

~~SECRET~~  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				26090			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
KEEFE, Thomas J.			29 Jun 1930	M	GS-11	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/HR OF ASSIGNMENT		8. CURRENT STATION		
Operations Officer			DDP/MI/1		Mexico City		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
30 November 1964				1 October 1963 - 30 September 1964			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficiency</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter 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 Responsibility for a number of Station support operations, including highly sensitive technical operation (20 agents and one GS-13 career agent); a technical photographic operation (2 contract and 10 field agents); a 7 man mobile surveillance team.							RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 2 Alternate case officer for two other operations, including one in the LAURICLE field.							RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3 Preparation of necessary memoranda, dispatches and administrative actions pertaining to above projects.							RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4 Language and area knowledge.							RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5							RATING LETTER
SPECIFIC DUTY NO. 6							RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER <b>S</b>
10 OCT 1964							

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21 15 1964

**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

This officer carries one of the Station's heaviest and most intricate case loads. Security and personnel administration are of prime importance in these operations which involve some of the Station's most sensitive activities. His judgment is uniformly good, he knows when to consult his superiors, and always has prepared a reasoned recommendation for action. His relations with the agent personnel with whom he has been in contact must be good since they have never posed administrative problems. His reporting is on time and complete. He suffers to a degree from verbosity in his writing and his oral delivery could stand some improvement. His Spanish is highly competent. His discretion is exemplary and he is well liked by his associates. Despite the demands of a large young family, he has never defaulted on his professional responsibilities. In the rater's opinion, he has excellent development potential for KUBARK and will merit steady promotion to higher grades. He should be placed high on the list of consideration for promotion to GS-12.

**SECTION D**

**CERTIFICATION AND COMMENTS**

1. <b>BY EMPLOYEE</b>		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 21 September 1964	SIGNATURE OF EMPLOYEE /s/ Thomas J. Keenan	
2. <b>BY SUPERVISOR</b>		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 12	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 21 September 1964	OFFICIAL TITLE OF SUPERVISOR Deputy Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /s/ Alan P. White
3. <b>BY REVIEWING OFFICIAL</b>		
COMMENTS OF REVIEWING OFFICIAL		
DATE 21 September 1964	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /s/ William F. ...

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