

diff-jfk: record 104-10224-10004 - Page 1 - (diff between 2025 and 2023)

Highlighted changes between 2025/104-10224-10004.pdf and 2023/104-10224-10004.pdf

FILE TITLE/NUMBER/VOLUME

FILE TITLE/NUMBER/VOLUME: Kirsey, Warren E.

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

CUSTODIAL UNIT/LOCATION: *2A*

ROOM: 5E / 3

**DELETIONS, IF ANY**

NO DOCUMENTS MAY BE COPIED OR READING FROM THIS FILE

KIMSEY, HERMAN E.

५८

61555

SECRET

### Some Puzzles

1-189 199 200 201 202 203

SECRET

*Journal of Clinical Endocrinology*

**SECRET**  
(Data Filled In)

DATE PREPARED Mo Da Yr 05 09 60	REQUEST FOR PERSONNEL ACTION					X V to V UV to V	V to UV UV to UV
1. Serial No.	2. Name (Last-First-Middle)	3. Date of Birth	4. Vet. Prof.	5. Sex	6. CS - LOD	Mo Da Yr	Mo Da Yr
	KIMSEY, Herman E.	Mo Da Yr 12 11 16	None-0 1 P-1-2	Code: M			
7. SCD	8. CSC Realm.	9. CSC Or Other Legal Authority	10. Apart. Address	11. FEGLI	12. LCD	13. MIL. SERV. CREDIT	14. LCD
Mo Da Yr Yes - 1 Code No - 2				Mo Da Yr Yes - 1 Code No - 2	Mo Da Yr Yes - 1 Code No - 2	Mo Da Yr Yes - 1 Code No - 2	Mo Da Yr Yes - 1 Code No - 2

**PREVIOUS ASSIGNMENT**

14. Organizational Designations DDP/TSS Authentication Graphic Arts Reproduction Div Analysis and Research Branch	Code	15. Location Of Official Station	Station Code		
16. Dept.-Field	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series	
Dept. Field X U.S.D. Frgn:	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 C-110 157	Mo Da Yr C-106 61	0225-1005-1000

**ACTION**

27. Nature Of Action REASSIGNMENT	Code	28. Ent. Date Mo Da Yr	29. Type Of Employee	Code	30. Separation Date
	41	Mo Da Yr C-110 157	REGULAR		

6

**PRESENT ASSIGNMENT**

31. Organizational Designations DDP/TSD Authentication Graphic Arts Reproduction Branch Analysis and Research Section	Code	32. Location Of Official Station	Station Code		
33. Dept.-Field	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series	
Dept. Field U.S.D. Frgn: 2	DOCUMENT TECH-CH	y-11 658	GS	1397. 01	
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
8	\$		Mo Da Yr C-110 157	Mo Da Yr C-106 61	110

**SOURCE OF REQUEST**

A. Requested By (Name And Title)	C. Requester Approved By (Signature)
B. For Additional Information Call (Name & Telephone Ext.)	JAMES R. SHIELDS
Emanuele Fontana ext. 3031	Cargo Management Officer, TSD

**CLEARANCES**

Clearance	Signature	Date	Clearance	Signature	Date
4. Career Board	11	1/1/60	5. Placement	11	1/1/60
6. Fed. Control	11	1/1/60	7. Approved By	11	1/1/60
8. Classification	11	1/1/60	9. Approved By	11	1/1/60
Memorandum			Approved by TSD	S-100-11	

16-00 11520 FORM PREVIOUS EDITION

**SECRET**

10 FORM 32 APPROVED FOR CLASSIFICATION AND FOR PERSONNEL ACTION CHAPTER 10		<b>REQUEST FOR PERSONNEL ACTION</b> <b>PL 613 NOVEMBER 54</b>												
<b>REQUESTING OFFICE:</b> Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.														
<b>L. NAME (Mr - Miss - Mrs - One given name, initials, and surname)</b> <b>MR. HERMAN E. KILGUY</b>		<b>2. DATE OF BIRTH</b> <b>11 Dec 1916</b>	<b>3. REQUEST BY</b> <b>1. REQUESTED</b>	<b>4. DATE OF REQUEST</b> <b>24 Jan 57</b>										
<b>B. NATURE OF ACTION REQUESTED</b> <b>A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)</b> <b>PROMOTION</b>			<b>C. EFFECTIVE DATE A. REQUESTED</b> <b>B. APPROVED</b>	<b>D. C.S. OR OTHER LEGAL AUTHORITY</b>										
<b>B. POSITION (Specify whether establish, change grade or title, etc.)</b>														
<b>FROM</b> <b>TO TECH AIDS BY 92</b> <b>GS-0136, 63-12 \$7785 per annum</b> <b>DDP/TSS</b> <b>Authentication</b> <b>Graphic Arts Reproduction Division</b> <b>Analysis and Research Branch</b> <b>Washington, D.C.</b>		<b>B. POSITION TITLE AND NUMBER</b> <b>8. SERVICE, GRADE AND SALARY</b> <b>10. ORGANIZATIONAL DESIGNATIONS</b> <b>11. HEADQUARTERS</b> <b>12. FIELD OR DEPARTMENTAL</b>	<b>TO</b> <b>TO TECH AIDS BY 92</b> <b>GS-0136, 63-12 \$6790 per annum</b> <b>DDP/TSS</b> <b>Authentication</b> <b>Graphic Arts Reproduction Division</b> <b>Analysis and Research Branch</b> <b>Washington, D.C.</b>											
<b>A. REMARKS (Use reverse if necessary)</b>			<b>13. FIELD</b> <b>14. DEPARTMENTAL</b>											
<b>D. REQUESTED BY (Name and title)</b> <b>Dave Richards Ext. 3031</b>		<b>E. REQUEST APPROVED BY</b> <b>Signature: JAMES L. STEELE</b> <b>Title: Career Management Officer, TSS</b>												
<b>F. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)</b> <b>Dave Richards Ext. 3031</b>														
<b>G. VETERAN PREFERENCE</b> <table border="1"> <tr> <td>ONE</td> <td>WIFE</td> <td>OTHER SPO</td> <td>15. RANK</td> <td>16. POSITION CLASSIFICATION ACTION</td> </tr> <tr> <td></td> <td></td> <td></td> <td>X</td> <td>400-424 FA-1A-1A</td> </tr> </table>		ONE	WIFE	OTHER SPO	15. RANK	16. POSITION CLASSIFICATION ACTION				X	400-424 FA-1A-1A	<b>H. POSITION CLASSIFICATION ACTION</b> <b>400-424 FA-1A-1A</b> <b>DD-DT</b>		
ONE	WIFE	OTHER SPO	15. RANK	16. POSITION CLASSIFICATION ACTION										
			X	400-424 FA-1A-1A										
<b>I. 16. SEX</b> <b>M</b>		<b>J. 17. APPOINTMENT</b> <b>From 7-25-05-20 To 1957</b>												
<b>K. 18. APPROVAL</b> <b>1. W</b>		<b>L. 19. DATE OF APPOINTMENT</b> <b>1957</b>												
<b>M. 20. STANDARD FORM IN REMARKS</b>		<b>N. 21. LEGAL RESIDENCE</b> <b>CLAIMED <input type="checkbox"/> PROVED <input type="checkbox"/></b> <b>STATE CALIF.</b>												
<b>O. CLEARANCE 11</b> <b>A</b>		<b>P. 22. DATE OF SIGNATURE</b> <b>11 FEB 1957</b>												
<b>Q. CLEARANCE 12</b> <b>B</b>														
<b>C. CLEARANCE 13</b> <b>C</b>														
<b>D. CLEARANCE 14</b> <b>D</b>														
<b>E. APPROVAL</b> <b>E</b>		<b>F. 23. APPROVAL</b> <b>16-17-05-20 1957</b>												

PERSONNEL INFORMATION

The following applicable items must be filled in and checked when an employee (1) enters on duty or telephone number, (2) transfers to or component of the agency, or (4) is to be absent from case enter the office telephone number of the administrative officer, (5) changes marital status.		Changes in name, home or office address agency for more than 10 days in which STATE TYPE OF CHANGE						
NAME: <u>Kirsey, Aggarwal Edward</u>		DATE: <u>6 April 1952</u>						
OFFICE DESIGNATION & LOCATION: <u>AMR GPO T.S.C. Central 2-8792</u>								
NEW ADDRESS: <u>1723 "3" St. N.W.</u>								
PRESENT ADDRESS: <u>National 8-2286</u>		MARITAL STATUS: <u>Single</u>						
HOME TELEPHONE NO:		IS THIS INDIVIDUAL'S NAME TO BE INCLUDED IN THE TELEPHONE DIRECTORY? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>Yes</u>						
<i>Peterson 2-107-T</i>								
SERIAL NO.	NAME	DEPARTMENT	OFFICE	OFFICE TELEPHONE NUMBER	HOME TELEPHONE NUMBER	EXCHANGE	NUMBER	DATE
EDM 609400		OFFICE OF THE COMPTROLLER OF BUREAUS						

S E C U R I T Y  
Classification

D-1/P  
PERFORMANCE DATA SHEET

Name: MR. HERMAN E. KIMSEY      AGE 40 years D-1/P DT 24 January 1957  
 Street: Washington, D.C.  
 At: GARDEN'S IO TECH AIDS      EMPLOYER TSS      PRIMARY GRADE  
 Designation: DT

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

PROMPT TO SLOT  
 NUMBER & GRADE BY 92

PROPOSED TO SLOT  
 NUMBER & GRADE BY 92 GS-13

EDUCATION:

Two years coll. - No degree

LANGUAGE:

Japanese - slight

EXPERIENCE PRIOR TO CIA (Excluding SSU, OAS).  
 1941-'43-Military Service  
 '44-'45-McCloud River Lbr. Co., Brakeman, \$1.10 p/h  
 '44-'48-U.S. Forest Service, Camp Administrator  
 '48-'51-Military Service

SUMMARY OF CIA WORK-OUTRIGHT REINSTATEMENT, PREVIOUSLY  
 GRADED AND RATED:

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

RELEASER SIGNATURE  
 JOSEPH F. MARZEN  
 Acting Chief, TSS/GARD

RELEASER SIGNATURE  
 CHARLES J. RYAN  
 AC/TSS/AUTH

SEE ATTACHED MEMORANDUM

14-00000  
G-3467  
10 January 1956

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

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

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

Distribution:

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

*Concur - C.J. Ryan*

SECRET  
*(When filled in)*

DD/P

**PERSONNEL DATA SHEET**

**NAME:** KIMSEY, Herman F.

**AGE:** 39 years

**DATE:** 27 May 1955

**STATION:** Washington, D.C.  
**AND DUTIES:** IO Tech Aids

**DD/P UNIT:** TSG

**PRIMARY CAREER  
DESIGNATION:** DT

**PRESENT GRADE:** GS-11  
**PROPOSED GRADE:** GS-12  
**CIA TRAINING:**

**PRESENT T/O SLOT  
NUMBER AND GRADE:** BY 92  
GS-11

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

**EDUCATION:** Two years college - no degree

**LANGUAGE PROFICIENCY:**

Japanese - slight

**ASSESSED:**

**DATE:**

**TYPE OF POSITION:**

**RESULTS:**

**EXPERIENCE PRIOR TO CIA (excluding SECU-OSS):**

'51 - '53 - Military Service  
'53 - '55 - Mc Cloud River Lbr. Co., Brakeman, Al.10 p/h  
'56 - '58 - U.S. Forest Service, Corp Administrator  
'58 - '59 - Military Service

**SUMMARY OF CIA-SECU-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  
Reassignment 27 Feb 55 - IO Tech Aids, GARD, GS-11

**RECOMMENDED BY:**

CHARLES YEHU, JR.  
Chief, TSG/GARD

**CONCURRENCES:**

-----  
**RECOMMENDATION OF CAREER SERVICE BOARD:** Mr. Kimsey has been Acting Chief of the Analysis and Research Branch of GARD for over 12 months and during this time has exhibited ability in conducting and directing the activities of this Branch. Mr. Kimsey is a professional document analyst and is very well fitted to perform the duties required 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 effective 1 July 1955.

SECRET

SECRET

STANDARD FORM 50 PROGRESSIVE DATA PROCESSING INFORMATION SYSTEMS GENERAL SERVICES ADMINISTRATION		VOUCHER/END														
<b>REQUEST FOR PERSONNEL ACTION</b>																
<b>REQUESTING OFFICE:</b> Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.																
1. NAME (Mr., Mrs., Miss, etc.) One given name, initial(s), and surname)		2. DATE OF BIRTH	3. REQUEST NO.													
MARY ETHELLINE E. KELSEY		11 Dec 1916	4. DATE OF RECEIPT													
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED: 27 May 55														
B. POSITION (Specify whether establish, change grade or title, etc.)		7. U. APPROVED: 19 JUN 1955														
FROM: 10 TECH AIDS BY 92-11  GS-0136.63-11 \$5940 per annum DDP/Technical Services Staff Authentication Graphic Arts Reproduction Division Analysis and Research Branch Washington, D.C.		8. POSITION TITLE AND NUMBER  9. SERVICE, GRADE, AND SALARY  10. ORGANIZATIONAL DESIGNATIONS  11. HEADQUARTERS	TO: 10 TECH AIDS BY 92  GS-0136.63-12 \$7040 per annum DDP/Technical Services Staff Authentication Graphic Arts Reproduction Division Analysis and Research Branch Washington, D.C.													
<input type="checkbox"/> IND <input checked="" type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPARTMENTAL <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL														
A. REMARKS (Use separate if necessary)																
APPROVED BY TSS CAREER SERVICE PANEL																
B. REQUESTED BY (Name and title)  C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Tom Clings x 3031		D. REQUEST APPROVED BY Signature: <i>Robert L. Christen</i> Title: Career Management Officer, TSS														
E. VETERAN PREFERENCE <table border="1"> <tr> <td>NONE</td> <td>W/ OTHER</td> <td>10 POINT</td> </tr> <tr> <td></td> <td></td> <td>X</td> </tr> <tr> <td>DISAD. OTHER</td> <td></td> <td></td> </tr> </table>		NONE	W/ OTHER	10 POINT			X	DISAD. OTHER			F. POSITION CLASSIFICATION ACTION <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I.A.</td> <td>MAIL</td> </tr> </table>		NEW	VICE	I.A.	MAIL
NONE	W/ OTHER	10 POINT														
		X														
DISAD. OTHER																
NEW	VICE	I.A.	MAIL													
G. RACE SEX: M <input checked="" type="checkbox"/> W <input type="checkbox"/> RACE: 5-2515-20 TO: Same		H. SUBJECT TO C. S. RETIREMENT ACT (1952-60) Y/N: Y/N														
I. STANDARD FORM 50 REMARKS		J. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) K. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:														
L. CLEARANCES A. INITIAL OR SIGNATURE: <i>RM</i> DATE: 6/1/55 REMARKS: B. CEIL. OR POS. CONTROL: <i>RM</i> C. CLASSIFICATION: <i>RM</i> D. PLACEMENT OR EMPL: <i>RM</i> DATE: 6-5-55 E.																
F. APPROVED BY <i>Robert L. Christen, Director, Personnel Division 6-8-55</i>																

**SECRET**

VOUCHERED

**REQUEST FOR PERSONNEL ACTION**

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

1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MR. HERMAN E. KIMSEY	11 Dec. 1916		16 Feb. 55
5. EFFECT OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	
REASSIGNMENT		7. G.S. OR OTHER LEGAL AUTHORITY 117	
B. POSITION (Specify whether establish, change Grade or title, etc.)		8. APPROVED:	
FROM - TECHNOLOGIST BY 93 <del>GS-1320.01-11 \$5940 per annum</del> <del>DTP/Technical Services Staff</del> <del>Graphic Arts Reproduction Division</del> <del>Analysis and Research Branch</del> <del>Washington, D.C.</del>	9. POSITION TITLE AND NUMBER  10. SERVICE, GRADE AND SALARY  11. ORGANIZATIONAL DESIGNATIONS  12. HEADQUARTERS	13- I.O. (TECH AIDS) BY 92-11  GS-0136.63-11 \$5940 per annum  DTP/Technical Services Staff Graphic Arts Reproduction Division Analysis and Research Branch Washington, D.C.	14. FIELD OR DEPARTMENTAL  15. FIELD <input checked="" type="checkbox"/> DEPARTMENTAL  16. DIVISIONS (Use reverse if necessary)

SIGNED BY TSS CAREER SERVICE PANEL

1. REQUESTED BY (Name and title)	2. REQUEST APPROVED BY Signature: MARION D. SHAW Title: Career Management Officer, TSS
3. TSS ADDITIONAL INFORMATION CALL (Name and telephone extension) Tom Miles x 3031	
4. TELETYPE PRESENCE <input checked="" type="checkbox"/> TTY OTHER <input type="checkbox"/> 10 PAPER <input checked="" type="checkbox"/> TSDAB OTHER	5. POSITION CLASSIFICATION ACTION INFO SEC LA MAIL SD-TS DT
6. PAY RATE FROM 5-2515-20 TO same	7. QUOTED TO C.G. REF ID: A21105 16B
8. STANDARD FORM OR REMARKS	9. DATE OF APPOINTMENT WITNESS AFFIDAVITS (ACCUSATION ONLY)
	10. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:

11. CLEARANCE	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CLE. OR PTS CONTROL			
C. CLASSIFICATION			
D. PAYMENT OR EXPL.	OLD	2-27-77	
E. APPROVAL	<b>SECRET</b>		

Rogers, R. L. **SECRET** Truille, P. Laura 2-27-77

BLANKA FORM 52 PRINTED BY THE U. S. GOVERNMENT GOVERNMENT PERSONNEL BOARD CHIEF OF STAFF				
<b>REQUEST FOR PERSONNEL ACTION</b>				
<b>REQUESTING OFFICE:</b> Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.				
<b>1. NAME (Mr. - Miss - Mrs.) One given name, middle, and surname)</b> Mr. HENRY E. KIMSEY		<b>2. DATE OF BIRTH</b> 11 December 1916	<b>3. PERIOD NO.</b> 23 April 1954	<b>4. DATE OF REQUEST</b> 23 April 1954
<b>5. NATURE OF ACTION REQUESTED:</b> A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		<b>6. EFFECTIVE DATE A. PROPOSED:</b> 9 MAY 1954		
<b>7. POSITION</b> (Specify whether established, change grade or title, etc.) PROMOTION		<b>8. APPROVED</b> 9 MAY 1954		
<b>FROM—</b> TECHNILOGIST BY 93-9 GS-1390.01-9 \$5185		<b>9. POSITION TITLE AND NUMBER</b> GS-1390.01-11 \$5540	<b>TO—</b> TECHNILOGIST BY 93 GS-1390.01-11 \$5540 DDP/Technical Services Staff Graphic Arts Reproduction Div Analytic & Diagnostic Branch Washington D. C.	
<b>10. FIELD</b> <b>11. DEPARTMENTAL</b> <b>A. REMARKS (Use separate if necessary)</b> PERIODIC STEPS TO SALARY \$ 555		<b>12. FIELD</b> <b>13. DEPARTMENTAL</b> <b>B. REQUESTED BY (Name and title)</b> Tom Clines 8305		
<b>C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)</b> Tom Clines 8305		<b>D. REQUEST APPROVED BY</b> Harold O. Jenkins <b>Signature:</b> Harold O. Jenkins <b>Title:</b> Acting Personnel Officer, TSS		
<b>14. VETERAN PREFERENCE</b> NONE WHO OTHER DPT X DISAB. OTHER		<b>15. POSITION CLASSIFICATION ACTION</b> GS-W VIS-I I.A. REAI CD-TS		
<b>16. RACE</b> M W		<b>17. APPROPRIATION</b> FROM: 4-2515-20 TO: 4-2515-20	<b>18. SUBJECT TO C. S. MILITARY ACT (YES-NO)</b> Yes	<b>19. DATE OF ENGINEER- MILITARY AFFILIATIIS (ACCESSIONS ONLY)</b> <b>20. LEGAL RESIDENCE</b> <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED <b>STATE:</b>
<b>21. STANDARD FORM 50 REMARKS</b> <i>Approved by TSS Executive Service Board (See)</i>				
<b>22. CLEARANCES</b> INITIAL OR SIGNATURE DATE REMARKS A. _____ B. CECIL. OR POS. CONTROL <i>AS</i> 22345 C. CLASSIFICATION D. PLACEMENT OR EMPL. <i>EE</i> 17/7/54 E. _____				
<b>F. APPROVED BY</b> <i>John C. Kimsey</i>				

<p style="text-align: center;"><b>REQUEST FOR PERSONNEL ACTION</b></p>																					
VOCATIONAL																					
<p><b>REQUESTING OFFICE:</b> 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.</p>																					
<p><b>1. NAME (Mr - Miss - Mrs - One given name, initials, and surname)</b> <b>16. ERICAN E. KINSEY</b></p>		<p><b>2. DATE OF BIRTH</b> <b>10 Dec 16</b></p>	<p><b>3. REQUEST NO.</b> <b>23 Mar 54</b></p>																		
<p><b>4. DATE OF REQUEST</b> <b>23 Mar 54</b></p>		<p><b>5. EFFECTIVE DATE A. PROPOSED:</b> <b>APR 1 1954</b></p>																			
<p><b>B. APPROVED:</b></p>		<p><b>6. LEGAL AUTHORITY</b> <b>D.C. OR OTHER</b></p>																			
<p><b>FROM—</b> TECH PROJECTS OF BY 256-9 GS-1390-9 \$5660 DDP/Technical Services Staff Graphic Arts Reproduction Div Office of the Chief  Washington D. C.</p>		<p><b>8. POSITION TITLE AND NUMBER</b> 5163 Technologist BY 93-9 GS-1390.01-9 \$5060</p>	<p><b>TO—</b> Technologist BY 93-9 5163 GS-1390.01-9 \$5060 DDP/Technical Services Staff Graphic Arts Reproduction Div Analysis &amp; Research branch  Washington D. C.</p>																		
<input type="checkbox"/> <b>FIELD</b>	<input checked="" type="checkbox"/> <b>DEPARTMENTAL</b>	<input type="checkbox"/> <b>FIELD OR DEPARTMENTAL</b>	<input checked="" type="checkbox"/> <b>FIELD</b>																		
<p><b>A. REMARKS (Use reverse if necessary)</b> 2.8. May 54 5163</p>																					
<p><b>B. REQUESTED BY (Name and title)</b> HAROLD O. JENNINGS</p>		<p><b>C. REQUEST APPROVED BY Signature:</b> HAROLD O. JENNINGS <b>Title:</b> Acting Personnel Officer, TSS</p>																			
<p><b>D. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)</b> John Jennings 6305</p>																					
<p><b>E. VETERAN PREFERENCE</b></p> <table border="1"> <tr> <td>NAME</td> <td>WIFE'S OTHER S.P.F.</td> <td>10 POINT DISAD. OTHER</td> </tr> <tr> <td>X</td> <td></td> <td></td> </tr> </table>				NAME	WIFE'S OTHER S.P.F.	10 POINT DISAD. OTHER	X														
NAME	WIFE'S OTHER S.P.F.	10 POINT DISAD. OTHER																			
X																					
<p><b>F. POSITION CLASSIFICATION ACTION</b></p> <table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I.A.</td> <td>REPL.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				NEW	VICE	I.A.	REPL.														
NEW	VICE	I.A.	REPL.																		
<p><b>G. APPROPRIATION</b> FROM: 1-2515-20 TO: 1-2515-20</p>		<p><b>H. SUBJECT TO C. S. RETIREMENT ACT (CS-RD)</b> Yes</p>	<p><b>I. DATE OF APPROPRIATION ACCSSIONS ONLY</b> 1-1-54</p>																		
<p><b>J. LEGAL RESERVE CLAIMED <input type="checkbox"/> PROVED <input type="checkbox"/> STATE:</b></p>																					
<p><b>K. STANDARD FORM 50 REMARKS</b></p>																					
<p><b>L. CLEARANCES</b></p> <table border="1"> <tr> <td>INITIAL OR SIGNATURE</td> <td>DATE</td> <td>REMARKS</td> </tr> <tr> <td>A.</td> <td></td> <td></td> </tr> <tr> <td>B. CECU. OR POS CONTROL</td> <td>De</td> <td>2 Apr 54</td> </tr> <tr> <td>C. CLASSIFICATION</td> <td></td> <td></td> </tr> <tr> <td>D. PLACEMENT OR EQUIP.</td> <td>100</td> <td>1-1-54</td> </tr> <tr> <td>E.</td> <td></td> <td></td> </tr> </table>				INITIAL OR SIGNATURE	DATE	REMARKS	A.			B. CECU. OR POS CONTROL	De	2 Apr 54	C. CLASSIFICATION			D. PLACEMENT OR EQUIP.	100	1-1-54	E.		
INITIAL OR SIGNATURE	DATE	REMARKS																			
A.																					
B. CECU. OR POS CONTROL	De	2 Apr 54																			
C. CLASSIFICATION																					
D. PLACEMENT OR EQUIP.	100	1-1-54																			
E.																					
<p><b>M. APPROVED BY</b> C. S. 1-1-54</p>																					

**SECRET** 1-1-54 1-1-54 1-1-54

STANDARD FORM 52  
FEDERAL GOVERNMENT  
GSA FEDERAL PURCHASES  
GENERAL PURCHASE REGULATIONS  
GENERAL CONTRACTS

### 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., or other given name, initials, and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. Herman E. KINGSTON	11/22/1916		22, 1953
5. NATURE OF ACTION REQUESTED: A. PLACEMENT (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:	
FROM— TECH PROJECTS OFF BY 256-9  GS-1390-9 35040 DDP/Technical Services Staff Graphic Arts Reproduction Div Office of the Chief Washington D. C.		TO—Same  8. POSITION TITLE AND NUMBER B. SERVICE, GRADE, AND SALARY 10. ORGANIZATIONAL DESIGNATIONS 11. HEADQUARTERS	
<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL	<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Transfer to Vouchered Funds from Unvoucherized Funds.

B. REQUESTED BY (Name and title)			C. REQUEST APPROVED BY ROBERT W. MUNISTER Signature Title: Personnel Officer, TEC		
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)					
13. VETERAN PREFERENCE			14. POSITION CLASSIFICATION ACTION		
HOME	WHD	OTHER D.P.T.	15. POINT	16. POSITION	17. CLASSIFICATION ACTION
K			K	ARMED OTHER	REF. SIZE. E.A. PERIOD
SEX	AGE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (1950-60)	19. DATE OF APPOINT- MENT APPROVALS (ADDRESS ONLY)	20. LEGAL RESIDENCE CLAIRES MUNISTER STATE:
SEX	AGE	FROM: 11-2515-10 to: 4-2515-20	Yes		20. LEGAL RESIDENCE CLAIRES MUNISTER STATE:
21. STANDARD FORM 50 REMARKS					
22. CLEARANCES		INITIAL OR SIGNATURE		DATE	REMARKS
A.					
B. CIVIL OR PCS CONTROL					
C. CLASSIFICATION					
D. PLACEMENT OR EMPL.					
E.					
F. APPROVED BY ROBERT W. MUNISTER AUG 11 1953					

SECRET  
SECURITY INFORMATION

ENTRANCE ON DUTY NOTICE		1. DATE 23 March 1953
2. TO: <b>Mr. Muenster Quarters Eye</b>	3. GRADE, DIVISION, BRANCH, ETC. <b>TSS GS 9 \$3060.00</b>	
4. THE PERSON NAMED BELOW MEETS THE STANDARDS FOR EMPLOYMENT WITH THIS AGENCY SUBJECT TO THE TYPE OF CLEARANCE INDICATED TO ITEM NO. 9. THE SIGNED CLEARANCE FROM IBS 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: <b>KIDNEY HERMAN EDWARD</b>	6. JOB TITLE AND GRADE <b>TSCH. PROJ. OFFICER GS 9</b>	
7. EFFECTIVE DATE OF ACTION <b>23 March 1953</b>	8. <input checked="" type="checkbox"/> E.O.O. <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> OTHER:	9. TYPE CLEARANCE <b>Full</b>
10. REMARKS (Include Medical or Other Limitations)		
<b>Frank J. Dawald Jr.</b> PERSONNEL OFFICE		
DISTRIBUTION: ORIGINAL AND COPY (WHITE) TO ITEM NO. 3. COPY (PINK) TO PERSONNEL FOLDER		
FORM BS-37-114 PREVIOUS EDITIONS TO BE USED NOV 1952		

SECRET

**CONFIDENTIAL**

**REPORT OF INTERVIEW**

REPORT OF INTERVIEW		CONFIDENTIAL	VIS DATE
NAME <i>Norman Edler, Kinney</i>		INTERVIEWER <i>TYA</i>	
HOME ADDRESS <i>Box 185, The Cloud, Iowa</i>		TELEPHONE	
BUSINESS ADDRESS <i>Plant - YMCA - 6st - Wash. D.C.</i>		TELEPHONE	
DATE OF BIRTH <i>33 years old</i>	PLACE OF BIRTH <i>Winnipeg, Manitoba</i>	CITIZENSHIP (HOW ACQUIRED) <i>U.S. - birth</i>	
NAME OF SPOUSE <i>Syle - no wife -</i>			
DATE OF BIRTH <i>1904</i>	PLACE OF BIRTH <i>- Mother</i>	CITIZENSHIP (HOW ACQUIRED)	
SALARY REQUESTED <i>\$50-40</i>	NO. OF DEPENDENTS <i>1 - Mother</i>	INTERVIEWER	
EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, EXTRA-CURRICULAR ACTIVITIES)			
<p><i>file -</i></p> <p><i>Subject is currently in the CIC, not employed in the field, not deployed at Ft. Meade, Md., 2nd Lt. 8-30-61</i></p>			
MAJOR EMPLOYMENT HISTORY (PRINCIPAL OCCUPATION, SPECIAL SKILLS, SALARY LEVELS)			
<p><i>file -</i></p>			
MILITARY OCCUPATION (RANK, SERIAL NO., DATES OF SERVICE, DUTIES AND AREAS)			
<p><i>5/41 - 11/43 - CDD - broke out on 2d prof at Koenig - train</i></p> <p><i>11/43 - 14/44 - Enlisted CIC - taught through (isolated), &amp; then assigned as</i></p> <p><i>instructor for 11 mos - taught electronic detection - collection of evidence, etc.</i></p> <p><i>11/44 - Discharged - CIC - Agent - 1st year was in training</i></p> <p><i>at Army base. Then awaiting re-enlistment. At 3d, 3rd pull -</i></p> <p><i>about 10 days from 15 mos. After 15 mos I was sent back to work on short</i></p> <p><i>order; went to the same job until 1945 - equipment &amp; writing of</i></p> <p><i>of various forms, mostly at night, writing</i></p> <p><i>with pencil in the dark, file, etc.</i></p>			

~~CONFIDENTIAL~~

APR 6 1968 10:10 AM '68 100-370

Plan - 78 - 1944 - 12 min - 610 -

-1950 - 5 m. " - like -

Kew - 1957 - 1010 - " - " - " - "

LAWRENCE SCHAFFER

"Bitterland Sparrows" - birds with no vocal abilities

~~Wine bottle = No 1~~

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

now - & solid; good olfactory; clear; soft; reflexive;  
so fast; sense of average intelligence - extremely  
at "train". Handicaps himself OK - impression as  
a player - would work - probably do a  
good defensive job, on a confidential level.  
Very interested in business; doesn't mind money, or  
will never be out. The ideal situation at which  
he could seem to be safe is to do a well set up  
inside deal - money, subjects within his range of ex-  
perience. Would have an apt with 60-70 feet - with  
apt for small cars. Good taste. His wife loves  
his cooking; she enjoys him both & confidentially; smart in  
business; likes him; looks like him; has some integrity;

Aug 25 Fr 3rd 36th

~~CONFIDENTIAL~~

SOURCE FIELD CABURE	REPORT OF INTERVIEW <i>1643-9 1606</i>			INTERVIEW NUMBER <i>11-16-49</i>
REFCOMMORF FOR BRANCH	TYPE	REFERRED BY		
NAME (LAST) <i>Kennedy, Vernon Edward</i>	MIDDLE	GRADE	DEPT., OFFICE OR BRANCH	
SERIAL NUMBER	ORGANIZATION		DATE OF BIRTH <i>62-11-16</i>	
ADDRESS <i>327 N. C. A. Hotel</i>	1736 S. St.		TELEPHONE	
ADDRESS (HOME) <i>2707 Glendale</i>			TELEPHONE	
CITIZENSHIP (HOW ACQUIRED) <i>American New Mexican</i>				
NAME (HUSBAND OR WIFE) <i>D. J. Gleason</i>	DATE OF BIRTH			
PLACE OF BIRTH	CITIZENSHIP (HOW ACQUIRED) <i>(deo)</i>			
EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, GRADES, AND EXTRA CURRICULAR ACTIVITIES)				
LANGUAGES (LEVELS OF FLUENCY, HOW ACQUIRED)				
FOREIGN EXPERIENCE (COUNTRY AND PURPOSE)				
PRINCIPAL CIVILIAN EXPERIENCE (MAIN OCCUPATION, SPECIAL SKILLS, ACCOMPLISHMENTS, ELECTIVE OFFICES)				
MILITARY EXPERIENCE (PRINCIPAL DUTIES, SERVICE RANKS, IF OFFICER; MANNER OF PERFORMANCE RATINGS; IF ENLISTED, DEGREES OF EXCELLENCE, HONOR AND DECOR TITLES)				

APPLICANT MUST NOT SEE THIS PAGE

UNFAVORABLE CIRCUMSTANCES TO USE OF APPLICANT

REMARKS (EXCEPTIONAL PERTINENT INFORMATION)

Sentries by Schmidt - I & L. for intense & testing.  
 - has been interviewed in at hand -  
 Good appearance. Neatly dressed - pleasant

May be a good man as a flagging type.  
 Conscientious worker but doubt very much  
 that he is a "flock" at anything! Very  
 slow spoken.

James D. Stell - Ob voice being in typical James 57's  
 CLEARED FOR CONSIDERATION BY: James D. Stell

SERVICE RECORD CHECKED:

FORM NO. 66-1

FORM NO. 27

## RATINGS

FACTORS	SUP	F	VS	S	UNF	EXPLANATION
MOTIVATION - ENERGY, EFFORT, INITIATIVE, INTEREST IN ASSIGNMENT.						
PRACTICAL INTELLIGENCE - JUDGMENT, DECISIVENESS, ALARMNESS, 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 - AGILENESS, PRESENCE, VIGOR, STAMINA.						

*R. G. K. [Signature]*  
 SIGNATURE *10-10-1943*

## SECRET

1. NAME (Last-First-Middle)		BIOGRAPHIC PROFILE (PART 1)					
61555 KIRKLEY, Herman Edward		2. SEX		3. DATE OF BIRTH		4. LENGTH OF TIME IN U.S.	
Single		♂ 0		M Dec 1913		23 Mar 1953	
5. MARITAL STATUS		6. PARENTS OF BIRTH		7. US NATURALIZATION DATE(S)			
Single				NA			
8. CARRIER STAFF SEALOR		9. MEMBERSHIP		10. OTHER STATUS		11. LAST MED. PERIODIC EXAM. FOR	
X		Mar 1956				Feb 1959 O/S TDY TDY O/S	
12. CURRENT STATUS		13. AGENCY SERVICE		14. GRADE		15. ACTIVE DUTY WITH CIA CIA	
X						RELEASE TO MIL. SEC. CIA	
16. ASSESSMENT DATE		17. PROFESSIONAL TEST DATE		18. LANGUAGE PROFICIENCY TEST DATE			
None		None		None			
19. NON-CIA EXPERIENCE 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.							
20. NON-CIA EDUCATION High school graduate Various Military Schools							
21. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None					
22. AGENCY SPONSORED TRAINING 1955 Non-clerical Basic Typing							
23. CIA EMPLOYMENT HISTORY SINCE 10 SEPT 1947 (Personnel Actions, Military Orders, and Principal Duties)							
EFFECTIVE DATE	POSITION / TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & BRANCH / TITLE (IF APPL.)			LOCATION
Mar 1953	Tech Proj Off	301	9	TSS/Graphic Arts Reproduction			Hq
Feb 1954	Technologist	1390.01	9	DOP/TSS/GARD/Ch, Anal & Res Branch			H
May 1954	"	1390.01	11	" " " " " " " " "			H
Jun 1955	I.O. (Tech Aids)	0136.63	12	DOP/TSS/Auth/GARD/Ch, Anal & Res			H
Feb 1957	"	0136.63	13	" " " " " " " " "			H
May 1960	Document Tech	1397.01	13	D " " " " " " " " "			H
24. DATE APPROVED FOR PROFILE RELEASE BY							
15 Sep 1961 (OP/PGD/CARD)				25. DATE APPROVED FOR PROFILE RELEASE BY			
15 Aug 1961 (OP/PGD/CARD)				26. DATE APPROVED FOR PROFILE RELEASE BY			
15 Aug 1961 (OP/PGD/CARD)				27. DATE APPROVED FOR PROFILE RELEASE BY			
15 Aug 1961 (OP/PGD/CARD)				28. DATE APPROVED FOR PROFILE RELEASE BY			
15 Aug 1961 (OP/PGD/CARD)				29. DATE APPROVED FOR PROFILE RELEASE BY			
15 Aug 1961 (OP/PGD/CARD)				30. DATE APPROVED FOR PROFILE RELEASE BY			
15 Aug 1961 (OP/PGD/CARD)				31. DATE APPROVED FOR PROFILE RELEASE BY			
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15 Aug 1961 (OP/PGD/CARD)				34. DATE APPROVED FOR PROFILE RELEASE BY			
15 Aug 1961 (OP/PGD/CARD)				35. DATE APPROVED FOR PROFILE RELEASE BY			
15 Aug 1961 (OP/PGD/CARD)				36. DATE APPROVED FOR PROFILE RELEASE BY			
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15 Aug 1961 (OP/PGD/CARD)				99. DATE APPROVED FOR PROFILE RELEASE BY			
15 Aug 1961 (OP/PGD/CARD)				100. DATE APPROVED FOR PROFILE RELEASE BY			

SECRET

PROFILE

SECRET

When Filled In

FILE NUMBER S555	BIOGRAPHIC PROFILE (PART 2)	
NAME (Last, First, Middle) KINSEY, Hermin Edward	DATE OF BIRTH Dec 1916	
24. CLASSIFICATION OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS See Attachment		
25. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE		
26. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REFERRED IN DETAIL		
27. ADDITIONAL INFORMATION <p><u>Appreciation</u> 1953 from Chief, MEI for excellent work on Report G-145 performed by TSS personnel. Endorsed by Chief, C42D/TSS.</p> <p><u>Comendation</u> 1952 from the field, conveyed by the Career Management Officer, TSS for efficiency in rendering support to an operation.</p>		
28. DATE PREPARED 15 Sep 1961	29. PROFILE PREPARED BY OP/POC/CAB/Hms	30. APPROVED 15 SEP 1961

FBI - LOS ANGELES (PART 2) 14-00000-145574 SECRET

PROFILE

(6)

SECRET  
THIS IS A FILL-IN FORM

<b>FITNESS REPORT</b>				EMPLOYEE SERIAL NUMBER <b>61555</b>					
<b>SECTION A GENERAL</b>									
1. NAME <b>KIMSEY, Herman E.</b>	2. GRADE <b>E.</b>	3. DATE OF BIRTH <b>11 Dec 1916</b>	4. SEX <b>M</b>	5. GRADE <b>GS-13</b>					
6. SERVICE DESIGNATION <b>D DOCUMENT TECH CH</b>		7. OFF/DIVISION OF ASSIGNMENT <b>DDP/TSD/AUTH/GARB</b>							
8. CARRIER STAFF STATUS <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEPROVED <input type="checkbox"/> UNFITTED		9. TYPE OF REPORT <input checked="" type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> REASSIGNMENT/EMPLOYER							
10. DATE REPORT DUE IN G.P. <b>31 January 1961</b>		11. REPORTING PERIOD <b>Jan 1960 thru Dec 1960</b>		12. SPECIAL (SUPERVISOR)					
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>									
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).									
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding			
SPECIFIC DUTY NO. 1 <b>Supervises A&amp;R Section personnel</b>		RATING NO. <b>4</b>		SPECIFIC DUTY NO. 2 <b>Oral Briefings</b>		RATING NO. <b>5</b>			
SPECIFIC DUTY NO. 3 <b>Questioned Document Analysis</b>		RATING NO. <b>5</b>		SPECIFIC DUTY NO. 4 <b>Monitoring the writing of and writing technical reports</b>		RATING NO. <b>5</b>			
SPECIFIC DUTY NO. 5 <b>Liaison with other Government Questioned Document Labs.</b>		RATING NO. <b>5</b>		SPECIFIC DUTY NO. 6 <b>Monitors Graphology Program</b>		RATING NO. <b>5</b>			
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>									
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.									
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance steadily exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.						RATING NO. <b>5</b>			
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>									
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.									
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree					
CHARACTERISTICS		NOT APPLICABLE	NOT SCHEDULED	RATING	1	2	3	4	5
GETS THINGS DONE					X				
RESOURCEFUL						X			
ACCEPTS RESPONSIBILITIES							X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEEDED								X	
WORKS 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 PAPERS								X	
OTHER									X
SF 1555 REV 4-20-64 EDITION 100									

SECRET

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

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTION S, C, and D to provide the best 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 Section's 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. B. Marzen</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
40		
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 SUPERVISION	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	DC/TSD/GARB/	<i>Paul J. Szego</i> PAUL J. SZEGO
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL:		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	Chief, TSD/GARB	<i>J. F. Marzen</i> JOSEPH F. MARZEN

SECRET

APPLICATION FOR FEDERAL EMPLOYMENT

37-103

NOT WRITE IN THIS SPACE  ANNOUNCEMENT NO.	1. Kind of position applied for, or name of examination		Announcement No.	DO NOT WRITE IN THIS BLOCK For Use of Examining Office Only					
	2. Options for which you wish to be considered (if listed in examination announcement)								
	3. Primary place(s) of employment applied for (City and State)								
	4. Name (First, middle, maiden, if any, last)								
	Mr. Mr. Mr. <b>Norman Edward Kinsey</b>								
	5. Address (Number, Street, City, Zone, State)								
	3700 Macs. Ave., N. W. Washington, D. C. or c/o W. S. Linetbarger, Box 407 Mt. Shasta, California 96-1615								
	6. Home phone		7. Office phone						
	TE-8-6100		351-3295						
	8. Legal voting residence (State)								
	District of Columbia								
	9. Height without shoes		10. Weight						
	5 feet 11 inches		200 lbs.						
	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)						
	13. Birthplace (City and State, or foreign country)								
	Gallup, McKinley County, New Mexico								
	14. Birth date (Month, day, year)		15. Social Security Number						
December 11, 1916		556 10 1750							
16. If you have ever been employed by the Federal Government, indicate last grade and job title: GS-13, Intelligence Officer (Section Chief) (Step 4) (GS-14 Slot) Dates of service in that grade From 12 Feb. 1957 To 20 September 1962									

<input type="checkbox"/> Appor.	<input type="checkbox"/> Material	Entered Register:		
<input type="checkbox"/> Nonappor.	<input type="checkbox"/> Submitted	<input type="checkbox"/> Returned		
Notations:				
App. Reviewed:				
App. Approved:				
Option	Grade	Earned Rating	Preference	Augm. Rating
			9 points (Tent.)	
			10 points Comp. Disb.	
			Other 10 Point	
			Disk.	
			Being Investigated	
Initials and date				

17. AVAILABILITY INFORMATION

A. Lowest grade or pay you will accept	B. Will you accept temporary appointment? (Acceptance or refusal of temporary employment will not affect your consideration for other appointments.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," indicate by "X" in appropriate box or boxes.
\$ Per or grade OPEN	<input type="checkbox"/> 1 mo. or less <input type="checkbox"/> 1 to 4 months <input type="checkbox"/> 4 to 12 months
C. Will you accept less than full-time employment (less than 40 hours per week)? <input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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. Last Dates, Branch, and Serial or Service Number of All Active Service			
From	To	Branch of Service	Serial or Service Number
19 May 1941	5 Nov. 1943		
29 Nov. 1946	8 Oct. 1949	U. S. ARMY	RA 39080103
29 Jan. 1950	23 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 39) <input 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 (Complete and attach Standard Form 13) <input checked="" type="checkbox"/> No	
<input type="checkbox"/> Yes <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 13, "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: <input type="checkbox"/> 5-point <input type="checkbox"/> 10-point Comp. Disb. <input type="checkbox"/> Other 10-point <input type="checkbox"/> None		
Signature and title	Agency	Date

16-1961-1

Herman Edward Kimsey  
Attachment I

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

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

Herman Edward Kinsey

December 11, 1966

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.

Herman Edward Kinsey

December 11, 1916

I. DUTIES AND RESPONSIBILITIES

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

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

Specifically:

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

(Continued on Page 2)

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

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

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

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

1935 to 1939 - Lumber Industry, California

Additional Information upon request.

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

## RESUME

- I Personal  
Age 70 - 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 (USAFAI) 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.

## PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

IN EXPERIENCE 3. (Start with your PRESENT position (or work held))

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</u> Exact title of position <u>Intelligence Ctr. (See under 2)</u> Number and kind of employees you supervised <u>0</u>			
Salary or earnings Starting \$ <u>per</u> Present \$ <u>per</u>		Classification Grade <del>(G-1 or Federal service)</del>	Place of employment (City & State) <del>(Manufacturing, advertising, insurance, etc.)</del>
Name and address of employer (firm, organization, etc.) <u>Central Intelligence Agency</u> <u>2430 E Street, N. W., Washington, D. C.</u>		Name, title, and present address of immediate supervisor <u>Chief, Personnel Operations Division</u> <u>ATTENTION: Frank G. Edwards</u>	
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>21 Sept. 55</u> Exact title of position <u>Intelligence Ctr. (See under 1)</u> Number and kind of employees you supervised <u>0-5 Agents</u>			
Salary or earnings Starting \$ <u>5,060.00 per annum</u> Final <u>\$11,415.00 per annum</u>		Classification Grade <del>(G-1 or Federal service)</del>	Place of employment (City & State) <del>(Manufacturing, advertising, insurance, etc.)</del>
Name and address of employer (firm, organization, etc.) <u>Central Intelligence Agency</u> <u>2430 E Street, N. W., Washington, D. C.</u>		Name, title, and present address of immediate supervisor <u>Chief, Personnel Operations Division</u> <u>ATTENTION: Frank G. Edwards</u>	
Reason for leaving <u>Reduction in force. Small section assimilated by 3 larger branches, and my slot and grade eliminated.</u> Description of work <u>my slot and grade eliminated.</u>			
SEE ATTACHED JOB DESCRIPTION AS APPROVED BY CIA Also attachment 5			
3. Dates of employment (month, year) From <u>29 Nov. 1956</u> To <u>20 Mar. 1957</u> Exact title of position <u>Special Agent CIC</u> Number and kind of employees you supervised <u>0-5 Special Agents</u>			
Salary or earnings Starting \$ <u>900.00 per annum</u> Final <u>\$3,200.00 per annum</u>		Classification Grade <del>(G-1 or Federal service)</del>	Place of employment (City & State) <del>(Manufacturing, advertising, insurance, etc.)</del>
Name and address of employer (firm, organization, etc.) <u>Investigative Control Section</u> <u>AC of S - G-2, Ft. Belvoir, Maryland</u>		Name, title, and present address of immediate supervisor <u>Millard F. Doherty, Maj., USA</u> <u>add. unknown (last supervisor)</u>	
Reason for leaving <u>Better job.</u> Description of work <u>Under Investigative Control Section, A. C. of S. G-2, Ft. Belvoir, Md. I assisted Chief of Technical Instructor in Basic Agent Course; Member of Combat CIC Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Assisted Chief of Special Projects, Tech Laboratory, Ft. Belvoir, Investigation crimes of security nature. (As lab. chief, specialized in questioned document analysis.)</u>			

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

SF-100-104

## 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  None	C. Year of first license or certificate  None	D. Year of latest license or certificate  None
E. Special skills you possess and machines and equipment you can use. (For example, short wave radio, mathematics, communications, foreign service code, transcribing machine, scientific or professional degrees)  Industrial machinery (laborer) including Diesel locomotive (small); Foreign laboratory equipment (quantum spectrograph); X-ray; 12000 volt AC/DC; Fresh, 10000 volt DC		F. Approximate number of words per minute:  Typing Shorthand	
G. Special qualifications you possess, if applicable. (For example, your most important publications. Do not submit copies unless required; your patents or inventions, awards received and publications received, membership in professional societies, etc., and honors and fellowships received)  Suggested and directed development of the Identification System; Member of IAI; over 200 lecture hours at CIC School; Co-author of this Manual and rewrote 2 others; wrote 3 articles and 1 technical book review for "Studies in Intelligence".		H. A. H. B.	

## 21. EDUCATION

A. Place "X" in column indicating highest grade completed  1 2 3 4 5 6 7 8 9 10 11 12 X USAFI	B. If you graduated from high school, give date  USAFAI X 1935 (GMD-1547)	C. Name and location of last high school attended  McCloud High School McCloud, California	
D. Name and location of college or university  None		Years attended From To	Years completed Day Night
		Semester Quarter Credit	Credit hours Semester Quarter
E. Chief undergraduate college subjects  None		Q. Chief graduate college subjects  None	Semester Hours Credit Quarter Hours Credit
G. State major field of study at highest level of college work  College Level GMD (USAFAI) 1942		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 School, 103rd Inf. Div. School - Camp Cleiborne, La., 1 June 1943 Counter Intelligence Corps Basic Course, Fort Meade, Md., 30 May 1947; Instructors Guidance Course, Ft. Holabird, Maryland, 26 August 1947 and again 17 April 1948.	

## 22. FOREIGN TRAVEL

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

I. Other foreign language and indicate your knowledge of same by placing "X" in appropriate column

	Reading	Speaking	Understanding	Writing
	Fair Good Fair	Fair Good Fair	Fair Good Fair	Fair Good Fair
None				

## 23. REFERENCES

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

PERS. NAME	PRESENT OR RECENT HOME ADDRESS (Number, Room, City, State, and Street)	BUSINESS OR OCCUPATION
Albert W. Newkirk (Lt.-Col., Ret.)	Clarksburg, West Virginia	Dir. Bur. of Ideas Lab., R. G. Jones Quar. Doc. Analyst
Joseph H. English	19 Pantyway Drive Silver Spring, Maryland	FBI Laboratory
Henry C. Newton Ret'd. Col. USA (Res.)	101 Patriotic League Drive Falls Church, Virginia	Dir. Int'l. Affairs Institute

ANSWERS AND QUESTIONS BY PLACING "X" IN PROPER COLUMN		YES	NO
25. Are you a citizen of the United States or America? ..... If "No," give country of which you are a citizen.....		X	
26. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization? .....		X	
27. Are you now, or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, fascist, Communist, or subversive, or which has adopted, or shows, a policy of advancing, or approves, the commission of acts of force or violence against other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? .....		X	
If your answer to 26 and/or 27 above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups, or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities. (See Instruction Sheet.)			
28. Have you any physical handicap, chronic disease, or other disability? .....		X	
29. Have you ever had a nervous breakdown? .....		X	
30. Have you ever had tuberculosis? If your answer is "No," give details in Item 39.		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 date of and reason for each disbarment in Item 39.		X	
32. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months? If your answer is "Yes," give in line 30 in Part H each relative (1) full name; (2) present address; (3) relationship; (4) department or agency to which employed; and (5) kind of employment.			
33. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service? If your answer is "Yes," give details in Item 39.		X	
34. Are you an official or employee of any State, territory, county, or municipality? If your answer is "Yes," give details in Item 39.		X	
35. Have you ever been discharged (fired) from employment for any reason? .....		X	
36. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? If your answer is 35 or 36 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reasons for each case. This information should agree with statements made in Item 19-Experiences.		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 \$30.00 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 indicted collateral.) .....			
38. While in the military service were you ever tried for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? If your answer to 37 or 38 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law inferring authority or type of court or court martial, and (5) action taken.		X	
39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.			
Item No.	Item No.		
32. Japan, Military Service, 1950-9, 1950-1; Korea, Military Service. 1950-1; Panama 1958, Form, 1959; Japan 1962; Hong Kong, 1960; Thailand, 1960; Taiyuan, 1962,	35. Because of bad eyes. When this was corrected, I returned to the same job under the same supervisor - brakeman on a diesel locomotive.		
If more space is required, use full sheet of paper approximately the same size as this page. Write on each sheet your name, date of birth, and examination date. Attach on inside of this application.			
Chiknawa, 1962.			
<b>ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION</b>			
<p>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.</p>			
<b>CERTIFICATION</b>			
<p>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 to good faith.</p>			
Signature of applicant _____		_____ Date _____	

STANDARD FORM 57  
REVISED MARCH 1951  
U.S. CIVIL SERVICE COMMISSION

**APPLICATION FOR FEDERAL EMPLOYMENT**

39-103

APPLICATIONS RECEIVED		APPLICATION FOR FEDERAL EMPLOYMENT	
		1. Kind of position applied for, or name of examination	
		Announcement No.	
		2. Options for which you wish to be considered (if listed in examination announcement)	
		3. Primary place(s) of employment applied for (City and State)	
		4. Name (First, middle, maiden, if any, last)  Norman Edward Kinney	
		5. Address (Number, Street, City, Zone, State)  3700 Mass. Ave., N. W. Washington, D. C. or c/o N. S. MacLamor, Box 407 Mt. Shasta, California 96066	
		6. Home phone  PE-2-6100	
		7. Office phone  351-3295	
		8. Legal or voting residence (State)  District of Columbia	
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 14750			
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  <input checked="" type="checkbox"/> Per grade \$27.50			
B. Will you accept temporary appointment? (Acceptance or refusal of temporary appointment 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 type="checkbox"/> 1 to 4 months <input type="checkbox"/> 4 to 12 months			
C. Will you accept less than full-time employment (less than 40 hours per week)?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
D. Are you willing to travel?  <input type="checkbox"/> Not at all <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Frequently			
E. Will you accept employment in Washington, D.C.?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. Outside U.S. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If "Yes," list locations:			
F. Will you accept appointment only in certain locations?  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
18. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE			
A. List Dates, Branch, and Serial or Service Number of All Active Service			
From 29 May 1941 To 5 Nov. 1943 Branch of Service U. S. Army Serial or Service Number RA 39030103			
To 29 Nov. 1946 From 8 Oct. 1949 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 35) <input checked="" type="checkbox"/> No			
C. Do you claim Spousal preference based on wartime military service?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
D. Do you claim Spousal 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." T.P.T. <input type="checkbox"/> Compensable disability <input type="checkbox"/> Disability <input type="checkbox"/> War <input type="checkbox"/> Within <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 record which shows that the separation was under honorable conditions.			
VETERAN PREFERENCE ALLOWABLE <input type="checkbox"/> 5 point <input type="checkbox"/> 10-point Comp. Disab. <input type="checkbox"/> Other 10-point <input type="checkbox"/> None			
Signature _____ 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 at your present employer regarding your character, qualifications, and record of employment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																																			
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IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 57-A OR BLANK SHEETS SEE INSTRUCTION SHEET																																																			

14-0000

14-00000  
Herman Edward Kinney

December 11, 1916

4. 15 April 1945 - 1 October 1946 Camp Superintendent 100 employees, laborers  
\$269 $\frac{1}{4}$  per annum  
\$302 $\frac{1}{4}$  per annum SP-7 Yreka, California U. S. Forest Service  
U. S. Forest Service, Yreka, California Art London, # USFS, Yreka, California  
Enlist in Counter Intelligence Corps, U. S. Army  
Supervised 100-man forest camp for the purpose of controlling timber disease.
5. 5 November 1943 - 15 April 1945 Laborer None  
\$0.90 per hour  
\$1.10 per hour Unknown McCloud, California Lumber,  
McCloud River Lumber Company, McCloud, California James Herbert, McCloud, Calif.  
Return to the United States Forest Service.  
Operated lumber carrier and brakeman on small diesel locomotive.
6. 19 May 1941 to 5 November 1943 Sergeant MOS 631 up to 14 Intelligence Analysts  
Intelligence NCO  
Combat Intelligence  
\$21.00 per month Sergeant Continental Limits of United States U. S. Army  
\$75.00 per month Supervisor - Unknown  
U. S. Army  
Honorable Discharge  
Supervised S-2 Section in Brigade HQ for the purpose of collection and evaluation  
of information on the subject of enemy military operations.
7. 1 May 1939 to 10 May 1941 - Forest Guard None  
\$100 per month Unknown McCloud, California U. S. Forest Service  
United States Forest Service Earl Sullaway, McCloud, California  
McCloud, California  
Enlisted in the U. S. Army under draft requirement but not yet called for service.  
Prevention and Suppression of forest fires.
8. January 1935 to May 1939 Laborer  
Laborer in lumber, oil industry.

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

## REUMB

I Personal

Age 70 - 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 (USAFT) 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

1952 to Present - Associated as a technical consultant with Security Associates, Inc., Washington, D. C., specializing in commercial and industrial security.

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

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

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

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

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

1935 to 1939 - lumber Industry, California

Additional Information upon request.

Herman Edward Kimsey

December 11, 1966

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)

14-00000  
Herman Edward Kimsey

December 11, 1976

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  
\$10.90 per hour  
\$11.10 per hour Unknown McCloud, California Lumber  
McCloud River Lumber Company, McCloud, California James Herbert, McCloud, Calif.  
Return to the United States Forest Service.  
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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

Questioned Document Analyst (Continued)

December 11, 1916

- b. Participated in establishing document analysis facilities in foreign governments and present plans call for continuation of this TUY 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 customer's application of evaluation results. Decisions required as a result of customer's application of evaluation results. Decisions required 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, up-graded 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**

#### **31. 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	USAFTI		McCloud High School McCloud, California							
												X 1935 (GED-1947)									
D. Name and location of college or university												Dates attended		Year 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 (USAFTI) 1949																					
H. Other schools or training (for example, trade, vocational, Armed Forces, or business). Give for each the name and location of school, dates attended, subjects studied, certificates, and any other pertinent data.																					
Chemical Warfare Sch., 103rd Inf. Div. School - Camp Claiborne, La., 1 June 1943																					
Counter Intelligence Corps Basic Course, Fort Holabird, Md., 22 May 1947; Instructors																					
Captain G. C. ...																					

32 JOURNAL OF TRAUMA

**Have you lived or traveled in any foreign countries?**

24. FOREIGN LANGUAGES				
Total foreign language and indicate your knowledge of each by placing "X" in proper column.	Reading		Speaking	
	Ex. Good Fair	Ex. Good Fair	Ex. Good Fair	Ex. Good Fair
None	X			

#### 3.4. REFERENCES

**For 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 relatives or dependents.**

List the names of persons by whom you are serving. Do not repeat names of supervisors listed under Item 19.		
FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, Zone, and State)	BUSINESS OR OCCUPATION
Albert W. Somerford (Lt.-Col., Ret.)	Clarkburg, Maryland 17 Pastmoor Drive	Dir. Bur. of Ideas. Lab., P. C. Dept. Asses. Sec. Analyst
Joseph M. English	Silver Spring, Maryland 601 Patrick Henry Drive	FBI Laboratory
Henry C. Newton Ret'd. Gen. Uni (Ret.)	Mills Church, Virgin	Dir. FBI. Assis. Institute

ANSWER	QUESTIONS BY PLACING "X" IN PROPER COL.	YES	NO
23. Are you a citizen of the United States or America?..... If "No," give country of which you are a citizen.....		X	
24. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?.....		X	
25. Are you now, or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of 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	
26. Have you any physical handicap, chronic disease, or other disability?.....		X	
27. Have you ever had a nervous breakdown?.....		X	
28. Have you ever had tuberculosis?..... <i>If your answer to 28, 29, or 30 above is "Yes," give details in Item 19.</i>		X	
29. 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 19.)		X	
30. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months?..... <i>If your answer is "Yes," give in Item 19 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	
31. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service?..... <i>If your answer is "Yes," give details in Item 19.</i>		X	
32. Are you an official or employee of any State, territory, county, or municipality?..... <i>If your answer is "Yes," give details in Item 19.</i>		X	
33. Have you ever been discharged (fired) from employment for any reason?.....		X	
34. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason?..... <i>If your answer to 33 or 34 above is "Yes," give details in Item 19. Show the name and address of employer, approximate date, and reasons in each case. This information should agree with statements made in Item 19-Experience.</i>		X	
35. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of \$50.00 or less, and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely suffered collateral damage.).....		X	
36. While in the military service were you ever arrested for an offense which resulted in a trial by court martial or by summary, special, or general court-martial?..... <i>If your answer to 35 or 36 is "Yes," give details in Item 19, 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	
19. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.			
Item No.	Item No.		
22. Japan, Military Service, 1949-9, 1950-1; Korea, Military Service, 1950-1; Panama, 1959, Peru, 1959; Japan 1962; Hong Kong, 1962; Thailand, 1962; Taipei, 1962.	35. Because of bad eyes when this was corrected, I returned to the same job under the same supervisor - brakeman on a diesel locomotive.		
<i>If more space is required, use full sheet 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.</i>			
Okinawa, 1962.			
<b>ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION</b>			
<p><b>A false or dishonest answer to any question in this application may be grounds for rating you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.</b></p>			
<b>CERTIFICATION</b>			
<p>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.</p>			
Signature of applicant _____		Date _____	_____

R E S U M E

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

PERSONAL

Age: 46  
Marital Status: Married, no children

EDUCATION

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

14-00000  
Herman Edward Kinney  
37 - Massachusetts Ave., N. W.  
Washington 16, D. C. (20016)  
Telephone: FFederal 6-6430

RESUME

I Personal -

Age 46 - Married - No Children.

II Education -

- a - Grammar School - Oregon & California.
- b - Junior High School - Oregon & California.
- c - High School - Oregon & California.
- d - College Level GED (USAFL) 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 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, 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 analysts and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained liaison with other U. S. Government components; activated and directed research projects carried out by private organizations such as Universities, private consultants, and private research corporations. During the above period, I trained and briefed the police and intelligence agencies of more than 50 foreign countries and actually traveled and worked in 6 foreign countries. I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that agency.

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

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

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

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

1935-1939 Laborer Industry, California.

Additional information upon request.

NO SECURITY INFORMATION  
1967

Bernard Edward Kinney

Dec. 11, 1956

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 question document problem.

II. SUPERVISION RECEIVED:

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

III. QUALIFICATIONS REQUIRED:

Qualifications for this position will be written in the preliminary Qualification Standards developed for the GS-1307.01, Document Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/14/08 BY SP/AM

SECRET

SECRET

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

H a n d l e   W i t h   C a r e

Republican National Committee		S-E-C-R-E-T (When Filled In)		X 1/10/1965, MAF-P-REF-10			
NAME	Reference Date	Title, Grade & Salary	Office & Extension	DOB	EOD	LWD	Type Referral
Kinney, Herman E. and [initials]	SS-14	7-5-13	1/1/66 3163	20-2-66	10-1		OP Interviewer
				1/6/66 0	17-2-20		E. V. Wright
Date of Interview	Details of Out Placement (Including Cover & Security Data)						
Jul 1962	Kinney brought in C-77 of 5 which he had obtained from his old employer contacts. Said he was available, experienced, etc., common sense, etc. I might easily consent for a suggestion to the Rep. National Committee for the purpose of trying under such pretenses. Demand many favors, etc. He now what he wants & promised to check back if he makes anything up.						
Sept 3 64	Subject came in late 1963 and was given assistance in filing for FANE and he qualified at a grade 13/14 level. He was referred to <del>REMOVED</del> 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 failed to advise me that since the republicans had been beaten that he was out of a job.						
Dec 1965	Called Mr Kinney 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 Kinney's qualifications and set up an appointment for an interview. Mr Kinney went for the interview and was offered the position which paid \$1.60 per hour and meals. At that time he was being considered for another position and asked time to consider offer.						
Jan 14 1966	Contacted Mr Kinney to see if he had made up his mind about the job in NY as I had more or less 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/						
1/22/66	<i>I have from him (telephonically - do for short term) he is trying private industry.</i>						
		OUT PLACEMENT INTERVIEW RECORD					(See Reverse)
3-62		S-E-C-R-E-T					

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

**OUT PLACEMENT INTERVIEW RECOR**

(See Reverse)

S-E-C-R-E

**CUT PLACEMENT INTERVIEW RECORD**

(See Reverse)

S-E-C-H-S-T

SECRET

**NOTIFICATION OF ESTABLISHMENT  
OF MILITARY COVER BACKSTOP**

25 January 1962

TO:  CHIEF, PERSONNEL AND SERVICES DIVISION  
*(check)*  
ATTN:  CHIEF, OPERATING COMMITTEE

ZDUSEY, Herman E.

REFS

وَنَدِيْمَة

MILITARY COVER BACKSTOP ESTABLISH

**BLOCK RECORDER**

- a. TEMPORARILY FOR 30 DAY, EFFECTIVE 19 January 1962

**SUBMIT FORM 640 TO CHANGE LIMITATION CATEGORY TO 1.**  
**(CHG 20-800-2)**

ASCERTAIN THAT ABCZ W-1 BEING ISSUED  
ON 20-0011

**SUMMIT FORM 1200 FOR ANY CHANGE AFFECTING THIS COVER  
(S-120-130)**

**SUMMIT FORM 1302 FOR TRANSFERRING COVER RESPONSIBILITY.**

1000000

... **Chart 10: 80%**

PLATEAU LASSO 63 1-618-01 1-MAR-1978

136 | P a g e

SIGRI

1400000			DATA FOR PAY CHANGES			NEW SALARY RATE			TYPE OF ACTION		
EMPLOYEE'S NAME			GRADE			LAST EFFECTIVE DATE			FUND		
KIMSEY HERMAN E			GS-13			08 10 58			V-20		

3. Remarks and Authorization

- NO EXCESS LWOP
- IN PAY STATUS AT END OF WAITING PERIOD
- IN LWOP STATUS AT END OF WAITING PERIOD

80 80 80 80 80 80 80 80 80 80 80 80

PAY CHANGE NOTIFICATION

Form 560 Obsolete Previous Edition

SECRET

(4-51)

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

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

157 ENMETT D. ECHOLS

DIRECTOR OF PERSONNEL

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.		4. FUNDS	5. ALLOTMENT
161555	KIMSEY HERMAN E			DOP/TSS		V-20	
6. OLD SALARY RATE				7. NEW SALARY RATE			
GRADE	STEP	SALARY	LAST EFFECTIVE DATE	GRADE	STEP	SALARY	EFFECTIVE DATE
GS 13	2	\$10,370	08 10 58	GS 13	3	\$11,155	02 07 60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE  
 NO EXCESS LWOP       EXCESS LWOP  
 IF EXCESS LWOP, CHECK FOLLOWING:  
 IN PAY STATUS AT END OF WAITING PERIOD  
 IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION

13. REMARKS

PAY  L&I  PAY ADJUSTMENT

14. AUTHENTICATION

0 0

80 80 80 80 80 80 80 80 80 80 80 80

PAY CHANGE NOTIFICATION

SECRET

(WHEN FILLED IN)

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

Form No. 560

SECRET

PERSONNEL FOLDER

(4)

SECRET

(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.			4. FUNDS	5. ALLOTMENT			
161555	KIMSEY HERMAN E			DDP/TSS			V-20				
6. OLD SALARY RATE				7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 13	1	\$ 9,890	02	10	57	GS 13	2	\$10,130	08	10	58
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE 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 CLEK						
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											
<p style="text-align: center;">S. W. J. C. S. C. HOMER T. G. D. P. R. S. D. A. P. T. H. K.</p> <p style="text-align: center;">PERIODIC STEP INCREASE - AUTHENTICATION</p>											

Form No. 560b

SECRET

PERSONNEL FOLDER

(4)

14-00000

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE

12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI

DIRECTIVE. SALARY AS OF 15 JUNE 1958, ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
KIMSEY HERMAN E	161555	GS-13-1	\$ 8,990	\$ 9,890
GORDON M. STEWART /S/ DIRECTOR OF PERSONNEL				

S E C R E T

ADM 20 SCPT 60

SECRET  
(When Filled In)

OEF		NOTIFICATION OF PERSONNEL ACTION						
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)							
061555	KIMSEY HERMAN E							
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
TERMINATION			11130 09 20 62		REGULAR			
6. FUNDS		X V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY		
		CF TO V	CF TO CF	3276 1064 1000				
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION					
DDP TSD AUTHENTICATION GRAPHIC ARTS REPRODUCTION BRANCH ANALYSIS AND RESEARCH SECTION			WASH., D. C.					
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
DOCUMENT TECH CH			0658		D			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS		1397.01		13 4		11415		
18. REASONS TERMINATED IN ACCORDANCE WITH PROVISIONS OF CIA REGULATION 20-27, SEPARATION OF SURPLUS PERSONNEL, PURSUANT TO AUTHORITY OF DIRECTOR OF CENTRAL INTELLIGENCE CONTAINED IN SECTION 102 (C) OF THE NATIONAL SECURITY ACT OF 1947, AS AMENDED. THIS TERMINATION DOES NOT AFFECT YOUR RIGHT TO SEEK OR ACCEPT EMPLOYMENT IN ANY OTHER DEPARTMENT OR AGENCY OF THE U.S. GOVERNMENT IF YOU ARE DECLARED ELIGIBLE FOR SUCH EMPLOYMENT BY THE U.S. CIVIL SERVICE COMMISSION.								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION: 20. EMPLOY. CODE	21. OFFICE CODING	22. STATION CODE	23. INTREE CODE	24. HEIGHT CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF HI	
45 10	NUMERIC ALPHABETIC				MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	
28. HIRE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA				
NO. DA		CODE	CODE	TYPE	NO. DA. YR.			
			1GT0003					
33. VET. PREFERENCE	34. SERV. COMP. DATE	35. LONG COMP. DATE	36. CAREER CATEGORY	37. FECL / HEALTH INSURANCE	38. SOCIAL SECURITY NO.			
CODE	NO. DA. YR.	NO. DA. YR.	CODE	CODE	U - WAIVER	U - YES	HEALTH INS. CODE	
39. PREVIOUS GOVERNMENT SERVICE DATA	40. LEAVE CAT. CODE	41. FEDERAL TAX DATA	42. STATE TAX DATA					
CODE		FORM EXECUTED CODE	NO. TAX EXEMPTIONS	FORM EXECUTED	CODE	NO. TAX EXEMPT.	STATE CODE	
1 - NO PREVIOUS SERVICE		1 - YES		1 - YES				
2 - NO BREAK IN SERVICE		2 - NO		2 - NO				
3 - BREAK IN SERVICE LESS THAN 3 MONTHS								
4 - BREAK IN SERVICE MORE THAN 3 MONTHS								
SIGNATURE OR OTHER AUTHENTICATION								
AUTHORIZED MAXIMUM SEPARATION COMPENSATION IN ACCORDANCE WITH THE PROVISIONS OF CIA REGULATION 20-32, SEPARATION COMPENSATION								
POSTED								
10-3 G-2 L-1								

FORM 442 1150 Use Previous Edition  
19 9/2/62

SECRET

100-1  
EXCLUDED FROM AUTOMATIC  
SECURITY ACT  
(When Filled In)

(When Filled In)

SECRET  
(When Filled In)

EWS: 13 MAY 1960

## NOTIFICATION OF PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth	4. Vets. Dept.	5. Sex	6. CS - EOD
161555	KIMSEY HERMAN E			Mo. 12 Yr. 11	None-0 Code 5 M-1	M 1	Mo. 03 Da. 23 Yr. 53
7. SEC	8. CSC Ref no.	9. CSC Or Other Legal Authority	10. Appt. Allotav.	11. FEGLI	12. LCD	13. <del>With</del> <del>base</del> <del>code</del>	
Mo. 36 Yr. 06	No. 1	Code 50 USCA 403	Mo. 03 Da. 23 Yr. 53	Yes-1 Code No. 2	Mo. 03 Da. 23 Yr. 53	Yes-1 Code No. 2	Code 2

## PREVIOUS ASSIGNMENT

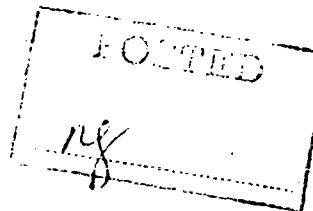
14. Organizational Designations DOP 752 AUTHENTICATION GRAPHIC ARTS REPRODUCTION DIV ANALYSIS AND RESEARCH BRANCH		Code	15. Location Of Official Station WASH., D. C.		Station Code
16. Dept - Field Dept - 5 Code USMIL - 4 12 Frgn - 3 12	17. Position Title 10 TECH AIDS		18. Position No. 0092	19. Serv. 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. 05 15 60	25. Pst Due Mo. Da. Yr. 03 06 61	26. Appropriation Number 0225 1005 1000

## ACTION

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

## PRESENT ASSIGNMENT

31. Organizational Designations DOP 752 AUTHENTICATION GRAPHIC ARTS REPRODUCTION BRANCH ANALYSIS AND RESEARCH SECTION		Code 4449	32. Location Of Official Station WASH., D. C.		Station Code 75013
33. Dept - Field Dept - 2 Code USMIL - 4 12 Frgn - 3 12	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					



STANDARD FORM 50 (4 PART)  
GSA GEN. REG. NO. 27  
FEDERAL GOVERNMENT USE ONLY  
MAY 1954 EDITION  
GSA GEN. REG. NO. 27  
CHANGED BY FEDERAL PERSONNEL MANUAL

## CENTRAL INTELLIGENCE AGENCY

## NOTIFICATION OF PERSONNEL ACTION

are

1. NAME (Last, first, middle initial, given name, initials, and surname)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. MELVIN E. KIRKBY 161559	11 Dec 1916		4 February 1957
<i>This is to notify you of the following action affecting your employment:</i>			
5. NATURE OF ACTION (use standard terminology)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
PROMOTION 30	10 Feb 1957	50 USC 403 J	
FROM		TO	
GS-0136.63-12 \$1785.00 per annum		8. POSITION TITLE	10 Tech Aids BY-92
		9. SERVICE, SERIES, GRADE, SALARY	GS-0136.63-13 \$3990.00 per annum
		10. ORGANIZATIONAL DESIGNATIONS 444952	DIP/TES Authentication Graphic Arts Reproduction Division Analysis and Research Branch
		11. HEADQUARTERS 2	Washington, D. C.
FIELD DEPARTMENTAL		12. FIELD OR DEPT'L	FIELD DEPARTMENTAL
13. VETERAN'S PREFERENCE			
14. POSITION CLASSIFICATION ACTION	15. APPROPRIATION	16. SUBJECT TO C. S. RETIREMENT ACT YES	17. DATE OF APPOINTMENT SACRIFICE PAY EXCUSE PAY 18. LEGAL RESIDENCE CLAIMED [ ] PROVED STATE:
NEW VICE I. A. NEAL SD-OT	W FROM 7-22-56-60 TO: Form 750-13	Yes	
20. REMARKS:  3 EOD 03/23/53			
ENTRANCE PERFORMANCE RATING:			
Director of Personnel			
4. PERSONNEL FOLDER COPY			
U.S. GOVERNMENT PRINTING OFFICE: 1950-371647			

4. PERSONNEL FOLDER COPY

MELVIN E. KIRKBY

U. S. GOVERNMENT PAYROLL CHARTER FORM 1020-20											
1. Agency and organizational designations S. Employer's name (and social security & account number when appropriate) KODAK, INC., 100-100-0000										2. Payroll period J. Block No. 7-2507-20	4. Ship No.
										6. Grade and salary G-10 \$7570	
PAY ROLL CHANGE DATA											
7. Previous month	BASE PAY	OVERTIME		GROSS PAY	REF.	FEDERAL TAX	BOND	F.I.C.A.	STATE TAX	GROUP LIFE INS.	NET PAY
8. New month											
9. Pay this period											
10. Remarks:										11. Appropriations	12. Prepared by 100-6 1p 25 Oct 55
										13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase 14. Effective date    15. Date last equivalent increase    16. Old salary rate    17. New salary rate    18. Periodicals, publications, or books 16 Dec 55 12 Jun 55 \$7570    \$7705    Service and conduct are David M. Richards satisfactory (Signature or other authentication)											
19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): X No excess LWOP Total excess LWOP											
0 0 00 00 (Check applicable line, in case of excess LWOP), 0 0 00 00 Interest, if any, at end of existing period, 0 0 00 00 In LWOP at start of valid new period, 0 0 00 00 Interest, if any, at end of valid new period.											
Initials of Clerk											
STANDARD FORM NO. 1120-2 Revised Form prescribed by Compt. Gen., U. S. October 26, 1954. General Regulations No. 102											
PAY ROLL CHANGE SLIP—PERSONNEL COPY											

STANDARD FORM 50 (3 parts)  
FEE APRIL 1941  
REPRODUCED BY  
U. S. GOVERNMENT PRINTING OFFICE  
CHAPTER OF FEDERAL PROCESSES DIVISION

**CENTRAL INTELLIGENCE AGENCY**

## **NOTIFICATION OF PERSONNEL ACTION**

1. NAME - LAST, FIRST, MIDDLE INITIAL AND SURNAMES <b>Mr. Hansen E. Kinney</b>		2. DATE OF BIRTH <b>11 Dec 1916</b>	3. JOURNAL OR ACTION NO. <b>17 Jun 1955</b>	4. DATE																		
This is to notify you of the following action affecting your employment.																						
5. NATURE OF ACTION (CITE REASONS FOR ACTION)		6. EFFECTIVE DATE <b>19 June 1955</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 U.S.C.A. 403-j</b>																			
<b>Promotion</b>		<b>FROM</b>																				
		<b>TO</b>																				
		8. POSITION TITLE <b>UY-92-11</b>	10. TECH AIDE																			
<b>G-0136.63-11 \$5940.00 per annum</b>		9. SERVICE, SERIES, GRADE, SALARY	<b>UY-92 G-0136.63-12 \$7040.00 per annum</b>																			
		11. ORGANIZATIONAL DESIGNATIONS  <b>DDP/Technical Services Staff Authentication Graphic Arts Reproduction Division Analysis and Research Branch</b>																				
		12. HEADQUARTERS  <b>Washington, D. C.</b>																				
<b>FIELD</b>	<b>DEPARTMENTAL</b>	<b>FIELD OR DEPTL</b>	<b>FIELD</b>	<b>DEPARTMENTAL</b>																		
13. VETERAN'S PREFERENCE  <table border="1"><tr><td>ARMED FORCES</td><td>ARMED FORCES RESERVE</td><td>OTHER SERV.</td><td>15-MILIT</td><td>15-MILIT</td></tr><tr><td></td><td></td><td>X</td><td>DISCH SERV</td><td>DISCH SERV</td></tr></table>		ARMED FORCES	ARMED FORCES RESERVE	OTHER SERV.	15-MILIT	15-MILIT			X	DISCH SERV	DISCH SERV	14. POSITION CLASSIFICATION ACTION  <table border="1"><tr><td>REG</td><td>VICE</td><td>U. A.</td><td>REG</td></tr><tr><td></td><td></td><td></td><td></td></tr></table> <b>ED-147</b>			REG	VICE	U. A.	REG				
ARMED FORCES	ARMED FORCES RESERVE	OTHER SERV.	15-MILIT	15-MILIT																		
		X	DISCH SERV	DISCH SERV																		
REG	VICE	U. A.	REG																			
15. RACE <b>W</b>	16. APPROPRIATION  <b>FACB 5-7515-20</b>	17. SUBJECT TO C. S. RETRIMENT PAY <b>YES</b>	18. DATE OF APPOINT. MENT AFFIDAVITS <b>ACCESSIONS ONLY</b>	20. LEGAL RESIDENCE  <input type="checkbox"/> CLAIMED <input checked="" type="checkbox"/> PROVED  <b>STATE Calif.</b>																		
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.																						
<b>6/22/55 68</b>																						

**4. PERSONNEL FOLDERS COPY**

8 < B. 4001680162 79141143 0991C81 1990-01-07/98

**STANDARD FORM 50 (46 PARIS)**  
**THE SECRETARY**  
**DEPARTMENT OF**  
**THE FEDERAL SERVICE COMMISSION**  
**CHARTER OF FEDERAL PERSONNEL MANUAL**

CENTRAL INTELLIGENCE AGENCY

## **NOTIFICATION OF PERSONNEL ACTION**

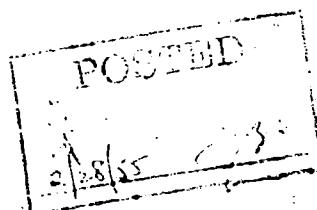
**4. PERSONNEL FOLDER COPY**

2013 BUREAU OF LAND MANAGEMENT

**STANDARD FORM 50 IS PART  
GEN. REGS. 1942  
PROCLAMATION BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER 84, FEDERAL PERSONNEL MANUAL**

CENTRAL INTELLIGENCE AGENCY

## **NOTIFICATION OF PERSONNEL ACTION**



**4. PERSONNEL FOLDER COPY**

**STANDARD FORM 50**  
FEE APRIL 1951  
PROMULGATED BY  
U. S. GOVERNMENT SERVICE COMMISSION  
CHAPTER 21, FEDERAL PERSONNEL REGULATIONS

ENTRAL INTELLIGENCE AGENCY

## **NOTIFICATION OF PERSONNEL ACTION**

30

1. NAME (MR - MRS - MRS - ONE GIVEN NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH		3. JOURNAL OR ACTION NO.		4. DATE									
Mr. Herman E. Kinney		11 Dec 1916				7 May 1954									
<i>This is to notify you of the following action affecting your employment.</i>															
5. NATURE OF ACTION (USE STANDARD FORM NO. 101)		6. EFFECTIVE DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY											
Promotion		9 May 1954		50 USC 403(j)											
FROM		TO													
BY 93-9		Technologist BY 93													
GS-1390.01-9 \$5185.00 per annum		GS-1390.01-11 \$5940.00 per annum													
8. POSITION TITLE		9. SERVICE, SERIES, GRADE, SALARY		10. ORGANIZATIONAL DESIGNATIONS											
				11. HEADQUARTERS											
				Washington, D. C.											
FIELD		DEPARTMENTAL		12. FIELD OR DEPTL		FIELD									
11. VETERAN'S PREFERENCE				13. POSITION CLASSIFICATION ACTION		14. DEPARTMENTAL									
ONE	TWO	OTHER	SPEC.	10-POINT DISAB. OTHER		NEW	VICE	LA.	REL.	15	16	17. APPROPRIATION	18. SUBJECT TO U. S. RETIREMENT ACT (YES- NO)	19. DATE OF APPOINT- MENT AFFIDAVIT(S) (ACCESIONS ONLY)	20. LEGAL RESIDENCE CLAIMED ( ) MOVED STATE: Calif.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	4-515-20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
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.															
22. FINANCIAL INFORMATION															
23. PERFORMANCE RATING															
24. APPROVAL FOR PAYMENT															

### ENTRANCE PERFORMANCE RATINGS

Deputy Assistant Director (DP) [redacted]

Digitized by srujanika@gmail.com

5-8-1988 8:00 AM 200

三

4. PERSONNEL FOLDER COPY

STANDARD FORM 50  
REV. APRIL 1951  
PRINTED OR GATED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER VI, FEDERAL PERSONNEL MANUAL

## CENTRAL INTELLIGENCE AGENCY

## NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR - MISS - MRS - ONE GIVEN NAME, INITIALS AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO. & DATE			
Mr. Harmon E. Kinsay	11 Dec. 1916	620 Apr. 1954			
This is to notify you of the following action affecting your employment:					
4. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	5. EFFECTIVE DATE	6. CIVIL SERVICE OR OTHER LEGAL AUTHORITY			
Reassignment	25 Apr. 1954	50 USCA 403 j			
FROM	8. POSITION TITLE	TO			
Tech Projects Of NY 256-9	Technologist NY 93-9				
GS-1390-9	9. SERVICE, SERIES, GRADE, SALARY	GS-1390.01-9 \$5125.00 per annum			
Office of the Chief	10. ORGANIZATIONAL DESIGNATIONS	HPA/TSS Graphic Arts Reproduction Div. Analysis & Research Branch			
	11. HEADQUARTERS	Washington, D. C.			
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPTL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL			
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION			
<input type="checkbox"/> NONE <input type="checkbox"/> WWII OTHER <input type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB. OTHER		<input type="checkbox"/> GEN <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REG <b>CD-70</b>			
15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)	19. DATE OF APPOINT- MENT AFFIDAVITS (EXCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Calif.
M	W	FROM: 4-2515-20 TO: Spec	To	1954	
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.					
ENTRANCE PERFORMANCE RATING: 0.0 Deputy Assistant Director, Personnel, C.I.A. <i>100% 100%</i> APPROVAL FOR FEDERAL PERSONNEL ACTION					

4. PERSONNEL FOLDER COPY  
*100% 100%*

U. S. GOVERNMENT PRINTING OFFICE: 1952 - 249349

1. Agency and organizational designations							2. Pay Period	3. Employee No.	4. File No.
5. Employee's name (and social security account number when appropriate)							6. Grade and pay rate		
<b>KIMBREY, Korean E.</b>							<b>EXXII GS-9</b>	<b>\$5060.00</b>	
<b>PAY ROLL CHANGE DATA</b>									
7. Previous period	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F.I.C.A.	NET PAY
8. New period									
9. Pay this period									
10. Remarks							11. Appropriation(s)	12. Prepared by	
							<b>DDP/TCS 5</b>	<b>dpo 9 Apr 54</b>	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase 14. Effective date    15. Date last equivalent increase    16. Old salary rate    17. New salary rate    18. Performance rating is satisfactory or below									
<b>23 Mar 54 - 23 Apr 54 \$5060.00 \$5182.00</b>									
19. LWOP date (Leave without pay dates covering LWOP during following periods) Period(s)									
20. No excess (LWOP). Total excess (LWOP)									
STANDARD FORM NO. 1106a-D-Payroll Form prescribed by Comp. Gen. Reg. 14, 5 Rev. 3, 1952; General Regulation No. 152									
PAY ROLL CHANGE CLIP—PERSONNEL COPY									

STANDARD FORM 51  
MAY 1954 EDITION  
PROLIFERATED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER 16, FEDERAL PERSONNEL ACT

## CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION *pa1*

SECRET

1. NAME (MR. — MRS. — MS. — AND GIVEN NAME, INITIALS, AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE			
Mr. Edward E. Kinney	11 Dec. 1916		29 Aug. 1953			
This is to notify you of the following action affecting your employment:						
5. NATURE OF ACTION (See Standard Terminology)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY				
Reassignment	BSB 13 Sept. 1953 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	8. POSITION TITLE	TECH PROJECTS OFF BY 256-9 GS 1390-9 \$5060.00 per annum DDP/TSS Graphic Arts Reproduction Div Office of the Chief				
		9. SERVICE, SERIES, GRADE, SALARY				
		10. ORGANIZATIONAL DESIGNATIONS				
Washington D.C.		11. HEADQUARTERS	Washington D.C.			
<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPT'L	<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION				
HOME	W.H.U.	OTHER, INDIVIDUAL INSTRUCTIONS	NEW	VICE	L.A.	RELOC.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
SEX RACE	15. 16. APPOINTMENT	17. SUBJECT TO C.S. RETIREEMENT ACT (G.L. 80)	18. DATE OF APPOINT. MIN. 6 MONTHS (EXCESSIONS LMT.)	19. DATE OF RESIGN. MIN. 6 MONTHS (EXCESSIONS LMT.)	20. LEGAL RESERVE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVIDED STATE	
M W	16. 17. 18. 19. 20.	Yes			CD TS	
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 Voucherized Funds FROM Unvoucherized Funds						
Acting Chief, Personnel Division ENTRANCE PERFORMANCE RATINGS						
1. ACTUAL 2. INFORMATION 3. PERSONNEL FOLDER COPY						

1. ACTUAL  
2. INFORMATION  
3. PERSONNEL FOLDER COPY

S-E-C-R-T  
Security Information

COPY TO STAFF OR DIVISION

Page 35 of 35 pages.  
6

(1) Staff or Division 700 (2) Date P/O Approved 7/1/68 (3) Effective date of Action 7/1/68

FROM

TO

NAME	(3) ORG. INF. & POS TITLE	(5) SCHEDULE STRTG-CHNGE	(7) SLOT NO.	(9) ACTION	(6) ORG. INF. & POS TITLE	(8) SCHEDULE CHNG-CHNGE	(11) SLOT NO.
							BY
<b>DIVISION</b>							
Special Assistance Division (Cont'd)					SPECIAL ASSISTANCE	717.	
Mojaves, Edmundo	Chemist	GS-12	239	S	Chemist	GS-1320-12	199
Lachinger, Frank H.	Chemist	GS-7	242	S	Chemist	GS-1320-7	199
Hugh, Joe B.	Chemist	GS-12	243	S	Chemist	GS-1320-12	202
Lechner, Elizabeth S.	Trng Off-Tech Flds	GS-7	251	C	TRAINING Trng Off-Tech Flds	GS-1711-7	214
• Col, Vincent	Seals Technician	GS-11	246	S	Seals Technician	X-301-11	204
* Elsey, Herman E.	Seals Technician	GS-9	247	C	WAPHTCS APPS Tech Projects Off	GS-301-9	110 202
* Candidate in Process							

(12) APPROVED BY: KAV (13) APPROVED BY: 700 (14) APPROVED BY: 700  
 Staff or Div. Chair S-E-C-R-T  
 Security Information

Class. & Wage Division

Personnel Office

SECRET

## CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME KINSEY, Herman E.		DATE 30 August 1952
EXPIRE OF APPROVAL Excepted appointment		23 March 1953
TITLE  GRADE AND SALARY  OFFICE  DIVISION  BRANCH  OFFICIAL STATION	FROM	TO
		TACH. PROJ. OFF. DY-110 HMMIS TECHNICIAN Y-247
		GS-301-2 \$5060
		Technical Services GRAPHIC ARTS R&P. DIV. Supply Assistance
		Off. of Chief Miscellaneous Techniques
Washington D. C.		
QUALIFICATIONS	APPROVAL ROBERT W. HUENSTER ROBERT W. HUENSTER	EXECUTIVE
CLASSIFICATION	PERSONNEL OFFICER Wright R. Bush / 26 Seaford	
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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
REMARKS:  Subject is to be employed in a civilian capacity.  DOD: 03/23/53 CIA: 03/23/53 DOE: 03/23/53		<p style="text-align: right;"><i>Paul Shattafay</i></p> <p>SIGNATURE OF AUTHENTICATING OFFICER</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;">           TO STB            03 26 Mar 53         </div>

FORM NO. 37-1  
NOV 1948

SECRET

SECRET  
(When Filled In)T-9-10-3  
EMPLOYEE SERIAL NUMBER

61555

## FITNESS REPORT

## SECTION A

## GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
KIMBREY, Herman E.	11 December 1916	M	C-13
5. SERVICE DESIGNATION 6. OFFICIAL POSITION TITLE		7. OFF/Div/Br of Assignment	
D. DOG TECH		DDR/TSDA/R/GAR	
8. CAREER STAFF STATUS		9. TYPE OF REPORT	
10. ELIGIBLE	MEMBER	REFERRED	INITIAL
11. RATING	DECLINED	DENIED	ANNUAL
12. DATE REPORT DUE IN G.P.		13. REPORTING PERIOD	
31 January 1962		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).

SPECIFIC DUTY NO. 1	RATING NO.	SPECIFIC DUTY NO. 4	RATING NO.
Supervises A&R Section activities.	3	Oral Briefings.	5
Questioned Document Analysis.	5	Monitoring the writing of and writing technical reports.	5
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.

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.					
CHARACTERISTICS	NOT APPL'D	NOT OBV.	RATING		
CAREER BEHAVIOR	1	2	3	4	5
GETS THINGS DONE					X
RESOURCEFUL					X
ACCEPTS RESPONSIBILITIES					X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					X
DOES HIS JOB WITHOUT STRONG SUPPORT					X
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X
WRITES EFFECTIVELY					X
SECURITY CONSCIOUS					X
THINKS CLEARLY					X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					X
OTHER (Specify)					

SEE SECTION "F" ON REVERSE SIDE

## SECRET

## SECTION E HARRAT DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Mr. Kimsey possesses a wealth of knowledge in his technical field which, when skillfully and tactfully utilized, helps to increase the productive capability of his Section's activities.

This thorough knowledge of A&R activities enables him to present his oral briefings in an informative and interesting manner.

Subject has been downgraded in Specific Duty #1 from a "4" to a "3". The basis for the lower rating in this category warrants the following explanation. There have been numerous and reoccurring complaints from personnel under his supervision that he does not display a complete respect for their professional capabilities. This weakness has definitely decreased the morale of the personnel under his supervision. Mr. Marzen, Chief, TSD/GARB, has discussed all areas of weaknesses with the Ratee and pointed out how they affect the overall work aspects of this section of TSD/GARB.

## SECTION F CERTIFICATION AND COMMENTS

## 1. BY EMPLOYEE

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

DATE 7 March 1962	SIGNATURE OF EMPLOYEE
----------------------	-----------------------

## 2. BY SUPERVISOR

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

58

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
---	---------------------------------

OTHER (Specify):

DATE 7 March 1962	OFFICIAL TITLE OF SUPERVISOR DC/TSD/GARB	TYPED OR PRINTED NAME AND SIGNATURE <i>Paul J. Szego</i> Paul J. Szego.
----------------------	---	---

## 3. BY REVIEWING OFFICIAL

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

COMMENTS OF REVIEWING OFFICIAL

This was not signed by Mr. Kimsey and was not forwarded in March 1962 as Mr. Kimsey was in the process of leaving as a result of the 701 action.

DATE 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)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER				
SECTION A			GENERAL		61555				
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE				
KIMSEY, Herman E.		11 Dec 1916		M	GS-13				
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT					
D DOCUMENT TECH CH				DDP/TSD/AUTH/GARB					
8. CAREER STAFF STATUS		9. TYPE OF REPORT							
NOT ELIGIBLE	X MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISION					
PENDING	DECLINED	DENIED	X ANNUAL	REASSIGNMENT/EMPLOYER					
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)					
31 January 1961		Jan 1960 thru Dec 1960							
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES									
<p>List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p>									
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding			
SPECIFIC DUTY NO. 1 Supervise A&R Section personnel		RATING NO. 4	SPECIFIC DUTY NO. 4 Oral Briefings		RATING NO. 5				
SPECIFIC DUTY NO. 2 Questioned Document Analysis		RATING NO. 5	SPECIFIC DUTY NO. 6 Monitoring the writing of and writing technical reports		RATING NO. 5				
SPECIFIC DUTY NO. 3 Liaison with other Government Questioned Document Labs.		RATING NO. 5	SPECIFIC DUTY NO. 6 Monitors Graphology Program		RATING NO. 5				
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION									
<p>Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.</p>									
<p>1 - Performance in many important respects fails to meet requirements.      2 - Performance meets most requirements but is deficient in one or more important respects.      3 - Performance 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.</p>						RATING NO. 4			
SECTION D DESCRIPTION OF THE EMPLOYEE									
<p>In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.</p>									
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	RATING				
CHARACTERISTICS		NOT APPLI-CABLE	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 IS/ISN'TS:									
SEE SECTION "E" ON REVERSE SIDE									

SECRET

(When Filled In)

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to help bring improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and his ability to 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 [redacted] 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

*H. E. Karsney*

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/

*Paul J. Szego*  
PAUL J. SZEGO

3.

BY REVIEWING OFFICIAL

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

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

31 January 1961

Chief, TSD/GARB

*Joseph F. Makzen*  
JOSEPH F. MAKZEN

SECRET

SECRET  
When filled inReceived  
CDDP

EMPLOYEE SERIAL NUMBER

161555

## FITNESS REPORT

## SECTION A

## GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
KIMSEY, Herman E.	11 Dec. 1916	M	GS-13
5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF./DIV./BR OF ASSIGNMENT	
DT	IO TECH AIDS	DDP/TSS/A/GARD	
8. CAREER STAFF STATUS		9. TYPE OF REPORT	
NOT ELIGIBLE	X MEMBER	DEFERRED	INITIAL
PENDING	DECLINED	DENIED	X ANNUAL
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD	
31 January 1960		From Jan 1959 to Jan 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	7 - Outstanding
SPECIFIC DUTY NO. 1	RATING NO.	SPECIFIC DUTY NO. 4				
Supervises A&R Branch personnel and activities	4	Oral Briefings				
SPECIFIC DUTY NO. 2	RATING NO.	SPECIFIC DUTY NO. 5				
Questioned Document Analysis	5	Writing Technical Reports				
SPECIFIC DUTY NO. 3	RATING NO.	SPECIFIC DUTY NO. 6				
Liaison with other Government Questioned Document Labs.	5	Monitors Graphology Program				

## SECTION C

## EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

- 1 - Performance in many important respects fails to meet requirements.
- 2 - Performance meets most requirements but is deficient in one or more important respects.
- 3 - Performance clearly meets basic requirements.
- 4 - Performance clearly exceeds basic requirements.
- 5 - Performance in every important respect is superior.
- 6 - Performance in every respect is outstanding.

RATING NO.
4

## SECTION D

## DESCRIPTION OF THE EMPLOYEE

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

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree
CHARACTERISTICS		NOT APPLI-CABLE	NOT OBSERVED	RATING
GETS THINGS DONE				X
RESOURCEFUL				X
ACCEPTS RESPONSIBILITIES				X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES				X
DOES HIS JOB WITHOUT STRONG SUPPORT				X
FACILITATES SMOOTH OPERATION OF HIS OFFICE				X
WRITES EFFECTIVELY				X
SECURITY CONSCIOUS				X
THINKS CLEARLY				X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS				X
OTHER (Specify):				

SEE SECTION E ON REVERSE SIDE

SECRET

(When Filled In)

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to 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.

11/11/60  
252111HOME  
WORK

## 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. Bernisey*

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

34

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

27 January 1960

DC/TSS/GARD

*Paul J. Szego*  
PAUL J. SZEGO

3.

BY REVIEWING OFFICIAL

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

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

27 January 1960

Chief, TSS/GARD

*Joseph F. Marzen*  
JOSEPH F. MARZEN

SECRET

SECRET  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>				<b>GENERAL</b>	
1. NAME (First) (Middle) (Last)		J. DATE OF BIRTH		2. SEX	4. GRADE
KIMSEY Herman E.		11 Dec 1916		M	GS-13
3. SERVICE DESIGNATION & OFFICIAL POSITION TITLE				5. OFF/DIV/BR OF ASSIGNMENT	
DT 10 TECH AIDS				PPD/TSS/A/GARD	
6. CAREER STATUS		7. TYPE OF REPORT			
NOT ELIGIBLE	X MEMBER	DEPARTMENT	INITIAL	REASSIGNMENT/SUPERVISOR	
PENDING	DECLINED	DIVISION	X ANNUAL	REASSIGNMENT/EMPLOYEE	
10. DATE REPORT DUE IN D.C.		11. REPORTING PERIOD		SPECIAL (Specify)	
January 1959		Dec 1957 to Jan 1959			
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibility 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	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		
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 4
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.					
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS		NOT APPL'D	NOT OBS'D	RATING	
GETS THINGS DONE				1	2
RESOURCEFUL				3	4
ACCEPTS RESPONSIBILITY				2	5
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES				1	4
DOS HIS JOB WITHOUT STRONG SUPPORT				2	3
FACILITATES SMOOTH OPERATION OF HIS OFFICE				1	5
WRITES EFFECTIVELY				2	4
SECURITY CONSCIOUS				1	3
THINKS CLEANLY				2	5
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS				1	4
OTHER (SPECIFY)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>				
SEE SECTION D* (IN REVERSE SIDE)					

~~SECRET~~

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

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions, etc., made for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and recommending greater responsibilities. Amplify or explain, if appropriate, ratings given in SEC E parts B, C, and D to provide the best 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 ~~SRJac~~ <sup>59</sup> tasks. 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.

<b>SECTION F CERTIFICATION AND COMMENTS</b>		
1. <b>BY EMPLOYEE</b>		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE 27 Jan. 1959	SIGNATURE OF EMPLOYEE	
2. <b>BY SUPERVISOR</b>		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 22	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 60 DAYS REPORT MADE WITHIN LAST 30 DAYS		
OTHER (Specify)		
DATE 27 Jan. 1959	OFFICIAL TITLE OF SUPERVISOR Deputy Chief, TSS/CARD	SIGNED OR PRINTED NAME AND SIGNATURE Paul J. Szego Paul J. Szego
3. <b>BY REVIEWING OFFICIAL</b>		
<input type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> IT SHOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE 27 Jan. 1959	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, TSS/CARD	SIGNED OR PRINTED NAME AND SIGNATURE Joseph F. Matson

~~SECRET~~

SECRET

Form 145 (Part I)

145-1000-1000

## 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 send 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 6 of Section A below.

## SECTION A.

			GENERAL			
1. NAME	2. CLASS	3. GRADE	4. DATE OF BIRTH	5. SEX	6. SERVICE DESIGNATION	
KIMSEY Herman	E.	GS-13	11 Dec 1916	M	DT	
5. OFFICE DIVISION/BRANCH OR SECTION DDP/TSS/A/Graphic Arts Repro. Div.			6. PERIOD COVERED IN THIS REPORT (Inclusive dates) 23 December 1957 to 23 December 1957			
7. GRADE GS-13			8. PERIOD REPORT DUE TO 23 December 1957			
9. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> General			10. CLASSIFICATION/SECURITY LEVEL SPECIAL (Specify)			

## SECTION B.

## CERTIFICATION

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

## A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL.	THE INDIVIDUAL IS RATED "C" IN CT OR D. A WRITING LETTER HAS BEEN SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISOR(S).	I DON'T CERTIFY THAT THE RATED INDIVIDUAL SHOWS ANY SIGNIFICANT IMPROVEMENT IN HIS PERFORMANCE SINCE (Specify)
X	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

2. DATE: 30 Dec. 1957 C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: D. SUPERVISOR'S OFFICIAL TITLE  
Joseph F. Marzen *[Signature]* C/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 BETTER UNDERSTANDING OF THIS RATED PERSON.

BY	DATE
Postmaster	17 JAN 1958
Reviewed by PUD	21 JAN 1958

CONTINUED ON ATTACHED SHEET

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

A. THIS DATE B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL  
30 Dec. 1957 Charles J. Ryan *[Signature]* ASSTC/TSS/AUTH

## SECTION C.

## JOB PERFORMANCE EVALUATION

## 1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

- 4/5**
- 1. DOES NOT PERFORM DUTIES ACCURATELY HE IS INCORRECT
  - 2. BARELY ADEQUATE IN PERFORMANCE ALTHOUGH HE HAS HAD EXPERTIC GUIDANCE OR TRAINING HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES
  - 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY OCCASIONALLY DISPLAYS SOME AREA OF WEAKNESS
  - 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER
  - 5. EXCEEDS EXPECTATIONS, CARRIES OUT MANY OF HIS RESPONSIBILITIES IN AN EXCEPTIONALLY WELL
  - 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS UNEQUALLED BY THE OTHER PERSONS SHOWN IN THE SUPERVISION

COMMENTS

Form 145 (Part I)

145-1000-1000 SECRET

REVISED 1957

OF FORMS IN USE ARE OBSOLETE

Performance

101

SECRET

OFFICE OF PERSONNEL

## RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

## DIRECTIONS:

- a. State in the spaces above up to six of the more important ~~specific~~ duties performed during the rating period. Place the most important first. Do not include minor or incidental duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of that duty. *4A/6* *9.28 All 100%*
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisor those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.

- f. Be specific. Examples of the kind of duties that might be rated are:
- |                             |  |                                |
|-----------------------------|--|--------------------------------|
| ORAL BRIEFING               | HAS AND USES APPROPRIATE ENVELOPES       | CONDUCTS INTERROGATIONS        |
| GIVING LECTURES             | DEVELOPS AND PRESERVES PHYSICAL EVIDENCE | PREPARES SUMMARIES             |
| CONDUCTING SEMINARS         | ANALYZES INDUSTRIAL REPORTS              | TRANSLATES GERMAN              |
| WRITING TECHNICAL REPORTS   | MAINTAINS FILES                          | DEBRIEFING SOURCES             |
| CONDUCTING EXTERNAL LIAISON | OPERATES RADIO                           | KEEPS INDEXES                  |
| 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 you judge it advisable, e.g., combined key and phone operation, in the case of a radio operator.

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - PERFORMS THIS DUTY VERY WELL
3 - PERFORMS THIS DUTY ACCEPTABLY	8 - EXCELS. 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	6	Oral Briefing	4
Questioned Document Analysis	5	Writing Technical Reports	5
Liaison with other Government (Questioned Doc. Labs.)	5	Monitors the Graphology Program	5

## NARRATIVE DESCRIPTION OF METHODS 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 virtues...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- 1 - DEFINITELY UNFIT - HE SHOULD BE SEPARATED
- 2 - OF DOUBTFUL SUITABILITY - COULD NOT WELL ACCEPTED IF HE HAD KNOWN WHAT I KNOW NOW  
BUT WAS SEPARATED
- 3 - OF THE FAIR SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- 4 - OF THE GOOD SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- 5 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 6 - EXCEEDED BY ONLY A FEW IN SUITABILITY FOR POSITION IN THE ORGANIZATION

IF THIS INDIVIDUAL BEING Rated FOR OVER 100% IN THAT OTHER POSITION IN THE ORGANIZATION  111  112  113

SECRET

SECRET

(This form is to be 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 CIO no later than 30 days after the due date indicated in item 8 of Section E below.

## SECTION E.

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

CERTIFICATION					
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED A. AT THIS DATE 30 Dec. 1957					
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. AT THIS DATE 30 Dec. 1957					
B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Charles J. Ryan					
C. OFFICIAL TITLE OF REVIEWING OFFICIAL ASSTC/TSS/AUTH					

## SECTION F.

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

2. SUPERVISORY POTENTIAL					
DIRECTIONS: Answer this question: Does this person have the ability to be a supervisor? <input checked="" type="checkbox"/> YES <input type="checkbox"/> 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 <i>now</i> , note your rating in the "Actual" column. If based on opinion of his potential, note the rating in the "Potential" column.					
<p>DESCRIPTIVE RATING NUMBER 0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION</p> <p>1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION</p> <p>2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION</p> <p>3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION</p>					

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		4 GROUP DOING THE BASIC JOB (Data drivers, stenographers, technicians or professionals) <i>sporadic contact of various kinds, direct contact with immediate superordinates is frequent (First line supervisor)</i>
2		A GROUP OF SUPERVISORS WHO SUPERVISE THE BASIC JOB (Second line supervisor)
	1	4 GROUP WHO DO NOT ACT AS SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
2		MIN CONTACT WITH IMMEDIATE SUPERORDINATES IS NOT FREQUENT
2		MIN IMMEDIATE SUPERORDINATE ACTIVITIES AND REVERSE AND NEED CAREFUL SUPERVISION
2		MIN IMMEDIATE SUPERORDINATE ACTIVITIES MEMBERS OF THE OPPOSITE SEX
0		MIN (Special)

## SECRET

OFFICE OF PERSONNEL

Form Filled In

20 months

JULY 16

9 25 AM '59

4. COMMENTS CONCERNING POTENTIAL

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.

A - 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

CATEGORY NUMBER 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 ANYONE'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 NECESSARY	3	12. SHOWS ORIGINALITY	2	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
1	3. HAS INITIATIVE	2	13. ACCEPTS RESPONSIBILITY EASILY	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. STORIES CONSISTENTLY FOR HIS ENDLESSES AND IDEAS	2	15. RESPONDS WELL TO INSPIRATION	3	25. DISPLAYS JUDGEMENT
2	6. KNOWS WHEN TO SEEK ASSISTANCE	3	16. GOES HIS JOB WITH 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 BRIGHT PFB FACTS	4	18. IS OBSEQUIENT	3	28. HIS CRITICISM IS CONSTRUCTIVE
2	9. SEES THINGS CLEARLY	3	19. THINKS CLEARLY	3	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3+	10. CAN COPSE WITH INDEPENDENCE	2	20. COMPLETED ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	3	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

14-00000 Form 45, Part I

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

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

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

## SECTION A.

## GENERAL

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

## SECTION B.

## CERTIFICATION

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

NOTE:

## A. CHECK (X) APPROPRIATE STATEMENTS

X THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL ENOUGH TIME AND PERTINENT INFORMATION WAS ATTACHED TO THIS REPORT.
X THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISOR(S).	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL ENOUGH TIME AND PERTINENT INFORMATION WAS ATTACHED TO THIS REPORT.
X I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL ENOUGH TIME AND PERTINENT INFORMATION WAS ATTACHED TO THIS REPORT.

## B. THIS DATE

**3-6-57****JOSEPH F. MARZEN***[Signature]***Chief, TSS/GARD***[Signature]*

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

BY:	DATE
Posted Pos. Control	<i>[Signature]</i>
Reviewed by PUS	<i>[Signature]</i>

CONTINUED ON ATTACHED SHEET

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

## C. THIS DATE

**14-3-57****CHARLES J. RYAN***[Signature]***AC/TSS/AUTH***[Signature]*

## SECTION C.

## JOB PERFORMANCE/EVALUATION

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.

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

COMMENTS: Occasionally reveals some area of weakness.

## SECRET

(This form filled in)

## 2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

## DIRECTIONS:

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

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

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

DESCRIPTION	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
RATING NUMBER	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
3 - PERFORMS THIS DUTY ACCEPTABLY	8 - EXCELS 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	Supervises A&R Branch	RATING NUMBER
		3
SPECIFIC DUTY NO. 2	Questioned Document Analysis	RATING NUMBER
		5
SPECIFIC DUTY NO. 3	Document Analysis (for Repro.)	RATING NUMBER
		3
SPECIFIC DUTY NO. 4	Liaison with other Government Organizations (Questioned Documents)	RATING NUMBER
		5
SPECIFIC DUTY NO. 5	Oral Briefing	RATING NUMBER
		4
SPECIFIC DUTY NO. 6		RATING NUMBER

## 3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

## SECTION D.

## SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

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

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION?  YES  NO

SECRET

SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

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

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

## SECTION E.

GENERAL			
1. NAME (Last) <b>KIMSEY</b>	(First) <b>Herman</b>	(Middle) <b>E.</b>	2. DATE OF BIRTH <b>11 Dec 1916</b>
3. SEX <b>M</b>	4. SERVICE DESIGNATION <b>DT</b>		
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <b>DDP/TSS/AUTH/Graphic Arts Reproduction</b>			
6. OFFICIAL POSITION TITLE <b>IO TECH-AIDS</b>			
7. GRADE <b>GS-12</b>	8. DATE REPORT DUE IN OR DIVISION <b>23 December 1956</b>	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) <b>22 December 1955 to 23 December 1956</b>	
10. TYPE OF REPORT (Check one) <b>XX ANNUAL</b>	INITIAL	REASSESSMENT-SUPERVISOR REASSESSMENT-EMPLOYEE	SPECIAL (Specify)

## SECTION F.

## CERTIFICATION

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

## 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.

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

## 2. SUPERVISORY POTENTIAL

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

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

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

SECRET

Potential

(4)

## SECRET

GSA GEN. REG. NO. 27

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 1957  
S 32 AM '57

## SECTION H.

## FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

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

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

None

## SECTION I.

## DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as 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 THESE HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

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

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

SECRET

SECRET

## FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide to the agency selection board with information of value when considering the qualification of an individual for employment in the various services and 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 transmission of this report.

To THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor, his strengths, weaknesses, and on-the-job effectiveness are evaluated by his supervisor's supervisor. 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. Please communicate freely 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, as well as in a general way by those whom he contacts.

A brief Report due is desired

103 week 58

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

SECTION I (To be filled in by Administrative Officer)					
1. NAME (Last) <b>KIMSEY</b>	2. Father (Middle) <b>HERMAN</b>	3. Date of Birth <b>11 Dec 1916</b>	4. Sex <b>M</b>	5. Current Classification <b>DT</b>	6. Branch
5. DATE OF ENTRANCE ON DUTY <b>23 March 1953</b>	6. OFFICE ASSIGNED TO <b>TSS</b>	7. GRADE <b>Graphic Arts Repro. Div.</b>	8. POSITION	9. GRADE	10. GRADE
11. STATUS OF ASSIGNMENT <b>XXX</b>	12. DATE OF REPRO, SPECIFY STATION <b>22 Dec 1955</b>	13. PERIOD FOR WHICH THIS REPORT IS MADE <b>23 Dec 1954 to 22 Dec 1955</b>	14. PERIOD DURING WHICH THIS REPORT WAS PREPARED <b>1 February 1954</b>	15. GRADE	16. GRADE
17. DATE THAT THIS REPORT IS DUE <b>22 Dec 1955</b>	18. PERIOD DURING WHICH THIS REPORT WAS PREPARED <b>1 February 1954</b>	19. GRADE	20. GRADE	21. GRADE	22. GRADE

SECTION II (To be filled in by Supervisor)					
1. CURRENT POSITION <b>IO Tech Aids 036-63</b>	2. DATE ASSUMED RESPONSIBILITY FOR THIS POSITION <b>1 February 1954</b>				
3. DATE SPECIFIC ASSIGNMENTS OR DUTIES AND PERIODS OF TIME GIVEN TO THIS INDIVIDUAL TO HIS SUPERVISOR'S SUPERVISOR	4. DATE OF LAST REVIEW OF THIS INDIVIDUAL'S PERFORMANCE				
In order of frequency:					

Responsible for technical analysis of documents to be reproduced to determine special materials, techniques involved, existence of check points; analysis and comparison of reproductions and originals and preparation of critique on each reproduction. Determination of authenticity of alleged original documents; determination of source of origin of analysis, including graphology. Evaluation and research into new techniques in graphic arts and authentication areas and development of field expedients for this activity. Maintenance of **world wide files of stationery, watermarks, handwriting and typewriting samples**; maintains library of information relative to questioned document work, police science, **forgery and counterfeiting**.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

## SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the named individual the manner in which he has performed his job and provided suggestions and criticisms whenever needed. I believe that my 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 concerning his unsatisfactory performance.

This report  has **XXX** has not been shown to the individual named.

DATE MADE <b>29 November 1955</b>	Signature of Supervisor's Supervisor <b>CHARLES J. RYAN</b>
I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)	
DATE MADE <b>29 November 1955</b>	Signature of Executive Officer (Officer of higher in line of authority) <b>CHARLES J. RYAN</b>

SECRET

Other Fields 20

SECTION 15

This section is provided as an aid in describing the individual. Your description is not intended as unfavorable in itself but acquires 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 health belief category is divided into three small blocks; this is to allow you to make three distinctions at once. Next, next to each of the statements on the left is the check the category on the right which best tells how much the statement *applies* to person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether *Applies* applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

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

~~SECRET~~

SECRET

*Journal of Oral Rehabilitation* 2000; 27: 103-107.

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

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

**B. WHAT ARE HIS OUTSTANDING WEAKNESSES?**

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

SECRET

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14-00000-101

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

OFFICE OF PERSONNEL

See "A" above.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YESDEC 9 1955  
2 12 PM '55E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?  MAIL-ROOM

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

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

## SECTION VI

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

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

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETITELY.
- 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 "MAYBE 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

## SECRET

## FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It normally provides:

- The agency supervisor with information on value plus considering the application of his individual for assignment in the current service; and
- A periodic record of job performance so as not to lose efficiency or motivation of personnel.

## INSTRUCTIONS

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

**TO THE SUPERVISOR:** Read the entire form before attempting to complete any item. As the supervisor who assigns, directs, and oversees the work of the individual, you are primarily responsible for evaluating his strengths, weaknesses, and overall job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 12 months, 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 general you know where he stands.

A. SD-75 *Kimball*  
12/53

BY DATE  
*S 1/13*

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS MADE TO THE PERSON NAMED BELOW

SECTION I: TO BE FILLED IN BY SUPERVISOR OR PERSONNEL OFFICER BY 1/14/54

1. NAME (Last) <i>Kimsey</i>	2. GRADE <i>E-5</i>	3. DATE OF ENTRANCE OR DATE ASSIGNED TO <i>23 March 1953</i>	4. GRADE ASSIGNED TO <i>DDP</i>	5. DATE OF PAPER SKETCHES DRAWN <i>25 December 1954</i>	6. GRADE <i>TSS</i>	7. GRADE <i>GARD</i>	8. GRADE <i>GS-11</i>
9. DUTIES OR ASSIGNMENTS <i>Analyst</i>		10. IF FIELD SKETCHES DRAWN <i>Yes</i>					
11. DATE THAT THIS REPORT IS DUE <i>22 December 1954</i>		12. PERIOD COVERS ON WHICH THIS REPORT IS BASED <i>23 December 1954</i>					

SECTION II: TO BE FILLED IN BY SUPERVISOR

1. PREVIOUS RESPONSIBILITY FOR POSITION

**Chief, Analysis & Research Branch 1290.01** **1 February 1954**  
 2. MOST SPECIFIC ASSIGNMENTS OR DUTIES AND PERIODS OF TIME MADE TO YOU DURING THE PAST TWELVE MONTHS (List in order of importance). Makes analyses of documents preliminary to reproduction; determines necessity for special procurement of paper, cloth, other materials; determines existence of check points, departures from normal security printings; makes critique of finished reproduction. Conducts questioned document analysis for operations desks; detection of forgery, alteration; comparisons of handwriting, typing. Conducts training in field expedients of document reproduction and authentication; conducts briefing in general graphic arts activity. Researches into and develops new and field methods for document authentication and alteration. Maintains liaison with government and commercial organizations active in fields of documentation, police sciences, etc.

READ THE INSTRUCTIONS FOR RUBBING 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 my appraisal, weaknesses, and overall job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

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

*14 Dec 54*

*Charles Tech* *Charles Tech*  
*Supervisor under whose immediate supervision*

I HAVE REVIEWED THIS REPORT DOCUMENT, IT WAS SO CERTIFIED IN OFFICIAL WRITING,  
 DATE *15 Dec 54* SIGNATURE *James H. Drum* *James H. Drum*  
*Executive Secretary, Bureau of Security and Counterintelligence, FBI, Director in line of authority*

SECRET

Form 1-Filled In

## SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but focuses the 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; that is to allow you to make fine 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 or either a phrase that the description is not at all suited to the individual.

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

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

## SECTION V

## A. WHAT ARE HIS OUTSTANDING STRENGTHS?

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

## B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

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

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FEB 1967 (Rev 1)

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

None

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

No

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None at present.

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

## SECTION VI

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

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

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

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

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

SECRET

#### **SECURITY INFORMATION**

**PERSONNEL EVALUATION REPORT**

25

Figure 2 shows the 5 most common components.

Report of Executive or Administrative or Personnel Officer					
1. NAME RANK GRADE DUTY STATION	2. GRADE RANK	3. POSITION TITLE			
4. OFFICE HEADQUARTERS ORIGIN	5. PERIOD OF DUTY FROM	6. PERIOD OF REPORT TO	7. TECHNICAL OFFICER SPECIALTY	8. FIELD SPECIALIST	
5. PERIOD COVERED BY REPORT			9. TYPE OF REPORT <input checked="" type="checkbox"/> Rehearsal <input checked="" type="checkbox"/> Reassignment	<input type="checkbox"/> Annual	<input type="checkbox"/> Special
From 13 Mar 53 To 22 Dec 53			<input type="checkbox"/> Reassessment of Supervision		

Items 7 through 10 will be completed by the student and signed.

4. List four major types in document usage of importance, with a brief description of each. One word cutters.

- a. Analyze foreign documents for the purpose of reproduction.
- b. Conduct a comparison critique between the original document and the reproduction.
- c. Conduct operational document analysis by comparing and identifying handwriting, typewriting, inks, paper, etc., for the purpose of establishing the authenticity or true source of the documents.
- d. Conduct research in both laboratory and field methods of alteration, reproduction, and forgery of documents.
- e. Establish liaison with security-cleared government agencies and consultants engaged in document examination work.

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NAME OF COURSE      LOCATION      LENGTH OF COURSE      DATE COMPLETED

11037

9. IN WHAT TYPE OF WORK ARE YOU PREPARED TO ENGAGE?

**Intelligence Documentation.**  
IF DIFFERENT FROM YOUR PARENT JAB, INDICATE WITH DOCUMENTATION NUMBER.

### Not mentioned

10

30 Nov 23

Herman E. Hinney

Items 11 through 14 will be completed by the teacher.

11. 由本行的末尾，向右数第10个字，即“十”字，上划横线标出之，即为“十一”。

Mr. Kinney is well qualified to perform all tasks assigned him and capable of greater responsibilities. He in nature, 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 his 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 ASPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST SATISFACTORIALY OR UNSATISFACTORILY?

Acceptance of responsibility, thoroughness, concern for new techniques and ideas, cooperation.

13. IN WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR GROWTH AND 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 AND DUTIES IF ASSIGNED.

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

15. ARE THERE OTHER DUTIES WHICH WOULD SUIT THIS PERSON'S QUALIFICATIONS? (If applicable) Appropriate assignments, if possible.

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

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

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

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF APPROPRIATE WRITTEN PERIOD OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSONS IDENTIFIED. ADDITIONAL COMMENTS RECORDED COMMENT ON ITEMS 7, 8 AND 9, AND SIGN BELOW UNDER ITEM 22.

29 Dec 53

*Berke job Jr.*

19. I HAVE REVIEWED THE ABOVE REPORT, COMMENTS, IF ANY, ARE AS FOLLOWS:

B 29 Dec 53

*E. C. Mulligan c/GARD*

DATE

20. COMMENTS IF NECESSARY MAY BE CONTINUED ON REVERSE SIDE OF THIS SHEET.

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

SECRET

NOV 1 OF CHANGE IN HEALTH BENEFITS ENROLLMENT FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1972				
--	--	--	--	--

## A. IDENTIFYING DATA

1. NAME (LAST, FIRST, MIDDLE INITIAL)	2. ADDRESS (CITY AND STATE)	3. DATE OF BIRTH	4. CHECK IF CONTROL NO.
Moore, Norman E.	1000 2nd Street	12/11/16	09/306
5. PAYROLL OFFICE NO.		6. ENCLOSURE CODE NO.	
11237001		421	
7. DATE ACTION BECOMES EFFECTIVE			

## B. TERMINATION

ENROLLMENT TERMINATED EFFECTIVE ON THE DATE SHOWN IN ITEM 2, ABOVE, WITH ELIGIBILITY TO CONVERSE A NONGROUP CONTRACT.	
--	--

## C. CHANGE IN PLAN

ENROLLMENT SHOWN IN ITEM 4, ABOVE, HAS BEEN TERMINATED BECAUSE OF ELECTION OF ANOTHER PLAN.	
---	--

## D. TRANSFER OUT

## E. TRANSFER IN

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

## F. SUSPENSION

## G. REINSTATEMENT

ENROLLMENT HAS BEEN SUSPENDED EFFECTIVE ON DATE SHOWN IN ITEM 2, ABOVE, WHILE EN- ROLEE IS ON ACTIVE MILITARY DUTY OR FOR THE REASONS STATED IN REMARKS	ENROLLMENT HAS BEEN REINSTATED EFFECTIVE ON DATE SHOWN IN ITEM 2, ABOVE.
--	---

## H. CHANGE IN NAME OF ENROLLEE

ENROLLMENT HAS BEEN CHANGED TO		
NAME	ADDRESS IS DIFFERENT FROM ITEM 4, ABOVE	DATE OF CHANGE

## I. CHANGE IN ENROLLMENT — SURVIVOR ANNUITANT

ENROLLMENT HAS BEEN CHANGED FROM FAMILY COVERAGE TO SELF ONLY
NEW ENROLLMENT CODE NUMBER

## J. REMARKS

7263

71505

## K. DATE OF NOTICE

SPECIAL AGENT IN CHARGE, CENTRAL INTELLIGENCE AGENCY, DC		DATE
HEALTH BENEFITS DIRECTOR CENTRAL INTELLIGENCE AGENCY Washington, D. C.		
QUADRUPPLICATE TO ENROLLMENT CARD		

61555

## BIOGRAPHIC PROFILE (PART 2)

NIMSBY, Herman Edward

Dec 1916

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

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

Appreciation 10/11 from Chief, NAA, for excellent work on Report C-145 performed by TSD personnel. Issued by Chief, CACO/TSD.

Compliment 12/55 from the field, conveyed by the Career Management Officer, TSD, for efficiency in rendering support to an operation.

SAC 1960

DR/PAB (AR/MS)

Return to 14-00000

**SECRET**  
Security Information

KIMBERLY HESMAN YVONNE  
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 12 May 63*

*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) <u>KIRKSEY</u> (first) <u>HERMAN</u> (middle) <u>EDWARD</u>			3. Office <u>CARD/TCS</u>
4. Date of Birth <u>11 Dec 1916</u>	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	Martial Status <u>S</u> <u>Nr. Dependents 1</u>	6. CIA Entry Date: <u>23 March 53</u>	
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) Marriage (3) Naturalization (4) Other(specify) <u>Year U.S. citizenship acquired, if not by birth</u>			

**SEC. I. EDUCATION**

1. Extent: (circle one)

- |  |  |   |
|--|--|---|
| 1. Less than high school                         | <input checked="" type="checkbox"/> GED                        | 8. Masters degree                               |
| 2. High school graduate                          | <input checked="" type="checkbox"/> Two years college, or less | 5. Over two years, no degree                    |
| 3. Trade, Business or Commercial school graduate | <input checked="" type="checkbox"/> Bachelor degree            | 6. Doctors degree                               |
|  | <input checked="" type="checkbox"/> Post-graduate study        | 7. Post-graduate study<br>(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	

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 Corp.	Apr-47	May-47	2 1/2	(MOS 1301) Basic course for Special Agent
Instructor Guidance Course	Apr-52	Sept-52	1	Instructor, CIC School
Chemical Warfare School	May-43	June-43	1/2	Gas Non Commissioned Officer

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Security Information

## SECRET

## Security Information

## SEC. II. WORK EXPERIENCE

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

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

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## 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 history and Sec. XVII*

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 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>     
From <u>Apr 45</u> To <u>Apr 46</u> Tot. mo's <u>12</u> Classification Grade(if in Federal Service) <u>CPC 7</u> Salary <u>\$2694.96</u> Number and Class of Employees 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>	Duty Station if overseas: 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>     
From <u>Oct 44</u> To <u>Apr 45</u> Tot. mo's <u>7</u> Classification Grade(if in Federal Service) <u>Salary \$1.10 per hr</u> Number and Class of Employees Supervised: <u>none</u> Employer <u>McCloud River Lbr. Co.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Lumber</u>	Duty Station if overseas: Exact Title of your position <u>Brakeman</u>  Description of Duties: <u>Brakeman on Diesel loco.</u>     
From <u>June 44</u> To <u>Oct 44</u> Tot. mo's <u>4</u> Classification Grade(if in Federal Service) <u>Salary \$90.00 per hr</u> Number and Class of Employees Supervised: <u>none</u> Employer <u>Brown Shasta Ranch</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Horse racing and breeding</u>	Duty Station if overseas: Exact Title of your position <u>Laborer</u>  Description of Duties: <u>Working with horses, cattle, and crops.</u>     
From <u>Dec 43</u> To <u>June 44</u> Tot. mo's <u>7</u> Classification Grade(if in Federal Service) <u>Salary \$90 per hr</u> Number and Class of Employees Supervised: <u>none</u> Employer <u>McCloud River Lbr. Co.</u> Kind of Business or organization (i.e., paper products mfr, public utility) <u>Lumber</u>	Duty Station if overseas: Exact Title of your position <u>laborer</u>  Description of Duties: <u>Handle lumber &amp; Operate machinery.</u>     

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Security Information

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## Sec. II, Par. 2.

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

From 5 Oct 1940 to 10 May 1941. Total months 7.  
 Classification Grade (if in Federal Service) SAF Salary .75 per hr  
 Number and class of employees supervised None  
 Employer Cloud 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) SAF Salary \$100.00 per mo.  
 Number and Class of Employees Supervised 10-20 laborers

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

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

Employer Cloud 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) SAF 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 & Equipmt  
 Duty station if overseas

Sec II, Par. 2.

From 1 Jan 1929 To 1 May 1929 Total Months 4  
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 a diesel locomotive

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

From 1 Oct 1929 To 1 Jan 1930 Total Months 3  
Unemployed \_\_\_\_\_

From 1 May 1930 To 1 Oct 1930 Total Months 5  
Class. Grade (if in Federal Service) \_\_\_\_\_ Salary 150.00 per mo.  
Number and class of Employees supervised \_\_\_\_\_ None

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

From Feb 1935 To April 1937 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 \_\_\_\_\_

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

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

- 01 U. S. Secret Service
  - 02 Civil Police (Forest Service)
  - 03 Military Police
  - 04 U. S. Border Patrol
  - 05 U. S. Narcotics Squad
  - 06 FBI
  - 07 Criminal Investigation Div.
  - 21 Office of Naval Intelligence
  - 22 Office of War Information
  - 23 Army G-2
  - 20 Office of Strategic Services

- 24 Air Force A-2
  - 25 Foreign Economic Admin.
  - 26  Counter Intelligence Corps
  - 27 Immigration & Naturalization
  - 28 Strategic Services Unit
  - 29 Foreign Service, State Dept.
  - 30 Central Intelligence Group
  - 31 Armed Forces Security Agency
  - 32 Coordinator of Information
  - 33 Office of Facts & Figures
  - 34 Board of Economic Warfare
  - 35 Federal Communications Comm.

### SEC. III. FOREIGN LANGUAGES

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

LANGUAGE

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

\* 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	X		
	1950-1952	X		
	1951-1951	X		
Zores	1950-1951		X (war)	

## 2. Specialized Knowledge of Area

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

Country	Type of Knowledge	How and When Gained

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

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Obtener
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 Assoc. For Identification Youngstown, Ohio

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**SEC. VIII. PUBLICATIONS**

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

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

**SEC. IX. INVENTIONS**

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

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

**SEC. X. CIA TESTS**

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

Type of Test	Date Taken
Personnel Qualification Tests	Nov 1949

**SEC. XI. PHYSICAL HANDICAPS**

List any physical handicaps you may have.


**SEC. XII. OVERSEAS ASSIGNMENT**

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour <input checked="" type="checkbox"/>	(2) 4 year Tour <input checked="" type="checkbox"/>	(3) Not interested <input type="checkbox"/>
---	---	---

**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. Also considerable experience in super - visory capacity. Four years experience.

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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 March 5 Nov 43, 22 May 44-8 Oct 49,

considerable study in Applied Psychology, Criminology, and Criminal Investigative Techniques. Delivered over 1500 hours of lecture on these subjects. Two (2) years experience in supervising an investigative type laboratory which specialized in document examination. Number of personnel, five (5). One (1) year experience as Special Agent, CIC. Total of Six (6) years in CIC. Highest rank, Master Sergeant  
*Technician 1951*  
One (1) year experience with S-2 Section, Combat Intelligence, Interpretation and Evaluation of Information.  
Two (2) years of general military training with emphasis on communications, Cavalry/Horse, Infantry, Armor, Troops, Tank Destroyers, Field Artillery.

DATE 2-21-63

SIGNATURE John F. Conrad

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## CERTIFICATE OF ATTENDANCE

MAR 30 1953

I certify that on MAR 30 1953 (DATE) I have attended  
the Agency Indoctrination Course specified by Regulation  
25-1.

  
(NAME)

STANDARD FORM G-1 (REVISED AUGUST 1948)  
PROLIFERATION CONTROL BOARD COMMISSION  
TELETYPE REPORTING MANUAL

## APPOINTMENT AFFIDAVITS

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

CIA

(Department or agency)

(Bureau or division)

(Place of employment)

I, Berman 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 signature or day)

(Signature of appointee)

Subscribed and sworn before me this 23rd day of March, A. D. 1953.

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.

14-00000



STANDARD FORM 144  
JANUARY 1947  
U. S. GOVERNMENT COMMISSION  
FOR LEADERSHIP AND RE

## STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

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

### PART I.—EMPLOYEE'S STATEMENT

1. NAME (Last, first, middle initial)

Kittsey, 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).

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

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR?  YES  NO  
(If answer is "YES," list following information.)

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

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

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

23 March 53  
(DATE)

Herman E. Kittsey  
(Signature)

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

SEAL

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

(OVER)

10-9900-1

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

TOTAL SERVICE (Item 13) .....

YEARS	MONTHS	DAYS

NONCREDITABLE SERVICE (Item 14) .....

CREDITABLE SERVICE (Leave purposes) .....

ENTRANCE ON DUTY DATE (Present agency) .....

5	3	27
10	3	80
42	12	3

LESS CREDITABLE SERVICE (Leave purposes) .....

SERVICE COMPUTATION DATE (Leave purposes) .....

**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 13) .....

YEARS	MONTHS	DAYS

NONCREDITABLE SERVICE (Item 14) .....

CREDITABLE SERVICE (RIF purposes) .....

ENTRANCE ON DUTY DATE (Present agency) .....


LESS CREDITABLE SERVICE (RIF purposes) .....

SERVICE COMPUTATION DATE (RIF purposes) .....

(Enter as the "service computation date" on the employee's "Service Record Card," SP-7.)

REMARKS

CONFIDENTIAL

SECURITY INFORMATION

## SECURITY APPROVAL

Date: 6 Feb. 1953

TO: Chief, Covert Personnel Division

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:

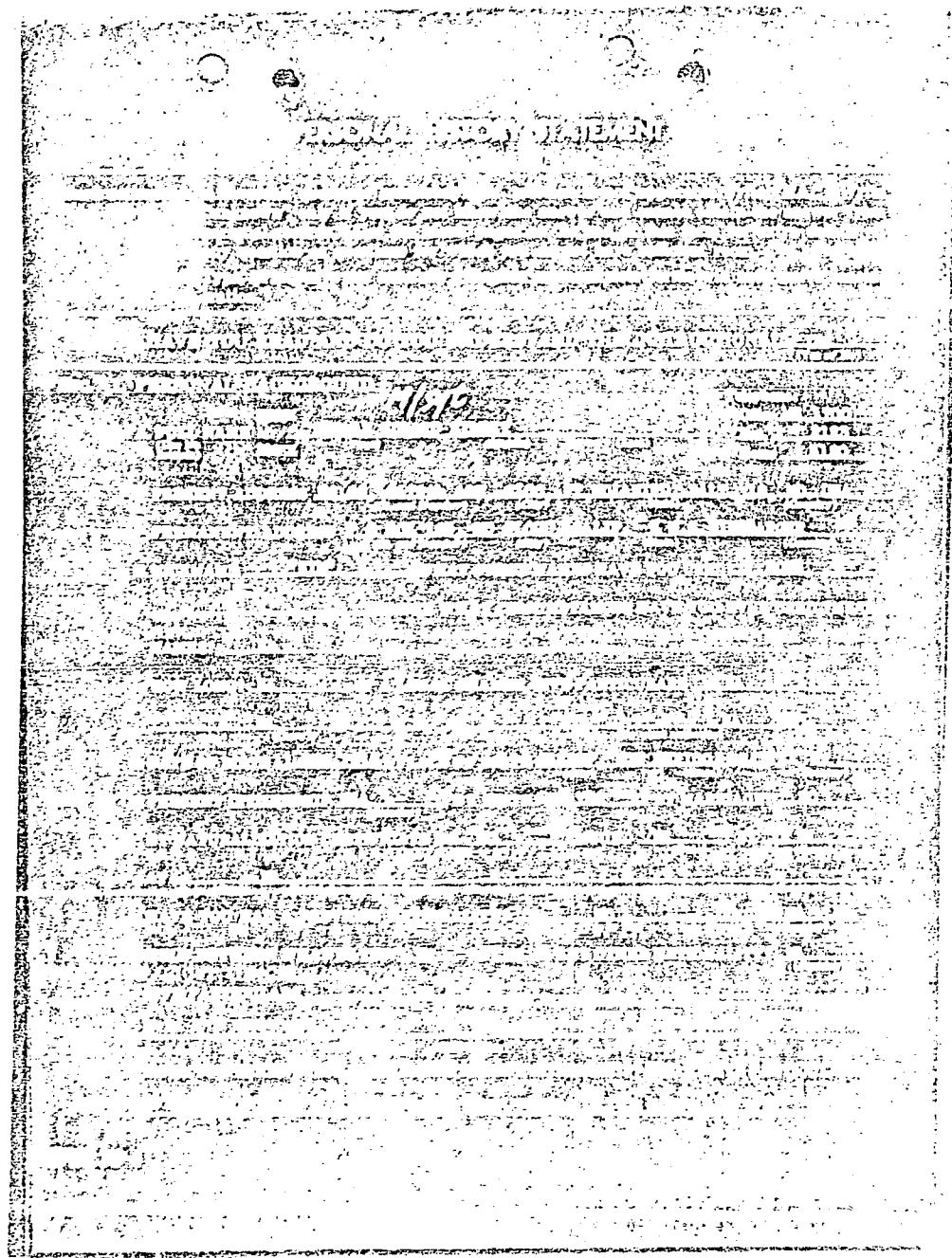
- Security approval is granted the subject person for access to classified information.
- Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
- The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9

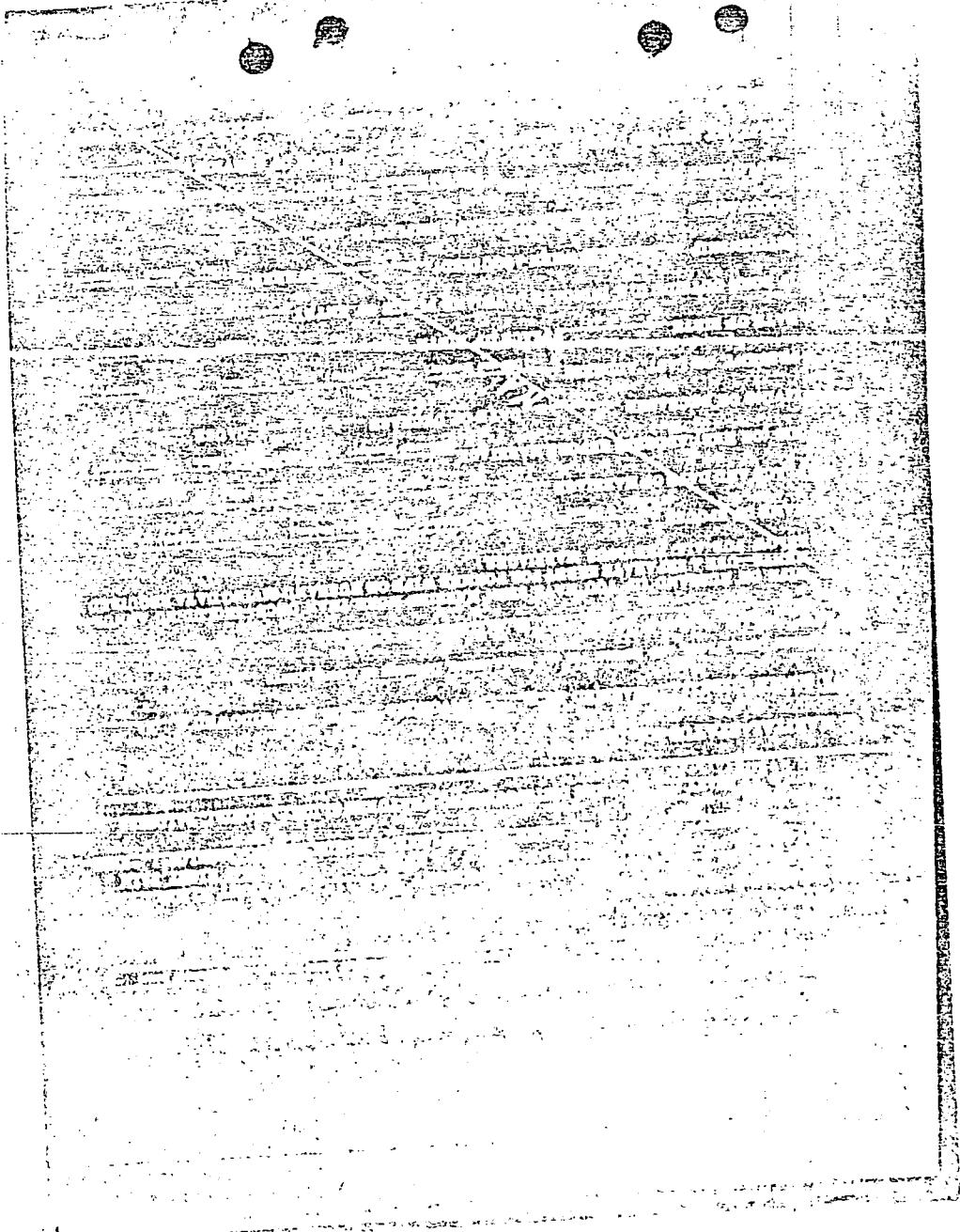
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

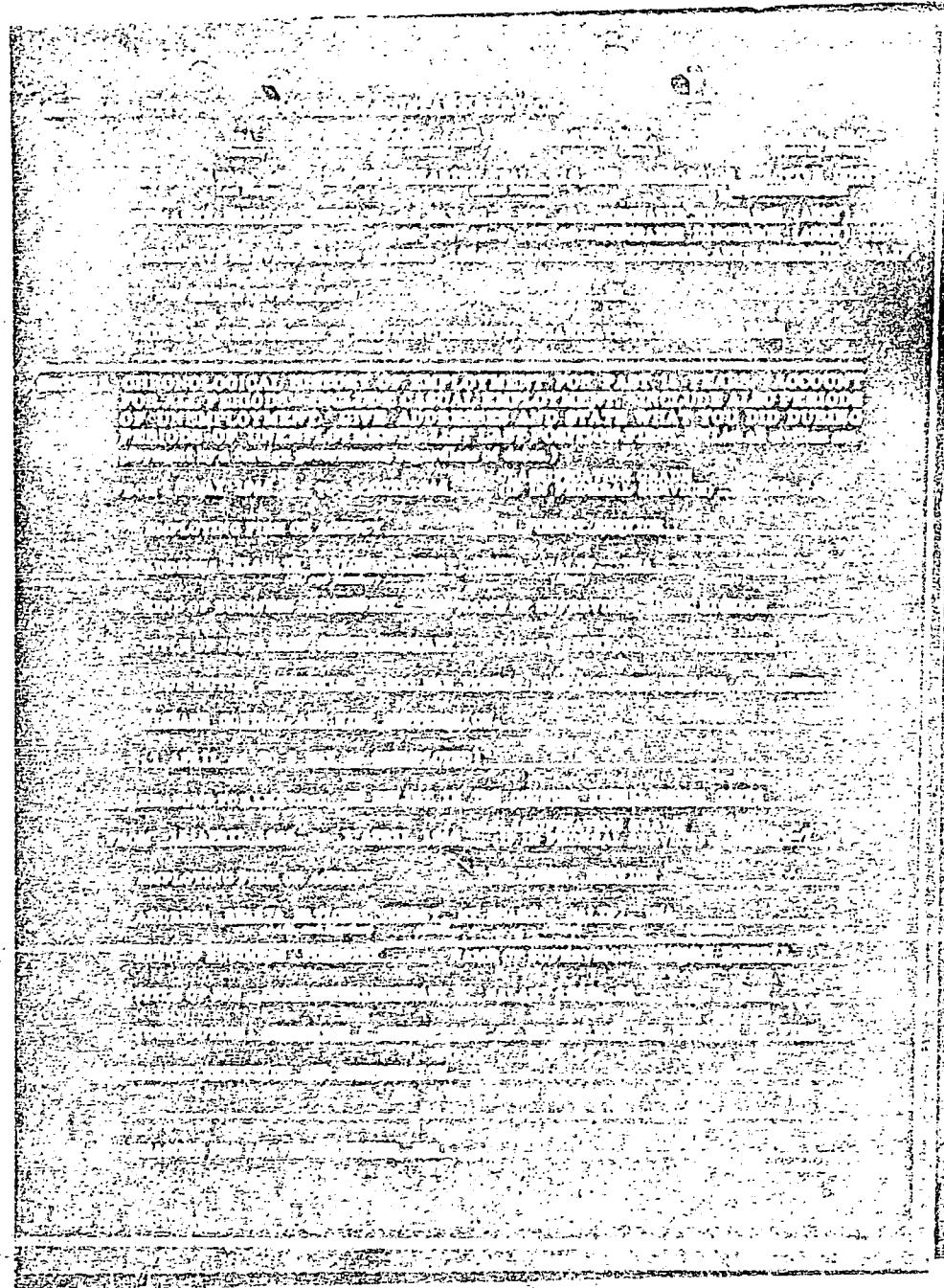
3. Subject is to be polygraphed as part of the E.O.D. procedures.

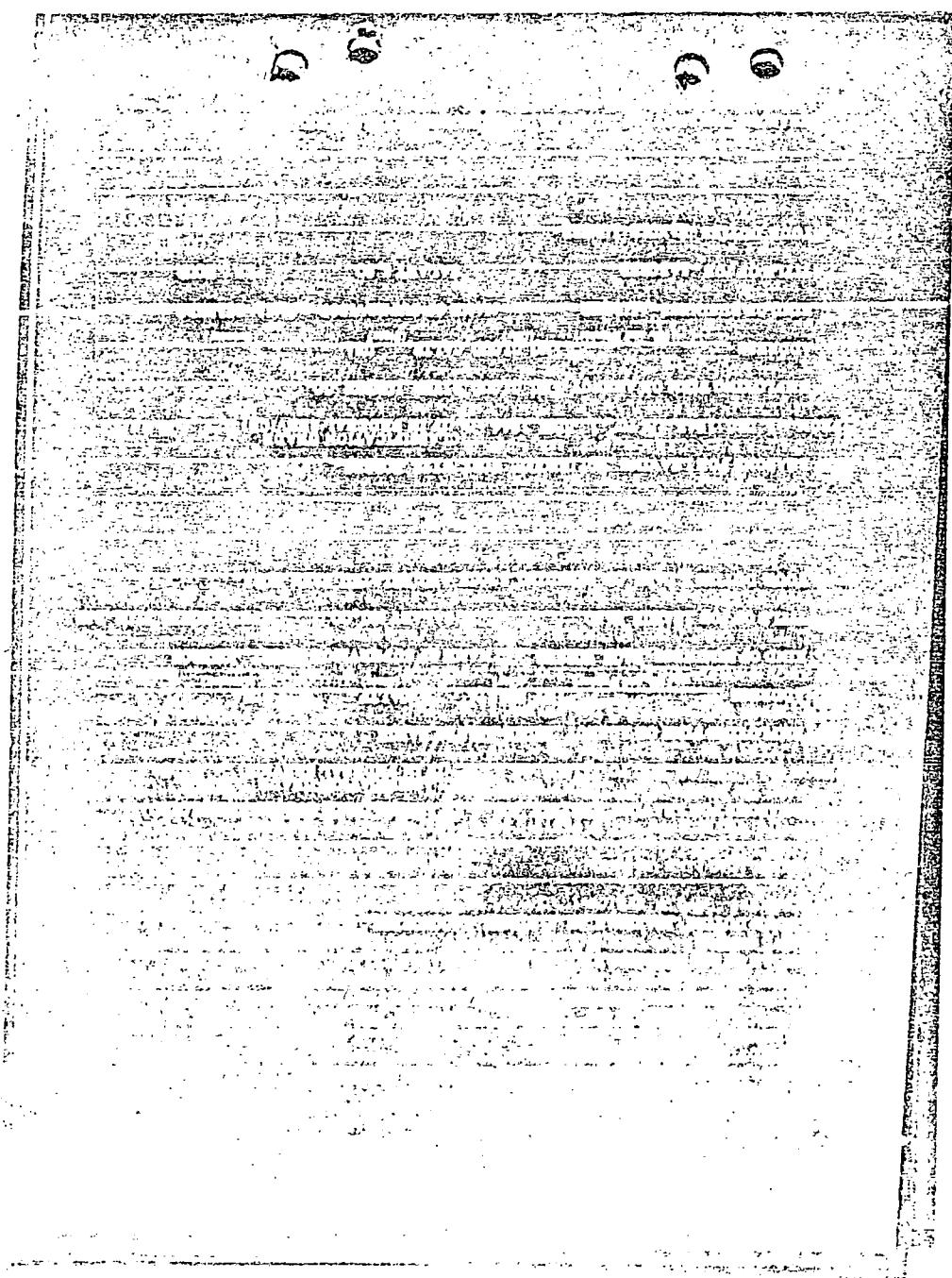
*E.P. Geiss*  
E. P. Geiss

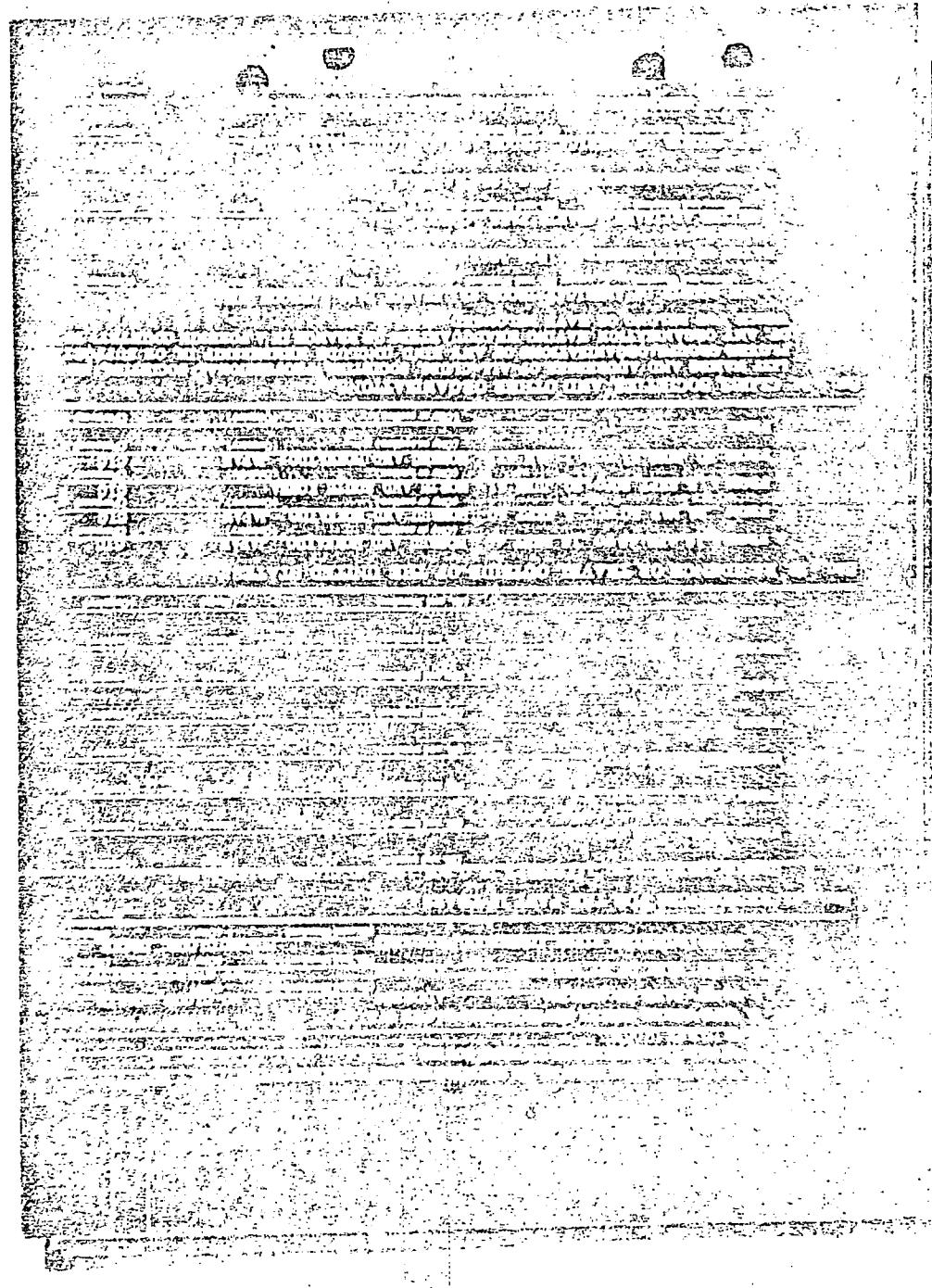
CONFIDENTIAL

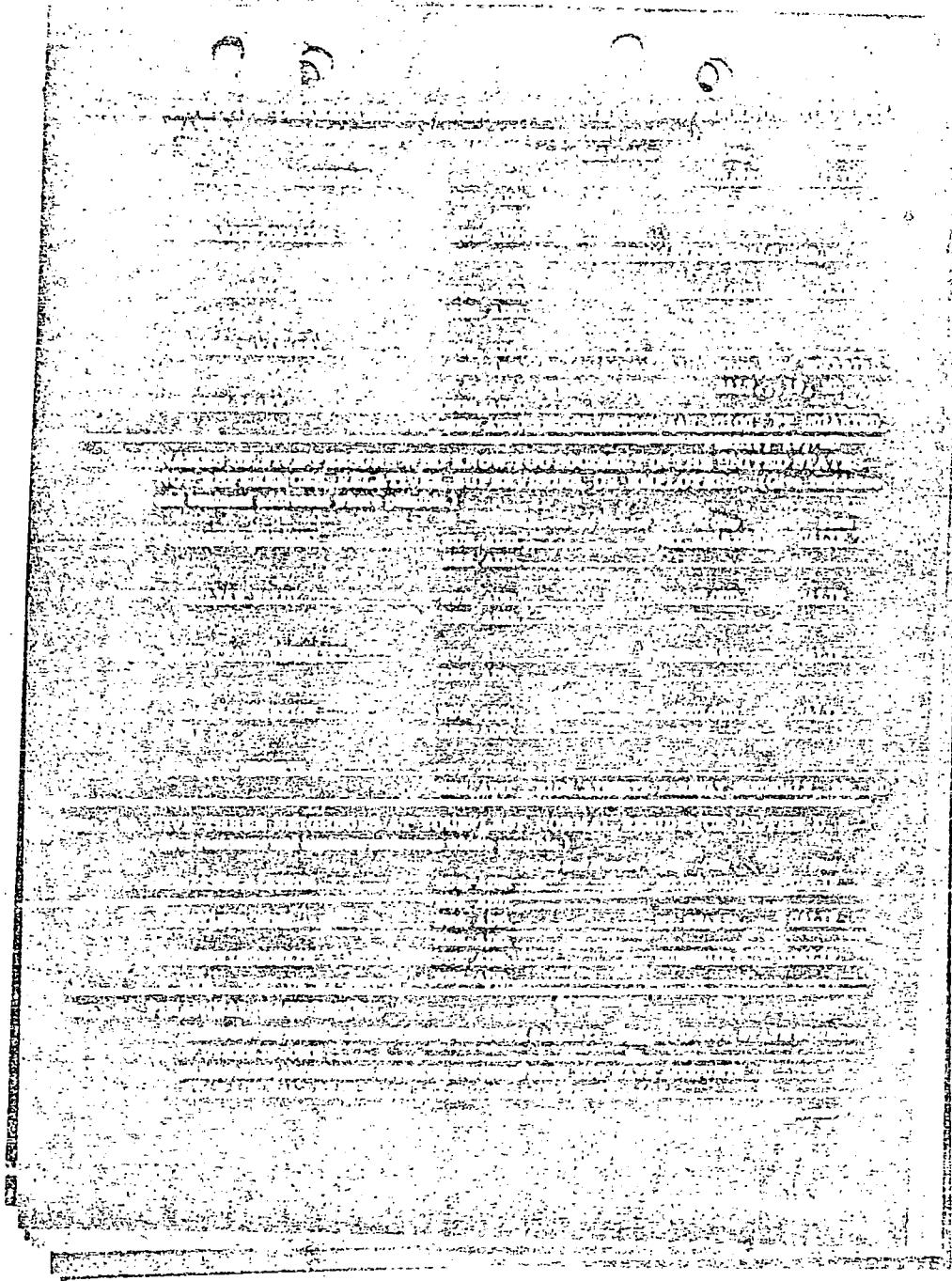


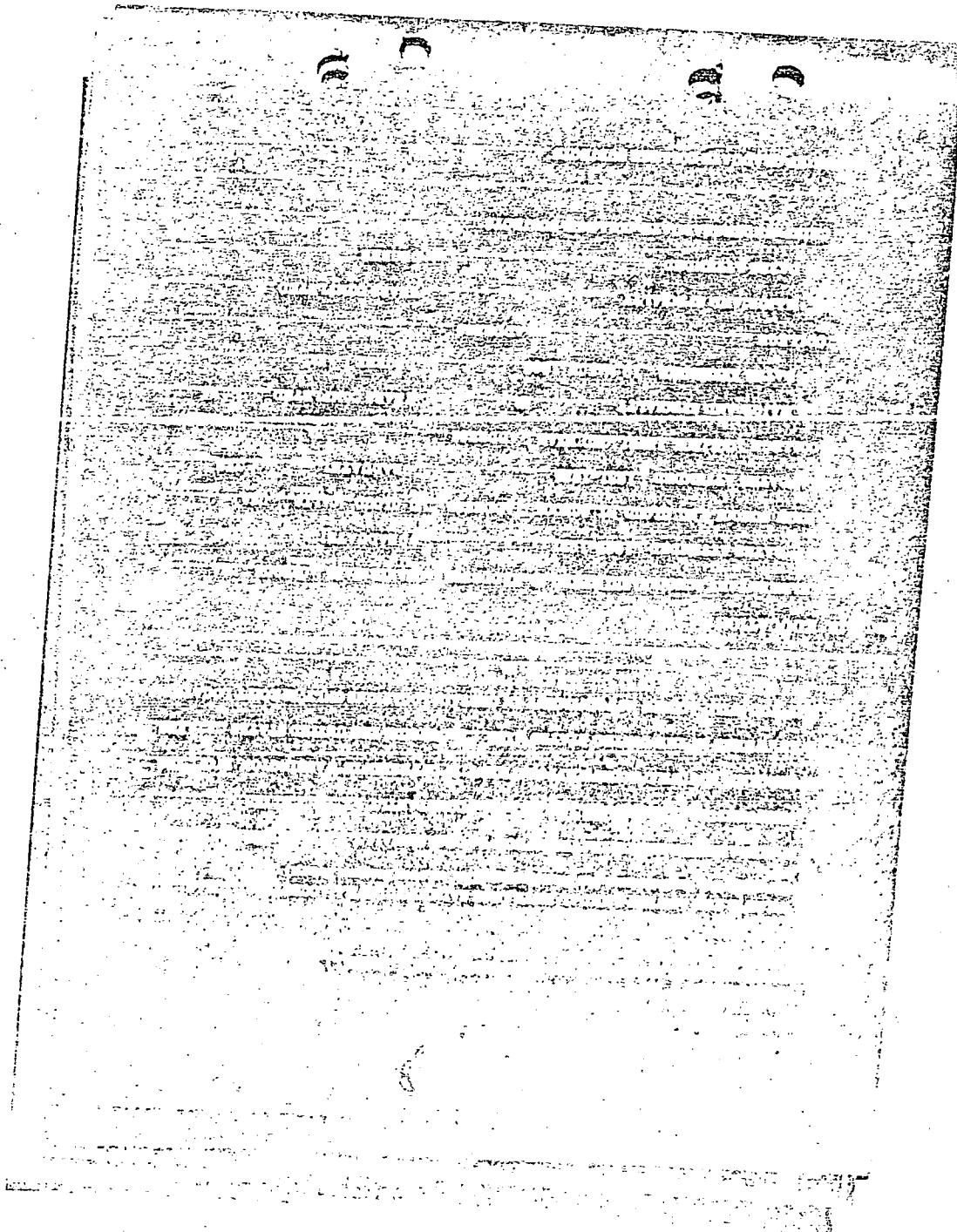


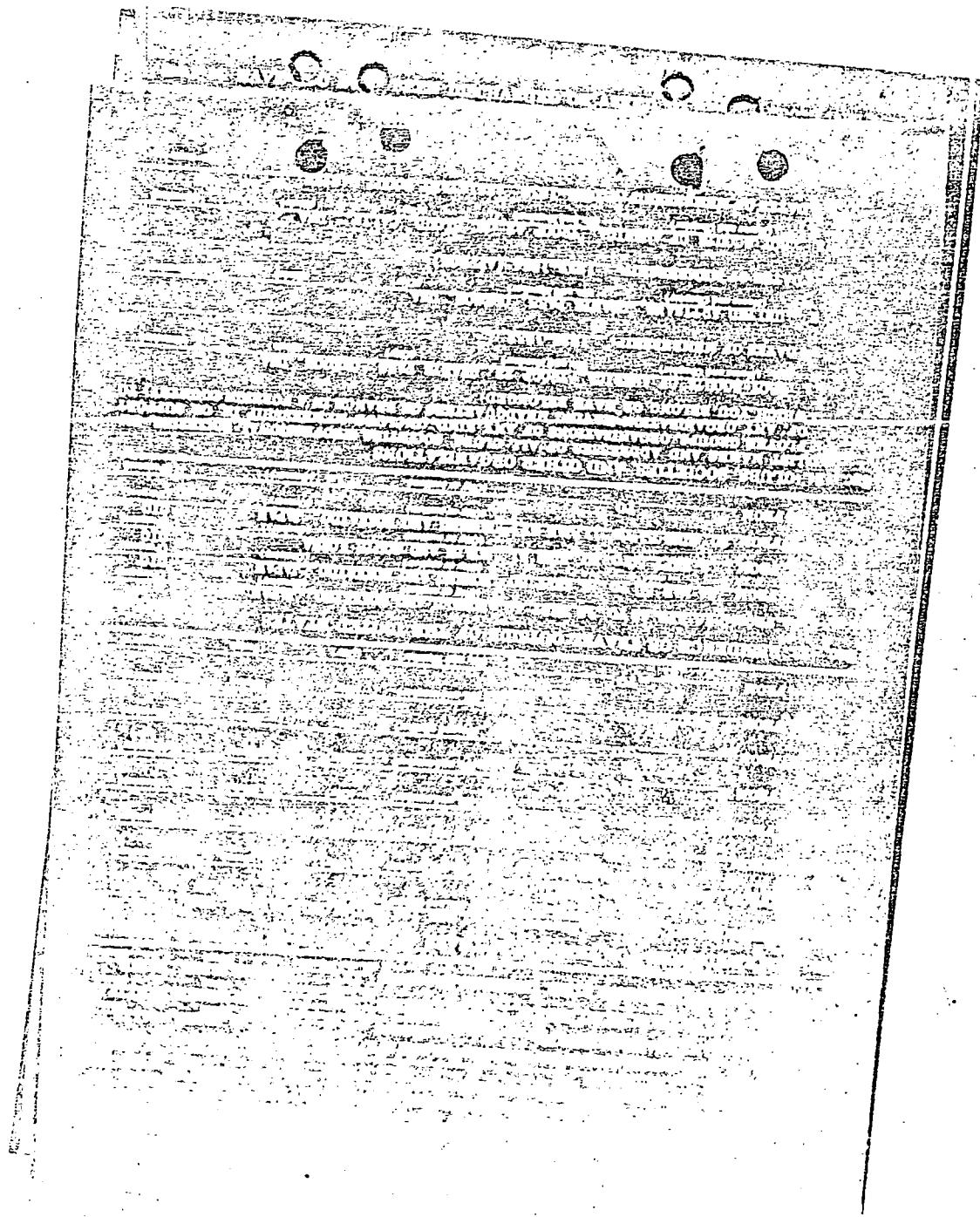


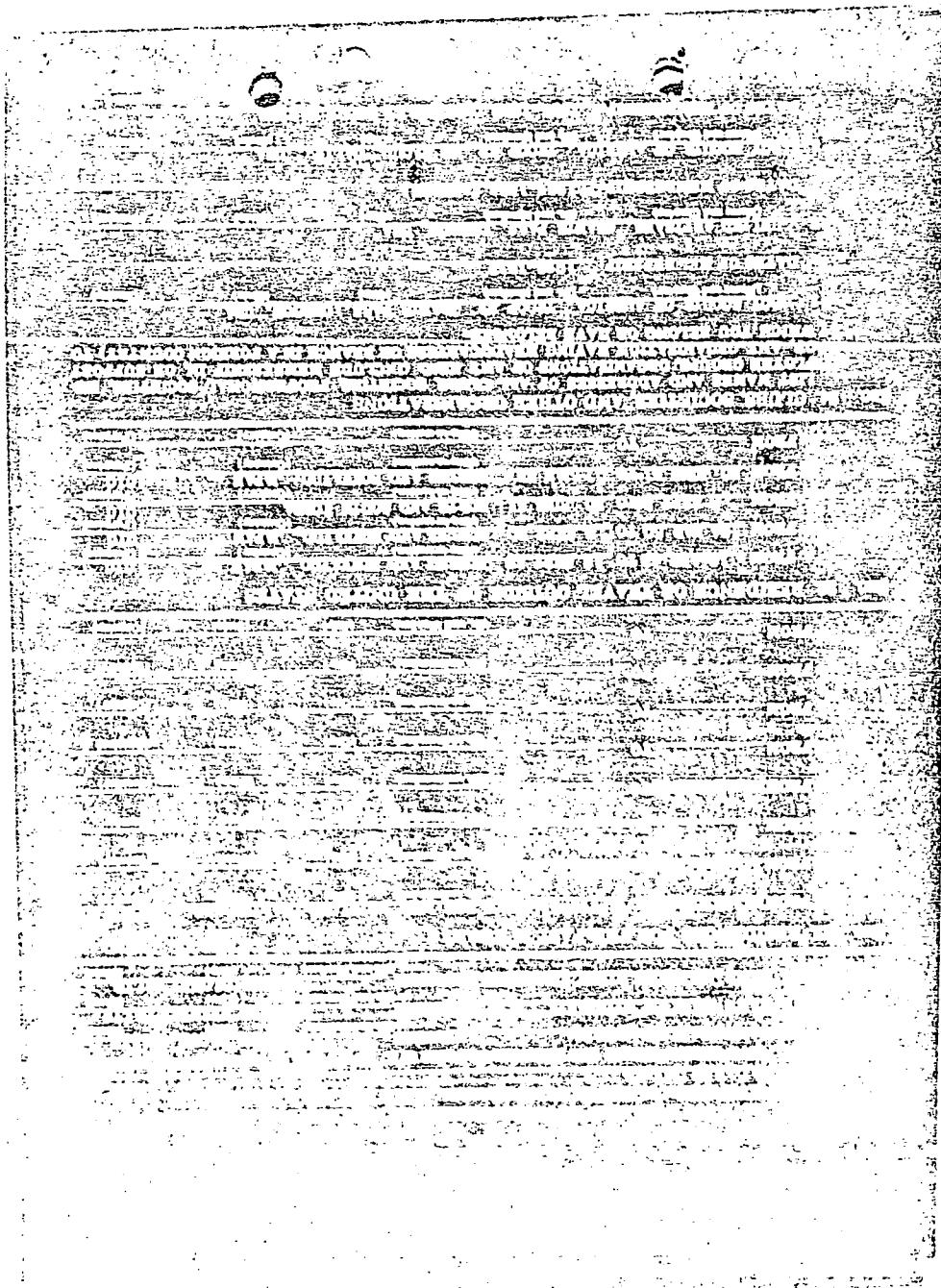


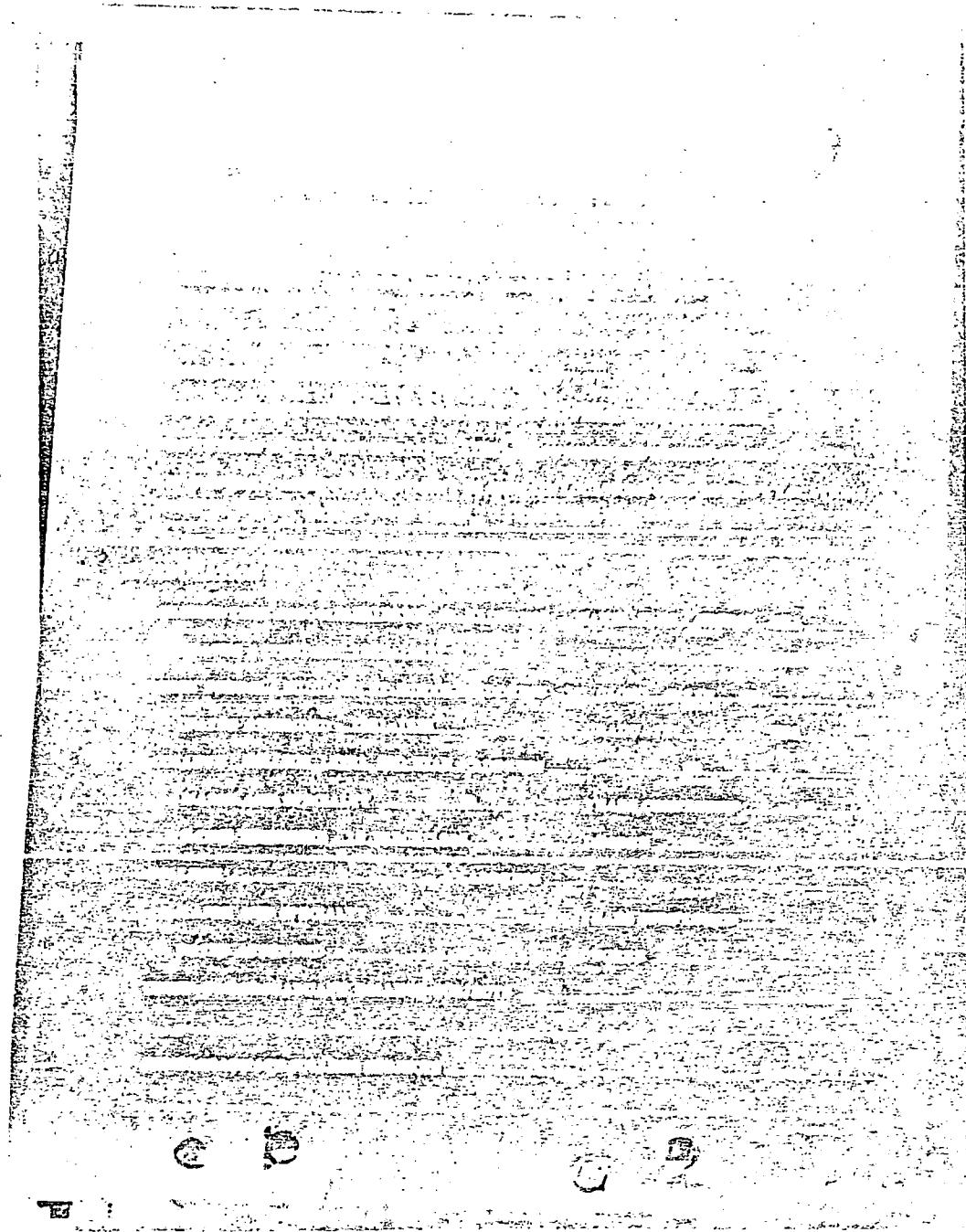


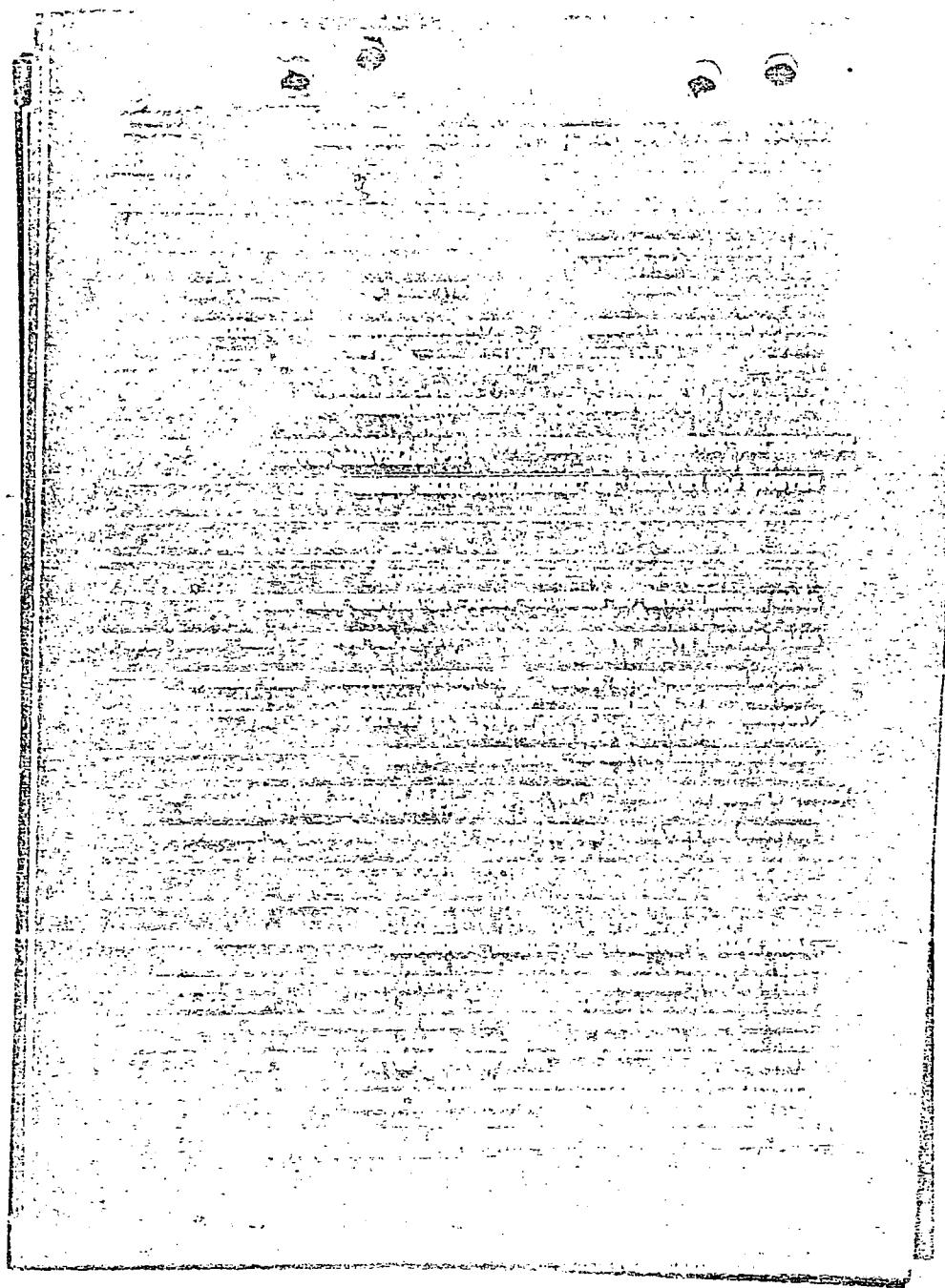


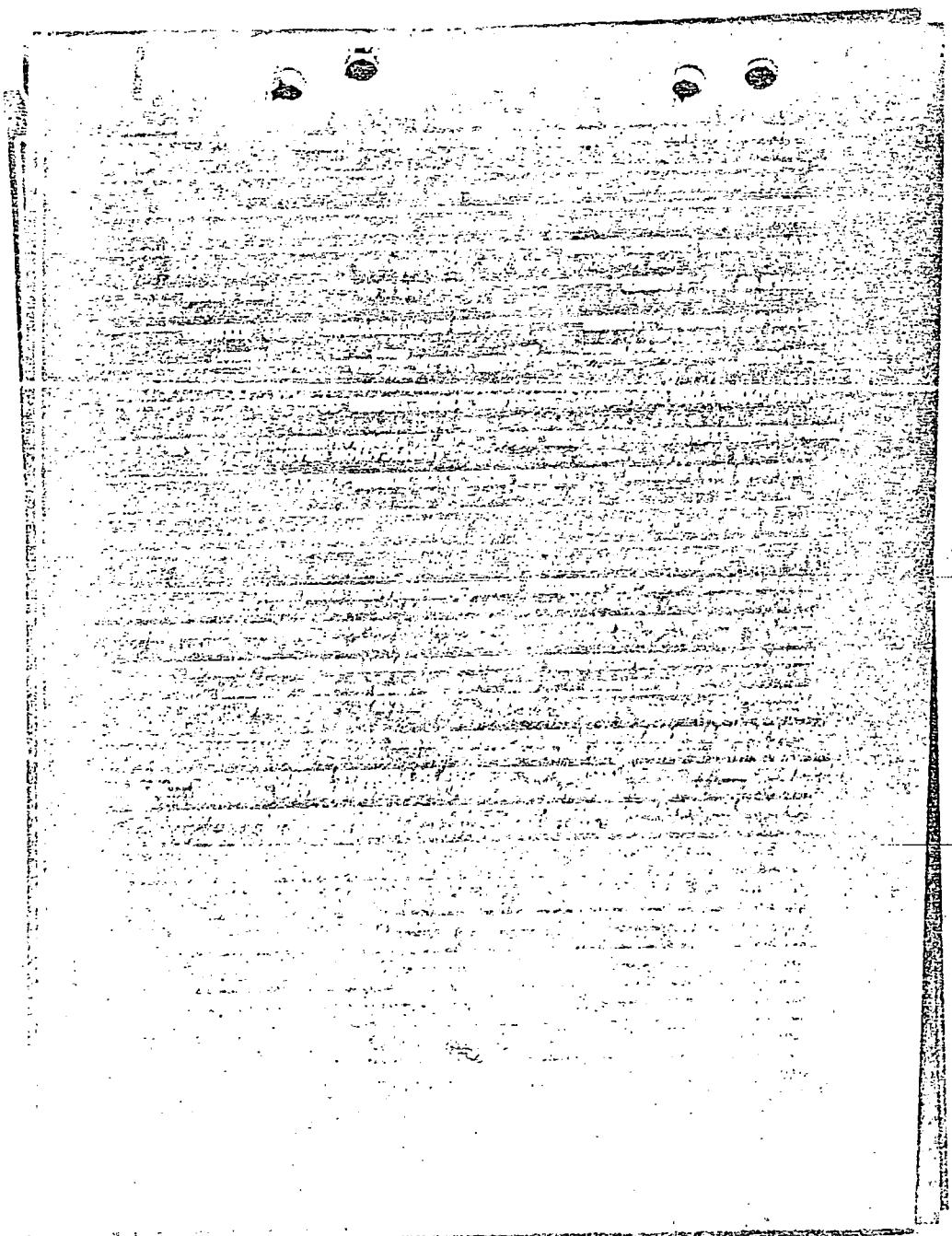


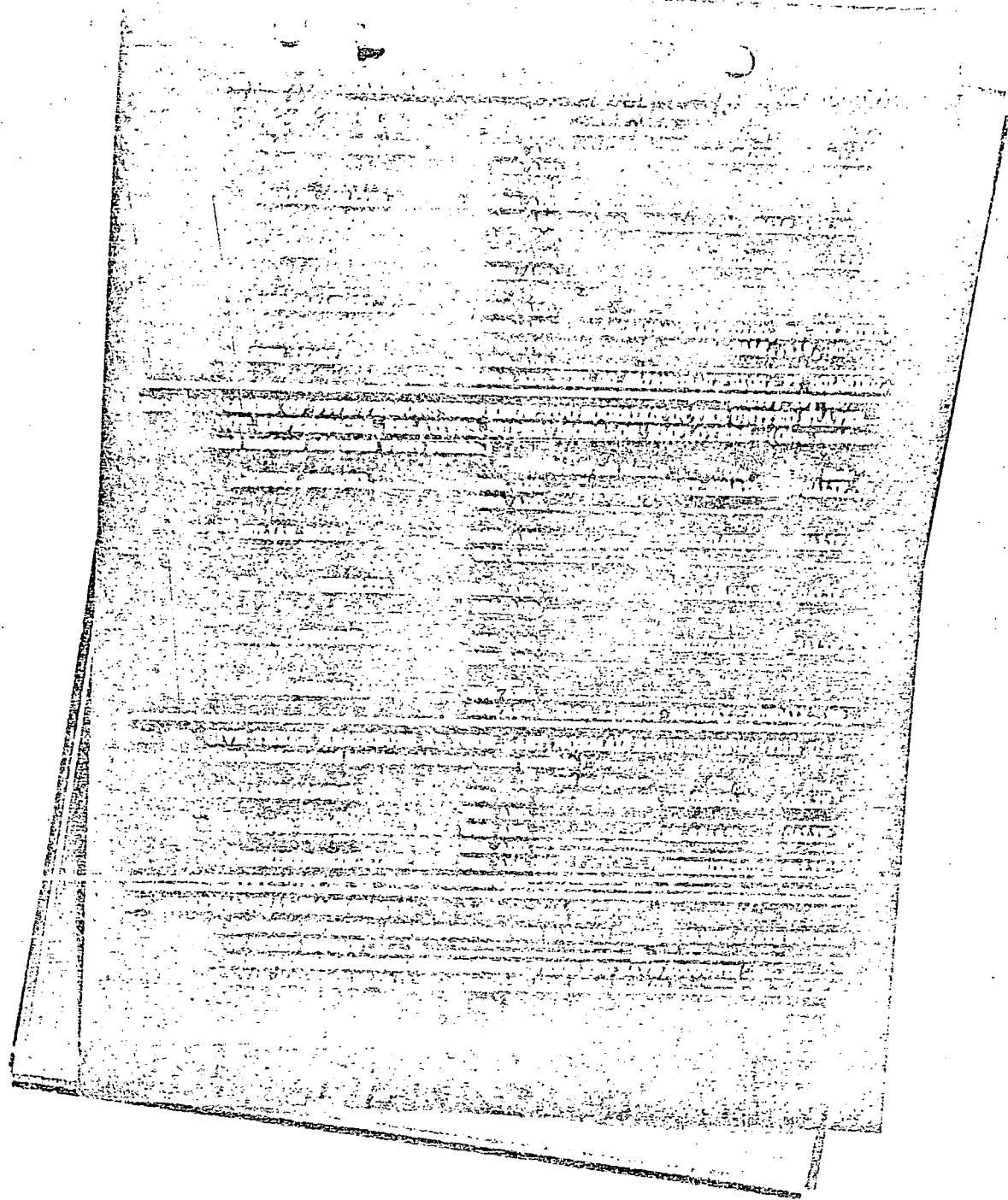


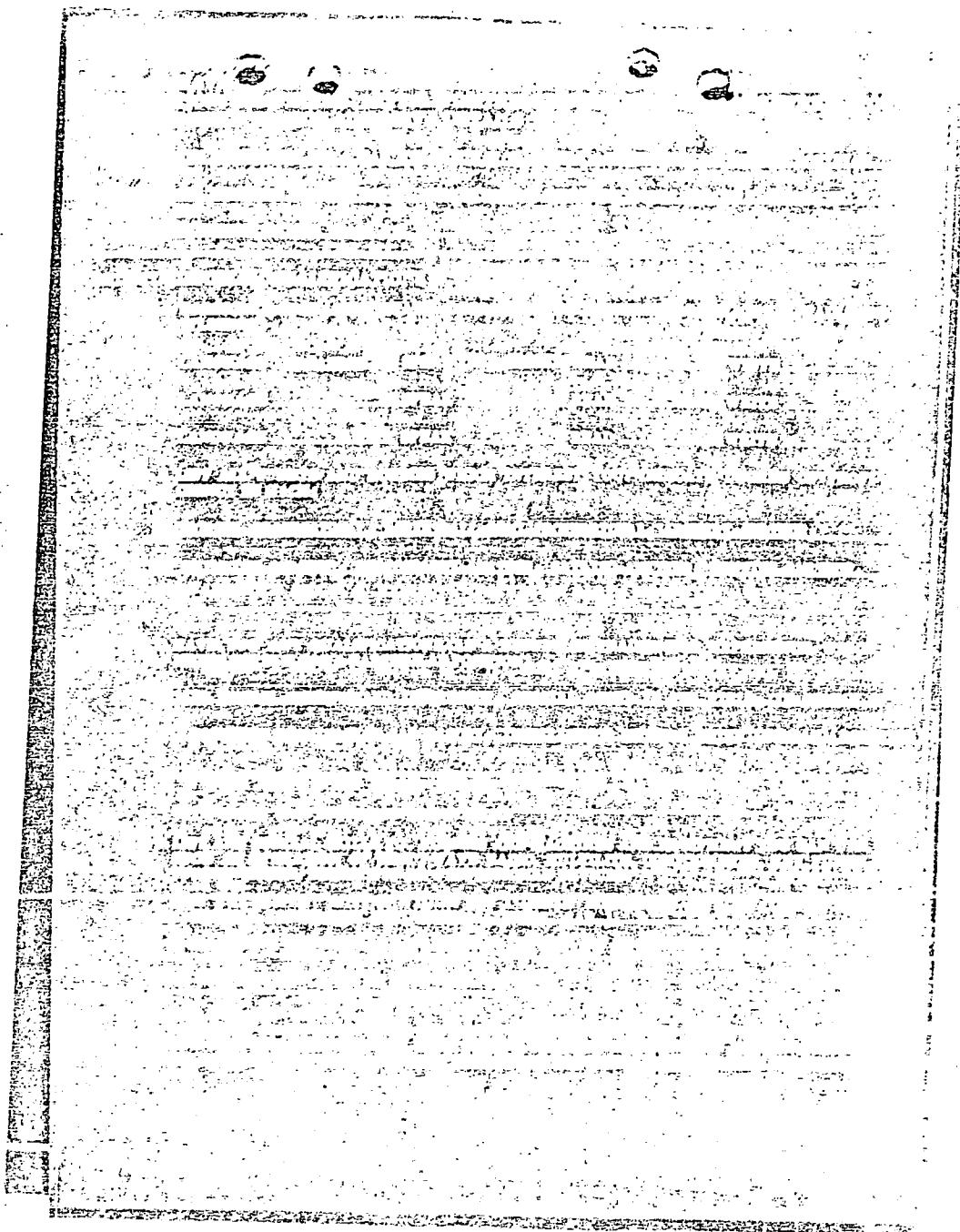


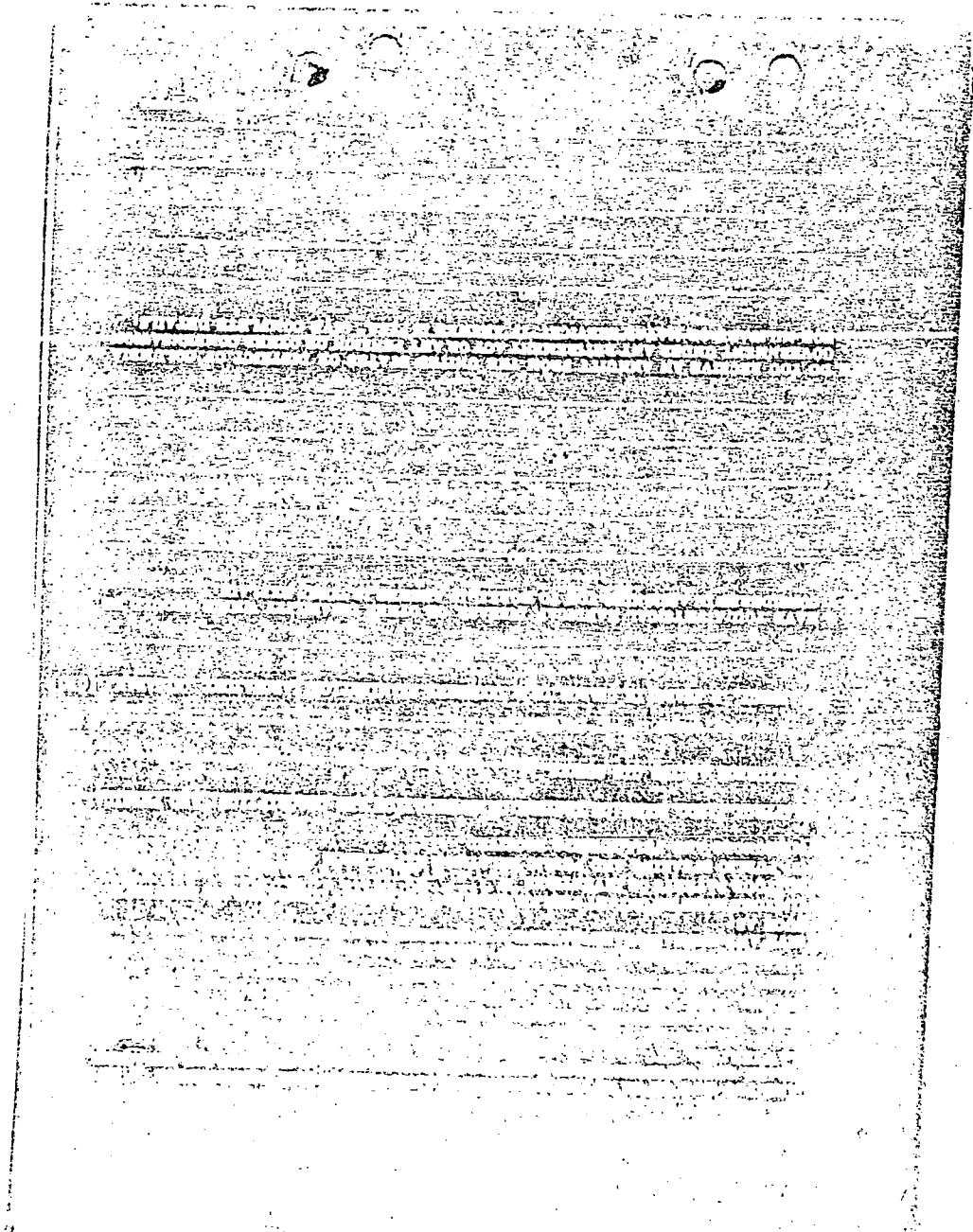


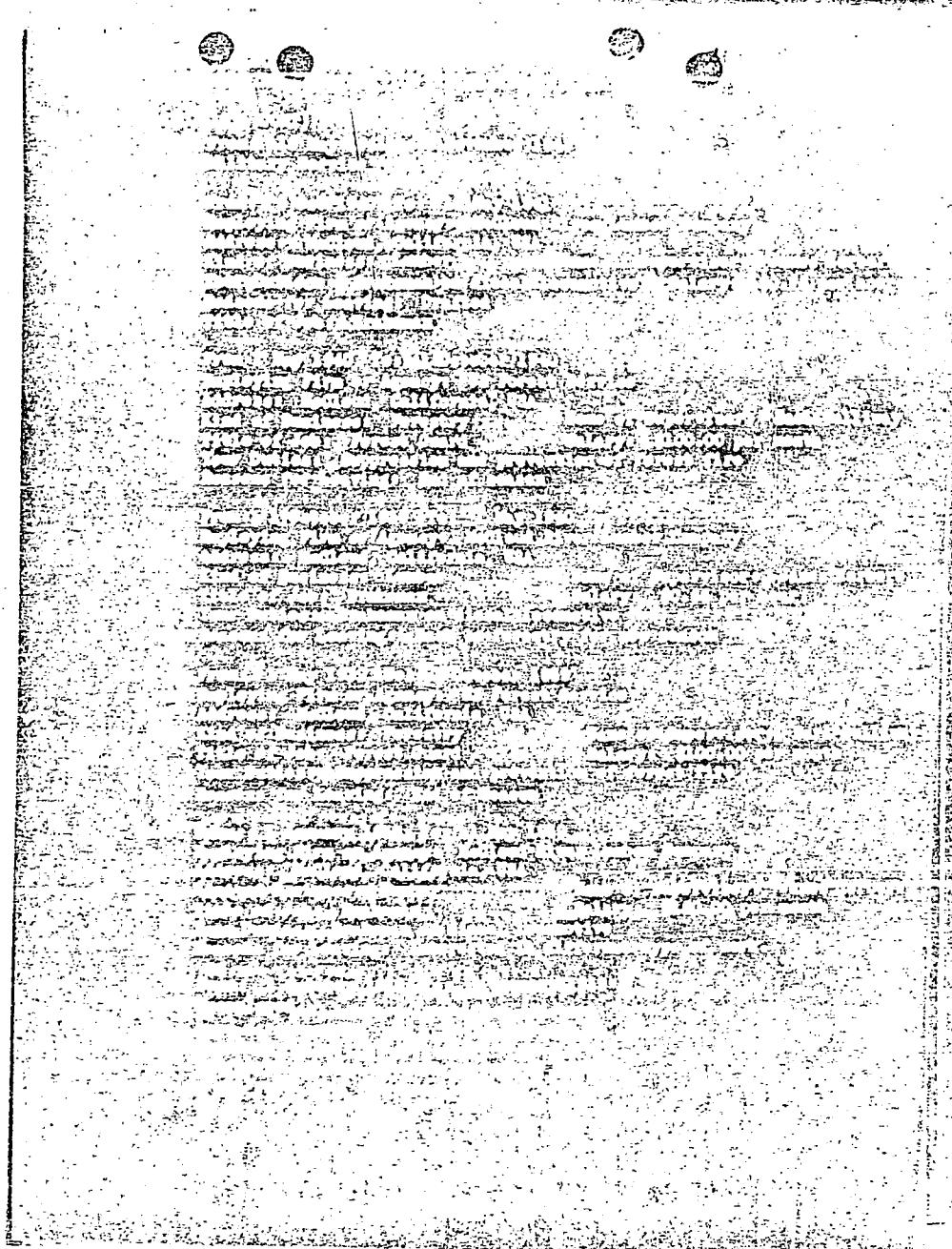


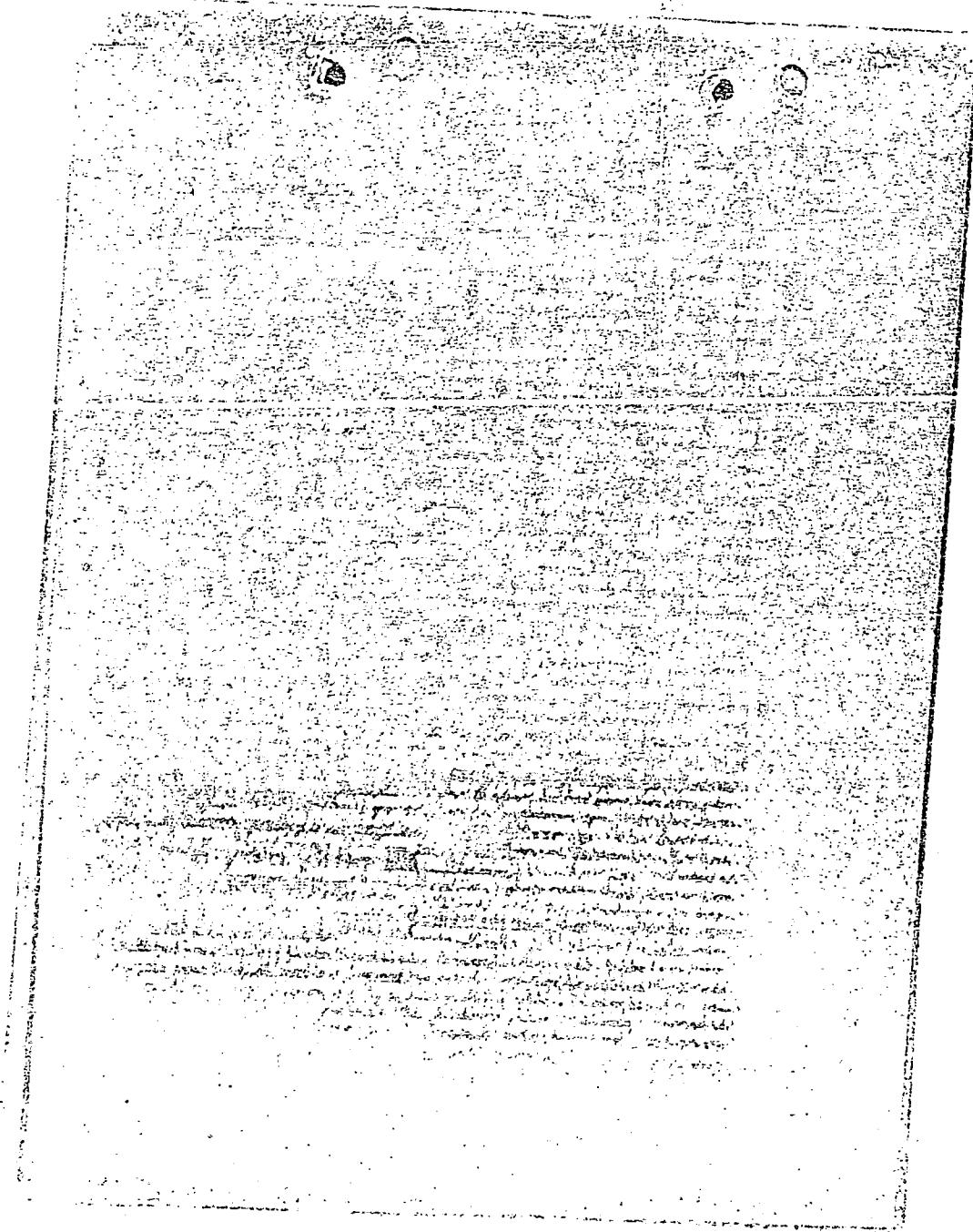












RECORD OF  
PREVIOUS GOVERNMENT  
SERVICE RETURNED TO  
FEDERAL RECORDS CENTER IN  
ST. LOUIS, MO.

DATE

~~Sept. 1963~~  
Sept. 1963