) including Diesel Locomotive (small); Forensic laboratory equipment (questioned document); Identi-Kit Sys.; Tech. Intelligence Equipment.		F. Approximate number of words per minute: Typing _____ Shorthand _____	
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 publications experience; membership in professional or honorary 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 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			
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 or 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., 22 May 1947; Instructors Guidance Courses, Ft. Holabird, Maryland, 26 September 1947 and again 17 April 1950.																					

22. FOREIGN TRAVEL

Have you lived or traveled in any foreign countries?
☒ Yes ☐ No
 If "Yes," give in Item 39 names of countries, dates and length of time spent there and reason or purpose (military service, business, education, or vacation).

23. FOREIGN LANGUAGES

Enter foreign language and indicate your knowledge of each by placing "X" in proper column	Reading		Speaking		Understanding		Writing	
	Ext.	Good	Ext.	Good	Ext.	Good	Ext.	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, Zone, and State)	BUSINESS OR OCCUPATION
Albert W. Somerford (Lt. Col., Ret.)	Clarksburg, Maryland 18 Eastmoor Drive Silver Spring, Maryland	Dir. Pers. of Ident. Lab., P. O. Post ques. Rec. Analyst FBI Laboratory
Joseph M. English	601 Patrick Henry Drive Pulks Church, Virginia	Dir. Mil. Assis. Institute
Henry C. Newton (Capt. Gen. (Ret.))		

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?					X
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.)					
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?					X
If your answer to 28, 29, or 30 above is "Yes," give details in Item 39.					
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? 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.					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? If your answer is "Yes," give details in Item 39.					X
34. Are you an official or employee of any State, territory, county, or municipality? If your answer is "Yes," give details in Item 39.					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? 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.					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 \$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 testified collateral.)					X
38. While in the military service were you ever arrested for an offense which resulted in a trial by court-martial or by summary, special, or general court-martial? 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.					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, 1942-9, 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.					
ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION 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.					
CERTIFICATION 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)					

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.

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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 Himesy
37 Massachusetts Ave., N. W.
Washington 16, D. C. (20016)
Telephone: Federal 5-6400

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.
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. Army CIC School, Fort Holabird, Maryland - 1947 and again in 1952.

IV 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 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 members of 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 the police and intelligence agencies of more than 50 foreign countries and actually traveled and worked in 6 foreign countries. 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 (GOS-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.

1945-1946 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, NOS 631, Combat Intelligence.

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

1935-1939 Lumber Industry, California.

Additional information upon request.

NO FURTHER INFORMATION
1967

Dec. 11, 1916

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 date:
3 Jan 1968

14-00000

SECRET

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

H a n d l e W i t h C a r e

SECRET

62-515-8-186

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

NAME		Title, Grade & Salary	Office & Extension	DOB	ECN	LND	Type Referral
Reference Data							CP 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)

NAME <i>Kimsley, Morgan E.</i>		Title, Grade & Salary <i>Chief 13</i>		Office & Extension <i>TSO/CPRB X 2009</i>		DOB <i>12/16</i>	RED <i>4/4/53</i>	LWD	Type of Interview <i>1st</i>	
Reference Data <i>Creation TSD-1300 analyst</i>				<i>TSO/CPRB Analyst Int.</i>				CP Interviewer <i>Pech</i>		
Date of Interview	Details of Out Placement (Including Cover & Security Data)									
<i>22 March 68</i>	<i>Saw Lott + Clarksdale. Think there is a good chance of his retention. Has good background in from Buffalo, etc. was etc. Has written several books in field. Knows the Bureau at 300 A.D. has contacted at NSA. Lives at 1000 Town. What draft job situation + contacts up to.</i>									
<i>2 July 68</i>	<i>Did not see this man - he slipped out before we could catch him. Mads</i>									

OUT PLACEMENT INTERVIEW RECORD

(See Reverse)

S-E-C-R-E-T

SECRET

NOTIFICATION OF ESTABLISHMENT OF MILITARY COVER BACKSTOP		DATE
		25 January 1962
TO:	☒ CHIEF, PERSONNEL AND SERVICE DIVISION	
(Check)	☐ CHIEF, OPERATING COMMAND	
ATTN:		ZIMSEY, Herman E.
REF:		K-8689
MILITARY COVER BACKSTOP ESTABLISHED		
☒ BLOCK RECORDS: (CHH 20-800-11) a. TEMPORARILY FOR 30 DAYS, EFFECTIVE 19 January 1962 b. CONTINUING, EFFECTIVE _____		
☐ SUBMIT FORM 640 TO CHANGE LIMITATION CATEGORY TO 3. (CHH 20-800-2)		
☐ ASCERTAIN THAT ARMY W-2 BEING ISSUED. (CHH 20-800-3)		
☐ SUBMIT FORM 1200 FOR ANY CHANGE AFFECTING THIS COVER. (R 240-250)		
☐ SUBMIT FORM 1300 FOR TRANSFERRING COVER RESPONSIBILITY. (R 240-250)		
☐ REMARKS:		
☐ COPIES TO 100 OF		

DISTRIBUTION: 1-340 BY 1-340 ON 1-340 COMPT

FORM 1551 1551

SECRET

113-20-431

EMP. SERIAL NO.		NAME		ASSIGNED ORGN.		FUNDS		ALLOTMENT	
GS 13		KIMSEY HERMAN E		DUP/TSS		V-20			
1. Remarks and Authorization / / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / IN LWOP STATUS AT END OF WAITING PERIOD 161555									
PAY CHANGE NOTIFICATION									
Form 560		Obsolete Previous Edition		SECRET		(4-31)			

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

/S/ ENMETT D. ECHOLS

DIRECTOR OF PERSONNEL

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGN.		4. FUNDS		5. ALLOTMENT		
161555		KIMSEY HERMAN E			DUP/TSS		V-20				
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE		STEP		SALARY		LAST EFFECTIVE DATE		GRADE		STEP	
GS 13		2		\$10,130		05 10 58		GS 13		3	
8. CHECK ONE ☒ NO EXCESS LWOP ☐ EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: ☐ IN PAY STATUS AT END OF WAITING PERIOD ☐ IN LWOP STATUS AT END OF WAITING PERIOD											
9. NUMBER OF HOURS LWOP 1100											
10. INITIALS OF CLERK R.V.											
11. AUDITED BY											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION						13. REMARKS					
☐ P.S. ☐ L.S. ☐ PAY ADJUSTMENT											
14. AUTHENTICATION											
PAY CHANGE NOTIFICATION											

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 161555		2. NAME KIMSEY HERMAN E			3. ASSIGNED ORGAN 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		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	1	\$ 9,890	02	10	57	GS 13	2	\$10,130	05	10	58
8. REMARKS											
RN											
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					10/9/58		<i>Joseph F. Marzen</i>				
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560
1 MAR. 54

SECRET

PERSONNEL FOLDER (4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 161555		2. NAME KIMSEY HERMAN E			3. ASSIGNED ORGAN DDP/TSS		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		
			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 ☒ NO EXCESS LWOP ☐ EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK <i>HJP</i>					
☐ IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
☐ IN LWOP STATUS AT END OF WAITING PERIOD											
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											
25.41100 10/9/58 HONORARY W. M. STUART											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560b
1 MAR. 54

SECRET

PERSONNEL FOLDER (4)

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

ARMA: 20 SEP 62

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																																																																																	
1. SERIAL NUMBER		2. NAME (LAST, FIRST MIDDLE)																																																																															
061555		KIMSEY HERMAN E																																																																															
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT																																																																										
TERMINATION					09 20 62		REGULAR																																																																										
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE																																																																									
		CF TO V		CF TO CF		3276 1064 1000		8. CSC OR OTHER LEGAL AUTHORITY																																																																									
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION																																																																												
DDP TSD AUTHENTICATION GRAPHIC ARTS REPRODUCTION BRANCH ANALYSIS AND RESEARCH SECTION					WASH., D. C.																																																																												
11. POSITION TITLE					12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION																																																																										
DOCUMENT TECH CH					0658		D																																																																										
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE																																																																										
GS			1397.01		13 4		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 <table border="1"> <tr> <td>19. ACTION CODE</td> <td>20. EMPLOY CODE</td> <td>21. OFFICE CODING</td> <td>22. STATION CODE</td> <td>23. INTEROFF CODE</td> <td>24. MOBILE CODE</td> <td>25. DATE OF BIRTH</td> <td>26. DATE OF GRADE</td> <td>27. DATE OF 1ST</td> </tr> <tr> <td>45</td> <td>10</td> <td>REMARKS - ALPHABETIC</td> <td></td> <td></td> <td></td> <td>12 11 16</td> <td></td> <td></td> </tr> <tr> <td>28. NTE EXPIRES</td> <td>29. SPECIAL REFERENCE</td> <td>30. RETIREMENT DATA</td> <td>31. SEPARATION DATA CODE</td> <td>32. CORRECTION/CANCELLATION DATA</td> <td colspan="4">33. SECURITY REQ. NO.</td> </tr> <tr> <td></td> <td></td> <td></td> <td>1GT0003</td> <td></td> <td colspan="4">EOD DATA</td> </tr> <tr> <td>35. VET. PREFERENCE</td> <td>36. SERV. COMP. DATE</td> <td>37. LONG COMP. DATE</td> <td>38. CAREER CATEGORY</td> <td>39. FEGLI / HEALTH INSURANCE</td> <td colspan="4">40. SOCIAL SECURITY NO.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="4"></td> </tr> <tr> <td colspan="3">41. PREVIOUS GOVERNMENT SERVICE DATA</td> <td>42. LEAVE CAT.</td> <td>43. FEDERAL TAX DATA</td> <td colspan="4">44. STATE TAX DATA</td> </tr> <tr> <td colspan="3"> CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS. 3 - BREAK IN SERVICE MORE THAN 3 YRS. </td> <td>CODE</td> <td>FORM EXECUTED 1 - YES 2 - NO</td> <td colspan="4">CODE NO TAX EXEMPT. STATE CODE</td> </tr> </table>										19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEROFF CODE	24. MOBILE CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF 1ST	45	10	REMARKS - ALPHABETIC				12 11 16			28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REQ. NO.							1GT0003		EOD DATA				35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.													41. PREVIOUS GOVERNMENT SERVICE DATA			42. LEAVE CAT.	43. FEDERAL TAX DATA	44. STATE TAX DATA				CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS. 3 - BREAK IN SERVICE MORE THAN 3 YRS.			CODE	FORM EXECUTED 1 - YES 2 - NO	CODE NO TAX EXEMPT. STATE CODE			
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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 Lms																																																																																	

FORM 4-62

1150

Use Previous Edition

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

SECRET
(When Filled In)

EWS:13 MAY 1960

NOTIFICATION OF PERSONNEL ACTION

1. Serial No. 161555		2. Name (Last-First-Middle) KIMSEY HERMAN E		3. Date Of Birth Mo. Da. Yr. 12 11 16			4. Var. Prof. Non-0 5 Pt-1 10 Pt-2		5. Sex M 1		6. CS-FOD Mo. Da. Yr. 03 23 53			
7. CSC Retmt. Mo. Da. Yr. 00 00 00		8. CSC Or Other Legal Authority Yes-1 Code No-2 1		9. CSC Or Other Legal Authority 50 USCA 403 J			10. Appt. Allotment Mo. Da. Yr.		11. J.G.O.I. Yes-1 Code No-2		12. LCD Mo. Da. Yr. 03 23 53		13. Adv. Serv. Credit Ltr. Yes-1 Code No-2 2	

PREVIOUS ASSIGNMENT

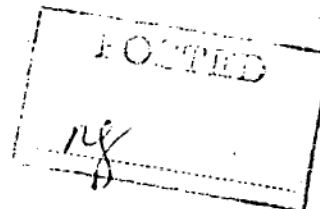
14. Organizational Designations DOP TSS AUTHENTICATION GRAPHIC ARTS REPRODUCTION DIV ANALYSIS AND RESEARCH BRANCH				Code		15. Location Of Official Station WASH., D. C.				Station Code		
16. Dept. Field Dept. - 2 USIld - 4 Frqn - 5		17. Position Title Code 10 TECH AIDS		18. Position No. 0092		19. Serv. 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. 1 1 1		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 TSS AUTHENTICATION GRAPHIC ARTS REPRODUCTION BRANCH ANALYSIS AND RESEARCH SECTION				Code 4449		32. Location Of Official Station WASH., D. C.				Station Code 75013	
33. Dept. Field Dept. - 2 USIld - 4 Frqn - 5		34. Position Title Code 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											



FORM NO. 1 MAR 57 1150

SECRET

(4)

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

are

1. NAME (Last, first, middle initial, and surname) MR. HIRSH E. KERRY		2. DATE OF BIRTH 11 Dec 1916	3. JOURNAL OR ACTION NO.	4. DATE 4 February 1957
5. NATURE OF ACTION (Use STANDARD TERMINOLOGY) PROMOTION		6. EFFECTIVE DATE 10 Feb 1957	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 UBCA 403 J	
FROM		TO		
GS-0136.63-12 \$7735.00 per annum 9. POSITION TITLE 10. SERVICE, SERIES, GRADE, SALARY 11. ORGANIZATIONAL DESIGNATIONS 444952 12. HEADQUARTERS 2		IO Tech Aids BY-92 GS-0136.63-13 \$9790.00 per annum DDP/TSS Authentication Graphic Arts Reproduction Division Analysis and Research Branch Washington, D. C.		
13. VETERAN'S PREFERENCE NONE ☐ WHITE ☐ OTHER ☒ 14. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ I. A. ☐ REAL ☐		15. RATE OF APPOINTMENT AFFIDAVIT (EXCEPTIONS ONLY)		
16. APPROPRIATION FROM 7-2715-20 TO: Same		17. SURJECT TO C. S. RETIREMENT AGE (YES OR NO) Yes		
18. REMARKS: 3 EOB 03/23/53 POSTED 3 FEB 1957		19. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:		
ENTRANCE PERFORMANCE RATING: Director of Personnel				

4. PERSONNEL FOLDER COPY

77 2/1/57

1. Agency and organizational designation

2. Payroll period

3. Block No. 7-200-20

4. Slip No.

5. Employee's name (and social security & count number when appropriate)
KELLEY, W. B. S.

6. Grade and salary
GS-12 \$7570

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) 700-6

12. Prepared by 1p 25 Oct 56

13. Audited by

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

14. Effective date 16 Dec 54

15. Date last equivalent increase 12 Jan 55

16. Old salary rate \$7570

17. New salary rate \$7785

18. Signature and authentication of officer
Service and conduct are David M. Richards
Satisfactory. (Signature or other authentication)

19. LWOP data (fill in appropriate spaces covering LWOP during following period(s))
Period(s):
☒ No excess LWOP. Total excess LWOP.

STANDARD FORM NO. 1124- Revised
Form prescribed by Comp. Gen., U.S.
October 26, 1954. General Regulations No. 102

Initials of Clerk

PAY ROLL CHANGE SLIP—PERSONNEL COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

TYPE

1. NAME (MR., MISS, MRS., OR STATE NAME, INITIALS, AND SURNAMES) Mr. Herman E. Kinsey		2. DATE OF BIRTH 11 Dec 1916	3. JOURNAL OR ACTION NO.	4. DATE 17 Jun 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (SEE STANDARD TERMINOLOGY) Promotion		6. EFFECTIVE DATE 19 June 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY SO WACA 403 J	
FROM		TO		
NY-92-11 GS-0136.63-11 \$5910.00 per annum		8. POSITION TITLE 10 (Tech Aids)	NY-92	
9. SERVICE, SERIES, GRADE, SALARY		GS-0136.63-12 \$7040.00 per annum		
10. ORGANIZATIONAL DESIGNATIONS		DDP/Technical Services Staff Authentication Graphic Arts Reproduction Division Analysis and Research Branch		
11. HEADQUARTERS		Washington, D. C.		
☐ FIELD ☐ DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL		
12. FIELD OR DEPT'L		13. FIELD OR DEPT'L		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE ☐ WHITE ☐ OTHER ☐ APT. ☐ 15. ACCT. ☐ ☒ DISC. ☐ STIP. ☐		☐ NEW ☐ VICE ☐ I. A. ☐ REAL. ☐ LD-LT		
15. SEE PAGE 24	16. PAGE 12	17. APPROPRIATION FROM: 5-7515-20 TO: 0000		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes
		19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		20. LEGAL RESIDENCE ☐ CLAIMED ☐ 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.				
FILED 6/22/55 GE				
ENTRANCE PERFORMANCE RATING Director of Personnel				

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE: 1950-212720

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (LAST, FIRST, MIDDLE, OTHER GIVEN NAME, INITIALS, AND SURNAME) MR. DONALD F. LINDSEY		2. DATE OF ACTION 11 May 1955	3. JOURNAL OF ACTION NO. 17	4. DATE 17 May 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) REASSIGNMENT		6. EFFECTIVE DATE 22 May 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 51 CFR 103 J	
FROM TO (CIVIL SERVICE) NY 92-11		TO TO (CIVIL SERVICE) NY 92-11		
8. POSITION TITLE		9. SERVICE, SERIES, GRADE, SALARY GS-13-11 \$5264.00 p/a		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS Washington, D. C.		
12. FIELD OR DEPT'L ☐ FIELD ☐ DEPARTMENTAL		13. VETERAN'S PREFERENCE NONE ☐ WWI ☐ OTHER ☐ S. P. ☐ 10-POINT ☐ DISAB. ☐ OTHER ☐		
14. POSITION CLASSIFICATION ACTION NEW ☐ RISE ☐ FALL ☐ TRANSFER ☐		15. DATE OF APPOINTMENT 10 May 1955		
16. SUBJECTING AGENCY 100-100000		17. DATE OF APPOINTMENT 10 May 1955		
18. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED		19. STATE D.C.		
20. 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.				
RECEIVED 16 MAY 1955 DIRECTOR ENTRANCE PERFORMANCE RATING: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10				

4. PERSONNEL FOLDER COPY

RE 5/18/55

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS. MUST GIVE NAME, INITIALS, AND SURNAME) Mr. Herman E. Kinsey		2. DATE OF BIRTH 11 Dec 1916	3. JOURNAL OF ACTION NO. 173	4. DATE 25 Feb 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		6. EFFECTIVE DATE 27 Feb 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USC 403 j	
FROM		TO		
Technologist BY 93 GS-1390.01-11		9. POSITION TITLE I.O. (Tech Aids) BY 92-11 GS-0136.63-11 \$5940.00 per annum	10. SERVICE, SERIES, GRADE, SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPT'L	
☐ FIELD ☐ DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE ☐ WHITE ☐ OTHER ☐ 1-PT. ☐ 10-POINT ☐ DISAB. ☐ OTHER ☐		NEW ☐ VICE ☐ L. A. ☐ R. A. ☐ 50-477		
15. SEX ☐	16. RACE ☐	17. APPROPRIATION		18. DATE OF APPOINTMENT AFFIDAVIT (ACQUISITIONS ONLY)
		FROM: 5-5515-20 TO: 50-477		19. DATE OF APPOINTMENT AFFIDAVIT (ACQUISITIONS ONLY)
		20. LEGAL RESIDENCE		21. REMARKS
		☐ CLAIMED ☐ PROVED STATE: Calif.		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

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE: 1954-01-7735

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

Jan

1. NAME (MR. MISS- MRS.- ONE GIVEN NAME, INITIALS AND SURNAME) Mr. Herman E. Kisco		2. DATE OF BIRTH 11 Dec 1916	3. JOURNAL OR ACTION NO.	4. DATE 7 May 1954
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Promotion		6. EFFECTIVE DATE 9 May 1954	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 j	
FROM HY 93-9 GS-1390.01-9 \$5185.00 per annum		TO Psychologist HY 93 GS-1390.01-11 \$5940.00 per annum		
8. POSITION TITLE		9. SERVICE, SERIES, GRADE, SALARY		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS		
		NSA/Technical Services Staff Graphic Arts Reproduction Div. Analysis & Research Branch Washington, D. C.		
12. FIELD ☐ DEPARTMENTAL ☐		13. FIELD OR DEPTL ☐ FIELD ☒ DEPARTMENTAL ☐		
14. POSITION CLASSIFICATION ACTION NEW ☐ VICE ☐ L.A. ☐ TEN. ☐		15. VETERAN'S PREFERENCE NONE ☐ OTHER ☐ S.P.T. ☐ 10-POINT ☐		
16. SEX ☒ M ☐ F		17. APPROPRIATION FROM: 4-515-20 TO: Same		18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) ☒
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		20. LEGAL RESIDENCE ☐ CLAIMED ☒ 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.				

ENTRANCE PERFORMANCE RATING:
Deputy Assistant Director for Personnel

4. PERSONNEL FOLDER COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

6-291

1. NAME (MR - MISS - MRS - ONE GIVEN NAME, INITIALS, AND SURNAME) Mr. Hanson E. Kinney		2. DATE OF BIRTH 11 Dec. 1916	3. JOURNAL OR ACTION NO. & DATE 20 Apr. 1954
This is to notify you of the following action affecting your employment:			
3. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		4. EFFECTIVE DATE 25 Apr. 1954	5. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 J
FROM Tech Projects Of NY 256-9		TO Technologist NY 93-9	
GS-1390-9		GS-1390.01-9 \$5125.00 per annum	
Office of the Chief		DDP/TSS	
		Graphic Arts Reproduction Div.	
		Analysis & Research Branch	
		Washington, D. C.	
☐ FIELD ☐ DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL	
13. VETERAN'S PREFERENCE NONE ☐ WWI ☐ OTHER ☐ 5-PT. ☐ 10-POINT ☐ DISAB ☐ OTHER ☐		14. POSITION CLASSIFICATION ACTION MER ☐ VICE ☐ L.A. ☐ REM. ☐ CD-75	
15. SEX ☐ M ☐ F	16. RACE ☐ W ☐ N ☐ O	17. APPROPRIATION FROM: 4-2515-20 TO: 5-2515-20	18. SUBJECT TO C. S. RETIREMENT ACT (YES - NO) ☒ YES
		19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE ☐ CLAIMED ☐ 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.			
ENTRANCE PERFORMANCE RATING (0-5) 4			
Deputy Assistant Director for Personnel			

4. PERSONNEL FOLDER COPY

1. Agency and organizational designations		2. For use by:		3. Flight No. 6-15 4-22-20	4. Ship No.
5. Employee's name (and social security account number when appropriate) KIMZY, BERTON E.		6. Grade and salary GS-9 \$5060.00			
PAY ROLL CHANGE DATA					
	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX
7. Previous period					
8. New period					
9. Pay this period					
10. Remarks			11. Appropriation(s) DDP/TB 5		12. Prepared by dgs 9 Apr 54
					13. Audited by
☒ Periodic step increase ☐ Pay adjustment ☐ Other step increase ☐ ☐					
14. Effective date 23 Mar 54	15. Date last equivalent increase 23 Mar 53	16. Old salary rate \$5060.00	17. New salary rate \$5185.00	18. Performance rating is satisfactory or better.	
19. LWOP date (fill in appropriate spaces covering LWOP during following periods):				☐ No excess LWOP. Total excess LWOP _____ ☐ Excess LWOP. Total excess LWOP _____	
(Check applicable box in case of excess LWOP) ☐ Excess LWOP during period of _____ ☐ Excess LWOP during period of _____ ☐ Excess LWOP during period of _____					
STANDARD FORM NO. 1176d—Revised Form prescribed by Comp. Gen., U. S. Mar. 8, 1952, General Regulations No. 127					

PAY ROLL CHANGE SLIP—PERSONNEL COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION **pal**

1. NAME (MR - MRS - MISS - ONE GIVEN NAME, INITIALS, AND SURNAME) Mr. Herman E. Kinsey		2. DATE OF BIRTH 11 Dec. 1916	3. JOURNAL OR ACTION NO.	4. DATE 29 Aug. 1953
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		6. EFFECTIVE DATE 13 Sept. 1953	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A6.116(d)	
FROM		TO		
TECH PROJECTS OFF BY 256-9 GS 1390-9 \$5060.00 per annum DEP/TSS Graphic Arts Reproduction Div Office of the Chief Washington D.C.		TECH PROJECTS OFF BY 256-9 GS 1390-9 \$5060.00 per annum DEP/TSS Graphic Arts Reproduction Div Office of the Chief Washington D.C.		
8. POSITION TITLE		9. SERVICE, SERIES, GRADE, SALARY		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS		
12. FIELD OR DEPT'L		13. FIELD		
14. VETERAN'S PREFERENCE		15. POSITION CLASSIFICATION ACTION		
16. SEX M 17. RACE W 18. APPROPRIATION 4-2515-10 19. 4-2515-20		20. SUBJECT TO C. S. RETIREMENT ACT (YES OR NO) Yes 21. DATE OF APPOINTMENT AFFIDAVIT (EXCEPTIONS ONLY) 22. LEGAL RESERVE ☐ CLAIMED ☐ PROVIDED STATE		
23. 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. Transfer TO Vouchered Funds FROM Unvouchered Funds				
Acting Chief, Personnel Division ENTRANCE PERFORMANCE RATING				

Security Information

PERSONNEL FOLDER COPY

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

COMBINED PERSONNEL ACTION

Page 35 of 35 pages.

B

(1) Staff or Division SSA (2) Rate I/O Approved 1/1/74 (3) Effective date of Action 1/1/74

FROM

TO

(1) NAME	(2) ORG. INF. & POS TITLE	(3) SCHEDULE SERIES-GRADE	(4) SLOT NO.	(5) ACTION	(6) ORG. INF. & POS TITLE	(7) SCHEDULE SERIES-GRADE	(8) SLOT NO.
			I				BY
DIVISION							
Special Assistance Division (Cont'd)					SPECIAL ASSISTANCE DIV.		
Wynne, Eugene J.	Cherist	GS-12	239	B	Cherist	GS-1326-12	193
Laubinger, Frank W.	Cherist	GS-7	242	B	Cherist	GS-1327-7	199
High, Joe B.	Cherist	GS-12	243	B	Cherist	GS-1327-12	202
Lander, Elizabeth S.	Trng Off-Tech Flcls	GS-9	251	C	TRAINING Trng Off-Tech Flcls	GS-1711-9	217
* Shel, Vincent	Seals Technician	GS-11	246	B	SPECIAL ASSISTANCE DIV. Seals Technician	GS-1321-11	206
* Elsey, Herman E.	Seals Technician	GS-9	247	B	GRAPHICS AIDS DIV. Tech Projects Off	GS-1321-9	212
* Candidate in Process							

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

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION			
NAME: <u>KIMSEY, Herman Edward</u>		DATE: <u>30 August 1952</u>	
NATURE OF ACTION: <u>Excepted appointment</u>		EFFECTIVE DATE: <u>23 March 1953</u>	
TITLE	FROM	TO	
		TECH. PROT. OFF. BY-110	
		BRASS TECHNICIAN Y 247	
GRADE AND SALARY		GS-301-7 \$5060	
OFFICE		Technical Services	
DIVISION		GRAPHIC ARTS R&P. DIV.	
BRANCH		Special Assistance	
OFFICIAL STATION		Off. of Chief	
		Miscellaneous Techniques	
		Washington D. C.	
QUALIFICATIONS	APPROVAL FOR ASSISTANT DIRECTOR <u>Robert W. Muenster</u> ROBERT W. MUENSTER		EXECUTIVE
CLASSIFICATION	PERSONNEL OFFICER <u>Robert R. Bader</u> <u>Robert C. Seaford</u>		
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS			YES ☐ NO ☒
DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON			<u>23 March 1953</u>
SECURITY CLEARED ON			<u>6 Feb. 1953</u>
OVERSEAS AGREEMENT SIGNED			<u>NA</u>
ENTERED ON DUTY			<u>23 March 1953</u>
<u>all 68.</u> <u>25-15-10</u> <u>Paul H. Haffner</u> SIGNATURE OF AUTHENTICATING OFFICER			
REMARKS:			
Subject is to be employed in a civilian capacity. DOG: 03/23/53 OSKED: 03/23/53 LCC: 03/23/53 POSTED DE 26 Mar 53 ALJ			

FORM NO. 87-1
NOV 1949

SECRET

SECRET
(When Filled In)

19.10.3.
EMPLOYEE SERIAL NUMBER
61555

FITNESS REPORT

SECTION A

GENERAL

1. NAME (Last) (First) (Middle) KIMBRY Herman E.			2. DATE OF BIRTH 11 December 1918	3. SEX M	4. GRADE GS-13
5. SERVICE DESIGNATION DOC TECH CH			6. OFF/DIV/BR OF ASSIGNMENT DDP/TSDB/IGARD		
7. CAREER STAFF STATUS MEMBER			8. TYPE OF REPORT REASSIGNMENT/SUPERVISOR		
9. DATE REPORT DUE IN D.M. 31 January 1962			10. REPORTING PERIOD From 1 Dec 1960 - Dec 1961		

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 Supervises A&R Section activities.		RATING NO. 3	SPECIFIC DUTY NO. 4 Oral Briefings.		RATING NO. 5	
SPECIFIC DUTY NO. 2 Questioned Document Analysis.		RATING NO. 5	SPECIFIC DUTY NO. 5 Monitoring the writing of and writing technical reports.		RATING NO. 5	
SPECIFIC DUTY NO. 3 Liaison with other Government Questioned Document Labs.		RATING NO. 5	SPECIFIC DUTY NO. 6 Monitors Graphology Program.		RATING NO. 5	

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 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

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				
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 "F" ON REVERSE SIDE

SECRET

SECTION E	NARRATIVE	DESCRIPTION OF MANNER OF JOB PERFORMANCE
Discuss 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 basis for determining future personnel actions. 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. This thorough knowledge of A&R activities enables him to present his oral briefings in an informative and interesting manner. 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 reoccurring 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.		
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 GIVEN 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

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL						61555	
1. NAME (Last) KIMSEY		(First) Herman		(Middle) E.		2. DATE OF BIRTH 11 Dec 1916	
3. SERVICE DESIGNATION D		4. OFFICIAL POSITION TITLE DOCUMENT TECH CH		5. SEX M		6. GRADE GS-13	
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
☐ NOT ELIGIBLE ☒ MEMBER ☐ PENDING ☐ DECLINED ☐ DEFERRED ☐ DENIED				☒ INITIAL ☐ ANNUAL ☐ SPECIAL (Specify)			
10. DATE REPORT DUE IN O.P. 31 January 1961				11. REPORTING PERIOD From 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 Supervises A&R Section personnel				SPECIFIC DUTY NO. 4 Oral Briefings			
RATING NO. 4				RATING NO. 5			
SPECIFIC DUTY NO. 2 Questioned Document Analysis				SPECIFIC DUTY NO. 5 Monitoring the writing of and writing technical reports			
RATING NO. 5				RATING NO. 5			
SPECIFIC DUTY NO. 3 Liaison with other Government Questioned Document Labs.				SPECIFIC DUTY NO. 6 Monitors Graphology Program			
RATING NO. 5				RATING NO. 5			
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 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
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 OBSERVED	
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):							

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made for 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 basis for determining future personnel actions.

Subject continues to perform his duties as Supervisor of 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

H. E. Kinsley

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

SECRET
When Filled In

Recorded
- 6880

FITNESS REPORT				EMPLOYEE SERIAL NUMBER				
				161555				
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				
DT		IO TECH AIDS		DDP/TSS/A/GARD				
8. CAREER STAFF STATUS								
☐ NOT ELIGIBLE ☒ MEMBER ☐ DEFERRED ☐ INITIAL ☐ REASSIGNMENT/SUPERVISOR ☐ PENDING ☐ DECLINED ☐ DENIED ☒ ANNUAL ☐ REASSIGNMENT/EMPLOYEE								
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD						
31 January 1960		Jan 1959 to Jan 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 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				
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 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			
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 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.

FILE IN PERSONNEL

911 235 PM '60

MAIL 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. Kemsey

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

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 161555					
SECTION A GENERAL											
1. NAME (Last) (First) (Middle) KIMSEY Herman E.			2. DATE OF BIRTH 11 Dec 1916		3. SEX M		4. GRADE GS-13				
5. SERVICE DESIGNATION & OFFICIAL POSITION TITLE DT IO TECH AIDS					7. OFF/DIV/BR OF ASSIGNMENT DDP/TSS/A/GARD						
6. CAREER STATUS				8. TYPE OF REPORT							
☐ NOT ELIGIBLE ☒ NEWBORN ☐ DEPARTING ☐ PENDING ☐ RECALLED ☐ DEPARTED				☒ INITIAL ☐ REASSIGNMENT/SUPERVISOR ☐ ANNUAL ☐ REASSIGNMENT/EMPLOYEE							
10. DATE REPORT DUE IN C.F.		11. REPORTING PERIOD		12. SPECIAL (Specify)							
January 1959		Dec 1957 to Jan 1959									
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 Supervises A&R Branch Personnel				RATING NO. 3		SPECIFIC DUTY NO. 4 Oral Briefing					
SPECIFIC DUTY NO. 2 Questioned Document Analysis				RATING NO. 5		SPECIFIC DUTY NO. 5 Writing Technical Reports					
SPECIFIC DUTY NO. 3 Liaison with other Gov't. Questioned Document Labs.				RATING NO. 5		SPECIFIC DUTY NO. 6 Monitors graphology program					
						RATING NO. 5					
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 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. 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 APPL. CABLE	NOT OBS. SERVED	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 STONE 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):										X	

SEE SECTION "E" ON REVERSE SIDE

SECRET

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions for improvement of his performance. Indicate areas for his training. Describe, if appropriate, the potential for development and reassessing greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTION C, D, and E 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 TSS/GARD system. 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.

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 Jan 1959	SIGNATURE OF EMPLOYEE <i>[Signature]</i>
2. BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 22	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 Jan. 1959	OFFICIAL TITLE OF SUPERVISOR Deputy Chief, TSS/GARD
TYPED OR PRINTED NAME AND SIGNATURE Paul J. Szego <i>Paul J. Szego</i>	
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 Jan. 1959	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, TSS/GARD
TYPED OR PRINTED NAME AND SIGNATURE <i>[Signature]</i> Joseph F. Martin	

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. 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 Part I of this report to the employee except under conditions specified in Regulation 29.170. 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 6 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			
DDP/TSS/A/Graphic Arts Repro. Div.			
6. OFFICE OF ORIGIN TITLE			
IO TECH AIDS			
7. GRADE	8. DATE REPORT DUE IN GP	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)	11. REASON FOR REPORT (Specify)	12. REASON FOR REPORT (Specify)	
☒ Annual			

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ WAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:

☒ THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "E" OR "D", A WARNING LETTER MUST BE SENT TO HIM AS A COPY ATTACHED TO THIS REPORT.
☐ THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	
☒ I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

IF INDIVIDUAL IS RATED "E" OR "D", A WARNING LETTER MUST BE SENT TO HIM AS A COPY ATTACHED TO THIS REPORT.

I HEREBY CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW HE STANDS AND HIS JOB PERFORMANCE BECAUSE (Specify):

30 Dec. 1957

C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR

D. SUPERVISOR'S OFFICIAL TITLE

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

BY	DATE
<i>[Signature]</i>	17 JAN 1958
Typed For Control	21 JAN 1958
Reviewed by FUD	<i>[Signature]</i>

CONTINUED OR ATTACHED SHEET

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

1. THIS DATE	2. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	3. OFFICIAL TITLE OF REVIEWING OFFICIAL
30 Dec. 1957	Charles J. Ryan	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 D.

4/5

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

COMMENTS

FORM NO. 45 (Part I) 1957
OF FORMS 45 AND 45-1 WHICH ARE OBSOLETE

SECRET

Performance

141

SECRET

OFFICE OF PERSONNEL

1. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below up to six of the more important SPECIFIC duties performed. Place the most important first. Do not include minor or insignificant duties.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty (do not rate as supervisor, 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	MAN AND USES APPA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DERIVING SOURCES
CONDUCTING PATERNAL 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
- 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.

2. RATING SCALE

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	4 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	5 - EXCELLED ANYONE I KNOW 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	

3. SPECIFIC DUTY NO. 1

Supervises A&R Branch	RATING NUMBER 4
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4. SPECIFIC DUTY NO. 2

Questioned Document Analysis	RATING NUMBER 5
------------------------------	--------------------

5. SPECIFIC DUTY NO. 3

Liaison with other Government (Questioned Doc. Labs.)	RATING NUMBER 5
---	--------------------

6. SPECIFIC DUTY NO. 4

Oral Briefing	RATING NUMBER 4
---------------	--------------------

7. SPECIFIC DUTY NO. 5

Writing Technical Reports	RATING NUMBER 5
---------------------------	--------------------

8. SPECIFIC DUTY NO. 6

Monitors the Graphology Program	RATING NUMBER 5
---------------------------------	--------------------

4. 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 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 references, and how he fits in with your team. Compare him with others doing similar work at about the same level.

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED

2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED IF I HAD KNOWN WHAT I KNOW NOW

3 - A BARELY ACCEPTABLE EMPLOYEE...BETTER AVERAGE BUT WITH NO REACHES 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

6

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

SECRET

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 questions. 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 O' no later than 30 days after the due date indicated in item 8 of Section "F" 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/DEPARTMENT BRANCH OF ASSIGNMENT

DDP/TSS/A/Graphic Arts Repro. Div.

10 TECH AIDS

7. GRADE

GS-13

8. DATE REPORT DUE IN

23 December 1957

9. PERIOD COVERED BY THIS REPORT (Inclusive dates)

23 December 1956 to 23 December 1957

10. TYPE OF REPORT (Check one)

INITIAL

PERMANENT SUPERVISOR

SPECIAL (Specify)

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT 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 RECEIVING 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 RECEIVING OFFICIAL

Charles J. Ryan

C. OFFICIAL TITLE OF RECEIVING 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
- ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
 - 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
- HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (Group leaders, stenographers, technicians or professional specialists of various kinds) whose contact with immediate subordinates 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 SUBORDINATES IS NOT FREQUENT
2		WHEN IMMEDIATE SUPERVISORY DUTIES ARE HEAVY AND NEED CAREFUL COORDINATION
2		WHEN IMMEDIATE SUPERVISORY DUTIES INVOLVE MEMBERS OF THE OPPOSITE SEX
	0	OTHER (Specify)

FORM NO. 45 (Part II) 1-55-55

SECRET

Potential 31 Dec 1957

SECRET

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.

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.

1 - 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 NEED ARISES	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 ANCHORED 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 JUDGEMENT
2	6. ENJOYS WHEN HE SEES 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 RESIST STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

FORM NO. 45 (Part I)

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 Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any portion. 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 A. of Section "A" below.

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

DDP/TSS/AUTH/Graphic Arts Reproduction IO TECH AIDS

7. GRADE

8. DATE REPORT DUE IN OFFICE

PERIOD COVERED BY THIS REPORT (Inclusive Dates)

GS-12

23 December 1956

22 December 1955 to 23 December 1956

10. TYPE OF REPORT

INITIAL

REASSIGNMENT/SUPERVISOR

SPECIAL (Specify)

(Check one)

ANNUAL

REASSIGNMENT/EMPLOYEE

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ HAS ☐ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

A. CHECK (X) APPROPRIATE STATEMENTS:

☒ THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.

☐ THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.

☒ I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

IF INDIVIDUAL IS RATED "T" IN CE OR C, A WARNING LETTER HAS BEEN SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.

I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HIS EVALUATE HIS OWN PERFORMANCE BECAUSE (Specify):

B. THIS DATE

C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE

3-6-57

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 BETTER UNDERSTANDING OF THIS REPORT.

BY: <i>[Signature]</i>	DATE
Posted Pos. Control <i>[Signature]</i>	26 MAR 1957
Reviewed by PUD <i>[Signature]</i>	

CONTINUED IN ATTACHED SHEET

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

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

AC/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 later in Section D.

4

1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2. GROSSLY 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

Performance

100

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES			
DIRECTIONS: a. 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. b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty. c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors 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 GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES BRIEFES REGULATIONS PREPARES CORRESPONDENCE CONDUCTS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES KEEPS BOOKS DRIVES TRUCK MAINTAINS AIR CONDITIONING 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.			
DESCRIPTIVE RATING NUMBER 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 Branch Supervises A&R RATING NUMBER 3	SPECIFIC DUTY NO. 2 Liaison with other Government Organizations) Questioned Documents RATING NUMBER 5	SPECIFIC DUTY NO. 3 Oral Briefing RATING NUMBER 4	SPECIFIC DUTY NO. 4 Document Analysis (for Repro.) RATING NUMBER 3
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. 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...BETTER AVERAGE 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 - EXCELS 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 FULLY:			

SECRET

INSTRUCTIONS

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 TV no later than 30 days after the due date indicated in item 4 of Section 2 below.

GENERAL

DDP/TSS/AUTH/Graphic Arts Reproduction IO TECH AIDS

10. TYPE OF REPORT (Check one)	☐ INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	☒ ANNUAL	REASSIGNMENT-EMPLOYEE	

CERTIFICATION

SECTION G.	ESTIMATE OF POTENTIAL
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES	

ESTIMATE OF 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
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	1	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) where contact with immediate subordinates is frequent (First line supervisor)
		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

(When Filled In)

1. 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 28 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 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
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	5	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 JUDGMENT
2	6. KNOWS WHEN TO SEEK ASSISTANCE	3	16. LOSES 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	5	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	3	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

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 also 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. 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 final report due 12 Dec 55

JAS 12 Dec 55

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

SECTION I (To be filled in by Administrative Officer)			
1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH
KIMSEY	HERMAN	E.	11 Dec 1916
3. DATE OF ENTRANCE ON DUTY	4. OFFICE ASSIGNED TO	5. DIVISION	6. CAREER DESIGNATION
23 March 1953	TSS	Graphic Arts Repro Div	DT
7. NATURE OF ASSIGNMENT	8. IF FIELD, SPECIFY STATION	9. GRADE	
☒ DEPARTMENTAL ☐ FIELD		CS-12	
10. DATE THIS REPORT IS DUE	11. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
22 Dec 1955	23 Dec 1954 to 22 Dec 1955		

SECTION II (To be filled in by Supervisor)	
1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
IO Tech Aids 0136-63 Chief, Analysis and Research Branch/CARD	1 February 1954
3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (State 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 world wide files of stationery, watermarks, handwriting and typewriting samples; maintains library of information relative to questioned document work, police science, forgery and counterfeiting.

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 explaining him of unsatisfactory performance.	
This report ☐ has ☒ has not been shown to the individual rated.	
THIS DATE	SIGNATURE OF SUPERVISOR (Employee's immediate supervisor)
29 November 1955	CHARLES YECH, JR. <i>Charles Yech</i>
I HAVE REVIEWED THIS REPORT	(Comments, if any, are reflected by attached memorandum)
THIS DATE	SIGNATURE OF REVIEWING OFFICIAL (Official not higher in line of authority)
	CHARLES J. RYAN

SECRET
(When Filled In)

SECTION 1A

This section is provided as an aid in describing the individual. Your description is not to be interpreted literally. 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 of each category is divided into three small blocks; 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 such the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether it 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					
		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	6
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 STEADY 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 WITHOUT VARIABLE SUPPORT.						X	

SECRET

SECRET

SECRET

FORM 100-100

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

See "A" above.

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?

EXT 100-100

DEC 9 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 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, and 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... IRRATED 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... DARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY INDEAVOR 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 FIRM IN SUITABILITY FOR WORK IN THE AGENCY.

SECRET

SECRET

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It ~~will~~ provide:
 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

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 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 you know where he stands.

A. SD-TS *Herman*
 12/55

BY DATE

Signed Post Card

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

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 LOCATION		11. GRADE 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					

1. CURRENT POSITION Chief, Analysis & Research Branch 1390.01		2. DATE ASSIGNED RESPONSIBILITY FOR POSITION 1 February 1954	
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): Makes analyses of documents preliminary to reproduction; determines necessity for special procurement of paper, cloth, other materials; determines existence of check points, departures from normal security printings; makes critique of finished reproduction. Conducts questioned document analysis for operations desks; detection of forgeries, alteration; comparisons of handwriting, typing. Conducts training in field expedients of document reproduction and authentication; conducts briefing in general graphic arts activity. Researches into and develops new and field methods for document authentication and alteration. Maintains liaison with government and commercial organizations active in fields of documentation, police sciences, etc.			

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the 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 whenever 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		SIGNATURE OF RATER (Supervisor's complete signature) Charles Yech	
I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected in attached memorandum)		SIGNATURE OF REVIEWING OFFICIAL (Officer's complete signature) James H. Drum	
THIS DATE 15 Dec			

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 on whether a phrase applies to an individual. Placing an "V" 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 OR- SERVED	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

SECTION V

Very broad knowledge of technical aspects in intelligence operations; enthusiasm and devotion to type of work he is doing.

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

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, & 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.

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SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

AE

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (LAST)	(FIRST)	(MIDDLE)	2. GRADE	3. POSITION TITLE
KIMSEY	ROBERT	E.	GS-7	Tech. Projects Officer GS-7S
4. OFFICE	STAFF OR DIVISION	BRANCH	BOOKKEEPING	IF FIELD, SPECIAL STATION
DDP/100	GA-2	Office of Chief	☐ FIELD	
5. PERIOD COVERED BY REPORT	6. TYPE OF REPORT			
From 23 Mar 53 To 22 Dec 53	☒ Initial ☐ Annual ☐ Special			
	☐ Reassignment ☐ Reassignment of Supervisor			

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

- Analyze foreign documents for the purpose of reproduction.
- Conduct a comparison critique between the original document and the reproduction.
- 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.
- Conduct research in how laboratory and field methods of alteration, reproduction, and forgery of documents.
- Maintain liaison with security-cleared government agencies and consultants engaged in document examination work.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
NONE			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

Intelligence Documentation.
IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

Not applicable.

10.

20 Mar 53
DATE

Norman E. Kimsey
SIGNATURE

Items 11 through 14 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

Mr. Kimsey 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 SELF IMPROVEMENT? Wider knowledge of Graphic Arts mechanical techniques; exploration 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; charged 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 reproduction techniques.
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.
29 Dec 53 DATE <i>Charles J. J.</i> SIGNATURE OF SUPERVISOR
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown below.) 29 Dec 53 DATE <i>E. A. ...</i> SIGNATURE OF REVIEWING OFFICER
20. COMMENTS: (If necessary, may be continued on reverse side of report sheet.) Mr. Kinnear has proved of great value in his assignment. He is qualified for higher responsibilities in his specialties.

SECRET

NOV OF CHANGE IN HEALTH BENEFITS ENROLLMENT
FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1979

A. IDENTIFYING DATA

1. NAME (LAST, FIRST, MIDDLE INITIAL) Vinsoy, Herman E.	2. DATE OF BIRTH 12/11/16	3. OFFICE CONTROL NO. 09/306
4. ADDRESS (CITY AND ZONE NUMBER) 11239001	5. PAYROLL OFFICE NO. 421	6. ENROLLMENT CODE NO. 421
7. DATE ACTION BECOMES EFFECTIVE		

B. TERMINATION

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

C. CHANGE IN PLAN

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

D. TRANSFER OUT

E. TRANSFER IN

NAME AND ADDRESS OF NEW PAYROLL OFFICE FOR RETIREMENT SYSTEM TO WHICH TRANSFERRING ☐	ENROLLMENT ACCEPTED BY THIS AGENCY ☐
--	--

F. SUSPENSION

G. REINSTATEMENT

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 ☐	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 IS 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 71555

K. DATE OF NOTICE

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

QUADRUPLICATE To Enrolling Office

61555

BIOGRAPHIC PROFILE (PART 2)

KIMSEY, Herman Edward

Dec 1916

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, NHA, for excellent work on Report C-145 performed by TSS personnel. Referred by Chief, CARO/TSS.

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

3 Jul 1960

OT/PA3 LAR/mel

Return to 1 0 1 0

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KIMNEY 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) <u>KINSEY</u> <u>HERMAN</u> <u>EDWARD</u>		3. Office <u>GARD/TSS</u>
4. Date of Birth <u>11 Dec 1916</u>	5. Sex: ☒ male (1) ☐ female (2)	Martial Status <u>S</u> Nr. Dependents <u>1</u>	6. CIA Entry Date: <u>23 March 53</u>
7. Citizenship: ☒ U.S. ☐ Other	8. Acquired By: (1) ☒ Birth (2) ☐ Marriage (3) ☐ Naturalization (4) ☐ Other (specify) Year U.S. citizenship acquired, if not by birth _____		

SEC. I. EDUCATION

1. Extent: (circle one)

- | | | |
|--|---|-------------------|
| 1. Less than high school | ☒ ^{CED} 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		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	

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

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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 history and 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>100 laborers skilled</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>GPG 7</u> Salary <u>\$2694.96</u> Number and Class of Employees <u>35 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) <u></u> Salary <u>\$1.10 per hr</u> Number and Class of Employees <u>none</u> 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) <u></u> Salary <u>\$90.00 per hr</u> Number and Class of Employees <u>none</u> 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) <u></u> Salary <u>\$90 per hr</u> Number and Class of Employees <u>none</u> 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 & Operate machinery.</u> Duty Station if overseas:

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Security Information

Sec. II, Par. 2.

From 19 May 1941 To 3 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 --- McLeod 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 1 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 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

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

Employer McLeod 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 1932 To 1 May 1932 Total Months 4
 Class. Grade (if in Federal Service) _____ Salary 0.94 per hr
 Number and class of Employees supervised None
 Employer National 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 1932 To 1 Jan 1933 Total Months 3
Unemployed

From May 1933 To 1 Oct 1933 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 1935 To April 1935 Total months 3⁸
 Class. Grade (if in Federal Service) _____ Salary 0.50 per hr
 Number and class of employees supervised None
 Employer National 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 _____

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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 | 24 ☐ Air Force A-2 |
| 02 ☒ Civil Police (Forest Service) | 25 ☐ Foreign Economic Admin. |
| 03 ☐ Military Police | 26 ☒ Counter Intelligence Corps |
| 04 ☐ U.S. Border Patrol | 27 ☐ Immigration & Naturalization |
| 05 ☐ U.S. Narcotics Squad | 28 ☐ Strategic Services Unit |
| 06 ☐ FBI | 29 ☐ Foreign Service, State Dept. |
| 07 ☐ Criminal Investigation Div. | 30 ☐ Central Intelligence Group |
| 21 ☐ Office of Naval Intelligence | 31 ☐ Armed Forces Security Agency |
| 22 ☐ Office of War Information | 32 ☐ Coordinator of Information |
| 23 ☐ Army G-2 | 33 ☐ Office of Facts & Figures |
| 20 ☐ Office of Strategic Services | 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 <i>Slight</i>	Native of Country	Prolonged Occupation	Residence <i>CIA, 2 years</i>	Contact (Parents, etc.)	Academic Study (Inc. CIA training)
<i>JAPANESE</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. _____

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SEC. IV. AREA KNOWLEDGE

1. 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	1948-1949	OCCUPATION X		
	1950-1950	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 Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1. 2.	1. 2.		1. Yes 2. No
Shorthand	1. 2.	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

SECRET
Security Information

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

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 1969

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 <u>X</u>	(2) 4 year Tour <u>X</u>	(3) Not interested <u> </u>
--------------------------	--------------------------	------------------------------

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. <u>Has considerable experience in super-</u>
<u>visor, capable of working for organization.</u>

SECRET
Security Information

SECRET
Security Information

SEC. XIV. MILITARY STATUS

1. **Present Draft Status**
Have you registered under the Selective Service Act of 1948? Yes ☒ 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 ☒ 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 41-9 Nov 43, 22 Nov 46-9 Oct 47, 1948-1950)

--- 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

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

--- 1 1/2 years of general military training with emphasis on communications.

--- (Infantry, Infantry, Infantry Troops, Tank Destroyers, Field Artillery.

DATE 3 April 53

SIGNATURE Harold E. Smith

SECRET
Security Information

CERTIFICATE OF ATTENDANCE

MAR 30 1953

I certify that on _____ I have attended
the Agency Indoctrination Course specified by Regulation
25-1.

Norman E. Kennedy
(NAME)

FORM NO. 81-121
DEC 1951

(6)

APPOINTMENT AFFIDAVITS

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

CIA

(Department or agency)

(Bureau or division)

(Place 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 entrance on duty)

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.

16-52100-9

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)
Gallup, New Mexico

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY
W.S. Linckberger (B) RELATIONSHIP Brother (C) STREET AND NUMBER, CITY AND STATE
Box 185, Mr. Cleard, Calif. (D) TELEPHONE NO. Yes

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (OTHER 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 blank below. If additional space is necessary, complete under Item 10.

NAME	PRESENT ADDRESS (Give street number, if any)	RELATIONSHIP (Is it a relative?)	TEMPORARY OR NOT (Is it a temporary or not?)	RELATIONSHIP (Is it a relative?)	TEMPORARY OR NOT (Is it a temporary or not?)	RELATIONSHIP (Is it a relative?)	TEMPORARY OR NOT (Is it a temporary or not?)
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		2.					
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10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN

YES	NO	ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
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INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that the appointment was 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 authorized. The appointee's signature and handwriting are to be compared with the application and other pertinent papers. If the appointee is a woman, 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 compared against the official photo. The appointee is to sign the declaration 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) the appointment in its 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 appointing officer would not be constrained until clearance has been secured from the recruiting office of the Civil Service Commission.

(4) **Members of Family**—Section 9 of the Civil Service Act provides that whenever there are already 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 not subject to this requirement. The members of family provision does not apply to temporary appointments. Doubtful cases may be referred to the appointing office of the Civil Service Commission for decision.

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

1. NAME (Last, first, middle initial) Kimsey, Herman E.
2. DATE OF BIRTH 11 Dec 1916
3. 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 OR STATUS
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
U.S. Forest Service	1934	Jan	1	1935	Oct	10	See attached for 1945-46
U.S. Forest Service	1940	Nov	14	1941	Oct	19	
U.S. Forest Service	1942	May	28	1943	May	15	
U.S. Forest Service	1946	Jan	5	1947	May	27	
CIA	53	Mar	23				28 ✓

4. 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 (How or dishon?)
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
Army	1941	May	19	1942	May	29	How
Army	1946	Nov	29	1947	Oct	8	How
Army	1950	Jan	5	1951	Mar	23	How

5. 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
IF ANSWER IS "YES," LIST FOLLOWING INFORMATION:

TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mor Nat)	FROM—			TO—			TOTAL		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS
Furlough	1939	Oct	1	1940	May	1	7		

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? ☐ YES ☒ NO
(If answer is "Yes," in what agency were you employed at the time status was acquired?)

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 Wood DC
(COUNTY) (CITY) (STATE)

SEAL

Paul L. Schiffer
(SIGNATURE)

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

(OVER)

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

9. RETENTION GROUP

10. CIVIL STATUS (For permanent employees only)
☐ YES ☒ NO

11. SERVICE

YEAR	MONTH	DAY
4	10	✓
4	27	✓
11	24	✓
4	24	✓
2	5	✓
2	10	✓
3	2	18

12. TOTAL SERVICE 20
10 7 13

13. NONCREDITABLE SERVICE (Leave purposes only):

14. NONCREDITABLE SERVICE (RIF purposes only):

15. REEMPLOYMENT RIGHTS
☐ YES ☒ NO

16. RETENTION RIGHTS
☐ YES ☒ NO

17. EXPIRATION DATE OF RETENTION RIGHTS

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

TOTAL SERVICE (Item 12)

NONCREDITABLE SERVICE (Item 13)

CREDITABLE SERVICE (Leave purposes)

YEARS	MONTHS	DAYS

ENTRANCE ON DUTY DATE (Present agency)

LESS CREDITABLE SERVICE (Leave purposes)

SERVICE COMPUTATION DATE (Leave purposes)

53	3	27
12	3	28
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)

TOTAL SERVICE (Item 12)

NONCREDITABLE SERVICE (Item 13)

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)

YEARS	MONTHS	DAYS

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: KIMSEY, 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.

up down
E. P. Geiss
~

JAX

CONFIDENTIAL

CONFIDENTIAL

MEMORANDUM FOR THE DIRECTOR, FBI

SUBJECT: [Illegible]

DATE: [Illegible]

FROM: [Illegible]

TO: [Illegible]

1. [Illegible]

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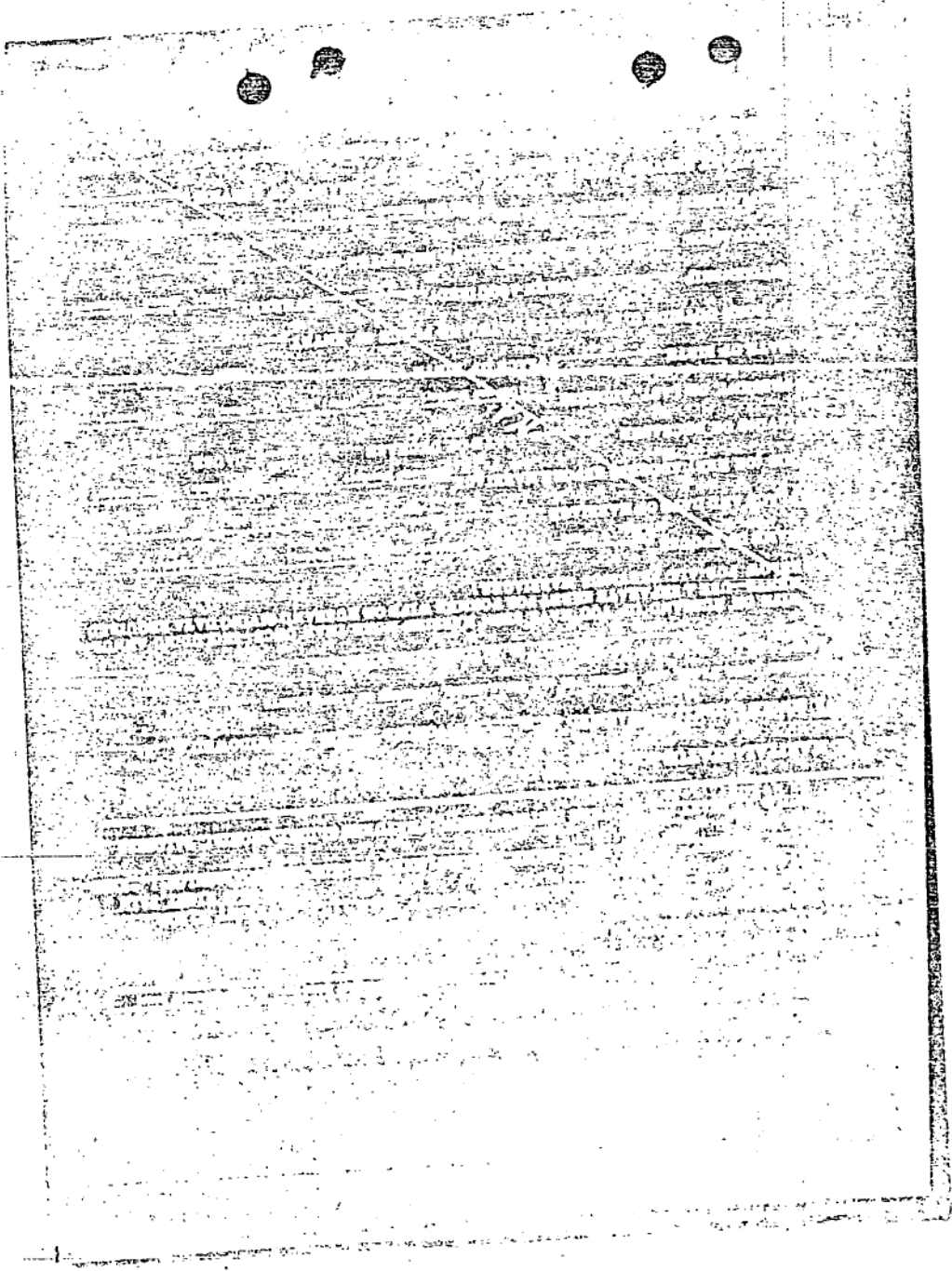
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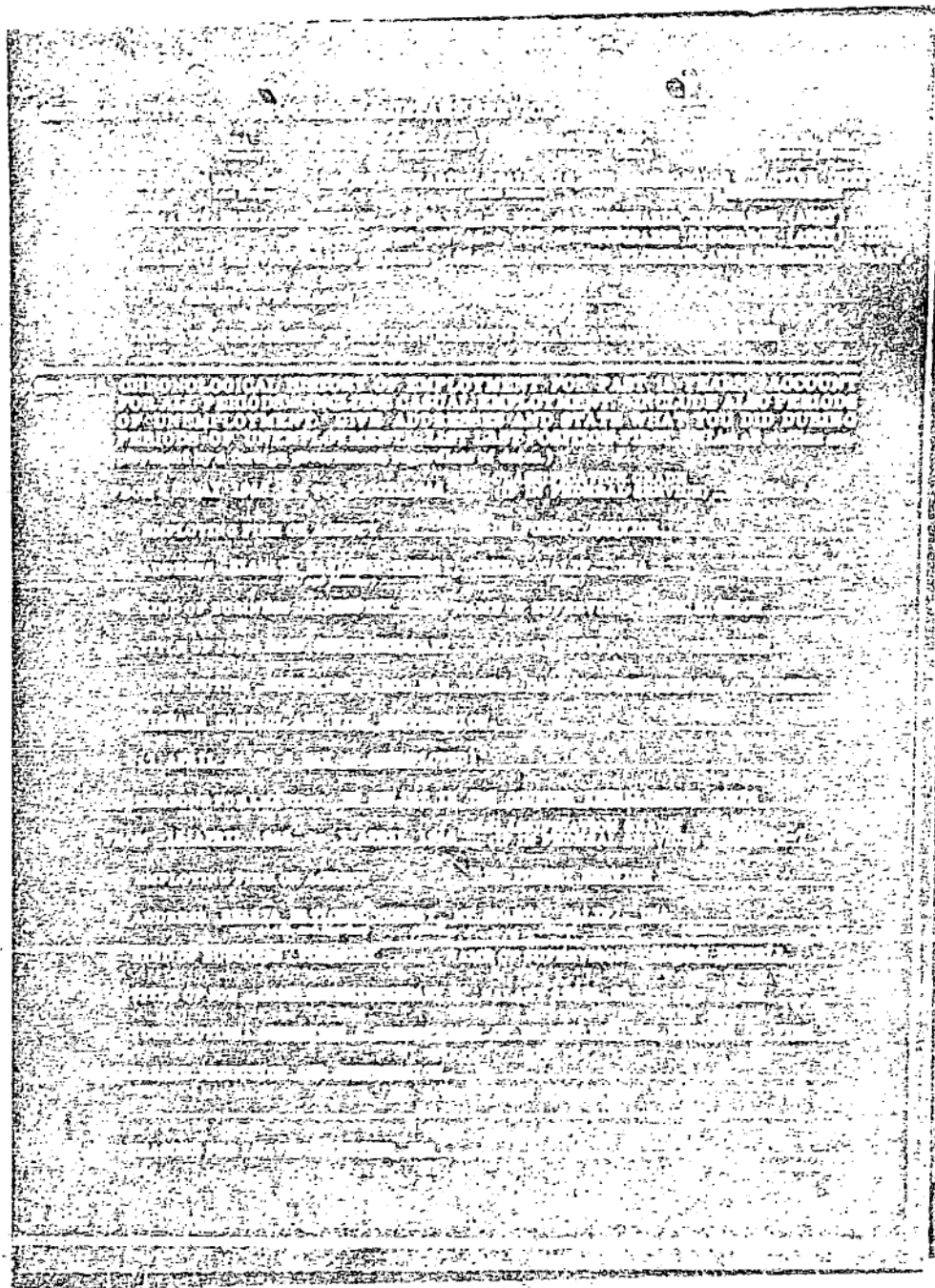
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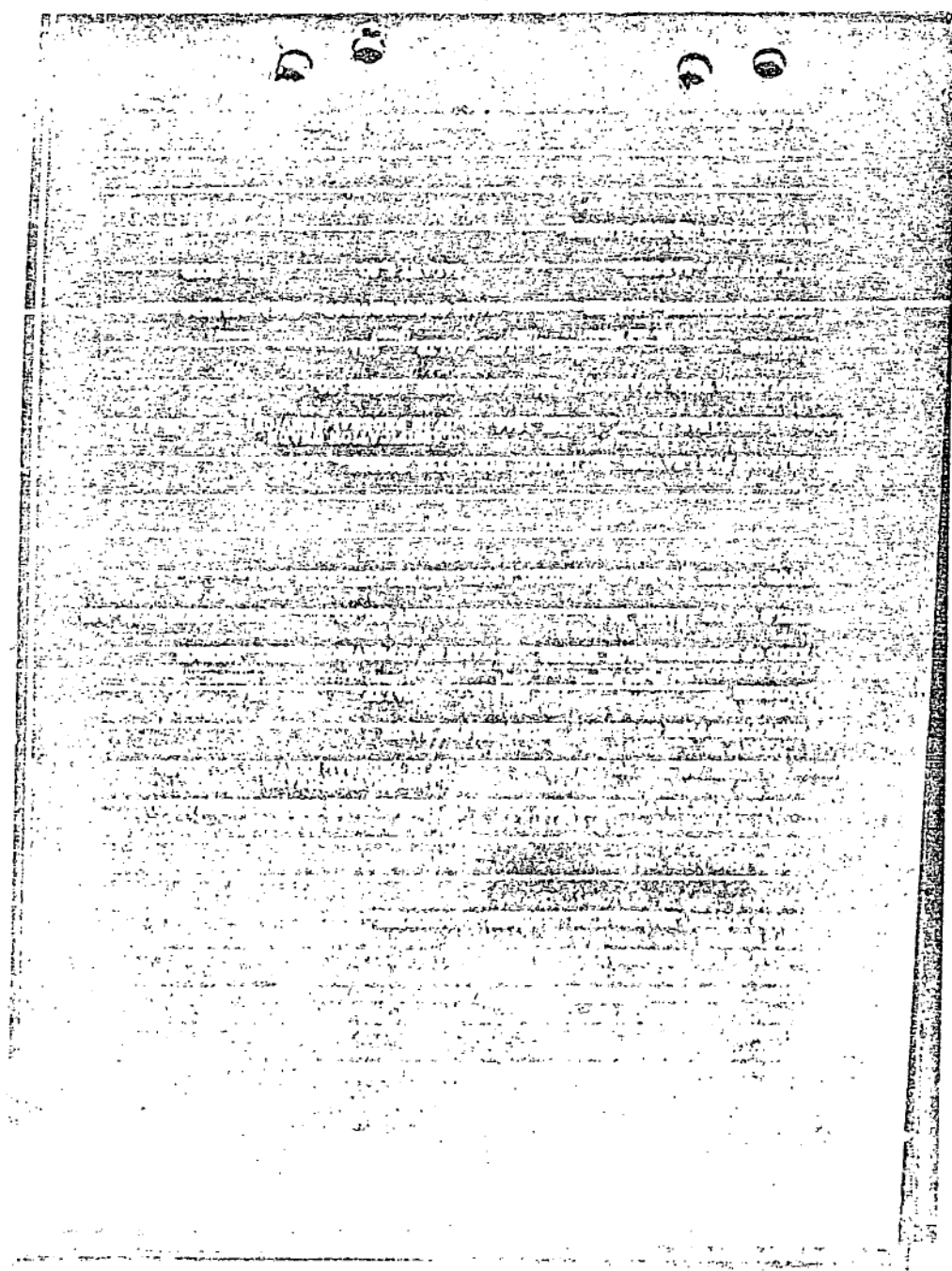
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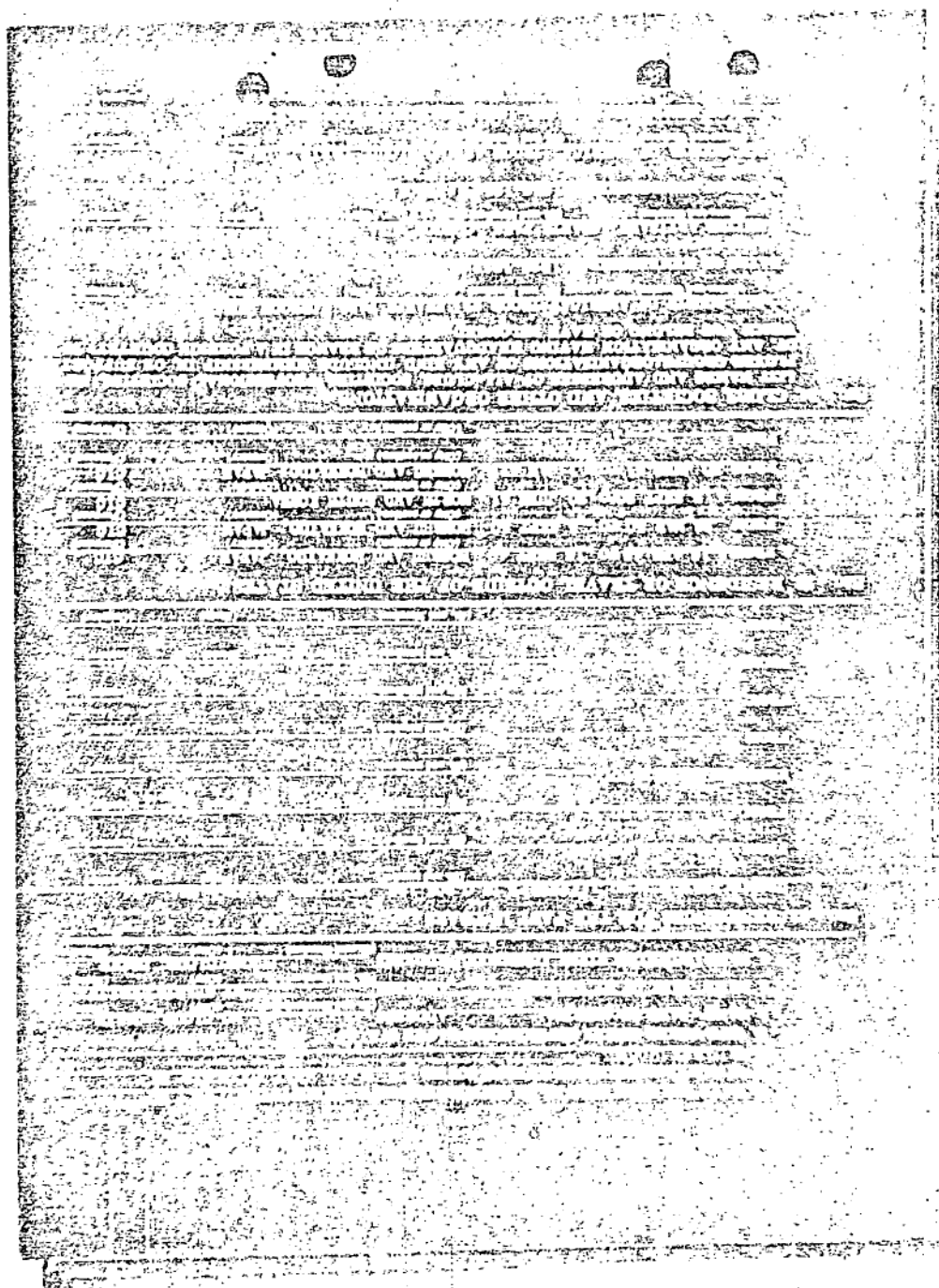
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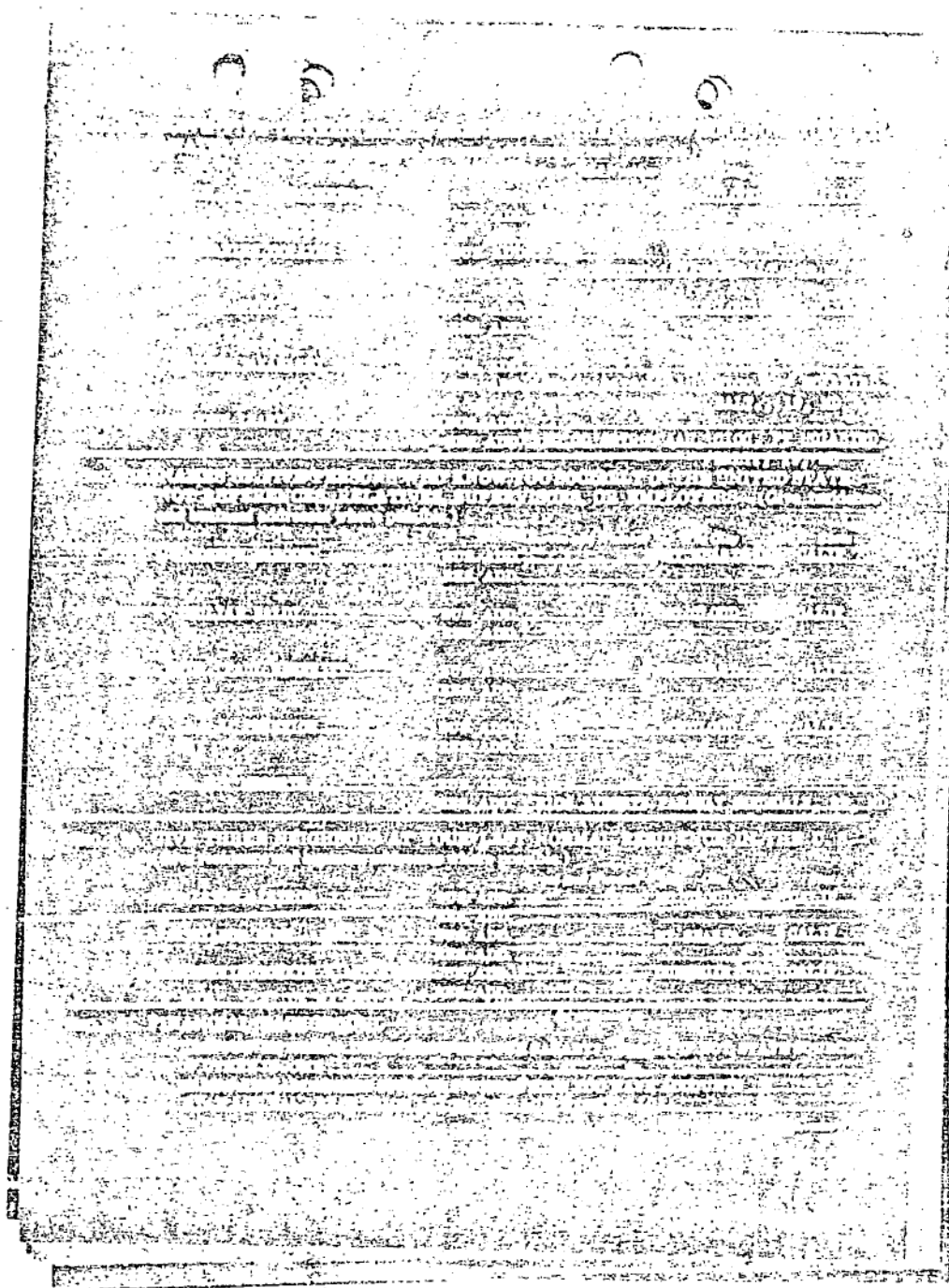
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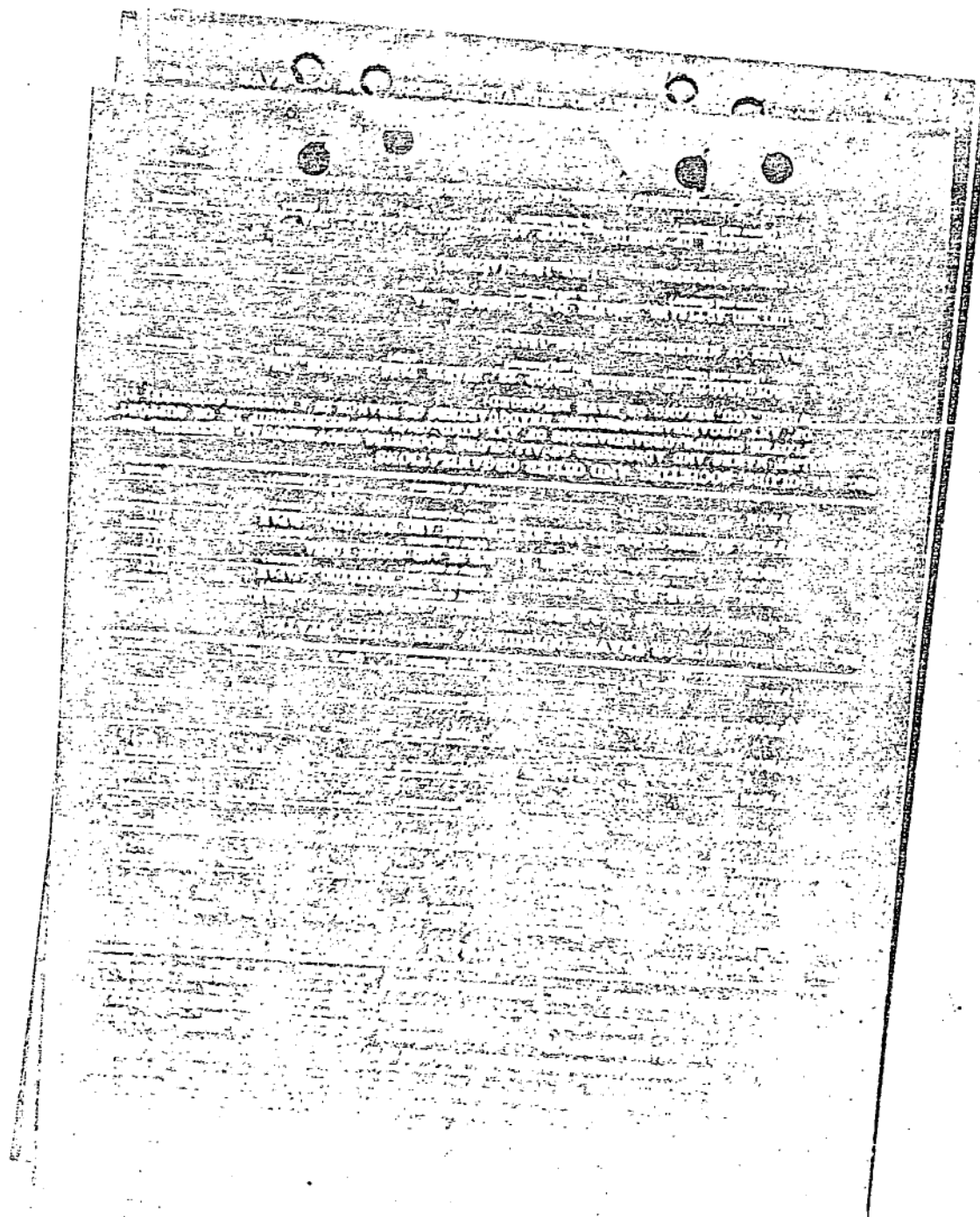
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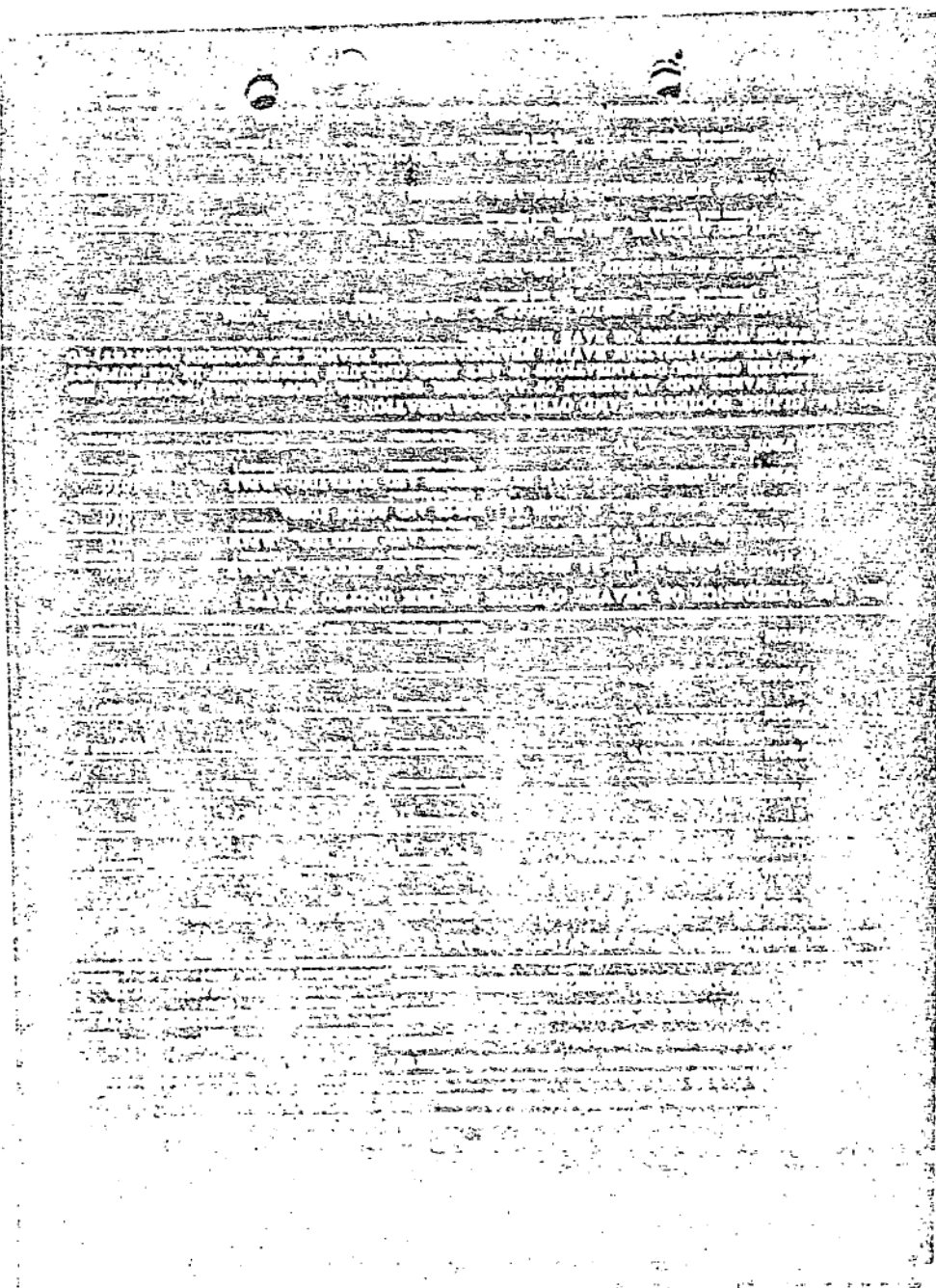
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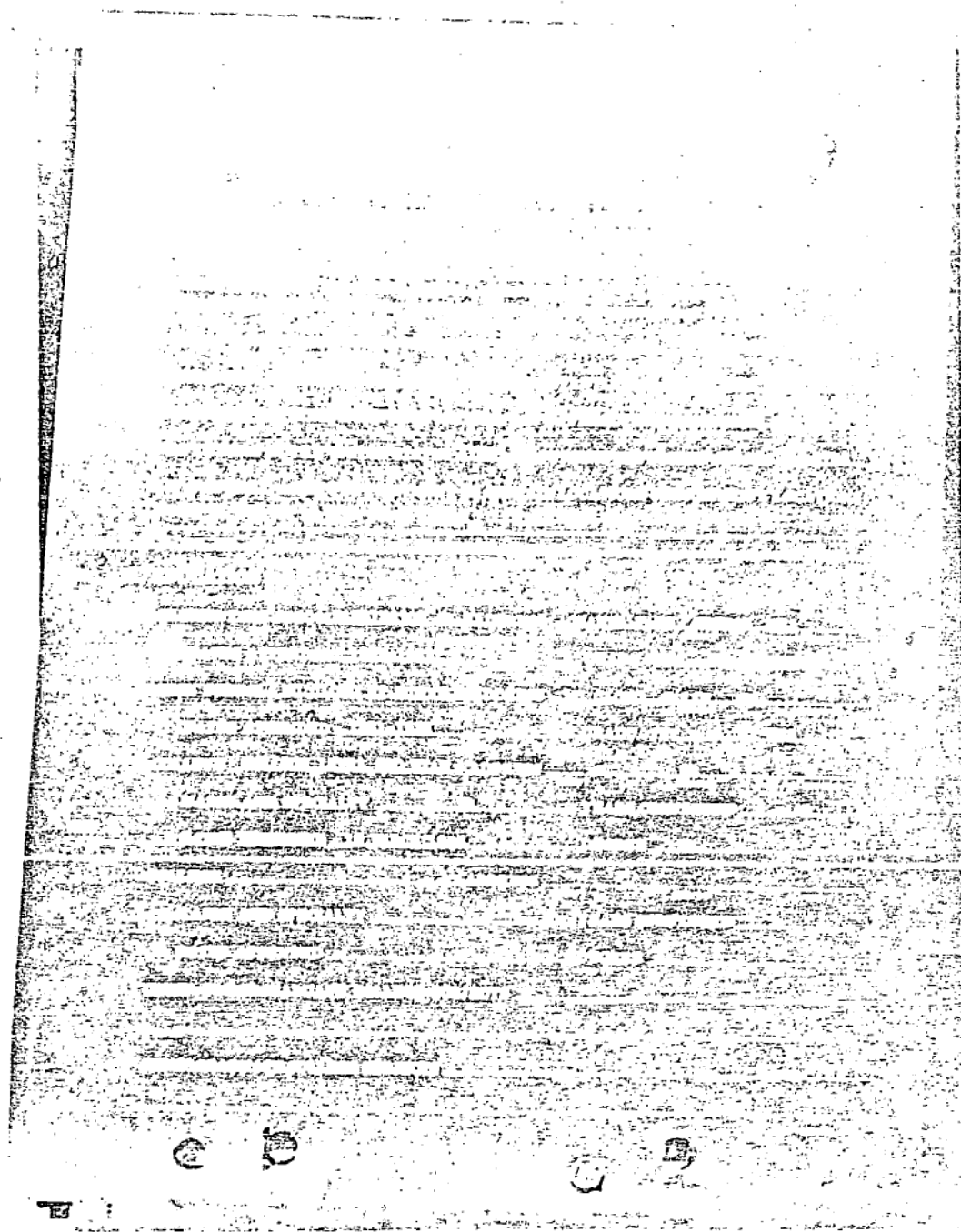
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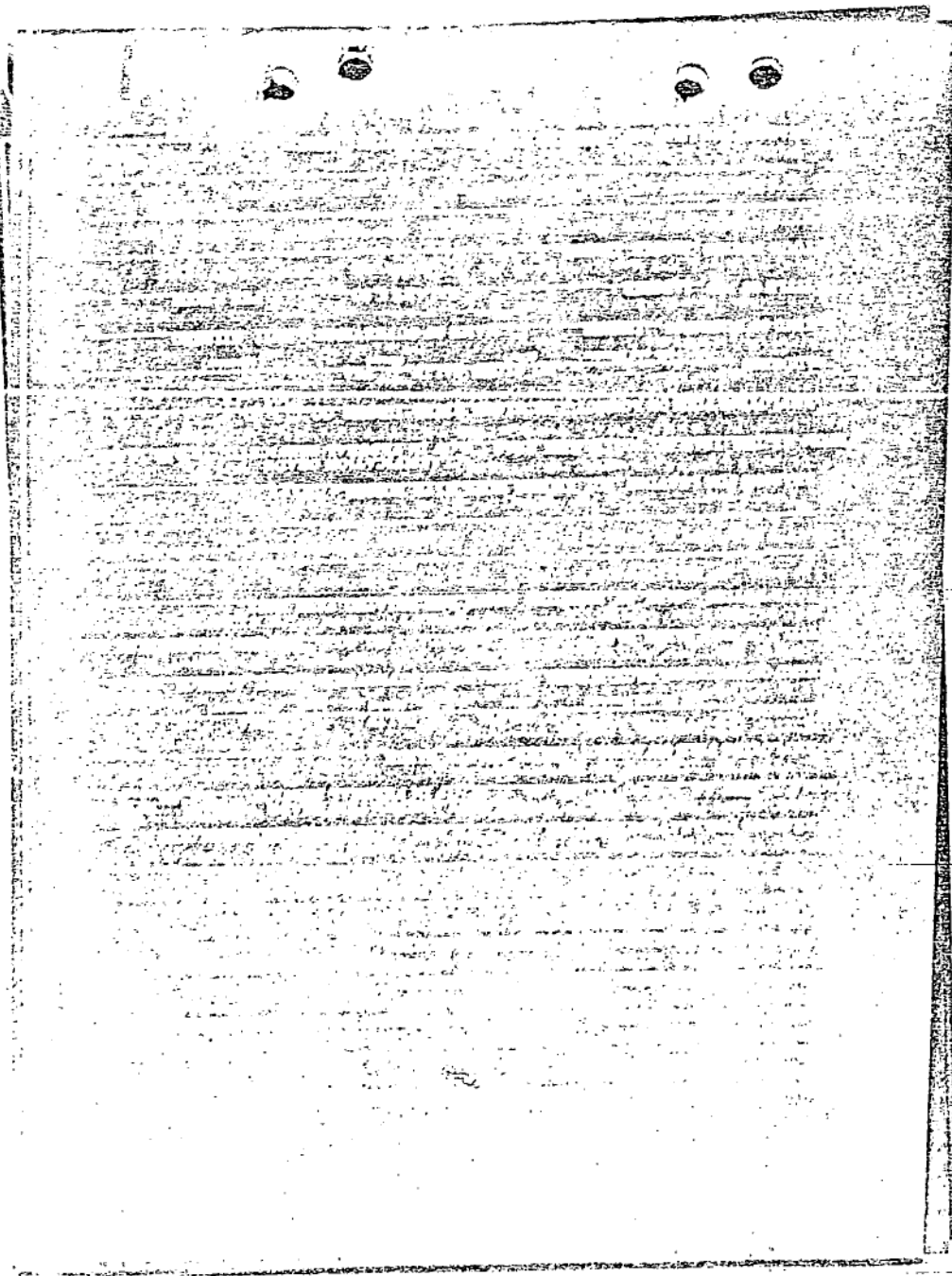
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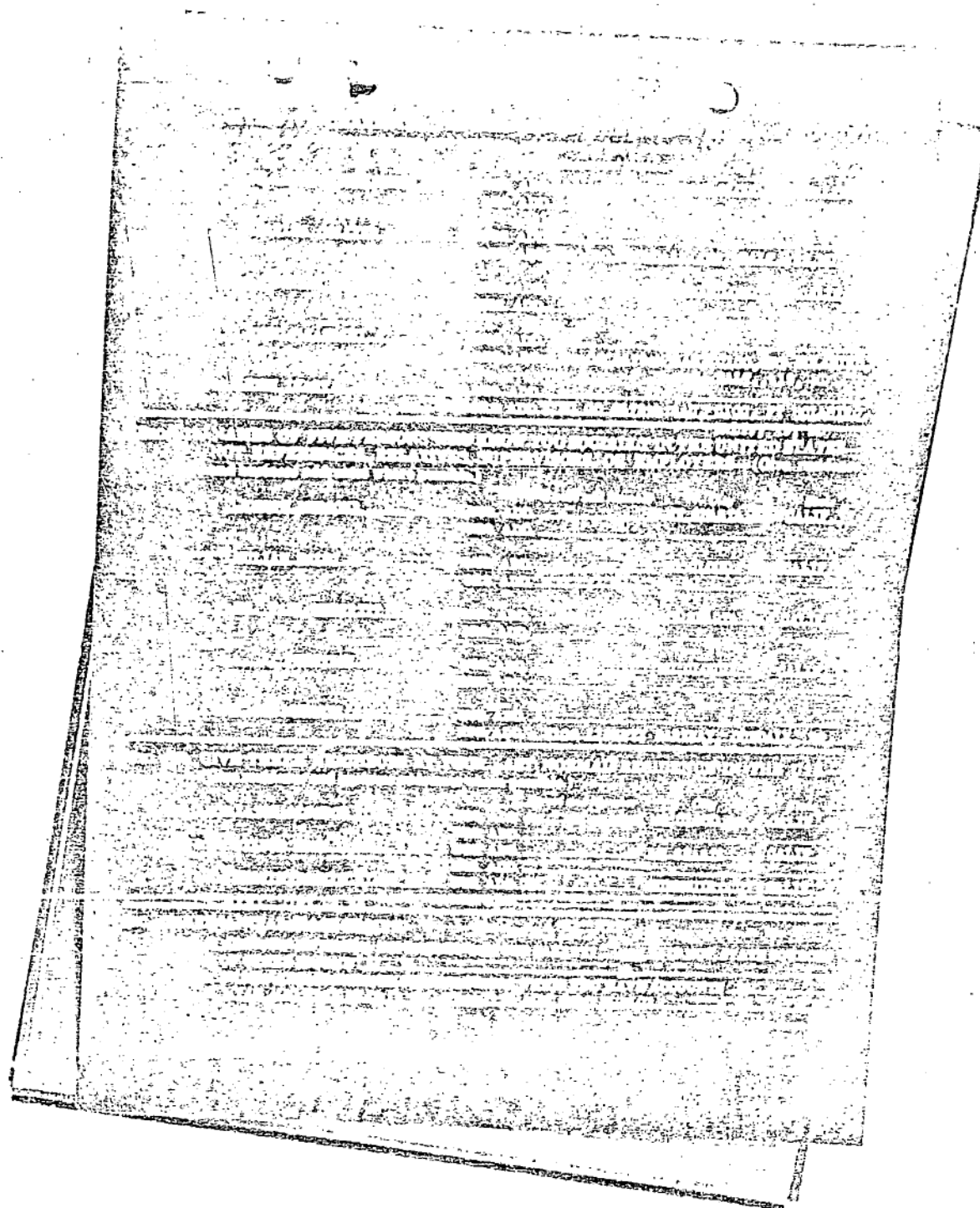
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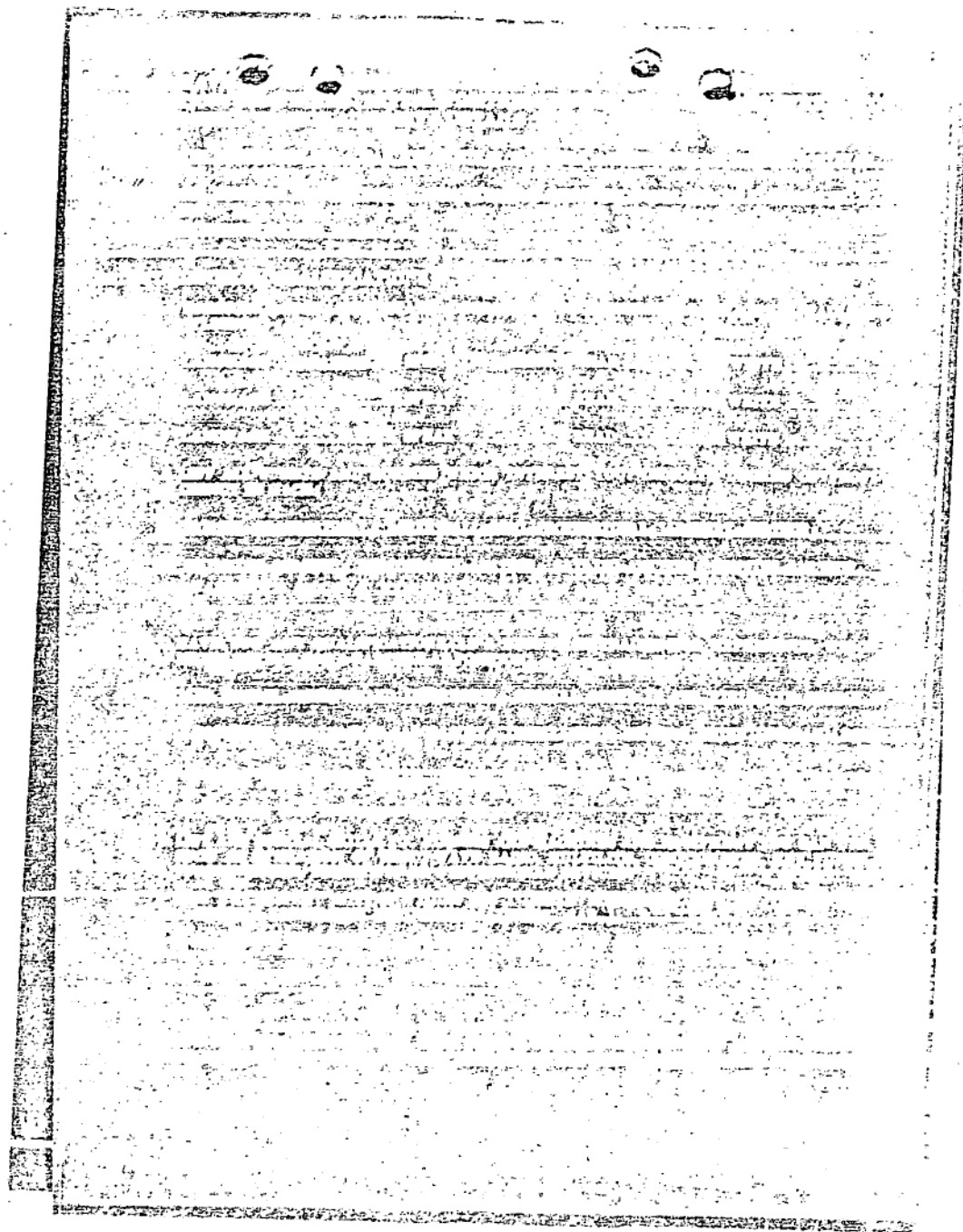
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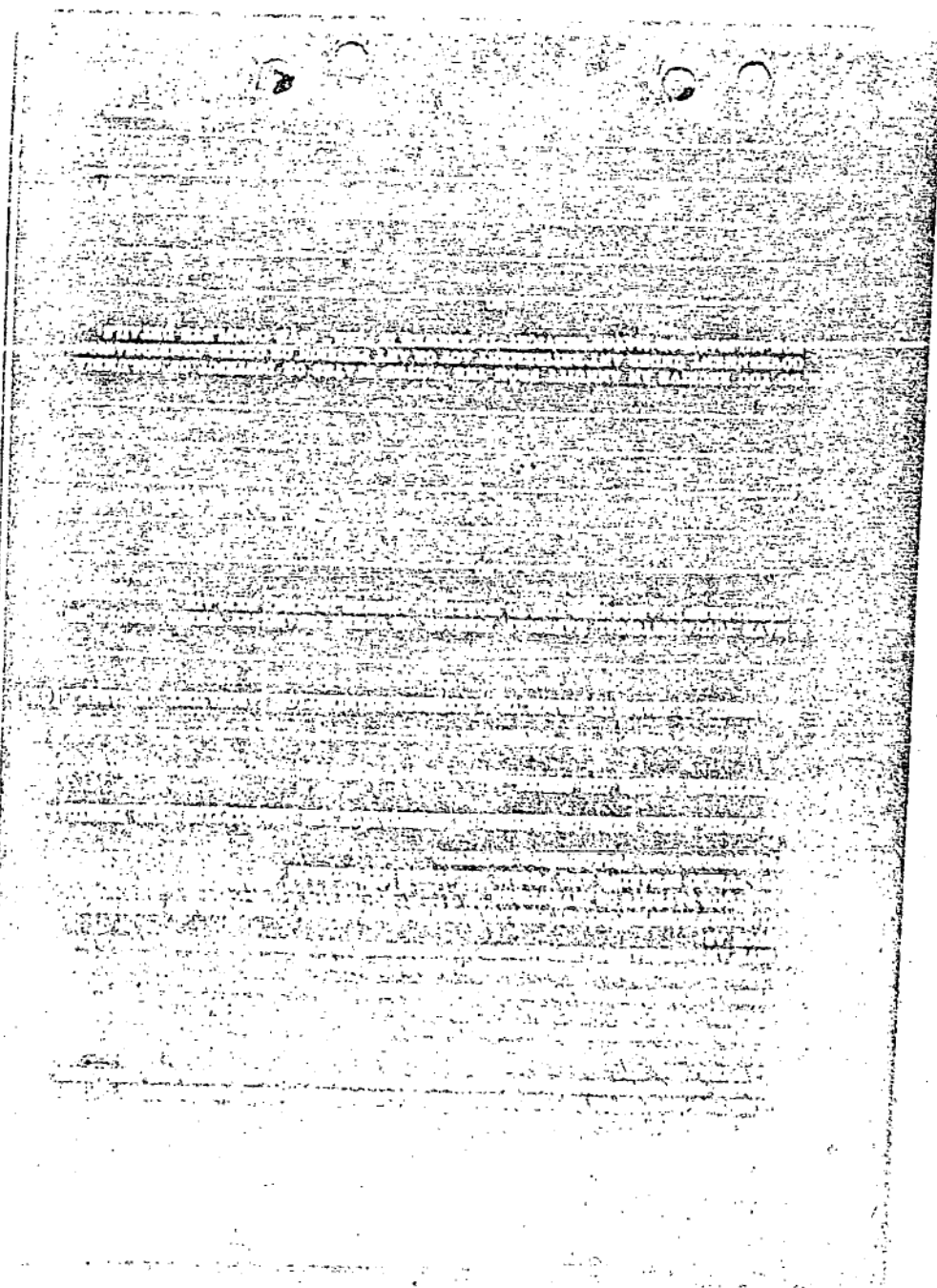
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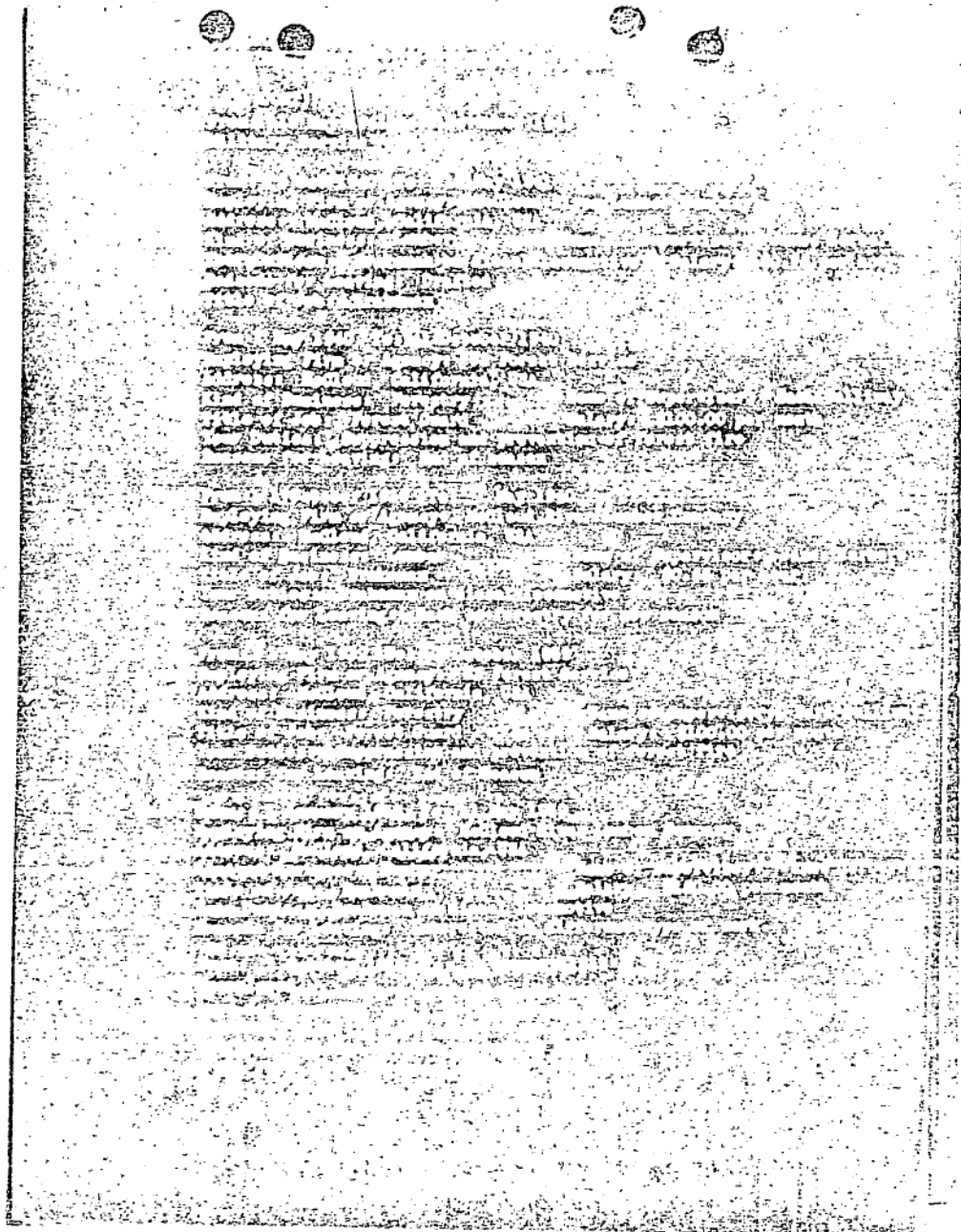
100











[The page contains several paragraphs of extremely faint, illegible text. The text is arranged in a standard letter format with a header section at the top, followed by several paragraphs of body text. The document appears to be a formal letter or report, but the content is too faded to be transcribed accurately.]

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

DATE

~~Sept. 1970~~
Sept. 1963