

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED																															
				10 July 1962																															
1. SERIAL NUMBER		2. NAME (Last-First-Middle)																																	
61555		KIMSEY, HERMAN E.																																	
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT																														
TERMINATION			9 20 62		REGULAR																														
6. FUNDS		7. POST CENTER NO. CHARGE-ACT		8. LEGAL AUTHORITY (Completed by Office of Personnel)																															
X V TO V		3276-106V 1500		3225-1050-1000																															
CF TO V		CF TO CF																																	
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION																																
DDP/TSD Authentication Graphic Arts Reproduction Branch Analysis and Research Section			Washington, D. C.																																
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION																														
DOCUMENT TECH CH			0659		D																														
14. CLASSIFICATION SCHEDULE (GS, LP, etc.)		15. GRADE AND STEP		17. SALARY OR RATE																															
GS		13 (4)		11415																															
16. REMARKS																																			
Continuous Agency service from 25 March 1953 to 20 September 1962.																																			
Form 1155 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. Authorized Maximum Separation Compensation in accordance with the provisions of CIA Regulation 20-32, Separation Compensation.																																			
18. SIGNATURE OF REQUESTING OFFICIAL			DATE SIGNED		19. SIGNATURE OF APPROVING OFFICIAL																														
JAMES R. SHIELDS					JAMES R. SHIELDS, TSD/CMC																														
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																																			
<table border="1"> <thead> <tr> <th colspan="2">EFF. DATE</th> <th colspan="2">EFF. DATE</th> <th colspan="2">EFF. DATE</th> <th colspan="2">EFF. DATE</th> <th colspan="2">EFF. DATE</th> </tr> <tr> <th>DATE</th> <th>REASON</th> <th>DATE</th> <th>REASON</th> <th>DATE</th> <th>REASON</th> <th>DATE</th> <th>REASON</th> <th>DATE</th> <th>REASON</th> </tr> </thead> <tbody> <tr> <td>12/11/62</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						EFF. DATE		EFF. DATE		EFF. DATE		EFF. DATE		EFF. DATE		DATE	REASON	DATE	REASON	DATE	REASON	DATE	REASON	DATE	REASON	12/11/62									
EFF. DATE		EFF. DATE		EFF. DATE		EFF. DATE		EFF. DATE																											
DATE	REASON	DATE	REASON	DATE	REASON	DATE	REASON	DATE	REASON																										
12/11/62																																			
LEG DATA																																			
20. POSITION CONTROL CERTIFICATION																																			
21. DATE APPROVED																																			

1153

SECRET

101

SECRET
(When Filled In)

DATE PREPARED			REQUEST FOR PERSONNEL ACTION						N		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 - LOD	
			KIMSEY, Herman E.			Mo Da Yr 12 11 16			None-0 10 P-2		Code M		Mo Da Yr	
7. SCD			8. CSC Repts.			9. CSC Or Other Legal Authority			10. Appt. Affidav.		11. FEGLI		12. LEO	
Mo Da Yr			Yes - 1 No - 2			Code			Mo Da Yr		Yes-1 No-2		Code	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/TSS						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			
Mo Da Yr		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 0-10-157		Mo Da Yr 0-10-61		0225-1005-1000	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
REASSIGNMENT		42		Mo Da Yr 0-10-157		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			
Mo Da Yr		Code		DOCUMENT TECH-CH		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 0-10-157		Mo Da Yr 0-10-61			
SOURCE OF REQUEST											
A. Requested By (Name And Title)						C. Request Approved By (Signature)					
						JAMES R. SHIELDS					
B. For Additional Information Call (Name & Telephone Ext.)						D. Career Management Officer, TSD					
Emanuel Fontana ext. 3031											
CLEARANCES											
Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		11/1/60		11/1/60		B. Placement		11/1/60		11/1/60	
C. For Central		11/1/60		11/1/60		D. Approved By		11/1/60		11/1/60	
C. Classification		11/1/60		11/1/60							
Approved By CRD 11/1/60											

11-57 1152u USE PREVIOUS EDITION

SECRET

101

REQUEST FOR PERSONNEL ACTION		FLUOR VOUCHER #10	
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. VOUCHER NO.	4. DATE OF REQUEST
MR. HERMAN E. KILSEY	11 Dec 1916		24 Jan 57
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. HISTORICAL DATA A. PROPOSED	7. C.S. OR OTHER LEGAL AUTHORITY
PROMOTION			
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED	
FROM: TO TECH AIDS BY 92 GS-0136.63-12 \$7785 per annum DDP/TSS Authentication Graphic Arts Reproduction Division Analysis and Research Branch Washington, D.C.	9. POSITION TITLE AND NUMBER 10. SERVICE, GRADE, AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS	TO: IO TECH AIDS BY 92 GS-0136.63-13 \$8790 per annum DDP/TSS Authentication Graphic Arts Reproduction Division Analysis and Research Branch Washington, D.C.	
☐ FIELD ☒ DEPARTMENTAL	☐ FIELD ☒ DEPARTMENTAL	☐ FIELD ☒ DEPARTMENTAL	☐ FIELD ☒ DEPARTMENTAL
A. REMARKS (Use reverse if necessary)			
B. REQUESTED BY (Name and title)		C. REQUEST APPROVED BY	
Dave Richards Ext. 3031		HARPER L. HOLMSTRA	
D. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)		E. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	
Dave Richards Ext. 3031		Harper L. Holmstrom, TSS	
13. VETERAN PREFERENCE NONE ☐ WAR OTHER ☐ SPI ☐ IS FRONT ☐ OTHER ☒		14. POSITION CLASSIFICATION ACTION NEW ☐ EX ☐ TA ☐ REAL ☐ SD-DT	
15. SLX ☐ TRAIL ☐	16. APPROPRIATION FROM 7-2505-20 TO	17. SUBJECT TO C.S. REQUIREMENT ACT (10-100)	18. DATE OF APPOINTMENT MILE AFFILIATION (ACCESSARY ONLY)
			19. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED DATE CALIF.
21. STANDARD FORM 89 REMARKS			
22. CLEARANCE	23. INITIAL OF SIGNATURE	24. DATE	25. INITIAL
A			
B. CIL. ON FOR CONTROL			
C. CLASSIFICATION			
D. MAINTENANCE			
E. APPROVED BY			
7-13-57 28 Jan 57			

SECRET
(When Filled In)

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

EDUCATION:
 Two years coll. - No degree

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

SUMMARY OF CIA WORK-OUT ASSIGNMENTS INCLUDING PREVIOUS GRADES ANT DATED:

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

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

REPORT MADE BY:
 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:
2 - Addressee
1 - TSS/SRB
1 - TSS/GARD/file
1 - TSS/GARD/Chrono

Concurs - G. Ryan

SECRET

(When Filled In)

DD/P

PERSONNEL DATA SHEET

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

STATION Washington, D.C. AND DUTIES: IC Tech Aids DD/P UNIT: TSG 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-033):

'51 - '53 - Military Service
 '54 - '55 - Mc Cloud River Lbr. Co., Brakeman, \$1.10 p/h
 '56 - '58 - U.S. Forest Service, Camp Administrator
 '58 - '51 - Military Service

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

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

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

CONCURRENCES:

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

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STANDARD FORM 62 PREPARED BY THE U. S. GOVERNMENT PRINTING OFFICE WASHINGTON, D. C. 20540 GPO: 1955 O - 350-000		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., One given name, initials, and surname)		2. DATE OF BIRTH		3. REQUEST NO.	
WILLIAM L. HULSEY		11 Dec 1916			
4. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		5. EFFECTIVE DATE A. PROPOSED:		6. DATE OF REQUEST	
PROMOTION				27 May 55	
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:		7. C. S. OR OTHER LEGAL AUTHORITY	
		19 JUN 1955			
FROM: TO TECH AIDS BY 92-11		A. POSITION TITLE AND NUMBER		TO: TO TECH AIDS BY 92	
GS-0136.03-11 \$5940 per annum		B. SERVICE, GRADE, AND SALARY		GS-0136.03-12 \$7040 per annum	
DDP/Technical Services Staff		13. ORGANIZATIONAL DESIGNATIONS		DDP/Technical Services Staff	
Authentication		11. HEADQUARTERS		Authentication	
Graphic Arts Reproduction Division		12. FIELD OR DEPARTMENTAL		Graphic Arts Reproduction Division	
Analysis and Research Branch		☐ FIELD ☒ DEPARTMENTAL		Analysis and Research Branch	
Washington, D.C.				Washington, D.C.	
A. REMARKS (Use reverse if necessary)					
APPROVED BY TSS CAREER SERVICE PANEL					
B. REQUESTED BY (Name and title)			D. REQUEST APPROVED BY		
Tom Clings x 3031			Signature: <i>Robert L. Clings</i>		
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)			Title: Career Management Officer, TSS		
13. VETERAN PREFERENCE			14. POSITION CLASSIFICATION ACTION		
NONE ☐ WW ☐ OTHER ☐ 15 POINT ☐ DISAB ☐ OTHER ☐			NEW ☐ VICE ☐ I. A. ☐ REAL ☐		
15. SEX ☒ M ☐ F			16. RACE ☐ W ☐ N ☐ O		
17. APPROPRIATION FROM: 5-2515-20			18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		
19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)			20. LEGAL RESIDENCE		
21. STANDARD FORM 50 REMARKS			☐ CLAIMED ☐ PROVED STATE:		
22. CLEARANCE					
A.		INITIAL OR SIGNATURE		DATE	
B. CEIL. OR POS. CONTROL		<i>RM</i>		6/7/55	
C. CLASSIFICATION		<i>2 C 12</i>		6-8-55	
D. PLACEMENT OR EMP.					
E.					
F. APPROVED BY <i>Robert L. Clings</i> 6-8-55					

SECRET

REQUEST FOR PERSONNEL ACTION

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 (Last - First - Middle - One given name, initial(s), and surname)		2. DATE OF BIRTH		3. REQUEST NO.		4. DATE OF REQUEST	
MR. HERMAN E. KIDSEY		11 Dec. 1916				16 Feb. 55	
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)				6. EFFECTIVE DATE A. PROPOSED:		7. C. FOR OTHER FISCAL AUTHORITY	
REASSIGNMENT							
B. POSITION (Specify whether establish, change grade or title, etc.)				U. APPROVED			
FROM - TECHNOLOGIST BY 93				TO - I.O. (TECH AIDS) BY 92-11			
GS-1390.01-11 \$5940 per annum				GS-0136.63-11 \$5940 per annum			
DDP/Technical Services Staff Graphic Arts Reproduction Division Analysis and Research Branch Washington, D.C.				DDP/Technical Services Staff Graphic Arts Reproduction Division Analysis and Research Branch Washington, D.C.			
☐ FIELD ☒ DEPARTMENTAL				☐ FIELD ☒ DEPARTMENTAL			
8. POSITION TITLE AND NUMBER				9. SERVICE, GRADE AND SALARY			
10. ORGANIZATIONAL DESIGNATIONS				11. HEADQUARTERS			
12. FIELD OR DEPARTMENTAL				13. FIELD OR DEPARTMENTAL			

APPROVED BY USS CARLIER SERVICE PANEL

8. REGISTERED BY (Name and title)		9. REQUEST APPROVED BY MARION D. SEAN <i>[Signature]</i>																									
10. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Tom Cline x 3031		11. SIGNATURE Title: Career Management Officer, TSS																									
12. TELETYPE PREFERENCE <table border="1"> <tr> <td>TELETYPE</td> <td>OTHER</td> <td>OPTION</td> <td>NO PREFERENCE</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>X</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td colspan="2">REASON: OTHER</td> </tr> </table>		TELETYPE	OTHER	OPTION	NO PREFERENCE						X					REASON: OTHER		14. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <td>NEW</td> <td>USE</td> <td>P.A.</td> <td>REPL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table> SD-TS DT		NEW	USE	P.A.	REPL				
TELETYPE	OTHER	OPTION	NO PREFERENCE																								
	X																										
		REASON: OTHER																									
NEW	USE	P.A.	REPL																								
16. APPROPRIATION <table border="1"> <tr> <td>FROM</td> <td>5-2515-20</td> </tr> <tr> <td>TO</td> <td>same</td> </tr> </table>		FROM	5-2515-20	TO	same	18. SUBJECT TO C. S. DISPOSITION ACT (YES OR NO) Yes																					
FROM	5-2515-20																										
TO	same																										
17. DATE OF APPOINTMENT ATTACHMENT (AGENCY'S ONLY)		19. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE:																									
20. STANDARD FORM 50-B MARKS																											

2. CHANGES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CLE. OR KEY CONTROL		7/21/56	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	OLD	2-25-57	
E.			
F. APPROVED BY <i>Robert L. Carson</i> SECRET <i>William J. Carson</i> 2-25-57			

SECRET

10-47322

STANDARD FORM 52 PERSONNEL ACTION U. S. GOVERNMENT PRINTING OFFICE JANUARY 1964 EDITION GSA GEN. REG. NO. 27		SECRET	
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	
M. FARMER E. KIRSEY		11 Dec '16	
3. REQUEST NO.		4. DATE OF REQUEST	
		23 Mar '16	
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	
REASSIGNMENT		APR 1 1966	
7. POSITION (Specify whether establish, change grade or title, etc.)		8. APPROVED:	
FROM: TECH PROJECTS OF BY 256-9 GS-1390-9 25060 DDP/Technical Services Staff Graphic Arts Reproduction Div Office of the Chief Washington D. C.		TO: TECHNOLOGIST BY 93-9 GS-1390.01-9 25060 DDP/Technical Services Staff Graphic Arts Reproduction Div Analysis & Research Branch Washington D. C.	
9. FIELD ☐ DEPARTMENTAL ☒		10. FIELD ☐ DEPARTMENTAL ☒	
11. REMARKS (Use reverse if necessary)			
38 Dec 52 5185			
12. REQUESTED BY (Name and title)		13. REQUEST APPROVED BY	
HAROLD O. JENNIS		Signature: HAROLD O. JENNIS	
14. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)		15. TITLE	
Tom Glens 6305		Acting Personnel Officer, TSS	
16. VETERAN PREFERENCE		17. POSITION CLASSIFICATION ACTION	
NONE ☐ WITH OTHER'S P. ☐ 10 POINT ☒ 15 POINT ☐ OTHER ☐		NEW ☐ VICE ☐ A. ☐ TRAIL ☐	
18. 13. SLX ☐ 14. RACE ☐ 15. APPROPRIATION		16. SUBJECT TO C.S. RETIREMENT ACT (15-100)	
FROM: 1-2515-20 TO: 1-2515-20		Yes	
17. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)		18. LEGAL RESIDENCE	
		CLAIMED ☐ PROVED ☐	
19. STANDARD FORM 50 REMARKS		STATE:	
20. CLEARANCES		21. INITIAL OR SIGNATURE	
A.		B.	
C. CLASSIFICATION		D. PLACEMENT OR EMP.	
E.		F.	
22. APPROVED BY		23. SECRET	
G.		H. 1/1/64	

STANDARD FORM 52
PERSONNEL ACTION
U. S. GOVERNMENT PRINTING OFFICE
WASHINGTON, D. C. 20540
MAY 1962 EDITION

REQUEST FOR PERSONNEL ACTION

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

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

FROM— TECH PROJECTS OFF BY 256-9 GS-1390-9 35060 IMP/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
☐ FIELD ☒ DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☐ FIELD ☒ DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Transfer to Vouchered Funds from Unvouchered Funds.

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

13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION	
HOME	OTHER	PER	SEC. I.A. (PL)
☒	☒		
15. SEX		16. DATE OF APPOINTMENT AFFIDAVIT (Accession only)	
MALE		DATE: 13 Sept 53	
17. APPROPRIATION		18. LEGAL RESERVE	
FROM: 4-2515-10		☐ CLAIMED ☐ PROVED	
TO: 4-2515-20		STATE:	

21. STANDARD FORM 50 REMARKS

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

F. APPROVED BY	DATE
<i>Robert W. Munster</i>	13 Sept 53

SECRET
SECURITY INFORMATION

ENTRANCE ON DUTY NOTICE			1. DATE 23 March 1953
2. TO: Mr. Huenster Quaters Eye		3. GRADE (Position, Branch, Etc.) TSS GS 9 \$5060.00	
4. THE PERSON NAMED BELOW MEETS THE STANDARDS FOR EMPLOYMENT WITH THIS AGENCY SUBJECT TO THE TYPE OF CLEARANCE NOTED 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. SPECIAL (Include Medical or Other Limitations)			
Frank J. Donald Jr. PERSONNEL OFFICE			
DISTRIBUTION: ORIGINAL AND COPY (WHITE) TO ITEM NO. 3. COPY (PINK) TO PERSONNEL FOLDER			

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

SECRET

CONFIDENTIAL

REPORT OF INTERVIEW			DATE
NAME	Hermon Edgar Kinney		RELATIONSHIP
HOME ADDRESS	Box 185, The Clond, Iowa		TELEPHONE
BUSINESS ADDRESS	Quint - VMC - 6st - Wash. D.C.		TELEPHONE
DATE OF BIRTH	PLACE OF BIRTH	CITIZENSHIP (HOW ACQUIRED)	
5-2-1911	Iowa	U.S. - Natl	
NAME OF SPOUSE			
None - no kids -			
DATE OF BIRTH	PLACE OF BIRTH	CITIZENSHIP (HOW ACQUIRED)	
SACANT REQUESTED	NO. OF DEPENDENTS	INTERVIEWER	
55-4	1 - Mother		
EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, EXTRA-CURRICULAR ACTIVITIES)			
File - Subject is currently employed in the CIC at Ft. Harker, Mo. 8-30-52			
MAJOR EMPLOYMENT HISTORY (PRINCIPAL OCCUPATION, SPECIAL SALES, SACANT LEVELS)			
File -			
MILITARY OCCUPATION (RANK, SERIAL NO., DATES OF SERVICE, DUTIES AND AREAS)			
5/41 - 11/43 - CDD - broke out on 2nd June at Germany - Army 11/43 - 1/44 - Enlisted CIC - 1st Air Force (Hawthorn), & then assigned as 1/44 - 1/45 - Enlisted CIC - 1st Air Force - 1st Air Force - 1st Air Force - 1st Air Force at very time. Low duration. 1st Air Force. 1st Air Force. 1st Air Force. 1st Air Force. 1st Air Force. 1st Air Force. 1st Air Force. 1st Air Force.			

CONFIDENTIAL

AREA OF INTEREST

Plan - 75 - 1944 - 10 nos - CIC -
 - 1950 - 5 nos - " - " -
 Plan - 1957 - 10 nos - " - "OK" -

LANGUAGE FACILITY

"International experience" - picked up no work during

and left - NO 1954.

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

Plan - it; solid; good officer; clear; mature; responsible;
 in fact; seems of average intelligence - certainly
 at "train". Handle small OK - impression as
 a planner - somewhat timid - probably do a
 good, dependable job, on a confidential basis.
 is very interested in intelligence; doesn't mind being out
 and with the out. He liked working at Hawaii,
 a good man to be with as a good job on
 a minor level - working subjects with his language in
 power. Would have been at least 65-70 last - would
 not for much more time. His work level
 is good; CIC experience (in combat & administration); interest in
 intelligence work; handle subjects; former intent -
 genuine. T.K. - F. -

Don't let me know.

CONFIDENTIAL

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
ADDRESS (HOME OR BUSINESS)	<i>West</i>			<i>12-11-16</i>
ADDRESS (HOME)	<i>J.M. & A. 1736 E. St.</i>			TELEPHONE
CITIZENSHIP (HOW ACQUIRED)				
<i>Born in New Mexico</i>				
NAME (HUSBAND OR WIFE)				DATE OF BIRTH
PLACE OF BIRTH	<i>St. Albans</i>			
CITIZENSHIP (HOW ACQUIRED)				
<i>ac</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 RATING; IF ENL: AGCT CODE, 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 should warn much
that he is a "freak" at any thing! Very
slow spoken.

James P. H. L. He will bring in typed form 57's
CLEARED FOR CONSIDERATION BY: *Emmons & Smith*

SERVICE RECORD CHECKED:

FORM NO. 46-1

FORM NO. 27

RATINGS

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

B. C. Fisher
SIGNATURE DATE: 1945

SECRET
(When Filled In)

1. PERSONAL DATA		BIOGRAPHIC PROFILE (PART I)			
2. NAME (Last, First, Middle) KIMBLEY, Herman Edward		3. SEX M	4. DATE OF BIRTH Dec 1913	5. LONGEVITY COMP. DATE 23 Mar 1953	
6. MARITAL STATUS Single	7. DEPENDENT(S) (Include names) 0	8. YEAR(S) OF BIRTH NA		9. US NATURALIZATION DATE(S) NA	
10. CAREER STATUS Mar 1956	11. OTHER STATUS Feb 1959	12. LAST MED. PPT. QUAL. FOR O/S TDY	13. EVAL. FOR TDY O/S		
14. CURRENT RESERVE STATUS X	15. GRADE	16. ACTIVE DUTY WITH CIA Feb 1959	17. RELEASE TO MIL. SER. Feb 1959	18. TO BE DEFERRED Feb 1959	
19. ASSESSMENT DATE None	20. PROFESSIONAL TEST DATE None	21. LANGUAGE APTITUDE TEST DATE None			
22. 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.					
23. NON-CIA EDUCATION High school graduate Various Military Schools					
24. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None			
25. AGENCY SPONSORED TRAINING 1955 Non-clerical Basic Typing					
26. CIA EMPLOYMENT HISTORY SINCE 15 SEPT 1945 (Personal Actions, Military Orders, and Principal Details)					
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	NO	ORGANIZATION & ORG. 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 Aide) 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	" " " " " " " "	"
27. DATE REVIEWED 15 Sep 1961 BY DDP/TSS/GAR/A					
28. DATE REVIEWED 3 Aug 1959 BY DDP/TSS/GAR/A					

FORM 1200 (PART I) ... PREVIOUS EDITIONS

SECRET**PROFILE**

1-1

SECRET

(When Filled In)

1. FILE SERIAL NO. 87555	2. BIOGRAPHIC PROFILE (PART 2)	
3. NAME (Last-First-Middle) KINSEY, Herman Edward		4. DATE OF BIRTH Dec 1916
5. SUMMARY OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS See Attachment		
6. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE		
7. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REFERRED TO IN DETAIL		
8. ADDITIONAL INFORMATION Appreciation 1051 from Chief, NSA for excellent work on Report G-145 performed by TSS personnel. Endorsed by Chief, GAE/TSS. Commendation 1052 from the field, conveyed by the Career Management Officer, TSS for efficiency in rendering support to an operation.		
9. DATE REVIEWED 15 Sep 1961	10. PROFILE REVIEWED BY OP/POC/MS/hrs	

FORM NO. 1000 (PART 2) 1-60

SECRET

PROFILE

(6)

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL				61555	
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/DIVISION OF ASSIGNMENT	
D		DOCUMENT TECH CH		DDP/TSD/AUTH/GARB	
8. CAPTION STAFF STATUS		9. INITIAL		10. TYPE OF REPORT	
☐ NOT ELIGIBLE ☒ MEMBER ☐ DEFERRED ☐ PENDING ☐ EXCLUDED ☐ DECEASED		☐ INITIAL ☒ EXCLUDED		☐ REASSIGNMENT/SUPERVISOR ☐ REASSIGNMENT/EMPLOYEE	
11. DATE REPORT DUE IN G.P.		12. REPORTING PERIOD		13. SPECIAL (Specify)	
31 January 1961		Jan 1960 thru Dec 1960			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding					
SPECIFIC DUTY NO. 1		SPECIFIC DUTY NO. 4		RATING NO.	
Supervises A&R Section personnel		Oral Briefings		5	
SPECIFIC DUTY NO. 2		SPECIFIC DUTY NO. 5		RATING NO.	
Questioned Document Analysis		Monitoring the writing of and writing technical reports		5	
SPECIFIC DUTY NO. 3		SPECIFIC DUTY NO. 6		RATING NO.	
Liaison with other Government Questioned Document Labs.		Monitors Graphology Program		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 slightly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 5
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 - Intermediate degree	
4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS		NOT APPLICABLE	NOT DESCRIBED	RATING	
				1	2
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
THINKS CLEARLY					X
DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS					X
OTHER CHARACTERISTICS					

SECRET

SECTION E NARRATIVE DESCRIPTION OF MAJOR OR JOB PERFORMANCE		
Describe 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. Subject continues to perform his duties as Supervisor of ^{the} the 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>M. E. Kinsley</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. ☐ Nonappor.		Material ☐ Submitted ☐ Returned		Entered Register:				
		3. Primary place(s) of employment applied for (City and State)		Notations:								
		4. Name (Last, middle, maiden, if any, last)		App. Reviewed:								
		5. Address (Number, Street, City, Zone, State)		App. Approved:								
		6. Home phone		7. Office phone		Option			Grade	Earned Rating	Preference	Augm. Rating
		8. Legal or voting residence (State)		9. Height without shoes		10. Weight						
		11. Sex		12. Marital status								
		13. Birthplace (City and State, or foreign country)										
		14. Birth date (Month, day, year)		15. Social Security Number								
16. If you have ever been employed by the Federal Government, indicate last grade and job title:												
17. Dates of service in that grade												

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 or 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

18. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

A. Last Dates, Branch, and Serial or Service Number of All Active Service		Serial or Service Number	
From	To	Branch of Service	
19 May 1941	5 Nov. 1943	U. S. Army	RA 39030103
29 Nov. 1946	8 Oct. 1949		
9 Jan. 1950	29 Mar. 1953		
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

Herman Edward Kinsey
Attachment I

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

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

Herman Edward Kimsey

December 11, 1916

Questioned Document Analyst - (Continued)

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

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

II SUPERVISION RECEIVED:

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

III QUALIFICATIONS REQUIRED:

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

Herman Edward Kinsey

December 11, 1916

I. DUTIES AND RESPONSIBILITIES

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

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

Specifically:

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

(Continued on Page 2)

14-00000

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

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

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

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

1935 to 1939 - Lumber Industry, California

Additional Information upon request.

3

Herbert Edward Kimsey
3100 Massachusetts Avenue, N. W.
Washington 16, D. C. 20016
Telephone Federal 8-6400

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) 1943

III Special School and Training Courses

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

IV Empirical Background

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

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

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

19. EMPLOYMENT (Start with your PRESENT position 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> </u> per <u> </u> Present \$ <u> </u> per <u> </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. '52</u>		Exact title of position <u>Intelligence Officer (See Note)</u>		Number and kind of employees you supervised <u>5 Analysts</u>		
Salary or earnings Starting \$ <u>5,060.00</u> per annum Final <u>\$11,415.00</u> per annum		Classification Grade (If in Federal service) <u>GS-13 Step 4</u>		Place of employment (City & State) <u>Washington, D. C.</u>		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. '51</u>		Exact title of position <u>Special Agent CIC</u>		Number and kind of employees you supervised <u>0-5 Specialists</u>		
Salary or earnings Starting \$ <u>900.00</u> per annum Final <u>\$3200.00</u> per annum		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>William F. Donaherty, 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 Branch of Sec</u> <u>urity 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

11-700-1

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

20. SPECIAL QUALIFICATIONS AND SKILLS

A. Kind of license or Certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.)	B. State or other licensing authority	C. Year of last license or certificate	D. Year of latest license or certificate
None			
E. Special skills, tools, powers and machines and equipment you can use. (For example, short wave radio, multith, communications, key punch, turret lathes, transcribing machine, typewriter or professional devices)		F. Approximate number of words per minute:	
Industrial machinery (lumber) including Diesel Engine (small); Ferris Laboratory equipment (questioned by you);		Typing	Shorthand
		W. A.	W. A.
G. Special qualifications and courses in application. (For example, past work experience, publications (do not submit copies unless requested); your patents or inventions; book speaking and publications experience; membership in professional or scientific societies, etc. and honors and fellowships received)			
Suggestal and directed development of the Identikit System; Member of IAI; Over 200 lecture hours at CIO School; Co-author of the Manual and rewrote 2 others; wrote 3 articles and 1 technical book review for "Studies in Intelligence".			

21. EDUCATION

A. Place "X" in column indicating highest grade completed													B. If you graduated from high school, give date		C. Name and location of last high school attended					
1	2	3	4	5	6	7	8	9	10	11	12	USAFI		McCloud High School						
												1935 (GEO-1947)		McCloud, California						
D. Name and location of college or university													Years 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 GEO (USAFI) 1948																				
H. Other schools or training (For example, trade, vocational, Armed Forces, or Navy) Give for each the name and location of school, dates attended, subjects studied, certificate, and any other pertinent data.																				
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 country?

☒ 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	
	Yes	No	Yes	No	Yes	No	Yes	No
None								

24. REFERENCES

List three persons living in the United States or territories of the United States who are best qualified to relate to you and who have definite knowledge of your qualifications and record for the positions for which you are applying. Do not repeat names of supervisors listed under Item 19.		
Full Name	Print or write the home address (Number, street, city, state, and state)	Business or Occupation
Albert W. Scherford (Lt. Col., Ret.)	Clarkburg, Maryland 19 Mantavor Drive	Dir. Bur. of Ident. Lab., P. O. Postman, Port Analyst
Joseph H. English	Silver Spring, Maryland 601 Patricia Lane Drive	FBI Laboratory
Henry C. Newton Ret. Col. (Ret.)	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 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 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 you 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 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 33 for each such relative (1) full name; (2) present address; (3) relationship; (4) department or agency in which employed; and (5) kind of assignment.			X
33. Do you receive or have you applied for an amount 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 35.			X
34. Are you an official or employee of any State, territory, county, or municipality? If your answer is "Yes," give details in Item 35.			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 35. Show the name and address of employer, approximate date, and reason, in each case. This information should agree with statements made in Item 19—Experience.			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 forewent 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 referring 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, 1950-9,	35	Because of bad eyes. When this was
	1950-1; Korea, Military Service,		corrected, I returned to the same job
	1950-1; Japan 1953, Korea, 1950;		under the same supervisor - brakeman on
	Japan 1952; Hong Kong, 1950;		a diesel locomotive.
	Thailand, 1952; Taipei, 1952,		
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 exam. name only. 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 ruling you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.			
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	APPROVAL 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)																																				
		3. Primary place(s) of employment applied for (City and State)		☐ Appor. Material Entered Register ☐ Nonappor. ☐ Submitted ☐ Returned																																		
		4. Name (First, middle, maiden, if any, last)		Notations:																																		
		5. Address (Number, Street, City, Zone, State)		App. Reviewed:																																		
		6. Home phone	7. Office phone	App. Approved:																																		
		8. Legal or voting residence (State)		<table border="1"> <thead> <tr> <th>Option</th> <th>Grade</th> <th>Earned Rating</th> <th>Preference</th> <th>Augm. Rating</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>☐ 5 points (Test.)</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>☐ 10 points Comp. Test</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>☐ Other 10 Points</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>☐ Disal.</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>☐ Being Investigated</td> <td></td> </tr> </tbody> </table>					Option	Grade	Earned Rating	Preference	Augm. Rating				☐ 5 points (Test.)					☐ 10 points Comp. Test					☐ Other 10 Points					☐ Disal.					☐ Being Investigated	
		Option	Grade	Earned Rating	Preference	Augm. Rating																																
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			☐ Other 10 Points																																			
			☐ Disal.																																			
			☐ Being Investigated																																			
9. Height without shoes	10. Weight	Initials and date																																				
11. Sex	12. Marital status																																					
13. Birthplace (City and State, or foreign country)																																						
14. Birth date (Month, day, year)	15. Social Security Number																																					
16. If you have ever been employed by the Federal Government, indicate last grade and job title:																																						
17. Dates of service in that grade:																																						

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

19. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE			
A. List Dates, Branch, and Serial or Service Number of All Active Service			
From	To	Branch of Service	Serial or Service Number
19 May 1941	5 Nov. 1943	U. S. Army	RA 39020103
29 Nov. 1946	8 Oct. 1949		
2 Jan. 1950	20 Mar. 1953		
B. Have you ever been discharged from the armed forces under other than honorable conditions?			
☐ Yes (Give details in Item 35) ☒ 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" 1547 ☐ Compensable disability ☐ Disability ☐ Wife ☐ Widow ☐ Member			

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 record which shows that the separation was under honorable conditions.			
VETERAN PREFERENCE ALLOWED ☐ 5 point ☐ 10 point Comp. Disch. ☐ Other 10 point ☐ None			
Signature and title	Agency	Date	

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

OF 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 [unemployed] To present time		Exact title of position	
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	
Salary or earnings Starting \$ 5,060.00 per annum Final \$11,416.00 per annum		Classification Grade (If in Federal service) GS-13 Step 4	Place of employment (City & State) Washington, D. C.	Kind of business or organization (Manufacturing, accounting, insurance, etc.) U. S. Govt.
Name and address of employer (firm, organization, etc.) Central Intelligence Agency 2430 E Street, N. W., Washington, D. C.			Name, title, and present address of immediate supervisor Chief, Personnel Operations Division ATTENTION: Frank G. Johns	
Reason for leaving Reduction in force. Small section assimilated by 3 larger branches, and				
Description of work slot and grade eliminated.				
SEE ATTACHED JOB DESCRIPTION AS APPROVED BY CIA				
Also Attached: 1				
3	Dates of employment (month, year) From 29 Nov. '56 To 20 Mar. '58		Exact title of position	
Salary or earnings Starting \$ 2000.00 per annum Final \$3300.00 per annum		Classification Grade (If in Federal service) M/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.; Listed Chief of Tech. Lab.; Instructor in Basic Agent Course; Member of Combat CIC Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Listed Chief of Special Projects, Tech. Laboratory, Far East; Investigated crimes of security 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

14-58100-1

Herman Edward Kimsey

December 11, 1916

4. 15 April 1945 - 1 October 1946 Camp Superintendent 100 employees, laborers
\$269.4 per annum
\$3021 per annum SP-7 Yreka, California U. S. Forest Service
U. S. Forest Service, Yreka, California Art London, § USFS, Yreka, California
Enlist in Counter Intelligence Corps, U. S. Army
Supervised 100-man forest camp for the purpose of controlling timber disease.
5. 5 November 1943 - 15 April 1945 Laborer None
\$0.90 per hour
\$1.10 per hour Unknown McCloud, California Lumber,
McCloud River Lumber Company, McCloud, California- James Herbert, McCloud, Calif.
Return to the United States Forest Service.
Operated lumber carrier and brakeman on small diesel locomotive.
6. 19 May 1941 to 5 November 1943 Sergeant MOS 631 up to 14 Intelligence Analysts
Intelligence NCO
Combat Intelligence
\$21.00 per month Sergeant Continental Limits of United States U. S. Army
\$75.00 per month Supervisor - Unknown
U. S. Army
Honorable Discharge
Supervised S-2 Section in Brigade HQ for the purpose of collection and evaluation of information on the subject of enemy military operations.
7. 1 May 1939 to 10 May 1941 - Forest Guard None
\$100 per month Unknown McCloud, California U. S. Forest Service
United States Forest Service Earl Sullaway, McCloud, California
McCloud, California
Enlisted in the U. S. Army under draft requirement but not yet called for service.
Prevention and Suppression of forest fires.
8. January 1935 to May 1939 Laborer
Laborer in lumber & oil industry.

Herman Edward Kimsey
 3700 Massachusetts Avenue, N. W.
 Washington 16, D. C. 20016
 Telephone Federal 8-6400

RESUME

- I Personal**
 Age 66 - 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 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

14-00000

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

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

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

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

1935 to 1939 - Lumber Industry, California

Additional Information upon request.

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

21. EDUCATION

A. Place "X" in column indicating highest grade completed												B. If you graduated from high school, give date		C. Name and location of last high school attended					
1	2	3	4	5	6	7	8	9	10	11	12	USAFI		McCloud High School					
											X	1935 (GED-1947)		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 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., 28 May 1947; Instructors																			
Guidance Courses, Ft. Holabird, Maryland, 26 September 1947 and again 17 April 1952.																			

22. FOREIGN TRAVEL

Have you lived or traveled in any foreign countries?

☒ Yes ☐ No

If "Yes," give in Item 29 names of countries, dates and length of time spent there and reason or purpose (military service, business, education, or recreation).

23. FOREIGN LANGUAGES

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

24. REFERENCES

List three persons living in the United States or territories of the United States who are NOT RELATED TO YOU AND WHO HAVE DEFINITE KNOWLEDGE of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 19.		
FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, State, and Zip)	BUSINESS OR OCCUPATION
Albert W. Soderford (Lt. Col., Ret.)	Clarkburg, Maryland 15 Eastmoor Drive	Dir. Pers. of Ident. Lab., P. O. Dept.
Joseph M. English	Silver Spring, Maryland	Spec. Inv. Analyst
Henry C. Newton Capt. Gen. (Ret.)	601 Patrick Henry Drive Arlis Church, Virginia	FBI Laboratory
		Dir. Int. Assis. Institute

ANSWER		QUESTIONS BY PLACING "X" IN PROPER COL.		YES	NO
25. Are you a citizen of the United States of America? If "No," give country of which you are a citizen:				X	
26. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?					X
27. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means?					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 collaterally.)					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		
22	Japan, Military Service, 1942-9;	35	Because of bad eyes. When this was		
	1950-1; Korea, Military Service		corrected, I returned to the same job		
	1950-1; Panama 1959, Peru, 1959;		under the same supervisor - brakeman on		
	Japan 1962; Hong Kong, 1962;		a diesel locomotive		
	Thailand, 1962; Taipei, 1962,				
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, 1962.					
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 _____	

R E S U M E

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

PERSONAL

Age: 46
Marital Status: Married, no children

EDUCATION

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

Special Schools and Training Courses:

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

EMPIRICAL BACKGROUND

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

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

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

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

1945-1946 I held the position of Camp Superintendent of a 100-man forest camp engaged in timber disease control, U.S. Forest Service, California.
1941-1943 Military Service, U.S. Army, Intelligence NCO, MOS 631, Combat Intelligence.

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

1935-1939 Lumber Industry, California

Additional information upon request

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

RESUME

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

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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 WCO, MOS 631, Combat Intelligence.

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

1935-1939 Lumber Industry, California.

Additional information upon request.

NO FOREIGN DISSEM
1/1/64

Horizon Edward Kinsey

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-1337.01, Document Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

Raymond A. Smith
Jan 1967

SECRET

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

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

SECRET

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

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

~~SECRET~~
(When Filled In)

62544

NAME <i>Kimsing, Herman E.</i>		Title, Grade & Salary <i>Technical 13</i>		Office & Extension <i>TSD/CARB 82009</i>		DOB <i>12/16</i>	ED <i>4/1/53</i>	LWO	Type of Form <i>1/1</i>
Reference Data <i>Question</i> <i>TSD-1300 Analyst</i>				<i>Handwritten</i> <i>Set.</i>		CP Interviewer <i>Reed</i>			
Date of Interview <i>22 March 68</i>	Details of Out Placement (Including Cover & Security Data) <i>Let "TSD" develop "black list" of people for that project</i>								
<i>26 July</i>	<i>Saw Lott + Clarkdale. Think there is a good chance of this retention. Was good background in from Clarkdale, etc. used etc. Has written several books in field. Knows how to run at 300 c/h. has visited at NSA. Lives at Albion Town. Was drafted at 21 years old + 4 years ago.</i> <i>Did not see this man - he slipped out before we could catch him. mms</i>								

OUT PLACEMENT INTERVIEW RECORD

(See Reverse)

SECRET

NOTIFICATION OF ESTABLISHMENT OF MILITARY COVER BACKSTOP		DATE 25 January 1962
TO: (C/Sec)	☒ CHIEF, RECORDS AND SERVICE DIVISION	ESTABLISHED FOR ZIMSEY, Herman E.
	CHIEF, OPERATING COMMAND	
ATTN:		K-8689
REF:		10 1495 NO.
MILITARY COVER BACKSTOP ESTABLISHED		
☒ BLOCK RECORDS: (CHN 20-800-11) a. TEMPORARILY FOR 20 DAYS, EFFECTIVE 19 January 1962 b. CONTINUING, EFFECTIVE _____		
☐ SUBMIT FORM 600 TO CHANGE LIMITATION CATEGORY TO 2. (CHN 20-800-2)		
☐ ASCERTAIN THAT ARMY W-2 BEING ISSUED. (CHN 20-801-1)		
☐ SUBMIT FORM 1200 FOR ANY CHANGE AFFECTING THIS COVER. (R 240-230)		
☐ SUBMIT FORM 1300 FOR TRANSFERRING COVER RESPONSIBILITY. (R 240-230)		
☐ REMARKS:		

1551 1551 1551 1551 1551 1551 1551 1551 1551 1551

SECRET

113-30-435

1. EMP. SERIAL NO.		2. NAME		3. ASSIGNED ORGN.		4. FUNDS		5. ALLOTMENT	
GS 13		KIMSEY HERMAN E		DUP/TSS		V-20			
6. REMARKS AND AUTHORIZATION									
☒ NO EXCESS LWOP ☐ IN PAY STATUS AT END OF WAITING PERIOD ☐ IN LWOP STATUS AT END OF WAITING PERIOD									
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	SALARY	EFFECTIVE DATE		
			MO	DA	YR.				MO	DA	YR.
GS 13	2	\$10,130	09	10	58	GS 13	3	\$10,370	02	07	60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE ☒ NO EXCESS LWOP ☐ EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
☐ 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. TYPE OF ACTION						13. REMARKS					
☐ P.A. ☐ S.S. ☐ PAY ADJUSTMENT											
14. AUTHENTICATION											
PAY CHANGE NOTIFICATION											

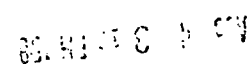
SECRET
(WHEN FILLED IN)

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

FORM NO. 560
1 MAR 56**SECRET**

PERSONNEL FOLDER

SECRET
(WHEN FILLED IN)

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

FORM NO. 560b
1 MAR 56**SECRET**

PERSONNEL FOLDER

S E C R E T

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

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

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

ADMA 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		Y TO CF		7. COST CENTER NO. CHARGEABLE		8. ESC OR OTHER LEGAL AUTHORITY	
		CF TO V		CF TO CF		3276 1064 1000					
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, LS, 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											
19. ACTION CODE		20. EMPLOY CODE		21. SERVICE CODING		22. STATION CODE		23. INTERFER CODE		24. HOURS	
45		10								25. DATE OF BIRTH	
										12/11/16	
26. NTE EXPIRES		27. SPECIAL REFERENCE		28. RETIREMENT DATA		29. SEPARATION DATA CODE		30. CORRECTION/CANCELLATION DATA		31. SECURITY REG. NO.	
						1GT0003				EOD DATA	
32. VET. PREFERENCE		33. SERV. COMP. DATE		34. LONG. COMP. DATE		35. CAREER CATEGORY		36. FEGLI / HEALTH INSURANCE		37. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.		43. FEDERAL TAX DATA				44. STATE TAX DATA	
CODE				CODE		CODE				CODE	
1. NO PREVIOUS SERVICE				1. YES		1. YES				1. YES	
2. NO BREAK IN SERVICE				2. NO		2. NO				2. NO	
3. BREAK IN SERVICE (LESS THAN 3 MOS.)											
4. BREAK IN SERVICE (MORE THAN 3 MOS.)											
SIGNATURE OR OTHER AUTHENTICATION											
AUTHORIZED MAXIMUM SEPARATION COMPENSATION IN ACCORDANCE WITH THE PROVISIONS OF CIA REGULATION 20-32, SEPARATION COMPENSATION											
POSTED											
10-362											

FORM 4-62

1150

Use Previous Edition

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

(Where filled in)

EWB:13 MAY 1960

NOTIFICATION OF PERSONNEL ACTION

1. Serv. No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vol. Prof.	5. Sex	6. CS - FOD
161555	KINSEY HERMAN E	Mo. Da. Yr. 12 11 16	Non-0 5 Pt-1 10 Pt-2 Code 1	M 1	Mo. Da. Yr. 03 23 53
7. CS	8. CSC Retmt.	9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. H.G.I.	12. LCB
Mo. Da. Yr. 03 12 12	Yes-1 No-2 Code 1	50 USCA 403 J	Mo. Da. Yr. 03 23 53	Mo. Da. Yr. 03 23 53	Mo. Da. Yr. 03 23 53
					13. with serv. record Yes-1 No-2 Code 2

PREVIOUS ASSIGNMENT

14. Organizational Designations DOF - 125 AUTHENTICATION GRAPHIC ARTS REPRODUCTION DIV ANALYSIS AND RESEARCH BRANCH				Code		15. Location Of Official Station WASH., D. C.				Station Code			
16. Desc. Field Desc. - 3 USID - 4 Frgn - 3		Code 2		17. Position Title IO TECH AIDS				18. Position No. 0092		19. Serv. GS		20. Occup. Series 0136.63	
21. Grade & Step 13 3		22. Salary Or Rate \$10370		23. SD D		24. Date Of Grade Mo. Da. Yr.		25. Pst Due Mo. Da. Yr.		26. Appropriation Number 0225 1005 1000			

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations DDP TSC			Code		32. Location Of Official Station			Station Code			
AUTHENTICATION GRAPHIC ARTS REPRODUCTION BRANCH ANALYSIS AND RESEARCH SECTION			4449		WASH., D. C.			75013			
33. Dept. Field		34. Position Title			35. Position No.		36. Serv.		37. Occup. Series		
DDP - 2 USID - 4 FRGN - 5		DOCUMENT TECH CH			0658		CS		1397.01		
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. Pst Dtd		43. Appropriation Number	
13 3		\$10370		0		Mo. Da. Yr. 02 10 57		Mo. Da. Yr. 03 06 61		0225 1005 1000	
44. Remarks											

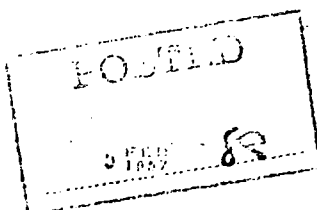
STANDARD FORM 57 (4 PART)
REV. APRIL 1951
FORM 57-1
U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON, D.C. 20540

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

ORG

1. NAME (LAST, FIRST, MIDDLE, AND GIVEN NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. HIRSH E. KIRBY 161555		11 Dec 1916		4 February 1957
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
PROMOTION 30		10 Feb 1957	50 USCA 403 J	
FROM		TO		
GS-0136.63-12 \$7735.00 per annum		GS-0136.63-13 \$9990.00 per annum		
8. POSITION TITLE		10 Tech Aide BY-92		
9. SERVICE, SERIES, GRADE, SALARY		DDP/TSS Authentication Graphic Arts Reproduction Division Analysis and Research Branch		
10. ORGANIZATIONAL DESIGNATIONS		444952		
11. HEADQUARTERS		2 Washington, D. C.		
12. FIELD OR DEPT'L		FIELD 7 DEPARTMENTAL		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE WWII OTHER SPT 10 POINT		NEW VICE I. A. REAL		
15. APPROPRIATION		SD-DT		
FROM 7-525-20 750-13		17. SUBJECT TO C. S. RETIREMENT ACT (YES OR NO)		
TO: 750-13		18. DATE OF APPOINTMENT AFFIDAVIT (EXPIRATION DATE)		
19. REMARKS:		20. LEGAL RESIDENCE (CLAIMED [] PROVED [])		
3 DEC 03/23/53		STATE:		
ENTRANCE PERFORMANCE RATING:				
Director of Personnel				
4. PERSONNEL FOLDER COPY				



4. PERSONNEL FOLDER COPY

713 2/4/57

U.S. GOVERNMENT PRINTING OFFICE: 1955-571067

1. Agency and organizational designation						2. Payroll period		3. Block No. 7-2505-20		4. Slip No.	
5. Employee's name (and social security account number when appropriate) RICHARDS, DAVID M.						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) TSS-6		12. Prepared by 1p. 25 Oct. 55	
										13. Audited by	
☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase											
14. Effective date 16 Dec 54 12 Jun 55 \$7570	15. Date last equivalent increase	16. Old salary rate \$7785	17. New salary rate	18. 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				(Check, applicably box, in case of excess LWOP, in pay status at end of waiting period, in LWOP status at end of waiting period. Initials of Clerk							
STANDARD FORM NO. 11244—Revised Form prescribed by Comp. Gen., U.S. October 26, 1954, General Regulations No. 102				PAY ROLL CHANGE SLIP—PERSONNEL COPY							

STANDARD FORM 50 (3 PARTS)
REV. APRIL 1954
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER VI, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

THREE

1. NAME (MR., MRS., MISS, DR., etc.) INITIALS AND SURNAME Mr. Herman E. Kinsay		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 (USE STANDARD TERMINOLOGY) Promotion				6. EFFECTIVE DATE 19 June 1955		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 U.S.C. 103-3	
FROM				TO			
8. POSITION TITLE NY-92-11		9. SERVICE, SERIES, GRADE, SALARY GS-0136.63-11 \$5910.00 per annum		10. ORGANIZATIONAL DESIGNATIONS DDP/Technical Services Staff Authentication Graphic Arts Reproduction Division Analysis and Research Branch		11. HEADQUARTERS Washington, D. C.	
12. FIELD OR DEPT'L ☐ FIELD ☐ DEPARTMENTAL		12. FIELD OR DEPT'L ☐ FIELD ☒ DEPARTMENTAL		13. VETERAN'S PREFERENCE AGRE: ☐ WRIT: ☐ OTHER: ☒ APT: ☐ 15-AC-107: ☐ 15-AC-107: ☐ 15-AC-107: ☐		14. POSITION CLASSIFICATION ACTION NEW: ☐ VICE: ☐ L.A.: ☐ REAL: ☐ LD-17	
15. SEX: ☒ M ☐ F		16. SPACE: ☐ W ☐ H		17. APPROPRIATION FROM: 5-7515-20 TO: 6-7515-20		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.			
FILED 6/22/55 62							
ENTRANCE PERFORMANCE RATING Director of Personnel							

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE: 1950-017700

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (LAST, FIRST-MIDDLE, LAST GIVEN, NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH		3. INTERNAL ACTION NO.		4. DATE																			
MR. JAMES E. LEECH		11 May 1955				17 May 1955																			
This is to notify you of the following action affecting your employment:																									
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)				6. EFFECTIVE DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																			
REASSIGNMENT				22 May 1955		GS-103 J																			
FROM				TO																					
10 (PREVIOUS) NY 92-11		8. POSITION TITLE		11 (NEW) NY 92-11																					
		9. SERVICE, SERIES, GRADE, SALARY		GS-103 J-11 \$5200.00 p/a																					
		10. ORGANIZATIONAL DESIGNATIONS		S. P. C. Auth.																					
				Executive Order on Reduction in Force																					
		11. HEADQUARTERS		Washington, D. C.																					
☐ FIELD	☐ DEPARTMENTAL	☐ FIELD	☐ DEPARTMENTAL																						
13. VETERAN'S PREFERENCE				14. POSITION CLASSIFICATION ACTION																					
<table border="1"> <tr> <td>NONE</td> <td>WHILE</td> <td>OTHER</td> <td>5-PT.</td> <td>10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB. OTHER</td> </tr> </table>				NONE	WHILE	OTHER	5-PT.	10-POINT					DISAB. OTHER	<table border="1"> <tr> <td>NEW</td> <td>OLD</td> <td>5-PT.</td> <td>10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				NEW	OLD	5-PT.	10-POINT				
NONE	WHILE	OTHER	5-PT.	10-POINT																					
				DISAB. OTHER																					
NEW	OLD	5-PT.	10-POINT																						
15. SET				16. SET		17. APPROPRIATION																			
FROM: 5-2515-2				18. SUBJECTING A RETIREMENT ACT		19. DATE OF APPOINTMENT AFFIDAVIT (EXCLUSIONS ONLY)																			
TO:						20. LEGAL RESIDENCE																			
						☐ CLAIMED ☐ PROVED STATE:																			
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.																									

4. PERSONNEL FOLDER COPY

U.S. GOVERNMENT PRINTING OFFICE: 1968-0-373

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS. MUST GIVE NAME, INITIALS, AND SURNAME)		2. DATE OF ACTION		3. JOURNAL OR ACTION NO.		4. DATE																			
Mr. Herman H. Kinsey		11 Dec 1955				25 Feb 1955																			
This is to notify you of the following action affecting your employment:																									
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)				6. EFFECTIVE DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																			
Reassignment				27 Feb 1955		50 U.S.C. 403 j																			
FROM				TO																					
Technologist BY 93 GS-1390.01-11				I.O. (Tech Aide) BY 92-11 GS-0136.63-11 \$5940.00 per annum																					
8. POSITION TITLE				10. ORGANIZATIONAL DESIGNATIONS																					
9. SERVICE, SERIES, GRADE, SALARY				11. HEADQUARTERS																					
				RSP/Technical Services Staff Graphic Arts Reproduction Division Analysis and Research Branch Washington, D.C.																					
12. FIELD OR DEPT'L				12. FIELD OR DEPT'L																					
☐ FIELD ☐ DEPARTMENTAL				☐ FIELD ☒ DEPARTMENTAL																					
13. VETERAN'S PREFERENCE				14. POSITION CLASSIFICATION ACTION																					
<table border="1"> <tr> <td>NONE</td> <td>WHITE</td> <td>OTHER</td> <td>5-PT.</td> <td>10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB. OTHER</td> </tr> </table>				NONE	WHITE	OTHER	5-PT.	10-POINT					DISAB. OTHER	<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>P.A.</td> <td>REL.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				NEW	VICE	P.A.	REL.				
NONE	WHITE	OTHER	5-PT.	10-POINT																					
				DISAB. OTHER																					
NEW	VICE	P.A.	REL.																						
15. SEX				16. RACE																					
17. APPROPRIATION				18. SUBJECT TO C.S. RETIREMENT ACT																					
FROM: 5-2515-20				19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)																					
TO:				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.																									
POSTED 2/28/55																									

4. PERSONNEL FOLDER COPY

STANDARD FORM 50
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER 21, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

Jan

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 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 NY 93-9 GS-1390.01-9 \$5185.00 per annum		TO Technologist NY 93 GS-1390.01-11 \$5940.00 per annum		
9. SERVICE, SERIES, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS IS/Technical Services Staff Graphic Arts Reproduction Div. Analysis & Research Branch		
11. HEADQUARTERS Washington, D. C.				
12. FIELD ☐ DEPARTMENTAL ☐		12. FIELD OR DEPT. ☐ FIELD ☒ DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE ☐ 5% ☐ 10% ☐ 15% ☐ 20% ☐ 25% ☐ 30% ☐ 35% ☐ 40% ☐ 45% ☐ 50% ☐ 55% ☐ 60% ☐ 65% ☐ 70% ☐ 75% ☐ 80% ☐ 85% ☐ 90% ☐ 95% ☐ 100% ☐		14. POSITION CLASSIFICATION ACTION 50-PT CO-75		
15. SEX ☒ M ☐ F	16. RACE ☒ W ☐ N ☐ O	17. APPROPRIATION FROM: 4-6515-20 TO: Same	18. SUBJECT TO 3. RETIREMENT ACT (YES-NO) No	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
20. LEGAL RESIDENCE ☐ CLAIMED ☐ MOVED 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

U. S. GOVERNMENT PRINTING OFFICE: 1953 O-548149

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

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

6-721

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 603 J
FROM Tech Projects Of NY 256-9		TO Technologist NY 93-9	
6. POSITION TITLE GS-1390-9		7. SERVICE, SERIES, GRADE, SALARY GS-1390.01-9 \$5185.00 per annum	
8. ORGANIZATIONAL DESIGNATIONS Office of the Chief		9. HEADQUARTERS DDP/TSS Graphic Arts Reproduction Div. Analysis & Research Branch	
10. FIELD ☐ DEPARTMENTAL ☐		11. FIELD OR DEPTL ☐ FIELD ☒ DEPARTMENTAL ☐	
12. VETERAN'S PREFERENCE NONE ☐ WWI ☐ OTHER ☐ 5-PT. ☐ 10-POINT ☐ DISAB ☐ OTHER ☐		13. POSITION CLASSIFICATION ACTION DEP ☐ VICE ☐ L.A. ☐ REM. ☐ CD-73	
14. SEX ☒ M ☐ F	15. RACE ☐ W ☐ O ☐ A ☐ N ☐ I ☐ J ☐ K ☐ L ☐ P ☐ R ☐ S ☐ T ☐ U ☐ V ☐ W ☐ X ☐ Y ☐ Z	16. APPROPRIATION FROM: 4-2515-20 TO: 5-2515-20	17. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) Yes
18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		19. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE: Calif.	
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.			
ENTRANCE PERFORMANCE RATING: 4-2515-20			
Deputy Assistant Director for Personnel			

4. PERSONNEL FOLDER COPY

1. Agency and organizational designations					2. Pay rate		3. Pay period 6-23-52-20		4. Ship No.		
5. Employee's name (and social security account number when appropriate) KIMBY, Gordon E.					6. Grade and salary SS-11 GS-9 \$5060.00						

PAY ROLL CHANGE DATA										
7. Previous period	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F. I. C. A.			NET PAY

10. Remarks	11. Appropriation(s) DDP/TBB 5	12. Prepared by dgo 9 Apr 54 13. Audited by
-------------	--	--

☒ Periodic decrease ☐ Pay adjustment ☐ Other step increase 0 0				
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
28 Mar 52	23 Mar 52	\$5060.00	\$5185.00	_____ Signature or other authentication

19. LWOP data (fill in appropriate spaces covering LWOP during following periods):

☐ No excess LWOP. Total excess LWOP _____

(Check applicable box in case of excess LWOP)

☐ Excess LWOP during period _____

☐ Excess LWOP during period _____

☐ Excess LWOP during period _____

STANDARD FORM NO. 1126a- Revised

Form prescribed by Comp. Gen., H. S.

Nov. 8, 1950, General Regulations No. 157

PAY ROLL CHANGE SLIP—PERSONNEL COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION **pt 1**

Mr. William F. Kelsey 12 Dec. 1916 29 Aug. 1953		This is to certify that the following action affecting your employment is in accordance with the provisions of the Civil Service Reform Act of 1938. 1. NATURE OF ACTION AND CHARGES (If any) 2. DATE OF ACTION 3. DATE OF DECISION 4. DATE OF REVIEW OR OTHER FINAL ACTION	
Reassignment 13 Sept. 1953 Schedule A6.116(b) 208		FROM TO	
TECH PRODUCTS DIV GS 1390-9 \$5000.00 per annum B1 256-9 DDP/TSS Graphic Arts Reproduction Div Office of the Chief ORGANIZATIONAL HEADQUARTERS 11. HEADQUARTERS 12. FIELD OR DEPT.		Washington D.C. DEPARTMENTAL FIELD	
TECH PROJECTS DIV GS 1390-9 \$5000.00 per annum B1 256-9 DDP/TSS Graphic Arts Reproduction Div Office of the Chief ORGANIZATIONAL HEADQUARTERS 11. HEADQUARTERS 12. FIELD OR DEPT.		Washington D.C. DEPARTMENTAL FIELD	
1. POSITION TITLE 2. GRADE, SALARY 3. ORGANIZATIONAL 4. HEADQUARTERS 5. FIELD OR DEPT.		1. 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. 2. TRANSFER TO DOWNGRADED FUNDS FROM UNVOUCHERED FUNDS	
1. DATE OF ACTION 2. JOURNAL OR ACTION NO. 3. DATE		1. DATE OF ACTION 2. JOURNAL OR ACTION NO. 3. DATE	

PERSONNEL FOLDER COPY

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

COMB TO PERSONNEL ACTION

Page 35 of 35 pages.

B

(1) Staff or Division see (2) Rate I/O Approved 1/1/68 (3) Effective date of Action 1/1/68

FROM

TO

(1) NAME	(2) ORG. INF. & POS TITLE	(3) SCHEDULE STRIPS-GRADE	(4) SLOT NO.	(5) ACTION	(6) ORG. INF. & POS TITLE	(7) SCHEDULE STRIPS-GRADE	(8) SLOT NO.
			I				BY
DIVISION							
Special Assistance Division (Cont'd)					SPECIAL ASSISTANCE DIV.		
Wynne, Eugene M.	Chemist	GS-12	239	B	Chemist	GS-1320-12	198
Laubinger, Frank H.	Chemist	GS-7	242	B	Chemist	GS-1320-7	199
High, Joe B.	Chemist	GS-12	243	B	Chemist	GS-1320-12	202
Lander, Elizabeth S.	Trng Off-Tech Flds	GS-9	251	C	TRAINING Trng Off-Tech Flds	GS-1711-9	217
* Wol, 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 APPS DIV. Tech Projects Off	GS-1311-9	129 222
* Candidate in Process							

(12) APPROVED BY: R/V (43)

APPROVED BY:

(11) APPROVED BY:

Staff or Div. Chief

S-E-C-R-E-T

Class. & Wage Division

Personnel Office

Security Information

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION			
NAME: <u>KINSEY, 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
			<u>TECH. PRAT. OFF. BY-110</u>
			<u>SENIOR TECHNICIAN Y 247</u>
GRADE AND SALARY		<u>GS-301-2 \$5060</u>	
OFFICE		<u>Technical Services</u>	
DIVISION		<u>GRAPHIC ARTS R&P. DIV.</u>	
		<u>Special Assistance</u>	
BRANCH		<u>Off. of Chief</u>	
		<u>Miscellaneous Techniques</u>	
OFFICIAL STATION		<u>Washington D. C.</u>	
QUALIFICATIONS	APPROVAL FOR ASSISTANT DIRECTOR <u>Robert W. Muenster</u> ROBERT W. MUENSTER		EXECUTIVE
CLASSIFICATION	PERSONNEL OFFICER <u>Robert R. Baker</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>allot.</u> <u>25-15-10</u> <u>Paul H. Hitt</u> SIGNATURE OF AUTHENTICATING OFFICER			
REMARKS:			
Subject is to be employed in a civilian capacity. DOG: 03/23/53 OSKOD: 03/23/53 LCO: 03/23/53 POSTED DE 26 Mar 53 M/L			

FORM NO. 57-1
NOV 1949

SECRET

SECRET
(When Filled In)

EMPLOYEE SERIAL NUMBER

61555

FITNESS REPORT

SECTION A

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
KIMBET Herman E.	11 December 1916	M	GS-13
5. SERVICE DESIGNATION & OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT		
DOC TECH CH	DDP/ISD/L/GARD		
8. CAREER STAFF STATUS	9. TYPE OF REPORT		
☐ NOT ELIGIBLE ☒ MEMBER ☐ DEFERRED ☐ DECLINED ☐ DENIED	☐ INITIAL ☐ ANNUAL ☐ SPECIAL (Specify)		
10. DATE REPORT DUE IN G.P.	11. REPORTING PERIOD From To		
31 January 1962	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		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.	
Supervises A&R Section activities.		3	Oral Briefings.		5	
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.	
Questioned Document Analysis.		5	Monitoring the writing of and writing technical reports.		5	
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.	
Liaison with other Government Questioned Document Labs.		5	Monitors Graphology Program.		5	

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 "B" ON REVERSE SIDE

SECRET

SECTION E	NARRATIVE	DESCRIPTION OF MANNER OF JOB PERFORMANCE
State strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions. 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 SHOWN TO EMPLOYEE, GIVE EXPLANATION	
58		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
7 March 1962	DC/TSD/GARB	<i>Paul J. Szego</i> Paul J. Szego
3. BY REVIEWING OFFICIAL		
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
This was not signed by Mr. Kimsey and was not forwarded in March 1962 as Mr. Kimsey was in the process of leaving as a result of the 701 action.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
13 February 1963	Chief, TSD/GARB	<i>Joseph F. Marzen</i> Joseph F. Marzen

SECRET

SECRET
(When Filled In)

8 JAN 1961 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/DIV/BR OF ASSIGNMENT DDP/TSD/AUTH/GARB	
8. CAREER STAFF STATUS			9. TYPE OF REPORT		
☐ NOT ELIGIBLE ☒ MEMBER ☐ PENDING			☐ DEFERRED ☐ DENIED ☒ ANNUAL ☐ SPECIAL (Specify)		
10. DATE REPORT DUE IN O.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		RATING NO. 4		SPECIFIC DUTY NO. 4 Oral Briefings	
SPECIFIC DUTY NO. 2 Questioned Document Analysis		RATING NO. 5		SPECIFIC DUTY NO. 5 Monitoring the writing of and writing technical reports	
SPECIFIC DUTY NO. 3 Liaison with other Government Questioned Document Labs.		RATING NO. 5		SPECIFIC DUTY NO. 6 Monitors Graphology Program	
RATING NO.		RATING NO.			
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 APPLI- CABLE	NOT OB- 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 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):					

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SEE SECTION "E" ON REVERSE SIDE

SECRET

(4)

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 improve improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for holding greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject continues to perform his duties as Supervisor of ^{His 2} 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>A. E. Kennedy</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

SECRET
When Filled In

Recorded
6820

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			9. TYPE OF REPORT			
☐ NOT ELIGIBLE ☒ MEMBER ☐ DEFERRED ☐ INITIAL ☐ PENDING ☐ DECLINED ☐ DENIED ☒ ANNUAL ☐ REASSIGNMENT/SUPERVISOR ☐ 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.

COPIES OF REPORT

11 235 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	SIGNATURE OF EMPLOYEE	
27 January 1960	<i>H. E. Kinsley</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
34		
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
27 January 1960	DC/TSS/GARD	<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
27 January 1960	Chief, TSS/GARD	<i>Joseph F. Marzen</i> 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 ☒ SENIOR ☐ DEPENDENT ☐ PENDING ☐ DECLINED ☐ DENIED			☒ INITIAL ☐ REASSIGNMENT/SUPERVISOR ☐ ANNUAL ☐ REASSIGNMENT/EMPLOYEE				
10. DATE REPORT DUE IN G.P. January 1959		11. REPORTING PERIOD From Dec 1957 to Jan 1959		9. SPECIAL (Specify)			
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		RATING NO. 4		
SPECIFIC DUTY NO. 2 Questioned Document Analysis		RATING NO. 5	SPECIFIC DUTY NO. 5 Writing Technical Reports		RATING NO. 5		
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 APPLICABLE	NOT OBSERVED	RATING				
GETS THINGS DONE			1	2	3	4	5
RESOURCEFUL					X		
ACCEPTS RESPONSIBILITIES					X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STORING UP PROBLEMS						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X		
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

SECRET

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is a very competent supervisor from a technical standpoint in that he has a thorough applicable knowledge of the complex ~~work~~ ^{work} 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

SIGNATURE OF EMPLOYEE

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

IF REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify)

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

27 Jan. 1959

Deputy Chief, TSS/GARD

Paul J. Szego

Paul J. Szego

3.

BY REVIEWING OFFICIAL

I COULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I COULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I COULD 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

27 Jan. 1959

Chief, TSS/GARD

Joseph F. Matson

SECRET

SECRET

Form 10-1, 1-55

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 20-170. 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 6 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. OFFICE OR LOCATION TITLE	
DDP/TSS/A/Graphic Arts Repro. Div.		IO TECH AIDS	
7. GRADE	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-13	23 December 1957	23 December 1956 to 23 December 1957	
10. TYPE OF REPORT (Check one)	11. SPECIAL (Specify)		
☒ Initial			
☐ Re-evaluation			
☐ Special			

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

☒ THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	☐ IF INDIVIDUAL IS RATED "C" OR "D," A WARNING LETTER HAS BEEN SENT TO HIM AS A COPY ATTACHED TO THIS REPORT.
☐ THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	☐ I CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
☒ I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

11. DATE	12. SIGNED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	13. SUPERVISOR'S OFFICIAL TITLE
30 Dec. 1957	Joseph E. Marzen	C/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 RECORD.

BY	DATE
17 JAN 1958	
Filed For Control	
Reviewed by ASD	

☐ CONTINUED ON ATTACHED SHEET

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

14. THIS DATE	15. SIGNED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	16. 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	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. 2. ADEQUATE IN PERFORMANCE, ALTHOUGH HE HAS HAD NEGLIGENT GUIDANCE OR TRAINING; HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY MISSING SOME AREA OF WEAKNESS. 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. 5. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EVALUATED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.
-----	---

COMMENTS

SECRET

Performance

101

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 during the rating period. Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this duty. Do not rate as supervisor those who supervise a secretary only.
- For supervisors, ability to supervise will always be rated as a 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 APP. KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
Typing	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

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

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS 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 TO SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

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

2. NARRATIVE DESCRIPTION OF HIGHER OR LOWEST 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 & 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 of about the same level.

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED

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

3 - A BARELY ACCEPTABLE EMPLOYEE... BEING KEPT AND NOT WITH HIS WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION

4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION

5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS

6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION

7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

6
RATING NUMBER

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

SECRET

SECRET

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICES: Consult current institutions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate senior 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 RUMORT 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	Heuman	E.		11 Dec 1916	M	DT

4. OFFICE/SECTION/BRANCH OF ASSIGNMENT

6. OFFICIAL POSITION TITLE

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

IO TECH AIDS

GRADE	DATE REPORT DUE IN OF
GS-13	23 December 1957

23 December 1956 to 23 December 1957

10. Type of deposit
(Check one)

1513189

0123456789101112131415161718192021222324252627282930313233343536373839404142434445464748495051525354555657585960616263646566676869707172737475767778798081828384858687888990919293949596979899100

APASIAN (500410)

SECTION F.

CERTIFICATION

I, FOR THE BUREAU, I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE
30 Dec. 1957

R. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR
Joseph E. Markey *Joseph E. Markey*

C. SUPERVISOR'S OFFICIAL TITLE
CITIZEN/CARD

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

30 Dec. 1957

U. TYPED OR PRINTED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL
Charles J. Ryan *[Signature]*

ASSTC/TSS/AUTH

SECTION 6.

ESTIMATE OF POTENTIAL

3. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

7. SUPERVISOR POTENTIAL

DIRECTIONS: Answer this question: Does this person have 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 AVAILABLE 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 as supervisor, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DISCRIPTIVE RATING NUMBER	
0	HAVE NO OPINION ON HIS SUPERVISOR'S POTENTIAL IN THIS SITUATION
1	BEHAVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2	BEHAVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3	BEHAVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHOSE CONTACT WITH IMMEDIATE SUPERORDINATES IS FREQUENT (First line supervisor)
2		A GROUP OF SUPERVISORS WHO DOING THE BASIC JOB (Second line supervisors)
	1	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUPERORDINATES IS NOT FREQUENT
2		WHEN IMMEDIATE SUPERORDINATE WITH WHOM ONE OR SEVERAL ARE IN CONTACT, IS SUPERORDINATE
2		WHEN IMMEDIATE SUPERORDINATE INCLUDES MEMBERS OF THE OPPOSITE SEX
	0	OTHER (Specials)

45 (Part II) SECRET

Potential $\phi = 200$ V/cm

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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

20 months

2. COMMENTS CONCERNING POTENTIAL

Subject has technical qualifications but still shows weakness in administrative and management capabilities.

JUN 16 - 9 25 AM '50
MAIL ROOM

SECTION II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None

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

None

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

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

CATEGORY NUMBER

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
2	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	2	11. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEES 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 ANALYTIC IN HIS THINKING	2	14. ADMITS HIS ERRORS	3	24. BORES WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW ENTERPRISES AND IDEAS	2	15. RESPONDS WELL TO SUPERVISION	3	25. DISPLAYS JUDGEMENT
2	6. ENJOYS WHEN TO SEEK ASSISTANCE	3	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
2	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OVERHEART	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 SUPERFICIALITY	2	20. COMPLETES ASSIGNMENTS WITHIN ALLOCABLE TIME LIMITS	3	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part D) 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 20.170. 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 B. 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 OF DIVISION

PERIOD COVERED BY THIS REPORT (Inclusive dates)

GS-12

23 December 1956

22 December 1955 to 23 December 1956

10. TYPE OF REPORT

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:

X

THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.

IF INDIVIDUAL IS RATED "TIN" OR "C" A WARNING LETTER HAS BEEN TO HIM OR COPY ATTACHED TO THIS REPORT.

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

I CANNOT CERTIFY THAT THE RATED INDIVIDUAL AGREES OR I EVALUATE HIS PERFORMANCE BECAUSE (Specify):

X

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

B. THIS DATE

3-6-57

C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR

JOSEPH F. MARZEN

D. SUPERVISOR'S OFFICIAL TITLE

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>Kr</i>	DATE
Posted Pos. Control	26 MAR 1957
Reviewed by PUD <i>AS</i>	

☐ CONTINUED ON ATTACHED SHEET

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

A. THIS DATE

14-3-57

B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING

CHARLES J. RYAN

C. OFFICIAL TITLE OF REVIEWING OFFICIAL

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
INSERT
RATING
NUMBER

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

COMMENTS:

Occasionally reveals some area of weakness.

SECRET

(When Filled In)

2. RATINGS BY 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. Ten 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 BATELIAL LIAISON TYPING TAKING DICTATION SUPERVISING HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES 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.					
<table border="0" style="width: 100%;"> <tr> <td style="width: 25%; vertical-align: top;"> 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 </td> <td style="width: 25%; vertical-align: top;"> 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 </td> </tr> </table>				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
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SPECIFIC DUTY NO. 1	Supervises A&R Branch	RATING NUMBER	3		
SPECIFIC DUTY NO. 2	Questioned Document Analysis	RATING NUMBER	5		
SPECIFIC DUTY NO. 3	Document Analysis (for Repro.)	RATING NUMBER	3		
SPECIFIC DUTY NO. 4	Liaison with other Government Organizations)	RATING NUMBER	5		
SPECIFIC DUTY NO. 5	Questioned Documents	RATING NUMBER	4		
SPECIFIC DUTY NO. 6	Oral Briefing	RATING NUMBER	4		
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 confusing, 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. <table border="0" style="width: 100%;"> <tr> <td style="width: 25%; vertical-align: top;"> 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY...SHOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW 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 </td> <td style="width: 25%; vertical-align: top;"> 5 RATING NUMBER </td> </tr> </table>				1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY...SHOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW 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	5 RATING NUMBER
1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED 2 - OF DOUBTFUL SUITABILITY...SHOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW 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	5 RATING NUMBER				
IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN ABOVE:					

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 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, held 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 IV no later than 30 days after the due date indicated in item 4 of Section "E" below.

SECTION E.

GENERAL

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

SECTION F.

CERTIFICATION

1. FOR THE DATES: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
3-6-57	JOSEPH F. MARZEN <i>Joseph F. Marzen</i>	AC/TSS/CARD
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
14-3-57	CHARLES J. RYAN <i>Charles J. Ryan</i>	AC/TSS/AUTH

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

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

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability that 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		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)
1		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	1	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
2		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
2		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (Specify)

FORM NO. 45 (Part II)
1 NOV 55REPLACES PREVIOUS EDITIONS
OF FORMS 45 AND 451 WHICH
ARE OBSOLETE

SECRET

Potential

(4)

SECRET

FORM 10-1 (Rev. 1-57)

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

26 9 32 AM '57

SECTION II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None, except on-the-job training and experience in the administrative functions of his branch.

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

None

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

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

CATEGORY NUMBER
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
2	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	2	21. IS EFFECTIVE IN DISCUSSING WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	3	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	2	13. ACCEPTS RESPONSIBILITY	3	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	2	14. ADMITS HIS ERRORS	3	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	2	15. RESPONDS WELL TO SUPERVISION	2	25. DISPLAYS JUDGEMENT
2	6. KNOWS WHEN TO SEEK ASSISTANCE	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	3	19. THINKS CLEARLY	3	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	2	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	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 who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisor to ensure the report is accurate and complete. Primary responsibility rests with the current supervisor. Do not assume that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

A final report due 11 Dec 56

903 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	3. SEX	4. CAREER DESIGNATION
KIMSEY	HERMAN	E.	11 Dec 1916	M	DT
5. DATE OF ENTRANCE ON DUTY	6. OFFICE ASSIGNED TO	7. DIVISION	8. BRANCH		
23 March 1953	TSS	Graphic Arts Repro Div			
9. NATURE OF ASSIGNMENT	10. IF FIELD, SPECIFY STATION		11. GRADE		
XXX DEPARTMENTAL ☐ FIELD ☐			CS-12		
12. DATE THAT THIS REPORT IS DUE	13. 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 (List in order of frequency):	

Responsible for technical analysis of documents to be reproduced to determine special materials, techniques involved, existence of check points; analysis and comparison of reproductions and originals and preparation of critique on each reproduction. Determination of authenticity of alleged original documents; determination of source of origin of analysis, including graphology. Evaluation and research into new techniques in graphic arts and authentication areas and development of field expedients for this activity. Maintenance of 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 notifying him of unsatisfactory performance.

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

DATE
29 November 1955

SIGNATURE OF SUPERVISOR (Employee's immediate supervisor)
CHARLES YECH, JR. *Charles Yech*

I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)

DATE

SIGNATURE OF REVIEWING OFFICIAL (Official next 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 as unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive statements are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale in 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 fits how such the statement describes the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether the statement applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT OBSERVED	DOES NOT APPLY	CATEGORIES			
			APPLIES TO A LIMITED CIRCLE	APPLIES TO A REASONABLE PEOPLE	APPLIES TO AN ABOVE AVERAGE PEOPLE	APPLIES TO AN OUTSTANDING PEOPLE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	1	2	X	3	4	5
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.					X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.						X
3. CAUTIOUS IN ACTION.					X	
4. HAS INITIATIVE.					X	
5. UNEMOTIONAL.				X		
6. ANALYTIC IN HIS THINKING.					X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.					X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.					X	
9. HAS SENSE OF HUMOR.					X	
10. KNOWS WHEN TO SEEK ASSISTANCE.					X	
11. CALM.				X		
12. CAN GET ALONG WITH PEOPLE.					X	
13. MEMORY FOR FACTS.					X	
14. GETS THINGS DONE.					X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.					X	
16. CAN COPE WITH EMERGENCIES.					X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.					X	
18. HAS STAMINAL CAN KEEP USING 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 VIKING SUPPORT.						X

SECRET

SECRET

[illegible]

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

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

10. WHAT ARE HIS OUTSTANDING DEBTS?

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

SECRET

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FORM 1-10 (Rev. 1-55)

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

See "A" above.

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?

EXT ☐ YES ☐ NO

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, & 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... IRRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- ☐ 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- ☐ 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WALL AND SPEC" 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 ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- ☒ 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

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

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

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

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

SECRET

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FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It ~~is~~ ^{should} 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 to know where he stands.

A. SD-TS *Handwritten*
12/53

BY DATE

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

SECTION I (to be filled in by Administrative Officer)		14/53	
1. NAME (Last)	(First)	(Middle)	(Suffix)
KIMSEY,	Hermon	E.	
2. DATE OF ENTRANCE ON DUTY	3. OFFICE ASSIGNED TO	4. DATE OF BIRTH	5. GRADE
23 March 1953	DDP	11 Dec. 1916	TS
6. NATURE OF ASSIGNMENT	7. DIVISION	8. BRANCH	9. GRADE
☒ DEPARTMENTAL ☐ FIELD	TSS	GARD	GS-11
10. IF FIELD, SPECIFY CATEGORY	11. PERIOD COVERED BY THIS REPORT (inclusive dates)		
	22 December 1953 to 23 December 1954		

SECTION II (to be filled in by Supervisor)	
1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Chief, Analysis & Research Branch 1290.01	1 February 1954
3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE ASSIGNED 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 wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

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

THIS DATE: 14 Dec 54

Charles Yech *Charles Yech*

I HAVE REVIEWED THIS REPORT (Comments, if any, are collected in attached memorandum)

THIS DATE: 15 Dec

James H. Drum *James H. Drum*

SECRET

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

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

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

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

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Tendency to wander away from specific subjects during discussions because of the many vaguely related and remotely corollary situations he has experienced and/or learned about.

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(When Filled In)

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.
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- ☒ 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.
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- ☐ 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.
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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													
<i>Items 1 through 6 will be completed by Administrative or Personnel Officer</i>													
1. NAME	KINSEY	OFFICE	Herman	GRADE	E-6								
2. POSITION TITLE	Tech. Projects Officer G-2S												
3. OFFICE	DDP/TTC	STAFF OF DIVISION	G-2S	BRANCH	Office of Chief								
4. PERIOD COVERED BY REPORT	From 23 Mar 53 To 22 Dec 53		5. TYPE OF REPORT ☒ Initial ☐ Annual ☐ Special ☐ Reassignment ☐ Reassignment of Supervisor										
<i>Items 7 through 10 will be completed by the person evaluated</i>													
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. ONLY NINE DUTIES. a. Analyze foreign documents for the purpose of reproduction. b. Conduct a comparison critique between the original document and the reproduction. c. Conduct operational document analysis by comparing and identifying handwriting, typewriting, inks, paper, etc., for the purpose of establishing the authenticity or true source of the document. d. Conduct research in how laboratory and field methods of alteration, reproduction, and forgery of documents. e. Maintain liaison with security-cleared government agencies and consultants engaged in document examination work.													
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD. <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;">Name of Course</th> <th style="width: 20%;">Location</th> <th style="width: 20%;">Length of Course</th> <th style="width: 30%;">Date Completed</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="height: 40px; vertical-align: top; text-align: center;">NONE</td> </tr> </tbody> </table>						Name of Course	Location	Length of Course	Date Completed	NONE			
Name of Course	Location	Length of Course	Date Completed										
NONE													
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? Intelligence Documentation. IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS). Not applicable.													
10. <u>20 Nov 53</u> DATE  SIGNATURE													
<i>Items 11 through 12 will be completed by Supervisor</i>													
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. Mr. Kinsey is well qualified to perform all tasks assigned him and capable of greater responsibilities. He is mature, has broad experience in intelligence activities, is an excellent instructor, capable of clear self-expression. He has acquired a wealth of knowledge in the field of document intelligence through wide field experience, academic study, and instructional experience. A pleasing personality, good contact man. His manner of performance on duties assigned has been excellent.													

SECRET
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 GREATEST IMPROVEMENT? Wider knowledge of Graphic Arts mechanical techniques; application of new techniques in practical documentation.
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE. Has capacity to handle greater responsibilities, especially in technical or associated training activities.
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Suggesting appropriate reassignment, if possible.) Possibly, at present feels he is performing valuable services to Agency which heretofore have received little support; 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.
<u>29 Dec 53</u> DATE <i>Charles J. J. Jr.</i> SIGNATURE OF SUPERVISOR
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown below.) <u>29 Dec 53</u> DATE <i>E. C. [Signature]</i> SIGNATURE OF REVIEWING OFFICIAL
20. COMMENTS: (If necessary, may be continued on reverse side of report sheet.) <i>Mr. Kinnear has proved of great value in his assignment. He is qualified for higher responsibilities in his specialties.</i>

SECRET

NOV 1975 OF CHANGE IN HEALTH BENEFITS ENROLLMENT FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1975					
A. IDENTIFYING DATA					
1. NAME (LAST, FIRST, MIDDLE INITIAL)	2. DATE OF BIRTH	3. OFFICE CONTROL NO.			
Vinney, Herman E.	12/11/16	09/306			
4. ADDRESS (CITY AND STATE ZIP CODE)	5. PAYROLL OFFICE NO.	6. ENROLLMENT CODE NO.			
	1123/001	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 NONFEDERAL CONTRACT.					
C. CHANGE IN PLAN					
☐ ENROLLMENT SHOWN BY ITEM 8 ABOVE, HAS BEEN TERMINATED BECAUSE OF ELIGIBILITY 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 SURVIVOR					
NEW ENROLLMENT CODE NUMBER					
J. REMARKS					
7263 T1505					
K. DATE OF NOTICE					
HEALTH BENEFITS OFFICER: <i>[Signature]</i> DATE:					
Central Intelligence Agency Washington, D.C.					
QUADRUPPLICATE TO EMPLOYEE OFFICE					

61555

BIOGRAPHIC PROFILE (PART 2)

NIMSEY, Herman Edward

Dec 1915

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

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

Appreciation 1961 from Chief, NAA, for excellent work on Report C-145 performed by T36 personnel. Referred by Chief, CARO/T-3.

Commendation 1965 from the field, conveyed by the Career Management Officer, T36, for efficiency in rendering support to an operation.

9 Jul 1968

DR/PAS LAR/mol

Return to 1 0 1 0

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KIMSEY HERMAN 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 62

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) KIMSEY, HERMAN EDWARD			3. Office GARD/TSS	
4. Date of Birth 11 Dec 1916	5. Sex: ☒ male (1) ☐ female (2)	6. Martial Status <u>S</u> Nr. Dependents <u>1</u>		7. CIA Entry Date: 23 March 53	
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	☒ 2. 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 55</u> To <u> </u> Tot. mos. <u> </u>	Description of Duties: <u>Foreign Document Analyst and Technician</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 background Sec XVI*

From <u>May 46</u> To <u>Oct 46</u> Tot. mo's <u>5</u> Classification Grade (if in Federal Service) <u>SP-7</u> Salary <u>\$3021.00</u> Number and Class of Employees <u>laborers</u> Supervised: <u>100 laborers skilled</u> Employer <u>U.S. Forest Service</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Forestry</u>	Exact Title of your position <u>Camp Supt.</u> Description of Duties: <u>Timber disease control, fighting forest fires, camp administration (food, pay, project records, etc.)</u> Duty Station if overseas:
From <u>Apr 45</u> To <u>Apr 46</u> Tot. mo's <u>12</u> Classification Grade (if in Federal Service) <u>GPC 7</u> Salary <u>\$2694.96</u> Number and Class of Employees <u>laborers</u> Supervised: <u>35 laborers</u> Employer <u>U. S. Forest Service</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Forestry</u>	Exact Title of your position <u>Camp Supt.</u> Description of Duties: <u>Hazard Reduction project, fighting forest fires, camp administration, (food, pay, project records, etc.)</u> Duty Station if overseas:
From <u>Oct 44</u> To <u>Apr 45</u> Tot. mo's <u>7</u> Classification Grade (if in Federal Service) <u>lumber</u> Salary <u>\$1.10 per hr</u> Number and Class of Employees <u>lumber</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>lumber</u> Salary <u>\$90.00 per hr</u> Number and Class of Employees <u>lumber</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>lumber</u> Salary <u>\$90 per hr</u> Number and Class of Employees <u>lumber</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 machines.</u> Duty Station if overseas:

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Security Information

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Sec. II, Par. 2.

From 19 May 1941 To 5 November 1943 Total Months 30Military ServiceFrom 5 Oct 1940 to 10 May 1941 Total months 7Classification grade (if in Federal Service) --- Salary --- .75 per hrNumber and class of employees supervised --- NoneEmployer --- McCloud River Lumber Co.Kind of Business --- LumberExact Title of your position --- BrakemanDescription of Duties --- Brakeman on a diesel locomotive.

Duty Station if Overseas ---

From 1 May 1940 To 1 Oct 1940 Total Months 5Class. Grade (if in Federal Service) NAK Salary \$100.00 per mo.Number and Class of Employees Supervised 10-20 laborersEmployer U S Forest ServiceKind of Business ForestryExact Title of your position Forest GuardDescription 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 7Class. Grade (if in Federal Service) NAK Salary 0.65 per hr.Number and class of employees supervised NoneEmployer McCloud River Lumber CompanyKind of Business LumberExact Title of your position BrakemanDescription of your duties Brakeman on diesel locomotive

Duty station if overseas

From 1 May 1939 To 1 Oct 1939 Total Months 5Class. Grade (if in Federal Service) NAK Salary \$100.00 per month.Number and class of employees supervised 10-20 laborersEmployer US Forest ServiceKind of business ForestryExact title of your position Forest GuardDescription of your duties Suppression and prevention of Forest Fires, enforcement of Forest Laws, & maintenance of Forest & Equip.

Duty station if overseas

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Sec II, Par. 2.

From 1 Jan 1932 To 1 May 1932 Total Months 4
 Class, Grade (if in Federal Service) Salary 0.64 per hr
 Number and class of Employees supervised None
 Employer Wabash 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 3¹
 Class, Grade (if in Federal Service) Salary 0.50 per hr
 Number and class of employees supervised None
 Employer Wabash 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 slight	Native of Country	Prolonged Occupation	Residence	Contact	(Parents, etc.)	Academic Study (Inc. CIA training)
Japanese						X			X			

* 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	1942-1949	Residence X		
	1949-1950	X		
	1951-1951	X		
Korea	1950-1951		X (war)	

2. Specialized Knowledge of Area

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

Country	Type of Knowledge	How and When Gained

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

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Ottener	
Typing	1.	2.		1. Yes	2. No
Shorthand	1.	2.		1. Yes	2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.					

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

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

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

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

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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 1949

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

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

SEC. XIII. WORK ASSIGNMENT

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

Operational or Instruction. <u>due considerable experience in super-</u>
<u>vising capacity. Have no organization</u>

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SEC. XIV. MILITARY STATUS

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

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

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

Service _____ Grade _____ Location _____

Reserve Unit with which currently affiliated _____

Service Mobilization Assignment, if any _____

Location of Service Records, if known _____

SEC. XV. CIA TRAINING

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

Course or Subject	(from) Dates (to)	Hours

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above. (Military Service-19 May 41-5 Nov 43, 20 Nov 44-8 Oct 45,

Considerable study in Applied Psychology, Criminology, and Criminal Investigative Techniques. Delivered over 1500 hours of lecture on these subjects. Two (2) years experience in supervising an investigative type laboratory which specialized in document examination. Number of personnel, five (5). Two (2) years experience as Special Agent, CIC. Total of Six (6) years in CIC. Highest rank, Master Sergeant. *Formal MOS 1201*

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

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

DATE 2 April 53

SIGNATURE *Edward J. ...*

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CERTIFICATE OF ATTENDANCE

MAR 30 1953

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

Norman E. Kennedy
(NAME)

FORM NO. 51-121
DEC 1951

APPOINTMENT AFFIDAVITS

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

CLA

(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 execution in full)

Herman E. Kinsey
(Signature of appointee)

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

at Washington D.C.

(City)

(State)

[SEAL]

Paul D. [Signature]
(Signature of official)

5 USC 16 & 16a

(Title)

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

DECLARATION OF APPOINTEE

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

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

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

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

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (FATHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 12 MONTHS? ☐ YES ☒ NO

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

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) PERMANENT (2) TEMPORARY OR NOT TO DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATION- SHIP	MAR- RIED (Check one)	SINGLE
		1. _____			
		2. _____			
		3. _____			
		1. _____			
		2. _____			
		3. _____			
		1. _____			
		2. _____			
		3. _____			

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

INSTRUCTIONS TO APPOINTING OFFICER

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

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

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

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

(3) *Citizenship*—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 41 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) *Members of Family*—Section 9 of the Civil Service Act provides that whenever there are closely two or more members of a family serving under probationary or permanent appointment in the competitive service, no other member of such family is eligible for probationary or permanent appointment in the competitive service. The appointments of persons related to veterans 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 appropriate office of the Civil Service Commission for decision.

STANDARD FORM 144
JANUARY 1951
U. S. GOV. SERVICE COMMISSION
FORM 144-1 (REV. 1-51)

STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

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

PART I.—EMPLOYEE'S STATEMENT										PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE		
1. NAME (Last, first, middle initial)					2. DATE OF BIRTH					3. RETENTION GROUP		
Kimsey, Herman E.					11 Dec 1916							
4. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service.)												
NAME AND LOCATION OF AGENCY		FROM—		TO—		TYPE OF APPOINTMENT		5. SERVICE		6. CREDIT STATUS (For permanent employees only)		
		YEAR	MONTH	DAY	YEAR	MONTH	DAY	AS AN AGENT	YEAR	MONTH	DAY	☐ YES ☐ NO
U.S. Forest Service		1939	Jan	1	1940	Oct	10	✓		4	10	
U.S. Forest Service		1940	May	14	1941	Oct	10	✓		4	27	
U.S. Forest Service		1941	May	28	1942	May	15	✓		11	24	
U.S. Forest Service		1942	May	5	1943	May	29	✓		4	24	
CIA		53	Mar	23				✓				
7. 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						
		YEAR	MONTH	DAY	YEAR	MONTH	DAY	(Hon. or dishon.?)				
Army		1941	May	19	1942	Nov	29	Hon.				
Army		1942	Nov	29	1943	Oct	8	Hon.				
Army		1943	Jan	5	1943	Mar	23	Hon.				
8. DURING PERIOD 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 Mar)		FROM—		TO—		TOTAL						
		YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS		
Furlough		1939	Oct	1	1940	May	1	7				
9. 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?)												
10. 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												
11. 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.												
<u>23 March 53</u> (DATE) <u>Herman E. Kimsey</u> (SIGNATURE)												
Subscribed and sworn to before me on this <u>23</u> day of <u>March</u> 19<u>53</u> at <u>Washington</u> (COUNTY) (CITY) (STATE) <u>Paul S. Schuyler</u> (SIGNATURE)												
SEAL												
NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.												

(OVER)

10-7055-1

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

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

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

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

	YEARS	MONTHS	DAYS
TOTAL SERVICE (Item 12)			
NONCREDITABLE SERVICE (Item 14)			
CREDITABLE SERVICE (RIF purposes)			
ENTRANCE ON DUTY DATE (Present agency)			
LESS CREDITABLE SERVICE (RIF purposes)			
SERVICE COMPUTATION DATE (RIF purposes) (Enter as the "service computation date" on the employee's "Service Record Card," SP-1)			

REMARKS:

CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

Date: 6 Feb. 1953

TO: Chief, Covert Personnel Division

TSB-#5
Your Reference: I-2594

FROM: Chief, Security Division

Case Number: 71129

SUBJECT: KIMSEY, Herman Edward

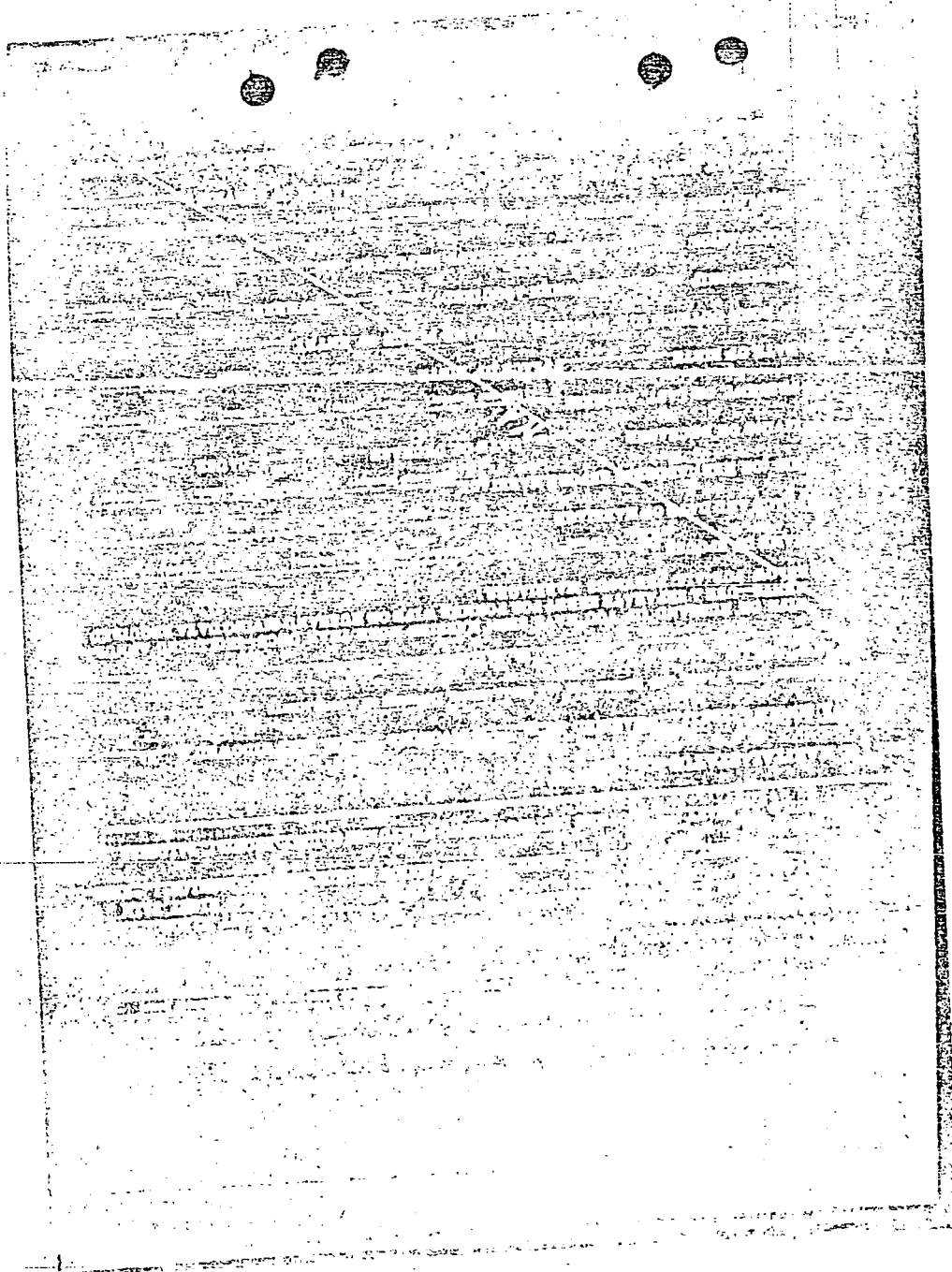
1. This is to advise you of security action in the subject case as indicated below:
 - ☒ Security approval is granted the subject person for access to classified information.
 - ☐ Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides 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.

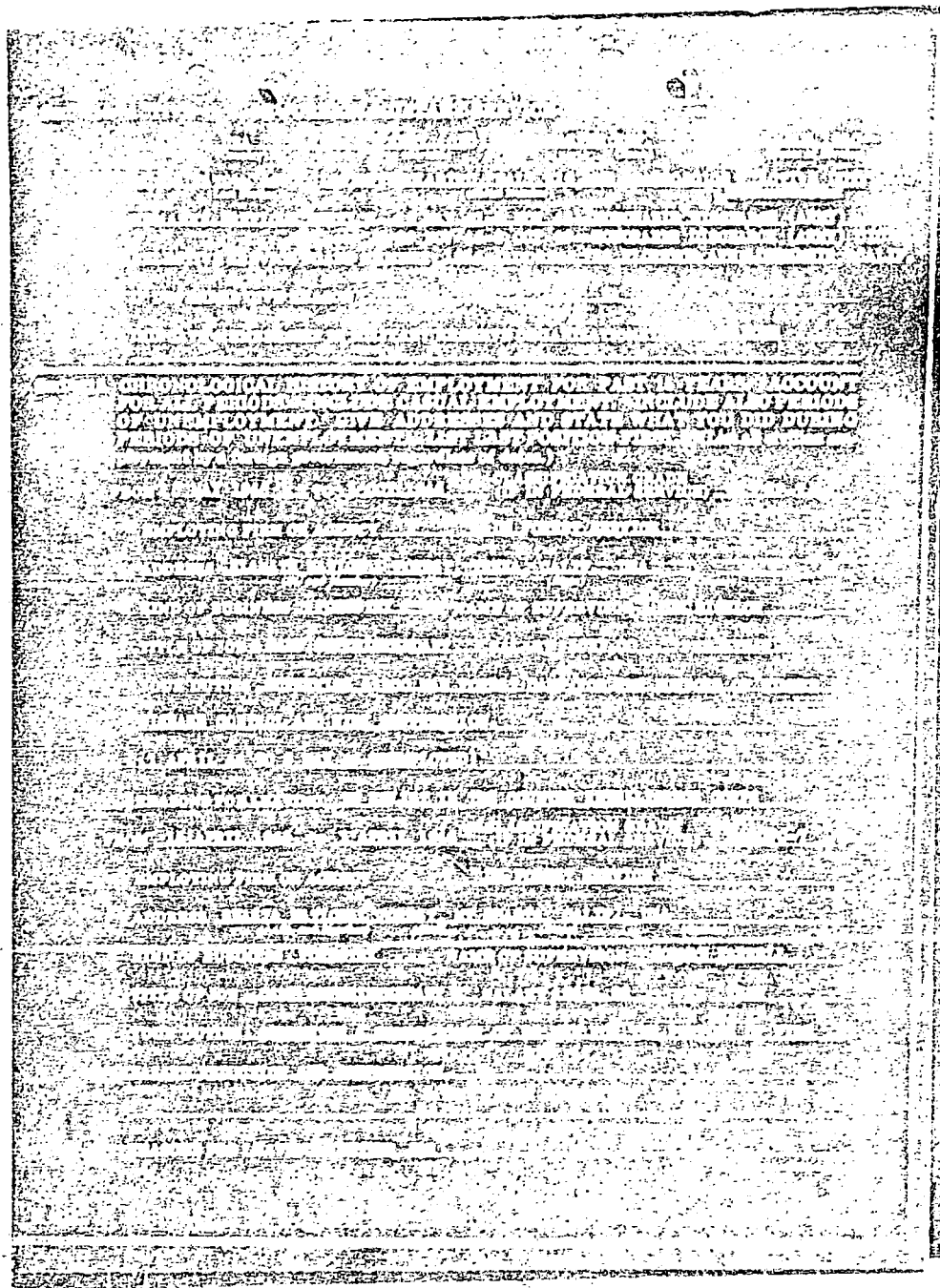
uprun
E. P. Geiss
~

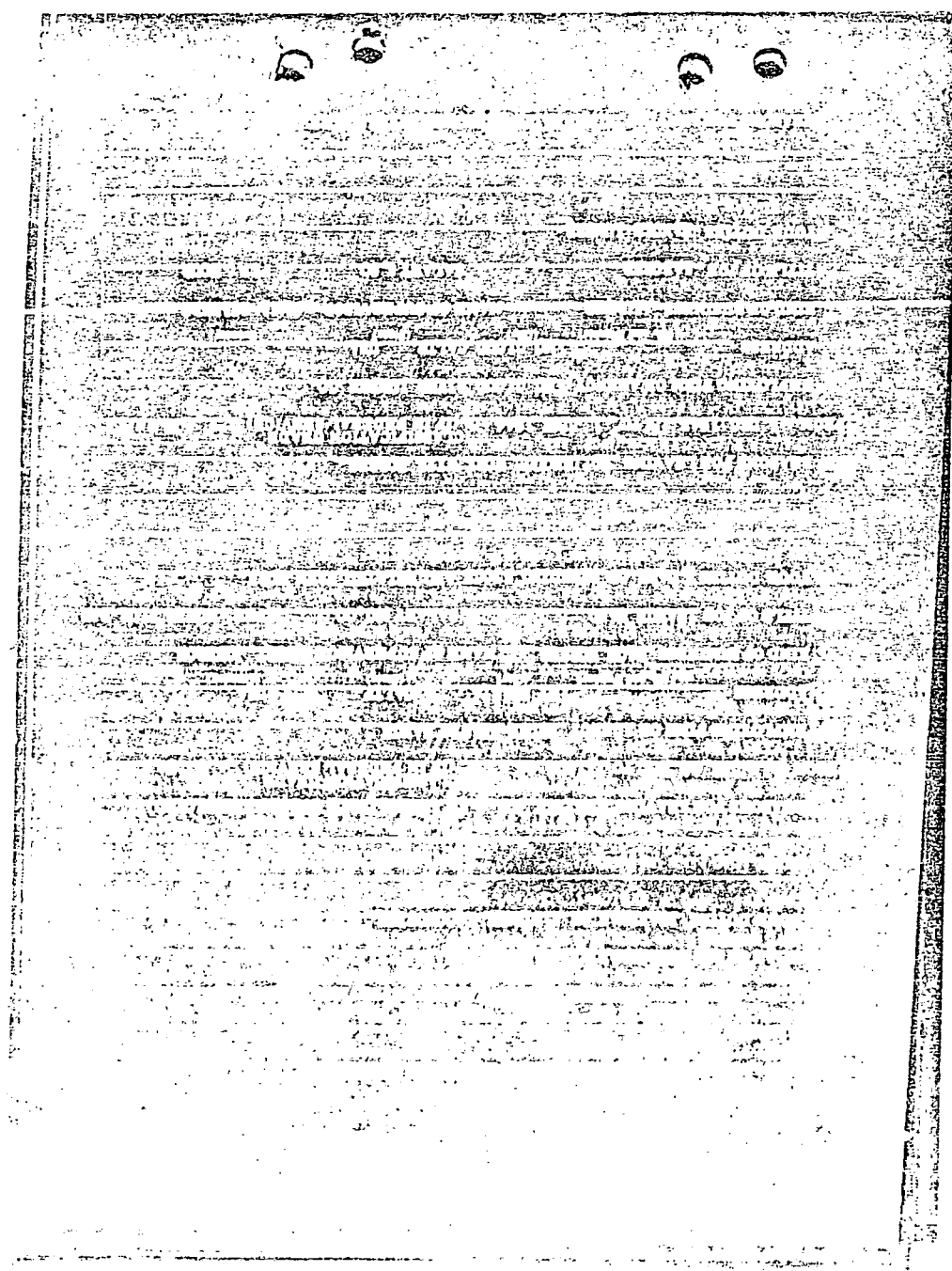
OK
CONFIDENTIAL

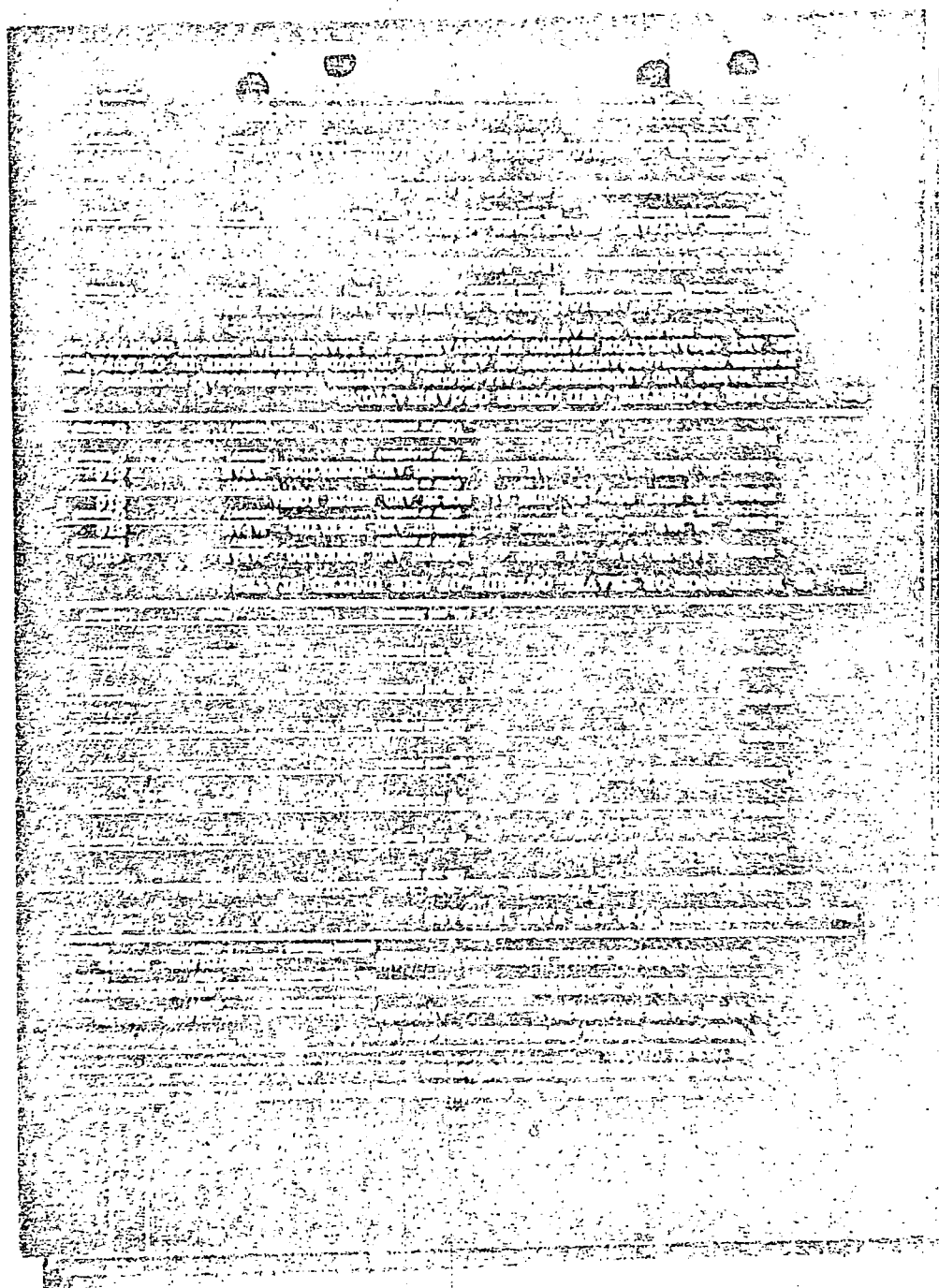
3. 5. 17. 1933

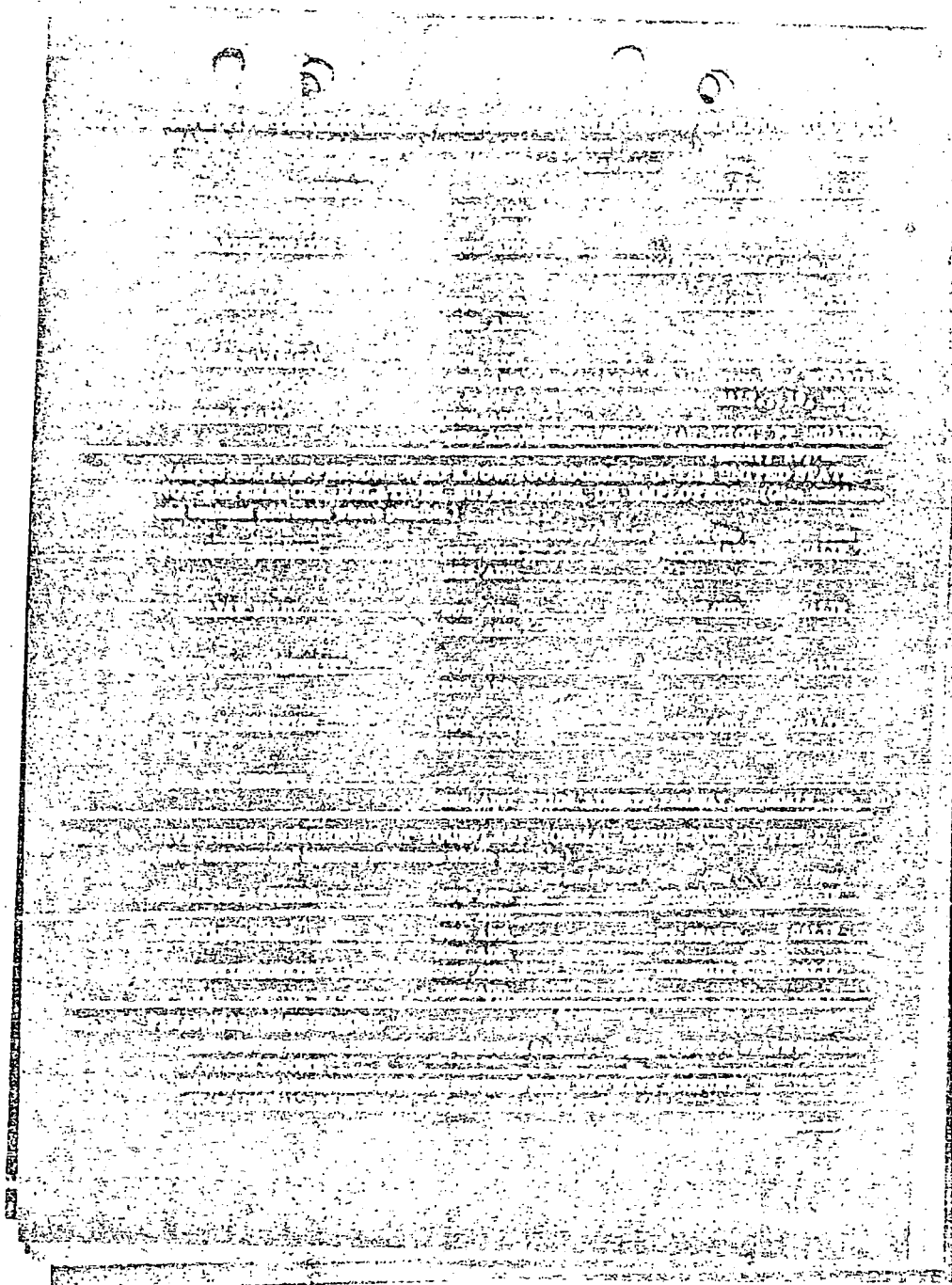
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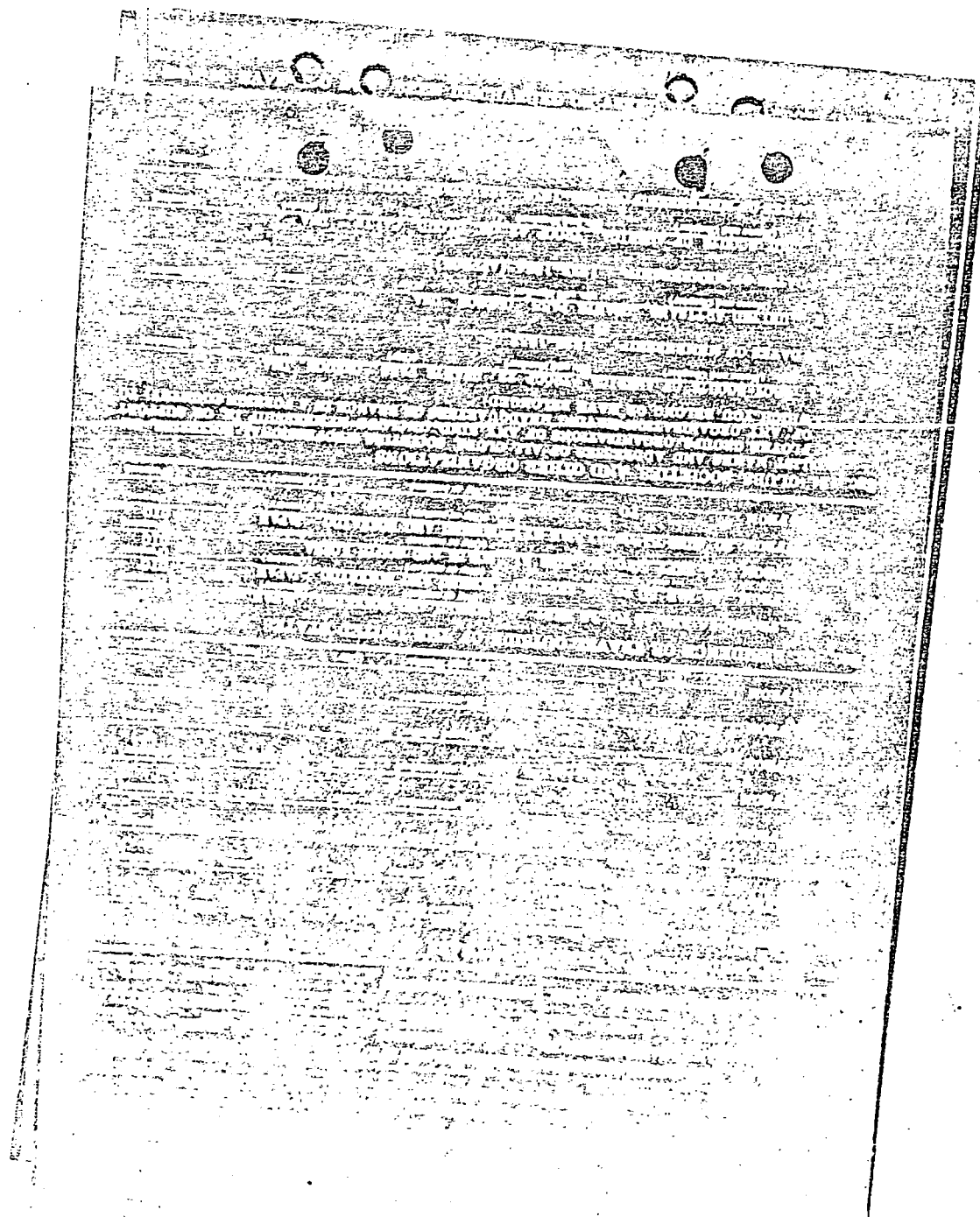


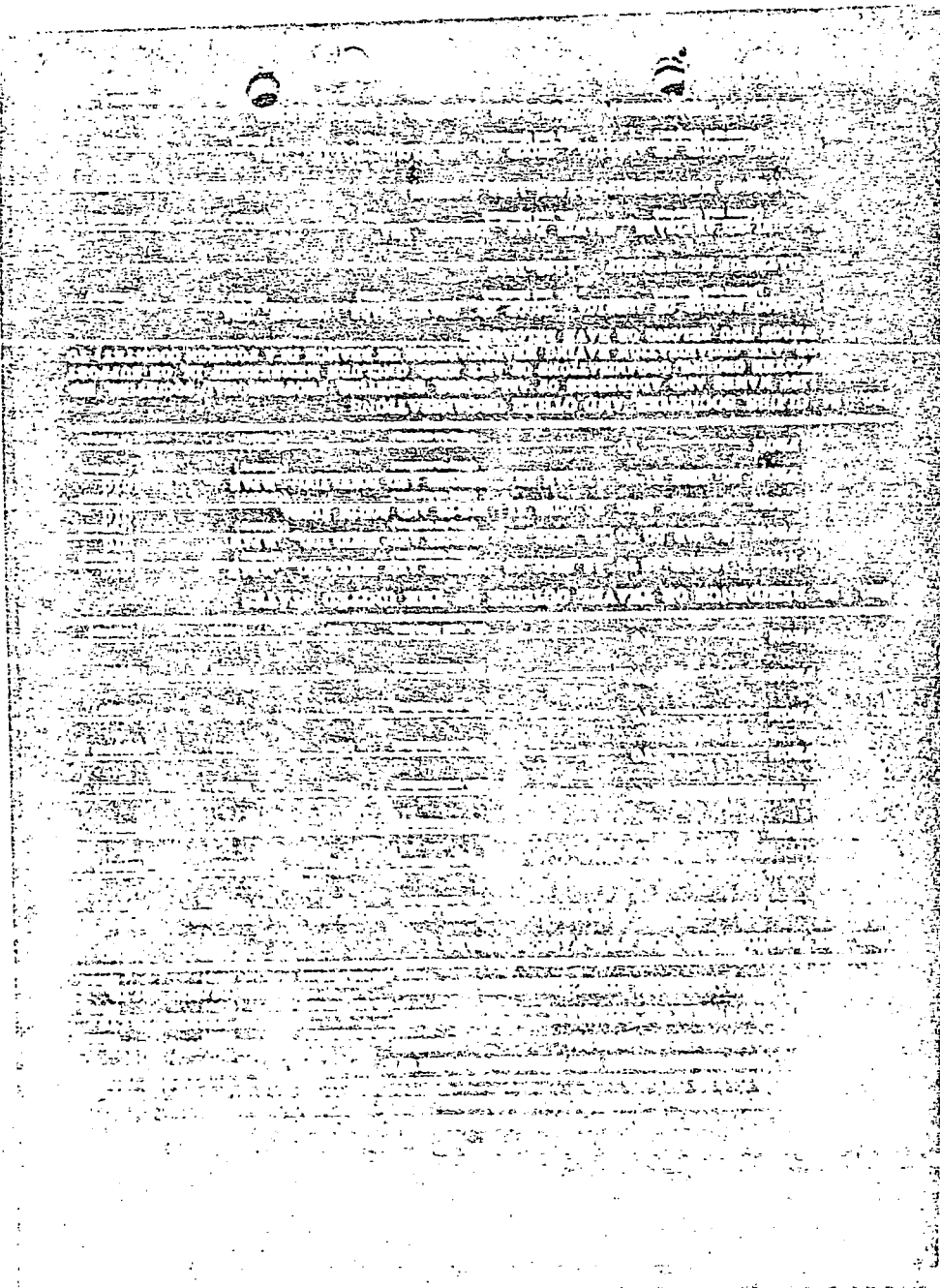


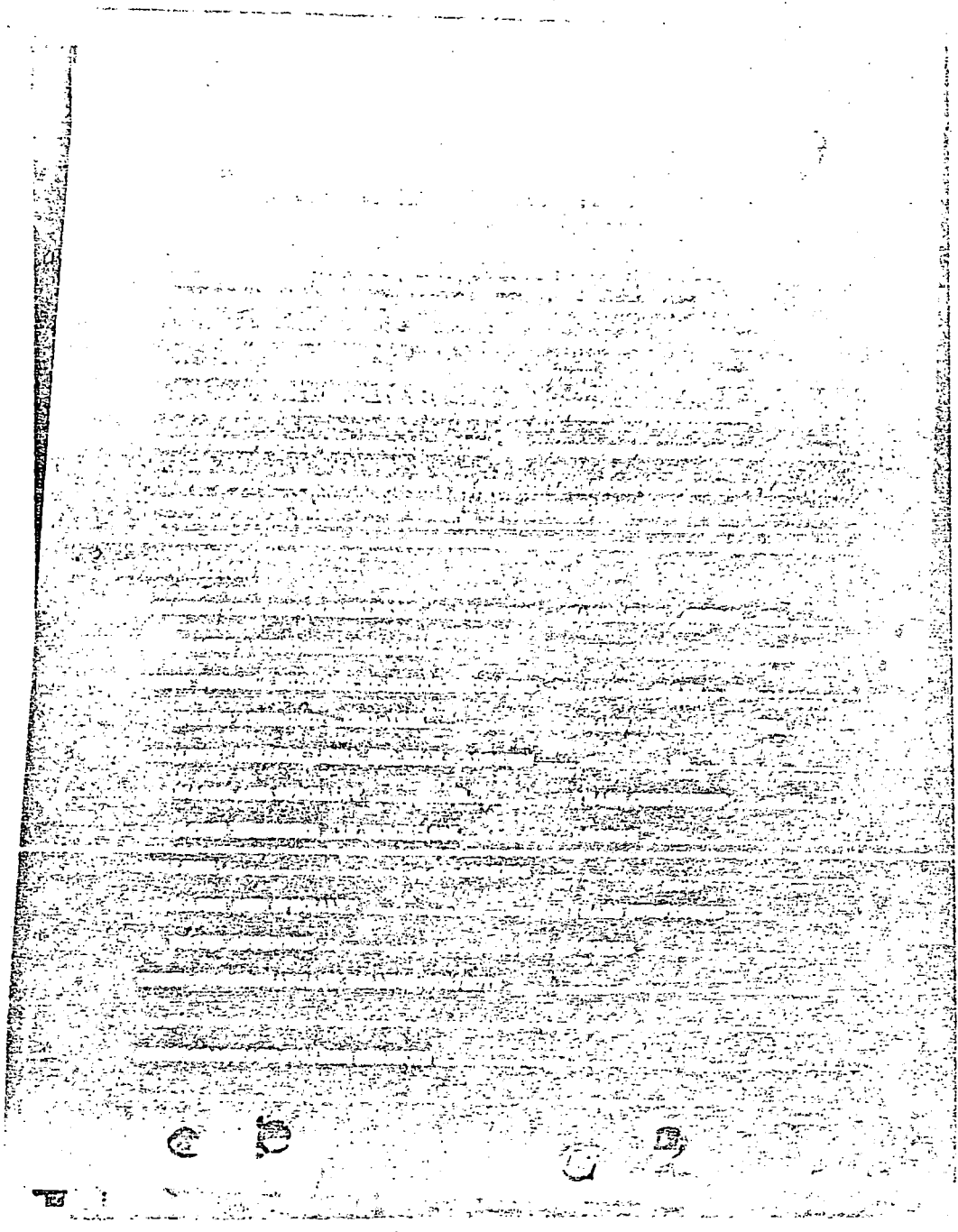


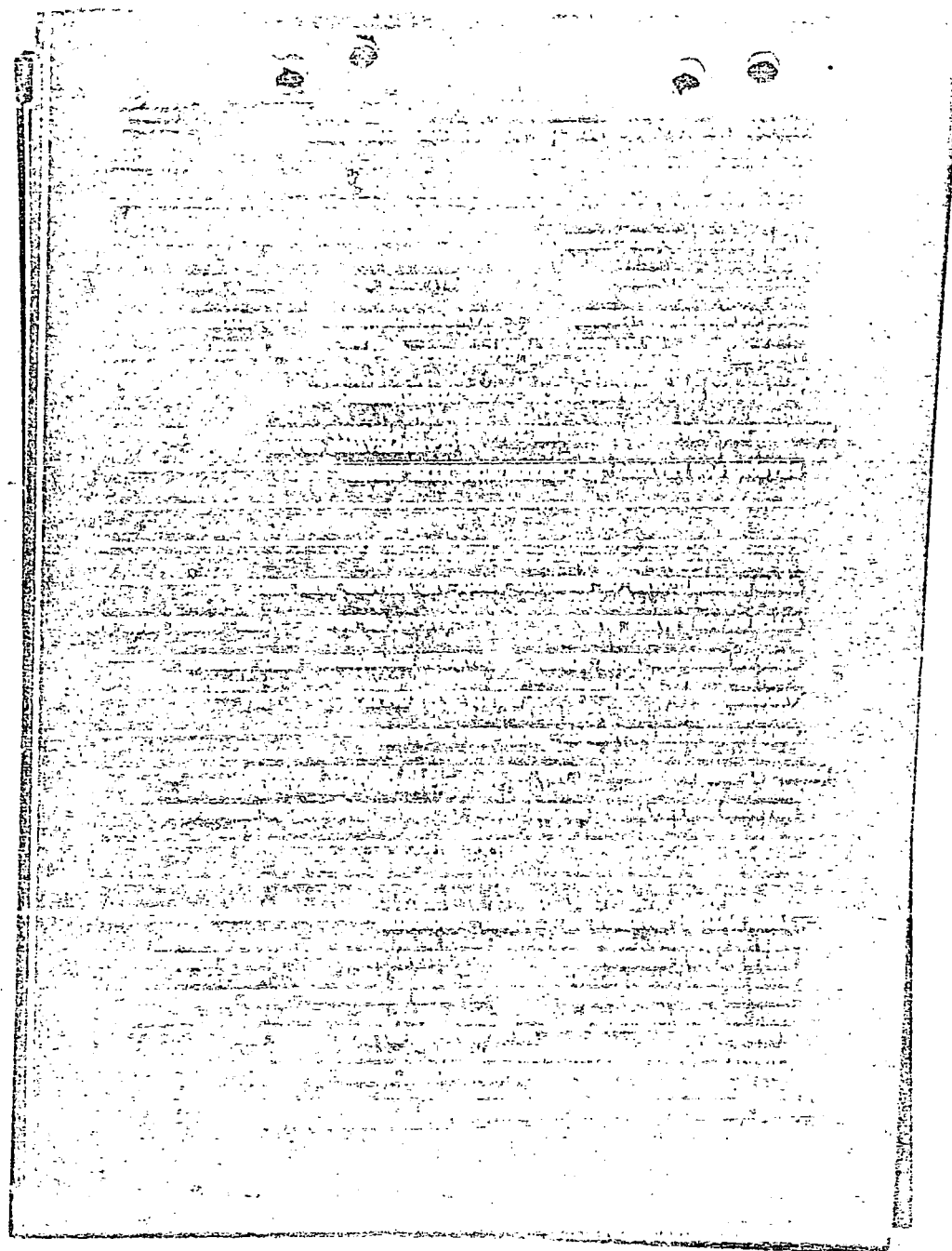


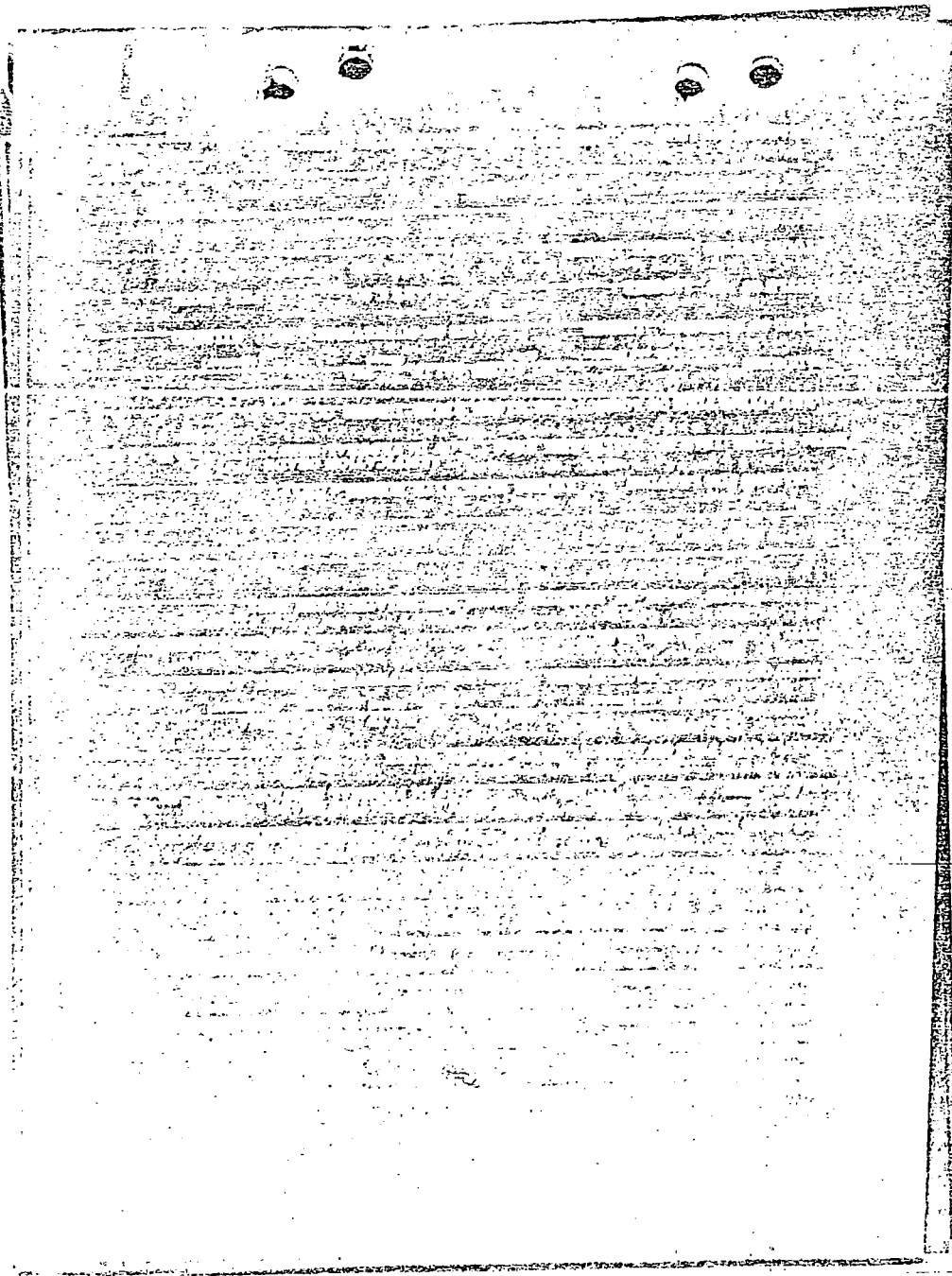
[The page contains several paragraphs of text that are extremely faint and illegible due to heavy noise and poor scan quality. The text appears to be organized into sections, possibly separated by horizontal lines or bullet points, but the specific content cannot be discerned.]

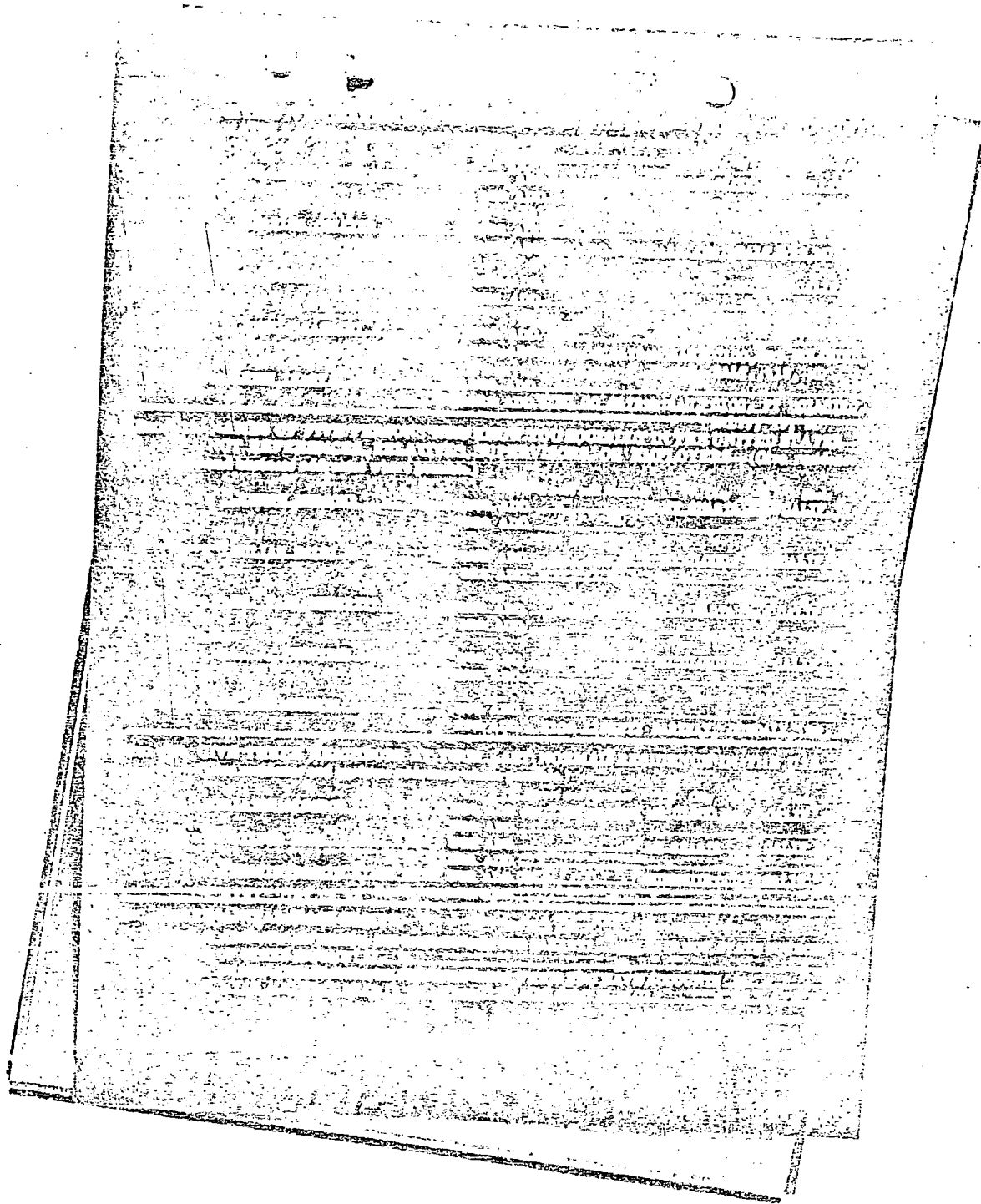


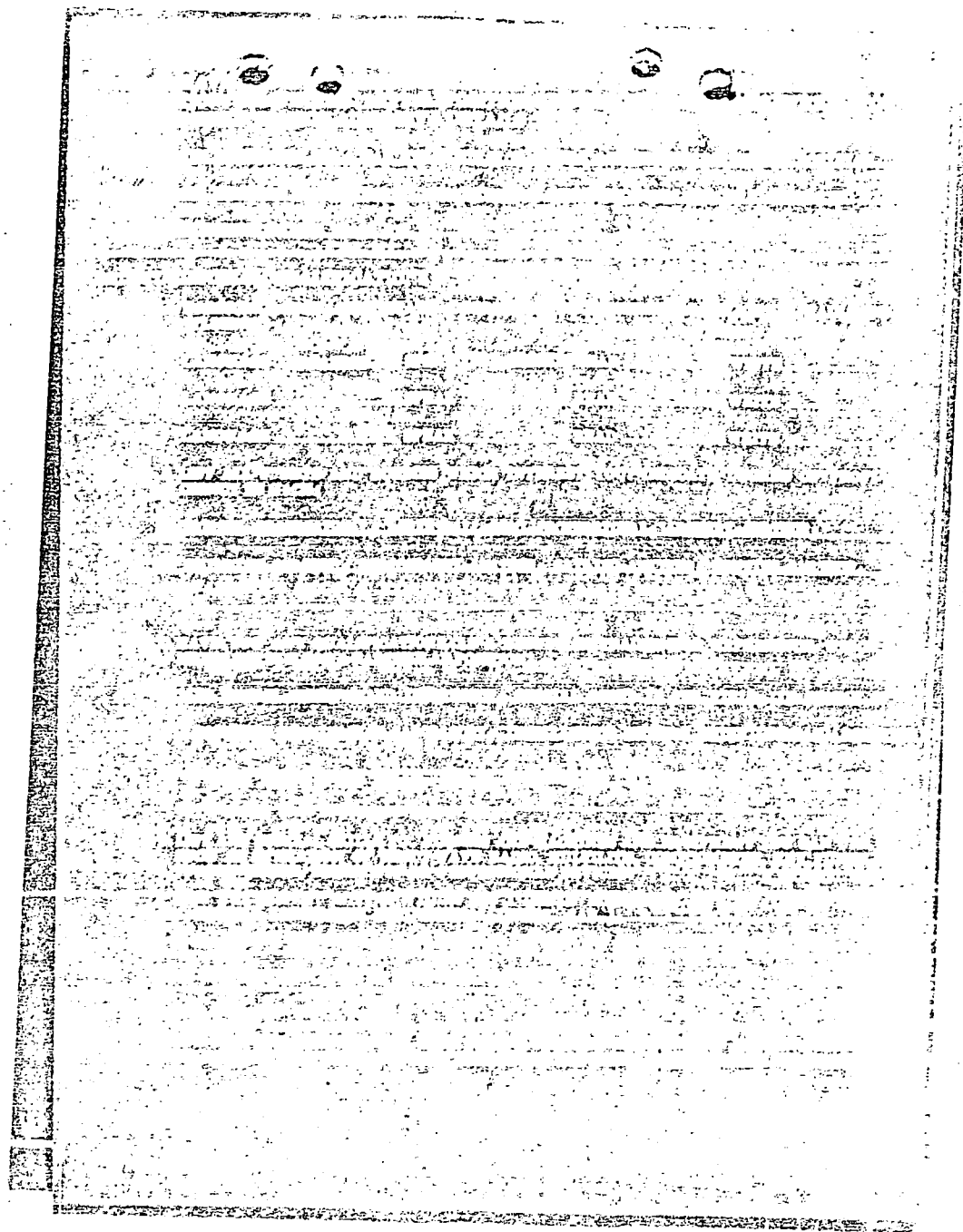


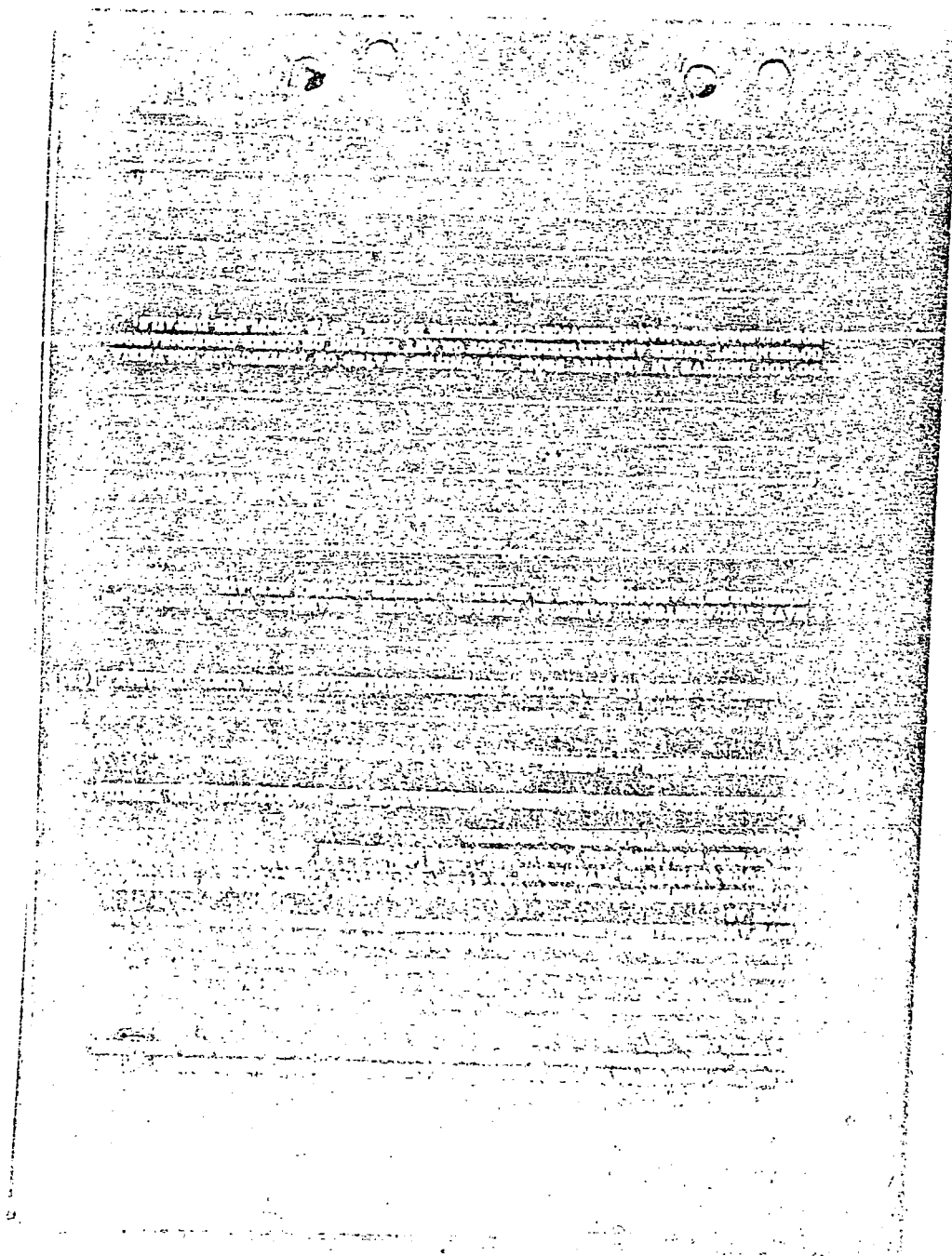


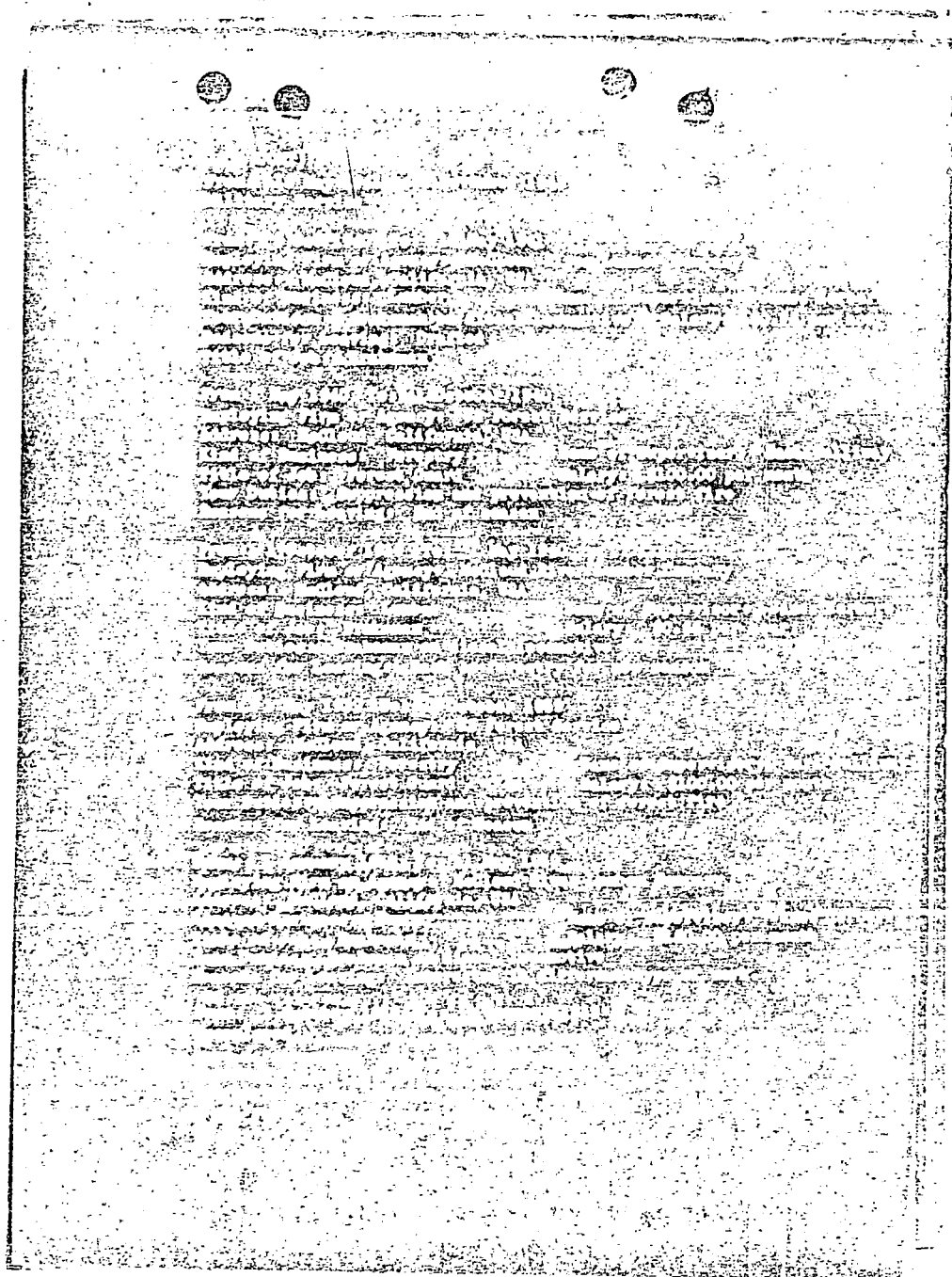


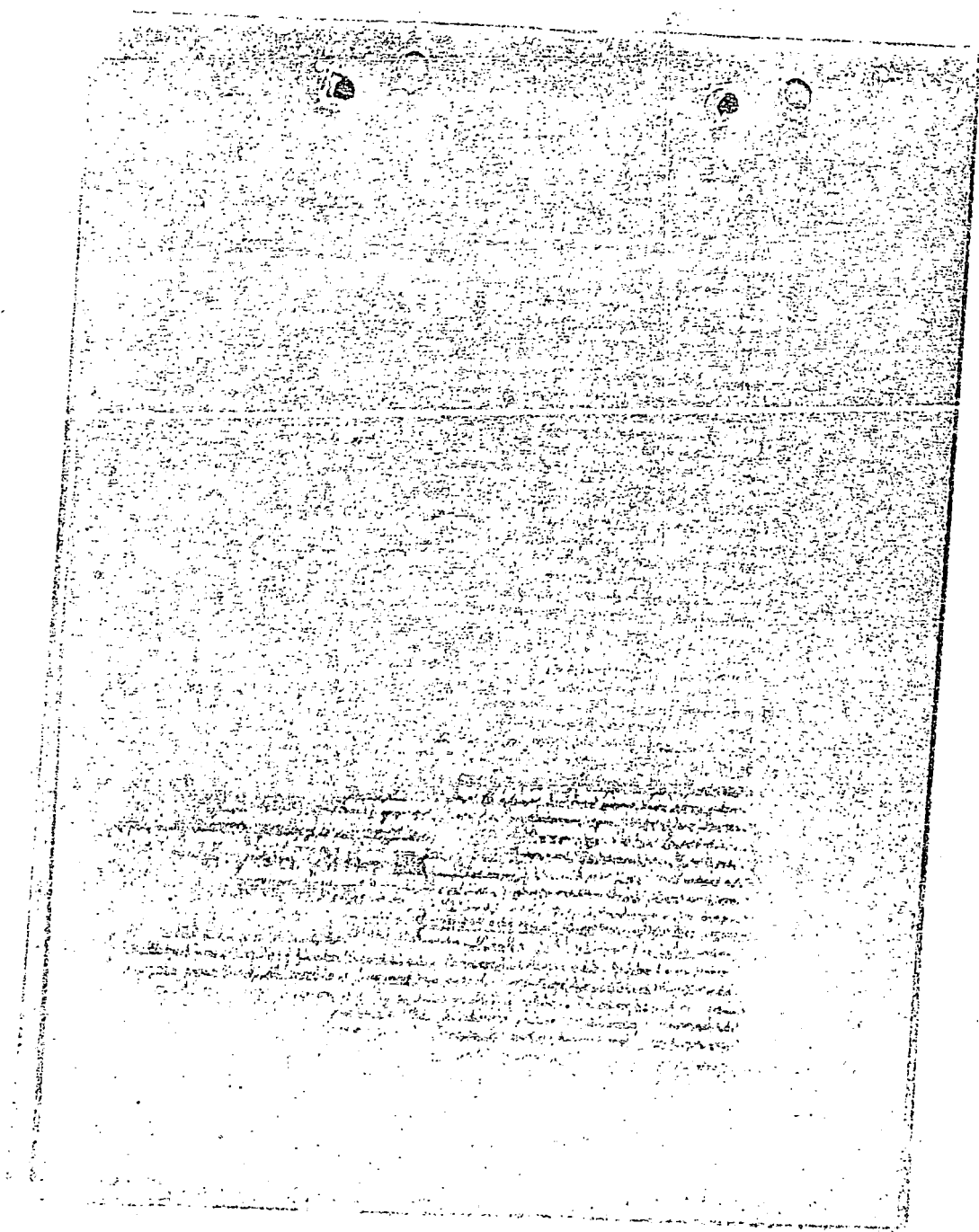












RECORD OF
PREVIOUS GOVERNMENT
SERVICE RETURNED TO
FEDERAL RECORDS CENTER IN
ST. LOUIS, MO.

DATE

~~Sept. 1962~~
Sept. 1963