

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED																					
1. SERIAL NUMBER 01555				7. NAME (Last, First, Middle) KIMSEY, HERMAN E.																					
3. NATURE OF PERSONNEL ACTION TERMINATION			4. EFFECTIVE DATE REQUESTED MONTH: 9, DAY: 20, YEAR: 62		5. CATEGORY OF EMPLOYMENT REGULAR																				
6. FUNDS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V		V TO CF <input type="checkbox"/> CF TO CF		7. POST CENTER NO. CHARGE 3225-1050-1000																					
8. ORGANIZATIONAL DESIGNATIONS DDP/TSD Authentication Graphic Arts Reproduction Branch Analysis and Research Section			9. LEGAL AUTHORITY (Completed by Office of Personnel) (Signature)																						
10. ORGANIZATIONAL DESIGNATIONS DDP/TSD Authentication Graphic Arts Reproduction Branch Analysis and Research Section			10. LOCATION OF OFFICIAL STATION Washington, D. C.																						
11. POSITION TITLE DOCUMENT TECH CH		12. POSITION NUMBER 0652		13. CAREER SERVICE DESIGNATION D																					
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) (SEE OCCUPATIONAL SERIES) GS		15. GRADE AND STEP 13 (4)		17. SALARY OR RATE 11415																					
16. REMARKS Continuous Agency service from 23 March 1953 to 20 September 1962. <p>Para 11b Remarks: Terminated in accordance with provisions of CIA Regulation 20-27, Separation of Surplus Personnel, pursuant to authority of Director of Central Intelligence contained in Section 102 (c) of the National Security Act of 1947, as amended. This termination does not affect your right to seek or accept employment in any other department or agency of the U. S. Government if you are declared eligible for such employment by the U. S. Civil Service Commission.</p> <p>Authorized Maximum Separation Compensation in accordance with the provisions of CIA Regulation 20-32, Separation Compensation.</p>																									
18. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		19. APPROVING OFFICIAL SD/CMC																					
20. SPACE BELOW FOR EXCLUSIVE USE OF PERSONNEL																									
<table border="1"> <thead> <tr> <th>NAME</th> <th>DATE</th> <th>DATE</th> <th>DATE</th> <th>DATE</th> <th>DATE</th> <th>DATE</th> <th>DATE</th> <th>DATE</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12/11/62</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						NAME	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	1	12/11/62								
NAME	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE																
1	12/11/62																								
21. POSITION CONTROL CERTIFICATION																									
22. U.S. APPROVAL																									

SECRET

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(When Filled In)

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

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP/TSS Authentication Graphic Arts Reproduction Div Analysis and Research Branch						Washington, D. C.					
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. Valid. From		Code		IO TECH AIDS		92		GS		0136, 63	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
13 3		10, 370		D		Mo Da Yr 02/15/57		Mo Da Yr 02/10/61		0225-1005-1000	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		42		Mo Da Yr		REGULAR					

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP/TSD Authentication Graphic Arts Reproduction Branch Analysis and Research Section											
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. Valid. From		Code		DOCUMENT TECH-CH		714 658		GS		1397. 01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
						Mo Da Yr 02/15/57		Mo Da Yr 02/06/61			
SOURCE OF REQUEST											
A. Requested By (Name And Title)						C. Requested By					
B. For Additional Information Call (Name & Telephone Ext.)						D. Requested By					
Emanuele Fontana ext. 3031						Career Management Officer, TSD					
CLEARANCES											
Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board		[Signature]		[Date]		B. Placement		[Signature]		[Date]	
C. Classification		[Signature]		[Date]		3. Approved By		[Signature]		[Date]	
Remarks											
Accepted by [Signature] [Date]											

STANDARD FORM NO. 63
 USE PREVIOUS EDITIONS
 GSA GEN. REG. NO. 27
 (40) (10) PERSONNEL
 GSA GEN. REG. NO. 27
 (40) (10) PERSONNEL
 GSA GEN. REG. NO. 27
 (40) (10) PERSONNEL

REQUEST FOR PERSONNEL ACTION

6-1011 (VOUCHER-11)

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) MR. HERMAN E. KIMSEY		2. DATE OF BIRTH 11 Dec 1916	3. REQUEST BY	4. DATE OF REQUEST 24 Jan 57
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) PROMOTION		6. EFFECTIVE DATE A. PROPOSED		7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		9. APPROVED		

FROM	TO
TO TECH AIDS BY 92	IO TECH AIDS BY 92
GS-0136.63-12 \$7785 per annum	GS-0136.63-13 \$8790 per annum
DDP/TSS	DDP/TSS
Authentication	Authentication
Graphic Arts Reproduction Division	Graphic Arts Reproduction Division
Analysis and Research Branch	Analysis and Research Branch
Washington, D.C.	Washington, D.C.
10. POSITION TITLE AND NUMBER	11. HEADQUARTERS
12. FIELD OR DEPARTMENTAL	13. FIELD OR DEPARTMENTAL
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title)	D. REQUEST APPROVED BY
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Ext. 3031	Signature: <i>[Signature]</i> Title: Chief Management Officer, TSS

13. VETERAN PREFERENCE		14. POSITION CLASSIFICATION ACTION	
NAME	IS POINT	NEW	REAL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. SEX	16. APPOINTMENT	18. SUBJECT TO C.S. SEPARATION ACT	19. DATE OF APPOINTMENT
<input checked="" type="checkbox"/>	from 7-2505-20	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	to 3031	<input type="checkbox"/>	<input type="checkbox"/>
21. STANDARD FORM NO. 63 REMARKS		20. LEGAL RESERVE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE CALIF.	

22. CLEARANCE	INITIAL OR SIGNATURE	DATE	REMARKS
A	<i>[Signature]</i>	21 FEB 57	
B			
C			
D			
E			
F			

SECRET

9213 *[Handwritten]* **29 Jan 57**

SECRET
(When Filled In)

PERSONNEL DATA SHEET

NAME: MR. HERMAN E. KIMSEY AGE: 40 years BIRTH: 24 January 1917
LOCATION: Washington, D.C.
ASSIGNED TO: IO TECH AIDS EMP UNIT: TSS PRIMARY CAREER DESIGNATION: DT

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

EDUCATION:
Two years coll. - No degree

LANGUAGE:
Japanese - slight

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

SUMMARY OF CIA SERVICE AND ASSIGNMENTS INCLUDING PROMOTIONS, REASSIGNMENTS AND PATER:

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

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

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

Concur - 

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 NUMBER AND GRADE: FY 92 GS-11
PROPOSED GRADE: GS-12
CIA TRAINING:

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

EDUCATION: Two years college - no degree

LANGUAGE PROFICIENCY:
Japanese - slight

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

- '41 - '43 - Military Service
- '44 - '45 - Mc Cloud River Lbr. Co., Brakeman, \$1.10 p/h
- '46 - '48 - U.S. Forest Service, Camp Administrator
- '48 - '51 - Military Service

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

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

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

CONCURRENCES:

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

SECRET

STANDARD FORM NO. 63
PROCESSED BY THE
U. S. GOVERNMENT PRINTING OFFICE
WASHINGTON, D. C. 20540

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, initial(s), and surname) MR. HERMAN E. FINSEY		2. DATE OF BIRTH 11 Dec 1916	3. REQUEST NO.	4. DATE OF REQUEST 27 May 55
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) PROMOTION		6. EFFECTIVE DATE A. PROPOSED: 19 JUN 1955		7. U. S. GOVERNMENT LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.) PROMOTION		9. APPROVED: 19 JUN 1955		
FROM: IO TECH AIDS BY 92-11	10. POSITION TITLE AND NUMBER GS-0136.03-11 \$5940 per annum	11. SERVICE, GRADE, AND SALARY DDP/Technical Services Staff	TO: IO TECH AIDS BY 92	
Authentication	12. ORGANIZATIONAL DESIGNATIONS Graphic Arts Reproduction Division	13. HEADQUARTERS Analysis and Research Branch	Washington, D.C.	
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	14. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		

A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title)

APPROVED

D. REQUEST APPROVED

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

Signature: _____

Tom Clings x 3031

Title: **Carney Management Officer, TSS**

13. VETERAN PREFERENCE	
NONE	10 POINT
<input type="checkbox"/>	<input checked="" type="checkbox"/>
OTHER	DISAB. OTHER
<input type="checkbox"/>	<input type="checkbox"/>

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REPL.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SD-17

15. SEX M	16. RACE W	17. APPROPRIATION FROM: 5-2515-20 TO: same
---------------------	----------------------	--

18. SUBJECT TO U. S. RETIREMENT ACT (45-RO)
Yes

19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)

20. LEGAL RESIDENCE
 CLAIMED PROVED
STATE:

21. STANDARD FORM NO. REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION	JMO	6/7/55	
D. PLACEMENT OR ENPL	J. C. R.	6-8-55	
E.			
F. A			

6-8-55

STANDARD FORM 52
 FORM 52 (Rev. 1-55)
 GSA GEN. REG. NO. 27
 (41 CFR 101-11.6)
 PREVIOUS EDITIONS ARE OBSOLETE

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 (Mr., Miss, Mrs. — One given name, initial(s), and surname) **MR. HERMAN E. KIMSEY** 2. DATE OF BIRTH **11 Dec. 1916** 3. REQUEST NO. 4. DATE OF REQUEST **16 Feb. 55**

5. METHOD OF ACTION REQUESTED:
 A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
REASSIGNMENT
 B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
 A. PROPOSED:
 7. C. OR OTHER LEGAL ACTION:
 U. APPROVED:

FROM— **TECHNOLOGIST BY 93**
~~GS-1390.01-11 \$5940 per annum~~
~~DSP/Technical Services Staff~~
~~Graphic Arts Reproduction Division~~
~~Analysis and Research Branch~~
~~Washington, D.C.~~

8. POSITION TITLE AND NUMBER
 9. SERVICE, GRADE, AND SALARY
 10. ORGANIZATIONAL DESIGNATION
 11. HEADQUARTERS
 12. FIELD OR DEPARTMENTAL

TO— **I.O. (TECH AIDS) BY 92-11**
GS-0136.63-11 \$5940 per annum
DSP/Technical Services Staff
Graphic Arts Reproduction Division
Analysis and Research Branch
Washington, D.C.

13. REMARKS (Use reverse if necessary)

APPROVED BY TSS CAREER SERVICE PANEL

B. REGISTERED BY (Name and title)
 C. TSS ADDITIONAL INFORMATION CALL (Name and telephone extension)
Tom Cline x 3031

D. REQUEST APPROVED BY
 Signature: [Signature]
 Title: **Career Management Officer, TSS**

14. DEPENDENT INFORMATION
 15. DEPENDENT INFORMATION

16. POSITION CLASSIFICATION ACTION
 17. APPROPRIATION
 FROM **5-2515-20**
 TO **same**

18. SERVICE TO C. S. (105-100)
168
 19. LEGAL RESIDENCE (ACCESSIONS ONLY)
 CLAIMED PROVED
 STATE:

20. STANDARD FORM 50 REMARKS

21. CLEARANCE	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CLR. OR PYS. CONTROL			
C. CLASSIFICATION			
D. PAYMENT OR EMPL.	oed	2-25-55	
E.			

F. APPROVED BY [Signature] **SECRET** [Signature] **2-25-55**

STANDARD FORM 52
 PREVIOUS EDITIONS
 ARE OBSOLETE
 EXCEPT WHERE SHOWN
 OTHERWISE BY SPECIAL NOTATION
 NATIONAL ARCHIVES

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 (Mr - Miss - Mrs - One given name, initials, and surname) MR. HERMAN E. KINSEY	2. DATE OF BIRTH 11 Dec '16	3. REQUEST NO.	4. DATE OF REQUEST 23 Mar 57
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) REASSIGNMENT		6. EFFECTIVE DATE A. PROPOSED: APR 1 1957	7. C.S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		9. APPROVED:	

FROM— TECH PROJECTS OF BY 256-9 GS-1390-9 \$5060 DDP/Technical Services Staff Graphic Arts Reproduction Div Office of the Chief Washington D. C.	8. POSITION TITLE AND NUMBER 9. SERVICE, GRADE, AND SALARY 10. ORGANISATIONAL DESIGNATIONS 11. HEADQUARTERS 12. FIELD OR DEPARTMENTAL	TO— TECHNOLOGIST BY 93-9 GS-1390.01-9 \$5060 DDP/Technical Services Staff Graphic Arts Reproduction Div Analysis & Research Branch Washington D. C.
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	

A. REMARKS (Use reverse if necessary)
 38 Dec 57

B. REQUESTED BY (Name and title)	D. REQUEST APPROVED BY Signature: [Signature] Title: Acting Personnel Officer, TSS
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Mr G.L. FOSB 6305	

13. VETERAN PREFERENCE <table border="1"> <tr> <th>NONE</th> <th>5%</th> <th>10%</th> <th>15%</th> </tr> <tr> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>	NONE	5%	10%	15%			<input checked="" type="checkbox"/>		14. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <th>NEW</th> <th>VICE</th> <th>1 A.</th> <th>REAL</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	NEW	VICE	1 A.	REAL				
NONE	5%	10%	15%														
		<input checked="" type="checkbox"/>															
NEW	VICE	1 A.	REAL														
15. SEX M	16. RACE W	17. APPROPRIATION FROM: 4-2515-20 TO: 4-2515-20	18. SUBJECT TO C.S. RETIREMENT ACT (45 USC 5505) Yes	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:												

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CELL OR FOI CONTROL	BC	2 Apr 57	
C. CLASSIFICATION			
D. PLACEMENT OR LEAF	BC	1.1.57	
E.			

F. APPROVED BY [Signature]

SECRET: [Signature] 4/1/57

STANDARD FORM 52
 FORM 52 (REV. 1-53)
 U. S. GOVERNMENT PRINTING OFFICE
 WASHINGTON, D. C. 20540

REQUEST FOR PERSONNEL ACTION

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

1. NAME (Mr., Miss, Mrs. - (Use given name, initials, and surname))		2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. Herman E. KINSEY		11/20/1916		21. Aug 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)			6. EFFECTIVE DATE A. PROPOSED:	
Reassignment			13 Sept 53	
B. POSITION (Specify whether establish, change grade or title, etc.)			B. APPROVED: 13 Sept 53	

FROM— TECH PROJECTS OFF BY 256-9 GS-1390-9 \$5000 DWP/Technical Services Staff Graphic Arts Reproduction Div Office of the Chief Washington D. C.	8. POSITION TITLE AND NUMBER	TO— Same
	9. SERVICE, GRADE, AND SALARY	II
	10. ORGANIZATIONAL DESIGNATIONS	II
	11. HEADQUARTERS	II
<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD
	12. FIELD OR DEPARTMENTAL	<input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Transfer to Vouchered Funds from Unvouchered Funds.

B. REQUESTED BY (Name and title)	D. REQUEST APPROVED BY
	Signature: [Redacted] Title: Personnel Officer, TSC
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	

13. VETERAN PREFERENCE	14. POSITION CLASSIFICATION ACTION														
<table border="1"> <tr> <td>HOME</td> <td>OTHER</td> <td>10 POINT</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>10</td> </tr> </table>	HOME	OTHER	10 POINT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	<table border="1"> <tr> <td>NEW</td> <td>SEE</td> <td>E.A.</td> <td>REAL</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	NEW	SEE	E.A.	REAL				
HOME	OTHER	10 POINT													
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10													
NEW	SEE	E.A.	REAL												

15. SEX	16. GRADE	17. APPROPRIATION FROM:	18. SUBJECT TO C.S. REEMPLOYMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVIT (ACROSSING ONLY)	20. LEGAL RESIDENCE
M	W	1-2515-10 10. 4-2515-20	Yes		<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE

21. STANDARD FORM 60 REMARKS

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

F. APPROVED BY

[Signature] AUG 11 1953

SECRET
SECURITY INFORMATION

ENTRANCE ON DUTY NOTICE		1. DATE
2. TO: Mr. [redacted] Quarters Eye		23 March 1953
3. OFFICE (Institution, Branch, Etc.) TSS GS 9 \$3060.00		
4. THE PERSON NAMED BELOW MEETS THE STANDARDS FOR EMPLOYMENT WITH THIS AGENCY SUBJECT TO THE TYPE OF CLEARANCE AUTHORIZED IN ITEM NO. 9. THE SIGNED CLEARANCE FROM IAS FOR ENTRANCE ON DUTY HAS BEEN MADE A PART OF THE PERSONNEL FILE OF THIS INDIVIDUAL. HE/SHE IS REPORTING FOR DUTY THIS DATE.		
5. NAME (Last)	6. JOB TITLE AND GRADE	
KIMSEY HERMAN EDWARD	TECH. PROJ. OFFICER GS 9	
7. EFFECTIVE DATE OF ACTION	8. <input checked="" type="checkbox"/> E.O.D. <input type="checkbox"/> REASSIGNMENT OTHER:	9. TYPE CLEARANCE
23 March 1953		Full
10. REMARKS (Include Medical or Other Limitations)		
[redacted]		
PERSONNEL OFFICE		
DISTRIBUTION: ORIGINAL AND COPY (WHITE) TO ITEM NO. 3. COPY (PINK) TO PERSONNEL FOLDER		

FORM NO. 37-116
NOV 1952

PREVIOUS EDITIONS TO BE USED

SECRET

AREA DIVISION (INDICATE IF APPLICABLE)

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

LANGUAGE FACILITY

"International experience" - picked up no work during

1957 - NS 1957.

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

Person - solid; good affluence; clear; mature; responsible;
in fact; seems of average intelligence - certainly
at "train", handles small OK - impression as
a manager - somewhat timid - probably do a
goodly dependable job, on an individual level.
is very interested in technology; doesn't mind strong or
weak with the out. He liked instruction at school,
would seem to be able to do a good job on
a team level - working subjects with his management
person. Would have been at least 60-7 level - would
not be much more than that. His school level
his abilities; CIC experience (in combat & evaluation); interest in
technology; intelligence; leadership; personal interest;

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

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

CANDIDATE MUST NOT SEE THIS PAGE

UNFAVORABLE CIRCUMSTANCES TO WHICH SUBJECT

REMARKS: (ADDITIONAL PERTINENT INFORMATION)

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

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

James P. L. He will bring in typed form 57a
CLEARED FOR CONSIDERATION BY: [redacted]
Lundgren & Smith

SERVICE RECORD CHECKED:

FORM NO. 66-1

FORM NO. 27

FACTORS	RATINGS				EXPLANATION
	SUP	F	VS	UNS	
MOTIVATION - ENERGY, EFFORT, INITIATIVE, INTEREST IN ASSIGNMENT.					
PRACTICAL INTELLIGENCE - JUDGMENT, DECISIVENESS, ALERTNESS, PERCEPTION.					
STABILITY - EMOTIONAL CONTROL AND MATURITY, ABSENCE OF NERVOUS SYMPTOMS.					
ABILITY TO WORK WITH OTHERS - TACT, ABSENCE OF ANNOYING TRAITS.					
LEADERSHIP - ORGANIZING ABILITY, ABILITY TO WIN COOPERATION.					
PHYSICAL ABILITY - APPEARANCE, PRESENCE, VIGOR, STAM 74.					

[Signature]
 JUNE 1944

SECRET

(When Filled In)

1. IDENTIFICATION NUMBER		BIOGRAPHIC PROFILE (PART I)				
61555		2. NAME (Last, First, Middle)		3. SEX	4. DATE OF BIRTH	5. LONGEVITY COMP. DATE
KIMNEY, Herman Edward		M	Dec 1915	23 Mar 1953		
6. MARITAL STATUS (If dependent)		7. YEARS OF BIRTH		8. US NATURALIZATION DATE(S)		
Single		0		NA		
9. CAREER STATUS		10. LAST MED. PROF. QUAL. FOR		11. APPOINTMENT		12. LEVEL FOR
MEMBERSHIP STATUS Mar 1956		OTHER STATUS Feb 1959		O/S TDY		TDY O/S
13. CURRENT RESERVE STATUS		14. GRADE		15. ACTIVE DUTY WITH CIA DATE(S)		16. RELEASE TO MIL. SER. DATE(S)
None		None		None		None
17. ASSESSMENT DATE		18. PROFESSIONAL TEST DATE		19. LANGUAGE APTITUDE TEST DATE		
None		None		None		
20. 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.						
21. NON-CIA EDUCATION						
High school graduate Various Military Schools						
22. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None				
23. AGENCY SPONSORED TRAINING						
1955 Non-clerical Basic Typing						
24. CIA EMPLOYMENT HISTORY SINCE 15 SEPT 1957 (Personal Actions, Military Orders, and Principal Details)						
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & OCCAS. TITLE (If any)	LOCATION	
Mar 1953	Tech Proj Off 301	9		TSS/Graphic Arts Reproduction	Hq	
Feb 1954	Technologist 1390.01	9	TS	DDP/TSS/GARD/Ch, Anal & Res Branch	"	
May 1954	" 1390.01	11	DT	" " " " " " " "	"	
Jun 1955	I.O. (Tech Aids) 0136.63	12	DT	DDP/TSS/Auth/GARD/Ch, Anal & Res	"	
Feb 1957	" " 0136.63	13	DT	" " " " " " " "	"	
May 1960	Document Tech 1397.01	13	D	" " " " " " " "	"	
25. DATE REVIEWED 15 Sep 1961						
26. PROFILE REVIEWED BY OP/TSS/GAP/A						
27. DATE REVIEWED 3 Aug 1959						

FORM 1200 (PART I)

SECRET

PROFILE

103

SECRET

FORM 1000 (PART 2)

FILE SERIAL NO. S7555	BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) NINSET, Herman Edward		DATE OF BIRTH Dec 1916
23. SUMMARY OF EVALUATIVE REPORTS FOR THE PAST TEN YEARS See Attachment		
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE		
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REFERRED TO IN DETAIL		
26. ADDITIONAL INFORMATION Appreciation 1251 from Chief, NEA for excellent work on Report G-145 performed by TSS personnel. Endorsed by Chief, GMS/TSS. Commendation 1255 from the field, conveyed by the Career Management Officer, TSS for efficiency in rendering support to an operation.		
27. DATE PREPARED 15 Sep 1961	28. PROFILE PREPARED BY OP/POC/MS/hrs	

FORM 1000 (PART 2)

SECRET

PROFILE

(6)

SECRET
FORM 45 (Rev. 1-2-59)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 61555	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) KIMSEY, Norman E.		2. DATE OF BIRTH 11 Dec 1916		3. SEX M	4. GRADE GS-13
5. SERVICE DESIGNATION D DOCUMENT TECH CH			6. OFF/DIVISION OF ASSIGNMENT DDP/TSD/AUTH/GARB		
7. TYPE OF REPORT					
8. CAREER STATUS		9. DEFERRED		10. ASSIGNMENT/SUPERVISOR	
NOT ELIGIBLE		MEMBER		DEFERRED	
PENDING		DECLINED		DEFERRED	
10. DATE REPORT DUE IN G.P. 31 January 1961		11. REPORTING PERIOD Jan 1960 thru Dec 1960		12. 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
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	
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 slowly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 4
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS					RATING
					NOT APPLICABLE
					NOT SERVED
					1
					2
					3
					4
					5
GETS THINGS DONE					X
RESOURCEFUL					X
ACCEPTS RESPONSIBILITIES					X
CAN MAKE DECISIONS ON HIS OWN WHEN NECESSARY					X
DOES HIS JOB WITHOUT STRONG SUPPORT					X
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X
WRITES EFFECTIVELY					X
SECURITY CONSCIOUS					X
THINKS CLEARLY					X
DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS					X
OTHER					X

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. Cite, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject continues to perform his duties as Supervisor of ^{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>H. E. ...</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/	
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	Chief, TSD/GARB	<i>Joseph F. Marzen</i> JOSEPH F. MARZEN

SECRET

APPLICATION FOR FEDERAL EMPLOYMENT

37-103

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

17. AVAILABILITY INFORMATION

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

18. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

A. List Dates, Branch, and Serial or Service Number of All Active Service		
From 19 May 1941 To 5 Nov. 1943 29 Nov. 1946 To 8 Oct. 1949 5 Jan. 1950 To 20 Mar. 1953	Branch of Service U. S. Army	Serial or Service Number RA 39080103
B. Have you ever been discharged from the armed forces under other than honorable conditions? <input type="checkbox"/> Yes (Give details in Item 59) <input checked="" type="checkbox"/> No		
C. Do you claim 5-point preference based on wartime military service? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		D. Do you claim 5-point preference based on service during peacetime campaign? <input type="checkbox"/> Yes (Complete and attach Standard Form 15) <input checked="" type="checkbox"/> No
E. Do you claim 10-point preference? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Veteran Preference Claim" TYPE: <input type="checkbox"/> Compensable Disability <input type="checkbox"/> Disability <input type="checkbox"/> Wife <input type="checkbox"/> Widow <input type="checkbox"/> Mother		

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

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

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

Signature and title _____ Agency _____ Date _____

14-00000

Herman Edward Kinsey
Attachment I

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

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

December 11, 1916

Questioned Document Analyst (Continued)

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

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

II SUPERVISION RECEIVED:

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

III QUALIFICATIONS REQUIRED:

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

December 11, 1916

I. DUTIES AND RESPONSIBILITIES

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

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

Specifically:

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

(Continued on Page 2)

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

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

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

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

1935 to 1939 - Lumber Industry, California

Additional Information upon request.

Herwin Edward Kinsey
310 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. 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
1	Dates of employment (month, year) From <u>Unemployed</u> To <u>present time</u>		Exact title of position	Number and kind of employees you supervised
	Salary of earnings Starting \$ <u> </u> per <u> </u> Present \$ <u> </u> per <u> </u>		Classification Grade (If in Federal service)	Place of employment (City & State)
Name and address of employer (firm, organization, etc.)			Name, title, and present address of immediate supervisor	
Reason for wanting to leave				
Description of work <u>NOT APPLICABLE</u>				
2	Dates of employment (month, year) From <u>23 Mar. '53</u> To <u>20 Sept. '52</u>		Exact title of position <u>Intelligence Off. (See Plot)</u>	Number and kind of employees you supervised <u>3 Analysts</u>
	Salary of earnings Starting \$ <u>5,050.00</u> per <u>annum</u> Final \$ <u>11,415.00</u> per <u>annum</u>		Classification Grade (If in Federal service) <u>GS-13 Step 4</u>	Place of employment (City & State) <u>Washington, D. C.</u>
Name and address of employer (firm, organization, etc.) <u>Central Intelligence Agency 2430 E Street, N. W., Washington, D. C.</u>			Name, title, and present address of immediate supervisor <u>Chief, Personnel Operations Division ATTENTION: [redacted]</u>	
Reason for leaving <u>Reduction in force. Small section assimilated by 3 larger branches, and</u>				
Description of work <u>my plot 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>09 Nov. '46</u> To <u>20 Mar. '53</u>		Exact title of position <u>Special Agent CIC</u>	Number and kind of employees you supervised <u>0-5 Specialists</u>
	Salary of earnings Starting \$ <u>900.00</u> per <u>annum</u> Final \$ <u>3300.00</u> per <u>annum</u>		Classification Grade (If in Federal service) <u>E-7 (E-7)</u>	Place of employment (City & State) <u>Ft. Belvoir, Md.</u>
Name and address of employer (firm, organization, etc.) <u>Investigative Control Section AC of S - G-2, Ft. Belvoir, Maryland</u>			Name, title, and present address of immediate supervisor <u>Millard F. Dougherty, Maj., Inf. add. unknown (last supervisor)</u>	
Reason for leaving <u>Better job</u>				
Description of work <u>Under Investigative Control Section, A. C. of S., G-2, Ft. Belvoir, Md.;</u> <u>Relieved Chief of Tech. Lab.; Instructor in Basic Agent Course; Member of Combat CIC</u> <u>Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Relieved</u> <u>Chief of Special Projects, Tech. Laboratory. For these investigations nature 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

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

20. SPECIAL QUALIFICATIONS AND SKILLS

A. Kind of license or Certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.) None	B. State or other licensing authority	C. Year of first license or certificate	D. Year of latest license or certificate
E. Special skills you possess and machines and equipment you can use. (For example, short wave radio, multilith, compass, key punch, spirit level, transcribing machine, microscope or professional device) Industrial machinery (lumber) including Diesel Motorive (small); Ferrous Laboratory equipment (question of equipment); Metal; etc. etc. etc.	F. Approximate number of words per minute: Typing H. A. Shorthand H. A.		
G. Special qualifications not covered in application. (For example, past work experience, publications (do not submit copies unless requested); your patents or inventions; book speaking and publication experience; membership in professional or scientific societies, etc.; and honors and fellowships received) Suggested and directed development of the Identikit System; Member of IAI; Over 200 lecture hours at CIG 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 X 1935 (GEO-1947)	McCloud High School McCloud, California							
D. Name and location of college or university		Dates attended		Years completed		Credit hours		Degree received	Year received
None		From	To	Day	Night	Semester	Quarter		
None									
E. Chief undergraduate college subjects		Semester Hours Credit	Quarter Hours Credit	F. Chief graduate college subjects				Semester Hours Credit	Quarter Hours Credit
None									
G. State major field of study at highest level of college work College Level GEO (USAFI) 1948									
H. Other schools or training (for example, trade, vocational, Armed Forces, or business) Give for each the name and location of school, dates awarded, subjects studied, certificate, and any other pertinent data. Chemical Warfare Sch., 103rd Inf. Div. School - Camp Claiborne, La., 1 June 1943 Counter Intelligence Corps Basic Course, Fort Holabird, Md., 28 May 1947; Instructors Guidance Courses, Ft. Holabird, Maryland, 26 September 1947 and again 17 April 1952.									

22. FOREIGN TRAVEL

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

23. FOREIGN LANGUAGES

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

FULL NAME	PHONE NUMBER OR HOME ADDRESS (Number, street, city, state, and state)	BUSINESS OR OCCUPATION
(Lt. Col., Ret.)	Clarksburg, Maryland	Dir. Bur. of Ident. Lab., P. O. Dept. of Justice, Wash. D.C. Analyst FBI Laboratory
	14 Matthews Drive Silver Spring, Maryland	FBI Laboratory
	631 Patricia Lane Drive Falls Church, Virginia	Dir. Mil. Assis. Institute

ANSWER ALL QUESTIONS BY PLACING "X" IN PROPER COLUMN		YES	NO
25. Are you a citizen of the United States or American? If "No," give country of which you are a citizen.		X	
26. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?			X
27. Are you now, or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, fascist, Communist, or subversive, or which has adopted, or shown a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? <i>If your answer to 26 and/or 27 above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups or combination of persons and date of membership. Give complete details of your activities therein and make any explanation you deem regarding your membership or activities. (See Instruction Sheet.)</i>			X
28. Have you any physical handicap, chronic disease, or other disability?			X
29. Have you ever had a nervous breakdown?			X
30. Have you ever had tuberculosis? <i>If your answer to 28, 29, or 30 above is "Yes," give details in Item 39.</i>			X
31. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting civil service appointment? <i>If your answer is "Yes," give dates of and reasons for each disbarment in Item 39.</i>			X
32. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months? <i>If your answer is "Yes," give in Item 39 for EACH such relative (1) full name; (2) present address; (3) relationship; (4) department or agency to which employed, and (5) kind of assignment.</i>			X
33. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service? <i>If your answer is "Yes," give details in Item 39.</i>			X
34. Are you an official or employee of any State, territory, county, or municipality? <i>If your answer is "Yes," give details in Item 39.</i>			X
35. Have you ever been discharged (fired) from employment for any reason?		X	
36. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? <i>If your answer to 35 or 36 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reasons, in each case. This information should agree with statements made in Item 37—Experience.</i>			X
37. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of \$50.00 or less; and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely furnished collateral.)			X
38. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? <i>If your answer to 37 or 38 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law enforcing authority or type of court or court-martial, and (5) action taken.</i>			X
39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.			
Item No.	Answer	Item No.	Answer
22	Japan, Military Service, 1950-9, 1950-1; Korea, Military Service, 1950-1; Panama, 1959, Peru, 1959;	35	Because of bad eyes. When this was corrected, I returned to the same job under the same supervisor - brakeman on a diesel locomotive.
If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, date of birth, and exam- name (66) Attach on inside of this application.			
ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION			
A false or dishonest answer to any question in this application may be grounds for rating you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.			
CERTIFICATION			
I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.			
Signature of applicant _____		Date _____	

APPLICATION FOR FEDERAL EMPLOYMENT

37-103

DO NOT WRITE IN THIS SPACE	APPLICANT 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)							<input type="checkbox"/> Appor.
		3. Primary place(s) of employment applied for (City and State)		<input type="checkbox"/> Nonappor.	<input type="checkbox"/> Submitted	<input type="checkbox"/> Returned	Notations:		
		4. Name (First, middle, maiden, if any, last)	Herman Edward Kinsey			App. Reviewed:			
		5. Address (Number, Street, City, Zone, State)	3700 Mass. Ave., N. W. Washington, D. C. or c/o W. S. Linclinger, Box 407 Mt. Shasta, California 96046			App. Approved:			
		6. Home phone	7. Office phone	PE-2-6400		351-3905		Option	
		8. Legal or voting residence (State)	District of Columbia			Grade	Earned Rating	Preferences	Augm. Rating
		9. Height without shoes	10. Weight		5 feet 11 inches		200 lbs.		<input type="checkbox"/> 5 points (Test.)
		11. Sex	12. Marital status		<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		<input checked="" type="checkbox"/> Married <input type="checkbox"/> Single (incl. widowed, divorced)		<input type="checkbox"/> 10 points Comp. Test.
		13. Birthplace (City and State, or foreign country)	Gallup, McKinley County, New Mexico			<input type="checkbox"/> Other 10 Points			
14. Birth date (Month, day, year)	15. Social Security Number		December 11, 1916		556 10 4750		<input type="checkbox"/> Disc.		
16. If you have ever been employed by the Federal Government, indicate last grade and job title:		GS-13, Intelligence Officer (Section Chief) (Step 4) (GS-14 Slot)							
Dates of service in that grade:		From 12 Feb. 1957 To 20 September 1962							
Initials and date									

12. 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 <input type="checkbox"/> OPEN or grade <input type="checkbox"/> OPEN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not at all <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Frequently
E. Will you accept employment in Washington, D.C.?	F. Will you accept appointment only in certain locations?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Outside U.S. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," list locations: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

13. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

A. List Dates, Branch, and Serial or Service Number of All Active Service	Serial or Service Number
From 19 May 1941 To 9 Nov. 1943 Branch of Service U. S. Army	EA 39020103
From 29 Nov. 1945 To 8 Oct. 1949	
From 6 Jan. 1950 To 20 Mar. 1953	
B. Have you ever been discharged from the armed forces under other than honorable conditions?	
<input type="checkbox"/> Yes (Give details in Item 57) <input checked="" type="checkbox"/> 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?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes (Complete and attach Standard Form 15) <input checked="" type="checkbox"/> No
E. Do you claim 10-point preference?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Veteran Preference Claim" TYPE <input type="checkbox"/> Compensable disability <input type="checkbox"/> Disability <input type="checkbox"/> Wife <input type="checkbox"/> Widow <input type="checkbox"/> Member	

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

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

VETERAN PREFERENCE ALLOWED 5 point 10 point Comp. Test Other 10 points None

Signature and title _____ Agency _____ Date _____

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

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

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

1	Dates of employment (month, year)		Exact title of position	Number and kind of employees you supervised
	From	To present here		
Salary or earnings		Classification Grade (If in Federal service)	Place of employment (City & State)	Kind of business or organization (Manufacturing, accounting, insurance, etc.)
Starting \$	per			
Present \$	per	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)		Exact title of position	Number and kind of employees you supervised
	From	To		
Salary or earnings		Classification Grade (If in Federal service)	Place of employment (City & State)	Kind of business or organization (Manufacturing, accounting, insurance, etc.)
Starting \$	per annum			
Final \$	per annum	Name and address of employer (Firm, organization, etc.)		
Name, title, and present address of immediate supervisor				
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 Attachment 1				
3	Dates of employment (month, year)		Exact title of position	Number and kind of employees you supervised
	From	To		
Salary or earnings		Classification Grade (If in Federal service)	Place of employment (City & State)	Kind of business or organization (Manufacturing, accounting, insurance, etc.)
Starting \$	per annum			
Final \$	per annum	Name and address of employer (Firm, organization, etc.)		
Name, title, and present address of immediate supervisor				
Reason for leaving				
Better job				
Description of work				
Under Investigative Control Section, A. C. of S., G-2, Ft. Holabird, Md.;				
Enlisted Chief of Tech. Lab.; Instructor in Basic Agent Course; Member of Combat CIC				
Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Enlisted				
Chief of Special Projects, Tech. Laboratory, Far East; Investigated crimes of 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

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

RESUME

I Personal
Age 40 - Married - No Children

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

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

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

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

1946 to 1955 - Worked as a Special Agent (EES-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
\$21.00 per month Sergeant Continental Limits of United States U. S. Army
\$75.00 per month Supervisor - Unknown
U. S. Army
Honorable Discharge
Supervised S-2 Section in Brigade HQ for the purpose of collection and evaluation of information on the subject of enemy military operations.
7. 1 May 1939 to 10 May 1941 - Forest Guard None
\$100 per month Unknown McCloud, California U. S. Forest Service
United States Forest Service Earl Sullaway, McCloud, California
McCloud, California
Enlisted in the U. S. Army under draft requirement but not yet called for service.
Prevention and Suppression of forest fires.
8. January 1935 to May 1939 Laborer
Laborer in lumber oil industry.

Herman Edward Kimsey

December 11, 1916

Questioned Document Analyst (Continued)

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

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

II SUPERVISION RECEIVED:

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

III QUALIFICATIONS REQUIRED:

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

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

20. SPECIAL QUALIFICATIONS AND SKILLS

A. Kind of license or certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.) None		B. State or other licensing authority		C. Year of first license or certificate	D. Year of latest license or certificate
E. Special skills you possess and machines and equipment you can use. (For example, shot noise radio, multilith, compressors, key punch, turret lathe, transcribing machine, stenops, or professional devices) Industrial machinery (lumber) including Diesel Locomotive (small); Forensic Laboratory equipment (questioned document); Identi-Kit Cop.; Tech. Intelligence Equipment.				F. Approximate number of words per minute: Typing _____ Shorthand _____	
G. Special qualifications not covered in application. (For example, your most important publications (do not submit copies unless requested), your patents or inventions; public speaking and publications experience, membership in professional or 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	None		McCloud High School McCloud, California							
												D. Name and location of college or university		Dates attended		Years completed		Credit hours		Degree received	Year received
None												From	To	Day	Night	Semester	Quarter				
E. Chief undergraduate college subjects						Semester Hours Credit	Quarter Hours Credit	F. Chief graduate college subjects				Semester Hours Credit	Quarter Hours Credit								
None																					
G. State major field of study at highest level of college work College Level GED (USAFI) 1949																					
H. Other schools or training (for example, trade, vocational, Armed Forces, or business). Give for each the name and location of school, dates attended, subjects studied, certificates, and any other pertinent data. Chemical Warfare Sch., 103rd Inf. Div. School - Camp Claiborne, La., 1 June 1943 Counter Intelligence Corps Basic Course, Fort Holabird, Md., 28 May 1947; Instructors Guidance Course, Ft. Holabird, Maryland, 26 September 1947 and again 17 April 1952.																					

22. FOREIGN TRAVEL

Have you lived or traveled in any foreign countries?
 Yes No

If "Yes," give in Item 19 names of countries, dates and length of time spent there and reason or purpose (military service, business, education, or vacation).

23. FOREIGN LANGUAGES

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

24. REFERENCES

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

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, Zone, and State)	BUSINESS OR OCCUPATION
(Lt. Col., Ret.)	Clarksburg, Maryland 18 Eastmoor Drive Silver Spring, Maryland	Dir. Bur. of Ident. Lab., F. B. I. Spec. Rec. Analyst
	601 Patrick Henry Drive Halls Church, Virginia	FBI Laboratory Dir. Mil. Assis. Institute

ANSWER		QUESTIONS BY PLACING "X" IN PROPER COL.		YES	NO
25. Are you a citizen of the United States of America? If "No," give country of which you are a citizen:				X	
26. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?					X
27. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? <i>If your answer to 26 and/or 27 above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities. (See Instruction Sheet.)</i>					X
28. Have you any physical handicap, chronic disease, or other disability?					X
29. Have you ever had a nervous breakdown?					X
30. Have you ever had tuberculosis? <i>If your answer to 28, 29, or 30 above is "Yes," give details in Item 39.</i>					X
31. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting civil service appointment? (If your answer is "Yes," give dates of and reasons for such debarment in Item 39.)					X
32. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months? <i>If your answer is "Yes," give in Item 39 for EACH such relative (1) full name; (2) present address; (3) relationship; (4) department or agency by which employed, and (5) kind of appointment.</i>					X
33. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service? <i>If your answer is "Yes," give details in Item 39.</i>					X
34. Are you an official or employee of any State, territory, county, or municipality? <i>If your answer is "Yes," give details in Item 39.</i>					X
35. Have you ever been discharged (fired) from employment for any reason?				X	
36. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? <i>If your answer to 35 or 36 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reasons in each case. This information should agree with statements made in Item 39—Experience.</i>					X
37. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of \$50.00 or less, and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely testified collateral.)					X
38. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? <i>If your answer to 37 or 38 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law enforcing authority or type of court or court-martial, and (5) action taken.</i>					X
39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.					
Item No.	Answer	Item No.	Answer		
22	Japan, Military Service, 1942-9, 1950-1; Korea, Military Service, 1950-1; Panama 1959, Peru, 1955.	35	Because of bad eyes, when this was corrected, I returned to the same job under the same supervisor - brakeman on a diesel locomotive.		
If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, date of birth, and examination title. Attach on inside of this application.					
ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION					
A false or dishonest answer to any question in this application may be grounds for rating you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.					
CERTIFICATION					
I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.					
Signature of applicant _____				Date _____	

RESUME

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

PERSONAL

Age: 46
Marital Status: Married, no children

EDUCATION

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

Special Schools and Training Courses:

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

EMPIRICAL BACKGROUND

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

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

14-00000

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 5-6400

RESUME

- I Personal -
Age 46 - Married - No Children.
- II Education -
 - a - Grammar School - Oregon & California.
 - b - Junior High School - Oregon & California.
 - c - High School - Oregon & California.
 - d - College Level CED (USAFI) 1948.
- III Special Schools and Training Courses -
 - a - U. S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California; 1939 and again in 1949.
 - b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942.
 - c - U. S. Forest Service School for Fire Control & Prevention, Shasta, National Forest California, 1945.
 - d - U. S. Forest School for Timber Disease Control (Blister Rust) Klamath National Forest, California, 1946.
 - e - U. S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
 - f - Instructor Guidance Course, U. S. Army CIC School, Fort Holabird, Maryland - 1947 and again in 1952.
- IV Empirical Background -

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

From 1953 to 1962, I was an Intelligence Officer with U. S. Government, Central Intelligence Agency (Annual Salary - \$11,415 - GS-13). As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for: the direction and administration of the branch operations, determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained liaison with other U. S. Government components; activated and directed research projects carried out by private organizations such as Universities, private consultants, and private research corporations. During the above period, I trained and briefed the police and intelligence agencies of more than 50 foreign countries and actually traveled and worked in 6 foreign countries. I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that agency.

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

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

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

1935-1939 Lumber Industry, California.

Additional information upon request.

NO FURTHER COMMENTS
1967

Horizon Edward Kinsey

Dec. 11, 1916

Mentioned 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 customer's application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customer application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for mechanical and personnel identification methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefit to Agency technical services to intelligence efforts.

III. QUALIFICATIONS REQUIRED:

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

Edward Kinsey
3 Jan 1917

SECRET

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

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

SECRET

Republican National Committee

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

Attn: [Name] No. 8-9810

NAME Kinsey, Herman E. [initials]		Title, Grade & Salary Reference: 55-14	Office & Extension - 511	DOB [blank]	EOD 1/5/63	LWD 20/2/63	Type Referral 101
Reference Data							OP Interviewer E. V. [Name]
Date of Interview	Details of Out Placement (Including Cover & Security Data)						
11/2/62	Kinsey brought in copy of 57 which he had checked & indicated he had the cover contacts. Said in cover, he received a communication from [Name] through a cover contact for a proposition to the FBI under the terms of the [Name] of [Name] under such policies. Said my family, [Name] [Name] which he wants & promised a check book if he [Name] [Name]						
Sept 3 64	Subject came in late 1963 and was given assistance in filing for FAMS and he qualified at a grade 13/14 level. He was referred to [Name] several jobs and I have just been informed that he has taken a position with the Republican National Committee as assistant security officer.						
Nov 1964	Subject called to advise me that since the republicans had been beaten that he was out of a job.						
Dec 1965	Called Mr Kinsey and referred him to The Plaza hotel in New York for a position as security officer. I called the personnel officer of the hotel and told him of Mr Kinsey's qualifications and set up an appointment for an interview. Mr Kinsey went for the interview and was offered the position which paid \$1.60 per hour and meals. At that time he was being considered for another position and was asked time to consider offer.						
Jan 11 1965	Contacted Mr Kinsey to see if he had made up his mind about the job in NY as I had sent one time to refer. He advised me that he was being considered for position as security officer with the Republican National Committee and he would know after they met in Chicago Jan 22/						
1/2/65	- from [Name] personally - Do for [Name] [Name] he was trying private industry.						

65-5115-2-186

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

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

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

100 State

NAME

Kimsley, Morgan E.

Title, Grade & Salary

Analyst 13

Office & Extension

TSD/CPAB
Room 100
Ext.

X 2009

DGB

12/16

ESD

4/2/53

LWD

Type Referral

1/1

Reference Data

Exemption
TSD-APCC Analyst

CP Interviewer

Reilly

Date of Interview

Details of Out Placement (Including Cover & Security Data)

2nd "recognition" photo taken
out of the photo file of photo

22 March 68

Saw both + Clebscale. Think there is a good chance of his retention. Has good background in
from Philadelphia, etc. work etc. Has written several books in field. Knows the Game at 300 club. Has
contact at NSA. Lives at Alban Town. What draft job situation + contacts with

2 16 July

Did not see this man - he slipped out before we could
catch him - mtd

OUT PLACEMENT INTERVIEW RECORD

(See Reverse)

S-E-C-R-E-T

SECRET

X

NOTIFICATION OF ESTABLISHMENT OF MILITARY COVER BACKSTOP		DATE 25 January 1962
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, RECORDS AND SERVICE DIVISION	ESTABLISHED FOR
	<input type="checkbox"/> CHIEF, OPERATING ELEMENT	ZIMSEY, Herman E.
ATTN:		K-8689
REF:		IC CARD NO.
MILITARY COVER BACKSTOP ESTABLISHED		
<input checked="" type="checkbox"/> BLOCK RECORDS: (CHH 20-800-11)		
a. TEMPORARILY FOR <u>30</u> DAYS, EFFECTIVE 19 January 1962		
b. CONTINUING, EFFECTIVE		
<input type="checkbox"/> SUBMIT FORM 649 TO CHANGE LIMITATION CATEGORY TO 3. (CHH 20-800-2)		
<input type="checkbox"/> ASCERTAIN THAT ARMY W-2 BEING ISSUED. (CHH 20-800-1)		
<input type="checkbox"/> SUBMIT FORM 1299 FOR ANY CHANGE AFFECTING THIS COVER. (R 240-250)		
<input type="checkbox"/> SUBMIT FORM 1307 FOR TRANSFERRING COVER RESPONSIBILITY.		
<input type="checkbox"/> REMARKS:		
<p>71700 RE 601 11/19/62</p> <p>REMAIN</p>		
[] COPIES TO [] OF		[]
DISTRIBUTION: 1. SAO BY 1. 2. SAO BY 1. 3. SAO BY 1. 4. SAO BY 1.		

FORM 1551

SECRET

113-20-431

FORM 560	Obsolete Previous Edition	SECRET	(4-51)
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GS 13 \$11,155

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

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. SCHOLS

DIRECTOR OF PERSONNEL

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 161555		2. NAME KIMSEY HERMAN E			3. ASSIGNED ORGN. DUP/TSS 6		4. FUNDS V-20		5. ALLOTMENT		
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
GS 13	2	\$10,130	09	10	58	GS 13	3	\$10,370	02	07	60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP 11 00					
IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						10. INITIALS OF CLERK R.V.			11. AUDITED BY		
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION <input type="checkbox"/> P.B. <input type="checkbox"/> L.S. <input type="checkbox"/> PAY ADJUSTMENT						13. REMARKS					
14. AUTHENTICATION											

PAY CHANGE NOTIFICATION

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 161555		2. NAME KIMSEY HERMAN E			3. ASSIGNED ORGAN. DDP/TSS 6		4. FUNDS V-20		5. ALLOTMENT		
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	1	\$ 9,890	02	10	57	GS 13	2	\$10,130	05	10	58
REMARKS											
RN											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR JOSEPH F. MARZEN				DATE 10/9/58		SIGNATURE OF SUPERVISOR <i>Joseph F. Marzen</i>					
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560
1 MAR. 54

SECRET

PERSONNEL FOLDER (4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 161555		2. NAME KIMSEY HERMAN E			3. ASSIGNED ORGAN. DDP/TSS		4. FUNDS V-20		5. ALLOTMENT		
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	1	\$ 9,890	02	10	57	GS 13	2	\$10,130	08	10	58
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD					9. NUMBER OF HOURS LWOP						
					10. INITIALS OF CEEER <i>HP</i> 11. AUDITED BY						
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.						
14. AUTHENTICATION											
25. APR 1958 HONORARY SENIOR STAFF 											
PERIODIC STEP INCREASE - AUTHENTICATION											

FORM NO. 560b
1 MAR. 54

SECRET

PERSONNEL FOLDER (4)

SECRET

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

SECRET

DEF NOTIFICATION OF PERSONNEL ACTION

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

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

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

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

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

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

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

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

Grid containing fields 19-44: ACTION CODE (45), SERVICE CODING (10), STATION CODE, INTEREST CODE, HOURS, DATE OF BIRTH (12 11 16), DATE OF GRADE, DATE OF FEI, RETIREMENT DATA, SEPARATION DATA (1G70003), CORRECTION/CANCELLATION DATA (EOD DATA), VET. PREFERENCE, SERV. COMP. DATE, LONG COMP. DATE, CAREER CATEGORY, FEELI/HEALTH INSURANCE, SOCIAL SECURITY NO., PREVIOUS GOVERNMENT SERVICE DATA, LEAVE CAT., FEDERAL TAX DATA, STATE TAX DATA.

SIGNATURE OR OTHER AUTHENTICATION

AUTHORIZED MAXIMUM SEPARATION COMPENSATION IN ACCORDANCE WITH THE PROVISIONS OF CIA REGULATION 20-32, SEPARATION COMPENSATION POSTED 10-3 62 [Signature]

SECRET
(When Filled In)

EWS:13 MAY 1960

NOTIFICATION OF PERSONNEL ACTION

1. Serv. No. 161555		2. Name (Last-First-Middle) KIMSEY HERMAN E				3. Date Of Birth Mo. Da. Yr. 12 11 16			4. Vac. Pref. None-0 5 Pt-1 10 Pt-2 1		5. Sex M 1		6. CS - EOD Mo. Da. Yr. 03 23 53		
7. 03 10 52		8. CSC Retnl. Yes-1 No-2 1		9. CSC Or Other Legal Authority 50 USCA 403 J		10. Appt. Allidat. Mo. Da. Yr.			11. H.G.I. Yes-1 No-2 03		12. LCD Mo. Da. Yr. 23 53		13. 03 23 53		

PREVIOUS ASSIGNMENT

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

ACTION

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

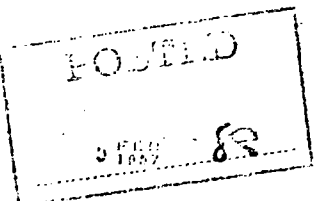
PRESENT ASSIGNMENT

31. Organizational Designations DOP TSS				Code		32. Location Of Official Station WASH., D. C.				Station Code 75013					
33. AUTHENTICATION GRAPHIC ARTS REPRODUCTION BRANCH ANALYSIS AND RESEARCH SECTION				Code 4449		34. Position Title DOCUMENT TECH CH				35. Position No. 0658		36. Serv. GS		37. Occup. Series 1397.01	
38. Grade & Step 13 3		39. Salary Or Rate \$10370		40. SD D		41. Date Of Grade Mo. Da. Yr. 02 10 57		42. Pst Due Mo. Da. Yr. 03 06 61		43. Appropriation Number 0225 1005 1000					
44. Remarks															
<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <p align="center">FORGED</p> <p align="center"><i>128</i></p> </div>															

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

are

1. NAME (LAST, FIRST, MIDDLE, INITIALS AND SURNAME) MR. HIRSH E. KIDBY 161555		2. DATE OF BIRTH 11 Dec 1916	3. JOURNAL OR ACTION NO.	4. DATE 4 February 1957																		
This is to notify you of the following action affecting your employment:																						
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) PROMOTION 30		6. EFFECTIVE DATE 10 Feb 1957	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 J																			
FROM		TO																				
8. POSITION TITLE GS-0136.63-12 \$7735.00 per annum		9. POSITION TITLE 10 Tech Aids BY-92																				
9. SERVICE, SERIES, GRADE, SALARY		9. SERVICE, SERIES, GRADE, SALARY GS-0136.63-13 \$9790.00 per annum																				
10. ORGANIZATIONAL DESIGNATIONS 444952		10. ORGANIZATIONAL DESIGNATIONS DDP/IBS Authentication Graphic Arts Reproduction Division Analysis and Research Branch																				
11. HEADQUARTERS 2		11. HEADQUARTERS Washington, D. C.																				
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL																				
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION																				
<table border="1"> <tr> <th>NONE</th> <th>WWII</th> <th>OTHER</th> <th>5-PT</th> <th>10 POINT</th> </tr> <tr> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>		NONE	WWII	OTHER	5-PT	10 POINT				<input checked="" type="checkbox"/>		<table border="1"> <tr> <th>NEW</th> <th>VICE</th> <th>I. A.</th> <th>REAL.</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>			NEW	VICE	I. A.	REAL.				
NONE	WWII	OTHER	5-PT	10 POINT																		
			<input checked="" type="checkbox"/>																			
NEW	VICE	I. A.	REAL.																			
15. APPROPRIATION FROM 7-2715-00 750-13		17. SUBJECT TO C.S. RETIREMENT ACT (YES OR NO) Yes																				
16. APPROPRIATION TO: Same		18. DATE OF APPOINTMENT AFFIDAVIT (EXCEPTIONS UNIT)	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:																			
20. REMARKS: 3 EOB 03/23/53																						
																						
ENTRANCE PERFORMANCE RATING: Director of Personnel																						
4. PERSONNEL FOLDER COPY																						

773 2/1/57

1. Agency and organizational designation

2. Payroll period

3. Block No. 7-2507-20

4. Slip No.

5. Employer's name (and social security # and count number when appropriate)
KELLEY, W. W. Co.

6. Grade and salary
GS-12 67570

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) TOS-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

15. Date last equivalent increase 19 Jun 55

16. Old salary rate 57570

17. New salary rate 67785

18. Performance rating in terms of quality of service satisfactory

19. LWOP data (fill in appropriate spaces covering LWOP during following period(s))

No excess LWOP. Total excess LWOP

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

PAY ROLL CHANGE SLIP—PERSONNEL COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

TYPE

1. NAME (MR., MRS., MISS, MRS., OR MISS) (LAST, FIRST, MIDDLE INITIAL, AND SURNAMES) Mr. Herman E. Kinsey		2. DATE OF BIRTH 11 Dec 1916	3. JOURNAL OR ACTION NO.	4. DATE 17 Jun 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (SEE STANDARD TERMINOLOGY) Promotion		6. EFFECTIVE DATE 19 June 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 U.S.C. 403 J	
FROM		TO		
8. POSITION TITLE HI-92-11 9. SERVICE SERIES, GRADE, SALARY GS-0136.63-11 \$5910.00 per annum		10. POSITION TITLE IO (Tech Aids) HI-92 9. SERVICE SERIES, GRADE, SALARY GS-0136.63-12 \$7040.00 per annum 10. ORGANIZATIONAL DESIGNATIONS DDP/Technical Services Staff Authentication Graphic Arts Reproduction Division Analysis and Research Branch 11. HEADQUARTERS Washington, D. C.		
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
12. FIELD OR DEPT'L		12. FIELD OR DEPT'L		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
13A. <input type="checkbox"/> None <input type="checkbox"/> 10% <input type="checkbox"/> 15% 13B. <input type="checkbox"/> None <input type="checkbox"/> 10% <input type="checkbox"/> 15% 13C. <input checked="" type="checkbox"/> 10% <input type="checkbox"/> 15% 13D. <input type="checkbox"/> None <input type="checkbox"/> 10% <input type="checkbox"/> 15%		14A. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14B. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14C. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14D. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14E. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14F. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14G. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input 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type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KL. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KM. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KN. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KO. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KP. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KQ. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KR. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KS. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KT. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KU. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KV. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KW. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KX. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KY. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14KZ. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14LA. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14LB. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14LC. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14LD. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14LE. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14LF. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14LG. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14LH. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14LI. <input type="checkbox"/> Prom <input type="checkbox"/> Adv <input type="checkbox"/> Reorg 14LJ. <input type="checkbox"/> Prom		

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (LAST, FIRST, MIDDLE, OTHER GIVEN NAME, INITIALS, AND SURNAME) MR. MELBA F. WISBY		2. DATE OF BIRTH 11 Dec 1916	3. JOURNAL OR ACTION NO.	4. DATE 17 Apr 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) REASSIGNMENT		6. EFFECTIVE DATE 22 May 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 51 CFR 103 J	
FROM TO (PREV. ATRN) NY 92-11		8. POSITION TITLE TO (PREV. ATRN) NY 92-11	9. SERVICE, SERIES, GRADE, SALARY GS-13, GS-11 \$5264.00 1/n	
10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS		12. FIELD OR DEPT'L FIELD		
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WHITE <input type="checkbox"/> OTHER <input type="checkbox"/> S. P. <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION N/A		
15. SEX <input type="checkbox"/> M <input type="checkbox"/> F	16. RACE <input type="checkbox"/> W <input type="checkbox"/> N	17. APPROPRIATION FROM: 5-2515-21 TO:	18. SUBJECTING TO RETIREMENT ACT	19. DATE OF APPOINTMENT AFFIDAVIT (ACQUISITION ONLY)
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Calif.		21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.		
ENTRANCE PERFORMANCE RATING: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10		OF OTHER AUTHORIZATION		

RECEIVED
 16 MAY 1955
[Signature]

4. PERSONNEL FOLDER COPY

622 5/18/55

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR., MISS, MRS. MUST GIVE NAME, INITIALS, AND SURNAME) Mr. Herman E. Kinsey		2. DATE OF BIRTH 11 Dec 1918	3. JOURNAL OF ACTION NO.	4. DATE 25 Feb 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		6. EFFECTIVE DATE 27 Feb 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USC 403 j	
FROM		TO		
Technologist ST 93 GS-1390.01-11		8. POSITION TITLE	I.G. (Tech Aids) ST 92-11 GS-0136.63-11 \$5940.00 per annum	
		9. SERVICE, SERIES, GRADE, SALARY		
		10. ORGANIZATIONAL DESIGNATIONS	ESP/Technical Services Staff Graphic Arts Reproduction Division Analysis and Research Branch Washington, D.C.	
		11. HEADQUARTERS		
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL	
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE <input type="checkbox"/> WAR <input type="checkbox"/> OTHER <input type="checkbox"/> V.P.T. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>		NEW <input type="checkbox"/> VICE <input type="checkbox"/> L. A. <input type="checkbox"/> C. A. <input type="checkbox"/> SD-07		
15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO U.S. RETIREMENT ACT	19. DATE OF APPOINTMENT AFFIDAVIT (ACQUISITIONS ONLY)
		FROM: S-2515-20 TO: SD-07	<input type="checkbox"/>	
		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Calif.		
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				

POSTED
2/28/55

ENTRANCE PERFORMANCE RATING

4. PERSONNEL FOLDER COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

Jan

1. NAME (MR. MISS - MRS. - ONE GIVEN NAME, INITIALS AND SURNAME) Mr. Herman E. Kiscoy		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 \$5125.00 per annum		TO Technologist NY 93 GS-1390.01-11 \$5940.00 per annum		
9. SERVICE, SERIES, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS ISD/Technical Services Staff Graphic Arts Reproduction Div. Analysis & Research Branch		
11. HEADQUARTERS Washington, D. C.		12. FIELD OR DEPT. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REV. SD-PT CD-15		
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	16. RACE <input type="checkbox"/> W <input type="checkbox"/> N <input type="checkbox"/> O	17. APPROPRIATION FROM: 3-2515-20 TO: 3-2515-20	18. SUBJECT TO U.S. RETIREMENT ACT (YES - NO) No	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)
20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED STATE: Calif.		21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.		

ENTRANCE PERFORMANCE RATING
 Deputy Assistant Director for Personnel

4. PERSONNEL FOLDER COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR - MISS - MRS - ONE GIVEN NAME, INITIALS AND SURNAME) Mr. Hanson E. Kinsey		2. DATE OF BIRTH 11 Dec. 1916	3. JOURNAL OR ACTION NO. & DATE 20 Apr. 1954																		
This is to notify you of the following action affecting your employment:																					
3. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		4. EFFECTIVE DATE 25 Apr. 1954	5. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403 J																		
FROM		TO																			
Tech Projects Of NY 256-9		Technologist NY 93-9																			
GS-1390-9		GS-1390.01-9 \$5125.00 per annum																			
Office of the Chief		DDP/TSS Graphic Arts Reproduction Div. Analysis & Research Branch																			
		Washington, D. C.																			
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL																		
11. VETERAN'S PREFERENCE		12. POSITION CLASSIFICATION ACTION																			
<table border="1"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>5-PT.</td> <td>10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB/OTHER</td> </tr> </table>		NONE	WWII	OTHER	5-PT.	10-POINT					DISAB/OTHER	<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>L.A.</td> <td>REL.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		NEW	VICE	L.A.	REL.				
NONE	WWII	OTHER	5-PT.	10-POINT																	
				DISAB/OTHER																	
NEW	VICE	L.A.	REL.																		
13. APPROPRIATION FROM: 4-2515-20 TO: Special		14. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) Yes	15. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) Yes																		
16. SEX M	17. RACE W	18. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Calif.																			
19. 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																					

1604-20 51
 4. PERSONNEL FOLDER COPY

1. Agency and organizational designations		4. Pay rate		3. Effective date 6-15 4-22-54		4. Slip No.	
5. Employee's name (and social security account number when appropriate) KIMZY, ROBERT E.		6. Gross monthly GS-9 \$5060.00					
PAY ROLL CHANGE DATA							
	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	NET PAY
7. Previous period							
8. New period							
9. Pay slip period							
10. Remarks				11. Appropriation(s) DDP/T-3 5		12. Prepared by aps 9 Apr 54	
						13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase <input type="checkbox"/>							
14. Effective date 23 Mar 54	15. Date last equivalent increase 23 Mar 53	16. Old salary rate \$4960.00	17. New salary rate \$5185.00	18. Performance rating is satisfactory or below.			
19. LWOP date (fill in appropriate spaces covering LWOP during following periods):				<input type="checkbox"/> No excess LWOP. Total excess LWOP _____ <input type="checkbox"/> Excess LWOP. Total excess LWOP _____			
STANDARD FORM NO. 1126d—Revised Form prescribed by Comp. Gen., 11, 5 Nov. 3, 1952, General Regulations No. 127				(Check applicable box in case of excess LWOP) <input type="checkbox"/> Excess LWOP during period <input type="checkbox"/> Excess LWOP during period <input type="checkbox"/> Excess LWOP during period <input type="checkbox"/> Excess LWOP during period			
PAY ROLL CHANGE SLIP—PERSONNEL COPY							

500
600

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION *pal*

1. NAME (MR - MRS - MESS - ONE GIVEN NAME, INITIALS, AND SURNAME) Mr. Bernard E. Kinsey		2. DATE OF BIRTH 11Dec.1916	3. JOURNAL OR ACTION NO.	4. DATE 29 Aug. 1953																						
<i>This is to advise you of the following action affecting your employment:</i>																										
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment		6. EFFECTIVE DATE EQB 13 Sept. 1953	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A6.116(b)																							
FROM		TO																								
TECH PROJECTS OFF BY 256-9 GS 1390-9 \$5060.00 per annum DDP/TSS Graphic Arts Reproduction Div Office of the Chief Washington D.C.		8. POSITION TITLE 9. SERVICE, SERIES, GRADE, SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS Washington D.C.	TECH PROJECTS OFF BY 256-9 GS 1390-9 \$5060.00 per annum DDP/TSS Graphic Arts Reproduction Div Office of the Chief Washington D.C.																							
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL																								
13. VETERAN'S PRESENCE		14. POSITION CLASSIFICATION ACTION																								
<table border="1"> <tr> <th>MOBE</th> <th>WAR</th> <th>OTHER</th> <th>SP1</th> <th>SP2</th> <th>SP3</th> <th>SP4</th> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	MOBE	WAR	OTHER	SP1	SP2	SP3	SP4		<input checked="" type="checkbox"/>						<table border="1"> <tr> <th>NEW</th> <th>VICE</th> <th>L.A.</th> <th>REAL.</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>			NEW	VICE	L.A.	REAL.					CD TS
MOBE	WAR	OTHER	SP1	SP2	SP3	SP4																				
	<input checked="" type="checkbox"/>																									
NEW	VICE	L.A.	REAL.																							
15. SEX M	16. RACE W	17. APPOINTMENT FROM 3-2515-10 EX 3-2515-20	18. SUBJECT TO C.S. RETIREMENT ACT (YES/NO) Yes	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVIDED STATE																					
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.																										
Transfer TO Vouchered Funds FROM Unvouchered Funds																										
<p>Acting Chief, Personnel Division</p> <p>ENTRANCE PERFORMANCE RATING</p> <p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100</p>																										

Personnel Information
 PERSONNEL FOLDER COPY

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

CONVERTED PERSONNEL ACTION

(1) Staff or Division SSS (2) Rate I/O Approved 1/1/54 (3) Effective date of Action 1/1/54

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)							
[Redacted]	Chemist	GS-12	239	B	Chemist	GS-1320-12	198
Lauinger, Frank W.	Chemist	GS-7	242	B	Chemist	GS-1320-7	199
[Redacted]	Chemist	GS-12	243	B	Chemist	GS-1320-12	202
[Redacted]	Trng Off-Tech Flds	GS-9	251	C	Trng Off-Tech Flds	GS-1711-9	217
* [Redacted]	Technician	GS-11	246	B	Technician	GS-201-11	206
* [Redacted]	Technician	GS-9	247	B	Tech Projects Off	GS-201-9	219

* Candidate in Process

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

CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME KINSLEY, Herman Edward		DATE 30 August 1952
NATURE OF ACTION Accepted appointment		EFFEKTIVE DATE 23 March 1953
TITLE	FROM	TO TECH. PROT. OFF. BY-110 SERVING TECHNICIAN Y 247
GRADE AND SALARY		GS-301-9 \$5060
OFFICE		Technical Services
DIVISION		GRAPHIC ARTS R&P. DIV. Special Assistance
BRANCH		Off. of Chief Miscellaneous Techniques
OFFICIAL STATION		Washington D. C.
QUALIFICATIONS	APPROVAL	EXECUTIVE
CLASSIFICATION	PERSONNEL OFFICER	
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON		23 March 1953
SECURITY CLEARED ON		6 Feb. 1953
OVERSEAS AGREEMENT SIGNED		NA
ENTERED ON DUTY		23 March 1953
<i>all by</i> 25-15-10		SIGNATURE OF AUTHORIZING OFFICER
REMARKS: Subject is to be employed in a civilian capacity. DOB: 03/23/53 OSKOD: 03/23/53 200: 03/23/53		
POSTED DE 26 Mar 53 <i>ALJ</i>		

SECRET
(When Filled In)

1 of 10 3

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				61555			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE	
KIMBRY Herman E.			11 December 1916		M	GS-13	
5. SERVICE DESIGNATION 6. OFFICIAL POSITION TITLE				7. OFF/DIV/BR OF ASSIGNMENT			
D DOC TECH CH				DDP/TS/DI/GARS			
8. CAREER/STAFF STATUS				9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> PENDING		<input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DECLINED		<input type="checkbox"/> DEFERRED <input type="checkbox"/> DENIED		<input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL	
						<input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From To		12. SPECIAL (Specify)			
31 January 1962		7 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. <div style="border: 1px solid black; padding: 5px; width: 30px; margin: 0 auto;">4</div>	
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	
RESCURCEFUL						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 2* ON REVERSE SIDE							

SECRET

SECTION E	NARRATIVE	DESCRIPTION OF MANNER OF JOB PERFORMANCE	PERFORMANCE
<p>Discuss strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.</p>			
<p>Mr. Kimsey possesses a wealth of knowledge in his technical field which, when skillfully and tactfully utilized, helps to increase the productive capability of his Section's activities.</p>			
<p>This thorough knowledge of A&R activities enables him to present his oral briefings in an informative and interesting manner.</p>			
<p>Subject has been downgraded in Specific Duty #1 from a "4" to a "3". The basis for the lower rating in this category warrants the following explanation. There have been numerous and 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.</p>			
SECTION F		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I certify that I have seen Sections A, B, C, D and E of this Report.			
DATE 7 March 1962	SIGNATURE OF EMPLOYEE		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 58	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.			
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS		
OTHER (Specify):			
DATE 7 March 1962	OFFICIAL TITLE OF SUPERVISOR DC/TSD/GARB	TYPED OR PRINTED NAME AND SIGNATURE	
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			
<p>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.</p>			
DATE 13 February 1963	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, TSD/GARB	TYPED OR PRINTED NAME AND SIGNATURE <i>Joseph F. Marzen</i> Joseph F. Marzen	

SECRET

SECRET
(When Filled In)

MAY 8 1961

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

61555

SECTION A

1. NAME (Last) (First) (Middle) GENERAL
 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
 NOT ELIGIBLE MEMBER DEFERRED
 PENDING DECLINED DENIED
 9. TYPE OF REPORT
 ANNUAL REASSIGNMENT/SUPERVISOR
 SPECIAL (Specify) REASSIGNMENT/EMPLOYEE
 10. DATE REPORT DUE IN O.P. 31 January 1961
 11. REPORTING PERIOD From Jan 1960 thru Dec 1960 To

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 personnel		4	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

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING					
			1	2	3	4	5	
GETS THINGS DONE								
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):							X	

SEE SECTION "E" ON REVERSE SIDE

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for 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 complex A&R activities in a competent manner. His knowledge of the technical aspects of his Sections' many functions help to insure a continuation of work flow and his ability to absorb and retain technical data related to his field of endeavor serves as an aid in the presentations of his numerous oral briefings.

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

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE 31 January 1961 SIGNATURE OF EMPLOYEE [Signature]

2. BY SUPERVISOR

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

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

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

DATE 31 January 1961 OFFICIAL TITLE OF SUPERVISOR DC/TSD/GARB/ TYPED OR PRINTED NAME AND SIGNATURE

3. BY REVIEWING OFFICIAL

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

COMMENTS OF REVIEWING OFFICIAL

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

SECRET

SECRET
When Filled In
Recorded
6880

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 DT		6. OFFICIAL POSITION TITLE IO TECH AIDS		7. OFF. DIV/BR OF ASSIGNMENT DDP/TSS/A/GARD
8. CAREER STAFF STATUS <input checked="" type="checkbox"/> MEMBER		9. TYPE OF REPORT <input type="checkbox"/> DEFERRED <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR		
<input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED		<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P. 31 January 1960		11. REPORTING PERIOD 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 Supervises A&R Branch personnel and activities		RATING SPECIFIC DUTY NO. 4 4		SPECIFIC DUTY NO. 4 Oral Briefings		RATING NO. 4
SPECIFIC DUTY NO. 2 Questioned Document Analysis		RATING SPECIFIC DUTY NO. 5 5		SPECIFIC DUTY NO. 5 Writing Technical Reports		RATING NO. 5
SPECIFIC DUTY NO. 3 Liaison with other Government Questioned Document Labs.		RATING SPECIFIC DUTY NO. 5 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.			
<ul style="list-style-type: none"> 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. 	<table border="1" style="width: 100%; height: 40px;"> <tr><td style="text-align: center;">RATING NO.</td></tr> <tr><td style="text-align: center;">4</td></tr> </table>	RATING NO.	4
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 *C* 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 in 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.

OFFICE OF PERSONNEL

1960 JAN 25 PM '60

MAIL ROOM

SECTION F CERTIFICATION AND COMMENTS

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

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

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

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.
 EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS: OTHER (Specify):
 REPORT MADE WITHIN LAST 90 DAYS:

DATE: 27 January 1960
 OFFICIAL TITLE OF SUPERVISOR: DC/TSS/GARD
 TYPED OR PRINTED NAME AND SIGNATURE:

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

COMMENTS OF REVIEWING OFFICIAL

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

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 161555				
SECTION A GENERAL										
1. NAME (Last) (First) (Middle) KIMSEY Herman E.			2. DATE OF BIRTH 11 Dec 1916		3. GRADE 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				9. TYPE OF REPORT						
NOT ELIGIBLE		<input checked="" type="checkbox"/> MEMBER		DEFERRED		INITIAL REASSIGNMENT/SUPERVISOR				
PENDING		DECLINED		DENIED		<input checked="" type="checkbox"/> ANNUAL REASSIGNMENT/EMPLOYEE				
10. DATE REPORT DUE IN C.F.		11. REPORTING PERIOD		SPECIAL (Specify)						
January 1959		Dec 1957 to Jan 1959								
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES										
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).										
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent				
5 - Excellent		6 - Superior		7 - Outstanding						
SPECIFIC DUTY NO. 1		RATING NO.		SPECIFIC DUTY NO. 4		RATING NO.				
Supervises A&R Branch Personnel		3		Oral Briefing		4				
SPECIFIC DUTY NO. 2		RATING NO.		SPECIFIC DUTY NO. 5		RATING NO.				
Questioned Document Analysis		5		Writing Technical Reports		5				
SPECIFIC DUTY NO. 3		RATING NO.		SPECIFIC DUTY NO. 6		RATING NO.				
Liaison with other Gov't. 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 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			
						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 "E" BY REVERSE SIDE

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions for improvement of his performance, his potential for development and re-assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTION B, C, and D to provide the basis for determining future personnel actions.

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

SECTION F CERTIFICATION AND COMMENTS

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

DATE: 27 Jan 1959 SIGNATURE OF EMPLOYEE: [Signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 22
IF THIS REPORT HAS NOT BEEN ISSUED TO EMPLOYEE, GIVE EXPLANATION:

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON:
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS: [] (REPORT MADE WITHIN LAST 90 DAYS)

OTHER (Specify): []

DATE: 27 Jan. 1959 OFFICIAL TITLE OF SUPERVISOR: Deputy Chief, TSS/GARD
TYPED OR PRINTED NAME AND SIGNATURE: [Signature]

3. BY REVIEWING OFFICIAL

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

COMMENTS OF REVIEWING OFFICIAL:

DATE: 27 Jan. 1959 OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief, TSS/GARD
TYPED OR PRINTED NAME AND SIGNATURE: Joseph F. March

SECRET

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 29.170. It is recommended that you read the entire form before completing any 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 8 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 OF ORIGIN/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. INITIALS	12. REASSIGNMENT - SUPERVISOR	13. SPECIAL (Specify)
<input checked="" type="checkbox"/> Regular			

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	<input type="checkbox"/> IF INDIVIDUAL IS RATED "1" OR "2" OR "3" A WARNING LETTER HAS BEEN SENT TO HIM AS COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	<input type="checkbox"/> I HEREBY CERTIFY THAT THE RATED INDIVIDUAL KNOWS HIS EVALUATION AND JOB PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

10. DATE 30 Dec. 1957	11. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Joseph E. Marzen	12. SUPERVISOR'S OFFICIAL TITLE C/TSS/GARD
13. FOR THE REVIEWING OFFICER: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.		

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

CONTINUED ON ATTACHED SHEET

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

1. THIS DATE 30 Dec. 1957	2. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICER Charles J. Ryan	3. OFFICIAL TITLE OF REVIEWING OFFICER ASSTC/TSS/AUTH
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SECTION C.

JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

- | | |
|-------|---|
| 4 1/2 | 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 WEAKENS SOME AREA OF WEAKNESS. |
| | 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. |
| | 5. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR. |

COMMENTS

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

a. State in the spaces above up to six of the more important SPECIFIC duties performed. Place the most important first. Do not include minor or insignificant duties.

b. Rate performance on each specific duty considering ONLY efficiency in performance of this duty (do not rate as supervisor who supervise a secretary only).

c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor who supervise a secretary only).

d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.

e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.

f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	MAN AND USES APPR 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 PATRIAL 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., confined key and phone operation, in the case of a radio operator.

JAN 16 9 28 AM '50
MAIL ROOM

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	4 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	5 - PERFORMS THIS DUTY IN A VERY FINE MANNER
3 - PERFORMS THIS DUTY ACCEPTABLY	6 - EXCEEDS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
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	

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

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED

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

3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO DEFICIENCIES 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 IN ONLY A FEW IN SUITABILITY FOR GOOD TO THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR THIS JOB IN THIS POSITION OF THE ORGANIZATION? YES NO (SEE REAS. BELOW FULLY)

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any questions. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 8 of Section E below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
KIMSEY Heiman E.	11 Dec 1916	M	DT
5. OFFICE/SECTION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION 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)	INITIAL	PERFORMANCE SUPERVISOR	SPECIAL (Specify)
	ANNUAL	PERFORMANCE EMPLOYEE	

SECTION F.

CERTIFICATION

1. FOR THE RATER: 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
30 Dec. 1957	Joseph E. Marzen <i>Joseph E. Marzen</i>	C/TSS/GARD
2. FOR THE OFFERING 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 OFFERING OFFICIAL	C. OFFICIAL TITLE OF OFFERING OFFICIAL
30 Dec. 1957		ASSTC/TSS/AUTH

SECTION G.

ESTIMATE OF POTENTIAL

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

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

F. SUPERVISORY POTENTIAL

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

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	
1	BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	
2	BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	
3	BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (Group leaders, stenographers, technicians or professional specialists of various kinds) WITH CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
2		A GROUP OF SUPERVISORS WHO DO THE BASIC JOB (Second line supervisors)
	1	A GROUP, ONE WAY OR ANOTHER OF SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
2		WHEN IMMEDIATE SUPERVISORY ACTIVITIES ARE REVERSE AND NEED CAREFUL COORDINATION
2		WHEN IMMEDIATE SUPERVISORY DUTIES INVOLVE MEMBERS OF THE OPPOSITE SEX
	0	SPECIAL (Specify)

FORM NO. 45 (Part II)

REPLACES FORM NO. 45, 1953 EDITION

SECRET

Potential 31 11 1957

SECRET

OFFICE OF PERSONNEL

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

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

JUN 16 9 25 AM '50
MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL
None

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS
None

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
2	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	2	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	3	12. SHOWS ORIGINALITY	2	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	2	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANCHORED IN HIS THINKING	2	14. ADMITS HIS ERRORS	3	24. BORES WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	2	15. RESPONDS WELL TO SUPERVISION	3	25. DISPLAYS JUDGEMENT
2	6. KNOWS 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 OBSERVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
2	9. GETS THINGS DONE	3	19. THINKS CLEARLY	3	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN cope WITH EMERGENCIES	2	20. COMPLETES ASSIGNMENTS WITHIN ALLOCABLE TIME LIMITS	3	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SER	4. SERVICE DESIGNATION
KIMSEY Herman E.		11 Dec 1916	M	DT
5. OFFICE-DIVISION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE		
DDP/TSS/AUTH/Graphic Arts Reproduction		IO TECH AIDS		
7. GRADE	8. DATE REPORT DUE IN OFFICE		9. PERIOD COVERED BY THIS REPORT (Inclusive Dates)	
GS-12	23 December 1956		22 December 1955 to 23 December 1956	
10. TYPE OF REPORT (Check one)		11. REASON FOR SUPERVISOR'S		12. SPECIAL (Specify)
<input checked="" type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL		REASSIGNMENT		

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:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "D" OR "C", A WRITING LETTER HAS BEEN SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS OWN PERFORMANCE BECAUSE (Specify):
<input checked="" type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE: 3-6-57

C. TYPE OF PRINTED NAME AND SIGNATURE OF SUPERVISOR: JOSEPH F. MARZEN *Joseph F. Marzen*

D. SUPERVISOR'S OFFICIAL TITLE: Chief, TSS/GARD

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

BY: *Ra* DATE: 26 MAR 1957

Posted Pos. Control

Reviewed by PUD: *[Signature]*

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

A. THIS DATE: 14-3-57

B. NAME OF REVIEWING OFFICIAL: [Blank]

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

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

COMMENTS: Occasionally reveals some area of weakness.

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p>DIRECTIONS:</p> <p>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.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>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). <i>Rate the individual being rated with others performing the same duty at a similar level of responsibility.</i></p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>EDITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING BATEMAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>DRIES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>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.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	EDITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING BATEMAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	DRIES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
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SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
<p>4</p> <table border="0"> <tr> <td>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</td> <td>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</td> </tr> <tr> <td>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</td> <td>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</td> </tr> <tr> <td>3 - PERFORMS THIS DUTY ACCEPTABLY</td> <td></td> </tr> <tr> <td>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</td> <td></td> </tr> <tr> <td>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</td> <td></td> </tr> </table>				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 IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB															
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DESCRIPTIVE RATING NUMBER	SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 2	RATING NUMBER																							
	Branch Supervises A&R	3	Liaison with other Government Organizations) Questioned Documents	5																							
	Questioned Document Analysis	5	Oral Briefing	4																							
	Document Analysis (for Repro.)	3																									
<p>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</p> <p>DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>Knowledge and ability to perform document analysis, questioned document analysis, identification and comparison of handwriting and typewriting. He constantly strives for new techniques in his field of endeavor. Has tendency to present his discussions too indirectly so that the importance of the main topic being discussed often becomes confused, vague and sometimes lost.</p>																											
<p>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</p> <p>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.</p> <table border="0"> <tr> <td rowspan="7"> <p>5</p> <p>RATING NUMBER</p> </td> <td>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</td> </tr> <tr> <td>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</td> </tr> <tr> <td>3 - A BARELY ACCEPTABLE EMPLOYEE...BY NO MEANS AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</td> </tr> <tr> <td>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> </tr> <tr> <td>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</td> </tr> <tr> <td>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</td> </tr> <tr> <td>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</td> </tr> </table> <p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN BELOW:</p>					<p>5</p> <p>RATING NUMBER</p>	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...BY NO MEANS 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 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION															
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	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																										

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the IV no later than 30 days after the due date indicated in item 9 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 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)
XX ANNUAL REASSIGNMENT-EMPLOYEE

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED
A. THIS DATE 3-6-57 B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR JOSEPH F. MARZEN C. SUPERVISOR'S OFFICIAL TITLE C/TSS/GARD
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.
A. THIS DATE 14-3-57 B. OFFICIAL TITLE REVIEWING OFFICIAL 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.

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
RATING NUMBER 4

2. SUPERVISORY POTENTIAL

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

DESCRIPTIVE RATING NUMBER
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

Table with columns: ACTUAL, POTENTIAL, DESCRIPTIVE SITUATION. Rows describe various supervisory situations like '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)'.

SECRET

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

4. COMMENTS CONCERNING POTENTIAL
 Subject has technical qualifications but shows weakness in administrative and management capabilities
 MAR 28 9 32 AM '57

SECTION II. FUTURE PLANS

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

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS
 None

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

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

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 in the effective utilization of personnel.

INSTRUCTIONS

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

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

A final report due 12 Dec 55

JCS 12 Dec 55

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

SECTION I (To be filled in by Administrative 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		
<input checked="" type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> FIELD			GS-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
<i>IO Tech Aids 0136-63</i>	1 February 1954
3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (State in order of frequency):	

Responsible for technical analysis of documents to be reproduced to determine special materials, techniques involved, existence of check points; analysis and comparison of reproductions and originals and preparation of critique on each reproduction. Determination of authenticity of alleged original documents; determination of source of origin of analysis, including graphology. Evaluation and research into new techniques in graphic arts and authentication areas and development of field expedients for this activity. Maintenance of [redacted] files library of information relative to questioned document work, [redacted]

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

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

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

THIS DATE	SIGNATURE OF OFFICER (Employee's immediate supervisor)
29 November 1955	CHARLES YECH, JR. <i>Charles Yech</i>
I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)	SIGNATURE OF OFFICER (Official not higher in line of authority)
THIS DATE	[redacted]

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 assumes its meaning in relation to a particular job or assignment. The descriptive terms are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale of each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Copy of the statement on the left - then check the category on the right which best tells how such the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether 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	SCORES	CATEGORIES					
		NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED PERCENT	APPLIES TO A REASONABLE PERCENT	APPLIES TO AN ABOVE AVERAGE PERCENT	APPLIES TO AN OUTSTANDING PERCENT
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	1	2	X	2	2	2	6
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.						X	
2. CAN MAKE DECISIONS ON HER OWN WHEN NEED ARISES.							X
3. CAUTIOUS IN ACTION.						X	
4. HAS INITIATIVE.						X	
5. UNEMOTIONAL.				X			
6. ANALYTIC IN HIS THINKING.						X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X	
9. HAS SENSE OF HUMOR.						X	
10. KNOWS WHEN TO SEEK ASSISTANCE.					X		
11. CALM.				X			
12. CAN GET ALONG WITH PEOPLE.						X	
13. MEMORY FOR FACTS.						X	
14. GETS THINGS DONE.						X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.						X	
16. CAN COPE WITH EMERGENCIES.						X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X	
18. HAS STAMINA CAN KEEP GOING A LONG TIME.						X	
19. HAS WIDE RANGE OF INFORMATION.							X
20. SHOWS ORIGINALITY.						X	
21. ACCEPTS RESPONSIBILITIES.						X	
22. ADMITS HIS ERRORS.						X	
23. RESPONDS WELL TO SUPERVISION.						X	
24. EVEN DISPOSITION.				X			
25. ABLE TO DEPEND ON OTHERS.							X

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

See "A" above.

OFFICE OF PERSONNEL

D. DO YOU FEEL THAT HE REQUIRED CLOSE SUPERVISION? 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... IRRITATED 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 "WELL AND GOOD" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY... WANTS 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... SHOWING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

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

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

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

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

SECRET

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It 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 departmental activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

A. SD-TS *Herman*
12/53

BY *[Signature]* DATE *1/13*

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

SECTION I (to be filled in by Administrative Officer)

1. NAME (Last) **KIMSEY, Herman E.** (First) (Middle)

2. DATE OF ENTRANCE ON DUTY **23 March 1953**

3. OFFICE ASSIGNED TO **DDP**

4. NATURE OF ASSIGNMENT DEPARTMENTAL FIELD

5. DATE THAT THIS REPORT IS DUE **23 December 1954**

6. DATE OF BIRTH **11 Dec. 1916**

7. DIVISION **M**

8. BRANCH **TS**

9. GRADE **GARD**

10. IF FIELD, SPECIFY LOCATION **TSS**

11. GRADE **GS-11**

12. PERIOD COVERED BY THIS REPORT (Inclusive dates) **22 December 1953 to 23 December 1954**

SECTION II (to be filled in by Supervisor)

1. CURRENT POSITION **Chief, Analysis & Research Branch 1390.01**

2. DATE ASSUMED RESPONSIBILITY FOR POSITION **1 February 1954**

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):

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

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and 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**

SUPERVISOR SIGNED (The rater's complete signature): **Charles Yech**

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

DATE SIGNED **15 Dec**

ADMINISTRATIVE OFFICER SIGNED (Signature and title in line of authority): **James H. Drum**

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but receives 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 blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "V" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	CATEGORIES					
	NOT 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 NEEDED ARISES.				X		
3. CAUTIOUS IN ACTION.				X		
4. HAS INITIATIVE.					X	
5. UNEMOTIONAL.				X		
6. ANALYTIC IN HIS THINKING.					X	
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.					X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.						X
9. HAS SENSE OF HUMOR.				X		
10. KNOWS WHEN TO SEEK ASSISTANCE.				X		
11. CALM.			X			
12. CAN GET ALONG WITH PEOPLE.					X	
13. MEMORY FOR FACTS.				X		
14. GETS THINGS DONE.				X		
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.				X		
16. CAN COPE WITH EMERGENCIES.					X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.					X	
18. HAS STAMINA CAN KEEP GOING A LONG TIME.			X			
19. HAS WIDE RANGE OF INFORMATION.						X
20. SHOWS ORIGINALITY.					X	
21. ACCEPTS RESPONSIBILITIES.				X		
22. ADMITS HIS ERRORS.				X		
23. RESPONDS WELL TO SUPERVISION.					X	
24. EVEN DISPOSITION.					X	
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPERVISION.						X

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

None

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

No

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None at present.

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

SECTION VI

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

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

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

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

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

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

PERSONNEL EVALUATION REPORT

AE

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

1. NAME (LAST)	(FIRST)	(MIDDLE)	2. GRADE	3. POSITION TITLE
KIMSEY	ROBERT	E.	(GS-7)	Tech. Projects Officer
4. OFFICE	STAGE OF DIVISION	BRANCH	BOOK OFFICE	IF FIELD, SPECIFY STATION
DDP/PCS	GA-3	Office of Chief	<input type="checkbox"/> FIELD	
5. PERIOD COVERED BY REPORT	6. TYPE OF REPORT			
From 23 Mar 53 To 22 Dec 53	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment <input type="checkbox"/> Reassignment of Supervisor			

Items 7 through 10 will be completed by the person evaluated

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

- a. Analyze foreign [redacted] for the purpose of [redacted]
- b. Conduct a [redacted]
- c. Conduct operational document analysis by comparing and identifying handwriting, typewriting, inks, paper, etc., for the purpose of establishing the authenticity or true source of the document.
- d. Conduct research [redacted]
- e. Maintain liaison with security-cleared government agencies and consultants engaged in document examination work.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
NONE			

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

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

Not applicable.

10.

30 Nov 53
DATE

Harman E. Kimzey
SIGNATURE

Items 11 through 12 will be completed by Supervisor

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

Mr. Kimzey 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 NOTICABLE? (NOTE OR OUTSTANDING?)	Acceptance of responsibility, thoroughness, eagerness to try new techniques and ideas, cooperation.
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORTS FOR SELF IMPROVEMENT?	Wider knowledge of Graphic Arts mechanical techniques; application of new techniques in practical documentation.
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.	Has capacity to handle greater responsibilities, especially in technical or associated training activities.
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Suggesting appropriate reassignment, if possible.)	Possibly, at present feels he is performing valuable services to Agency which heretofore have received little support; charges with document reproduction and operational analysis, research.
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?	None at present; continued widening of his present knowledge of advanced techniques in document examination and [redacted]
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.	
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.	
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown below.)	<p>29 Dec 53 DATE</p> <p>[redacted]</p> <p>29 Dec 53 DATE</p> <p>[redacted] C/GARD OFFICER</p>
20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)	Mr. Kinnear has proved of great value in his assignment. He is qualified for higher responsibilities in his specialties.

SECRET

NOTICE OF CHANGE IN HEALTH BENEFITS ENROLLMENT
FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

A. IDENTIFYING DATA

1. NAME (LAST, FIRST, MIDDLE INITIAL) Vinsoy, Herman E.	2. DATE OF BIRTH 12/11/16	3. OFFICE CONTROL NO. 09/306
4. ADDRESS (CITY AND ZONE NUMBER, STREET, STATE)	5. PAYROLL OFFICE NO. 1123901	6. ENROLLMENT CODE NO. 431
7. DATE ACTION BECOMES EFFECTIVE		

B. TERMINATION

12-7-2012

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

C. CHANGE IN PLAN

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

D. TRANSFER OUT

E. TRANSFER IN

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

F. SUSPENSION

G. REINSTATEMENT

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

H. CHANGE IN NAME OF ENROLLEE

ENROLLMENT HAS BEEN CHANGED TO

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

I. CHANGE IN ENROLLMENT — SURVIVOR ANNUITANT

ENROLLMENT HAS BEEN CHANGED FROM FAMILY COVERAGE TO SELF ONLY

NEW ENROLLMENT CODE NUMBER

J. REMARKS

7263 71555

K. DATE OF NOTICE

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

61555

BIOGRAPHIC PROFILE (PART 2)

NIMSEY, Herman Edward

Dec 1916

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

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

9 Jul 1966

OT, PAB LAR/mol

Return to 1 0 1 0

SECRET
Security Information

KIMNEY 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 Aug 53

George E. Meloon
George E. Meloon
Personnel Director

SECRET
Security Information

SECRET
Security Information

PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) (first) (middle) KINSEY, HERMAN EDWARD		3. Office GARD/TSS
4. Date of Birth 11 Dec 1916	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	Martial Status <u>S</u> Nr. Dependents <u>1</u>	6. CIA Entry Date: 23 March 53
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth _____		

SEC. I. EDUCATION

1. Extent: (circle one)

- | | | |
|--|---|-------------------|
| 1. Less than high school | <input checked="" type="checkbox"/> ^{GED} 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

SEC. II. WORK EXPERIENCE

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

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

SECRET

Security Information

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

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

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

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Security Information

Sec. II, Par. 3.

From 19 May 1941 to 3 November 1943 Total Months 30
Military Service

From 5 Oct 1940 to 19 May 1941. Total months 7.
Classification grade (if in Federal Service) --- Salary --- .75 per hr
Number and class of employees supervised --- None
Employer --- Redland River Lumber Co.
Kind of Business --- Lumber
Exact Title of your position --- Brakeman
Description of Duties --- Brakeman on a diesel locomotive.
Duty Station if Overseas --- _____

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

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

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

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

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

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

Sec II, Par. 2.

From 1 Jan 1928 To 1 May 1929 Total Months 4
 Class. Grade (if in Federal Service) _____ Salary 0.94 per hr
 Number and class of Employees supervised None

Employer McCloud River Lumber Company
 Kind of business Lumber
 Exact Title of your position Brakeman
 Description of your duties Brakeman on a diesel locomotive
 Duty station if overseas _____

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

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

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

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

Employer McCloud 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 _____

SEC. II. WORK EXPERIENCE (CONT'D)

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

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

SEC. III. FOREIGN LANGUAGES

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

LANGUAGE	COMPETENCE						HOW ACQUIRED				
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge	Knowledge	Native of Country	Prolonged Occupation	Residence	Contact (Parents, etc.)	Academic Study (Inc. CIA training)
<i>JAPANESE</i>						<i>Slight</i>		<i>X</i>	<i>CLC, 2 years</i>		

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

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

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SEC. IV. AREA KNOWLEDGE

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

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study
Japan	1948-1949	OCCUPATION X		
	1950-1950	X		
	1951-1951	X		
Korea	1950-1951		X (war)	

2. Specialized Knowledge of Area

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

Country	Type of Knowledge	How and When Gained

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

Skill	Per Cent of Time Used		WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener	
	1.	2.		1. Yes	2. No
Typing	1.	2.		1. Yes	2. No
Shorthand	1.	2.		1. Yes	2. No

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

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

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

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

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

SEC. VIII. PUBLICATIONS

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

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

SEC. IX. INVENTIONS

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

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

SEC. X. CIA TESTS

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

Type of Test	Date Taken
Personnel Qualification Tests	Nov 1949

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

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

SEC. XIII. WORK ASSIGNMENT

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

Operational or Instruction. <i>Has considerable experience in supervising, capacity to work in organization.</i>

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SEC. XIV. MILITARY STATUS

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

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

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

Service _____ Grade _____ Location _____

Reserve Unit with which currently affiliated _____

Service Mobilization Assignment, if any _____

Location of Service Records, if known _____

SEC. XV. CIA TRAINING

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

Course or Subject	(from) Dates (to)	Hours

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above. (Military Service-19 May 41-9 Nov 43, 20 Nov 46-8 Oct 49, 1951-1952)

--- Considerable study in Applied Psychology, Criminology, and Criminal Investigative Techniques. Delivered over 1500 hours of lectures 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
Permanent ADS 1951

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

--- 1 1/2 years of general military training with emphasis on communications, (Infantry, Amphibious Troops, Tank Destroyers, Field Artillery).

DATE 7 April 53

SIGNATURE *Edward J. ...*

CERTIFICATE OF ATTENDANCE

MAR 30 1953

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

Norman E. King
(NAME)

APPOINTMENT AFFIDAVITS

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

CIA

(Department or agency)

(Bureau or division)

(Title of employment)

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

A. OATH OF OFFICE

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

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

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

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

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

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

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

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

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

23 March 1953

(Date of entrance on duty)

Herman E. Kinsey
(Signature of appointee)

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

at Washington D.C.

(City)

(State)

[SEAL]

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.

Hotel Vivian 1763 G St. N.W. Wash. D.C.

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: (B) RELATIONSHIP: (C) STREET AND NUMBER, CITY AND STATE: (D) TELEPHONE NO.
Brother Bob 185th Hwy. Mt. Cleod, Calif. Yes

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? YES NO

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

NAME	LAST KNOWN ADDRESS (Give street number, if any)	(A) POSITION (B) TEMPORARY OR NOT (C) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED (Check one)	SINGLE

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	ITEM NO. WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X		
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <i>If your answer is "Yes", give details in Item 10.</i>		X	
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PERSONAL OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? <i>If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.</i>		X	
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? <i>If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.</i>		X	
9. HAVE YOU BEEN ADDED TO (INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED OR LESS, OR FORFEITED COLLATERAL SECURITY) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? <i>If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date, (2) the nature of the offense or violation, (3) the name and location of the court, (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.</i>		X	

INSTRUCTIONS TO APPOINTING OFFICER

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

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

- (1) **Identity of appointee**—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose application was submitted. The appointee's signature and handwriting are to be compared with the application and other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the distribution sheet, which was signed on the examination room. His personal appearance may be compared against the physical records. The appointee's name may 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 bills. Form 61 constitutes an affidavit for both purposes and to acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointing officer should not be constrained 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 probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members of family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

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

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

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

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

NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT OR STATUS
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
U.S. Forest Service	1934	June	1	1937	Oct	19	✓
U.S. Forest Service	1940	May	14	1941	May	15	✓
U.S. Forest Service	1942	May	28	1943	May	27	✓
U.S. Forest Service	1946	July	5	1947	July	28	✓
CIA	53	Mar	23				

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

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

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

6. DURING PERIODS OF EMPLOYMENT SHOWN 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?)

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

7. ARE YOU:

A. THE WIFE OF A DISABLED VETERAN? YES NO

B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? YES NO

C. THE UNMARRIED WIDOW OF A VETERAN? YES NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.

I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

23 March 53 (DATE) Herman E. Kimsey (SIGNATURE)

Subscribed and sworn to before me on this 23 day of March 1953 at Wood (CITY) (STATE)

SEAL

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

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

TOTAL SERVICE (Item 12)

NONCREDITABLE SERVICE (Item 13)

CREDITABLE SERVICE (Leave purposes)

YEARS	MONTHS	DAYS

ENTRANCE ON DUTY DATE (Present agency)

LESS CREDITABLE SERVICE (Leave purposes)

SERVICE COMPUTATION DATE (Leave purposes)

53	3	27
10	3	28
42	12	3

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

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

TOTAL SERVICE (Item 12)

NONCREDITABLE SERVICE (Item 14)

CREDITABLE SERVICE (RIF purposes)

ENTRANCE ON DUTY DATE (Present agency)

LESS CREDITABLE SERVICE (RIF purposes)

SERVICE COMPUTATION DATE (RIF purposes)
(Enter as the "service computation date" on the employee's "Service Record Card," SP-7)

YEARS	MONTHS	DAYS

REMARKS:

CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

Date: 6 Feb. 1953

TO: Chief, Covert Personnel Division

Your Reference: I-2594

FROM: Chief, Security Division

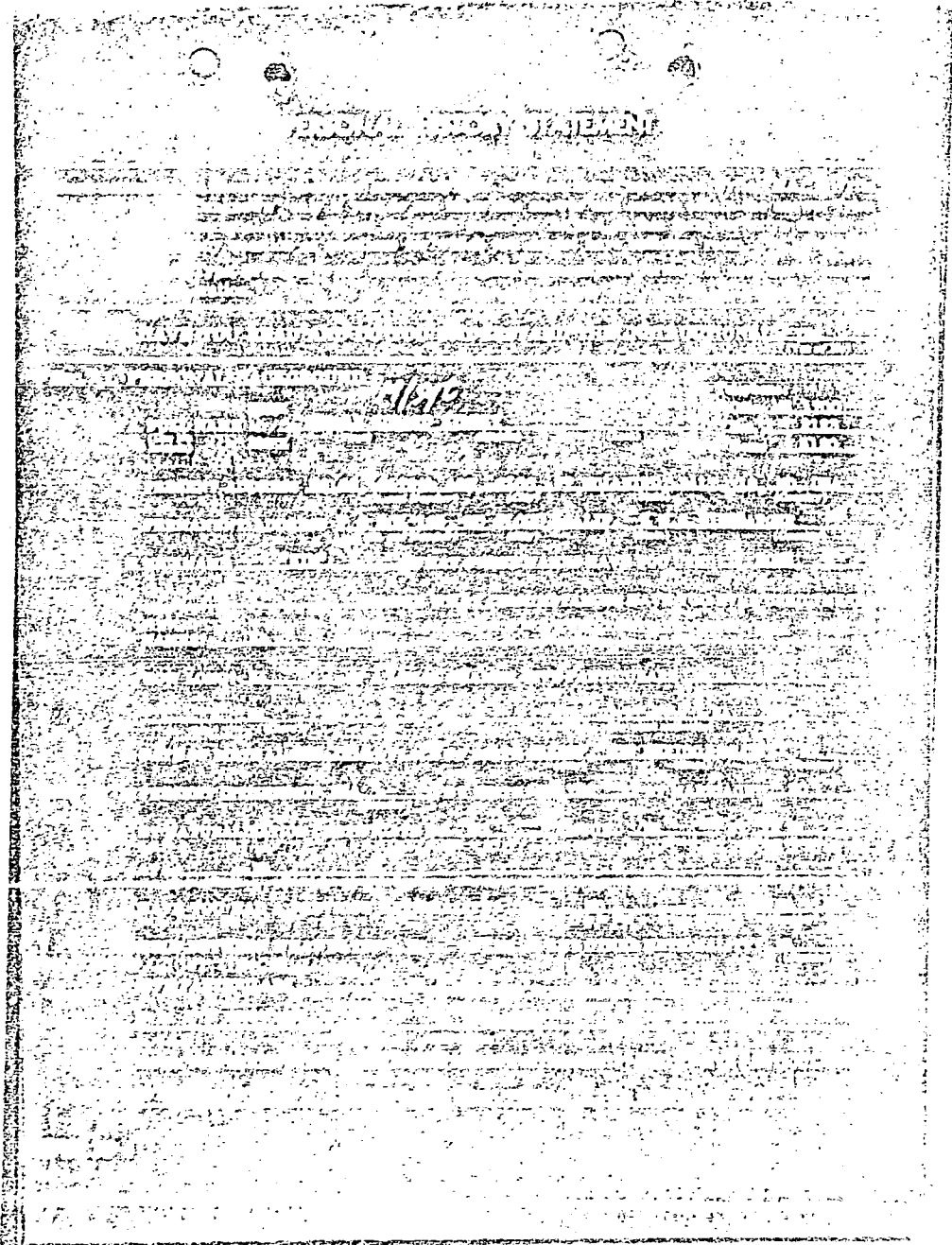
Case Number: 71129

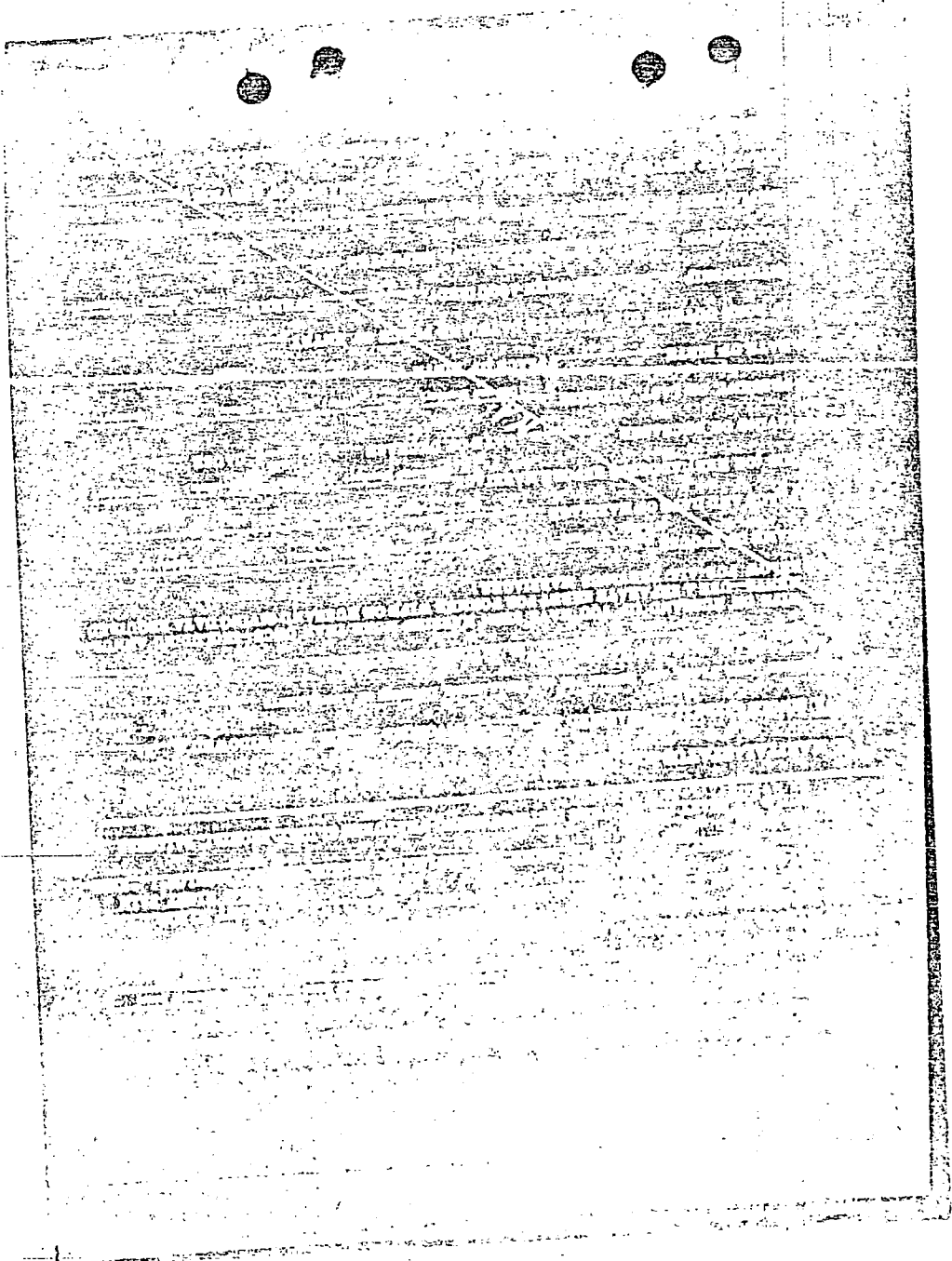
SUBJECT: KIMSEY, Herman Edward

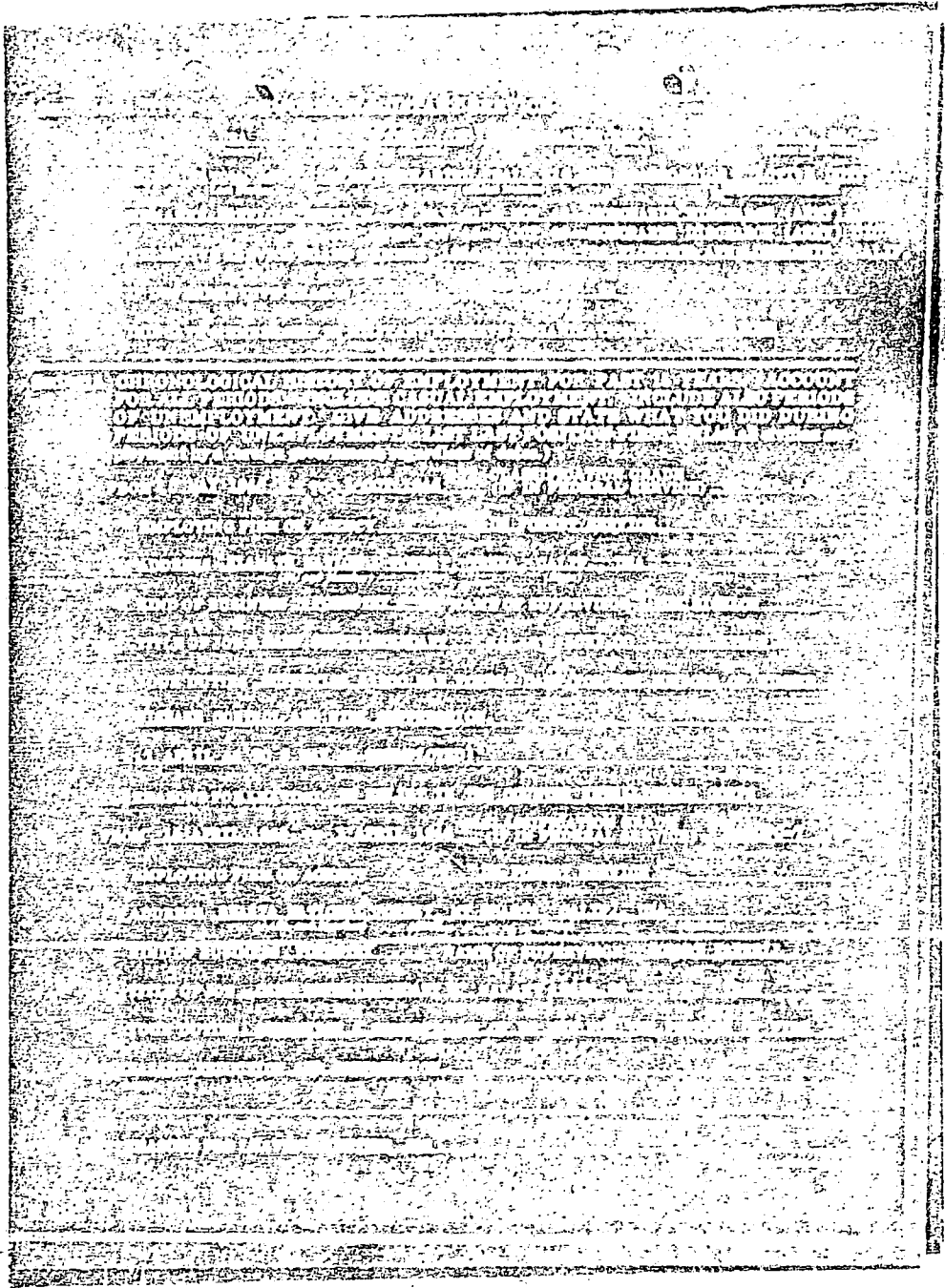
1. This is to advise you of security action in the subject case as indicated below:
 - Security approval is granted the subject person for access to classified information.
 - Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides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

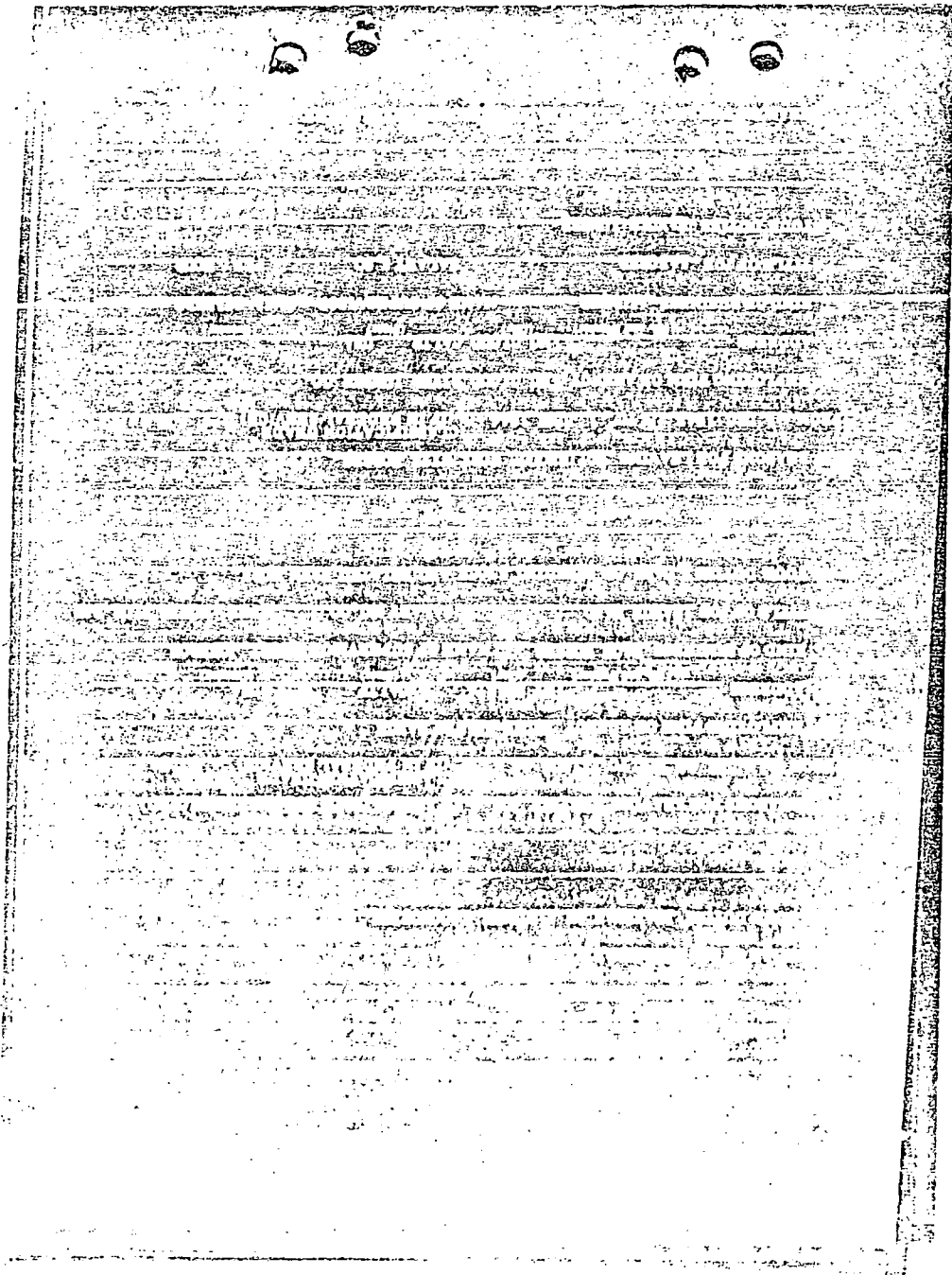
E. P. Geiss
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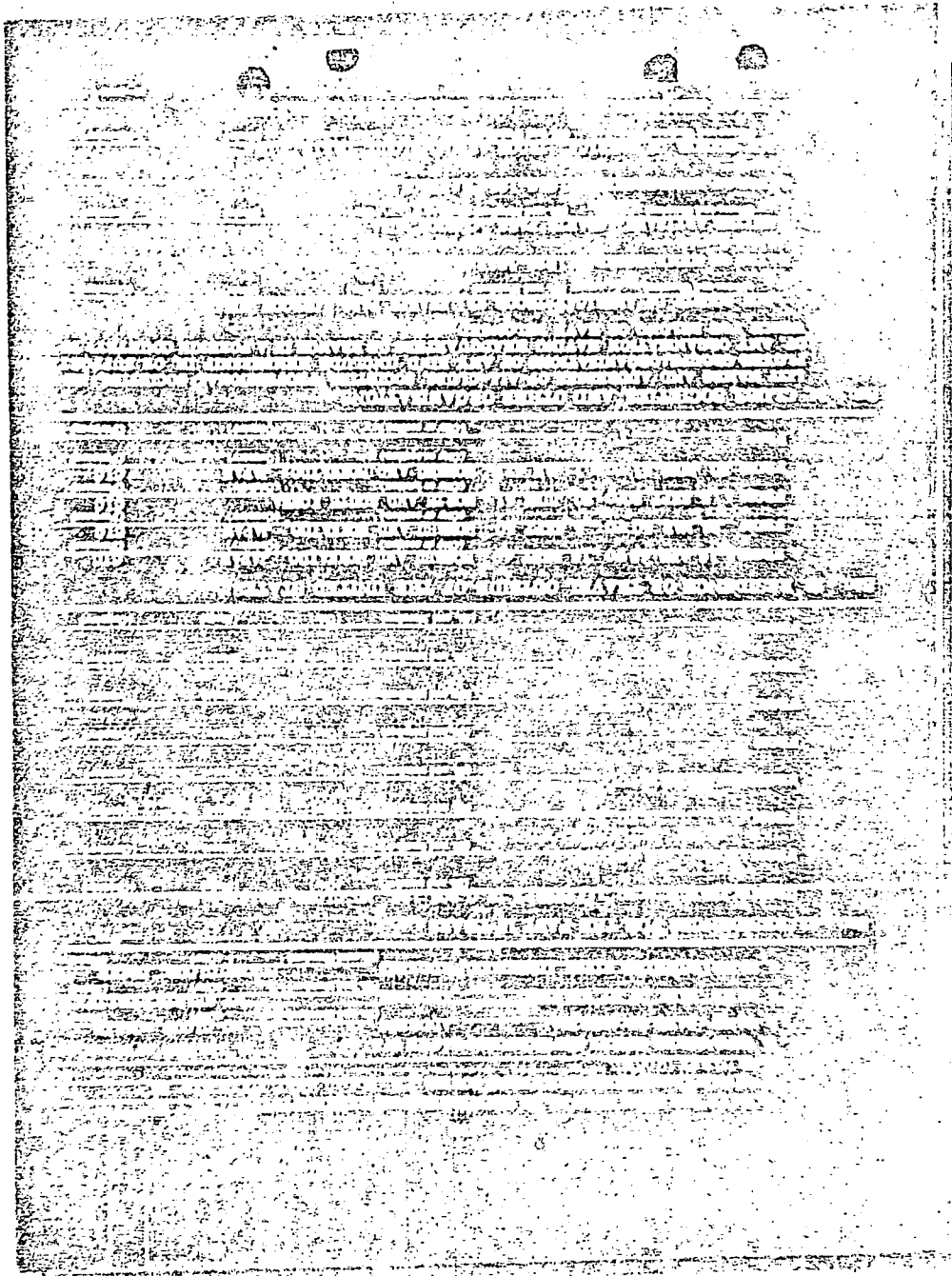
CONFIDENTIAL

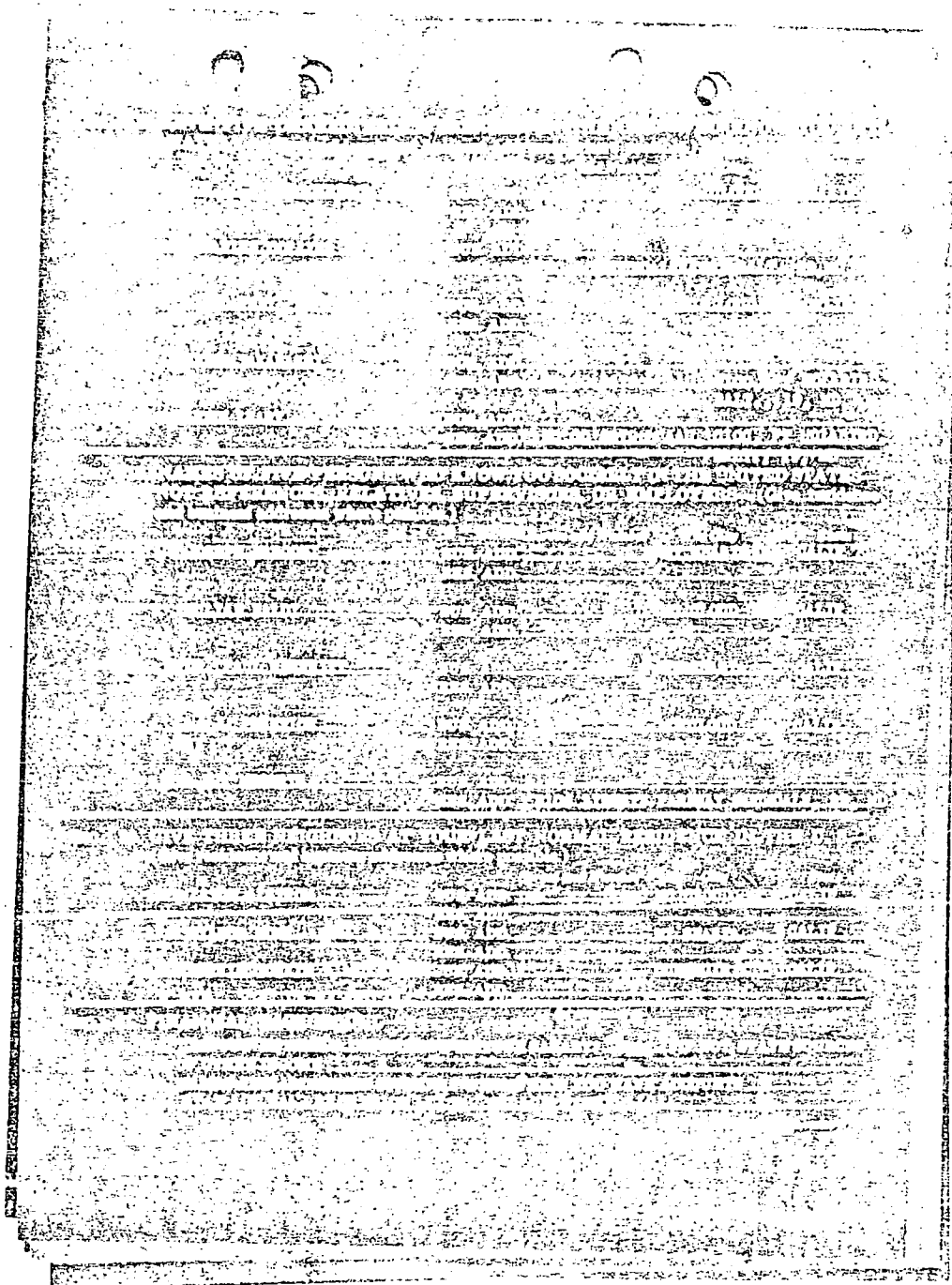


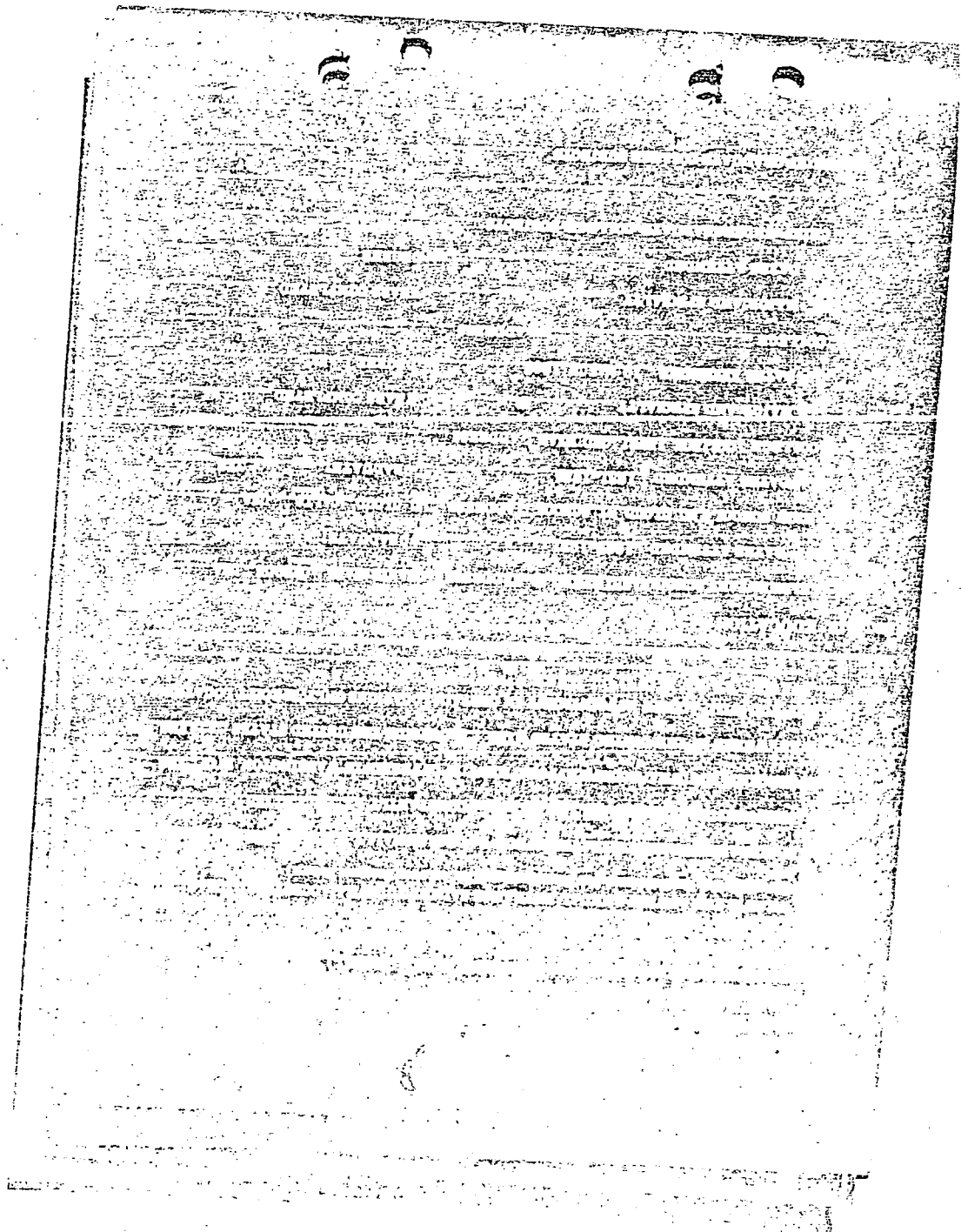


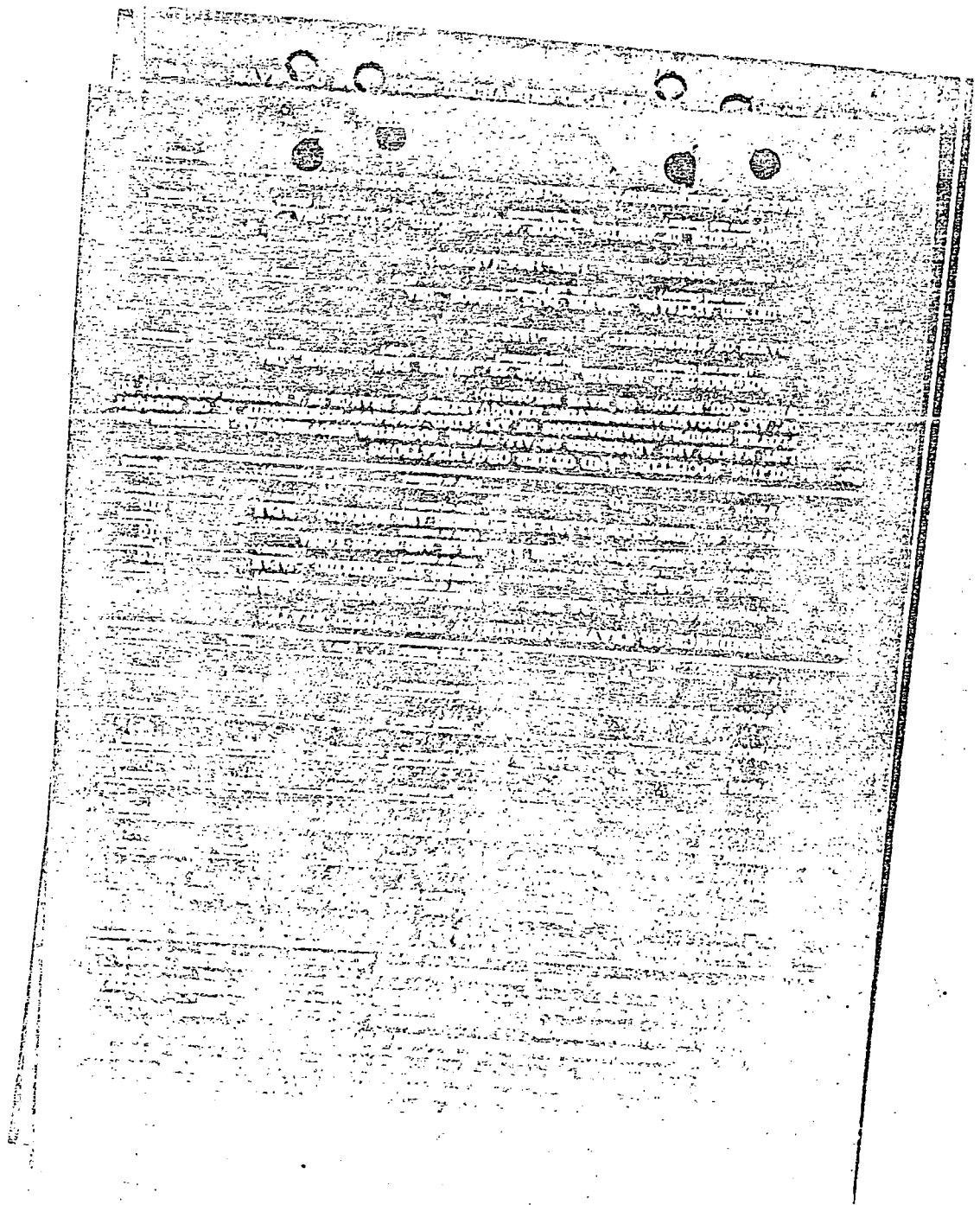


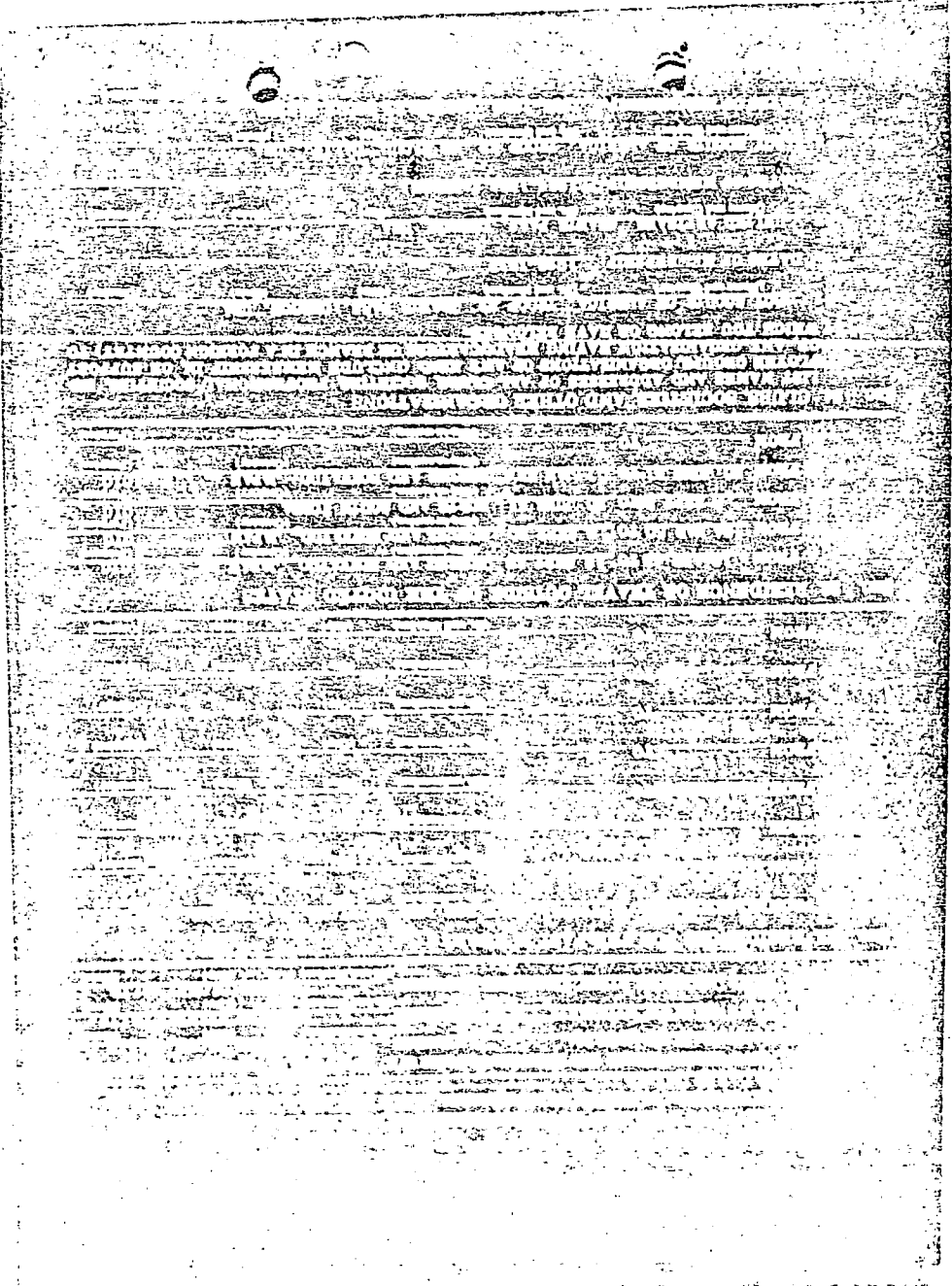


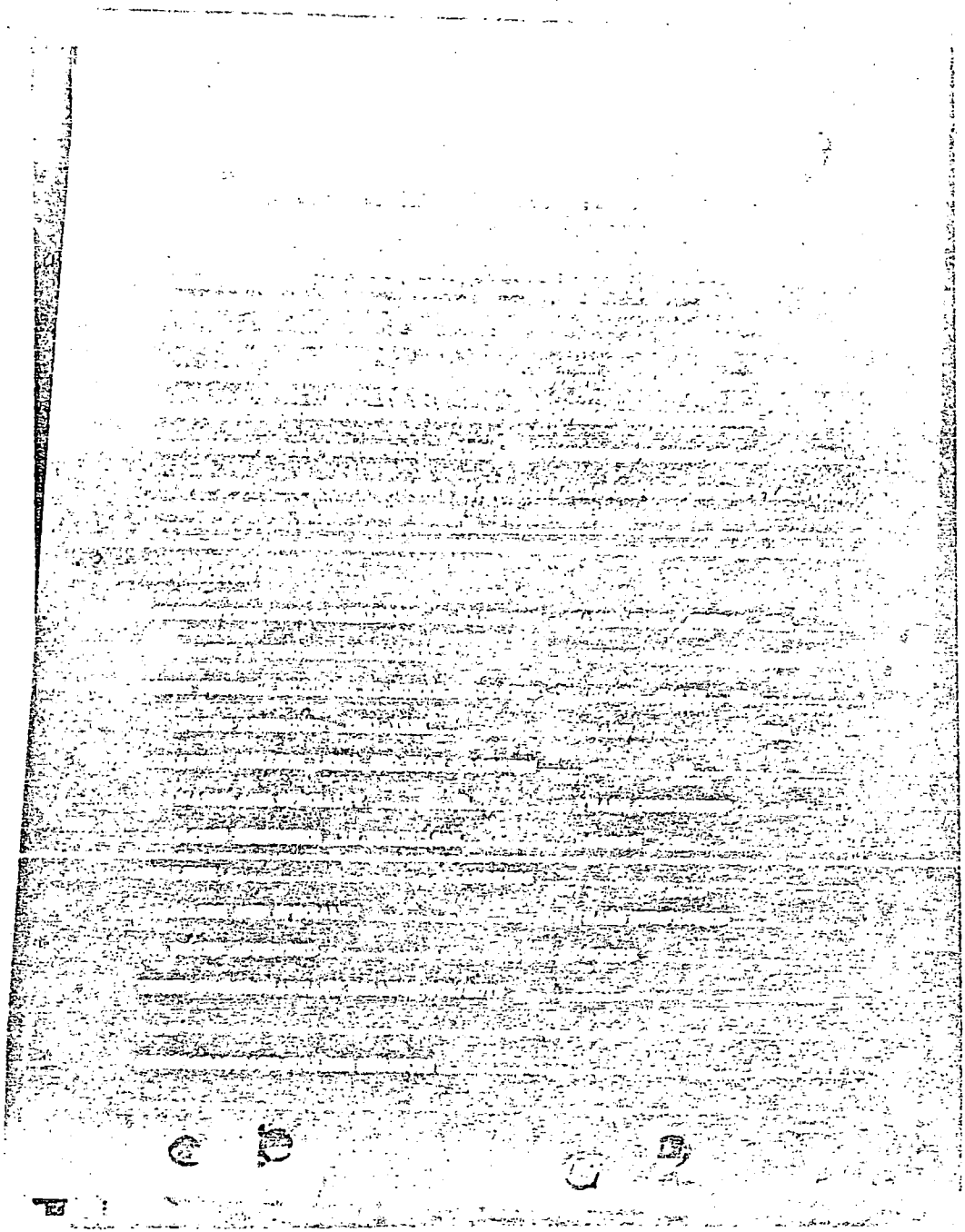






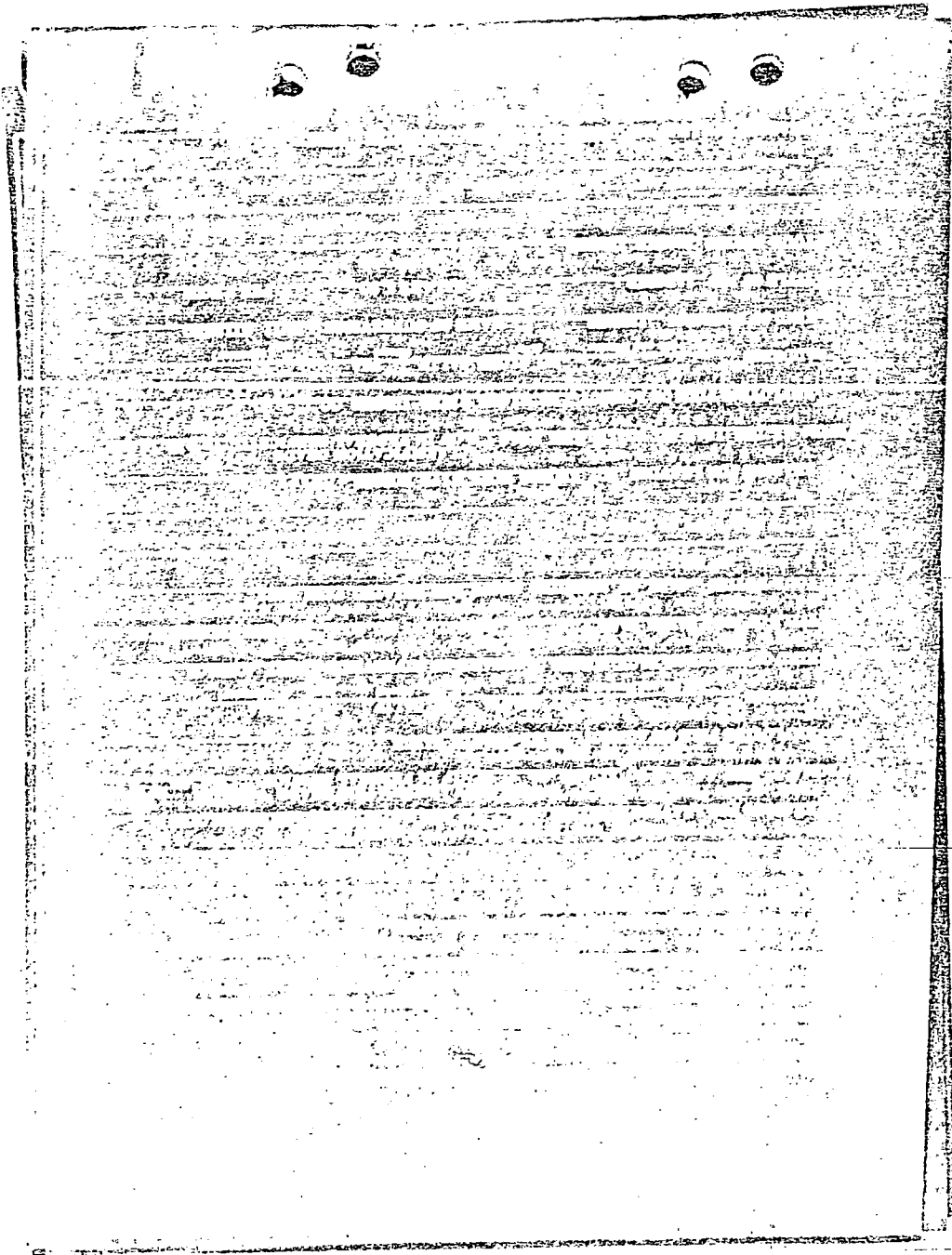


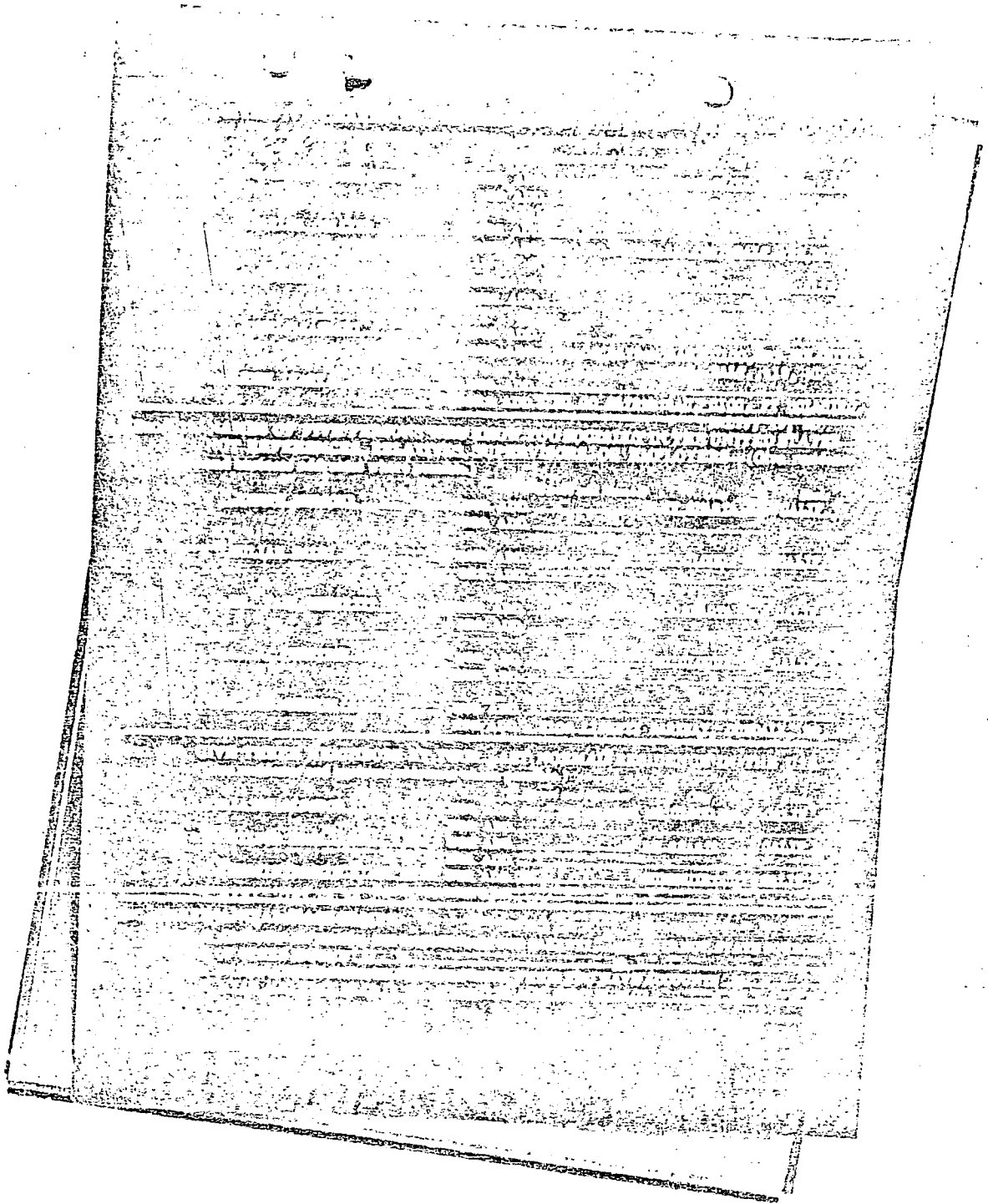




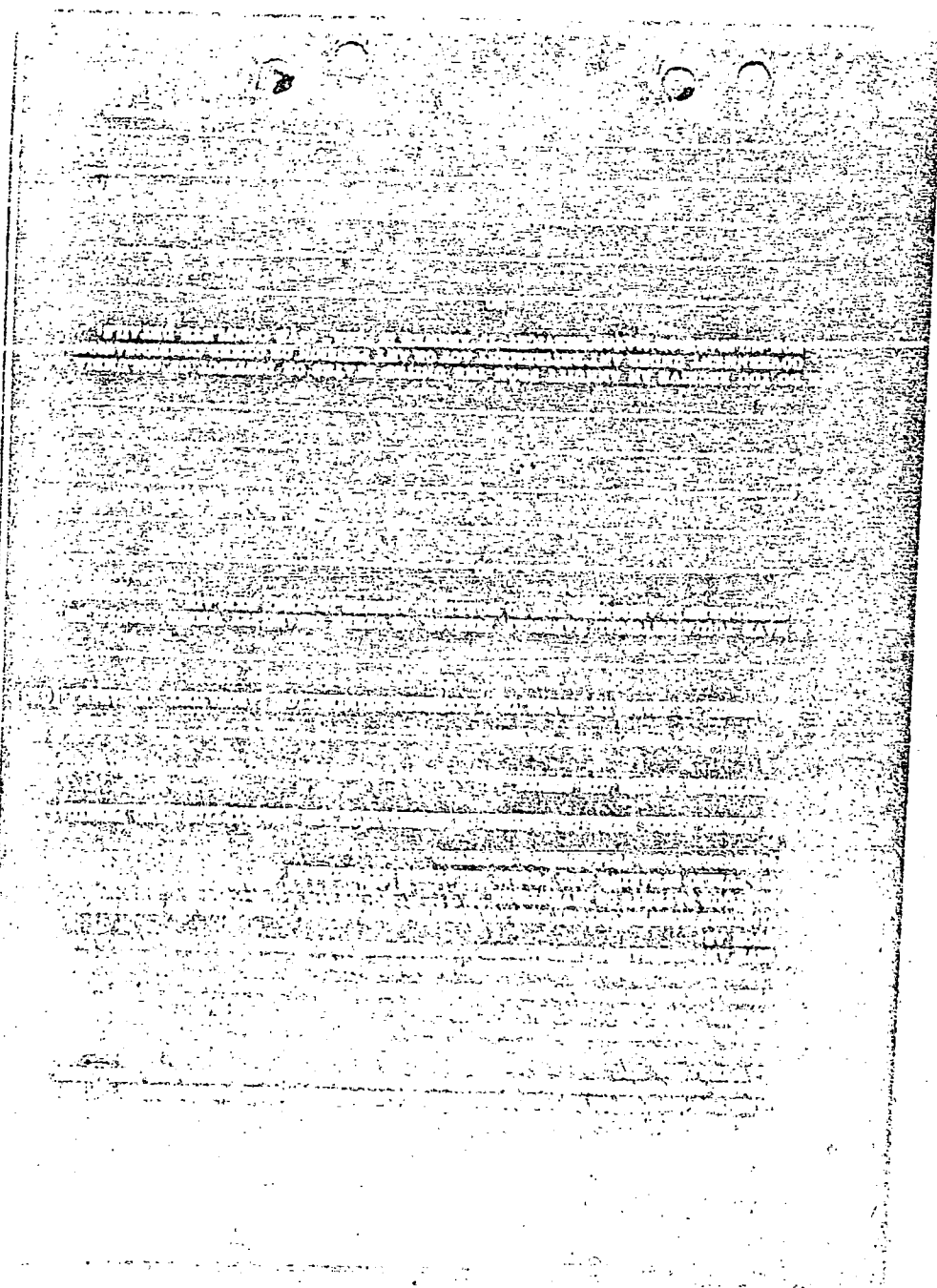
[Illegible circular marks or artifacts, possibly remnants of text or stamps, located near the bottom edge of the document page.]

[The text in this block is extremely faint and illegible due to the quality of the scan. It appears to be a multi-paragraph document with several lines of text per paragraph. There are four circular marks at the top of the page, likely from a binder or punch holes.]

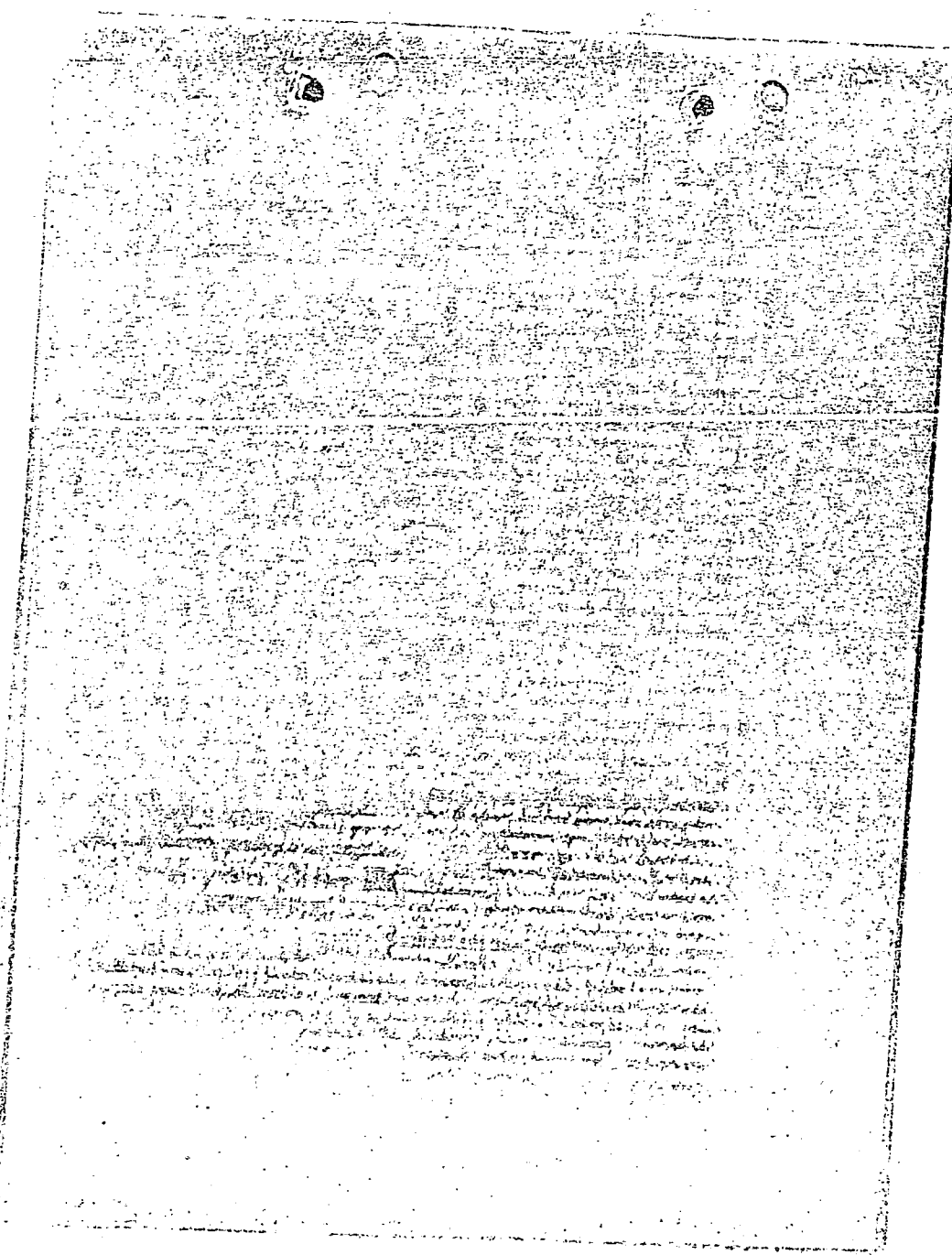




[The text in this section is extremely faint and illegible due to heavy noise and low contrast. It appears to be a multi-paragraph document with several lines of text per paragraph. There are four circular marks at the top of the page, possibly from hole punches.]



[The text in this block is extremely faint and illegible due to heavy noise and low contrast. It appears to be a multi-paragraph document with several lines of text per paragraph, but no specific words or numbers can be discerned.]



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

DATE

~~Sept. 1942~~
Sept. 1943