

STANDARD FORM 64  
January, 1972  
DESCRIBED BY U.S. CIVIL SERVICE COMMISSION  
General Personnel Manual Ch. 293  
66-104

73 11/1/68 TIKER (and G) 70/1/68

SECRET

Reviewed  
9-5-69 1969

Official Personnel Folder

SECRET

QUALIFICATIONS  
for

COPIED

KENNETH THOMAS J  
305 2052581

NOV 06/29/70



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UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION



DATE: 4-17-78  
REPLY TO: NUPUR-CA  
ATTN OF:

National Personnel Records Center  
(Civilian Personnel Records)  
111 Winchago Street  
St. Louis, Missouri 63118

SUBJECT: STATEMENT CONCERNING CHRISTMAS ASSISTANT EMPLOYMENT

*Division of Adjudication  
Bureau of Personnel Investigations  
U.S. Civil Service Commission  
Washington, D.C. 20415  
attn: J. H. Schiff*

(Last, first, middle) <i>Phelan, Thomas J.</i>	DATE OF BIRTH <i>6-29-31</i>	SOCIAL SECURITY NUMBER <i>[Redacted]</i>
---	---------------------------------	---

The enclosed request is forwarded for your reply since the payroll records for the period(s) involved have not been received. Please furnish the requested information as to the number of hours worked, and rate of pay for the period(s) involved.

Official personnel folders are not established for Christmas assistants. Payroll records show the number of hours worked but not the actual assignment and separation dates. The payroll records show the following information for the above named employee:

PERIOD	HOURS WORKED	RATE OF PAY	POST OFFICE
<i>11-51 to 12-51</i>	<i>NO SERVICE</i>		
<i>12-1-51 to 12-15-52</i>	<i>62</i>	<i>\$1.50 PM</i>	<i>Indianapolis, Ind</i>
<i>12-16-52 to 12-31-52</i>	<i>NO SERVICE</i>		

The above verifies only a portion of the service shown in your request. The payroll records for the other employment periods are held by the Payroll Section, Postal Data Center, Post Office Department.

*E. L. Price*  
for  
E. L. PRICE  
Chief, Civ. Ref. Pr.

REC'D INR

APR 24 1978

GSA FORM 6094  
MAY 66

APR 6 1978

Standard Form 127  
July 1967 edition  
GPO: 1967 O - 340-114  
FPMR (41 CFR) 101-11.4

REQUEST FOR OFFICIAL PERSONNEL FOLDER  
(SEPARATED EMPLOYEE)

DATE OF REQUEST  
23 February 1978

Section I - TO BE COMPLETED BY REQUESTING AGENCY

2. CURRENT NAME (Last, first, middle)

KEENAN, THOMAS

3. NAME UNDER WHICH FORMERLY EMPLOYED (Last, first, middle)  
From 1-1

CUF

1. DATE OF BIRTH  
05 29 30

NATIONAL PERSONNEL RECORDS CENTER, GSA  
(Civilian Personnel Records)  
111 WINNEBAGO STREET  
ST. LOUIS, MISSOURI 63118

SUBMIT IN DUPLICATE FOR EACH FOLDER REQUESTED  
Original will be used to send folder or reply to your agency.  
Duplicate will be used as charge-out record by the Records Center.

4. PREVIOUS FEDERAL EMPLOYMENT

AGENCY AND BUREAU	LOCATION	FROM	TO
United States Post Office	Milwaukee, Wis	11/52	12/52
United States Post Office	Milwaukee, Wis	11/51	12/51

5. REASON FOR REQUEST (Check appropriate box)

- a. Currently employed.     b. Temporary use.     c. Pre-employment consideration. Will retain folder if hired.

7. REMARKS

If no records may be found, please do a payroll search. Thank you.

Section II - FOR USE BY RECORDS CENTER

- a. Folder enclosed.     f. Folder believed in custody of following agency. Original of your request sent to that agency for action.
- b. Folder was sent to your agency on \_\_\_\_\_
- c. Folder forwarded in place of information requested. Retain if person is rehired.
- d. Folder not received. Suggest you contact last employing office.
- e. Folder not located. Suggest further search of your agency. If still unlocated, verify correctness of name, and furnish date forwarded and several names of other folders in same shipment.

*A pay transcript is furnished on the attached D/S Form 6994*

Date: 4-12-78 Initials: B.D.

Section III - TO BE COMPLETED BY REQUESTING AGENCY

Division of Application  
Bureau of Personnel Investigations  
U. S. Civil Service Commission  
Washington, D. C. 20415

*W. L. Kelly*

Enter complete address to which folder or reply is to be mailed. Include ZIP Code.

UNCLASSIFIED  INTERNAL USE ONLY  CONFIDENTIAL  SECRET

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

request for Personnel Records from the Federal Records Center or former employer.

FROM: OP/CD/TRB Files Section 5-E 13 HQS	EXTENSION NO 6141	DATE 23 February 1973
---	----------------------	--------------------------

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. CCS/CSB 6H 44 HQS Attn: Mr. MacKinnon			<i>[Signature]</i>	It is requested that your office obtain the Official Records indicated on the attached Form FD - 502 and forward them to the OP FILES SECTION. For further information or if the request cannot be honored, please contact S/TRB on extension 7165.  SUBJECT: Mr. Thomas Keenan
2.				
3.				
4.				
5. OS/CSD/EAB 4-E 33 HQS Attn: Mr. Daly				

6.				
7.				
8.				
9.				

10. OS/CSD/EAB 4-E 33 HQS Attn: Mr. Daly				COVER: (circle one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> IN PROCESS
--	--	--	--	--

11.				
12.				CCS/CSB - Request the Official Personnel Folder from:

13.				FEDERAL RECORDS CENTER <input checked="" type="checkbox"/>
14.				LAST EMPLOYING AGENCY _____
15. OP/CD/TRB Files Section 5-E 13 HQS				

**REQUEST FOR OFFICIAL PERSONNEL FOLDER  
(SEPARATED EMPLOYEE)**

1. DATE OF REQUEST  
**23 February 1976**

**Section I—TO BE COMPLETED BY REQUESTING AGENCY**

2. CURRENT NAME (Last, first, middle)  
**KURAN, THOMAS**

3. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (If different from 2)

4. DATE OF BIRTH  
**06 29 30**

**NATIONAL PERSONNEL RECORDS CENTER, GSA  
(Civilian Personnel Records)  
111 WINNEBAGO STREET  
ST. LOUIS, MISSOURI 63118**

**SUBMIT IN DUPLICATE FOR EACH FOLDER REQUESTED**  
Original will be used to send folder or reply to your agency. Duplicate will be used as charge-out record by the Records Center.

**5. PREVIOUS FEDERAL EMPLOYMENT**

AGENCY AND BUREAU	LOCATION	FROM	TO
United States Post Office	Elmhurst, Ill	11/52	12/52
United States Post Office	Elmhurst, Ill	11/52	12/52

6. REASON FOR REQUEST (Circle appropriate one below)

- a. Currently employed.  b. Temporary use.  c. Pre-employment consideration. Will retain folder if hired.

7. REMARKS

**If no records may be found, please do a payroll search. Thank you.**

**Section II—FOR USE BY RECORDS CENTER**

- a. Folder enclosed.  f. Folder believed in custody of following agency. Original of your request sent to that agency for action.
- b. Folder was sent to your agency on \_\_\_\_\_
- c. Folder forwarded in place of information requested. Retain if person is rehired.
- d. Folder not received. Suggest you contact last employing office.
- e. Folder not located. Suggest further search of your agency. If still unlocated, verify correctness of name and furnish date forwarded and several names of other folders in same shipment.

Date: \_\_\_\_\_ INITIAL: \_\_\_\_\_

**Section III—TO BE COMPLETED BY REQUESTING AGENCY**

Enter complete address to which folder or reply is to be mailed. Include ZIP Code.

14-00000  
18 March 1977

*Thomas Keenan (LA)*

Dear Tom,

Please accept my appreciation for an assignment well done as a member of the FY 1977 GS-13 Evaluation Board.

Your full-time service with the Board represents a major contribution to the Directorate's program of personnel assessment and management. Your recommendations for promotion, career development, and other matters have been very helpful.

I believe you will find on return to your regular duties that this time spent with the Board has broadened and sharpened your own focus on the personnel aspects of Agency management. I think it will make you appreciate more than ever our need for carefully and candidly written appraisals of employees.

Sincerely,

*J. Studley*

William W. Wells  
Deputy Director for Operations

<b>CONFIDENTIAL</b> <small>(When Filled In)</small>	
<b>NOTICE OF CREDITABLE SERVICE</b> <b>[FOR LEAVE PURPOSES]</b>	<input type="checkbox"/> VOUCHERED <input type="checkbox"/> UNVOUCHERED
NAME (Last, First, Middle): <b>Keenan, Thomas J.</b>	SERIAL NO: <b>026090</b>
OFFICE (and Division): <b>DDO/LA</b>	
ORIGINAL	SERVICE COMPUTATION DATE (Mo. - Da. - Yr.)
<b>XX</b> CORRECTION THIS DATE: <b>October 25, 1977</b>	<b>January 19, 1954</b> Signature (Office of Personnel): <i>[Signature]</i> <b>Kont M. Cargile</b>

FORM 171 USE PREVIOUS EDITIONS

CONFIDENTIAL

U.S. IMPDET CL BY 6678221

*[Handwritten initials]*

x/187/77

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(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 8 February 1977	
1. SERIAL NUMBER 026090		2. NAME (Last-First-Initial) Keenan, Thomas J.									
3. NATURE OF PERSONNEL ACTION Reassignment and change of NOCA						4. EFFECTIVE DATE REQUESTED MO: 02, DA: 08, YR: 77		5. CATEGORY OF EMPLOYMENT Regular			
6. FUNDS V TO V C TO V		7. TO V X 0 TO 0		8. PAN AND NSCA 7135 4525 0002		9. LEGAL AUTHORITY (Complied by Office of Personnel)					
10. ORGANIZATIONAL OPERATIONS DDO/LA Division Operations Staff						11. LOCATION OF OFFICIAL STATION Wash., D.C.					
12. POSITION TITLE Operations Officer (15)				13. POSITION NUMBER CNSS		14. CAREER SERVICE DESIGNATION D/B D/B					
15. CLASSIFICATION SCHEDULE (GS, LR, etc.) GS		16. OCCUPATIONAL SERIES 0136.01		17. GRADE AND STEP 15 4		18. SALARY OR RATE \$ 37167					
19. REMARKS From: DDO/LA/MCA #3 c/o per Dan/LA 2-17-77 <u>limited position</u> } vice: Mrs. Winters <u>already filled</u>											
20. SIGNATURE OF REQUESTING OFFICER John J. ... C/LA/Pers				DATE SIGNED 8 Feb 77		21. SIGNATURE OF CAREER SERVICE APPROVED OFFICER A. B. ...				DATE SIGNED 2/15/77	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
22. ACTION CODE 3710		23. EMPLOY CODE 51065 LA		24. OFFICE CODE 75013		25. STATION CODE		26. RETIRE CODE		27. MOBILE CODE	
28. DATE OF BIRTH MO DA YR		29. DATE OF GRADE MO DA YR		30. DATE OF LEV MO DA YR		31. SEPARATION DATA (CODE)		32. CORRECTION/CANCELLATION DATA		33. SECURITY RFD NO.	
34. VET. PREFERENCE		35. SERV. COMP. RATE		36. LOSS (COMP. DLR)		37. CAREER CATEGORY		38. HEALTH INSURANCE		39. SOCIAL SECURITY NO.	
40. PERIODS (MILITARY GOVERNMENT LEAVE)		41. LEAV. (LAI)		42. FEES/PAID DATA		43. STAT. FID. DATA		44. NON-FERRETTED (CODE)		45. STAT. FID. DATA	
46. POSITION CONTROL CERTIFICATION		47. OF APPROVAL		48. DATE APPROVED		49. DATE APPROVED		50. DATE APPROVED		51. DATE APPROVED	

FORM 1152 USE PREVIOUS EDITIONS

SECRET

FORM 1152 USE PREVIOUS EDITIONS



C-NO money

AP 5/4/75

SECRET

(When Filled In)

O.C.F. REQUEST FOR PERSONNEL ACTION						DATE PREPARED 22 June 1976	
1. SYMBOL NUMBER 026090		2. NAME (Last-First-Middle) Keenan, Thomas J.					
3. NATURE OF PERSONNEL ACTION Reassignment and Delegation of NSCA				4. EFFECTIVE DATE REQUESTED 06 21 76		5. CATEGORY OF EMPLOYMENT Regular	
6. PAPER		7. V.D.V.		8. PAN AND NSCA 135 4528 0001		9. LEGAL AUTHORITY (Complied by Office of Personnel)	
10. ORGANIZATIONAL DESIGNATION DDO/LA Division Mexico/Central America Branch				11. LOCATION OF OFFICE BRANCH Wash., D.C.			
12. POSITION TITLE Officer, Ch				13. POSITION NUMBER CP25		14. CAREER SERVICE DESIGNATION DOB	
15. CLASSIFICATION SYMBOL (GS, ES, etc.) GS		16. OCCUPATIONAL SERIES 0136.01		17. GRADE AND STEP 15 4		18. SALARY OR RATE \$ 34,441	
19. REMARKS  DDO Memo attached							
20. SIGNATURE OF REQUESTING OFFICER H.L. Berthold, C/LA/Pers				21. DATE SIGNED 22 Jun 76		22. SIGNATURE OF CAREER SERVICE APPROVING OFFICER A. Bandy	
23. DATE SIGNED 6/23/76							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
24. ACTION CODE 37		25. EMPLOY CODE 1051300		26. OFFICE SYMBOL LA		27. STATION CODE 75013	
28. EFF. DATE		29. V.D.V.		30. RETIREMENT DATA		31. SPECIAL CODE	
32. V.T. PREFERENCE		33. SIBS (LAST NAME)		34. CODES (CATEGORY)		35. (HSA) BIRTH OF OFFICER	
36. PAPER, LIFE, OR CONTINGENT SERVICE		37. (HSA) LST		38. (HSA) TB DATA		39. (HSA) BIRTH	
40. POSITION CONTROL CERTIFICATION 29 JUN 1976				41. DATE APPROVAL		42. DATE APPROVED 29 Jun 76	

SECRET

13 IMPDET CL 97 007022

3.0 76-1572

19 MAR 1976

MEMORANDUM FOR: Deputy Director for Operations

SUBJECT : Appointment of Mr. Thomas J. Keenan as Chief, Mexico and Central America Branch

1. The appointment of Mr. Thomas J. Keenan as Chief of our Mexico and Central America Branch, a GS-15 position, effective in June 1976 is recommended. Mr. Keenan would replace Mr. Jack F. Mathews who is presently Chief, Mexico Branch.
2. Mr. Keenan has been an employee of the Agency since May 1957, and is currently attending the Army War College. His biographic profile and two most recent fitness reports are attached.

*R. S. Sampson*  
 Richard S. Sampson  
 Chief  
 Latin America Division

Attachments  
 Biographic Profile  
 Fitness Reports  
 Photograph

The recommendation in paragraph 1 is ( )APPROVED

*Daniel H. Kelly*  
 Deputy Director for Operations

*27 March 1976*  
 Date

E2 IMPDET  
 CL BY 055762

144  
153-95  
D - NO STATE(S)

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(When Filled In)

DDF REQUEST FOR PERSONNEL ACTION						DATE PREPARED 30 December 1974	
1. SERIAL NUMBER 026090		2. NAME (Last-First-Middle) Keenan, Thomas J.					
3. NATURE OF PERSONNEL ACTION Change of Functional Category				4. EFFECTIVE DATE REQUESTED 01/02/75		5. CATEGORY OF EMPLOYMENT Regular	
6. FUNDS		7. PAY AND RISK		8. LEGAL AUTHORITY (Complied by Office of Personnel)			
V TO V O TO V		V TO O X O TO O		5135 0984 C001			
9. ORGANIZATIONAL DESIGNATIONS DDO/LA Division Foreign Field Kingston, Jamaica Station				10. LOCATION OF STATION Kingston, Jamaica			
11. POSITION TITLE Chief of Station				12. POSITION NUMBER 0660		13. CAREER SERVICE DESIGNATION DQB	
14. CLASSIFICATION SCHEDULE (GS, US, etc.) GS		15. OCCUPATIONAL SERIES 0136.05		16. GRADE AND STEP 15 2		17. SALARY OR RATE \$ 30,812.	
18. REMARKS *Kingston, Jamaica							
18A. SIGNATURE OF REQUESTING OFFICIAL H. J. Berthold, C/As/Pers				DATE SIGNED 30 Dec 74		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER E. W. ...	
						DATE SIGNED 12/31/74	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 39 10		20. OFFICE CODING NUMERIC ALPHABETIC 5 1575 LA		21. STATION CODE 37043		22. INITIALS CODE 5	
23. DATE OF BIRTH MO DA YR 06 29 50		24. DATE OF GRADE MO DA YR		25. DATE OF LEI MO DA YR		26. SECURITY REG. NO.	
27. SPECIAL REFERENCE S-1		28. RETIREMENT DATA CODE		29. SEPARATION DATA CODE		30. CORRECTION/AMENDATION DATA EOD DATA	
31. VET PREFERENCE CODE		32. SERV. COMP. DATA MO DA YR		33. LEAVE CAT. CODE		34. CARRIER CATEGORY CODE	
35. FEDERAL EMP. DATA CODE		36. FEEL HEALTH INSURANCE CODE		37. SOCIAL SECURITY NO.			
38. PERSONNEL SIMILAR EMPLOYMENT SERVICE CODE		39. LEAVE CAT. CODE		40. FEDERAL EMP. DATA CODE		41. STATUS (AE/RETS) CODE	
42. POSITION CONTROL CERTIFICATION CIV. ...		43. APPROVAL ...		44. APPROVAL ...		45. APPROVAL ...	

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FORM 1001-101 (1-74)

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(When Filled In)

# REQUEST FOR PERSONNEL ACTION

DATE PREPARED

22 May 1974

SYMBOL NUMBER 1. NAME (Last-First-Initial)

026090 Keenan, Thomas John

2. NATURE OF PERSONNEL ACTION

Promotion

4. EFFECTIVE DATE REQUESTED

MONTH DAY YEAR  
05 26 74

3. CATEGORY OF EMPLOYMENT

Regular

4. RANGE



V TO V

V TO G

G TO V

G TO G

X

7. PAY AND NSCA

4135-0984 0001

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS

DDO/WH Division  
Foreign Field  
Branch 7- Kingston, Jamaica Station

10. LOCATION OF OFFICIAL STATION

Kingston, Jamaica

Chief of Station

(14)

12. POSITION NUMBER  
0660

13. CAREER SERVICE DESIGNATION  
D

14. CLASSIFICATION SCHEDULE (GS, LE, etc.)

GS

15. OCCUPATIONAL SERIES  
0136-05

16. GRADE AND STEP  
15 2

17. SALARY OR RATE  
29,205

18. REMARKS

From GS - 14/4

Home Base WH

PRA in accordance with (1) (d)  
NTE two years Kingston, Jamaica

19A. SIGNATURE OF REQUESTING OFFICIAL

DATE SIGNED

19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

DATE SIGNED

H. L. Berthold, C/WH/Pers 22 May 74 Paul B. Bratman 22 MAY 1974

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES	22. STATION CODE	23. INTEGRAL CODE	24. ROOTS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	51875 WH	37043		3	06 29 130	05 16 74	05 126 74
28. INT. CODES	29. SPECIAL EXPERIENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY RES. 60	34. SER.	EOD DATA	
05 125 76	RY							
35. INT. PREFERENCE	36. NEW EMP. DATE	37. LOSS EMP. DATE	38. CAREER CATEGORY	39. FEELI/HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
41. PERSON CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT.	43. FEDERAL TAX DATA	44. STATE TAX DATA					
45. POSITION CONTROL CERTIFICATION			46. O.P. APPROVAL			DATE APPROVED		
5-23-74/16			R. L. Keenan			24 May 74		

FORM 1132

USE PREVIOUS EDITION

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CLASSIFIED BY 01-0112

FORM 1132

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EYES ONLY

13

MEMORANDUM FOR: Deputy Director for Operations

SUBJECT: Recommendation for Promotion to Grade GS-15  
Thomas J. Keenan

1. WH Division recommends that Mr. Thomas J. Keenan be promoted to GS-15.

2. Mr. Keenan has been serving as COS, Kingston since October 1973. He was selected for this important position as a result of the high level of performance turned in by him in his previous field tour as Deputy Chief of Station, Lima. In Kingston he has inherited a Station in which, because of circumstances beyond control of Agency personnel, the incumbent faces enormous operational and circumstantial difficulties. The Ambassador was declared persona-non-grata last summer and concomitantly both the attitude of the local security services with which we conduct liaison and the attitude of Jamaican personalities of import has become increasingly hostile. Mr. Keenan thus faces a great challenge in rebuilding operational activities practically from scratch. In spite of the short time in which he has been in place he is off to a promising start and has already demonstrated the qualities of leadership and imagination which we expected of him. He has shown soundness in directing his two subordinate officers and in counseling them on how to achieve desired objectives in specific operational situations. He has likewise maintained excellent relations with the acting principal officer who in turn has shown himself to be a strong supporter of the Station's efforts.

3. It is noteworthy that Mr. Keenan has been able to maintain the Station's morale at an acceptable level in the face of the extremely difficult law and order situation in Kingston where personnel must live in constant daily fear for the well-being of their dependents.

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023345

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EYES ONLY

6. This Division believes that the performance of Mr. Keenan in this initial period of his first experience as Chief of Station amply justifies the confidence and trust placed in him when he was chosen to occupy that position.

  
David A. Phillips  
Chief  
Western Hemisphere Division

2  
SECRET  
EYES ONLY

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(When Filled In)

# REQUEST FOR PERSONNEL ACTION

DATE PREPARED  
31 July 1973

G  
59

1. SERIAL NUMBER: 026090  
2. NAME (Last, First - Middle): KEENAN, THOMAS JOHN

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT  
4. EFFECTIVE DATE PROMISED: MONTH 09, DAY 15, YEAR 73  
5. CATEGORY OF EMPLOYMENT: REGULAR

6. PAY AND HQCA: 4135.0984 (000)  
7. LEGAL AUTHORITY (Complied by Office of Personnel):

8. ORGANIZATIONAL DESIGNATION: DDO/WH DIVISION  
FOREIGN FIELD  
BRANCH 7-KINGSTON, JAMAICA STATION  
9. LOCATION OF OFFICE STATION: KINGSTON, JAMAICA

10. POSITION TITLE: CHIEF OF STATION (14)  
11. POSITION NUMBER: 028888 0660  
12. CAREER SERVICE DESIGNATION: 0

13. CLASSIFICATION SYMBOL (GS, LB, etc.): GS  
14. OCCUPATIONAL SERIES: 0136.05  
15. GRADE AND STEP: 14 34  
16. SALARY OR RATE: 1,246.28 - 26.671

17. REMARKS:  
FROM: DDO/WH/BR-37DCOS, PERU STATION  
HOME BASE: WH  
*\* Salary Bank*  
1 - Security  
1 - Finance

18A. SIGNATURE OF REQUESTING OFFICIAL: H.E. BERTHOLD, C/WH/PERS  
DATE SIGNED: 10/31/73  
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [Signature]  
DATE SIGNED: 10/30/73

SPACE BELOW FOR EXCLUSIVELY USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES NUMBER ALPHABETIC	22. STATION CODE	23. INTEREST CODE	24. NO. OF SPTS CODE	25. DATE OF SPTS MO DA YR	26. DATE OF SPTS MO DA YR	27. DATE OF LIT MO DA YR
37	04	518514	157043	3	06	18	130	
28. SPT CODES MO DA YR	29. SPTS CODES MO DA YR	30. ATTENDANCE DATA	31. SEPARATION DATA CODE	32. CREDITED (REGULATION) DATA	33. SECURITY (REGULATION) DATA	34. SECURITY (REGULATION) DATA	35. SECURITY (REGULATION) DATA	36. SECURITY (REGULATION) DATA
37. SPT NUMBER	38. SPT CODE	39. SPT DATE	40. SPT DATE	41. SPT DATE	42. SPT DATE	43. SPT DATE	44. SPT DATE	45. SPT DATE
46. SPT NUMBER	47. SPT CODE	48. SPT DATE	49. SPT DATE	50. SPT DATE	51. SPT DATE	52. SPT DATE	53. SPT DATE	54. SPT DATE

41. POSITION CONTROL OFFICER: [Signature]  
42. DATE APPROVED: 10/31/73  
43. DATE APPROVED: 10/30/73

1132

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CLASSIFIED BY: [ ]

[ ]

SECRET

1. NAME (Last, First, Middle) <b>, Thomas J.</b>		2. DATE OF BIRTH <b>29 June 1930</b>	3. GRADE <b>GS-14</b>
4. OFFICE DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) <b>WH/ Lima</b>		5. PRESENT POSITION	6. EMPLOYEE EXTENSION <b>6815</b>
7. PROPOSED STATION <b>WH/ Kingston, Jamaica</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>COS 0660 GS-14</b>	
9. TYPE OF COVER AT NEW STATION		10. ESTIMATED DATE OF DEPARTURE <b>1 Sept 1973</b>	11. NO. OF DEPENDENTS TO ACCOMPANY <b>Seven</b>
12. COMMENTS			
<i>Paul Bartman</i>			
13. DATE OF REQUEST <b>26 July 1973</b>	14. SIGNATURE OF REQUESTING OFFICIAL <i>JG Torres</i> <b>JG TORRES</b>	15. ROOM NUMBER AND BUILDING <b>3D5317</b>	16. EXTENSION <b>6815</b>
17. OFFICE OF MEDICAL SERVICES DISPOSITION			
18. OFFICE OF SECURITY DISPOSITION			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION			
<b>25 OCT 1973</b>			
QUALIFIED FOR PROPOSED ASSIGNMENT OVERSEAS <i>J. E. [Signature]</i> Chairman, Overseas Candidate Review Panel			
<b>REQUEST FOR PCS OVERSEAS EVALUATION</b>			



SECRET

Executive Registry  
673-48000

73-4127

26 JUL 1973

**MEMORANDUM FOR:** Director of Central Intelligence  
**THROUGH :** Deputy Director for Operations  
**SUBJECT :** Appointment of Mr. Thomas J. Keenan  
as Chief of Station, Kingston, Jamaica

1. The appointment of Mr. Thomas J. Keenan, GS-14, as Chief of Station, Kingston, Jamaica, a GS-14 position, effective on or about 1 September 1973, is recommended.

2. Mr. Keenan has been an employee of the Agency since May 1957, and is presently assigned as Deputy Chief of Station, Lima, Peru, a GS-15 position. He has also served overseas in Mexico City and Bogota. A biographic profile, including information regarding his Agency experience and training, and the two most recent fitness reports are attached. There is no foreign language requirement for assignment to Kingston.

*James E. Flannery*  
David A. Phillips  
Chief,  
Western Hemisphere Division

Attachments  
Biographic Profile (Parts 1 & 2)  
Fitness Reports  
Photograph

SECRET

SECRET

SUBJECT : Appointment of Mr. Thomas J. Keenan  
as Chief of Station, Kingston, Jamaica

The recommendation in paragraph 1 is  APPROVED  DISAPPROVED

William E. Nelson  
Deputy Director for Operations

31 July 1973  
Date

The recommendation in paragraph 1 is  APPROVED  DISAPPROVED:

Kevin Wallis  
Acting Director of Central Intelligence

3 Aug 1973  
Date

SECRET

14-00000  
LIMITED OFFICIAL USE

THE WHITE HOUSE

WASHINGTON

*Keenan, Thomas J.*

June 12, 1972

MEMORANDUM FOR JIM LUDLUM

SUBJECT: COURTESIES EXTENDED BY CIA PERSONNEL  
DURING MY RECENT TRIP TO LATIN AMERICA

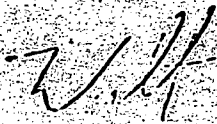
I want to thank you most sincerely for the courtesies extended by your Station Chiefs and other personnel during my recent visit to Latin America.

Without exception, your people were most gracious and helpful.

They were also forthright with respect to both their activities and their problems in dealing with the narcotics target.

It was quite apparent that you and Ted Shackley have succeeded in conveying to the field the message about what the Agency is supposed to be doing in the drug field.

If the appropriate occasion should arise, I would appreciate your conveying my appreciation to Messrs. Horton, Kiyonaga, Reife, Keenan, Thayer, Dickens and [redacted]



Walter C. Minnick

LIMITED OFFICIAL USE

**SECRET**  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED		
1. SERIAL NUMBER <b>026090</b>				2. NAME (Last-First-Middle) <b>KEENAN, THOMAS J.</b>				
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT (CORRECTION)</b>			4. EFFECTIVE DATE REQUESTED MO: <b>09</b> DAY: <b>30</b> YEAR: <b>71</b>		5. CATEGORY OF EMPLOYING <b>REGULAR</b>			
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE <b>2135 1084</b>		8. LEGAL AUTHORITY (Complied by Office of Personnel)				
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION</b>				10. LOCATION OF OFFICIAL STATION <b>LIMA, PERU</b>				
11. POSITION TITLE <b>OPS OFFICER/DCOS</b>			12. POSITION NUMBER <b>0135</b>		13. CAREER SERVICE DESIGNATION <b>D</b>			
14. CLASSIFICATION ABBREVIATION (GS, LB, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>0136.01</b>		16. GRADE AND STEP <b>14 2</b>		17. SALARY OR RATE <b>\$ 21509</b>		
18. REMARKS <p align="right"><b>HB WH</b></p> <p><b>This action to correct Item 11 to Read Ops Officer/DCOS</b></p>								
19. SIGNATURE OF REQUESTING OFFICIAL <i>Henry L. Berthold</i>				DATE SIGNED <b>5 Nov 71</b>		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Bugary W. Smith</i>		
				DATE SIGNED <b>11 Nov 71</b>				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
21. ACTION CODE <b>58</b>	22. EMPLOY CODE <b>10</b>	23. OFFICE CODES NUMERIC: <b>51760</b> ALPHABETIC: <b>WH</b>	24. STATION CODE <b>WH</b>	25. INTERAGENCY CODE	26. HOURS CODE <b>3</b>	27. DATE OF BIRTH MO: <b>06</b> DAY: <b>29</b> YEAR: <b>30</b>	28. DATE OF GRADE MO: DA: YE:	29. DATE OF LET MO: DA: YE:
30. MTE EXPRES MO: DA: YE:	31. SPECIAL REFERENCE	32. RETIREMENT DATA CODE	33. SEPARATION DATA CODE	34. CORRECTION/CANCELLATION DATA TYPE: <b>37</b> MO: <b>07</b> DAY: <b>30</b> YEAR: <b>71</b>	35. SECURITY RISK NO.		36. SEX	
37. VET PREFERENCE CODE	38. SERV. COMP. DATE MO: DA: YE:	39. LOGS. COMP. DATE MO: DA: YE:	40. CAREER CATEGORY CODE	41. LEGAL/HEALTH INSURANCE CODE		42. SOCIAL SECURITY NO.		
43. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE			44. LEAVE CAT CODE	45. FEDERAL TAX DATA FORM EXECUTED CODE		46. STATE TAX DATA FORM EXECUTED CODE		
47. POSITION CONTROL CERTIFICATION <b>11-10-71</b>				48. O/P APPROVAL <i>R. Smith</i>		49. DATE APPROVED <b>11-17-71</b>		

FORM 1152 USE PREVIOUS EDITION

**SECRET**

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 026090				NAME (Last-First-Initial) KEENAN, THOMAS J.		13 October 1971	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 30 71		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FINES Y TO Y N TO O O TO Y X O TO O				7. FINANCIAL ANALYSIS NO. CHARGEABLE 2135 1084		8. LEGAL AUTHORITY (Complied by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DBP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION				10. LOCATION OF OFFICIAL STATION LIMA, PERU			
11. POSITION TITLE OPS OFFICER (14)				12. POSITION NUMBER 0135		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, FS, etc.)		15. OCCUPATIONAL SERIES 0136-01		16. GRADE AND STEP 14 2		17. SALARY OR RATE \$21,509	
18. REMARKS From: DDP/WH/FF/Bogota, Colombia Station *HB WH Approved 259a attached * Bogota, Colombia Via Charles Dickens Remarks regarding language requirements on 259a 2 Security 1 Payroll Ops Officer occupying an Ops Officer position DC position							
19. SIGNATURE OF REQUESTING OFFICIAL Henry L. Berthold				DATE SIGNED 13 Oct 71		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER R. D. [Signature]	
				DATE SIGNED R.O. 71			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. ACTION CODE 37	22. EMPLOY CODE 10	23. OFFICE CODES NUMERIC ALPHABETIC 2051160 WH	24. STATION CODE 57N95	25. INTEGRAL CODE	26. DUTIES CODE 3	27. DATE OF BIRTH MO DA YR 06 29 30	28. DATE OF GRADE MO DA YR
29. DATE OF LEI MO DA YR	30. SPECIAL REFERENCE	31. PREFERENCE DATA CLASS CODE	32. SEPARATION DATA DATE CODE	33. CORRECTION/CANCELLATION DATA TYPE MO DA YR	34. SECURITY REG. NO.		35. SEC
36. VET. PREFERENCE CODE 0-0000 1-1 PR 2-10 YR	37. SERV. CORP. DATA MO DA YR	38. LONG. CORP. DATA MO DA YR	39. CAREER CATEGORY EMP. TYP. PROP. TYP.	40. FEELI/HEALTH/INSURANCE CODE 0-WET/VEE 1-1 PR 2-REG/OPT 3-UNRELIABLE	41. SOCIAL SECURITY NO.		
42. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO SERVIC. 70-76 2-SERVIC. 77-83 (15, 16, 17, 18, 19, 20) 3-SERVIC. 84-90 (21, 22, 23, 24, 25)		43. LEAVE CAT. CODE	44. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		45. STATE TAX DATA FORM EXECUTED CODE NO. TAX STATE CODE		
46. POSITION CONTROL CERTIFICATION				47. OP APPROVAL R. D. [Signature]		DATE APPROVED 10/15/71	

53

6 53

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

**SECRET**

1. NAME (Last, First, Middle) <b>Keenan, Thomas J.</b>		2. DATE OF BIRTH <b>29 Jun 30</b>	3. GRADE <b>GS-14</b>
4. OFFICE, DIVISION, BRANCH (or overseas station and relating cover if lateral assignment) <b>DDP/WH/Bogota</b>		5. PRESENT POSITION <b>Ops Officer</b>	6. EMPLOYEE EXTENSION <b>7431</b>
7. PR. POSTO. STATION <b>Lima, Peru</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Off DCOS/0135/GS-14</b>	
9. TYPE OF COVER AT NEW STATION		10. ESTIMATED DATE OF DEPARTURE <b>Oct 71</b>	11. NO. OF DEPENDENTS TO ACCOMPANY <b>seven (7)</b>
12. COMMENTS  <p><b>Vice: Charles Dickens</b></p> <p><b>Physical will be taken in the field and results forwarded to Hqs.</b></p> <p><b>Mr. Keenan's tested Spanish language proficiency of Intermediate Reading and Elementary Speaking meets the general language requirements of the Station.</b></p> <p align="right"><i>Gregory W. Wright</i> 28 Mar 71</p>			
13. DATE OF REQUEST <b>19 Mar 71</b>	14. SIGNATURE OF REQUESTING OFFICIAL <i>Joan Wright</i> <b>Joan Wright</b>	15. ROOM NUMBER AND BUILDING <b>3D 5309 Hqs</b>	16. EXTENSION <b>7431</b>
17. OFFICE OF MEDICAL SERVICES DISPOSITION			
18. OFFICE OF SECURITY DISPOSITION			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION  <p align="center"><b>17 MAY 71</b></p> <p align="center"><b>QUALIFIED FOR PROGRESS OVERSEAS</b></p> <p align="center"><b>FRANK E. L...</b></p> <p align="center">Chairman</p>			
REQUEST FOR PCS OVERSEAS EVALUATION			

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED							
1. SERIAL NUMBER 026090		2. NAME (Last-First-Middle) KEENAN, THOMAS J.								25 January 1971							
3. NATURE OF PERSONNEL ACTION REASSIGNMENT					4. EFFECTIVE DATE REQUESTED MONTH: 02 DAY: 07 YEAR: 71			5. CATEGORY OF EMPLOYMENT REGULAR									
6. PAGES		7. TO V		8. TO O		9. FINANCIAL ANALYSIS NO. CHARGEABLE 1135 0834		10. LEGAL AUTHORITY (Complied by Office of Personnel)									
11. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION					12. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA												
13. POSITION TITLE OPS OFFICER					14. POSITION NUMBER 1792		15. CAREER SERVICE DESIGNATION D										
16. CLASSIFICATION SCHEDULE (GS, LB, WF)			17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE										
GS			0136.01		14 1		\$ 20,815										
20. REMARKS * Regular (Promotion) FROM: #0327  <i>Language requirements for unit have been met.</i>																	
21A. SIGNATURE OF REQUESTING OFFICIAL Henry L. Borthold				21B. DATE SIGNED 25 Jan 71		22A. SIGNATURE OF CAREER SERVICE APPROVING OFFICER W. J. ...				22B. DATE SIGNED 1-27-71							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
23. ACTION CODE		24. EMPLOY CODE		25. OFFICE CODES NUMERIC ALPHABETIC		26. STATION CODE		27. INTEREST CODE		28. ROOMS CODE		29. DATE OF BIRTH		30. DATE OF GRADE		31. DATE OF LEI	
32. DATE OF LEI		33. SPECIAL EMPLOYMENT		34. RETIREMENT DATA		35. SEPARATION DATA (GS)		36. CORRECTION/ILLUSTRATION DATA		37. SECURITY REG. NO.		38. SEX					
39. VET PREFERENCE		40. CIVIL COMP. DATE		41. LONG. COMP. DATE		42. CAREER CATEGORY		43. LEGAL HEALTH INSURANCE		44. SOCIAL SECURITY NO.							
45. FEDERAL CITIZENSHIP SERVICE				46. LEAVE (CA)		47. FEDERAL TAX DATA		48. STATE TAX DATA									
49. POSITION CONTROL CLASSIFICATION				50. OF APPROVAL E. B. ...				51. DATE APPROVED 1-29-71									

14-00000

SECRET

1-0763

23 FEB 1971

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT: Appointment of Mr. Thomas J. Keenan, GS-14,  
as Deputy Chief of Station, Lima, Peru

1. The appointment of Mr. Thomas J. Keenan, GS-14, as Deputy Chief of Station, Lima, Peru, effective on or about 15 October 1971, is recommended. Mr. Keenan would replace Mr. Charles B. Dickens.
2. Mr. Keenan has been an employee of the Agency since May 1957. He is currently assigned as an operations officer in Bogota. Mr. Keenan has also served a tour in Mexico City. He has an excellent command of the Spanish language.
3. A biographic profile, including information concerning his Agency experience and training, is attached.

*William V. Broe*  
William V. Broe  
Chief  
Western Hemisphere Division

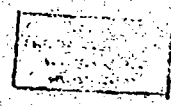
1 Attachment  
Biographic Profile (Parts 1 & 2)

The recommendation in paragraph is APPROVED:

*T. J. Keenan*  
Deputy Director for Plans

*23 Feb 71*  
Date

SECRET





SECRET

(When filled in)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

23 July 1970

G  
53

1. SERIAL NUMBER 026090	2. NAME (Last-First-Middle) Keenan, Thomas J.
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3. NATURE OF PERSONNEL ACTION Promotion	4. EFFECTIVE DATE REQUESTED MONTH: 07, DAY: 26, YEAR: 70	5. CATEGORY OF EMPLOYMENT Regular
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6. PLACES V 10 V O 10 V X O 10 O	7. FINANCIAL ANALYSIS NO. CRAFTSMAN #135-0834	8. LEGAL AUTHORITY (Completed by Office of Personnel)
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9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION	10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA
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11. POSITION TITLE OPS OFFICER	12. POSITION NUMBER (13) 0327	13. CAREER SERVICE DESIGNATION D
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14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 14 1	17. SALARY PER RATE \$ 19,643
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18. REMARKS  
FROM: GS-13 step 4 \$18,437  
*in accordance with HR 20-17e(1)a*  
*Bogota, Colombia*  
H6 WH

18A. SIGNATURE OF REQUESTING OFFICER HENRY L. BERTHOLD C/WH/Pers	DATE SIGNED 7/23/70	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>	DATE SIGNED 7-24
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SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC: 1700, ALPHABETIC: WH	22. STATION CODE 15605	23. ENCLAVE	24. ROOTS CODE 3	25. DATE OF BIRTH MO: 06, DA: 29, YR: 30	26. DATE OF GRADE MO: 07, DA: 26, YR: 70	27. DATE OF LEI MO: 07, DA: 26, YR: 70
28. NTE EXPIRES MO: 07, DA: 25, YR: 72	29. VETICAL REFERENCE 81	30. RETIREMENT DATA COON	31. SEPARATION DATA CODE	32. LOBBYING CANCELLATION DATA EOD DATA	33. SECURITY REG NO	34. SEX		
35. VET PREFERENCE CODE 1-1 PT	36. LEAF LEAF DATE MO: , DA: , YR:	37. LONG CORP DATE MO: , DA: , YR:	38. CAREER CATEGORY CAR RISE: , PROJ: STEP	39. FEDERAL HEALTH INSURANCE CODE: , PLAN: , HEALTH INS. CODE	40. SOCIAL SECURITY NO.			
41. PREVIOUS (1) OR PRESENT (2) OFFICE CODE: 1- NO PREVIOUS SERVICE, 2- NO SERVICE SINCE 1 YEAR, 3- SERVICE SINCE 1 YEAR		42. LEAVE (CF) CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE: 1- YES, 2- NO		44. STATE TAX DATA FORM EXECUTED CODE: 1- YES, 2- NO			

45. POSITION CONTEXT CERTIFICATION	46. O P APPROVAL <i>[Signature]</i>	DATE APPROVED 7/24/70
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FORM 1152, USE PREVIOUS EDITION

SECRET

CLASSIFIED BY: [ ]  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000  
S-E-C-R-E-T  
(when filled in)

17 JUL 1967

MEMORANDUM FOR: Chief, Records and Control Division  
FROM : Executive Secretary, Honor and Merit Awards Board  
SUBJECT : Custody of Honor Award presented to  
Mr. Thomas J. Keenan

Because of security restrictions, the Honor and Merit  
Awards Board is acting as custodian of the subject's Honor Award  
and related papers listed below: Certificate of Merit

When security restrictions no longer prevail, the Awardee  
may obtain his award by calling the Executive Secretary.

*Ellin B. Glenn*

ELLIN B. GLENN

Distribution:

- Original - Subject's OP File
- 1 - C/Support Staff/WH
- 1 - HMAB Case File
- 1 - HMAB Custody File

S-E-C-R-E-T  
(when filled in)

SECRET  
(When Filled In)

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
026090	KEENAN	J. Thomas	J

INSTRUCTIONS  
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (000-0000). REPORT DATES BY USING THE NUMBER FOR THE MONTH AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 98, REVISED.

ARRIVAL O/S						DEPARTURE O/S						TYPE OF DATA	O/P USE ONLY		COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	2 - CORRECTION	3 - CANCELLATION	27	28-30	40-42					
06	28	67							1		Colombia	150				

ARRIVAL O/S						DEPARTURE O/S						TYPE OF DATA	O/P USE ONLY		AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - TDY (Basic)	2 - CORRECTION	3 - CANCELLATION	27	28-30	40-42					

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. FD 02253	DOCUMENT DATE/PERIOD 30 June 1967
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REMARKS

PREPARED BY BCD	REPORT ANNOTATED TO CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION, CTRB	DATE 6/30/67	SIGNATURE Gordon R. Stanton

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER.

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

14 JUNE 67

1. SERIAL NUMBER 026090		2. NAME (Last - First - Middle) KEENAN, THOMAS J.	
3. NATURE OF PERSONNEL ACTION PROMOTION (CORRECTION)			4. EFFECTIVE DATE REQUESTED 05 21 67
5. CATEGORY OF EMPLOYMENT REGULAR			6. FINANCIAL ANALYSIS NO CHARGEABLE 7135-0834
7. LEGAL AUTHORITY (Completed by Office of Personnel)		8. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION	
9. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA		10. POSITION TITLE OPS OFFICER	
11. POSITION NUMBER 0327		12. CAREER SERVICE DESIGNATION D	
13. EVALUATION SCHEDULE (GS, PA, etc.) GS		14. OCCUPATIONAL SERIES 0136.01	15. GRADE AND STEP 13 1
16. REMARKS FROM: SAME. ADDITION OF INTEGRATED INFO.			
17. SIGNATURE OF REQUESTING OFFICIAL <i>Robert D. Cashman</i> Robert D. Cashman C/WH/Per		18. DATE SIGNED 14 June	19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Robert D. Cashman</i>
20. DATE SIGNED 14 June 67			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
21. ACTION CODE	22. EMPLOY CODE	23. OFFICE CODES NUMERIC ALPHABETIC	24. STATION CODE
25. INTGRL CODE	26. MONTHS CODE	27. DATE OF BIRTH MO. DA. YR. 06 29 30	28. DATE OF GRADE MO. DA. YR.
29. DATE OF LBI MO. DA. YR.	30. NTE EXP. REF. MO. DA. YR.	31. SPECIAL REFERENCE 1-CX 3-FRA 5-BOS	32. RETIREMENT DATA CODE
33. SEPARATION DATA CODE	34. COORDINATION CANCELLATION DATA	35. SECURITY REQ. NO.	36. SEX
37. VET. PREFERENCE CODE	38. SERV. COMP. DATA MO. DA. YR.	39. LOQS. COMP. DATE MO. DA. YR.	40. CAREER CATEGORY AP. REG. PROB. TEMP.
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE	44. STATE TAX DATA FORM EXECUTED CODE
45. POSITION CONTROL CERTIFICATION 06-16-67N	46. APPROVAL <i>Robert D. Cashman</i>	47. SOCIAL SECURITY NO.	48. DATE APPROVED 06-16-67

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

*C. Money*

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 026090		2. NAME (Last-First-Middle) KEENAN, THOMAS J.				10 May 67	
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE REQUESTED 05 21 67		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS		V. TO V X		V. TO C G TO C		7. FINANCIAL ANALYSIS NO CHARGEABLE 7135 0834	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION				10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA			
11. POSITION TITLE OPS OFFICER (13)				12. POSITION NUMBER 0327		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES G136.01		16. GRADE AND STEP 13 1		17. SALARY OR RATE 12,873	
18. REMARKS  FROM: GS-12 Step 3 at \$11,685 to GS-13 Step 1 at \$12,873.							
18A. SIGNATURE OF REQUESTING OFFICER <i>Robert D. Cashman</i> C/WH/Pers				DATE SIGNED 11 May		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 22		20. EMPLOY CODE 10		21. OFFICE CODING 51700 WH		22. STATION CODE 15005	
23. INTELLIGENCE CODE		24. BOOKS CODE 3		25. DATE OF BIRTH 06 29 30		26. DATE OF GRADE 05 21 67	
27. DATE OF LET 05 21 67		28. SPECIAL REFERENCE		29. RETIREMENT DATA		30. SEPARATION DATA CODE	
31. CORRECTION CANCELLATION DATA		32. SECURITY REQ. NO.		33. SEX		34. SOCIAL SECURITY NO.	
35. VET. PREFERENCE		36. SEV. COMB. DATA		37. LONG. COMB. DATA		38. CAREER CATEGORY	
39. FEDERAL EMP. DATA		40. STATE EMP. DATA		41. PREVIOUS GOVERNMENT SERVICE		42. LEAVE CAT.	
43. POSITION CONTROL CERTIFICATION		44. O.P. APPROVAL		45. DATE APPROVED		46. SOCIAL SECURITY NO.	

GS

14-00000

YLR

**SECRET**

Supplement to Staff Employee Personnel

Action for [redacted] Mr. Thomas J. Keenan

Effective May 3, 1967

The purpose of this memorandum is to call your attention to existing policies which are particularly material to you while you are [redacted] and to set forth certain rights and obligations which are incident to your status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of GS-12 at \$11,685 per annum, you will accept [redacted] employment with another instrumentality of the Government (hereinafter referred to as [redacted]) effective as of May 3, 1967. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your [redacted], in order to appear as a conventional member of that establishment. Your appointment to your [redacted] is being effected at [redacted] and salary of \$11,685 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid [redacted].

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your [redacted] organization. Currently, your prescribed tour consists of a period of two years from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your [redacted]. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty, you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

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3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consistent with your cover designation, will normally be at the direction of your cover facility. Each travel will be accomplished in conformance with applicable regulations of your [redacted] except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and (except as provided in paragraph three (3) above) allowances paid by your [redacted] shall be retained by you to the extent that they are less than or equal to the salary and allowance payments due on the basis of your grade level with this organization. If such cover payments are less than the amount due, the difference will be credited to your payroll account with this organization. If such [redacted] payments exceed the amount due, the overage will be remitted to this organization at designated intervals, presently [redacted]. Computations hereunder will be made on the basis of the aggregate gross due and received provided, however, that in computing remittances for overage Federal and, if applicable, District of Columbia income taxes withheld by [redacted] against the overage may be deducted. To assure timely accuracy in your payroll account with this organization you are expected to immediately report [redacted] payroll changes.

5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your [redacted] and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security of your [redacted]

a. Upon [redacted] into your [redacted] you will continue to be covered by the provisions of the Civil Service Retirement Act, as amended, and at your personal expense you will be subject to payroll deductions for retirement purposes (now six and one-half per cent) on the basis of your cover salary or your salary from this organization, whichever is the greater.

b. If you receive taxable income from both your [redacted] and this organization, necessary adjustments for Federal, and if applicable, District of Columbia income tax purposes will be made in conformance with instructions received from this organization.

c. Consistent with [redacted] you will continue to be responsible for compliance with the rules and regulations of this organization.

d. You are not assured upon the completion of your period of duty with your [redacted] of any status with your cover based on your services performed with that organization at the request of this organization.

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5. All annual and sick leave which is accrued to your credit at the time of [redacted] will be transferred to your [redacted] while [redacted] you will be permitted annual leave, sick leave, home leave, and leave without pay in accordance with the regulations of your [redacted] in lieu of the leave benefits of this organization. Upon completion of your [redacted] your accrued annual and sick leave will be transferred to your credit with this organization. If security conditions require that your [redacted] make a lump-sum payment for accrued annual leave, you will be required to pay the gross amount thereof to this organization including any income taxes withheld by your [redacted]

6. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 23 June 1948, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

UNITED STATES GOVERNMENT

*J. J. Champion*  
 BY J. J. Champion  
 Personnel Office

ACCEPTED:

*[Signature]*



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(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1 SERIAL NUMBER 026000						2 NAME (Last-First-Middle) KELMAN, THOMAS J.	
3 NATURE OF PERSONNEL ACTION				4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR MAY 03 67		5 CATEGORY OF EMPLOYMENT REGULAR	
6 FUNDS		7 FINANCIAL ANALYSIS NO. CHARACTERS 7135 0834		8 LEGAL AUTHORITY (Completed by Office of Personnel)			
9 ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION				10 LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA			
11 POSITION TITLE CRIMINAL OFFICER				12 POSITION NUMBER 0327		13 CAREER SERVICE DESIGNATION D	
14 CLASSIFICATION (GRADE) (GS, LR, etc.) GS		15 OCCUPATIONAL SERIES 0136.01		16 GRADE AND STEP 12 3		17 SALARY OR RATE \$ 11,685	
18 REMARKS <p><i>All</i> SICK AND <i>All</i> HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE</p> <p>MARITAL STATUS: MARRIED</p> <p>DAU DOB [REDACTED] DAU DOB [REDACTED]</p> <p>DAU DOB [REDACTED] DAU DOB [REDACTED]</p> <p>SON DOB [REDACTED]</p> <p>DAU DOB [REDACTED]</p>							
19A SIGNATURE OF REQUESTING OFFICIAL [Signature]				19B DATE SIGNED 013		19C SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
19D DATE SIGNED 25/67							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19 ACTION CODE 55		20 EMPLOY CODE 10		21 OFFICE LOADING 51700 WH 15005		22 STATUS CODE 15005	
23 INTELL CODE 3		24 ROOTS CODE 06/29/30		25 DATE OF BIRTH MO DA YR		26 DATE OF GRAD MO DA YR	
27 DATE OF LD MO DA YR		28 SPECIAL ASSIGNMENT		29 SITUATION DATA		30 SEPARATION DATA CODE	
31 CORRECTION, CANCELLATION DATA		32 SECURITY REG NO		33 SECURITY REG NO		34 SET	
35 VET PENDING		36 MR. COMP DATE		37 LONG COMP DATE		38 CAREER CATEGORY	
39 SOCIAL SECURITY NO		40 MR. HEALTH INSTANT		41 HEALTH CODE		42 SOCIAL SECURITY NO	
43 PREVIOUS CIVILIAN GOVERNMENT SERVICE		44 LEAVE BAL		45 LEAVE BAL		46 TAX DATA	
47 POSITION CONTROL CERTIFICATE		48 CP APPROVAL		49 DATE APPROVED		50 DATE APPROVED	
[Signature]		[Signature]		[Signature]		25/67	

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FORM 1157-1 (Rev. 1-67)

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1. NAME (Last, First, Middle) <b>Keenan, Thomas John</b>		2. DATE OF BIRTH <b>29 June 1930</b>	3. GRADE <b>GS-12</b>
4. OFFICE, DIVISION, BRANCH (or overseas station and reporting center if lateral assignment) <b>DDP/WH/CA</b>		5. PRESENT POSITION <b>Ops Officer</b>	6. EMPLOYEE EXTENSION <b>6815</b>
7. PROPOSED STATION <b>Bogota, Colombia</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Officer/0327/GS-13</b>	
9. TYPE OF COVER AT NEW STATION  		10. ESTIMATED DATE OF DEPARTURE <b>May 1967</b>	11. NO. OF DEPENDENTS TO ACCOMPANY <b>Seven (7)</b>
12. COMMENTS <b>Form 89 is attached.</b>			
13. DATE OF REQUEST <b>13 February 67</b>		14. SIGNATURE OF REQUESTING OFFICIAL <i>Kenneth L. Wambold</i> <b>Kenneth L. Wambold</b>	15. ROOM NUMBER AND BUILDING <b>3 D 5309</b>
16. EXTENSION <b>6815</b>			
17. OFFICE OF MEDICAL SERVICES DISPOSITION			
18. OFFICE OF SECURITY DISPOSITION			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION  <i>Chairman, [unclear]</i> <i>[unclear]</i> <i>[unclear]</i>			
<b>REQUEST FOR PCS OVERSEAS EVALUATION</b>			



SECRET

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 026090		2. NAME (Last-First-Middle) KEENAN, THOMAS J.				24 APRIL 67	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 07 67		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS V TO V O TO V		XX V TO O O TO O		7. FINANCIAL ANALYSIS NO. (MANDATORY) 7135-0834		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION				10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA			
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0327		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 12 3		17. SALARY OF RATE \$ 11,685	
18. REMARKS FROM: DDP/WH/PLANS & OPERATIONS STAFF/SECTION A/WASH. D.C./OPS OFFICER/0641/7235-0620							
19. Finance							
18A. SIGNATURE OF REQUESTING OFFICER Robert D. Cashman C/WH/Pers				DATE SIGNED 25 April		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER J. C. ...	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODES NUMERIC ALPHABETIC		22. STATION CODE	
23. INTEGRAL CODE		24. RIGHTS CODE		25. DATE OF BIRTH		26. DATE OF GRADE	
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FORM 1157 APR 1965 EDITION

CLASSIFIED BY: 15C/15D/15E/15F/15G/15H/15I/15J/15K/15L/15M/15N/15O/15P/15Q/15R/15S/15T/15U/15V/15W/15X/15Y/15Z/16A/16B/16C/16D/16E/16F/16G/16H/16I/16J/16K/16L/16M/16N/16O/16P/16Q/16R/16S/16T/16U/16V/16W/16X/16Y/16Z/17A/17B/17C/17D/17E/17F/17G/17H/17I/17J/17K/17L/17M/17N/17O/17P/17Q/17R/17S/17T/17U/17V/17W/17X/17Y/17Z/18A/18B/18C/18D/18E/18F/18G/18H/18I/18J/18K/18L/18M/18N/18O/18P/18Q/18R/18S/18T/18U/18V/18W/18X/18Y/18Z/19A/19B/19C/19D/19E/19F/19G/19H/19I/19J/19K/19L/19M/19N/19O/19P/19Q/19R/19S/19T/19U/19V/19W/19X/19Y/19Z/20A/20B/20C/20D/20E/20F/20G/20H/20I/20J/20K/20L/20M/20N/20O/20P/20Q/20R/20S/20T/20U/20V/20W/20X/20Y/20Z/21A/21B/21C/21D/21E/21F/21G/21H/21I/21J/21K/21L/21M/21N/21O/21P/21Q/21R/21S/21T/21U/21V/21W/21X/21Y/21Z/22A/22B/22C/22D/22E/22F/22G/22H/22I/22J/22K/22L/22M/22N/22O/22P/22Q/22R/22S/22T/22U/22V/22W/22X/22Y/22Z/23A/23B/23C/23D/23E/23F/23G/23H/23I/23J/23K/23L/23M/23N/23O/23P/23Q/23R/23S/23T/23U/23V/23W/23X/23Y/23Z/24A/24B/24C/24D/24E/24F/24G/24H/24I/24J/24K/24L/24M/24N/24O/24P/24Q/24R/24S/24T/24U/24V/24W/24X/24Y/24Z/25A/25B/25C/25D/25E/25F/25G/25H/25I/25J/25K/25L/25M/25N/25O/25P/25Q/25R/25S/25T/25U/25V/25W/25X/25Y/25Z/26A/26B/26C/26D/26E/26F/26G/26H/26I/26J/26K/26L/26M/26N/26O/26P/26Q/26R/26S/26T/26U/26V/26W/26X/26Y/26Z/27A/27B/27C/27D/27E/27F/27G/27H/27I/27J/27K/27L/27M/27N/27O/27P/27Q/27R/27S/27T/27U/27V/27W/27X/27Y/27Z/28A/28B/28C/28D/28E/28F/28G/28H/28I/28J/28K/28L/28M/28N/28O/28P/28Q/28R/28S/28T/28U/28V/28W/28X/28Y/28Z/29A/29B/29C/29D/29E/29F/29G/29H/29I/29J/29K/29L/29M/29N/29O/29P/29Q/29R/29S/29T/29U/29V/29W/29X/29Y/29Z/30A/30B/30C/30D/30E/30F/30G/30H/30I/30J/30K/30L/30M/30N/30O/30P/30Q/30R/30S/30T/30U/30V/30W/30X/30Y/30Z/31A/31B/31C/31D/31E/31F/31G/31H/31I/31J/31K/31L/31M/31N/31O/31P/31Q/31R/31S/31T/31U/31V/31W/31X/31Y/31Z/32A/32B/32C/32D/32E/32F/32G/32H/32I/32J/32K/32L/32M/32N/32O/32P/32Q/32R/32S/32T/32U/32V/32W/32X/32Y/32Z/33A/33B/33C/33D/33E/33F/33G/33H/33I/33J/33K/33L/33M/33N/33O/33P/33Q/33R/33S/33T/33U/33V/33W/33X/33Y/33Z/34A/34B/34C/34D/34E/34F/34G/34H/34I/34J/34K/34L/34M/34N/34O/34P/34Q/34R/34S/34T/34U/34V/34W/34X/34Y/34Z/35A/35B/35C/35D/35E/35F/35G/35H/35I/35J/35K/35L/35M/35N/35O/35P/35Q/35R/35S/35T/35U/35V/35W/35X/35Y/35Z/36A/36B/36C/36D/36E/36F/36G/36H/36I/36J/36K/36L/36M/36N/36O/36P/36Q/36R/36S/36T/36U/36V/36W/36X/36Y/36Z/37A/37B/37C/37D/37E/37F/37G/37H/37I/37J/37K/37L/37M/37N/37O/37P/37Q/37R/37S/37T/37U/37V/37W/37X/37Y/37Z/38A/38B/38C/38D/38E/38F/38G/38H/38I

YES ONLY  
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1-2 MAY 1967

1 March 1967

MEMORANDUM FOR: Secretary, CSCS Panel, Section A

SUBJECT : Recommendation for Promotion:  
Thomas J. Keenan

1. The promotion of Mr. Thomas J. Keenan to GS-13 is strongly recommended. Mr. Keenan embodies the principal qualities of the all-around operations officer. He is intelligent, perceptive and analytical. He quickly grasps the essentials of a problem. He is aggressive, very industrious, and always works effectively. His field experience consists of two tours of duty in Mexico where he began as a junior case officer and developed rapidly to the point where he was handling an extremely heavy load of important and complex cases. He operated against Soviet Bloc and related targets, ran support projects, surveillance teams, and technical operations. The experience he gained was broad in nature. Also involved was the supervision of up to [redacted] people, including other officers [redacted] and agents. Mr. Keenan himself responds extremely well to enlightened supervision and is quick to profit from the guidance of his supervisors.

2. For the past two years Mr. Keenan has worked on the FI Staff of the WH Division providing supervision and guidance for FI/CI activities of the Division. He has been most effective in this role which requires dealing on a day-to-day basis with officers, many of whom are senior to him.

3. He participated as the Number 2 man on a Headquarters Task Force supporting the President's visit to Mexico last year. His work was highly effective. Mr. Keenan demonstrated a thorough knowledge of Headquarters' procedures and an ability to get things done. Mr. Keenan will shortly be assigned as

YES ONLY  
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[redacted]

Operations Officer to Bogota, Colombia where there are targets of an increasingly serious nature requiring highly professional operational approaches.

4. Based on his experience and proven ability demonstrated by sound accomplishments as a case officer and as a Headquarters staff assistant, Mr. Keenan is regarded as having superior potential. It is recommended that he be promoted to GS-13.

*William V. Broe*

William V. Broe

Chief

Western Hemisphere Division



S-E-C-R-E-T

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

TO : Thomas Keenan

SUBJECT: TDY in the Dominican Republic

Most of you who went down to the Dominican Republic departed with so much speed and so little ceremony that there was no time to explain the importance and urgency of your assignments. Now that you have served there during the crisis, the importance of the task needs no embellishment from us, but you should know that the contribution of the augmented Station was decisive in shaping the policies and actions [redacted] and in avoiding several major mistakes. For weeks after the April revolution, our Station reporting was literally the only source of information that the United States had on the role of Communism among the rebel forces and on conditions outside the capital.

Many fine things were done in the Station and in the hinterland by all of you. [redacted]

[redacted] tolling over midnight reports, [redacted] -- all these things were commonplace. The dedication, discipline, and routine of our personnel placed them in a class apart.

To the sense of pride and accomplishment you must already feel, I want to add the gratitude and admiration of the DDP and of the Agency.



Richard Helms  
Deputy Director of Central Intelligence

S-E-C-R-E-T

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 3 DECEMBER 1964							
SERIAL NUMBER 026090		NAME (Last-First-Middle) KEENAN, THOMAS J.															
NATURE OF PERSONNEL ACTION CONVERSION FROM STATUS (CORRECTION)					EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 10 64			CATEG. OF EMPLOYMENT REGULAR									
GRADE		V TO V		V TO O		COST CENTER NO. CHARGE 5135-0990		LEGAL AUTHORITY (Complied by Office of Personnel)									
ORGANIZATIONAL DESIGNATION DIP BR BRANCH 3 MEXICO CITY, MEXICO STATION						LOCATION OF OFFICE STATION MEXICO CITY, MEXICO											
POSITION TITLE OPS OFFICER					POSITION NUMBER 0489		CAREER SERVICE DESIGNATION D										
CLASSIFICATION SYMBOL (GS, LA, etc.) GS			OCCUPATIONAL TITLE 0136-01		GRADE AND STEP 12, 1		SALARY OF RATE 10,350										
18. REMARKS CHANGE EFFECTIVE DATE TO READ: 10 OCTOBER 1964. Mexico City, Mexico																	
RECORDED BY CSPD CIC																	
19A. SIGNATURE OF REQUESTING OFFICIAL ROBERT D. CASHMAN C/ML/PERS				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODES ALPHABETIC		22. STATION CODE		23. UTILITY CODE		24. QUOTE CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
28. LEI CODES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ TO		34. LEI		EOD DATA			
35. REL. PREFERENCE		36. SERV. COMP. DATA		37. LONG. COMP. DATA		38. CAREER CATEGORY		39. FEET. HEALTH (REMARKS)		40. SOCIAL SECURITY NO.							
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.		43. FEDERAL TAX DATA		44. STATE TAX DATA									
45. FEDERAL SERVICE DATA				46. OF APPROVAL		47. FEDERAL TAX DATA		48. STATE TAX DATA									
49. POSITION CONTROL CERTIFICATION						DATE APPROVED											

USE REVERSE SIDE

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION



SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

28 OCTOBER 1964

1 SERIAL NUMBER 026090	2 NAME (Last-First-Middle) KEENAN, THOMAS J.
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3 NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS	4 EFFECTIVE DATE REQUESTED MONTH: 11   DAY: 22   YEAR: 64	5 CATEGORY OF EMPLOYMENT REGULAR
---	--	-------------------------------------

6 FUNDS V TO V C TO V	7 COST CENTER NO. CHARGE \$235-0620	8 LEGAL AUTHORITY (Complete by Office of Personnel)
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9 ORGANIZATIONAL DESIGNATION DDP WH PLANS & OPERATIONS STAFF SECTION A	10 LOCATION OF OFFICIAL STATION WASH., D. C.
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37  
G

11 POSITION TITLE OPS OFFICER	12 POSITION NUMBER 0643	13 CAREER SERVICE DESIGNATION D
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14 CLASSIFICATION SYMBOL (GS, LS, etc.) GS	15 OCCUPATIONAL SERIES 0136.01	16 GRADE AND STEP 12 1	17 SALARY OR RATE \$ 10,250
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18 REMARKS  
FROM: DDP/WH/3/0489/MEXICO CITY *Trans 470*

Security Approval Granted by Pers. SD/DS *10/30/64*  
*11/11/64*

Recorded By  
CSPD  
*[Signature]*

19 SECURITY

18A SIGNATURE OF REQUESTING OFFICIAL <i>[Signature]</i> D. CASHMAN, C/WH/PERS.	DATE SIGNED 11/4/64	18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>	DATE SIGNED 11-6-64
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SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE 16	20 EMPLOY CODE 10	21 OFFICE CODING NUMERIC: 51075 ALPHABETIC: W A	22 STATION CODE 23013	23 INTEGRER CODE	24 MOBILE CODE 1	25 DATE OF BIRTH MO: 06   DA: 29   YR: 30	26 DATE OF GRADE MO:   DA:   YR:	27 DATE OF LEI MO:   DA:   YR:	
28 WTE EMPLOY MO:   DA:   YR:	29 SPECIAL REFERENCE 1-PM 2-INC 3-UNR	30 RETIREMENT DATA CODE	31 SEPARATION DATA CODE TYPE	32 CORRECTION CANCELLATION DATA MO:   DA:   YR:	EOD DATA →			33 SECURITY REG. NO.	34 SER.
35 NET PREFERENCE CODE 1-None 2-1YR 3-2YR	36 SERV COMP DATE MO:   DA:   YR:	37 LONG COMP DATE MO:   DA:   YR:	38 CAREER CATEGORY CAS/RES PROV/TIMP	39 HEALTH INSURANCE CODE 0-None 1-YES	40 SOCIAL SECURITY NO.				
41 PREVIOUS GOVERNMENT SERVICE DATA CODE 1-NO PREVIOUS SERVICE 2-NO DATA SERVICE 3-GRANIT SERVICE (LESS THAN 3 YEARS) 4-GRANIT SERVICE (MORE THAN 3 YEARS)			42 LEAVE CAT CODE	43 FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO		44 STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO			
45 POSITION CONTRACT CERTIFICATION <i>[Signature]</i> 11/09/64				46 OFF APPROVAL <i>[Signature]</i>			47 DATE APPROVED 11-6-64		

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND  
DECLASSIFICATION

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION		DATE PREPARED 8 OCTOBER 1964	
1. FULL NUMBER 026090	2. NAME (Last-First-Middle) KEENAN, THOMAS J.		
3. NATURE OF PERSONNEL ACTION PROMOTION		4. EFFECTIVE DATE REQUESTED MONTH: 10, DAY: 25, YEAR: 64	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V C TO V X C TO C	7. COST CENTER NO. CHARGE 6135-0990	8. (FSA) AUTHORITY (Complied by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION		10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0489	13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LA, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 12 1	17. SALARY OR RATE \$10,250
18. REMARKS			
Recorded By CSPD <i>JMB</i>			
18A. SIGNATURE OF PROPOSING OFFICER <i>Robert D. Casiman</i> ROBERT D. CASIMAN C/WI/PERS		DATE SIGNED 10/8/64	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>L. P. Corbett</i>
DATE SIGNED 22 Oct 64			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 32	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC: 51700 ALPHABETIC: W/P	22. STATION CODE 45075
23. INTEGRATE CODE 3	24. ROOTS CODE 202930	25. DATE OF BIRTH MO: 10, DA: 29, YR: 30	26. DATE OF GRADE MO: , DA: , YR:
27. DATE OF LST. MO: , DA: , YR:	28. RATE EXPIRES MO: , DA: , YR:	29. SPECIAL REFERENCE 1-CK 2-FICA 3-ROSE	30. RETIREMENT DATA CODE:
31. SEPARATION DATA CODE TYPE:	32. CORRECTION/CANCELLATION DATA MO: , DA: , YR:	33. SECURITY REG. NO.	34. SER.
35. VET. PREFERENCE CODE: 0-NO P 1-1 Y 2-10 Y	36. SERV. COMP. DATE MO: , DA: , YR:	37. LONG. COMP. DATE MO: , DA: , YR:	38. CAREER CATEGORY CODE: (AE, ESE, PROV/TAMP)
39. FEDERAL TAX DATA CODE: (MO, TAR, ESE, P, G, H)	40. STATE TAX DATA CODE: (MO, TAR, ESE, P, G, H)	41. SOCIAL SECURITY NO.	42. HEALTH INS. CODE CODE: (1-YES, 2-NO)
43. PREVIOUS GOVERNMENT SERVICE DATA CODE: 0-NO PREVIOUS SERVICE 1-NO EXCEED 10 YEARS 2-EXCEED 10 YEARS (LESS THAN 3 YEARS) 3-EXCEED 10 YEARS (MORE THAN 3 YEARS)	44. LEAVE CAT. CODE	45. FEDERAL TAX DATA FORM EXECUTED CODE: 1-YES, 2-NO	46. STATE TAX DATA FORM EXECUTED CODE: 1-YES, 2-NO
47. POSITION CONTROL CERTIFICATION <i>W. Kearney 10/23/64</i>		48. O.P. APPROVAL <i>L. P. Corbett</i>	DATE APPROVED 22 Oct 64

FORM 1152 USE PREVIOUS EDITION 6-63

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(R Ac: 1, 11, 12, 16)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 SEPTEMBER 1964

1. SERIAL NUMBER: 026090 2. NAME (Last-First-Middle): KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION: CONVERSION FROM PMS STATUS COB 4. EFFECTIVE DATE REQUESTED: MONTH 10, DAY 12, YEAR 64 5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUND: V TO V, O TO V, V TO O, O TO O 7. COST CENTER-NO. CHARGE: 5135-0990 8. LEGAL AUTHORITY (Complied by Dept of Personnel)

9. ORGANIZATIONAL DESIGNATION: DLP WH BRANCH 3 MEXICO CITY, MEXICO STATION 10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO

11. POSITION TITLE: OPS OFFICER 12. POSITION NUMBER: 0489 13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, FS, etc.): GS 15. OCCUPATIONAL SERIES: 0136.01 16. GRADE AND STEP: 11 3 17. SALARY OR RATE: \$9,240

18. REMARKS: FROM: Mr. Keenan has submitted his resignation to the to be effective at close of business 12 October 1964

Recorded By CSPD [Signature]

18A. SIGNATURE OF REQUESTING OFFICIAL: [Signature] DATE SIGNED: 25 Sept 64 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [Signature] DATE SIGNED: 28 Sept 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

Grid containing fields for ACTION CODE, EMPLOY CODE, OFFICE CODING, SECTION CODE, INTEGRATED CODE, ROOTS CODE, DATE OF BIRTH, DATE OF GRADE, DATE OF LES, SPECIAL REPLY, RETIREMENT DATA, SEPARATION DATA, CORRECTION/CANILLATION DATA, SECURITY ELI NO, SER, PREFERENCE, SERV. COMP. DATE, LEAVE CAT, CAREER CATEGORY, FEGLI/HEALTH INSURANCE, SOCIAL SECURITY NO., PREVIOUS GOVERNMENT SERVICE DATA, LEAVE CAT, FEDERAL TAX DATA, STATE TAX DATA.

19. POSITION CONTROL CERTIFICATION: [Signature] DATE: 09/29/64 20. DATE APPROVED: 28 Sept 64

30 JUL 1964

MEMORANDUM FOR: Secretary, CSC5 Panel (Section B)

SUBJECT : Recommendation for Promotion to Grade GS-12  
Mr. Thomas J. Keenan

1. It is recommended that Thomas J. Keenan be promoted to GS-12.

2. Mr. Keenan is thirty-four years old and has been with the Agency since 1957. While in grade as GS-11 only for the past year or so, he has been performing at a level even higher than the proposed GS-12 for more than three years, supervising the activities of up to [redacted] agents including a GS-13 contract agent.

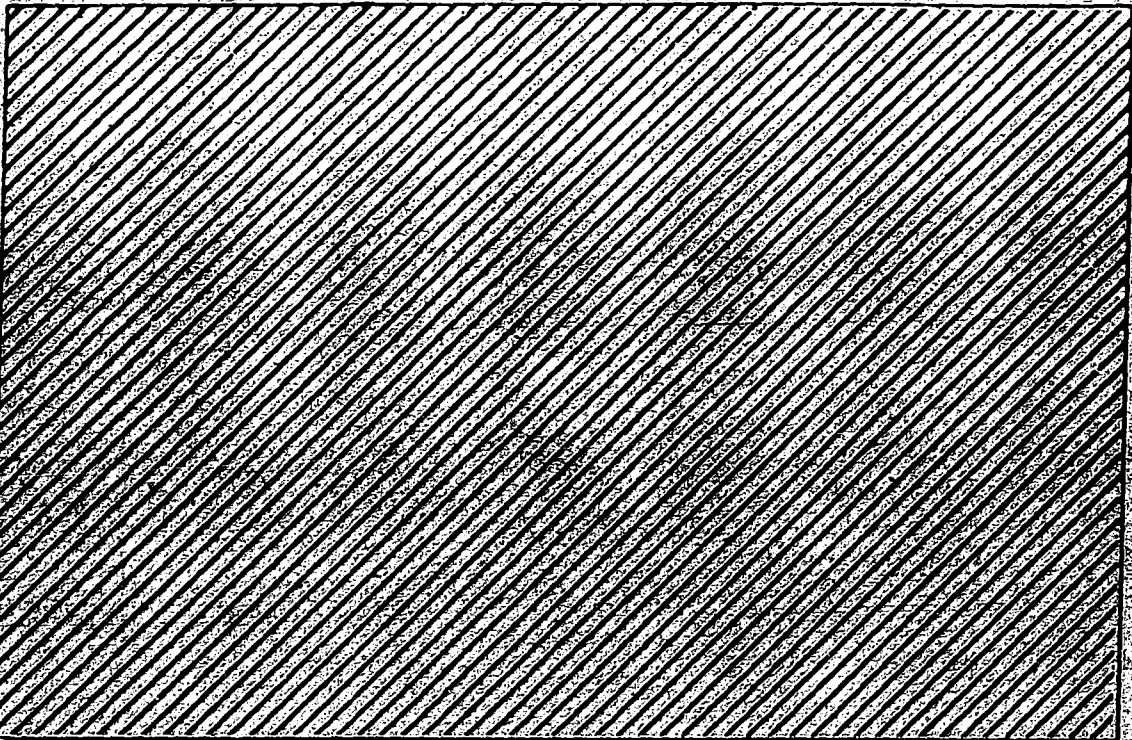
3. The following quotation from the latest annual fitness report represents the best justification for this request:

"Subject's duties and responsibilities involve management and supervision of some of this Station's most successful and most sensitive operations. The fact that Subject has responsibilities comparable to any officer up to four grades higher than his speaks for the trust COS has in him and for his continued exceptionally proficient performance."

R. W. Herbert  
Desmond FitzGerald  
Chief  
Western Hemisphere Division

*Approved*  
30 Jul 1964

SECRET  
(When Filled In)



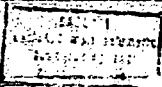
NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Keenan, Thomas John	Daughter	65-067

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent\*) for an illness, injury, or death incurred on  Signature birth

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE 10-21-64	SIGNATURE OF OSD REPRESENTATIVE B. De Felice
----------------------------	---

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

<b>DISPATCH</b>		CLASSIFICATION <b>SECRET</b>	PROCESSING ACTION
TO	Chief, WI Division		MARKED FOR INDEXING
INFO			NO INDEXING REQUIRED
FROM	Chief of Station, Mexico City		ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	Dependent Daughter - <i>Thomas J. Kieran</i>		RECORDED
ACTION REQUIRED - REFERENCES			
<p>This is to announce the premature birth of <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>          Mother and daughter are doing well.</p> <p style="text-align: right;"><i>Willard C. Curtis</i>          WILLARD C. CURTIS</p>			
Distribution: 3 - WID			
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE	
	W.M.T. - 4581	19 Nov 1964	
	CLASSIFICATION <b>SECRET</b>	HQ'S FILE NUMBER	

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 26090		2. NAME (Last-First-Middle) KEENAN, Thomas J.				8 APRIL 1963	
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE REQUESTED 4/14/63		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGE-ABLE 3135 5700 1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION				10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO			
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 489		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, EA, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 11 8 2		17. SALARY OR RATE 8,045 8,310	
18. REMARKS FROM: SAME							
19. SIGNATURE OF REQUESTING OFFICIAL ROBERT D. CASHMAN C/WI/PERS				DATE SIGNED 4/8/63		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Paul R. Wilson	
				DATE SIGNED 9 Apr 63			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. OFFICE CODE 22 10		22. STATION CODE 44700 WH		23. INTRIC CODE 45075		24. DATE OF BIRTH 3 16 129 130	
25. SPECIAL REFERENCE		26. RETIREMENT DATA		27. SEPARATION DATA		28. CORRECTION/CANCELLATION DATA	
29. PREVIOUS SERVICE DATA		30. LEAVE DATA		31. FEDERAL PAY DATA		32. STATE PAY DATA	
33. POSITION CONTROL CERTIFICATION		34. O.P. APPROVAL		DATE APPROVED			

Recorded by  
CSPD  
*JM*

EOD DATA

FORM 1152

SECRET

GROUP 1

141

SECRET

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER						27 October 1961	
2. NAME (Last-First-Middle)							
626090 KEENAN, THOMAS J.							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
PROMOTION				10   29   61		REGULAR	
6. FUNDS		7. TO V		8. TO CF		9. LEGAL AUTHORITY (Completed by Office of Personnel)	
CF TO V		X		CF TO CF		2135-5700-1000	
10. ORGANIZATIONAL DESIGNATIONS				11. LOCATION OF OFFICIAL STATION			
DDP MB BRANCH 3 MEXICO CITY, MEXICO STATION				MEXICO CITY, MEXICO			
12. POSITION TITLE				13. POSITION NUMBER		14. PGR CONTROL NO.	15. CAREER SERVICE DESIGNATION
OPS OFFICER				D		MEX-189	D
16. CLASSIFICATION SCHEDULE (GS, LD, etc.)		17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE	
GS		12 0136.01		10 2		\$7,160.	
20. REMARKS							
FROM: SAME							
21. GRADE OF REQUESTING OFFICIAL				22. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			
P. O. POWERS C/WH/PERSONNEL				<i>[Signature]</i>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
23. ACTION CODE		24. OFFICE CODE		25. STATION CODE		26. DATE	
						3 06 29 61	
27. DATE		28. REFERENCE		29. DATA CODE		30. DATA	
						[FOOD DATA]	
31. REFERENCE		32. DATE		33. DATA CODE		34. DATA	
35. POSITION CONTROL CERTIFICATION				36. C.S. APPROVAL			
<i>[Signature]</i>				<i>[Signature]</i>			

Recorded by  
CSPD.  
1/2

SECRET



SECRET

29 December 1960

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT : Recommendation for Promotion to Grade GS-10  
Mr. Thomas J. Keenan

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He served ably as operations officer on the Nicaraguan and Costa Rican desk. Since 3 February 1960 he has been an Operations Officer at the Mexico City Station.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

3. The above recommendation has been submitted previously under the dates of 12 August 1959, 5 January 1960 and 30 June 1960. An efficiency report from the Mexico City Station dated 12 December 1960 states that Mr. Keenan is an unusually effective case officer and is making an outstanding contribution to CIA operations in that area. This report further indicates that Keenan has been assigned duties which would normally be performed by a much senior officer and has carried them out in a most commendable manner.

4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to Grade GS-10.

*R. W. Herbert*  
J. C. KING  
Chief  
Western Hemisphere Division

SECRET

SECRET

APPLICATION FOR MEMBERSHIP IN THE CAREER STAFF

To the Chief, KUBARK

Sir:

I submit herewith my application for membership in the Career Staff defined below:

"The Career Staff is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Organization, and who intend to make a career with the Organization."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Organization, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Organization. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Organization and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Organization.

MEMBERSHIP IN THE CAREER STAFF  
APPROVED, TO TAKE EFFECT 2-0

FOR THE CHIEF, KUBARK,  
EXECUTIVE DIRECTOR  
KUBARK SELECTION BOARD

Thomas J. Keenan SD, D 5-16

(Signature)

Eligibility Date: 20 May 1960

(Date)

*Daniel C. Krupp*

SECRET

*John S. ... 16 May 60*

Form No. 107  
 Issued by the  
 Bureau of Personnel  
 May 1954

DEPARTMENT OF STATE  
 WASHINGTON 25, D. C.

NOTIFICATION OF PERSONNEL ACTION

55009

CLASSIFICATION

PS  DTFL

1. NAME (Mr., Mrs., Miss, etc. One given name, initials and surname) <b>Mr. Thomas J. Koonin</b>	2. DATE OF BIRTH <b>6-29-30</b>	3. FEDERAL OR ACTION NO. <b></b>	4. DATE <b>12-11-59</b>
---	------------------------------------	-------------------------------------	----------------------------

*Tab. to be filled out by you if the following action affects your employment*

5. NATURE OF ACTION (Use standard abbreviations) <b>Appointment - Regular</b>	6. EFFECTIVE DATE <b>1/6/60</b>	7. CIVIL SERVICE OR OTHER LEGAL AGENCY <b>PL 724 79th no awarded</b>
--	------------------------------------	---

8. POSITION TITLE <b>Political Assistant</b>	9. GRADE <b>\$5510</b>
10. ORGANIZATIONAL INFORMATION <b>PL</b>	11. HEADQUARTERS <b>Washington (1)-K</b>
12. FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> <input type="checkbox"/> <i>Reserve</i> <input type="checkbox"/> <i>Reserve</i> <input type="checkbox"/> <i>Res-OT</i>	13. IS CATEGORY <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> <input type="checkbox"/> <i>Reserve</i> <input type="checkbox"/> <i>Reserve</i> <input type="checkbox"/> <i>Res-OT</i>

14. VETERAN'S PREFERENCE <table border="1"> <tr> <td>REG. 507</td> <td>REG. 507</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	REG. 507	REG. 507	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. POSITION CLASSIFICATION AGENCY <table border="1"> <tr> <td>REG. 507</td> <td>REG. 507</td> <td>REG. 507</td> <td>REG. 507</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	REG. 507	REG. 507	REG. 507	REG. 507	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REG. 507	REG. 507												
<input checked="" type="checkbox"/>	<input type="checkbox"/>												
REG. 507	REG. 507	REG. 507	REG. 507										
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
16. EMP. ID. NUMBER <b>0A-4011</b>	17. EMPLOYMENT CONTRACT <b>0500</b>	18. DATE OF BIRTH <b>1/6/60</b>	19. LEGAL RESIDENCY <b>STATE: Virginia</b>										

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 or the Department.

**Marital Status - Married - Two.**  
 Appointed at  in accordance with I  IV 293. Previous Federal Government salary \$5135, GS-9, earned with Department of Army.

RELEASED UNDER E.O. 12958  
 M. DEPARTMENT OF STATE AUTHORITY

EMPLOYEE COPY

SECRET

Western Hemisphere Division  
Chief

*For Mr. C. Kimo*  
*[Signature]*

4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to grade GS-10.

3. The above recommendation has been submitted provisionally under the dates 12 August 1959 and 5 January 1960. The memorandum of 5 January 1960 added that since 12 August 1959 Mr. Keenan's performance continued to be of a high caliber. Although subject's personnel file contains no evaluation report of his work at the Mexico City Station, the Headquarters Section Chief, who visited the Station in April 1960 observed that subject was doing excellent work.

2. Keenan is equipped intellectually and emotionally to do the work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employed on 25 January 1959. He served as Operations Officer on the Nicaragua and Costa Rica Desk. Since 3 February 1960 he has been an Operations Officer at the Mexico City Station.

MEMORANDUM FOR: Secretary, CS/CS Panel (Section 5)  
SUBJECT: Recommendation for Promotion to Grade GS-10  
Mr. Thomas J. Keenan

30 June 1960

SECRET

SECRET

Western Hemisphere Division

Chief

J. C. KING

*[Handwritten signature]*

4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to grade GS-10.

3. The above recommendation was previously submitted under date of 12 August 1959. Since that date Mr. Keenan's performance has continued to be of a high caliber. He is now undergoing additional training for his assignment to the Mexico City Station in February 1960.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958. It was changed to staff employee on 25 January 1959. He has recently been assigned as Operations Officer on the Nicaragua and Costa Rica Desk.

SUBJECT:

Recommendation for Promotion to Grade GS-10  
Mr. Thomas J. Keenan

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

5 January 1960

SECRET

**SECRET**  
(When Filled In)

V to V		V to UV		REQUEST FOR PERSONNEL ACTION						DATE PREPARED			
UV to V		UV to UV								Mo	Da	Yr	Mo
1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD		
	KESNEY, Thomas J.			Mo	Da	Yr	None-0	Code	F.		Mo	Da	Yr
				6	20	30	10 Pt: 2	1					
7. SCD	8. CSC Rmt		9. CSC Or Other Legal Authority			10. Appr. Affidav		11. FECAF		12. LCD		13. M. C. Co.	
Mo	Da	Yr	Yes - 1	Code				Mo	Da	Yr	Yes - 1	Code	
			No - 2								No - 2		

**CURRENT ASSIGNMENT**

14. Organizational Designations				Code	15. Location Of Official Station				Station Code	
DDP/MI Branch III Mexico City Mexico Station					Mexico City, Mexico					
16. Dept. Field		17. Position Title			18. Position No.		19. Serv.		20. Occup. Series	
Dept. Utiliz. Fran.	Code	Operations Officer			426		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SD	24. Date Of Grade		25. PSI Due		26. Appropriation Number	
9-2		6135		D.	Mo	Da	Yr	Mo	Da	Yr
					6	15	58	6	12	60
									0135-5700-3000	

**ACTION**

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee		Code	30. Separation Date	
			Mo	Da	Yr				
			1	6	60				

**PROPOSED ASSIGNMENT**

31. Organizational Designations				Code	32. Location Of Official Station				Station Code	
33. Dept. Field		34. Position Title			35. Position No.		36. Serv.		37. Occup. Series	
Dept. Utiliz. Fran.	Code						PSB			
38. Grade & Step		39. Salary Or Rate		40. SD	41. Date Of Grade		42. PSI Due		43. Appropriation Number	
10-4		5540			Mo	Da	Yr	Mo	Da	Yr

**SOURCE OF REQUEST**

A. Requested By (Name And Title)		C. Request Approved By (Signature And Title)		Date Approved	
OPSR/CCD/OJI		<i>Ulaquinte Kray</i>			
B. For Additional Information Call (Name & Telephone Ext.)		Covered by			
M. Roney, x810					

**CLEARANCES**

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Physical		
B. Post Control	<i>ASB</i>	<i>1-12-60</i>	E. Medical		
C. Classification			F. Approved By		

Remarks:  
all sick and all annual leave to be transferred to Department of State.  
 Continued on reverse side.

SECRET  
REQUEST FOR PERSONNEL ACTION

1. Serial No. 526090	2. Name (Last-First-Middle) KEENAN THOMAS J	3. Date Of Birth Mo. Da. Yr. 06 29 30	4. Vac. Prt. None-0 5. Pr-1 10. Pr-2 1	5. Sex M 1	6. CS: EOD Mo. Da. Yr. 05 20 57
7. SCD Mo. Da. Yr. 01 29 53	8. CSC Reim. Yes-1 No-2 1	9. CSC Or Other Legal Authority 50 USCA 403 J	10. Appt. Authority Mo. Da. Yr. 05 20 57	11. FECLT Yes-1 No-2 Code 2	12. LCD Mo. Da. Yr. 05 20 57

PREVIOUS ASSIGNMENT

14. Organizational Designations CS/CS DEVELOPMENT COMPLEMENT DDP WH	Code 4680	15. Location Of Official Station WASH., D. C.	Station Code 75013
16. Dept. Field Dept. USID Frtn. Code 1	17. Position Title OPS OFF	18. Position No. 090659	19. Serv. GS
20. Occup. Series 0136.01	21. Grade & Step 09 2	22. Salary Or Rate \$ 6135	23. SD D
24. Date Of Grade Mo. Da. Yr. 06 15 50	25. PSI Due Mo. Da. Yr. 06 12 60	26. Appropriation Number 0320 1998	

ACTION

27. Nature Of Action REASSIGNMENT	Code 67	28. Eff. Date Mo. Da. Yr. 12 27 59	29. Type Of Employee REGULAR	Code 01	30. Separation Date
--------------------------------------	------------	--	---------------------------------	------------	---------------------

PRESENT ASSIGNMENT

31. Organizational Designations DDP WH BRANCH III MEXICO CITY, MEXICO STATION	Code 4680	32. Location Of Official Station MEXICO CITY, MEXICO	Station Code 45075
33. Dept. Field Dept. USID Frtn. X Code 0	34. Position Title OPS OFFICER	35. Position No. 489 D-12	36. Serv. GS
37. Occup. Series 0136.01	38. Grade & Step 09 2	39. Salary Or Rate \$ 6135	40. SD D
41. Date Of Grade Mo. Da. Yr. 12 17 59	42. PSI Due Mo. Da. Yr. 12 18 59	43. Appropriation Number 0135-5700-3000	

SOURCE OF REQUEST

A. Requested By (Name And Title) John Washinko X8212	B. Request Approved By (Signature And Title) [Signature]
---	---

CLEARANCES

A. Career Board [Signature]	B. Vac. Control [Signature]	C. Classification [Signature]	D. Placement [Signature]	E. Approved By [Signature]	Date 12/18/59
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Remarks  
2 copies to Security Office.  
\* original previously mailed to Personnel Training category 10/11/59

SECRET

12 August 1959

MEMORANDUM FOR: Secretary, CS/CS Panel (Section C)

SUBJECT: Recommendation for Promotion - Thomas J. KEENAN

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee at GS-7. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. At present he is assigned as Operations Officer on the Nicaragua and Costa Rica Desk.

2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.

3. On the basis of his qualifications and past performance, it is recommended that Keenan be promoted to grade GS-10.

  
Rudolph E. Gomez  
AC/MHD

SECRET



**SECRET**  
(When Filled In)

<input checked="" type="checkbox"/> X	<input type="checkbox"/> V to V	<input type="checkbox"/> V to UV	<b>REQUEST FOR PERSONNEL ACTION</b>					DATE PREPARED Mo De Yr 8 20 59						
<input type="checkbox"/>	<input type="checkbox"/> UV to V	<input type="checkbox"/> UV to UV												
1. Serial No.	2. Name (Last-First-Middle) <b>KEENAN, THOMAS J.</b>				3. Date Of Birth Mo De Yr 6 29 30			4. Vac. Prof. Mo De Yr 5 Pr: 1 10 Pr: 2		5. Ser. 1 N 1		6. CS - EOD Mo De Yr		
7. SCD Mo De Yr		8. CSC Ref No. Yr: 1 Code No: 2		9. CSC Or Other Legal Authority		10. Appt. Affidv. Mo De Yr		11. FEGLI Yr: 1 Code No: 2		12. LCD Mo De Yr		13. <i>(illegible)</i> Mo De Yr		

**CURRENT ASSIGNMENT**

14. Organizational Designations <b>DDP WH BRANCH III CENTRAL AMERICA SECTION</b>				Code		15. Location Of Official Station <b>WASHINGTON, D. C.</b>				Station Code		
16. Dept. Field Dept. Code Usld. Code Prsn. Code		17. Position Title <b>OPS OFF.</b>				18. Position No. <b>70</b>		19. Serv. <b>08</b>		20. Occup. Series <b>0136.01</b>		
21. Grade & Step <b>9 2</b>		22. Salary Or Rate <b>\$6135</b>		23. SD <b>D</b>		24. Date Of Grub. Mo De Yr <b>6/15/58</b>		25. PSI Due Mo De Yr <b>6/12/60</b>		26. Appropriation Number <b>0235-1000-1000</b>		

**ACTION**

27. Nature Of Action <b>REASSIGNMENT</b>		Code		28. Eff. Date Mo De Yr <b>6/1/59</b>		29. Type Of Employee <b>REGULAR</b>		Code		30. Separation Date	
---	--	------	--	--	--	--	--	------	--	---------------------	--

**PROPOSED ASSIGNMENT**

31. Organizational Designations <b>CS/CS DEVELOPMENT COMPLEMENT DDP WH</b>				Code <b>4688</b>		32. Location Of Official Station <b>WASHINGTON, D. C.</b>				Station Code <b>75013</b>		
33. Dept. Field Dept. Code Usld. Code Prsn. Code		34. Position Title				35. Position No. <b>090659</b>		36. Serv.		37. Occup. Series		
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grub. Mo De Yr <b>6/15/58</b>		42. PSI Due Mo De Yr <b>6/12/60</b>		43. Appropriation Number <b>0235-1998</b>		

**SOURCE OF REQUEST**

A. Requested By (Name & Title) <b>P. C. DOWNS JR. PERSONNEL OFFICER</b>		C. Request Approved By (Signature And Title)		Date Approved	
B. For Additional Information Call (Name & Telephone Ext.) <b>John Wanhinko X6242</b>					

**CLEARANCES**

Clearance:	Signature	Date:	Clearance	Signature	Date:
A. Career Board	<i>(Signature)</i>		D. Placement		
B. Pos. Control	<i>(Signature)</i>		E. Release		
C. Classification			F. Approved By		

Remarks  
**EXTENDED TRAINING.** *(illegible handwritten note)*  
**2 copies to Security Office.** *(illegible handwritten note)*  
Continued on reverse side

KEENAN

REPORT TO SUBSTANTIATE PROMOTION TO COMPLETION - Date: 5/58

Desk Reporting: WH/MEXICO

JOT's Specific Duties Now: Presently in training

GS Level of the work to which he is Assigned: Prior to present training assignment his work assignments on the Mexican desk varied from a GS-3 to a GS-7 level.  
GS Level of His Performance: GS-7 For How Long: Approximately two months

The Quality of the Work He Performs: During his short period on the Mexican desk Mr. Keenan's performance was excellent.

Attitudes:

- (a) Toward His Work: Excellent
- (b) Toward his Associates (Does He Get Along Well with People?): Excellent, he gets along extremely well with his associates.
- (c) Toward the Agency (Career): Excellent

Supervisory Ability (if demonstrated): NA

What do You estimate His Growth Potential To Be? On what he demonstrated in a short period of time Mr Keenan should rapidly develop into a valuable employee with a high potential.  
Plans for him: Upon completion of his present training he will be reassigned to WH/Mexico for approximately one year of desk training.

Would You Concur in a Recommendation That He Be Promoted? Yes

JOT Keenan, Thomas

Supervisor John D. Brady  
Concur John D. Brady, WH/Mexico

~~SECRET~~  
~~SECRET~~  
REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Ver. Prof.	5. Sex	6. Cr. LOD
126000	KEENAN, THOMAS J.	Mo. Da. Yr. 07 20 30	None-0 S.M.1 10 M.2 1	M 1	Mo. Da. Yr. 05 20 57
7. SED	8. CSC Reim.	9. CSC Or Other Legal Authority	10. Appt. Authority	11. FEGLI	12. LCD
Mo. Da. Yr. 01 20 57	Yes-1 No-2	Code 1-50 USCA 803.2	Mo. Da. Yr. Mo. Da. Yr.	Yes-1 No-2	Code 05 20 57

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
ODS OTR JUNIOR OFFICER-TRAINEE CORPS	2810	WASH., D.C.	75013
15. Dept. Field	17. Position Title	18. Position No.	19. Serv. 20. Occup. Series
Dept. Code USM'd - Frn -	2 JOT	0748.16	05 0090.01
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade
09 J	\$ 5985	ST	Mo. Da. Yr. 06 15 58
			25. Pst Due
			Mo. Da. Yr. 06 14 59
			26. Appropriation Number
			8-7507-20

ACTION

27. Nature Of Action	Code	28. ER Date	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT <i>Change Base Description</i>	57	Mo. Da. Yr. 1 25 59	Regular	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WR Branch III Central America Section	4413	Washington, D. C.	
33. Dept. Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series
Dept. Code USM'd - Frn -	2 Ops Off PP	BA-70 13	08 0136.31
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade
9-1	\$ 5985	D	Mo. Da. Yr.
			42. Pst Due
			Mo. Da. Yr.
			43. Appropriation Number
			9-3500-20-001

SOURCE OF REQUEST

A. Requested By (Name And Title)	C. Request Approved By (Signature And Title)
<i>P. C. BOWERS, W/P PERSONNEL OFCH</i>	<i>[Signature]</i>
B. For Additional Information Call (Name & Telephone Ext.)	
JOHN WASHENKO, X-8242	

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	<i>[Signature]</i>	1-15-59	D. Placement		
B. Pos. Control	<i>[Signature]</i>	12-19-58	E.		
C. Classification			F. Approved By	<i>[Signature]</i>	12-19-58

Remarks: 2 copies Security (recorded by C S, P) → 9/1/59  
 VICE: ~~vacancy~~ vacancy  
 CONCUR: *[Signature]*  
 WILLIAM L. ECCLES, Chief/JOTP/IR

SECRET  
Security Information  
1126

**SECRET**

4 June 1958

Classify According To Code

REQUEST FOR PERSONNEL ACTION															
1. Serial No.		2. Name (Last-First-Middle)					3. Date of Birth			4. Vol. Prof.		5. Sex	6. CS - EOD		
		KEENAN, Thomas J.					Mo	Da	Yr	None	Code		Mo	Da	Yr
							06	27	30	10 Pt-1	1				
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority			10. Appr Affidav			11. PECL		12. LCD		13. P. Code	
Mo	Da	Yr	Yes - 1	Code				Mo	Da	Yr	Mo	Da	Yr	Yes - 1	Code
			No - 2											No - 2	

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
IDS/OTR Junior Officer Trainee Corps						Washington, D.C.					
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. Code	Field Code	JOT				U 748.15		GS		0090.01	
21. Grade & Step	22. Salary Or Rate		23. SD		24. Date Of Grade		25. Pst Due		26. Appropriation Number		
7	2		\$ 6660		ST				8-7507-20		

**ACTION**

27. Nature Of Action		Code		28. EH Date		29. Type Of Employee				Code		30. Separation Date	
PROMOTION				Mo Da Yr									
				06/15/58									

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
IDS/OTR Junior Officer Trainee Corps						Washington, D.C.					
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. Code	Field Code	JOT				U 748.15		GS		0090.01	
38. Grade & Step	39. Salary Or Rate		40. SD		41. Date Of Grade		42. Pst Due		43. Appropriation Number		
9	1		\$ 5440		ST		06/15/58		06/14/59		
										8-7507-20	

**SOURCE OF REQUEST**

A. Requested By (Name And Title)				C. Request Approved By (Signature And Title)			
Willet L. Eccles C/JOTP				MATTIE EARL Director of Training			
B. For Additional Information Call (Name & Telephone Ext)							
Henry L. Berthold xl331							

**CLEARANCES**

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved By		

**Remarks**

This action was considered and approved by the OTR/CSE on 3 June 1958.

**SECRET**

**SECRET**  
(When Filled In)

PERSONNEL DATA SHEET			
NAME (Last)	(Middle)	(First)	DATE
KENAN	JOHN	THOMAS	15 May 1958
DATE OF BIRTH	UNIT	MONTHS IN PRESENT POSITION	SERVICE DESIGNATION
24 June 1930	JOTP/TR	12	ST
PRESENT GRADE	EFFECTIVE DATE	PRESENT T/O SLOT	POSITION TITLE
OS-7	20 May 1957	U 748.16	JOT
PROPOSED GRADE	PROPOSED T/O SLOT	POSITION TITLE	
OS-9	U 748.16	JOT	
CIA TRAINING			
See "Chronological Summary of Experience with CIA and Its Antecedents"			
EDUCATION			
BS Marquette University 1953 English and History			
EXPERIENCE OTHER THAN WITH CIA AND ITS ANTECEDENTS			
1953-1956 Lt(jg) Commo Officer U.S. Navy			
CHRONOLOGICAL SUMMARY OF EXPERIENCE WITH CIA AND ITS ANTECEDENTS			
20 May 57	EOD		
27 May-21 June 57	IOG	2 Excellents	
21-28 June 57	Interim assignment, FBI		
1-26 July 57	IT	3 Excellents	
29 July-23 August 57	Interim assignment, W/E/Spain		
26 Aug-27 September 57	TCS Training	12 Good, 1 Aver, 1 Sat, 1 Fair, 16 Ex.	
30 Sept 57-7 Jan 58	Interim assignment, CI Staff		
8 Jan 58	Temporary attachment to W/3 for on-the-desk training		
3 Mar 58 - present	OC #6		
CAREER DEVELOPMENT PLAN			
WILLIAM T. WELLS, Chief/JOTP/TR			
RECOMMENDED BY		CONCURRENCES	
WILLIAM T. WELLS, Chief/JOTP/TR		JUN 2 5 1958	
RECOMMENDATION OF PERSONNEL OFFICE OR APPROPRIATE PANEL			DATE OF ACTION
			JUN 11 1958

SECRET

15 May 1958

NARRATIVE STATEMENT FOR THE PROMOTION OF THOMAS J. KEENAN

1. After attending IGC and IT, in which he made excellent grades, Keenan was placed on an interim basis with WE/Spain for four weeks. He then entered TSS Training, where he again did excellent work. He then was placed for three months with the CI/ICD -- he had evinced interest in CE work -- before he was assigned for on-the-desk training with WH/3. On 3 March he entered OC and will return to WH/3 upon the completion of this course. Interim evaluation from OC shows that Keenan has four satisfactory grades. Throughout his training, formal and on-the-desk, Keenan has been commended: "alert with definite potential for CE work - thorough and industrious - on the Mexican desk performance was excellent - gets along extremely well with associates - attitude toward Agency excellent - should rapidly develop into a valuable employee with high potential - a very pleasant young man, interested and cooperative - gives promise of being a sound intelligence officer."
2. There is one other JOT under the supervisor. He is GS-9 and replaced subject, doing the same work, when subject left for OC. Subject's Spanish is not so well developed as that of the GS-9 JOT; otherwise there is little difference in their production.
3. On the CI Staff subject's performance was equal to that of other JOT's under the supervisor. During his time on the desk with WH/3, Keenan's performance was at a level comparable to that of one other JOT of higher grade.
4. Keenan came to the JOT with a good college record and excellent experience as officer-in-charge of sixty officers and enlisted men in a Navy communications center. His rank was Lt(jg). He has a fair working knowledge of Spanish. To date he has shown high motivation, adaptability, and an intelligent approach to his job.
5. Keenan has had no opportunity to demonstrate supervisory ability.
6. WH concurs in this promotion.
7. It is recommended that Keenan be promoted from GS-7 to GS-9.

W. J. Keenan /  
L. Keenan

SECRET

Attn : C/H  
: C/H/1

11 January 1958

C/Junior Officer Training Program/TR

Attachment of Junior Officer Trainee THOMAS J. KEENAN

1. As agreed by Mr. Brady of your Division and Mr. O'Carra of the JOT Program, JOT Thomas J. Keenan is attached to WH/1 for a one-year tour effective 6 January 1958. Administrative instructions are attached. At the conclusion of this tour, we will decide mutually whether or not to continue this attachment.

2. The purpose of this on-the-job tour is to train Keenan in Headquarters procedures and the duties of a Headquarters case officer, the ultimate objective being to prepare him for an overseas assignment.

3. It is understood that after a JOT has been attached to the desk for six months as a trainee, the supervisor will provide C/JOTP with a critical evaluation of the subject's performance in those elements listed in paragraph 2.

4. Keenan has attended ICC and EIC. It is understood that he will attend the Operations Course beginning 3 March. The JOTP will consider supporting any additional training necessary for Keenan's anticipated assignment.

5. Please send to the C/JOTP as quickly as convenient an outline of the activities the JOT will pursue as suggested by the appended sample. It is understood that the program for the JOT is flexible and may be altered from time to time to meet your operating needs, after consultation with the JOT Program.

FOR THE DIRECTOR OF TRAINING:

Attachments: 3

WILLET L. ECCLES

WH/1 BUDW

WH/1 20 JAN 23

Office of J. Keenan

STANDARD FORM 52 FORM 52 OF 1957 U. S. GOVERNMENT PRINTING OFFICE WASHINGTON, D. C. 20540		VOUCHERED 10017 07673	
<b>REQUEST FOR PERSONNEL ACTION</b>			
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) <b>Mr. Thomas John Keenan</b>	2. DATE OF BIRTH <b>29 June 1930</b>	3. REQUEST NO. <b>C-7673</b>	4. DATE OF REQUEST <b>8 Feb 57</b>
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Excepted Appointment</b>		6. EFFECTIVE DATE A. PROPOSED: <b>ASAP</b>	7. C. S. OR OTHER LEGAL AUTHORITY <b>50 USC</b>
8. POSITION (Specify whether, establish, change grade or title, etc.)		9. APPROVED: <b>21 May 57</b>	
10. FROM— A. POSITION TITLE AND NUMBER	11. SERVICE GRADE AND SALARY	10. TO— <b>JOT</b> <b>I.C. (Gen)</b>	<b>0748-16*</b>
11. ORGANIZATIONAL DESIGNATION	12. HEADQUARTERS	<b>0090-01</b> <b>GS-0132-06-7</b>	<b>\$4525</b>
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	<b>DDS/OTR</b> <b>Junior Officer Trainee Program</b> <b>Junior Officer Trainee Corps</b> <b>Washington, D.C.</b>	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL
13. REMARKS: (Use reverse if necessary)  <b>*Subject is quintuple slotted for recruiting purposes.</b> <b>Temporary action subject to confirmation by DTR.</b>			
14. REQUESTED BY (Name and title) <b>Dr. Willet L. Eccles C/JOCP</b>		15. REQUEST APPROVED BY <i>Matthew Baird</i> <b>for MATTHEW BAIRD</b>	
16. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <b>Henry L. Barthold 24331</b>		17. TITLE: <b>Director of Training</b>	
18. VETERAN PREFERENCE NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> S-PT <input type="checkbox"/> 10 POINT <input checked="" type="checkbox"/> LARGE <input type="checkbox"/> OTHER <input type="checkbox"/>		19. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL <input type="checkbox"/> <b>10C</b> <b>SD-ST</b>	
20. SEX <b>M</b>	21. RACE <b>W</b>	22. APPROPRIATION: FROM: <b>7-7507-20</b>	23. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) <b>YES</b>
24. DATE OF APPOINTMENT/AFFIDAVIT (ACCESSORS ONLY) <b>20 May 57</b>		25. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <b>WISC</b> DOC: <b>05/22/57</b>	
26. STANDARD FORM 50 REMARKS  <b>re-07b</b> <b>Subject to final dental and medical.</b> CSEOD: <b>05/22/57</b> Icd: <b>05/22/57</b> SCD: <b>01/29/53</b>			
27. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			OFFICE/DIVISION WITHIN 300 <b>10 MAY 1957</b> Date <b>913</b> Fourteen Con. C.K. <b>19</b>
B. CEIL. OR PGS. CONTROL	<b>WLP</b>	<b>15 FEB 57</b>	
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.			
E.			
28. APPROVED BY <b>Pat C. Strachan / WDA to 12 Feb 57</b>			



14-00000

2 May 1957

Mr. Thomas J. Keenan

[Redacted]

Dear Mr. Keenan:

This will confirm your entrance-on-duty date of 20 May 1957 with this Agency at Grade GS-7, salary \$4525.00 per annum.

Your permanent employment will depend upon the completion of the following processing at the time of entering on duty: taking the oath of office, signing a loyalty affidavit, participating in a final security interview and completing a medical examination which will include determination of physical health and emotional stability. Should anything of an unfavorable nature arise during this period, your employment will not result in a permanent appointment.

Please report to the Receptionist at Curle Hall at 8:15 a.m. and ask for Mrs. Anna L. Phillips on 20 May 1957. Curle Hall is located at the intersection of 23rd Street, Independence Avenue, and Ohio Drive, S. W., with entrance on Ohio Drive.

Under existing Agency regulations we are not authorized to bear the expense of moving yourself, your dependents or your household goods from your present address to Washington, D. C.

The gross salary quoted will be subject to deductions for Federal income tax and 6 1/2 percent for the United States Civil Service Retirement Fund. In addition, the benefits of low-cost group life insurance are available to Federal civilian employees. The enclosed pamphlet

14-00000

outlines the features of the program and lists the amount which will be deducted from your salary each pay period for this term insurance. This insurance is not obligatory. However, if you do not wish coverage, which is automatic, you should sign a Waiver of Life Insurance Coverage form at the time you enter on duty.

You will not receive a pay check for approximately four weeks after your entrance on duty. However, arrangements may be made for a temporary loan with a financial institution if necessary.

Very truly yours,

G. M. Stewart  
Director of Personnel

Enclosures (2)  
Life Insurance Pamphlet  
Map

OP/CORRES/dm(Phillips)

MEMORANDUM OF THE BUREAU OF THE ARMY CALL

PERSON CALLED: *Keenan, Thomas John*

DATE OF CALL

LOCATION: [Redacted]

NUMBER

THE FOLLOWING IS A DISCUSSION WITH THE ABOVE PERSON:

*GS-7, \$45250*

The appointment is approved subject to the following conditions at the time of his return on duty.

That he obtain an officer's and training loyalty affidavit.

That he undergo a satisfactory physical examination at our medical center.

That he

participate in a physical security interview.

ADDITIONAL COMMENTS:

That he will be required to attend a course in physical security, of which the first part will be held at the physical security center.

That he will be required to attend a course in physical security, of which the first part will be held at the physical security center.

That he will be required to attend a course in physical security, of which the first part will be held at the physical security center.

That he will be required to attend a course in physical security, of which the first part will be held at the physical security center.

REMARKS:

Verification letter will be sent to the physical security center.

If he fails to report to the physical security center, the physical security center will be notified and the physical security center will be notified.

REMARKS:

[Redacted]

[Redacted]

Yes

*Trans 456187  
att. 456187  
cup-*

EMPLOYMENT INFORMATION

Are you now employed by the Federal or District Government?

- (a) If so we have to arrange a release date with the Agency.
- (b) If so ask about lump sum payment made for annual leave due.
- (c) Bring a S.F. 50 or pay-off check slip with you the day you enter on duty if you now receive a higher salary than what we are offering you.

RESULTS OF CALL:

Subject will EOD 20 May 1957

Subject will write and advise us of date of EOD.

Subject declined offer of Appointment.

REASON FOR DECLINATION:

Subject advised to send letter of declination.

OTHER:

Explain other questions raised, commitments made, etc.

4/56

DATE

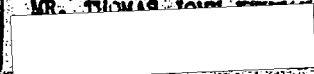
Wey

APPOINTMENT CLERK

*W. J.* **WESTERN UNION** *W. J.*   
SENDING BLANK

CALL LETTERS: QDB CHARGE TO: CENTRAL INTELLIGENCE AGENCY 25 APRIL 1957

MR. THOMAS JONES



APPOINTMENT APPROVED AT GS-7, \$4,575.00 PER ANNUM. PLEASE  
CALL MRS. PHILLIPS, COLLECT, EXECUTIVE 3-6115, EXTENSION  
2781 IMMEDIATELY TO ARRANGE ENTRANCE ON DUTY DATE.

*G. M. Stewart*  
G. M. STEWART *cm*

Send the above message, if it is the terms on back hereof, which are hereby agreed to.

**PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER - DO NOT FOLD**  
1200-10-2-50

8 April 1957

Mr. Thomas John Keenan

Dear Mr. Keenan:

We are pleased to inform you that your application for employment with this Agency has been reviewed with interest by appropriate officials and that actual processing has been initiated for a position at Grade GS-7, salary \$4526.00 per annum.

Your final appointment is dependent upon a number of factors including character and reference investigations, and other processing procedures. You may be sure that this processing is being accomplished as rapidly as possible.

Please notify us of any changes in your present status such as change of address, employment, marital status, etc. If it should develop that you cannot accept the position, please let us know immediately. If you have any questions concerning your application, please do not hesitate to get in touch with us. Your future correspondence or inquiries should be directed to the attention of Mrs. Anna L. Phillips.

Members of this Agency are entitled to the regular United States Government leave and retirement benefits. Our salaries conform to the rates prescribed by Congress for United States Government agencies.

Thank you for your cooperation and patience during this waiting period.

Very truly yours,

G. M. Stewart  
Director of Personnel

OP/CORRES/bjs(Phillips)

4 March 1967

Mr. Thomas John Keenan

Dear Mr. Keenan:

This will confirm your recent telephone conversation with a member of my staff.

We have scheduled the necessary interviews and pre-employment medical examination, which will include determination of physical health and emotional stability, for you on Wednesday and Thursday, 13 and 14 March. We ask that you call Mr. Henry Berthold on Executive 3-6115, extension 4331, on the morning of 13 March to arrange an interview for that afternoon. Please report to our Medical Office which is located on Central Building, 2430 E Street, N. W., at 8:30 a.m. on 14 March.

This is not an offer of employment, but your transportation expenses from [redacted] to Washington, D. C., and return will be borne by the Government. You will also be paid a per diem allowance in lieu of subsistence during the time you are in travel status. First-class travel is authorized. If you so choose, travel is authorized by privately-owned automobile, the total cost not to exceed the cost of travel by common carrier. If you travel by air or rail, it is requested that you retain the ticket stubs to support the reimbursement voucher. You will not be reimbursed for expenses incurred for several weeks after your visit.

Thank you for your interest and cooperation.

Very truly yours,

G. M. Stewart  
Director of Personnel

OP/CORRE 3/bjs(Berthold)

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PERSONNEL ACTION ROUTING SHEET				NEW HIRE	
				PROMOTION	
				TRANSFER OF FUNDS	
				REASSIGNMENT	
				SEPARATION	
				OTHER	
NAME (Last, First, Middle)		OFFICE	TRAY		
William Thomas J.		OTR			
ACTION OFFICE	DATE RECEIVED	DATE DISPATCHED	INITIALS	REMARKS	
FILES SECTION	2/15/57	2/13/57	LD		
POSITION CONTROL	18 FEB 1957	18 FEB 1957	WTK		
/ affs					
PAD					
POSITION CONTROL					
STATUS					
POSITION CONTROL					
FILES SECTION					
HOLD FOR FITNESS REPORT			HOLD FOR SECURITY CONCURRENCE		
SLOT NOT SLOTTED			HOLD OFFICE OVER CEILING		
HOLD FOR 8-4					
REMARKS CONTINUED					



**SECRET**  
(When Filled In)

**REQUEST FOR SECURITY CLEARANCE**

REQUEST NO. (15-8)						C-7673 OTR
REGULAT. DATE (15-11)						13 Feb. 1957
NAME (LAST - FIRST - MIDDLE)						1930
KEEHAN, THOMAS JOHN						05-07
POSITION TITLE		POSITION NUMBER (21 - 24)	OCCUP. CODE (37 - 42)		CLASS. (43-48)	
JOT		U-748.16	0070.01		05-07	
LOCATION (CITY, STATE, COUNTRY)		ASSIGNMENT (OFFICE, DIVISION, BRANCH)		ORIG. CODE (48-50)		
Washington, D. C.		DIS/OTR/JOTC		TYPE OF APPL. (51)		
TYPE OF APPLICANT		CONVERSION ACTION		IF OTHER, SPECIFY		
<input checked="" type="checkbox"/> REGULAR		<input type="checkbox"/> CONSULTANT		1		
<input type="checkbox"/> CONTRACT		<input type="checkbox"/> MILITARY		FOOTRS & FUND (50)		
NAME OF REQUESTER (OR OFFICIAL)		TYPE OF ASSIGNMENT AND FUNDS				2
O. V. Stewart		<input checked="" type="checkbox"/> MOS <input type="checkbox"/> SEP <input type="checkbox"/> PP <input checked="" type="checkbox"/> V <input type="checkbox"/> UV				3
CLEARANCE REQUIRED		PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP)				CLEARANCE (51)
<input type="checkbox"/> PARTIAL		<input type="checkbox"/> SECRET				3
<input checked="" type="checkbox"/> FULL		<input type="checkbox"/> FULL				SECRET CODE (52-54)
ATTACHMENTS		PERSONAL HISTORY STATEMENT		APPENDIX I		078
2		PHOTOGRAPHS		APPENDIX II		1
<input checked="" type="checkbox"/> MALE - VETERAN		FEMALE - VETERAN		REPORT OF INTERVIEW		1
<input type="checkbox"/> MALE - NON-VETERAN		FEMALE - NON-VETERAN		VET. PREP. & SER. (55)		1
REMARKS:						
JOT CA-3    PLEASE EXP. DATE						
1 (90); 1(OTR)						
SPACE BELOW FOR SO USE ONLY						

UNCLASSIFIED  CIA INTERNAL USE ONLY  CONFIDENTIAL  SECRET

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: *FO/JUTP* **JUTP**

NO: \_\_\_\_\_

DATE: **11 February 1957**

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECD.	FWD'D		
1. <i>Chief/JUTP</i>				1. & 2. For signature.
2. <i>FO/JUTP</i>		<i>2/11</i>	<i>D</i>	
3. <i>IPS</i>				3. For processing.
4. <i>AKES</i>	<i>2/18</i>	<i>2/18</i>	<i>OK</i>	
5. <i>Berthold</i>	<i>2/19</i>			5. HP tests.
6. <i>JOT/PS</i>	<i>2/10</i>	<i>2/11</i>	<i>80</i>	<i>16 Feb</i>
7. <i>JOT/PO</i>				6. Proceeding to DC at govt. expense for PZMT calendar!
8. <i>Corres.</i>	<i>4</i>	<i>4</i>	<i>Man Man</i>	
9. <i>Berthold</i>	<i>2/5</i>	<i>3/14</i>	<i>WTF</i>	
10. <i>Anna Phillips</i>	<i>2/11/4</i>		<i>Cap</i>	7. Please confirm telecon re he is to call Berthold EX... 24321 on morning of Wednes. 13 March to arrange interviews for that afternoon. <b>E9</b>
11.				8. HP interview. <b>JUTP</b>
13. <i>Carroll</i>	<i>5</i>	<i>8</i>	<i>Man</i>	9. Initiation letter (see cl) <b>A3</b>
14. <i>Phillips</i>	<i>1/8</i>	<i>1/16</i>	<i>WTF</i>	
15.				

Mr. Thomas John Keenan

[Redacted]

Dear Mr. Keenan:

Your application for employment with this agency is presently under active review. Appropriate members of our staff will determine whether we have a position available for a person of your qualifications. Although we cannot predict the length of time needed for this review, we will make every effort to expedite a determination. Should there be unavoidable delays in reaching a decision, we shall do our best to keep you as fully informed as possible regarding the status of your case.

In the meantime, if you should have any questions, feel free to get in touch with us by mail. We ask your patience and assure you of our desire to make the review period as short as is compatible with the careful evaluation to which we feel each case is entitled.

Very truly yours,

G. M. Stewart

Director of Personnel

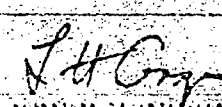
OF/CORRES/lapp(llogrn)

4 February 1957

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REPORT OF INTERVIEW		1. DATE OF INTERVIEW 13, 26 Jan 1957	2. PLACE Madison, Wis.
3. PREVIOUS APPLICATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		4. INTERVIEWER L H Gago	5. REFERRED BY Marquette Univ, Placement
6. TYPE OR PRINT IN CAPS LAST NAME KEEVAN		FIRST NAME THOMAS	MIDDLE NAME JOHN
7. PERMANENT ADDRESS			TELEPHONE
8. BUSINESS ADDRESS			TELEPHONE
9. TEMPORARY ADDRESS			TELEPHONE 3527
10. DATE OF BIRTH 29 June 1930		CITIZENSHIP <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other (Specify country)	
11. PLACE OF BIRTH		U.S. CITIZENSHIP ACQUIRED BY <input checked="" type="checkbox"/> BIRTH <input type="checkbox"/> NATURALIZATION	12. NATURALIZED-INDICATE DATE
13. STATUS <input checked="" type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED		14. NO. OF DEPEND. (Including wife) 0	
15. FOREIGN RELATIVES INCLUDING WIFE (See 10-6) None			
16. EDUCATION (Schools, degrees, dates, majors, thesis title, grade average or class standing, extra-curricular activities, etc.) Marquette Univ., Milwaukee, Wis., 1953. BS, Liberal Arts (English and History) Active in intermural sports. Part-time employment.			
17. MAJOR EMPLOYMENT HISTORY (Employers, positions, duties, salaries, reasons for leaving) Summer jobs cited in PHS.			
18. MILITARY EXPERIENCE (Branch, serial no., stations, training, duties, command responsibilities, rank held, reserve status, current proficiency and interests). INCLUDE ALSO SERVICEMAN'S ACTIVE MILITARY OR RETIRED STATUS. Affiliation with USNR began May 1953. Accepted for Navy CCS. AD commenced July 1953. Commissioned Nov 1953. 2 months at HQ Eastern Sea Frontier. Dec 1953; assigned to radar facility, radio station, Beaver Tail Point, Jamestown, R. I. Duty as commo watch officer, commo officer, commo and electronics officer. Asst. officer in charge and officer in charge. Temp. promotion to Lt(jg) 20 Jan 1955. Just received permanent rank as Lt(jg). USNR, inactive. Separated Nov 1956.			

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19. AREA KNOWLEDGE (Give type of knowledge, how acquired, etc.)							
20. LANGUAGE FACILITY (Give facts when skill warrants and rate below)							
LANGUAGE	NATIVE FLUENCY	FLUENT BUT NOT POSITION	SUFFICIENT FOR TRANSLATION	SUFFICIENT FOR REFERENCE	SUFFICIENT FOR TRAVEL	LIMITED	ACQUIRED BY
21. SALARY REQUESTED		03-7		22. POOL INTEREST		YES	
23. ACCEPTABLE STATION		WASHINGTON, D.C.		PREFERENCE LIMITATIONS			
		ADVANCE IN D.C.					
24. HEALTH							
Good							
25. FORMS GIVEN							
<input checked="" type="checkbox"/> PMS <input checked="" type="checkbox"/> APP <input checked="" type="checkbox"/> MED <input checked="" type="checkbox"/> SEC. ASSES. <input type="checkbox"/> L.A. (If required)							
26. EVALUATION AND RECOMMENDATION (Appearance, manners, personality, maturity, motivation, flexibility, intelligence, emotional stability, qualifications for intelligence work, career planning, over-all impression, pertinent unfavorable factors)							
<p>Keenan is a really impressive blow in all respects. His appearance is immaculate, there is a youthful charm about him, his discourse is articulate and nicely paced, and he has a very congenial disposition. He has reached a <del>good</del> satisfactory level of maturity and discretion, I have no doubt. He has humility and poise. He is now at a critical juncture in his life--just out of service, with an optimistic outlook on life, and anxious to enter into career employment. His attitude toward govt. and CIA in particular is entirely favorable. After our initial interview he wanted some time to think it over, and to have other interviews. He called me within a matter of days, saying he was ready to make formal application. Both he and his wife are enthusiastic over the JOT program. She is an attractive young lass who has lived most of her life in S. America where her father is an engineer for GMC. She is bi-lingual.</p> <p>Keenan asked searching but discreet questions about conditions of employment, career development, and the like. He is familiar with the security environment, and anticipates no difficulty adapting himself to our requirements. Note his steady progress in the Navy. He appears to be a natural for career training. He is a likeable fellow, full of curiosity and ambition, and I believe he has a good mind. Participation in the mission of the agency appeals to him very strongly. Presently not employed, he is prepared to seek temporary work if available, or simply to wait out the processing period. His interest is centered wholly in this application. In fairness to him an early decision on eligibility is advised.</p> <p>I regard him as a wholesome, disciplined, energetic fellow, with real potential for us.</p> <p>Self-administered tests will be forwarded soon.</p>							
27. RECOMMENDED FOR				28. SERIAL NUMBERS			
OTR/JOT							
29. TESTS				30.			
To be tested in Madison 16 Feb 1957							
				23 Jan 1957			

CONFIDENTIAL

1500 Sunday Jan 13


January 3, 1957

Mr. L. H. Gage  
Box 201  
Madison, Wisconsin

Dear Sir:

I have been recently released from active duty with the U. S. Navy, and am interested in obtaining information as to my qualifications for a career position with CIA. Although I do not hold a Master's Degree, I feel that my experience and interest make your consideration of my qualifications worthwhile. Any arrangements you may care to make regarding a personal interview will be acceptable to me.

Sincerely,

  
Thomas J. Keenan

TJK:nk

Acknowledged 1-7 with  
suggestion to come to Helen.

Age: 26

Married: no children

Height: 5'11" Weight: 175

**Job Interest**

Career position with the Central Intelligence Agency.

**Education**

Public High School. Graduate of Marquette University, Class of 1953 with B. S. Degree in Liberal Arts. Majors in English and History. Grade transcript furnished upon request.

**Military status**

Veteran. U. S. Navy 3 years, 4 months. Graduate of Officer Candidate School. Duty generally in Communication and administration billets. Background Investigation completed 31 August 1954 by DIO Third Naval District. Last billet held was that of Officer in Charge, U. S. Naval Radio Station, Beaver-tail Point, Rhode Island. Released from active duty, November, 1956, as Lieutenant Junior Grade.

**Hobbies and Interests**

Sports: tennis and golf; reading, and informal discussions.

**References**

Furnished upon request.

**Interview**

At your convenience.

14-00000

**CENTRAL INTELLIGENCE AGENCY**  
**WASHINGTON 25, D. C.**

**Applicant Information**  
**Sheet No. 1**

**To all persons applying for employment  
with the Central Intelligence Agency:**

**This paper is the first step in applying for employment or consultant  
status with the Central Intelligence Agency. No application may proceed  
beyond this first step if the applicant is not in agreement with the  
conditions stated below:**

**General Considerations:**

**1. The National Security Act of 26 July 1947 (Public Law 253, 80th  
Congress) which created the Central Intelligence Agency places upon the  
Agency the responsibility:**

**a. "to advise the National Security Council in matters concerning  
such intelligence activities of the Government departments and agencies  
as relate to the national security;**

**b. "to make recommendations to the National Security Council  
for the coordination of such intelligence activities of the depart-  
ments and agencies of the Government as relate to the national  
security;**

**c. "to correlate and evaluate intelligence relating to the  
national security, and provide for the appropriate dissemination  
of such intelligence within the Government. . . . ;**

**d. "to perform, for the benefit of the existing intelligence  
agencies, such additional services of common concern as the National  
Security Council determines can be more efficiently accomplished  
centrally;**

**e. "to perform such other functions and duties related to  
intelligence affecting the national security as the National Security  
Council may from time to time direct."**



14-00000

The special character of this national responsibility requires the Agency to maintain correspondingly special employment criteria which may be different from the routine or normal employment standards of other Government departments and agencies which do not have the highly sensitive responsibility borne by the Central Intelligence Agency. It follows that the investigation of applicants prerequisite to their acceptance is a time-consuming process which, in addition to loyalty and security checks, includes evaluation of competence, physical and emotional fitness, and availability of a suitable position at such time as employment may be offered. This is called "clearance" of an applicant.

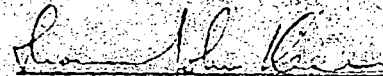
2. Investigation of an applicant may reveal something which prevents his clearance - perhaps something of which the applicant is genuinely unaware, perhaps something which only the special employment criteria of the Agency make unacceptable. In any event, adverse findings by the Agency are conclusive and final so far as the Agency is concerned, and no statement of specific reasons is made to the applicant.

3. Employment by the Central Intelligence Agency is not a right upon which an applicant can insist. Offer of employment which is subject to full clearance does not constitute a commitment on the Agency's part giving an unsuccessful applicant grounds for any claim against the Agency. Acceptance of employment upon the condition of clearance is at the applicant's risk, taken with the knowledge that a very substantial percentage of applicants are not cleared.

Statement of Understanding  
and Agreement

I have read, understand, and agree to the foregoing General Considerations. If not accepted for employment by the Central Intelligence Agency, I will make no claim or demand in conflict with those considerations.

I have also seen and read Applicant Information Sheet No. 2.

  
(Signature of Applicant)

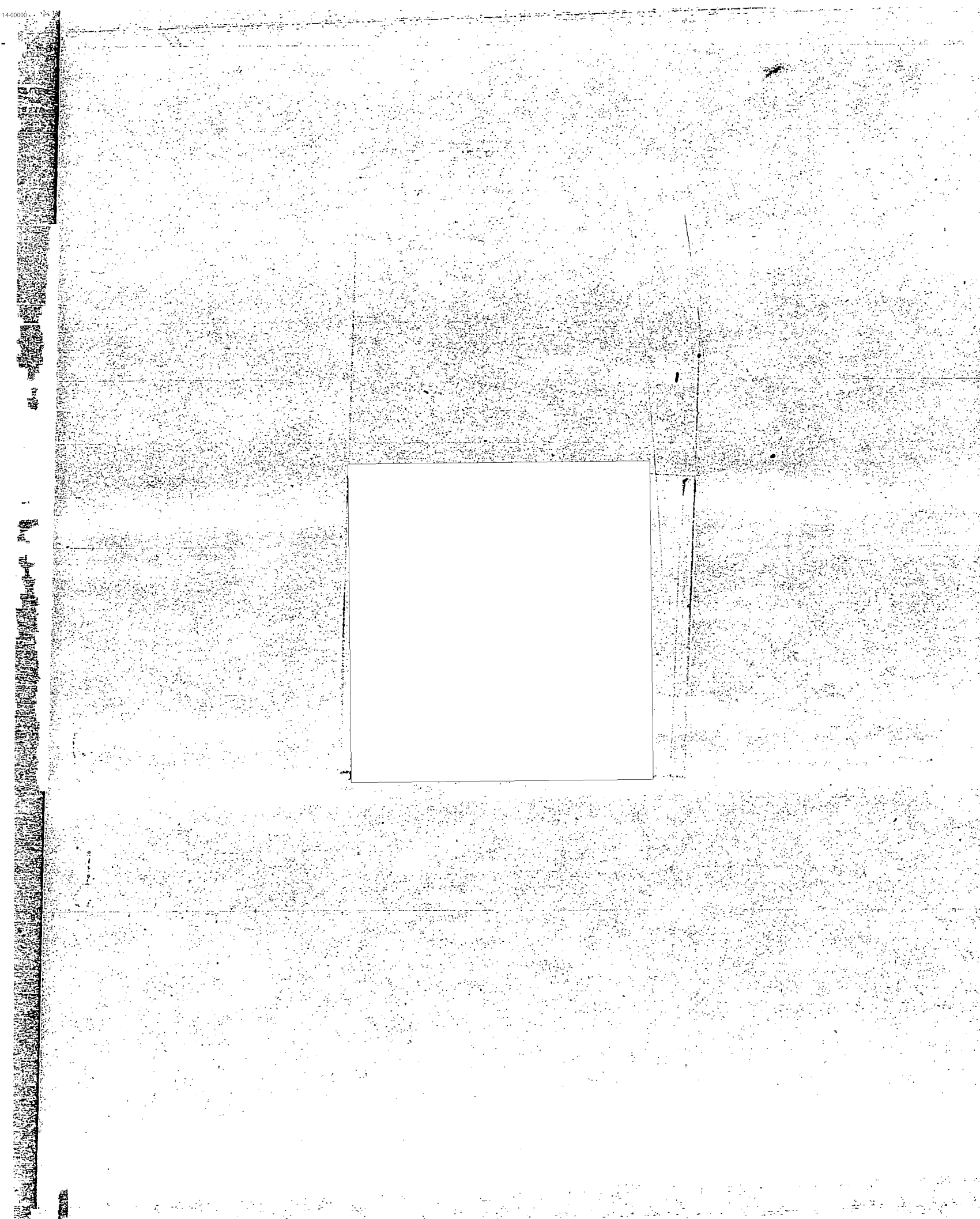
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REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

H a n d l e   W i t h   C a r e

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A11

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5 U.S.C. AND EXECUTIVE ORDER 12010 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 09 OCTOBER 1977

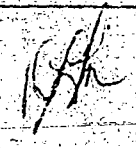
NAME	ID NUMBER	CRG.	SCH-GR-STEP	NEW SALARY
KEENAN THOMAS J	0026090	LA	GS 15 4	\$39,789
				8561

1	SERIAL NO	2	NAME	3	ORGANIZATION	4	RKIDS	5	WOP HOURS	
	0026090		KEENAN THOMAS J		SI LES					
6			OLD SALARY RATE	7			NEW SALARY RATE	8		TYPE ADJUST
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	EFFECTIVE DATE	WGT	OSI	ADJ
GS 15 4		\$39,789	05/03/76	GS 15 5		\$40,555	05/21/76			
CERTIFICATION AND AUTHENTICATION										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE										
SIGNATURE <i>[Signature]</i> DATE <i>[Date]</i>										
<input checked="checked" type="checkbox"/> EMPERCESS EMPLOYED <input checked="checked" type="checkbox"/> ON PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> WOP STATUS AT END OF WAITING PERIOD										
CLEARS INITIAL <i>[Initials]</i> <i>[Date]</i> <i>[Signature]</i>										
FORM 10-73-550E USE PREVIOUS EDITIONS PAY CHANGE NOTIFICATION										

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DICS 017-9/77

1. SERIAL NUMBER 026040		2. NAME (LAST, FIRST, MIDDLE) KEFNAN THOMAS J	
3. NATURE OF PERSONNEL ACTION RE ASSIGNMENT		4. EFFECTIVE DATE MO - DA - '78 01   01   77	
5. FUNDS V TO V CF TO V		6. CATEGORIES OF EMPLOYMENT V TO CF CF TO CF	
7. TAN AND NSCA 7135 4528		8. CSC OR OTHER LEGAL AUTHORITY 0001	
9. ORGANIZATIONAL DESIGNATIONS DDO/LA DIVISION		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE OPS OFFICER CH		12. POSITION NUMBER CP25	13. CAREER SERVICE DESIGNATION DYB
14. CLASSIFICATION SCHEDULE (GS, IA, etc.) GS	15. OCCUPATIONAL SERIES 4130-01	16. GRADE AND STEP 15	17. SALARY OR RATE
18. REMARKS CHANGE OF SERVICE DESIGNATION FROM DGB TO DYB			
SIGNATURE OR OTHER AUTHENTICATION 			

NOTIFICATION OF PERSONNEL ACTION											
1. NAME (LAST, FIRST, MIDDLE)											
2. GRADE AND TITLE											
3. DATE OF PROMOTION ACTION											
4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT		6. REASSIGNMENT AND CHANGE OF NSCA						
7. PAN AND NICA			8. CK OR OTHER LEGAL AUTHORITY		9. A TO V		10. A TO C		11. ORGANIZATIONAL LOCATION		
12. LOCATION OF OFFICIAL STATION			13. POSITION TITLE		14. OPERATIONS STAFF						
15. SERVICE DESIGNATION			16. CLASSIFICATION (REF ID: A1)		17. OPERATIONAL UNIT						
18. GRADE AND TITLE			19. DATE OF BIRTH		20. CS						
21. SERVICE DESIGNATION			22. DATE OF DEATH		23. 0135.01						
24. SERVICE DESIGNATION			25. DATE OF DEATH		26. 15 4						
27. DATE OF DEATH			28. DATE OF DEATH		29. 37167						
30. SOCIAL SECURITY NO.											
31. PREVIOUS CIVILIAN EMPLOYMENT SERVICE											
32. LEAVE DATA											
33. TAX DATA											
34. SIGNATURE OF NEP AUTHENTICATION											
35. NO. OF DEPENDENTS											
36. GRADE AND TITLE											
37. DATE OF DEATH											
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\*PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11541 PURSUANT TO AUTHORITY OF E.O. AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND E.O. DIRECTIVE CATED 8 OCTOBER 1962.\*

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1976

NAME	SERIAL	ORGN.	PLANS	GR-STEP	NEW SALARY
KEFNAN TERRY J	024050	SI 300	CF	GS 15 4	\$37,167

DLM: 6 JUL 76

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)							
026090		KEENAN THOMAS J.							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT AND DELEGATION OF NSCA					06   21   76		REGULAR		
6. FUNDS		V TO V		V TO CF		7. PAN AND NSCA		8. CMC OF OTHER LEGAL AUTHORITY	
CF TO V		X		CF TO CF		T135 4528 0001		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
DDO/LA DIVISION MEXICO/CENTRAL AMERICA BRANCH					WASH., D.C.				
11. POSITION TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION		
OPS OFFICER CH					CP25		OQB		
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS			0136.01		15 4		34441		
18. REMARKS									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE COLUMN		22. VETERAN CODE	23. VETERAN CODE	24. HONOR CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	51300	LA	75013		1	06 29 30		
28. ATE EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/COMPLAINT CODE		33. SECURITY REQ. NO.	34. SER
								FOO DATA	
35. VET PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. FEDERAL HEALTH INSURANCE	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA	
SIGNATURE OR OTHER AUTHENTICATION									
									

FORM 1150  
9-73 219 8-73

Use Previous  
8-1-68

SECRET

FORM 1150  
9-73 219 8-73



1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. IWOP NO. (S)		
026040		NELSON THOMAS J		51-557		CF				
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION		
Grade	Step	Salary	Last EM. Date	Grade	Step	Salary	EFFECTIVE DATE	WGI	QSI	ADJ.
GS-15	3	\$33,357	05/25/75	GS-15	4	\$34,441	05/23/76			
CERTIFICATION AND AUTHORIZATION										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE										
SIGNATURE							DATE			
R. S. Soren							11/15/76			
<input checked="" type="checkbox"/> NO EXCESS IWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IWOP STATUS AT END OF WAITING PERIOD										
CLERKS INITIALS: <i>JVS</i>										
FORM 1073-500E (REV. 10/75)										
PAY CHANGE NOTIFICATION										
(4-51)										

*gfn*

FORM 15 JAN 76

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 26397	2. NAME LAST-FIRST-MIDDLE KEENAN THOMAS J
---------------------------	--

3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND CANCELLATION OF NSCA	4. EFFECTIVE DATE MO DA YR 01 19 76	5. CATEGORY OF EMPLOYMENT REGULAR
---	---	--------------------------------------

6. FUNDS	V TO V	V TO CF	7. FAN AND NSCA G135 DG23	8. CSC OR OTHER LEGAL AUTHORITY 5 JSG 425 J
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9. ORGANIZATIONAL DESIGNATIONS DDO/LA DIVISION DEVELOPMENT COMPLEMENT	10. LOCATION OF OFFICIAL STATION WASH, D.C.
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11. POSITION TITLE OPERATIONS OFFICER	12. POSITION NUMBER DCOF	13. SERVICE DESIGNATION DOB
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14. CLASSIFICATION SYMBOL (A, B, C, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 15 3	17. SALARY OF RATE 33397
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18. REMARKS  
TRAINING

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 07	20. EMPLOY CODE 13	21. OFFICE CODES SUMMARY ALPHABETIC 51227 LA	22. STATION CODE 75015	23. INTEROFF CODE	24. HOURS CODE 1	25. DATE OF BIRTH MO DA YR 10 29 38	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR
28. NTE EXPIRES MO DA YR XX XX XX	29. SPECIAL RESERVE CYC CSC NSCA	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. Correction/Correction Data TYPE MO DA YR	33. SECURITY REG NO	34. SEX	35. VET PREFERENCE CODE 0 NONE 1 5 PT 2 10 PT	
36. SERV COMP DATE MO DA YR	37. LONG COMP DATE MO DA YR	38. CAREER CAT CODE	39. FEGLI/HEALTH INSURANCE CODE CODE 0 WAIVER 1 YES	40. SOCIAL SECURITY NO	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE (LESS THAN 3 YRS) 3 BREAK IN SERVICE (MORE THAN 3 YRS)			
42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED 1 YES 2 NO	44. STATE TAX DATA NO TAX EXEMPTIONS FORM EXECUTED 1 YES 2 NO	45. NO TAX EXEMPTIONS	46. STATE CODE	47. SIGNATURE OF OTHER AUTHENTICATION			

FOD DATA

20  
RCS

MP: 04 AUG 75

SECRET  
(When Filled In)

OCF NOTIFICATION OF PERSONNEL ACTION													
1 SERIAL NUMBER 026090		2 NAME (LAST FIRST MIDDLE) KEENAN THOMAS J											
3 NATURE OF PERSONNEL ACTION CONVERSION FROM <input type="checkbox"/> STATUS						4 EFFECTIVE DATE 08 02 75		5 CATEGORY OF EMPLOYEE REGULAR					
6 FUNDS		V TO V CF TO V		V TO CF CF TO CF		7 FAN AND NSCA 6135 0984		8 CSC OR OTHER LEGAL AUTHORITY 0001		50 USC 463 J			
9 ORGANIZATIONAL DESIGNATIONS DDO/LA DIVISION FOREIGN FIELD KINGSTON, JAMAICA STATION						10 LOCATION OF OFFICIAL STATION KINGSTON, JAMAICA							
11 POSITION TITLE CHIEF OF STATION						12 POSITION NUMBER CT28		13 SERVICE DESIGNATION DOB					
14 CLASSIFICATION SCHEDULE (GS, LS, etc.) GS				15 OCCUPATIONAL SERIES 0136.05		16 GRADE AND STEP 15 3		17 SALARY OR RATE 31806					
18 REMARKS KINGSTON, JAMAICA													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
19 ACTION CODE 56	20 EMPLOY CODE 10	21 OFFICE CODING 51875 LA		22 STATION CODE 37043		23 PAY GRADE CODE 3	24 HOURS CODE 3		25 DATE OF BIRTH 06 29 30		26 DATE OF CHANGE	27 DATE OF LEI	
28 PAY SERIES		29 SPECIAL REFERENCE 84		30 RETIREMENT DATA		31 SEPARATION DATA CODE		32 CORRECTION/CONCILIATION DATA		33 SECURITY REG NO		34 SER	
35 VET PREFERENCE		36 SERV COMP DATE		37 LONG COMP DATE		38 CAREER CATEGORY		39 REG/HEALTH INSURANCE		40 SOCIAL SECURITY NO			
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE				42 LEAVE CAT CODE		43 FEDERAL TAX DATA				44 STATE TAX DATA			
45 NO PERSONNEL NO 46 TERM IN SERVICE 47 SERVICED OVER 2 YRS 48 SERVICED UNDER 2 YRS				49 LEAVE CAT CODE		50 PAY ADJ CODE		51 NO. OF EMPLOYERS		52 EMP. REG CODE		53 STATE COMP CODE	
SIGNATURE OR OTHER AUTHENTICATION													
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0;">8/13/75</p> <p style="margin: 0;">[Signature]</p> </div>													

FORM 1123  
D-75: May 8-78

Use Previous  
Edition

DM

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8/13/75  
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"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11883 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51	875	CF GS 15 3	\$33,397

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)
00000	REED, THOMAS JAMES

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT
ASSIGNMENT - CHANGE OF FUNCTIONAL CATEGORY	MO DA YR 08 24	

6. FUNDS	7. FAN AND NSCA	8. CSC OR OTHER SPECIAL AUTHORITY
V TO V C TO V		

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/LA DIVISION FOREIGN FIELD KINGSTON, JAMAICA STATION	KINGSTON, JAMAICA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
CHIEF OF STATION	1630	

14. CLASSIFICATION SCHEDULE (GS, IS, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
39	0155:05	15-2	12002

18. REMARKS

KINGSTON, JAMAICA

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODE NO.	22. STATION CODE	23. INTEREST CODE	24. HONORARY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	1070	764			0 12 50		
28. PAY RANGES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Conciliation Date	33. SECURITY INFO NO.	34. SER	BOD DATA	
	64							
35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. LEGAL / HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					

SIGNATURE OR OTHER AUTHENTICATION

POSTED

OK 1/1/73

FOR PURPOSES OF THE FAIR LABOR STANDARDS ACT, AS AMENDED,  
YOU ARE DESIGNATED EXEMPT.

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

KEENAN THOMAS J

026090

41350984

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS		
620050		KLEBER THOMAS J		SI 875		CF				
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION		
Grade	Step	Salary	Start Date	Grade	Step	Salary	Effective Date	WOP	ADJ.	
GS 15	2	\$30,812	05/26/74	GS 15	3	\$31,600	05/25/75			
CERTIFICATION AND AUTHENTICATION										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE										
SIGNATURE							DATE			
<i>George J. Williams</i>							1/27/75			
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD										
CLERK'S INITIALS										
BB										
FORM 10-73 560E		Use previous editions						PAY CHANGE NOTIFICATION		16-511

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11811 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND CCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 OCTOBER 1974

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51	875	CF GS 15 2	\$30,812



CS: 30 MAY 74

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 425198	2. NAME (LAST, FIRST, MIDDLE) KEENAN, THOMAS J		4. EFFECTIVE DATE MO DA YR 05 26 74		3. CATEGORY OF EMPLOYMENT REGULAR	
5. NATURE OF PERSONNEL ACTION PROMOTION			7. PAY AND NSCA 4135 0924 0001		8. CSC OR OTHER LEGAL AUTHORITY 5J USC 423 J	
6. FUNDS V TO V C TO V X C TO C			9. ORGANIZATIONAL DESIGNATIONS DDO/WH DIVISION FOREIGN FIELD BRANCH 7-KINGSTON, JAMAICA STATION			
			10. LOCATION OF OFFICIAL STATION KINGSTON, JAMAICA			
11. POSITION TITLE CHIEF OF STATION			12. POSITION NUMBER 2661		13. SERVICE DEMONSTRATION D	
14. CLASSIFICATION SCHEDULE (GS, AF, etc.) GS		15. OCCUPATIONAL SERIES 0136.05		16. GRADE AND STEP 15 2		17. SALARY OR RATE 292.05
18. REMARKS KINGSTON, JAMAICA  HOME BASE: WH						
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL						
19. ACTION CODE 22	20. EMPLOY CODE 1P	21. OFFICE CODE 51275 WH	22. STATION CODE 37843	23. INTEREST CODE	24. MONTH CODE 3	25. DATE OF BIRTH MO DA YR 06 29 38
26. DATE OF GRADE MO DA YR 05 26 74		27. DATE OF LEI MO DA YR 05 26 74		28. DATE OF EXP. DATE MO DA YR 35 25 76		29. SPECIAL REFERENCE 84
30. REST RETIREMENT DATA		31. SEPARATION DATA CODE		32. CURRICULUM / CONCILIATION DATA		33. SECURITY REQ. NO. BOD DATA
34. PREFERENCE		35. CAREER EVALUATION		36. LEGAL HEALTH INSURANCE		37. SOCIAL SECURITY NO.
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE		39. LEAVE CAT. CODE		40. STATE TAX DATA		
SIGNATURE OR OTHER AUTHENTICATION						

**POSTED**

*Thomas Keenan*

KINGSTON, JAMAICA

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51	760	CF GS 14 4	\$26,671

KIN 7 DEC 73

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION													
1. SERIAL NUMBER 02609Q		2. NAME (LAST FIRST MIDDLE) KEENAN THOMAS JOHN											
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE 09 15 73		5. CATEGORY OF EMPLOYMENT REGULAR							
6. FUNDS		V TO V CF TO V		V TO CF CF TO CF		7. PAN AND NSCA 4135 0984 0001		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J					
9. ORGANIZATIONAL DESIGNATION DDO/WH DIVISION FOREIGN FIELD BRANCH 7 - KINGSTON, JAMAICA STATION					10. LOCATION OF OFFICIAL STATION KINGSTON, JAMAICA								
11. POSITION TITLE CHIEF OF STATION				12. POSITION NUMBER 0660		13. SERVICE DESIGNATION D							
14. CLASSIFICATION SCHEDULE (GS, FS, etc.) GS			15. OCCUPATIONAL SERIES 0136.05		16. GRADE AND STEP 14 4		17. SALARY OR RATE 26671						
18. THIS ACTION REFLECTS NEW LEGISLATIVE PAY INCREASE EFFECTIVE 14 OCT. 1973.													
HOME BASE: WH													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING 51875 WH		22. STATION CODE 37043	23. INTEGRITY CODE 3	24. MGRS CODE 3		25. DATE OF BIRTH 08 29 30		26. DATE OF GRADE NO DA YR		27. DATE OF LEI NO DA YR	
28. MTE EXPIRES NO DA YR		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1. FIC 2. FCA 3. FCB 4. FCD		31. SEPARATION DATA CODE		32. CORRECTION / CANCELLATION DATE YR NO DA YR		33. SECURITY REQ NO		34. SER	
35. VET PREFERENCE CODE 1. NONE 2. 5 YR 3. 10 YR		36. SERV COMP DATE NO DA YR		37. LONG COMP DATE NO DA YR		38. CAREER CATEGORY CAR SER CODE PROF LEAD		39. FEGLI / HEALTH INSURANCE CODE CODE 1. YES 2. NO		40. SOCIAL SECURITY NO			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE LESS THAN 3 YRS 4. BREAK IN SERVICE MORE THAN 3 YRS				42. LEAVE CAT CODE		43. FEDERAL TAX DATA FORM EXCLUDED CODE NO TAX EXEMPTIONS 1. YES 2. NO		44. STATE TAX DATA FORM EXCLUDED CODE NO TAX EXEMPTION STATE CODE 1. YES 2. NO					
SIGNATURE OR OTHER AUTHENTICATION										POSTED 11/11/73			

FORM 1150  
4-72 106-11-72

Use Previous  
Edition

SECRET

KIN

6-2 IMPDET CL BY 007627

(4-5)

16

G-55

EMPLOYEE'S SALARY & TAX DIVISION  
Jul 16 1973

1. SERIAL NO.		2. NAME			3. ORGANIZATION		4. FUNDS		5. LWOP HOURS		
026090		KEENAN THOMAS J			51 760		CF				
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.		
GS 14	3	\$24,628	07/23/72	GS 14	4	\$25,398	07/22/73				
CERTIFICATION AND AUTHENTICATION											
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.											
SIGNATURE							DATE				
<i>Richard L. Conolly</i>							15 May 1973				
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD											
CLERK'S INITIALS				AUDITED BY							
<i>dk</i>				<i>[Signature]</i>							
FORM 7-66 560 E		Use previous editions		PAY CHANGE NOTIFICATION				(4-51)			

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

CS 0473177

1. SERIAL NUMBER 026040	2. NAME (LAST FIRST MIDDLE) LEE, JAMES J.
----------------------------	--

3. NATURE OF PERSONNEL ACTION DELEGATION OF M.S.C.S.	4. EFFECTIVE DATE MO: 06 DA: 01 YR: 72	5. CATEGORY OF EMPLOYMENT
---	---	---------------------------

6. FUNDS A. <input checked="" type="checkbox"/> V TO V B. <input type="checkbox"/> C TO V	7. Financial Analysis No. Changeable 2100 1000 0001	8. CSC OR OTHER LEGAL AUTHORITY
---	--	---------------------------------

9. ORGANIZATIONAL DESIGNATION DDP/WH DIVISION	10. LOCATION OF OFFICIAL STATION LIMA, PERU
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11. POSITION TITLE OPS OFFICER DCO	12. POSITION NUMBER 0179	13. SERVICE DESIGNATION U
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14. CLASSIFICATION SCHEDULE (GS, IS, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 14	17. SALARY OR RATE
--	------------------------------------	--------------------------	--------------------

18. REMARKS:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INITIATOR CODE	24. HONOR CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LBI MO DA YR
28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CA 2. PPA 3. PPA	31. SEPARATION DATA CODE	32. Correction / Cancellation Data TYPE MO DA YR	33. SECURITY REC. NO.		34. SER.	
35. VET. PREFERENCE CODE 0 NONE 1-5 PF 7-10 PI	36. SERV. COMP. DATE MO DA YR	37. LONG. COMP. DATE MO DA YR	38. CAREER CATEGORY SAR SISV CODE PROV. EMP.	39. PEGS/HEALTH INSURANCE CODE 0 WAIVER 1 YES HEALTH INS. CODE	40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0: NO PREVIOUS SERVICE 1: BREAK IN SERVICE 2: BREAK IN SERVICE (LESS THAN 3 YRS) 3: BREAK IN SERVICE (MORE THAN 3 YRS)	42. LEAVE PAID CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE 1 YES 2 NO	44. STATE TAX DATA FORM EXECUTED CODE 1 YES 2 NO	45. STATE TAX DATA CODE NO. TAX STATE CODE EXEMP.				

SIGNATURE OR OTHER AUTHENTICATION

11 20 72 [Signature]

C-53

9-13-71  
1-1-71

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
026090		KEENAN THOMAS J		91 700		CP			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
CS 14	1	\$20,819	07/26/70	CS 14	2	\$21,909	07/29/71		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
<i>Richard L. Conolly</i>						6 May 1971			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS						AUDITED BY			
R. L. CONOLLY									
FORM 560 E		Use previous editions		PAY CHANGE NOTIFICATION				(4-51)	

537

4

BBC: 16 Nov 71

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. OFFICE SYMBOL		2. NAME (LAST FIRST MIDDLE)							
020090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT - CORRECTION					09 30 71		REGULAR		
6. FUNDS		V TO V		V TO CF		7. Financial Analysis No. (Agency Use)		8. CSC OR OTHER LEGAL AUTHORITY	
CF TO V		X		CF TO CF		2135 1084 (000)		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATION					10. LOCATION OF OFFICE STATION				
DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION					LIMA, PERU				
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS OFFICER DCOS				0135		D			
14. CLASSIFICATION (EXCEPT FOR 15. GS)			16. OCCUPATIONAL SERIES		17. GRADE AND STEP		18. SALARY GRADE		
GS			0136.01		14 2		21509		
19. REMARKS THIS ACTION CORRECTS FORM 1150, EFFECTIVE DATE 03/30/71 AS FOLLOWS: ITEM NUMBER 11, POSITION TITLE WHICH READ OPS OFFICER TO READ OPS OFFICER DCOS.									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRAL CODE	24. MINORITY CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
58	10	51760 WH		57085		3	06 25 30		
28. MFE PAPERS		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. Correction - Correction Code		33. SECURITY REQ NO.	34. SER.
						37 09 30 71			
35. VET PREFERENCE		36. SERV. COMP. DATE	37. LEAV. COMP. DATE	38. CAREER CATEGORY		39. FECA / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA	
0 - NO PREVIOUS SERVICE 1 - TWO YEARS IN SERVICE 2 - MORE THAN TWO YEARS IN SERVICE 3 - MORE THAN THREE YEARS IN SERVICE 4 - MORE THAN FOUR YEARS IN SERVICE 5 - MORE THAN FIVE YEARS IN SERVICE 6 - MORE THAN SIX YEARS IN SERVICE 7 - MORE THAN SEVEN YEARS IN SERVICE 8 - MORE THAN EIGHT YEARS IN SERVICE 9 - MORE THAN NINE YEARS IN SERVICE									
SIGNATURE OR OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0;">16 Nov 71</p> </div>									

FORM 1150  
1-64  
259 6-70

Use Previous Edition

SECRET

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(When Filled In)

BEG: 01 NOV 71

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION										
1. SERIAL NUMBER 026090		2. NAME (LAST FIRST MIDDLE) KEENAN THOMAS J								
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE MO DA YR 09 30 71		5. CATEGORY OF PERSONNEL REGULAR				
6. FUNDS		V TO V		V TO CF		7. Financial Acct/Fin No. Chargeable 2135 1084 0000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J		
CF TO V		X		CF TO CF						
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION					10. LOCATION OF OFFICIAL STATION LIMA, PERU					
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0135		13. SERVICE DESIGNATION D				
14. CLASSIFICATION (NATIONALITY, GRADE, etc.) GS			15. OCCUPATIONAL SERIES 0136.01		14 2		15 2			
16. REMARKS BOGOTA, COLOMBIA OPS OFFICER OCCUPYING OPS OFFICER DCOS POSITION.  HOME BASE: WH										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING 51760 WH		22. STATION CODE 57085	23. PAY-SEE CODE	24. GRADE CODE 3	25. DATE OF BIRTH MO DA YR 06 29 30		26. DATE OF SPONS	27. DATE OF LEI
28. INT. EXP. NO.		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. Correction /Cancellation Date		33. SECURITY REQ. NO.		34. SER.
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. HEALTH INSURANCE		40. SOCIAL SECURITY NO.
41. MILITARY/CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA		
41. MILITARY/CIVILIAN GOVERNMENT SERVICE 1. NO. YEARS SERVICE 2. NO. YEARS IN SERVICE 3. BREAK IN SERVICE (LESS THAN 3 YRS) 4. BREAK IN SERVICE (MORE THAN 3 YRS)				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA NEW SOURCE CODE 1. YES 2. NO		44. STATE TAX DATA NEW SOURCE CODE 1. YES 2. NO		45. STATE CODE
SIGNATURE OR OTHER AUTHENTICATION										
<div style="border: 1px solid black; padding: 5px; display: inline-block;">           103.1.0            [Signature]            [Stamp]         </div>										

FORM 1150  
3-68  
Use Previous Edition  
NSG 6-73

SECRET

BEG

(When Filled In)



SECRET  
(When Filled In)

FORM 10 MAR 71

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER: (228000) 2 NAME (LAST, F.I., M.I.): KEENAN THOMAS J

3 NATURE OF PERSONNEL ACTION: REASSIGNMENT 4 EFFECTIVE DATE: (2) (7) 71 5 CATEGORY OF EMPLOYMENT: REG LAR

6 FUNDS: V TO V, C TO V, X, C TO CP 7 Bureau of Analysis No. Changeable: 1135 0834 0000 8 CIVIL OR OTHER LEGAL AUTHORITY: 50 USC 403 J

9 ORGANIZATIONAL DESIGNATION: DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION 10 LOCATION OF OFFICIAL STATION: BOGOTA, COLOMBIA

11 POSITION TITLE: OPS OFFICER 12 POSITION NUMBER: 1792 13 SERVICE DESIGNATION: D

14 CLASSIFICATION SCHEDULE (DS, LS, etc.): GS 15 OCCUPATIONAL SERIES: 0136-01 16 GRADE AND STEP: 14 17 SALARY OR RATE: 20615

18 REMARKS: BOGOTA, COLOMBIA

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE: 37	20 EMPLOY CODE: 16	21 OFFICE CODING: 51700 WHI	22 STATION CODE: 15005	23 INTRACORPORAL CODE	24 PAYMENT CODE: 3	25 DATE OF BIRTH: 05 29 30	26 DATE OF GRACE	27 DATE OF DEPARTURE
28 TIME REQUIRES: XX XX XX	29 SPECIAL PREFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 CONTRACT/CONTINGENT DATA	IOD DATA		33 SECURITY REG NO.	34 SEX
35 VET PREFERENCE	36 SERV COMP DATE	37 LEAVE COMP DATE	38 CAREER CATEGORY	39 LEGAL HEALTH INSURANCE		40 SOCIAL SECURITY NO.		
41 PHYSICAL CONDITION (OVERSEAS SERVICE)		42 EMPLOY CAT	43 FEDERAL TAX DATA		44 STATE TAX DATA			

SIGNATURE OR OTHER AUTHENTICATION

POSTED  
3.11.71  
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FORM 1150  
1-64  
GPO 6-72

SECRET

U.S. GOVERNMENT PRINTING OFFICE: 1969 O-345-100 (When Filled In)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND  
EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE  
CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	91	700	CF GS 14 1	\$20,815

FVD: 5 AUG 70

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DDF

1 SERIAL NUMBER 026090	2 NAME (LAST-FIRST MIDDLE) KEENAN THOMAS J
---------------------------	---

3 NATURE OF PERSONNEL ACTION PROMOTION	4 EFFECTIVE DATE MO DA YR 07 26 70	5 CATEGORY OF EMPLOYMENT REGULAR
---	--	-------------------------------------

6 FUNDS	V TO V	V TO CI	7 Financial Analysis No. Chargeable 1135 0834 0000	8 CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J
	CF TO V	CF TO CI		

9 ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION	10 LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA
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11 POSITION TITLE OPS OFFICER	12 POSITION NUMBER 0327	13 SERVICE DESIGNATION D
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14 CLASSIFICATION SCHEDULE (GA, IR, etc.) GS	15 OCCUPATIONAL SERIES 0136.01	16 GRADE AND STEP 14 1	17 SALARY OR RATE 19543
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18 REMARKS  
BOGOTA, COLOMBIA  
  
HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE 22	20 EMPLOY CODE 10	21 OFFICE CODING NUMERIC ALPHABETIC 51700 WH	22 STATION CODE 15005	23 INITIAL CODE	24 HOURS CODE 3	25 DATE OF BIRTH MO DA YR 07 29 30	26 DATE OF GRADE MO DA YR 07 26 70	27 DATE OF LEA MO DA YR 07 26 70
28 NTE EXPIRES MO DA YR 07 25 72	29 SPECIAL REFERENCE 81	30 RETIREMENT DATA CSC 1 YES 2 NO	31 SEPARATION DATA CODE	32 Correction / Cancellation Date MO DA YR	33 SECURITY REQ NO	34 MIA	EOD DATA	
35 VET PREFERENCE CODE 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 SALARY IN SERVICE LESS THAN 3 YRS 3 SALARY IN SERVICE MORE THAN 3 YRS	36 SERV COMP DATE MO DA YR	37 LONG COMP DATE MO DA YR	38 CAREER CATEGORY CODE CAP SVC MGR PROF TECH	39 FEGLI / HEALTH INSURANCE CODE 0 WAIVED 1 YES	40 SOCIAL SECURITY NO	STATE TAX DATA		
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 SALARY IN SERVICE LESS THAN 3 YRS 3 SALARY IN SERVICE MORE THAN 3 YRS		42 LEAVE EA: CODE	43 FEDERAL TAX DATA FORM 1041-UTD 1 YES 2 NO	44 STATE TAX DATA CODE NO TAX EXEMPTIONS FORM EXEMPTED 1 YES 2 NO	45 STATE CODE	FEDERAL TAX DATA		

SIGNATURE OR OTHER AUTHENTICATION

SIGNATURE OR OTHER AUTHENTICATION

POSTED  
05 06 70  
[Signature]

USS

653

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNGS		5. LWOP HOURS			
026090		KEE'IAN THOMAS J.		51 700		CF					
6. OLD SALARY RATE				7. NEW SALARY RATE						8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.		
		\$17,878				\$18,137					
GS-13 3			05/18/69		GS-13 4			05/17/70			
CERTIFICATION AND AUTHENTICATION											
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE											
SIGNATURE						DATE					
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD											
CLERK'S INITIALS						APPROVED BY					
MAY 11 1970						1537					
FORM 7-64 560 E Use previous editions						PAY CHANGE NOTIFICATION (4-51)					

DISPENSATION

P

[Signature]

[Stamp]

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11924 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	91	700	CF GS 13 3	\$17,878

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE  
ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME  
KEENAN THOMAS J

SERIAL ORGN. FUNDS GR-STEP  
026090 51 700 CF GS 13 3

NEW  
SALARY  
\$16,866

G63 *Bo-3*

1. SERIAL NO.		2. NAME			3. ORGANIZATION		4. FUNDS	5. LWOP MOVES		
026090		KEENAN THOMAS J			91 700		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ	
GS 13	2	\$14,889	05/19/68	GS 13	3	\$15,369	05/18/69			
CERTIFICATION AND AUTHENTICATION										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.										
SIGNATURE							DATE			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN-PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD										
OFFICER'S INITIALS					ACCEPTED BY					
[Handwritten Initials]					[Handwritten Signature]					
FORM 7-68 560-E Use previous editions		PAY CHANGE NOTIFICATION						[Handwritten Initials]		(4-61)

CONSENTATION  
69-37-1-1-69

1537

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-266 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	G26090	91	700	CF GS 13 2	\$14,889	\$14,889

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	26090	51	700	CF GS 13 1	\$12,873	\$13,507



SECRET

PLM: 20 JUN 67

NOTIFICATION OF PERSONNEL ACTION

OKF

1. SERIAL NUMBER 026090		2. NAME (LAST, FIRST, MIDDLE) KEENAN, THOMAS J	
3. NATURE OF PERSONNEL ACTION PROMOTION      CORRECTION		4. EFFECTIVE DATE 05 21 67	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS A	7. TO Y C TO Y	8. TO Y A	9. TO Y C TO Y
10. ORGANIZATIONAL DESIGNATIONS DDP, WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION		11. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA	
12. POSITION TITLE OPS OFFICER		13. POSITION NUMBER 0327	14. SERVICE DESIGNATION D
15. CLASSIFICATION SCHEDULE (GS, LO, etc.) GS	16. OCCUPATIONAL SERIES 0136.01	17. GRADE AND STEP 13 1	18. SALARY OR RATE 12873
19. REMARKS THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 05/21. ST AS FOLLOWS: TO ADD [REDACTED]			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 58	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 51700 WH		22. STATION CODE 15005	23. INTEROFFICE CODE	24. POINTS CODE 3	25. DATE OF BIRTH MO DA YR 06 29 30	26. DATE OF GRADE MO DA YR 05 21 67	27. DATE OF LEI MO DA YR 05 21 67
28. HIE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA CAC CIC PIC FIC NCA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE NO DA YR 22 05 21 67	33. SECURITY REQ NO.		34. SEC.	
35. PFT PREFERENCE CODE 0 NONE 1 8 FT 2 10 FT	36. SERV. COMP. DATE MO DA YR	37. LONG. COMP. DATE MO DA YR	38. CAREER CATEGORY CODE 1-155 2-NO		39. (611) HEALTH INSURANCE NO. YES HEALTH INS. CODE		40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE LESS THAN 3 YRS 3 BREAK IN SERVICE MORE THAN 3 YRS		42. LEAVE CAT. CODE	43. FEED. CODE	44. STATE TAX RATE NO. YES STATE TAX RATE	45. STATE TAX RATE NO. YES STATE TAX RATE				

SIGNATURE OF OTHER AUTHORITY

POSTED  
66-266-277

FORM 1150

Use Previous Edition

SECRET

When Filled In

PLW: 10 MAY 67

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						05   21   67		REGULAR			
6. FUNDS		7. TO V		8. TO W		9. Personnel Analysis No. Chargeable		10. CNA OR OTHER LEGAL AUTHORITY			
▶		V TO V		W TO W		7135 0834 0000		50 USC 403 J			
11. ORGANIZATIONAL DESIGNATION						12. LOCATION OF OFFICIAL STATION					
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION						BOGOTA, COLOMBIA					
13. POSITION TITLE						14. POSITION NUMBER		15. SERVICE DESIGNATION			
OPS OFFICER						0327		D			
16. CLASSIFICATION SCHEDULE (GS, LO, etc.)				17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE			
GS				0136.01		13-1		12873			
20. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE		22. EMPLOY CODE		23. OFFICE CODING		24. STATION CODE		25. INTEGRER CODE		26. PAY CODE	
22		10		51700 WH		15005		3		3	
27. DATE OF BIRTH		28. DATE OF GRADE		29. DATE OF LES		30. SPECIAL REFERENCE		31. RETIREMENT DATA		32. SEPARATION DATA CODE	
06   29   30		05   21   67		05   21   67							
33. NET PREFERENCE		34. SERV. COMP. DATE		35. LONG. COMP. DATE		36. FAREER CATEGORY		37. FEGLI / HEALTH INSURANCE		38. SOCIAL SECURITY NO.	
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE				40. LEAVE CAT. CODE		41. FEDERAL TAX DATA		42. STATE TAX DATA			
43. SIGNATURE OF OTHER AUTHORITY											

POSTED  
060267N

FORM 1150

Use Previous Edition

SECRET

PLW

FORM 1150 (When Filled In)

(When Filled In)

KJM: 17 MAY 67

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																	
1. SYMBOL NUMBER		2. NAME (LAST-FIRST-MIDDLE)															
026090		KEENAN THOMAS J															
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT											
				05   03   67		REGULAR											
6. FUNDS		7. FINANCIAL ANALYSIS NO. (Chargeable)		8. USE OF OTHER LEGAL AUTHORITY													
V TO V		V TO C		7135 0834 0000		50 USC 403 J											
C TO V		X		C TO C													
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION												
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION					BOGOTA, COLOMBIA												
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION											
OPS OFFICER				0327		D											
14. CLASSIFICATION SYMBOLS (GS, AF, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE										
GS			0136.01		12 3		11685										
18. REMARKS																	
SUBJECT IS TO BE PAID THE [REDACTED] SALARY OF \$11685 ALLOWANCES IN ACCORDANCE THEREWITH. ALL SICK AND ALL HOURS ANNUAL LEAVE TO BE TRANSFERRED TO [REDACTED]																	
MARITAL STATUS: MARRIED      DAU DOB [REDACTED]      DAU DOB [REDACTED]																	
DAU DOB [REDACTED]      SON DOB [REDACTED]      DAU DOB [REDACTED]																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEREST CODE		24. MONTH LAB		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
55		10		51700 WH		15005				3		06   29   30					
28. NTS EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REG NO.		34. SER					
										EOD DATA							
35. PREF. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FECL/HEALTH INSURANCE		40. SOCIAL SECURITY NO.							
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT.		43. FEDERAL TAX DATA				44. STATE TAX DATA							
SIGNATURE OR OTHER AUTHENTICATION																	

FORM 1150  
5-66

Use Previous Editions

SECRET

POSTED  
MAY 17 1967

FORM 1150  
5-66

(When Filled In)

SECRET  
(When Filled In)

B.J.T. 12 MAY 67

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 026090  
 2. NAME (LAST-FIRST-MIDDLE): KEENAN THOMAS J  
 3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS - CORRECTION  
 4. EFFECTIVE DATE: 04 23 67  
 5. CATEGORY OF EMPLOYMENT: REGULAR  
 6. FUNDS: [Symbol] V TO V [X] U TO V [ ] U TO U [ ]  
 7. Financial Analysis No. Chargeable: 7135 0834 0000  
 8. CODE OF OTHER LEGAL AUTHORITY: 50 USC 403 J  
 9. ORGANIZATIONAL DESIGNATION: ODP/AM FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION  
 10. LOCATION OF OFFICIAL STATION: BOGOTA, COLOMBIA  
 11. POSITION TITLE: OPS OFFICER  
 12. POSITION NUMBER: 0327  
 13. SERVICE DESIGNATION: D  
 14. CLASSIFICATION-SCHEDULE (GS, LO, ON, J): GS  
 15. OCCUPATIONAL SERIES: 0136.01  
 16. GRADE AND STEP: 12 3  
 17. SALARY OR RATE: 11685

18. REMARKS: THIS ACTION CORRECTS FORM 1150 TO CHANGE EFFECTIVE DATE WHICH READ 05/07/67 TO READ 04/23/67.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRATE CODE	24. MAINT. CODE	25. DATE OF BIRTH	26. RATE OF GRADE	27. DATE OF LEI
58	10	51700 WH	15005		3	06 29 30		
28. REC. EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG. NO.	34. SEC.	EOD DATA	
				20 05 07 67				
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURABLE	40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					

SIGNATURE OF OTHER AUTHENTICATION

POSTED  
ES-AS-67

Form 1150

Use Previous Edition

SECRET

OFFICE OF PERSONNEL

(When Filled In)

C/WA/3

688

COMPENSATION & TAX DIVISION

MAY 11 8 11 AM '68

1. SERIAL NO.		2. NAME			3. ORGANIZATION		4. FUNDS		5. LWOP HOURS			
020090		MEENAN THOMAS J			51.700		CF					
A. OLD SALARY RATE				7. NEW SALARY RATE							8. TYPE ACTION	
Grade	Step	Salary	Exp. Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADL			
GS 13	2	\$13,507	09/21/67	GS 13	2	\$13,957	05/19/68					
CERTIFICATION AND AUTHENTICATION												
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.												
SIGNATURE						DATE						
<i>[Signature]</i>						11 May 68						
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD												
CLERK'S INITIALS						INITIALED BY						
[Initials]						[Initials]						
FORM 7-66 560 E		Use previous editions		PAY CHANGE NOTIFICATION				(4-51)				

PC

SECRET  
(When Filled In)

BUT: 3 MAY 67

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER <b>026090</b>		2. NAME (LAST-FIRST-MIDDLE) <b>KEENAN THOMAS J.</b>	
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS</b>			4. EFFECTIVE DATE MO DA YR <b>04 23 67</b>
			5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>
6. FUNDS	7. Financial Analysis No. Chargeable	8. CLK OR OTHER LEGAL AUTHORITY	
<input checked="" type="checkbox"/> TO V <input type="checkbox"/> TO U	<input checked="" type="checkbox"/> TO V <input type="checkbox"/> TO U	<b>7135 0834 0000</b>	<b>50 USC 403 J</b>
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION</b>		10. LOCATION OF OFFICIAL STATION <b>BOGOTA, COLOMBIA</b>	
11. POSITION TITLE <b>OPS OFFICER</b>		12. POSITION NUMBER <b>0327</b>	13. SERVICE DESIGNATION <b>D</b>
14. CLASSIFICATION SCHEDULE (GS, BR, etc.) <b>GS</b>	15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>12 3</b>	17. SALARY OR RATE <b>11685</b>
18. REMARKS			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE <b>20</b>	20. EMPLOY CODE <b>10</b>	21. OFFICE CODING NUMERIC ALPHABETIC <b>51700 WH</b>	22. STATION CODE <b>15005</b>	23. INTEGREE CODE <b>3</b>	24. HEIGHT CODE <b>06</b>	25. DATE OF BIRTH MO DA YR <b>05 29 30</b>	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR
28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE 1 - CSC 2 - CIA 3 - FIC 4 - N2A	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE TYPE	32. CORRECTION/CANCELLATION DATA MO DA YR	33. SECURITY REQ. NO.		34. SEX	
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.	36. SERV. COMP. DATE MO DA YR	37. LONG. COMP. DATE MO DA YR	38. CAREER CATEGORY CODE CAS DPA TAMP	39. FEGLI / HEALTH INSURANCE CODE 0 - WAIVES 1 - YES	40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FOAM EXEMPTED CODE 1 - YES 2 - NO	44. STATE TAX DATA MO TAX EXEMPTIONS 1 - YES 2 - NO	45. CAN PUNISHED 1 - YES 2 - NO	46. TAX LEAVE CODE EXEMP.		

SIGNATURE OR OTHER AUTHENTICATION

**POSTED**  
**058362A**

SECRET

When Filled In

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51	075	V GS 12 2	\$10,987	\$11,306

*Handwritten:* 6/21/66

*Handwritten:* 927

1. Serial No.		2. Name			3. Cost Center Number			4. LWOP Hours		
026090		KEENAN THOMAS J			51 075 V					
5. OLD SALARY RATE					6. NEW SALARY RATE				7. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS	12	2	\$11,306	10/24/65	GS	12	3	\$11,055	10/23/66	
8. Remarks and Authentication										
/ ✓ NO EXCESS LWOP / ✓ IN PAY STATUS AT END OF WAITING PERIOD / ✓ LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS: <i>JU</i> AUDITED BY: <i>J</i>										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.										
SIGNATURE: <i>[Signature]</i> DATE: <i>1 Aug 66</i>										
PAY CHANGE NOTIFICATION										

EST 61 12 32 1966

RJH: 13 SEP 66

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 026090  
2. NAME (LAST FIRST MIDDLE): KEENAH THOMAS J

3. NATURE OF PERSONNEL ACTION: DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM  
4. EFFECTIVE DATE: 09 11 66  
5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: X V TO V, V TO CP, CP TO V, CP TO CP  
7. COST CENTER NO. CHARGEABLE: 7235 0620 0000  
8. CSC OR OTHER LEGAL AUTHORITY: PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS: DDP/WH  
10. LOCATION OF OFFICIAL STATION: WASH., D.C.

11. POSITION TITLE:  
12. POSITION NUMBER:  
13. SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LS, GS...):  
15. OCCUPATIONAL SERIES:  
16. GRADE AND STEP: 12  
17. SALARY OR RATE:

18. REMARKS: YOU ARE HEREBY NOTIFIED OF YOUR RIGHT TO APPEAL THIS ACTION TO THE DIRECTOR OF CENTRAL INTELLIGENCE IN ACCORDANCE WITH THE PROVISIONS OF HR 20-50. SUCH APPEAL MUST BE RECEIVED IN THE OFFICE OF THE DIRECTOR WITHIN 30 CALENDAR DAYS FROM THE EFFECTIVE DATE OF THIS ACTION.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGREE CODE	24. REGN. CODE	25. DATE OF BIRTH MO. DA. YR.		26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.	
28. RET. EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE 1. EDC 2. FICA 3. NONE		30. RETIREMENT DATA CODE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REG. NO.		34. SEN
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.		36. SERV. COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.		38. CAREER CATEGORY CAN SERV PROV TEMP		39. FEGLI/HEALTH INSURANCE CODE 0 - DRIVER 1 - YES		40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO		44. STATE TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO		45. NO. TAX EXEMPTIONS CODE 1 - YES 2 - NO		

SIGNATURE OR OTHER AUTHENTICATION

POSTED  
09 20 66  
FORM 1150-1  
1-66  
WHEN FILLED IN

FORM 1150 11-62

Use Previous Edition

SECRET

14-2

When Filled In



\*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI POLICY DIRECTIVE DATED 8 OCTOBER 1962.\*

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51	075 V	GS 12 1	\$10,250	\$10,619

6-27

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
026090		KEENAN THOMAS J		51 075 V						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PM	LSI	ADJ.
GS	12 1	\$10,250	10/25/64	GS	12 2	\$10,619	10/24/65			
8. Remarks and Authorization										
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>BJ</i> AUDITED BY										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.										
SIGNATURE: <i>[Signature]</i> DATE: <i>10/25/65</i>										
PAY CHANGE NOTIFICATION										

OCT 25 9 08 AM '65

SECRET  
(When Filled In)

NJM: 16 DEC 64

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION CONVERSION FROM <input type="checkbox"/> STATUS					4. EFFECTIVE DATE NO. MO. DA. YR. 10 10 64		5. CATEGORY OF EMPLOYMENT REGULAR				
6. FUNDS		V TO V CF TO V		V TO CF CF TO CF		7. COST CENTER NO. CHARGEABLE 5135 0990 0000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION					10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO						
11. POSITION TITLE OPS OFFICER					12. POSITION NUMBER 0489		13. SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (GS, LO, etc.) GS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 12-1		17. SALARY OR RATE 10250				
18. REMARKS MEXICO CITY, MEXICO THIS ACTION CORRECTS FORM 1150 TO CHANGE THE EFFECTIVE DATE, WHICH READ, 10/12/64, TO READ 10/10/64.											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 57	20. EMPLOY. CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 51700 WH		22. STATION CODE 45075	23. INTEGREE CODE	24. HOURS CODE 3	25. DATE OF BIRTH MO. DA. YR. 06 29 30		26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.	
28. HTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE 1 - CSC 2 - FICA 3 - NONE		30. RETIREMENT DATA CODE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR. 56 10 10 64		33. SECURITY REG. NO.	34. SEX
35. VET. PREFERENCE CODE	36. SERV. COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.		38. CAREER CATEGORY CAN. RESV. CODE PROV. TEMP.		39. FEGLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES		40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO SERVICE IN SERVICE 2 - SPECIAL SERVICE (LESS THAN 3 YRS) 3 - SPECIAL IN SERVICE (MORE THAN 3 YRS)			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO					
SIGNATURE OF OFFICER AUTHENTICATION											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>10/10/64</p> <p><i>[Signature]</i></p> </div>											

FORM 1150 11-62

Use Previous Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

4-811

(When Filled In)





SECRET  
(When Filled In)

RZR: 23 OCT 64

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT				
PROMOTION					10   25   64		REGULAR				
6. FUNDS		7. TO TO		8. TO TO		9. COST CENTER NO. CHARGEABLE		10. CSC OR OTHER LEGAL AUTHORITY			
▶		V TO V		V TO CF		5-135 0930 0000		50 USC 403 J			
CF TO V		X		CF TO CF							
11. ORGANIZATIONAL DESIGNATIONS					12. LOCATION OF OFFICIAL STATION						
DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION					MEXICO CITY, MEXICO						
13. POSITION TITLE				14. POSITION NUMBER		15. SERVICE DESIGNATION					
OPS OFFICER				0489		D					
16. CLASSIFICATION SCHEDULE (GS, LO, etc.)			17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE				
GS			0136.01		12 1		10250				
10. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. HOURS		25. DATE OF BIRTH		26. DATE OF GRADE	27. DATE OF LES
22	10	51700 WH		45075	3	00		10   23   30		10   25   64	10   25   64
28. RET. EXP. DATE		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REF. NO.	34. SER. NO.
								EOD DATA			
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI/HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.		43. FEDERAL TAX DATA		44. STATE TAX DATA			
SIGNATURE OR OTHER AUTHENTICATION											
POSTED											
10/28/64 ZK											

1024 11-62 1150

Use Previous Edition

SECRET

Jgd

1024 11-62 1150 (When Filled In)

DLB: 13 OCT 64

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT				
CONVERSION FROM <input type="checkbox"/> STATUS					10 1 12 64		REGULAR				
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY			
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		5135 0990 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION						
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION					MEXICO CITY, MEXICO						
11. POSITION TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION				
OPS OFFICER					0489		D				
14. CLASSIFICATION SCHEDULE (GS, LH, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS			0136.01		11 3		9240				
18. REMARKS											
STATE: MEXICO CITY, MEXICO											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH		26. DATE OF GRADE	27. DATE OF LEI	
56	10	51700 WH		45075		3	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.		
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REG. NO.	34. SER.
MO. DA. YR.				1 - CSC 2 - FICA 3 - NONE				EOD DATA			
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		CODE		CODE		CODE	
0 - NONE 1 - 5 PT. 2 - 10 PT.						CAN. RESV. PROV. TEMP.		0 - WAIVER 1 - YES		HEALTH INS. CODE	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE				CODE		FORM EXECUTED CODE		NO TAX EXEMPTIONS		FORM EXECUTED CODE	
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 2 YRS.) 3 - BREAK IN SERVICE (MORE THAN 2 YRS.)						1 - YES 2 - NO				1 - YES 2 - NO	
SIGNATURE OF OTHER AUTHORITY											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0; font-family: cursive;">10/15/64 JAK</p> </div>											

Form 11-62 1130

Use Previous Edition

SECRET

FORM 11-62  
Posted for Release  
except where  
indicated  
(When Filled In)



SECRET  
(When Filled In)

BAB: 12 APR 63

NOTIFICATION OF PERSONNEL ACTION															
ODF															
1. SERIAL NUMBER			2. NAME (LAST-FIRST-MIDDLE)												
026090			KEENAN THOMAS J												
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT							
PROMOTION						04 14 63		REGULAR							
6. FUNDS			7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY										
<table border="1"> <tr> <td>V TO V</td> <td>V TO CF</td> </tr> <tr> <td>CF TO V</td> <td>CF TO CF</td> </tr> </table>			V TO V	V TO CF	CF TO V	CF TO CF	3135 5700 1000		50 USC 403 J						
V TO V	V TO CF														
CF TO V	CF TO CF														
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION									
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION						MEXICO CITY, MEXICO									
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION							
OPS OFFICER						0489		D							
14. CLASSIFICATION SCHEME: (XX, AA, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE								
GS			0136.01		11 2		8310								
18. STATION: MEXICO CITY, MEXICO															
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. MGRS CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI				
22	10	64700 WH		45075		3	06 29 30		04 14 63		04 14 63				
28. HIG EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA			33. SECURITY REQ. NO.		34. SER. NO.				
						EOD DATA									
35. VET PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE			40. SOCIAL SECURITY NO.				
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.		43. FEDERAL TAX DATA			44. STATE TAX DATA						
SIGNATURE OR OTHER AUTHENTICATION															
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0;"><i>04/23/63 JK</i></p> </div>															

FORM 1150

Use Previous Edition

SECRET

17

FORM 1150-1 (Rev. 10-62) GPO: 1962 O-541-700 (When Filled In)



1	Serial No.	2	Name	3	Comp. Control Number	4	LWOP Status
	026090		KEENAN THOMAS J		64 700 CP		
5		OLD SALARY RATE		6		NEW SALARY RATE	
Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	7. TYPE ACTION
GS-10	2	7,939	10/29/61	GS-10	3	7,780	10/28/62
8. Remarks and Authorization							
NO EXCESS LWOP IN PAY STATUS AT END OF WAITING PERIOD 559 LWOP STATUS AT EN. OF WAITING PERIOD CLERKS INITIALS AUDITED BY I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. AG 11/7/62 SIGNATURE: Ned P. Holman DATE: 26-11-62 PAY CHANGE NOTIFICATION (481)							

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-799 AND DCI MEMORANDUM DATED 1 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 18 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD OR ST SALARY	NEW OR ST SALARY
KEENAN THOMAS J	026090	64700	CP 10 2	7,780	7,939

100

AES: 27 OCT 61

SECRET  
(When Filled In)

### NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 020090		2. NAME (LAST FIRST MIDDLE) KEFNAN THOMAS J	
3. NATURE OF PERSONNEL ACTION PROMOTION			4. EFFECTIVE DATE 10 29 61
5. CATEGORY OF EMPLOYMENT REGULAR			6. CYC OR OTHER LEGAL AUTHORITY 50 USC 403 J
7. FUND	8 TO 9	10 TO 11	12
13 TO 14	X	15 TO 16	17
18. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION		19. LOCATION OF OFFICIAL STATION MEXICO CITY MEXICO	
20. POSITION TITLE CPS OFFICER		21. POSITION NUMBER 0489	22. CAREER SERVICE DESIGNATION D
23. CLASSIFICATION SCHEDULE (NS, GS, etc.) GS	24. OCCUPATIONAL SERIES 0136-01	25. GRADE AND STEP 10 2	26. SALARY OR RATE 7160

#### SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

27. ACTION CODE 22	28. Copy Code 10	29. OFFICE CODES NUMERIC ALPHABETIC 64700 WH	30. STATION CODE 45075	31. INTEGER	32. MILITARY CODE 3	33. DATE OF BIRTH 06 29 30	34. DATE OF GRADE 10 29 61	35. DATE OF LEI 10 29 61
36. MIL. EMPLOYER	37. SPECIAL REFERENCE	38. RETIREMENT DATA	39. SEPARATION DATA CODE	40. CORRECTION/LABELLING DATA	41. SECURITY REG. NO.		42. SER.	
43. VET. PREFERENCE	44. SERV. COMP. DATE	45. LONG COMP. DATE	46. MIL. SERV. CREDIT/LEI	47. HEALTH INSURANCE		48. SOCIAL SECURITY NO.		
49. PREVIOUS GOVERNMENT SERVICE DATA		50. LEAVE CAT.	51. FEDERAL TAX DATA		52. STATE TAX DATA			
53. NO. PREVIOUS SERVICE		54. FORM ELECTED	55. NO. TAX EXEMPTIONS		56. FORM ELECTED		57. STATE CODE	

SIGNATURE OR OTHER AUTHENTICATION

*Handwritten signature*

Form 8-60 1110 (Temporary Printing)

SECRET

16-59

6. OLD SALARY RATE		7. NEW SALARY RATE									
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			DD	MM	YY				DD	MM	YY
GS 09	2	\$ 6,175	06	14	59	GS 09	3	\$ 6,285	06	12	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. DATED BY: \_\_\_\_\_

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION:  P.O.S.  L.S.I.  PAY EMPLOYMENT

13. REMARKS: / 557

14. AUTHORIZATION: *MM:11/06*  
*EMMETT D. ECHOLS*  
*WK*

**PAY CHANGES NOTIFICATION**

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

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	KEENAN THOMAS J	526090	46 52	GS-09.3	\$ 6,285	\$ 6,765

/s/ EMMETT D. ECHOLS  
 DIRECTOR OF PERSONNEL

**SECRET**  
 (When Filled In)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
526090	KEENAN THOMAS J.	DD/WH 8 UV	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LA	AOI
GS	09.3	\$ 6,765	06/12/60	09	6	\$ 6,930	06/11/61			

9. Remarks and Authorization:

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

*557*  
*EMMETT D. ECHOLS*  
*WK*

**PAY CHANGE NOTIFICATION**

SECRET

(When Filled In)

### NOTIFICATION OF PERSONNEL ACTION

ARE: 13 JAN 1960

1. Serial No		8. Name (Last-First-Middle)			19. Date Of Birth			12. Vac. Code		15. Serv. Code			13. Code			
526090		NEENAN THOMAS J			Mo.	Da.	Yr.	Non-Ad Code		Mo.	Da.	Yr.	Mo. Da. Yr.			
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority		20. Adm. Affiliat.		11. Flight		12. LEO		05 20 57				
Mo.	Da.	Yr.	Yes-1	Code	50 USCA 403 J		Mo.	Da.	Yr.	Yes-1	Code	Mo.	Da.	Yr.	Yes-1	Code
01	29	53	No. 8	1						05	20	57	No. 8	2		

### PREVIOUS ASSIGNMENT

14. Organizational Designations			Code	15. Location Of Official Station			Station Code
DDP WH BRANCH III MEXICO CITY, MEXICO STATION			4652	MEXICO CITY, MEXICO			45075
16. Dept. Field		17. Position Title		18. Position No.		19. Serv. 20. Occup. Series	
Dept. 1	Code	OPS OFFICER		0489		GS 0136.01	
USId. 3							
Fig. 5	5						
21. Grade & Step		22. Salary Or Rate		23. 50		24. Date Of Grade	
09 2		\$ 6135		D		Mo. Da. Yr. Mo. Da. Yr.	
						25. App. Number	
						06 15 58 06 12 60 0135 5700 3000	

### ACTION

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee		Code	30. Separation Date	
			Mo.	Da.	Yr.	REGULAR		OM	
			01	06	60				

### PRESENT ASSIGNMENT

31. Organizational Designations			Code	32. Location Of Official Station			Station Code
DDP WH BRANCH III MEXICO CITY, MEXICO STATION			4652	MEXICO CITY, MEX.			45075
33. Dept. Field		34. Position Title		35. Position No.		36. Serv. 37. Occup. Series	
Dept. 1	Code	OPS OFFICER		0489		GS 0136.01	
USId. 3							
Fig. 5	5						
38. Grade & Step		39. Salary Or Rate		40. 50		41. Date Of Grade	
09 2		\$ 6135		D		Mo. Da. Yr. Mo. Da. Yr.	
						42. App. Number	
						06 15 58 06 12 60 0135 5700 3000	
44. Remarks							
SUBJECT IS TO BE PAID THE [REDACTED] SALARY OF \$6135 [REDACTED] AND ALLOWANCES IN ACCORDANCE THEREWITH.							
ALL STIC AND 80 HOURS ANNUAL LEAVE TO BE TRANSFERRED [REDACTED]							
<i>Posted PCS J.R.</i>							

SECRET  
(When Filled)

NOTIFICATION OF PERSONNEL ACTION

ALS: 12 DEC 1959

1. Serial No.		2. Name (Last, First, Middle)			3. Date Of Birth			4. Vet. Prof.		5. Ser.		6. CS - EOB			
526090		KEENAN THOMAS J			Mo.	Da.	Yr.	None-0	Code	M	I	Mo.	Da.	Yr.	
7. SCD		8. CSC Permt.		9. CSC Or Other Legal Authority			10. Appr. Authority			11. FLUL		12. LCD		13. Inactive	
Mo.	Da.	Yr.	Yes-1	Code	50 USCA 403 J			Mo.	Da.	Yr.	Yes-1	Code	Mo.	Da.	Yr.
01	29	53											05	20	57

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code	15. Location Of Official Station				Station Code		
CS/CS DEVELOPMENT COMPLEMENT DDP WH				4688	WASH., D. C.				75013		
16. Dept. - Field		17. Position Title			18. Position No.			19. Serv.		20. Occup. Series	
Dept. - 1	Code	OPS OFF			090659			GS		0136.01	
USfld - 3											
Frqn. - 5											
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Gr. No.		25. PSI Dtg		26. Appropriation Number	
09 2		\$ 6135		0		Mo.	Da.	Yr.	Mo.	Da.	Yr.
						06	15	58	06	12	60
										0320 1998	

ACTION

27. Nature Of Action		Code	28. Eff. Date		29. Type Of Employee		Code	30. Separation Data	
REASSIGNMENT		67	Mo.	Da.	Yr.	REGULAR		01	
			12	27	59				

PRESENT ASSIGNMENT

31. Organizational Designations				Code	32. Location Of Official Station				Station Code		
DDP WH BRANCH III MEXICO CITY, MEXICO STATION				4652	MEXICO CNTY, MEXICO				45075		
33. Dept. - Field		34. Position Title			35. Position No.			36. Serv.		37. Occup. Series	
Dept. - 1	Code	OPS OFFICER			0489			GS		0136.01	
USfld - 3											
Frqn. - 5											
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Gr. No.		42. PSI Dtg		43. Appropriation Number	
09 2		\$ 6135		0		Mo.	Da.	Yr.	Mo.	Da.	Yr.
						06	15	58	06	12	60
										0135 5700 3000	

44. Remarks

1-6-60  
RAH

12-18-57

SECRET

DEC:4 SEPT 59

NOTIFICATION OF PERSONNEL ACTION

1. Employee No.		2. Full Name (Last, First, Middle)		3. Date of Birth			4. Vol. Prod.		5. Sex		6. CS. POS		
526090		KEENAN THOMAS J		Mo. Do. Yr.	1 thru 5 Pr. 1 thru 4 Pr. 2	Code	M	1	Mo. Do. Yr.	05 20 57			
7. SCID		8. CSC Point		9. CSC Or Other Legal Authority			10. Appt. Authority		11. FEOL		12. LCD		13. Encl. No.
Mo. Do. Yr.	Yes. 1 No. 2	Code	50 USCA 403 J			Mo. Do. Yr.	Code	Mo. Do. Yr.	Code	Mo. Do. Yr.	Yes. 1 No. 2	Code	
01 29 53	1						1	05 20 57			2		

PREVIOUS ASSIGNMENT

14. Organizational Designations			Code		15. Location Of Official Station			Station Code		
DOP WH BRANCH III CENTRAL AMERICA SECTION			4613		WASH., D. C.			75013		
16. Dept. Field		17. Position Title		18. Position No.			19. Serv.		20. Occup. Series	
Dept. 1 USFD 3 Frgn. 5	Code	OPS OFF PP.		0070			GS		0136.31	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number
09 2		\$ 6135		D		Mo. Do. Yr. 06 15 50		Mo. Do. Yr. 06 14 59		9 2500 20 001

ACTION

27. Nature Of Action		Code		28. LH. Date		29. Type Of Employee		Code		30. Separation Data
REASSIGNMENT - TRANSFER TO CONFIDENTIAL FUNDS		05		09 06 59		REGULAR		22		

PRESENT ASSIGNMENT

31. Organizational Designations			Code		32. Location Of Official Station			Station Code		
CS/CS DEVELOPMENT COMPLEMENT DOP WH			4688		WASH., D. C.			75013		
33. Dept. Field		34. Position Title		35. Position No.			36. Serv.		37. Occup. Series	
Dept. 1 USFD 3 Frgn. 5	Code	OPS OFF		090659			GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number
09 2		\$ 6135		D		Mo. Do. Yr. 06 15 58		Mo. Do. Yr. 06 12 60		0320 1998
44. Remarks EXTENDED TRAINING.										

FOOTED  
15 MAY 60  
[Signature]

Form No. 1150a  
1 MAR 57

SECRET

(4)

IN LIEU OF FORM 1150 THIS NOTIFICATION EFFECTS RESLOTTING RESULTING FROM R-20-250.

SER #	NAME	SD	OLD SLOT	NEW SLOT	DATE
126090	KEFNAN THOMAS J	D	0070	486	04/28/59

SECRET (WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNDS	5. ALLOTMENT			
126090		KEFNAN THOMAS J			DDP/WH 3		V-20	3531			
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	9	8 5,085	06	15	50	GS	9	6 135	06	14	59
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP					9. NUMBER OF HOURS LWOP						
IF EXCESS LWOP, CHECK FOLLOWING:					10. INITIALS OF CLERK						
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD					11. AUDITED BY						
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.						
14. AUTHENTICATION											
GS. WJSC 0 MC PERIODIC STEP INCREASE AUTHENTICATION											

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ARE: 23 JAN 1959

1. Serial No. 126090		2. Name (Last-First-Middle) KEENAN THOMAS J			3. Date Of Birth Mo. Da. Yr. 06 29 30			4. Vet. Prof. None-0 5 Pt-1 10 Pt-2 1		5. Sex M 1		6. CS - EOD Mo. Da. Yr. 05 20 57		
7. SCD Mo. Da. Yr. 01 29 53		8. CSC Rmt. Yes-1 No-2 1		9. CSC Or Other Legal Authority 50 USCA 403 J		10. Apmt. Affidav. Mo. Da. Yr.			11. FEGLI Yes-1 No-2 05 20 57		12. LCD Mo. Da. Yr. 05 20 57		13. <small>with 100% pay</small> Mo. Da. Yr. Yes-1 No-2 05 20 57	

PREVIOUS ASSIGNMENT

14. Organizational Designations DDS OTR JUNIOR OFFICER TRAINEE CORPS				Code 2810		15. Location Of Official Station WASH., D.C.				Station Code 75013	
16. Dept. - Field Dept - 2 USfld - 4 Frqn - 6 2		17. Position Title JOT				18. Position No. 0748.16		19. Serv. GS		20. Occup. Series 0090.01	
21. Grade & Step 09 1		22. Salary Or Rate \$ 5985		23. SD ST		24. Date Of Grade Mo. Da. Yr. 06 15 58		25. PSI Due Mo. Da. Yr. 06 14 59		26. Appropriation Number 8 7507 20	

ACTION

27. Nature Of Action REASSIGNMENT - CHANGE OF SERVICE DESIGNATION		Code 57		28. Eff. Date Mo. Da. Yr. 01 25 59		29. Type Of Employee REGULAR		Code 01		30. Separation Data	
--	--	------------	--	--	--	---------------------------------	--	------------	--	---------------------	--

PRESENT ASSIGNMENT

37. Organizational Designations DDP WH BRANCH III. CENTRAL AMERICA SECTION				Code 4613		38. Location Of Official Station WASH., D. C.				Station Code 75013	
33. Dept. - Field Dept - 2 USfld - 4 Frqn - 6 2		34. Position Title OPS OFF PP				35. Position No. 0070		36. Serv. GS		37. Occup. Series 0136.31	
38. Grade & Step 09 1		39. Salary Or Rate \$ 5985		40. SD 0		41. Date Of Grade Mo. Da. Yr. 06 15 58		42. PSI Due Mo. Da. Yr. 06 14 59		43. Appropriation Number 9 3500 20 001	

44. Remarks

FILED  
11 1959  
MB J

FORM NO 1 MAR 57 1150

ad/1-8/59

SECRET

(4)



SECRET

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

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	126090	GS-09-1	\$ 5,440	\$ 5,985

GORDON M. STEWART  
/S/ DIRECTOR OF PERSONNEL

SECRET

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION															
EVL 1: JUNE 58.															
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vint. Prof.		5. Sex		6. CS - EOD		
126090		KEENAN THOMAS J				Mo.	Da.	Yr.	None-0	Code	M	1	Mo.	Da.	Yr.
06		29		30	5 Pt-1		10 Pt-2	1				05	20	57	
7. SCD			8. CSC Point		9. CSC Or Other Legal Authority			10. Appt. Affidav.		11. FICL		12. LCD		13. M. P. Rep. Top	
Mo.	Da.	Yr.	Yes-1	Code				Mo.	Da.	Yr.	Yes-1	Code			
01	29	53	No-2	1	50 USCA 403 d										2

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code	15. Location Of Official Station				Station Code	
DDS OTR JUNIOR OFFICER TRAINEE CORPS					WASH., D.C.					
16. Dept. - Field		17. Position Title			18. Position No.		19. Serv.	20. Occup. Series		
Dept. - 2	Code				0748.16		GS	0090.01		
USStd - 4		JOT								
Frqn. - 6	2									
21. Grade & Step		22. Salary Or Rate		23. SD	24. Date Of Grade		25. PSI Due		26. Appropriation Number	
07 2		\$ 4660		ST	Mo.	Da.	Yr.	Mo.	Da.	Yr.
									8-7507 20	

ACTION

27. Nature Of Action		Code	28. Fil. Date		29. Type Of Employee		Code	30. Separation Data	
PROMOTION		30	Mo.	Da.	Yr.	REGULAR		01	
			06	15	58				

PRESENT ASSIGNMENT

31. Organizational Designations				Code	32. Location Of Official Station				Station Code	
DDS OTR JUNIOR OFFICER TRAINEE CORPS				2810	WASH., D.C.				75013	
33. Dept. - Field		34. Position Title			35. Position No.		36. Serv.	37. Occup. Series		
Dept. - 2	Code	JOT			0748.16		GS	0090.01		
USStd - 4										
Frqn. - 6	2									
38. Grade & Step		39. Salary Or Rate		40. SD	41. Date Of Grade		42. PSI Due		43. Appropriation Number	
09 1		\$ 5440		ST	Mo.	Da.	Yr.	Mo.	Da.	Yr.
					06	15	58	06	14	59
									8-7507 20	

44. Remarks

POSTED  
17 JUN 58  
cf

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 126090		2. NAME KEENAN THOMAS J			3. ASSIGNED ORGAN DDS/JOTC		4. FUNDS V-20		5. ALLOTMENT		
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
GS	7	\$ 4,525	NO.	DA.	YR.	GS	7	\$ 4,660	NO.	DA.	YR.
									06	01	58
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. ACCRUED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	NO.	DA.	YR.						
14. AUTHENTICATION											
<p>06 MAY 27 11 05 AM '58 PAYROLL BRANCH</p> <p>PERIODIC STEP INCREASE - AUTHENTICATION</p>											

FORM NO. 560b  
1 MAR. 58

SECRET

PERSONNEL FOLDER (4)

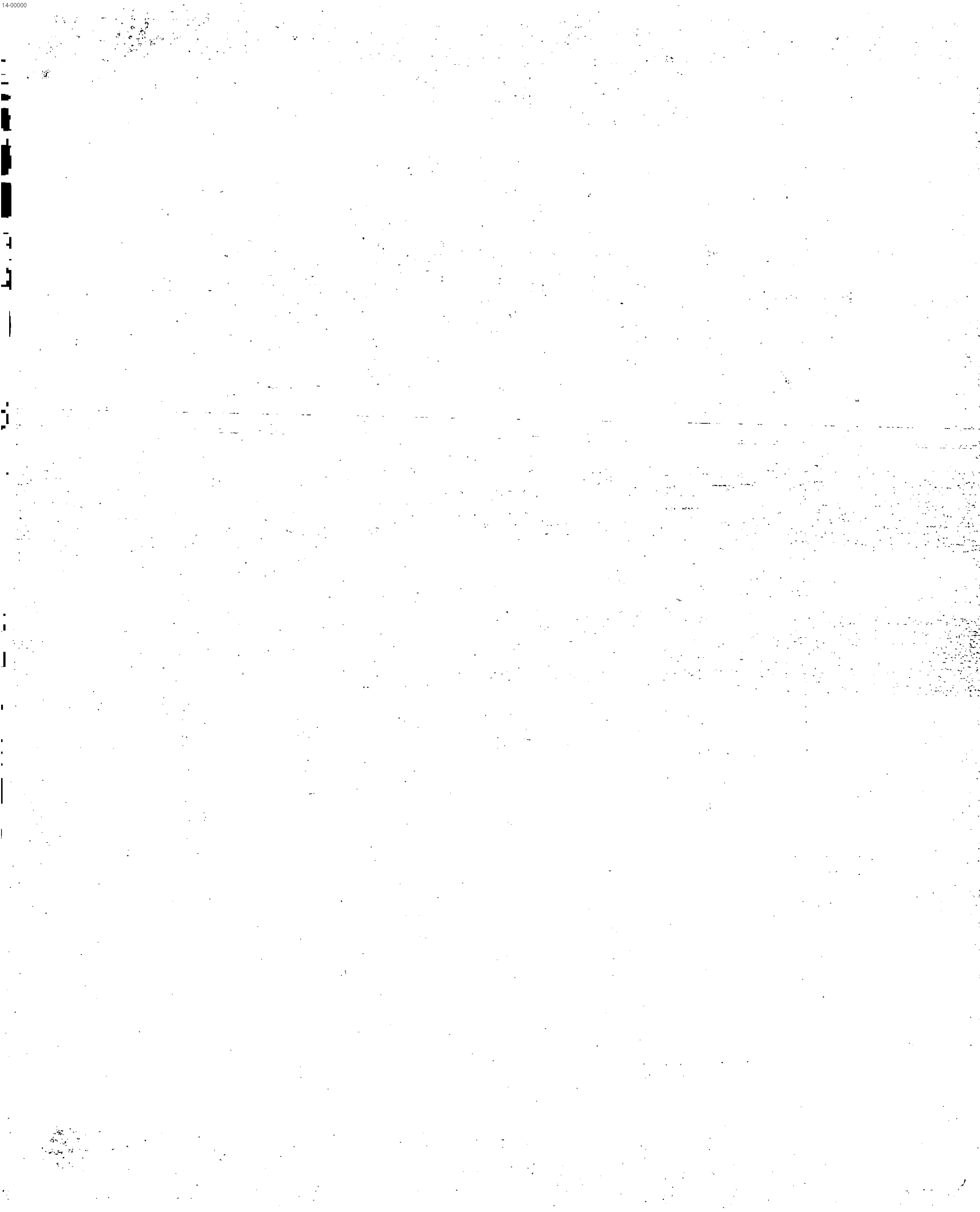
SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 126090		2. NAME KEENAN THOMAS J			3. ASSIGNED ORGAN DDS/JOTC 3A		4. FUNDS V-20		5. ALLOTMENT		
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
GS	7	\$ 4,525	NO.	DA.	YR.	GS	7	\$ 4,660	NO.	DA.	YR.
									06	01	58
REMARKS											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR William Koles				DATE 23 MAR 58		SIGNATURE OF SUPERVISOR <i>William Koles</i>					
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560  
1 MAR. 58

SECRET

PERSONNEL FOLDER (4)



STANDARD FORM 50-70 (PART)  
MAY 1957 EDITION  
PREPARED BY  
U. S. CIVIL SERVICE COMMISSION  
CHAPTER 41, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

F.C. 19 Apr 57  
lvl C-7613

NOTIFICATION OF PERSONNEL ACTION

1. NAME (LAST-FIRST-MIDDLE-INITIALS AND SURNAME) <b>MR. THOMAS J. BERAN</b>	2. DATE OF BIRTH <b>29 Jun 1930</b>	3. JOURNAL OR ACTION NO.	4. DATE <b>20 May 1957</b>
--	--	--------------------------	-------------------------------

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>EXCEPTED APPOINTMENT</b>	6. EFFECTIVE DATE <b>20 May 1957</b>	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USCA 403 J</b>
---	---	---

8. POSITION TITLE <b>JOE U-748.16</b>	9. SERVICE SERIES, GRADE, SALARY <b>GS-0090.01-7 \$4525.00 per annum</b>
10. ORGANIZATIONAL DESIGNATIONS <b>281000</b>	11. HEADQUARTERS <b>Washington, D. C.</b>
12. FIELD OR DEPT'L <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 NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> S. PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/>	14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> <b>TOC SD/GT</b>
15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	16. APPROPRIATION FROM: <b>7-1501-20</b> TO: <b>750-13</b>
17. SUBJECT TO C. S. RETIREMENT ACT (YES/NO) <b>Yes</b>	18. DATE OF APPOINTMENT AFFIDAVIT (EXCEPTIONS ONLY) <b>20 May 1957</b>
19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:	

20. REMARKS:  
**AC-078 2 BOD 05/20/57**  
 Subject to the satisfactory completion of a medical examination.  
 Subject to the satisfactory completion of a trial period of one year.

DCG: 05/20/57  
 CHEOD: 05/20/57  
 LCD: 05/20/57  
 SCD: 01/29/53

PSI due 06/01/58

**POSTED**  
 23 MAY 1957

ENTRANCE PERFORMANCE RATING:

Director of Personnel

4. PERSONNEL FOLDER COPY.

7/3 5/21/57

**CONFIDENTIAL**  
CLASSIFICATION

**FITNESS REPORT**

<b>SECTION A</b>		<b>GENERAL INFORMATION</b>			
1. EMPLOYEE NUMBER 026090	2. NAME (Last, first, middle) Keenan, Thomas J.	3. DATE OF BIRTH (M/D/Y) 29 Jun 30	4. GRADE M GS-15	5. DQB DQB	
6. OCCASIONAL POSITION Ops Officer, DChief	7. ASSIGNMENT POSITION DDO/LA/OPS	8. LOCATION Headquarters	9. HQS <input checked="" type="checkbox"/>	10. ICS <input type="checkbox"/>	
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> OF ASSIGNMENT
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> OTHER	13. REPORTING PERIOD (FROM-TO) 1 Jun 77 - 3 Dec 77		14. DATE REPORT DUE IN D.P. January 1978

**SECTION B QUALIFICATIONS UPDATE**

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

**SECTION C PERFORMANCE EVALUATION**

**U - Unsatisfactory** Performance is unacceptable. A rating in this category requires immediate and 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 D.

**M - Marginal** Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

**P - Proficient** Performance is satisfactory. Desired results are being produced in the manner expected.

**S - Strong** Performance is characterized by exceptional proficiency.

**O - Outstanding** 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.

**SPECIFIC DUTIES**

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).

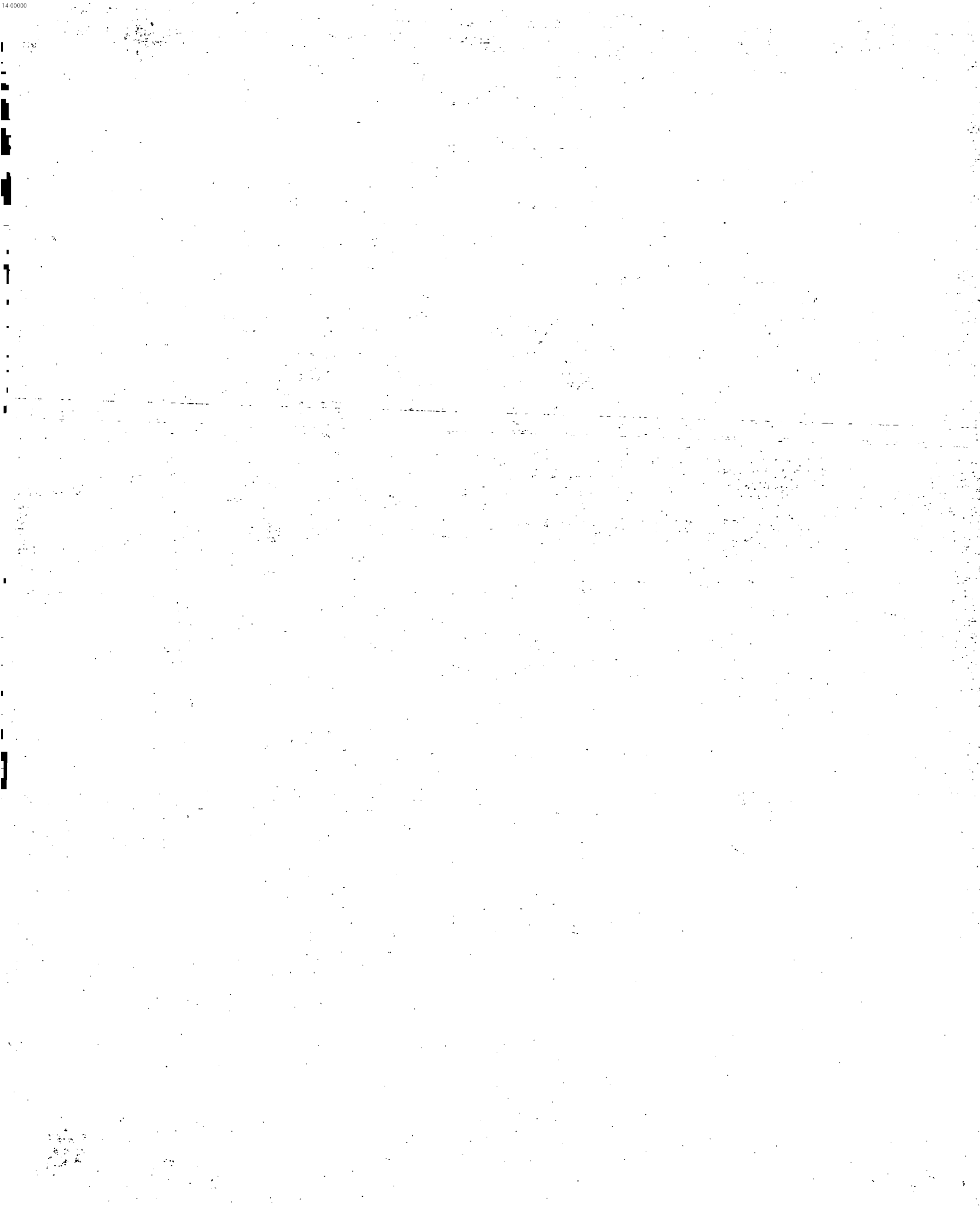
SPECIFIC DUTY NO. 1	RATING LETTER
SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT	
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

**OVERALL PERFORMANCE IN CURRENT POSITION**

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

0  
DQB  
02178



CONFIDENTIAL

<b>SECTION D</b>	<b>NARRATIVE COMMENTS</b>
<p>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. Of a recommendation in English. Submit in English language to employee, if required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manager of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.</p>	
<p>SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT</p>	

<b>SECTION E</b>		<b>CERTIFICATION AND COMMENTS</b>	
<b>1. BY SUPERVISOR</b>			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
41 January 1978	Deputy Chief, LA Southern Region	Joseph Di Stefano	
<b>2. BY EMPLOYEE</b>			
I HAVE <input type="checkbox"/> OR HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE	
	11 Jan 1978	George V. Lander	
<b>3. BY REVIEWING OFFICIAL</b>			
COMMENTS OF REVIEWING OFFICIAL			
<p>Subject is an especially able staff officer, one of the best around. Intelligent, possessing a quick, retentive mind, excellent with detail, able to rapidly identify problem areas, a quick, accurate and clear drafter, having a mind of his own and willing and able to express his opinions firmly and articulately, but always pleasant, conservative by nature, he thinks his problems through but gets things done accurately and quickly. Whenever I had a staff problem, I knew I could count on Mr. Keenan to get the necessary done.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
17 Jan 1978	Deputy Chief, Latin America Division	George V. Lander	
<b>4. BY EMPLOYEE</b>			
I CERTAINLY HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE <input type="checkbox"/> OR HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE	
	17 Jan 78	George V. Lander	

CONFIDENTIAL



CONFIDENTIAL

4 JAN 1978

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan

1. During the first six weeks of the reviewing period, Mr. Keenan continued as Chief of the Mexico and Central America Branch, the Division's most demanding geographic unit. His performance during this period continued at the same Strong level detailed in the last Fitness Report.

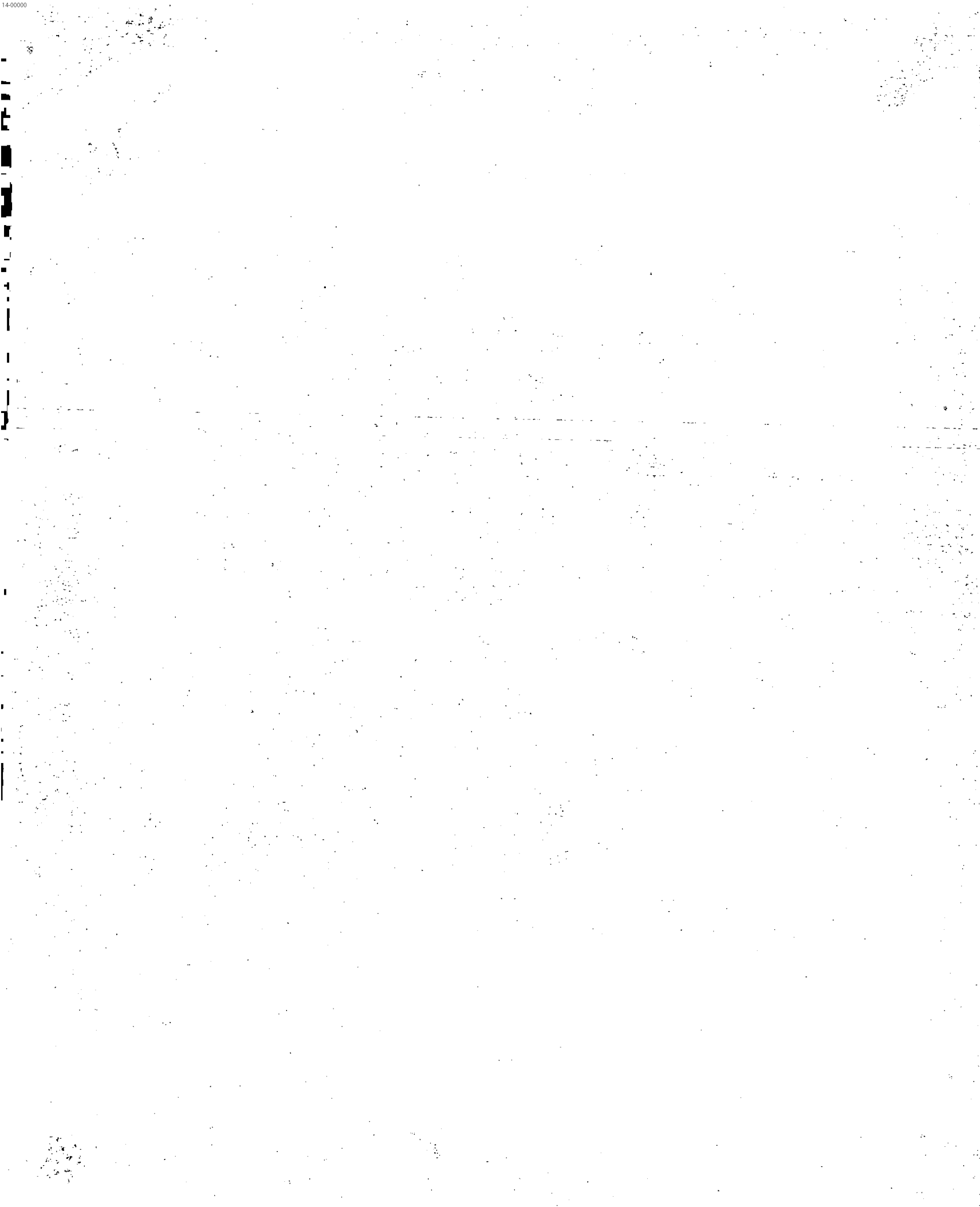
2. During February, as part of a determined effort to strengthen the Division's Operations Staff, Mr. Keenan was moved up to fill one of the two Deputy Chief slots in that unit. As of 1 July, he was the sole Deputy of the Staff. As set up in Latin America Division, the Operations Staff had both staff and line functions. It had broad coordinating responsibilities with all elements outside the Division, served as the focal point for all senior staff requests for studies and reports, stimulated and coordinated Division operational activities and reviewed the effectiveness of Division programs. All Division operational traffic flowed through the Ops Staff where better than 80 per cent of the traffic was released.

3. Mr. Keenan was assigned primary responsibility for close review and staff action relating to the northern area (Mexico, Central America, the Caribbean plus Guyana and Surinam in South America). In addition, he served as the staff referent [redacted] throughout the Division [redacted].

4. I consider myself singularly fortunate to have had Mr. Keenan as my Deputy. I assumed the Chief/Ops responsibility in April 1977 and immediately discovered that ground rules were different, legal strictures impinged on many operational decisions, and the almost constant senior staff requests affected one's ability to concentrate on operations. Mr. Keenan was extremely helpful in providing substantive briefings, guiding me through the legal and policy complications and pointing out the shoals. He made many valuable suggestions on how to handle the work load without drowning in paper.

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CL BY 19812

CONFIDENTIAL



CONFIDENTIAL

5. Mr. Keenan has an agile and retentive mind. He is quick at distinguishing the wheat from the chaff. He does his homework and I have never known him to go off half cocked. In making operational judgments, his initiative is tempered by a healthy dose of prudence. Mr. Keenan's writing is first rate; his prose is lean, often elegant, and always precise. I have admired his talents as a briefer. His presentations are balanced and detailed, often spiced with his engaging humor.

6. Mr. Keenan's tenure with the Ops Staff was a very intensive period. He normally worked an eleven-hour day and Saturdays as well. I take some pride in the fact that there never developed an antagonist relationship between the operating branches and the Ops Staff. Mr. Keenan deserves much of the credit for this. While often taking issue with branch positions and written work, he was unfailingly courteous, good humored, and helpful. His counsel was often sought on difficult problems.

7. A significant and time-consuming aspect of the Ops Staff's work concerned screening operational traffic for compliance with E.O. 11905 and ensuring that U.S. person strictures were scrupulously observed. I found Mr. Keenan's general knowledge in these areas unmatched among the non-lawyers of the Agency.

8. Mr. Keenan shared with me the responsibility for supervising the work of two operations officers and one secretary. He is an excellent supervisor who manages (despite the belief of some that it is not possible) to be both exigent and pleasant. He cares about people, and as noted in the previous Fitness Report, takes special interest in developing younger officers.

9. In addition to his Operations Staff responsibilities, Mr. Keenan served as the Division EEO Officer. He also served for nine months on a time-consuming DDO task force concerned with a threat against President Carter's life. He performed these responsibilities with the same thoughtfulness and effectiveness he applies to everything else.

CONFIDENTIAL

CONFIDENTIAL

10. The Operations Staff was disbanded in early November as part of the Latin America Division reorganization. In recognition of his splendid performance on the Ops Staff, Mr. Keenan was made Chief of a combined Coordination/Plans Staff with a T/O of [redacted]. This staff will retain most of the coordination functions of the Ops Staff but not the line functions.

11. This is a splendid officer, certainly one of the most promising GS-15's in the Division. He clearly earned an Outstanding rating for the period under review.

*Joseph Di Stefano*  
Joseph Di Stefano  
Deputy Chief,  
LA Southern Region

*Thomas J. Keenan*  
Thomas J. Keenan

*4/1*  
Date *January 1978*

CONFIDENTIAL

400000

COMMENTS OF REVIEWING OFFICIAL continued

While I personally handled the first week or so of the myriad problems associated with a wide-spread investigation of an alleged plot against President Carter, I subsequently turned the responsibility for it over to Mr. Keenan and he represented the Division with the DDO, CI Staff and Secret Service on this important and seemingly never ending problem area. This involved a lot of extra hours work and had to be handled meticulously. He performed these responsibilities impeccably.

During the past year he made many contributions to the smooth functioning of the division. Not least among them was the fact that having fully familiarized himself with US laws, Executive Orders, regulations, notices, etc., which have increasingly affected our operations programs, he ensured that our operational business was always in meticulous compliance with the spirit as well as the letter of these seemingly myriad "don'ts." Similarly, we had to produce staff papers in a hurry, often synthesizing a great deal of detail or alternatively presenting a great deal of detail. Mr. Keenan saw that the job was accomplished on time and with good style.

Although he was the junior member of the [redacted] Operations Staff, on occasion he served as the Acting Chief. He handled the CORPS function with his usual dedication and good judgment.

As the rating officer has mentioned, when the division was reorganized in November, we decided to combine the Operations Staff's staff, but not command, functions with those of the Plans Staff. Mr. Keenan was the obvious choice for this important and challenging assignment which will tax his abilities and broaden his experience. He is one of our best GS-15 officers and has additional growth potential in the Clandestine Service. He is a good operations officer as well as a good staff officer and is qualified to manage one of our [redacted] Latin America Division Stations.

CONFIDENTIAL  
CLASSIFICATION

FITNESS REPORT

**SECTION A GENERAL INFORMATION**

1. EMPLOYEE NUMBER: 026090  
 2. NAME (Last, First, Middle): Keenan, Thomas J.  
 3. DATE OF BIRTH: 29 Jun 30  
 4. SEX: M  
 5. GRADE: GS-15  
 6. BU: DQB

7. OFFICIAL POSITION TITLE: Operations Officer, Ch  
 8. OFF/DIV/BR OF ASSIGNMENT: DDO/LA/MCA  
 9. CURRENT STATION: Headquarters  
 10. TYPE (E, S)  
 11. TYPE OF APPOINTMENT: CAREER (X), RESERVE, TEMPORARY  
 12. TYPE OF REPORT: INITIAL, ANNUAL (X), REASSIGNMENT, SPECIAL  
 13. REPORTING PERIOD (FROM TO): 1 Jan 76-31 Dec 1976  
 14. DATE REPORT DUE IN O.P.: January 1977

**SECTION B QUALIFICATIONS UPDATE**

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT; IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

**SECTION C PERFORMANCE EVALUATION**

**U-Unsatisfactory** Performance is unacceptable. A rating in this category requires immediate and 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 D.

**M-Marginal** Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

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**S-Strong** Performance is characterized by exceptional proficiency.

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**SPECIFIC DUTIES**

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	RATING LETTER
SEE MEMORANDUM IN LIEU OF FITNESS REPORT.	
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

**OVERALL PERFORMANCE IN CURRENT POSITION**

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, personal habits 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: S

Handwritten initials and date: S, 1/17/77

CLASSIFICATION

SECTION D

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 C to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, where applicable, should be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

MAR 15 1977

SEE MEMORANDUM IN LIEU OF FITNESS REPORT.

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

8

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

DATE

31 March 1977

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief, Latin America Division

TYPED OR PRINTED NAME AND SIGNATURE

*George V. Lauder*  
George V. Lauder

2. BY EMPLOYEE

I HAVE  OR HAVE NOT  ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.

DATE

11 April 77

SIGNATURE OF EMPLOYEE

*George V. Lauder*

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

This is an exceptionally well-written and informative report on Mr. Keenan. I agree with all that is said about him. He is indeed one of our better GS-15 officers--alert, conscientious, well-balanced, articulate. He also has excellent judgement and good command presence. He has a good future in the Agency.

DATE

7 April 77

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Latin America Division

TYPED OR PRINTED NAME AND SIGNATURE

*Raymond A. Warren*  
Raymond A. Warren

4. BY EMPLOYEE

IF I HAVE SIGNED THE ENTIRE REPORT IN ALL SECTIONS OF THIS REPORT, I HAVE  HAVE NOT  ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.

DATE

7 April 77

SIGNATURE OF EMPLOYEE

*George V. Lauder*

CLASSIFICATION

CONFIDENTIAL

CONFIDENTIAL

Branch Chief's attention, the other Stations, particularly  
 which has an active operational program, and [redacted] required  
 regular attention and the lesser posts could not be neglected.  
 The Branch performed well in these regards too. In short, I  
 was pleased by the rapidity with which Mr. Keenan got on top  
 of his responsibilities and by the intelligence, thoughtfulness,  
 energy and professional skills he displayed in carrying  
 them out.

Mr. Keenan is an intense, thorough, common sense, sound  
 officer who while quick witted, thinks problems through, sees  
 the holes and takes steps to fill them. He does his home work  
 and doesn't go off half-cocked; yet he gets the job done  
 quickly. He tends toward the conservative side in making  
 judgments. While he has a pleasant way with people, he has  
 firm convictions, and he is articulate, very forthright but  
 not offensive in expressing what is on his mind. A strong  
 supervisor, he is on top of the activities of his unit, demands  
 results, isn't afraid to be firm with his subordinates but is  
 thoughtful and concerned about their welfare. He cares a lot  
 about people and is interested in developing younger officers  
 assigned to him. Because of these qualities, he was selected  
 to be the Division's EEO officer when we needed a new one a  
 few months ago. He has performed this role in his usual thought-  
 ful and efficient fashion. He writes quickly and well. No one  
 is more conscientious than he. He really cares about his job  
 and tries to produce the best possible product. All in all,  
 he was one of our best Branch Chiefs and deserves a solid  
 "Strong" for his efforts.

In February 1977, one of the Deputy Chiefs of Operations  
 jobs in the Division came open. Because of his demonstrated  
 all around ability, personal qualifications and potential, he  
 was selected from among the Branch Chiefs in the Division to fill  
 that position. The job will broaden him and equip him for even  
 more responsible posts in the field as either a Station Chief  
 or for more senior positions at Headquarters. He is clearly  
 one of our promising GS-15 officers.

*George V. Lauder*  
 George V. Lauder  
 Deputy Chief  
 Latin America Division

*Thomas J. Keenan*  
 Thomas J. Keenan

4/22/77  
 Date



SECRET

FITNESS REPORT

SECTION A GENERAL INFORMATION									
1. EMPLOYEE NUMBER 026090	2. NAME (Last, First, Middle) Keenan, Thomas J.			3. DATE OF BIRTH 29 Jun 30	4. SEX M	5. GRADE GS-15	6. SD D		
7. OFFICIAL POSITION TITLE Chief of Station			8. OFF/DIV/BR OF ASSIGNMENT DDO/LA/CAR		9. CURRENT STATION Kingston		10. 11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/00		
11. TYPE OF APPOINTMENT					12. TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER (Specify)	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT	<input type="checkbox"/> SPECIAL		
13. REPORTING PERIOD (From-To) 1 January 1975 - 31 December 1975					14. DATE REPORT DUE IN O.P. January 1976				

**SECTION B QUALIFICATIONS UPDATE**

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

**SECTION C PERFORMANCE EVALUATION**

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**S—Strong** Performance is characterized by exceptional proficiency.

**O—Outstanding** 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.

**SPECIFIC DUTIES**

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  See attached memorandum	RATING LETTER
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

**OVERALL PERFORMANCE IN CURRENT POSITION**

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 strengths 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

FORM 45

CLASSIFICATION  
SECRET

22. REPORT CI BY 007094

80  
5/10

CLASSIFICATION

<b>SECTION D</b>	<b>NARRATIVE COMMENTS</b>	
<p>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 C to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.</p>		

**SECTION E CERTIFICATION AND COMMENTS**

<b>1. BY SUPERVISOR</b>	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
20 April 1976	D/C/LA	/s/Raymond A. Warren

<b>2. BY EMPLOYEE</b>		
STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
HAVE ATTACHED <input type="checkbox"/> HAVE NOT ATTACHED <input type="checkbox"/>	1 July 1976	/s/Thomas J. Keenan

**3. BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

See attached

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
20 April 1976	C/LA	/s/Richard S. Sampson

<b>4. BY EMPLOYEE</b>		
I CERTIFY THAT I HAVE BEEN THE SUBJECT IN ALL SECTIONS OF THIS REPORT	DATE	SIGNATURE OF EMPLOYEE
	1 July 1976	/s/Thomas J. Keenan

CLASSIFICATION  
**SECRET**

14-00000

SECRET

20 April 1976

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan  
1 January - 31 December 1975

From January to July of this reporting period Mr. Keenan finished his tour as Chief of Station, Kingston. In addition to himself there were [redacted] other case officers at the Station. Its total complement was [redacted] persons. Mr. Keenan entered the Army War College in July 1975.


During the last six months of his tour, the Station had three things going for it:

[redacted]  
Of these the latter turned out to be the most worthwhile.  
[redacted]

Mr. Keenan's relations [redacted] during this period were good. No problems of any kind were noted. The operational environment continued bad due to the high incidence of crime.

Mr. Keenan is an able, experienced officer with good personal presence. He is measured in his operational approach and in his management style. He is a man of good judgment, has an agreeable personality and inspires confidence; he can be counted on to do a creditable job without a lot of fanfare.

In the last six months of his tour as Chief of Station, Kingston, I would rate his overall performance as "Strong."

  
Raymond A. Warren  
Deputy Chief  
Latin America Division

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CL BY 009560

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Subject: Thomas J. Keenan, Memorandum in Lieu of Fitness Report

COMMENTS OF REVIEWING OFFICIAL

Mr. Keenan had departed Station Kingston <sup>shortly after</sup> ~~by the time~~ I assumed charge of Latin America Division in May 1975. Therefore, I am not able to comment on his performance as Chief of Station, Kingston during the first five months of 1975. I would like to note, however, that Mr. Keenan served under me when I was Chief of Station, Bogota from 1965-1968 and I am acquainted with his personality and operational proficiency. On this basis, while I did not observe his performance as Chief of Station first hand, I generally concur with the Rating Officer's comments and overall performance evaluation of "Strong."

As a person, Mr. Keenan is a mature, dedicated officer with a pleasing personality. He gets along well with his peers and subordinates and is respected by them. I have selected him to be Chief of the Mexican and Central American Branch which is one indicator of the confidence I have in his ability. This will be an excellent test of Mr. Keenan's administrative and managerial ability since this branch is one of our largest in Latin America Division.

*R. S. Sampson*  
Richard S. Sampson  
Chief  
Latin America Division

I certify that I have seen all entries in this report.

*Thomas J. Keenan*  
Thomas J. Keenan

*July 1976*  
Date

SECRET

CLASSIFICATION

FITNESS REPORT

**SECTION A - GENERAL INFORMATION**

1. EMPLOYEE NUMBER 026090	2. NAME (Last, first, middle) Keenan, Thomas J.	3. DATE OF BIRTH 29 Jun 30	4. SEX M	5. GRADE GS-15	6. DD D
7. OFFICIAL POSITION TITLE Chief of Station		8. OFF/DIV/BR OF ASSIGNMENT DDO/LA/CAR	9. CURRENT STATION Kingston		10. CODE (if any) HQB OF
11. TYPE OF APPOINTMENT			12. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER (Spn.)	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> ANNUAL
<input type="checkbox"/> REASSIGNMENT			<input type="checkbox"/> SPECIAL		
13. REPORTING PERIOD (from-to) 1 July 1974 - 31 December 1974			14. DATE REPORT DUE IN O.P. 31 January 1975		

**SECTION B - QUALIFICATIONS UPDATE**

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT.

**SECTION C - PERFORMANCE EVALUATION**

**U - Unsatisfactory:** Performance is unacceptable. A rating in this category requires immediate and 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 D.

**M - Marginal:** Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

**P - Proficient:** Performance is satisfactory. Desired results are being produced in the manner expected.

**S - Strong:** Performance is characterized by exceptional proficiency.

**O - Outstanding:** 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.

**SPECIFIC DUTIES**

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  See Attached MEMORANDUM IN LIEU OF FITNESS REPORT	RATING LETTER
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

**OVERALL PERFORMANCE IN CURRENT POSITION**

Take into account everything about the employee which influences his effectiveness in his current position such as performance on 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  
**S**

FORM 45 9-73

CLASSIFICATION  
**SECRET**

RE. IMPDET CS BY CC 22 22

(4)

CLASSIFICATION

SECTION D

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 C; provide basis for determining future personnel action. Moments of performance of managerial or supervisory duties and cost consciousness in the use of personnel, office equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE

DATE

SIGNATURE OF EMPLOYEE

HAVE ATTACHED

HAVE NOT ATTACHED

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

CLASSIFICATION

SECRET

13 January 1975

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan  
1 July 1974 - 31 December 1974

Mr. Keenan took over as COS Kingston in September 1974. This is his first COS assignment. The Kingston Station is composed of [redacted] employees of [redacted] total complement

As one of the principal Caribbean sources of bauxite, Jamaica is of importance to the U.S. The arbitrary taxes levied on the U.S. bauxite company in Jamaica has been a source of conflict between the two governments. There is a Cuban and Chinese presence in Jamaica. Perhaps the single most important factor affecting the environment and personal lives of our Station members is the very high level of crime in Kingston, especially rape.

In reviewing the past fitness reports none has yet been written specifically commenting on his performance as COS in Kingston. I will attempt to fill that gap with this one.

[redacted]

From the past we know that Mr. Keenan is an excellent officer with good operational instincts. After a year in Kingston as COS we now also see that he can perform as a manager. Upon his return from Kingston this year Mr. Keenan will attend the Army War College to continue his career development. I rate his overall performance as COS in Kingston as "Strong."

*Raymond A. Warren*  
Raymond A. Warren  
Deputy Chief  
Latin America Division

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CL BY 009560

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Subject: Thomas J. Keenan, Memorandum in Lieu of Fitness Report

COMMENTS BY REVIEWING OFFICIAL:

I concur in the evaluation of strong. It should be pointed out that Mr. Keenan has been operating under very difficult circumstances for which I am responsible. It was on my recommendation that he was pulled out of Lima for Kingston. I remembered this as a Caribbean paradise, but later found out that it was a most difficult situation--especially for someone like Mr. Keenan with a large family of small girls. Given this personal problem, it is understandable that Mr. Keenan did not perform in a more dramatic manner. He did quite well and will, I think, benefit from his upcoming war college stint.

  
\_\_\_\_\_  
David A. Phillips, Chief, LA Division

14 January 1975  
Date

I certify that I have seen all entries in all sections of this report.

/s/Thomas J. Keenan  
Thomas J. Keenan

HJKT-1902, 24 Jan 75  
24 January 1975  
Date

Copy sent to subject via HJKS-1120, 15 Jan 1975.



CLASSIFICATION

FITNESS REPORT

GENERAL INFORMATION

<b>SECTION A</b>		<b>GENERAL INFORMATION</b>					
1. EMPLOYEE NUMBER 026090	2. NAME (Last, first, middle) Keenan, Thomas J.	3. DATE OF BIRTH 30	4. SEX M	5. GRADE GS-14	6. DD D		
7. OFFICIAL POSITION TITLE Chief of Station		8. OFF. DIV OR OF ASSIGNMENT DDO/NI/7	9. CURRENT STATION Kingston		10. CODE (18-000) HQS. DP		
11. TYPE OF APPOINTMENT				12. TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> OTHER (List)	<input type="checkbox"/> TEMPORARY	Retirement supervisor		
				<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT	<input checked="" type="checkbox"/> SPECIAL	
13. REPORTING PERIOD (From-to) October 1973 - 30 June 1974				14. DATE REPORT DUE IN O.P.			

**SECTION B QUALIFICATIONS UPDATE**

IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE THE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT

**SECTION C PERFORMANCE EVALUATION**

**U-Unsatisfactory** Performance is unacceptable. A rating in this category requires immediate and 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 D.

**M-Marginal** Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.

**P-Proficient** Performance is satisfactory. Desired results are being produced in the manner expected.

**S-Strong** Performance is characterized by exceptional proficiency.

**O-Outstanding** 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.

**SPECIFIC DUTIES**

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 Chief of Station, Kingston	RATING LETTER
SPECIFIC DUTY NO. 2	RATING LETTER
SPECIFIC DUTY NO. 3	RATING LETTER
SPECIFIC DUTY NO. 4	RATING LETTER
SPECIFIC DUTY NO. 5	RATING LETTER
SPECIFIC DUTY NO. 6	RATING LETTER

**OVERALL PERFORMANCE IN CURRENT POSITION**

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: **S**

CONFIDENTIAL

<b>FITNESS REPORT</b>		NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.			
<b>SECTION A. GENERAL INFORMATION</b>					
1. EMPLOYEE NUMBER 026090		2. NAME (last, first, middle) Keenan, Thomas J.		3. DATE OF BIRTH 29 Jun 30	4. SEX M
		5. GRADE GS-14	6. SD D		
7. OFFICIAL POSITION-TITLE Ops Officer, DCOS			8. OFF/DIV/BR OF ASSIGNMENT DDO/WH/S	9. CURRENT STATION Lima, Peru	
10. TYPE OF APPOINTMENT			11. TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> CAREER PROVISIONAL	<input type="checkbox"/> RESERVE	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> 21-MONTH	<input type="checkbox"/> 30-MONTH
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> REASSIGNMENT		<input type="checkbox"/> SPECIAL
			12. REPORTING PERIOD (From-to) 1 Nov 1972 - 14 Sept 73		13. DATE REPORT DUE IN O.P.
<b>SECTION B. PERFORMANCE EVALUATION</b>					
<p><b>U-Unsatisfactory</b> Performance is unsatisfactory. A rating in this category requires immediate and 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>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</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 DCOS					RATING LETTER S
SPECIFIC DUTY NO. 2 ACOS					RATING LETTER S
SPECIFIC DUTY NO. 3 Senior Station Case Officer					RATING LETTER O
SPECIFIC DUTY NO. 4					RATING LETTER
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 S

CONFIDENTIAL

**SECTION C NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position bearing in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competencies, 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 and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This report is occasioned by Subject's early departure from Lima, before end of tour, to assume the duties of COS in Kingston, Jamaica. That fact alone attests the esteem in which he has been held by Hqs and, when the proposal for that assignment was made, also expressed once again by the rater.

Subject had not yet completed his first two years as a DCOS and this was his first crack at that level of responsibility. So his rise of late has been rapid, although of course it is based on abilities and experience developed and polished in the course of a number of tours overseas prior to his coming to Lima. These have all been spent in the Latin environment so the Caribbean will be for him a completely new world. This will be a healthy change for him and is managerially sound as well for the Station to which he is going.

As DCOS in Lima, Subject has shown a high order of operational soundness, administrative good sense, and a conscientiousness about his work that permitted COS to delegate without hesitation both specific problems in any area or even whole sections of Station activity (e.g. narcotics) for him to carry out or to supervise. Subject is a prudent man who thinks things through before acting. He weighs the pros and cons carefully, is quite CI-minded (an indispensable attribute in this semi-hostile climate), and then acts promptly. His judgment, while it tends to come down on the conservative side, is invariably soundly based. His periods of serving as Acting COS have been competently handled as well, always within his understanding of what the COS would want done if he were here.

As a supervisor, Subject has the right combination of patience and firmness when dealing with younger case officers who want to be off and running. He encourages their

(CONTINUED)

**SECTION D CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE Not Dated o/a 10 Sep 1973	SIGNATURE OF EMPLOYEE /s/ Thomas J. Keenan
-----------------------------------	---

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 15	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE Not Dated o/a 10 Sep 1973	OFFICIAL TITLE OF SUPERVISOR Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /s/ Richard S. Welch

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL:

There is little more that can be added to this eloquent report. Mr. Keenan's exceptional characteristics and abilities and his fine performance as DCOS, Lima, an unusually active, busy station, have led to his present assignment as COS, Kingston. The rating officer has stated that Mr. Keenan's rise of late has been rapid and this is true. However, all that he has achieved he has worked very hard for and certainly earned; and despite the fact he has a youthful face and a somewhat boyish manner, he is not all that young in years, so the present grade and position are hardly inconsistent with his age. Viewing the record and this man's potential, there is every reason to expect that he will continue to progress up the managerial ladder at essentially the same pace we have seen in the last three or four years.

DATE 12 November 1973	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, WH/Branch 3	TYPED OR PRINTED NAME AND SIGNATURE Richard L. Conolly
--------------------------	--	---

CONFIDENTIAL

SECTION C continued....

aggressiveness but at the same time enlightens them on the virtue of looking over their shoulder at who may be after them as well as on the advantages of doing their homework first. Usually the upshot has proved him right.

In running his own cases, Subject is meticulous and very thorough, preparing himself for eventualities as well as maximum disseminable information. He has personally handled two difficult cases while here and has gotten what there was to be had out of both. Each also had serious flap potential but there has been not a whiff of suspicion or of leakage.

Subject, as noted before, has a cherry exterior that covers a deeply serious person within. His easy and forthright manner has earned him friends in the official Embassy community and in the larger society as well. All respect his judgment, his seriousness about his work and the issues of our time, and his eminently decent family life. All of these qualities should go far to make his upcoming tour as a COS a success. We wish him well and expect in future to hear only good about him and his work.

CONFIDENTIAL

SECRET  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				026090			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD
Keenan, Thomas J.			29 Jun 1930		M	GS-14	D
6. OFFICIAL POSITION TITLE			7. OFF. DIV./BR. OF ASSIGNMENT		8. CURRENT STATION		
Deputy Chief of Station			DDP/WII/3		11ma		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	<input type="checkbox"/> REASSIGNMENT EMPLOYEE	<input type="checkbox"/> SPECIAL (Specify)	
CAREER-PROVISIONAL (See instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL			
SPECIAL (Specify)							
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
31 December 1972				19 May 1972 - 31 October 1972			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<b>U-Unsatisfactory</b>	Performance is unacceptable. A rating in this category requires immediate and 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.						
<b>M-Marginal</b>	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.						
<b>P-P proficient</b>	Performance is satisfactory. Desired results are being produced in the manner expected.						
<b>S-Strong</b>	Performance is characterized by exceptional proficiency.						
<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.						
<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	Deputy Chief of Station						RATING LETTER S
SPECIFIC DUTY NO. 2	Acting Chief of Station						RATING LETTER S
SPECIFIC DUTY NO. 3	Senior Station Case Officer						RATING LETTER O
SPECIFIC DUTY NO. 4							RATING LETTER
SPECIFIC DUTY NO. 5							RATING LETTER
SPECIFIC DUTY NO. 6							RATING LETTER
	16 NOV 1972 M						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 S

SECRET

(When Filled In)

**SECTION C NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. Show 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. Mention of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This fine officer has been DCOS in Lima for nearly a year now, his first crack at this level of responsibility. And for nearly two months of that he was Acting COS during an interregnum which was made easier for Hqs to accept at the time because of Subject's already acknowledged ability and operational judgment.

This officer has many laudable qualities. He was an established, painstaking professional with solid operational background. He has now demonstrated that he is also good at management, at keeping things moving, and at finding time for the little details that so often make the difference. He has a healthy respect for the opposition services (international and local) and weighs his operational decisions carefully in the light of their capabilities. In his present DCOS (and ACOS) responsibilities, he also shows excellent political judgment, knowing what will wash and what probably won't, what is acceptable risk (all things considered) and what is probably asking for trouble. A prudent officer, he looks before he leaps or asks officers to.

This officer also has an amiable personality, warm and forthcoming with all the people he deals with - and deals with the more effectively as a result. This amiability (and the obvious decency and quiet integrity of the man) does not for a minute, however, get in the way of a good mind getting quickly to the bottom of whatever subject or problem may be before him. He is especially effective working with junior officers and subordinates, explaining the background /CONTINUED/

**SECTION D CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
20 October 1972	/s/ Thomas J. Keenan

**2. BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
20 October 1972	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
4	Chief of Station	/s/ Richard S. Welch

**3. BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

I fully concur in the comments and ratings given in the basic report. There is little to add to what has been said above or previously about this officer.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
13 November 1972	Deputy Chief, WH Division	James E. Flannery

SECRET

14-00000-21

**S E C R E T**

**Section C continued.....**

**of his decisions or analysis of the problem succinctly and tactfully.**

**Subject deserves the highest marks for his handling of several of the Station's problem cases.**

**important cases require quick thinking, gentle persuasion, and an adroit persistence in pushing BKCROWN's interests (offensive and defensive) in the midst of a welter of competing factors. Where a light but firm touch is needed, this officer cannot have many equals.**

**Subject is, as would be expected, held in high regard by his LNFALL colleagues and also by his Peruvian acquaintances. He is also (if the above does not say it) held in very high regard by the rater, who finds his advice on operational and political issues sound and finds him a person to whom any problem can be delegated in full confidence it will be handled fast and well. It is a pleasure to work with him.**

**S E C R E T**

SECRET  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				026090	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, THOMAS J.		29 Jun 1930	M	GS-14	D
6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Deputy Chief of Station		DDP/WII/3		Lima, Peru	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR
CAREER PROVISIONAL (See instructions - Section C)					REASSIGNMENT EMPLOYEE
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
			1 January 1972 - 18 May 1972		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and 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>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</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 Deputy Chief of Station and Acting Chief of Station in Absence of the COS					RATING LETTER S
SPECIFIC DUTY NO. 2 Supervision of Project covering [redacted] [redacted] Case officer for some of the agents in the project.					RATING LETTER S
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					RATING LETTER
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.					S

15024  
1/74



SECRET

(FORM 8-11-64 12)

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 and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

The narrative statement in the last Fitness Report on Subject (HPLT-6074, 10 Jan 72) is still largely valid. This individual has in all ways proven himself as a keen, mature operations officer, supervisor and Deputy Chief of Station. Upon my departure (18 May 1972) he will be in charge for approximately six weeks until the new COS arrives. I have every reason to believe that during this period his actions and decisions will reflect credit on the Station and the organization in general. He enjoys the complete confidence and support of all Station personnel and is well-prepared to successfully meet the challenges which lie ahead.

It has been a special pleasure knowing and serving with such an officer.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

16 May 1972

SIGNATURE OF EMPLOYEE

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

7

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

DATE

16 May 1972

OFFICIAL TITLE OF SUPERVISOR

COS

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Stewart Burton

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The above represents the COS' end-of-tour rating of Mr. Keenan, and following fairly close on the heels of the previous fitness report, it adds little to the previous narrative.

Since the COS in Lima [redacted] area, Mr. Keenan's normal function is to serve as de facto chief of operations and office manager. With the COS' departure in May, Mr. Keenan was serving as Acting Chief of Station. He maintained the tempo of Station operations and activity under what have been for some time a rather hostile operational climate in Peru.

DATE

13 November 1972

OFFICIAL TITLE OF REVIEWING OFFICIAL

Deputy Chief, WH Division

TYPED OR PRINTED NAME AND SIGNATURE

Continued  
James E. Flannery

SECRET

**SECRET**

**FITNESS REPORT, Reviewing Official's Comments - continued:**

**As probably is apparent from past fitness reports and other indicators, Mr. Keenan is considered one of the Division's officers who thus far has shown the drive and ability to move ahead of most of his age/class peers. His potential remains to be established.**

**SECRET**

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				026090	
<b>SECTION A: GENERAL</b>					
1. NAME (Last) (First) (Middle) Keenan, Thomas J.		2. DATE OF BIRTH 29 June 1930	3. SER. M	4. GRADE GS-14	5. SO D
6. OFFICIAL POSITION TITLE Ops Officer, DCOS		7. DIVISION OF ASSIGNMENT DDP/WI/5	8. CURRENT STATION Lima, Peru		
9. CHECK IN TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P. 29 Feb 72			12. REPORTING PERIOD (From - to) 1 October 1971 - 31 December 1971		
<b>SECTION B: PERFORMANCE EVALUATION</b>					
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and 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>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Profitant</b> Performance is satisfactory. Desired results are being produced in the manner expected.</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 Deputy Chief of Station and Acting Chief of Station in absence of the COS				RATING LETTER S	
SPECIFIC DUTY NO. 2 Supervision of Project covering the [redacted] Case officer for some of the agents in the project.				RATING LETTER S	
SPECIFIC DUTY NO. 3				RATING LETTER	
SPECIFIC DUTY NO. 4				RATING LETTER	
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 S

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses by or cited in this report keeping in proper perspective their relationship to overall performance. Make 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 and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>In the brief three months Subject has been at the Station, he has moved rapidly not only to thoroughly acquaint himself with his specific responsibilities but also with all aspects of the Station's activities. His equable nature, ability to deal successfully with people of all descriptions and dispositions and solid operational background make him a most welcome member of the Station staff. As COS, I am particularly grateful for his services.</p>			
<p>Among his duties is that of supervising closely the activities of junior officers - which he does extremely well. Being one who readily commands respect, they readily seek him out for advise and consultation and are learning much under his masterly tutelage.</p>			
<p>Subject is also coordinating Station efforts and is already achieving some positive results. [redacted] was made by another officer closely assisted and encouraged by Subject. The latter is now [redacted]</p>			
<p>Subject has clearly demonstrated his managerial talent and acuity in the handling of funds and other resources. I would predict a most successful tour of duty for this fine officer in Lima and foresee marked progress toward Station operational objectives as a result of his presence.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.			
DATE	SIGNATURE OF EMPLOYEE		
7 January 1972	/s/ Thomas Keenan		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
3			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
7 Jan 72	COS	/s/ Stewart Burton	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I concur in the above ratings and comments. While it is indeed a little early to make truly valid and perceptive remarks, we have also noticed from our vantage point back here the steady influence Mr. Keenan has exerted on highly imaginative and active but relatively inexperienced Station members to which the COS alludes in his commentary. We too foresee a very successful tour for this talented officer and agree that the Station is indeed fortunate to have him present at this important time when operational prospects in Peru are so rapidly improving.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
14 February 1972	Deputy Chief, WH/3	Richard L. Conolly	

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				026090			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX		4. GRADE	
Keenan, Thomas J.		29 Jan 30		M		GS 14 B	
5. OFFICIAL POSITION/TITLE				7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer				DDP/WL/3		Bogota, Colombia	
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"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN G.P.				12. REPORTING PERIOD (From - to)			
				1 April 1971 to 13 July 1971			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<b>U-Unsatisfactory</b>		Performance is unacceptable. A rating in this category requires immediate and 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.					
<b>M-Marginal</b>		Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.					
<b>P-Proficient</b>		Performance is satisfactory. Desired results are being produced in the manner expected.					
<b>S-Strong</b>		Performance is characterized by exceptional proficiency.					
<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.					
<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							RATING LETTER
Conduct Station REDTOP operations							S
SPECIFIC DUTY NO. 2							RATING LETTER
Agent handling							O
SPECIFIC DUTY NO. 3							RATING LETTER
Development of new contacts and recruitment							S
SPECIFIC DUTY NO. 4							RATING LETTER
Operational reporting and project management							O
SPECIFIC DUTY NO. 5							RATING LETTER
Supervise one case officer and intel assistant							S
SPECIFIC DUTY NO. 6							RATING LETTER
Liaison with other LNPURE components							S
<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
							S

3 AUG 1971

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				026090			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SER	4. GRADE	5. SD
Keenan, Thomas J.			29 Jun 1930		M	GS-14	D
6. OFFICIAL POSITION/TITLE				7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer				DDP/WH		Bogota	
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"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
<input type="checkbox"/> SPECIAL (Specify):				<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
30 April 1971				1 Jan 70 - 31 March 70			
SECTION B PERFORMANCE EVALUATION							
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and 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>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proflcient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</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>							
SPECIFIC DUTIES							
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						RATING LETTER	
Conduct Station REDTOP operations						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Agent handling						O	
SPECIFIC DUTY NO. 3						RATING LETTER	
Development of new contacts and recruitment						S	
SPECIFIC DUTY NO. 4						RATING LETTER	
Operational reporting and project management						O	
SPECIFIC DUTY NO. 5						RATING LETTER	
Supervise one case officer and intel assistant						S	
SPECIFIC DUTY NO. 6						RATING LETTER	
Liaison with other INPURE components						S	
OVERALL PERFORMANCE IN CURRENT POSITION							
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	
						S	

SECRET

(When Filled In)

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 and cost-consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer has continued to give a uniformly strong or better performance during the rating period. Comments in his previous fitness report continue to apply. He has received slightly lower ratings for some specific duties in Section B only because he received a well-deserved promotion last year and now must be evaluated in comparison with other GS-14's. As can be seen from the rating, even at this new level we feel he is giving a fine performance in comparison with his new peers.

Although the Station cannot claim any breakthrough in the REDTOP field during the rating period, this officer's work continued high in quality and quantity. He added three new members to our stable of REDTOP access agents, developed an intensive target analysis program and improved our REDTOP reporting in general to the point where it has been commended by Headquarters. The most recent Hdqs evaluation stated: "The efforts against [redacted] show imagination and sound analysis, and reporting has improved greatly. The changes in the [redacted] are reasonable and the Station's support operations are well-tailored to provide information of use in programming human access to [redacted]. Lastly, plans for the next half-year are realistic. We are encouraged by the Station's unmistakable positive attitude about the prospects of the effort against this difficult target." Working against this frustrating and difficult target, this officer has retained his (cont.)

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT AND REVIEWING OFFICIAL'S COMMENTS		
DATE	SIGNATURE OF EMPLOYEE	OFFICIAL'S COMMENTS
12 April 1971	/s/ Thomas Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
12 April 1971	DCOS	/s/ Wallace Mills
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL: I concur with the rating officer's evaluation and comment and would like to stress that the only reason his letter rating has dropped from outstanding to a solid strong is that he is now being rated as a GS-14 and not as a GS-13. A comment is also in order in regard to his possible cautiousness which is mentioned in the narrative portion of the report. Subject is a truly professional officer and especially adept at CI/FI. He is therefore able to quickly spot some weaknesses in proposed operations and quite properly and always accurately, points these out. On the other hand, in the Latin American environment some risks are acceptable which would not be tolerable in a situation where a higher degree of professionalism is mandatory. At times I have been in the anomalous position of approving an operation which Subject, perceptibly (cont)		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 April 1971	COS	/s/ Dino J. Pionzio

SECRET

SECRET

Continuation of Section C of Fitness Report on NIARCOS

enthusiasm, imagination and drive. He has built good [redacted] programs and a support mechanism which give us excellent coverage of the target. He has then gone further into analyses of individual targets. The groundwork has been laid methodically; what we lack is luck to recruit that most elusive of sources-[redacted]

I have no doubt this officer has additional growth potential. He has unusual drive and motivation; he shows imagination with good judgment. He combines this with a broad background of experience in FI, CI and operational support work and excellent tradecraft. He should guard against a tendency to be over-cautious, but is intelligent, ambitious, perceptive, and has all the attributes necessary to do a good job in his next assignment as DCOS at a [redacted] station. This will give him an opportunity to show adaptability in a major supervisory position.

This officer has high personal standards. One of his strongest characteristics is his decisiveness and ability to organize his time, recognizing priorities and accomplishing his work quickly. He never misses a deadline. His work is thorough but cuts through verbiage to the essentials. He accepts responsibility well and once an assignment is made can be depended upon to take care of it without further follow-up by the supervisor. He is mature in his attitude toward JKLANCE and both he and his family observe the highest standards of personal conduct. His wife, who is bi-lingual, adds considerably to his contact work. They are popular in the community. In sum, this employee is a proven case officer who is about to take on managerial responsibility; he has every qualification to do equally well in this field.

Continuation of Section D., Item 3. (Comments by Reviewing Official)

and correctly, has indicated as having some rather strong weaknesses. However, this comment should not be construed as indicating lack of aggressiveness in Subject. He is, in fact, very aggressive in developing operational contacts and in making recruitments. In sum, Subject is one of our best all-around officers with a great breadth of experience, a fine potential for growth, a sharp intelligence coupled with unusual discipline. We shall miss him and his wife and are certain he will do well in his new post.

SECRET



**SECRET**  
(When Filled In)

FITNESS REPORT							EMPLOYEE SERIAL NUMBER	
							620690	
<b>SECTION A GENERAL</b>								
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SER	4. GRADE	5. ED		
Keenan, Thomas J.			06/29/30	M	GS-13	D		
6. OFFICIAL POSITION/TITLE			7. OFF/DIV/OP OF ASSIGNMENT		8. CURRENT STATION			
Ops Officer			DDP/WII/3		Bogota			
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT				
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR				
<input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE				
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):					
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)				
<b>SECTION B PERFORMANCE EVALUATION</b>								
<b>U-Unsatisfactory</b>		Performance is unacceptable. A rating in this category requires immediate and 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.						
<b>M-Marginal</b>		Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.						
<b>P-Proficient</b>		Performance is satisfactory. Desired results are being produced in the manner expected.						
<b>S-Strong</b>		Performance is characterized by exceptional proficiency.						
<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.						
<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							RATING LETTER	
Conduct Station REDTOP Operations							O	
SPECIFIC DUTY NO. 2							RATING LETTER	
Agent Handling							O	
SPECIFIC DUTY NO. 3							RATING LETTER	
Development of New Contacts and Recruitment							S	
SPECIFIC DUTY NO. 4							RATING LETTER	
Operational Reporting and Project Management							O	
SPECIFIC DUTY NO. 5							RATING LETTER	
Supervise one case officer and intel assistant							S	
SPECIFIC DUTY NO. 6							RATING LETTER	
Liaison with other LNPURE components							S	
<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	
							O	

SECRET

(When Filled In)

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 D to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer continues to make an outstanding contribution to the Station. The narrative comments of the previous fitness report continue to apply to this employee who, despite the well-known frustrations of work in the REDTOP field, has maintained his drive and enthusiasm and made considerable progress.

His reporting is exceptional, always timely and complete.

Of special note was the officer's progress in entertaining and developing a wide range of contacts in both the Colombian (continued)

SECTION D

CERTIFICATION AND COMMENTS

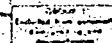
1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
13 February 1970	/s/ Thomas J. Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
13 February 1970	Ops Officer	/s/ Wallace A. Mills
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL: I fully concur with the rater's evaluation. Subject is the strongest officer at this Station and is one of the best operations officers I have encountered in my 19 years with the organization. We call your attention to HLBT-4028, dated 25 February 1969, in which we strongly recommended that he be promoted promptly to GS-14. We reiterate this recommendation with some urgency. He will now be 40 years old in June and if we expect to keep officers of this caliber we must move them along. I am not aware that we are so rich in talent that we can afford the luxury of slighting officers who have the potential of Subject.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
February 1970	COS	/s/ Dino J. Pionzolo

SECRET

**SECRET**  
(When Filled In)

Reviewed by **OP/PD/EAB**

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				026090			
<b>SECTION A: GENERAL</b>							
1. NAME (Last) (First) (Middle) <b>Koussali, Thomas J.</b>			2. DATE OF BIRTH <b>06/29/30</b>	3. SEX <b>M</b>	4. GRADE <b>GS-13</b>	5. SD <b>D</b>	
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/WH/3</b>		8. CURRENT STATION <b>Bogota</b>		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER		<input type="checkbox"/> RESERVE		<input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL	
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT SUPERVISOR		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
<input type="checkbox"/> SPECIAL (Specify):				<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to) <b>1 April 1968 - 31 March 1969</b>			
<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 - Proficient:</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						RATING LETTER	
<b>Conduct Station REMTOP Operations</b>						<b>O</b>	
SPECIFIC DUTY NO. 2						RATING LETTER	
<b>Assists COS as DeFacto Ops Chief</b>						<b>O</b>	
SPECIFIC DUTY NO. 3						RATING LETTER	
<b>Supervise one Intel Assistant</b>						<b>S</b>	
SPECIFIC DUTY NO. 4						RATING LETTER	
<b>Agent Handling</b>						<b>O</b>	
SPECIFIC DUTY NO. 5						RATING LETTER	
<b>Development of new contacts and Recruitment</b>						<b>S</b>	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>Operational Reporting</b>						<b>- O</b>	
<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>O</b>	



SECRET

(When Filled In)

**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 individual or typographical styles and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

It is a pleasure to write a Fitness Report on this officer. Always a strong performer, Subject has continued to mature and improve during the reporting period. Early in the year he took over the Station's operational support team for several months, handling them extremely well, while developing a new team on the outside. In July he assumed primary responsibility for the Station's new REDTOP program and has done an outstanding job, of keeping abreast of REDTOP activities here and exploiting those opportunities which have occurred despite a seriously understaffed section. At the same time he is continuing to direct [redacted] agent,

and still found time to develop another particularly important new [redacted] up to its final stages of implementation. These tasks reflect the Station's confidence in and reliance on Subject who is giving an overall outstanding performance.

Subject's greatest strengths are good judgement, enthusiasm, dynamism and an ability to grasp the major elements of any task and handle them quickly and intelligently. He is personable and mixes well. During the year he has made excellent progress in expanding his contacts throughout the Colombian community and selecting and developing those that can be of use to the Station. He is aided in this by his wife who is attractive, has excellent Spanish and is a great addition to his work.

Cont'd.....

**SECTION D CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE: 4 Feb. 1969 SIGNATURE OF EMPLOYEE: /s/ Thomas J. Keenan

2. BY SUPERVISOR

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

DATE: 4 Feb. 1969 OFFICIAL TITLE OF SUPERVISOR: Ops Officer, DCOS TYPED OR PRINTED NAME AND SIGNATURE: /s/ Wallace A. Mills

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL: COS fully concurs with above appraisal. Subject definitely falls into the category of potential Chief of Station material. He has uncommon operational judgment, broad professional experience, a keen sense of priorities, handles people well and combines the unusual traits of being well liked yet firm. Devoted to his job he works long hours without diminishing his efficiency. Although respectful to his superiors he is decisive. An excellent family man he has no bad habits. His wife is of great assistance to him in his work. COS intends to recommend subject for promotion to GS-14 in the next cycle in the belief that men of subject's ability and potential should be brought along rapidly. He will be 39 years old next June and it is essential that he be made to feel that

DATE: 4 Feb. 1969 OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief of Station TYPED OR PRINTED NAME AND SIGNATURE: /s/ Dino J. Pionzio

SECRET

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Continuation of Fitness Report - Section C.....

Subject accepts new responsibilities readily; he shows initiative and has imagination; he displays reasonable cost-consciousness, and reacts well to supervision. Above all, Subject is energetic, recognizes priorities, and gets things done.

This man is an outstanding officer who is enthusiastic concerning WOFIRM work, and should continue to be given additional responsibilities and the grades and titles that go with such responsibilities. Director of the REDTOP program in Bogota is a major step forward, but we have just completed the preparation stage. With the success we expect him to have during the remainder of his tour, Subject should be ready to assume a position as deputy chief of an equivalent Station. At this time there are no apparent limitations to Subject's prospects. In recognition of his outstanding performance and solid potential subject is strongly recommended for early promotion from GS-13 to GS-14.

Continuation of Fitness Report - Comments by Reviewing Official

he is progressing with our other outstanding officers in the same age group.

~~SECRET~~

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				02609C			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
Keenan, Thomas J.			June 1930	M	GS-13	D	
6. OFFICIAL POSITION/TITLE				7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer				DDP/WH/3		Bogota, Colombia	
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 checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input type="checkbox"/> INITIAL		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
<input type="checkbox"/> SPECIAL (Specify):				<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From- to-)			
31 May 1968				1 January - 20 May 1968			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>W - <u>Weak</u></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 - <u>Adequate</u></b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - <u>Proficient</u></b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - <u>Strong</u></b> Performance is characterized by exceptional proficiency.</p> <p><b>O - <u>Outstanding</u></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						RATING LETTER	
Agent handling and exploitation						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Management of and guidance to teams						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Operational management of project activities						S	
SPECIFIC DUTY NO. 4						RATING LETTER	
Operational (including contact) reporting						S	
SPECIFIC DUTY NO. 5						RATING LETTER	
Contact and Cultivation Activities						P	
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	
						S	

SECRET

(When Filled In)

**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 and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

MAIL ROOM

**SECTION D CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.

DATE	SIGNATURE OF EMPLOYEE
14 May 68	/s/ Thomas J. Keenan

**2. BY SUPERVISOR**

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
14 May 68	Deputy Chief of Station	

**3. BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

I concur with the letter rating of the rating officer.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
14 May 68	Chief of Station	/s/ Richard Sampson

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				026090			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD	
Kecnan, Thomas J.		June 1930		M	GS-13	D	
6. OFFICIAL POSITION TITLE				7. OFF/DIVISION OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer				MB		Bogota	
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"/> INITIAL		<input type="checkbox"/> REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
28 February 1968				1 July - 31 December 1967			
<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 - Proficient</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						RATING LETTER	
Agent handling and exploitation						B	
SPECIFIC DUTY NO. 2						RATING LETTER	
Direction of Covert Action [redacted] activities						B	
SPECIFIC DUTY NO. 3						RATING LETTER	
Operational management of project activities						B	
SPECIFIC DUTY NO. 4						RATING LETTER	
Operational, including contact, reporting						B	
SPECIFIC DUTY NO. 5						RATING LETTER	
Contact and cultivation activities						P	
SPECIFIC DUTY NO. 6						RATING LETTER	
[redacted]						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	



SECRET

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 on rating in Section B to provide basis for determining future personnel action. Moments of performance of management or leadership, efficiency and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This employee has been at this station since June 1967 and has been assigned the following operational duties: he has started from scratch the organization of a second, [redacted] consisting of [redacted] and [redacted] he is giving guidance and direction to one WOLADY contract agent who, in turn, handles Station's WOLADY programs in the Dross [redacted] he also gives guidance and additional on-the-job training [redacted] nationality who is used in recruitment approaches, the [redacted] and in a support capacity.

This employee carries out the above cited tasks with initiative, alacrity and with common sense. He requires the absolute minimum of supervision. His extensive experience in his previous assignment abroad has helped greatly in getting the new [redacted] and investigative team organized quickly. The direction he has given in the WOLADY field, where a reorganization was called for and is being carried out under his supervision and guidance, has been excellent, especially considering the fact that this is his first experience in the WOLADY field. The [redacted] has carried out a number of recruitment pitches (including [redacted] under the close supervision of this employee, who demonstrated a fine knowledge of technique and a good sense of counter intelligence procedures.

This employee is an extremely hard worker, writes well and has a well organized mind. His operational reporting is extensive and invariably on time.

(Continued on annex)

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE: 5 February 1968 SIGNATURE OF EMPLOYEE: /s/ Thomas J. Keenan

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 7 IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: XXXXXXXXXXXXX

DATE: 5 February 1968 OFFICIAL TITLE OF SUPERVISOR: Deputy Chief of Station TYPED OR PRINTED NAME AND SIGNATURE: [redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL: I concur with the narrative comments and numerical ratings given by the Rating Officer. I have found this employee to be a particularly mature case officer who possesses an excellent knowledge of tradecraft and requires little or no supervision to carry out his assignments. His work is of an excellent quality and he has proved to be a definite asset to this station. His only area of weakness is that he must be more assertive and aggressive in developing operational contacts of use to the Station. This has been discussed with him and he is planning to devote more effort in the future to correct this weakness.

DATE: 5 February 1968 OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief of Station, Bogota TYPED OR PRINTED NAME AND SIGNATURE: Richard Sampson

SECRET

SECRET

Annex to Fitness Report

Section C. continued

He has demonstrated an excellent sense of cost consciousness.

This employee has a cheerful disposition and gets along well with his colleagues. His willingness to help out others certainly contributes to the smooth functioning and pleasant atmosphere at the Station. The only criticism, and a minor one indeed, is that this employee, with the many positive assets he has (including his wife who speaks fluent Spanish), could be more forceful in the field of developing new assets of operational interest to the Station.

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				026090			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD	
Keenan, Thomas J.		June 1930		M	GS-12	D	
6. OFFICIAL POSITION TITLE				7. OFF/DIV/BN OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer				DDP/WH/FI		HQ	
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"/> REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)		<input type="checkbox"/> SPECIAL (Specify)		<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
31 January 1967				1/66 - 12/66			
<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 - Proficient</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 Assists C/WH/FI in providing day-to-day staff supervision and guidance to FI/CI activities in the WH area.							RATING LETTER S
SPECIFIC DUTY NO. 2 Reviews and analyzes CI/FI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.							RATING LETTER O
SPECIFIC DUTY NO. 3 On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements.							RATING LETTER O
SPECIFIC DUTY NO. 4 Drafts guidances and other correspondence.							RATING LETTER P
SPECIFIC DUTY NO. 5 Represents C/WH/FI in meetings and on committees.							RATING LETTER S
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 S

SECRET

(When Filled In)

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 by giving best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, supplies, equipment and funds, must be commented on, if applicable. If this space is needed to complete Section C, attach a separate sheet of paper.

This officer's duties remained the same as during the 95-01-1678 rating period and he has continued to discharge with the same high degree of effectiveness, industriousness and cheerfulness. Now that he has been under my supervision for 16 months, I find my first impressions - reflected in last year's fitness report - confirmed to the effect that subject is a strong officer possessing all the necessary qualifications for exceptional growth potential.

In dealing with Branch personnel, who often are senior to him in grade, age and experience, subject conducted himself with great tact and discretion, yet with sufficient firmness to achieve the desired results. In reviewing the FI projects of the Division he has demonstrated that he has a good sense for values, an appreciation of counter-intelligence and security factors and a proper degree of cost consciousness.

Subject did an excellent job at the staff level and has kept well on top of a very heavy paper flow. He is well-disciplined in his personal and working habits without losing his sense of humor, inquisitiveness and enthusiasm. All in all, a very fine fellow to have next to you.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.		
DATE	SIGNATURE OF EMPLOYEE	
31 January 1967	<i>Thomas Polgar</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
16		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1967	C/WH/FI	<i>Thomas Polgar</i> Thomas Polgar
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
This has my full concurrence. This officer has considerable potential.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
3 February 1967	WH/EXO	<i>D. C. Marelius</i> D. C. Marelius

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE NUMBER			
				026090			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD
KEENAN, Thomas J.			29 Jun 30		M	GS-12	D
6. OFFICIAL POSITION TITLE				7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer				DDP/WH/CI FI		Headquarters	
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"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
<input type="checkbox"/> SPECIAL (Specify)				<input type="checkbox"/> SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
				1 Jan - 31 December 1965			
SECTION B PERFORMANCE EVALUATION							
<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 - Proficient</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>							
SPECIFIC DUTIES							
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							RATING LETTER
Assists C/WH/FI in providing day-to-day staff supervision and guidance to FI/CI activities in the WH area.							S
SPECIFIC DUTY NO. 2							RATING LETTER
Reviews and analyzes FI/CI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.							S
SPECIFIC DUTY NO. 3							RATING LETTER
On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements.							S
SPECIFIC DUTY NO. 4							RATING LETTER
Drafts guidances and other correspondence.							P
SPECIFIC DUTY NO. 5							RATING LETTER
Represents C/WH/FI in meetings and on committees.							S
SPECIFIC DUTY NO. 6							RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION							
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
S							S
21 DEC 1965							

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION C		NARRATIVE COMMENTS	
<p>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 in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties, if described, if applicable.</p> <p>While Subject has been under my supervision only for the past three months, the following comments reflect also the opinion of the previous supervisor.</p> <p>Mr. Keenan is an exceptionally strong officer. Following a successful tour in Mexico, he was assigned to the WH Division Staff in a capacity which required not only intelligence and a knowledge of operational procedures, but also a good measure of tact and perception in dealing with Branch personnel senior to him in rank and experience. Mr. Keenan adapted himself to the requirements of this assignment to our complete satisfaction.</p> <p>Subject is industrious, fast in his work, and enthusiastic. Despite the inevitable demands of a large, young family, he has not permitted his domestic responsibilities to interfere with his official duties. His performance on temporary duty in the Dominican Republic merits special recognition.</p> <p>The nature of a Headquarters staff assignment precludes spectacular achievements. The excitement and glamor which make field assignments challenging and rewarding are absent here. Instead, there is a routine and sometimes almost overwhelming flow of paper which has to be massaged and managed, dull as it may be. Many a young officer's motivation did not measure up to this test. Those officers who work on a desk or a staff as effectively and cheerfully as they do in the field are the ones who are likely to possess and develop the qualities needed for senior positions. Mr. Keenan is in this category. He has considerable growth potential.</p>			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.			
DATE	SIGNATURE OF EMPLOYEE		
16 Dec 65	<i>William Keenan</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
3			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
16 Dec '65	C/WH/PI	<i>Thomas Polgar</i> Thomas Polgar	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I am not personally acquainted with this Officer's work. However, inquiries have borne out the rater's high regard for his work and prospects. I concur in full with this report.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
16 December 1965	WH/Executive Officer (or) DC/BHD	<i>Donald C. Marcus</i> Donald C. Marcus (or) Jacob D. Esterline	

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				--026090			
<b>SECTION A</b>				<b>GENERAL</b>			
1. NAME (Last) (First) (Middle) KEENAN, Thomas J.			2. DATE OF BIRTH June 1930		3. SEX M	4. GRADE GS-12	5. SD D
6. OFFICIAL POSITION TITLE Op Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/P&O/A		8. CURRENT STATION Headquarters		
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"/> INITIAL	<input checked="" type="checkbox"/> ANNUAL	<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR	<input type="checkbox"/> REASSIGNMENT EMPLOYEE
SPECIAL (Specify)				SPECIAL (Specify)			
11. DATE REPORT DUE IN O.P. 31 January 1965				12. REPORTING PERIOD (From - to) 30 November-31 December 1964			
<b>SECTION B</b>				<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 - Proficient</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						RATING LETTER	
Reading in to CI work in WH and reading in to operational support (audio, surveillance, intercept) work in WH.						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
SPECIFIC DUTY NO. 3						RATING LETTER	
SPECIFIC DUTY NO. 4						RATING LETTER	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>						RATING LETTER	
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 box corresponding to the statement which most accurately reflects his level of performance.						S	
20 JAN 1965							

**SECTION C NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in mind overall performance. State suggestions made for improvement of work performance. Note any special training. Comment on foreign language competence, if required for current position. Amplify or explain as 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.

Mr. Keenan has been only a month on the job but has pitched in so vigorously that he has made a more definite impression than would ordinarily be given one in a month's time. The work here and the cases he has been dealing with are unfamiliar to him but I have found him very quick to absorb a briefing, able to ask the right and most searching questions, and fast at absorbing the key elements of a case and defining the "problem" from reading of a case file.

He is in the process of learning his present job but he is learning quickly and I have developed a feeling of confidence in passing things to him to "look at" or to do. I have not seen enough of his writing to make a judgment of his analytical ability or of the clarity with which he can put ideas forward.

He has a good manner, is energetic, responsive, and bright, and his attitude is thoughtful and perceptive. I would assume that he would be a year or so in his present position and his assignment after that should be tied to his next overseas post. I feel he shows the qualities and interest (and has the experience from his time in Mexico) to work against our hard and serious targets: the Soviet and their collaborators of the bloc, and I suggest his future be pointed in that direction. He can learn a great deal about work against these targets in his current position.

**SECTION D CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**  
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
31 December 1964	Thomas J. Keenan

**2. BY SUPERVISOR**  
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:	
1		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 December 1964	C/WH/PO/A	<i>John Horton</i> John Horton

**3. BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

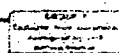
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
15 January 1965	Deputy Chief, WHD	<i>John Horton</i>



SECRET  
(When Filled In)

Label  
213

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle) Keenan, Thomas J.			2. DATE OF BIRTH 29 June 1930	3. SEX M	4. GRADE GS-10
5. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT BLP. RM 3		
6. CURRENT STATION Mexico			8. OFF/DIV/BR OF ASSIGNMENT		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
<input type="checkbox"/> SPECIAL (Specify)			<input type="checkbox"/> SPECIAL (Specify)		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to) 1 Oct. 1961 to 30 September 1962		
<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 - Proficient</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 Complete responsibility for a highly sensitive, unilateral technical operation which involves supervision of [redacted] agents, including [redacted] senior (GS-13) career agent.				RATING LETTER S	
SPECIFIC DUTY NO. 2 Supervisory responsibility for a technical and investigating operation targeted primarily against the local Soviet official delegation. (Supervision of [redacted] agents.)				RATING LETTER S	
SPECIFIC DUTY NO. 3 Responsibility for sensitive double agent operation targeted against the Soviets.				RATING LETTER P	
SPECIFIC DUTY NO. 4 Responsibility in Mexico for an operation involving a singleton agent operating as a third national. This operation includes responsibility for maintaining an [redacted] with the agent during those periods he is not in Mexico.				RATING LETTER S	
SPECIFIC DUTY NO. 5 Alternate (to COS) Case Officer for a LAURICLE project of continuing importance; also alternate Case Officer (to DCOS) for two important SUPPORT projects.				RATING LETTER P	
SPECIFIC DUTY NO. 6 Preparation of necessary memoranda, dispatches, project actions, and other correspondence attendant to the operations assigned.				RATING LETTER P	
<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 S	



## SECRET

(When Filled In)

## 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.

Subject's duties and responsibilities as an Operations Officer are characterized by managerial and supervisory responsibility for several important operations. Although subject's grade (GS-10) is considerably below that of all other Station Operations Officers, it is noted that his duties, responsibilities and authority are comparable to those possessed by officers with two to four grades higher rank.

Subject is a mature, competent, conscientious and thoroughly dependable officer who always performs his assignments in an excellent manner and willingly assumes responsibilities which are usually associated with officers of higher rank.

Subject does not have any significant weaknesses. His command of the Spanish language is entirely adequate for most operational needs and is continually improving.

Based on subject's personal qualifications, his past performance and his very weighty and important operational responsibilities, it is strongly and urgently recommended that subject be promoted to at least GS-11 and that serious consideration be given to a double promotion to GS-12.

SECTION D CERTIFICATION AND COMMENTS		
1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
15 Nov 62	/S/ Thomas J. Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
15 Nov 62	Chief of Station	/S/ Winston M. Scott
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

SECRET

CONFIDENTIAL

MEMORANDUM FOR: Chief, Records & Services Division  
Office of Personnel

SUBJECT

[REDACTED] Promotion of

Thomas J. Keenan

1. [REDACTED] that effective  
5 August 1962 subject employee was promoted from  
[REDACTED]

2. Request this notice be placed in the official folder  
of the employee concerned.

*J. McArthur*  
Chief, Central Cover Group

cc: Operating Component Compensation  
and Tax Accounts Branch

CONFIDENTIAL

**SECRET**  
(When Filled In)

<b>FITNESS REPORT</b>						EMPLOYEE SERIAL NUMBER <b>26090</b>				
<b>SECTION A GENERAL</b>										
1. NAME (Last) <b>KEMAN</b>		(First) <b>Thomas</b>		(Middle) <b>J.</b>		2. DATE OF BIRTH <b>29 June 1930</b>	3. SEX <b>Male</b>	4. GRADE <b>GS-9</b>		
5. SERVICE DESIGNATION <b>PI (Career)</b>		6. OFFICIAL POSITION TITLE <b>Ops Officer</b>				7. OFF/DIV/BR OF ASSIGNMENT <b>WH/III/DEXT</b>				
8. CAREER STAFF STATUS				9. TYPE OF REPORT						
NOT ELIGIBLE <input checked="" type="checkbox"/>		MEMBER <input type="checkbox"/>		DEFERRED <input type="checkbox"/>		INITIAL <input type="checkbox"/>		REASSIGNMENT/SUPERVISOR		
PENDING <input type="checkbox"/>		DECLINED <input type="checkbox"/>		DENIED <input type="checkbox"/>		ANNUAL <input checked="" type="checkbox"/>		REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P. <b>30 November 1961</b>			11. REPORTING PERIOD From <b>1 Dec 60</b> - To <b>30 Sept 61</b>		12. SPECIAL (Specify)					
<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>Assistant Case Officer in supervision of sensitive technical operation involving approximately persons</b>		RATING NO. <b>7</b>	SPECIFIC DUTY NO. 4 <b>Alternate Case Officer for surveillance operation</b>			RATING NO. <b>6</b>				
SPECIFIC DUTY NO. 2 <b>Case Officer for operation covering instructing and directing a REDCAP candidate</b>		RATING NO. <b>7</b>	SPECIFIC DUTY NO. 5 <b>Alternate Case Officer for technical project supporting overall Station operations</b>			RATING NO. <b>6</b>				
SPECIFIC DUTY NO. 3 <b>Alternate Case Officer for LAURICLE Project</b>		RATING NO. <b>7</b>	SPECIFIC DUTY NO. 6 <b>Case Officer for double agent operation</b>			RATING NO. <b>7</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 falls 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. <b>6</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 OBSERVED	RATING				
						1	2	3	4	5
GETS THINGS DONE										X
RESOURCEFUL										X
ACCEPTS RESPONSIBILITIES										X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES										X
DOES HIS JOB WITHOUT STRONG SUPPORT										X
FACILITATES SMOOTH OPERATION OF HIS OFFICE										X
WRITES EFFECTIVELY										X
SECURITY CONSCIOUS										X
THINKS CLEARLY										X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS										X
OTHER (Specify):										
SEE SECTION "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 a basis for determining future personnel actions.

Oct 25 2 32 PM '61

Subject, a Case Officer at this Station since 3 February 1960, continues his outstanding performance in assignments normally handled by a Case Officer of a considerably higher grade.

Subject carries out his assignments with a minimum of supervision and is very willing to accept responsibilities of any type assignment to him.

Subject is rated very highly in Section B of this Fitness Report and this has been done because Subject has earned these ratings in his own right and in comparison with the work done by other Case Officers at this Station.

It is strongly recommended that Subject be given special consideration for promotion. It would be unfortunate for KUBARK to lose a man of this calibre through neglect of his career promotions. In addition to this superior work, Subject is the head of a family of six (6). As a result of his low salary, he is relegated to an inferior standing in the local society, based upon what a man can acquire through his earnings. Subject's contacts and currently high standard operations require that he spend and appear to be making considerably more than he is currently paid by KUBARK. It would seem unreasonable for KUBARK to expect a man of this calibre to make high level contacts and yet not be able to represent himself as a man in the economic level which his responsibilities represent.

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	
10 October 1961	/s/ Thomas J. Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
20 Months		
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
10 October 1961	Case Officer	/s/ Frank P. Estancena
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		
I would strongly recommend that this officer be given an immediate promotion.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
10 October 1961	Chief of Station	/s/ J. King

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYER SERIAL NUMBER			
<b>SECTION A GENERAL</b>							
1. NAME (Last) <b>Keenan</b> (First) <b>Thomas</b> (Middle) <b>J.</b>		2. DATE OF BIRTH <b>29 June 1930</b>		3. SEX <b>Male</b>	4. GRADE <b>GS-9</b>		
5. SERVICE DESIGNATION <b>FI (Career)</b>		6. OFFICIAL POSITION TITLE <b>Intelligence Officer</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>WHD/3</b>			
8. CAREER STAFF STATUS			9. TYPE OF REPORT				
NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR			
PENDING	DECLINED	DENIED	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD <b>Feb. 1960 - Dec. 1960</b>					
<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>Asst. Case Officer in Supervision of sensitive technical operation involving approx. persons</b>		RATING NO. <b>7</b>	SPECIFIC DUTY NO. 4 <b>Alternate Case officer for surveillance operation</b>		RATING NO. <b>6</b>		
SPECIFIC DUTY NO. 2 <b>Case officer for operation covering, instructing and directing a REDCAP candidate.</b>		RATING NO. <b>6</b>	SPECIFIC DUTY NO. 5 <b>Alternate Case officer for technical project supporting overall Station operations.</b>		RATING NO. <b>6</b>		
SPECIFIC DUTY NO. 3 <b>Alternate Case officer for LAURICLE Project</b>		RATING NO. <b>7</b>	SPECIFIC DUTY NO. 6		RATING NO.		
<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. <b>6</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 OBSERVED	RATING		
					1	2	
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

OFFICE OF PERSONNEL

(When Filled In)

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

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for advancement and his 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 is a young, aggressive Case Officer assigned in his special lines 3 February 1960. Prior to his assignment to this post, he was a J.O.P. Subject's greatest strength lies in the fact that he is extremely willing to undertake any task assigned to him regardless of its desirability, difficulty or the project's time consuming properties. Once given an assignment, Subject requires a minimum of supervision. Subject is especially suited to new assignments because of his adaptability to new circumstances. Subject's worst handicap is his youth coupled with his low grade in respect to the supervisory responsibilities assigned him. It is believed this person is a good candidate for advancement in view of his outstanding performance at this Station.

It will be noted that Subject is rated very highly in Sections B, C and D. These ratings are well earned by Subject in his own right and are even more pronounced when considered in respect to the performance of other more senior officers at this Station.

**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	
19 December 1960	/s/ Thomas J. Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
10 months.		
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
19 December 1960	IO/PI	/s/ Frank R. Estancona
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
19 December 1960	Chief of Station	/s/ Winston M. SCOTT

SECRET

DEPARTMENT OF STATE  
FOREIGN SERVICE INSTITUTE  
LANGUAGE PROFICIENCY REPORT  
ACHIEVEMENT RATING

NAME: **KEENAN, Thomas J.**  
AGENCY:   
PLACE:  Washington, D.C.  
GRADE: **GS-9**  
DATE: **1-10-60**

LANGUAGE COURSE: **Spoken Spanish**  
DATES COVERED BY COURSE:  
FROM: **9-21-59** TO: **1-5-60**

CLASS HOURS PER WEEK: **30**  
LENGTH OF COURSE: **18** WEEKS / **15 1/2** MONTHS  
AMOUNT COMPLETED: **15 1/2** MONTHS  
NO OF CLASS HOURS COMPLETED: **408**  
NO OF LAB HOURS COMPLETED: **408**

COURSE MATERIAL: **PUI Spanish - Basic Course**  
NO OF UNITS TO COURSE: **60**  
NO OF UNITS COMPLETED: **45**

COURSE MATERIAL:   
NO OF UNITS TO COURSE:   
NO OF UNITS COMPLETED:

OTHER MATERIALS COMPLETED:  
**Special program**

EVALUATION: A. EXCELLENT B. VERY GOOD C. GOOD D. FAIR E. POOR

SPOKEN LANGUAGE											
PRONUNCIATION	A	B	<input checked="" type="checkbox"/>	D	E	VERSATILITY:	A	<input checked="" type="checkbox"/>	C	D	E
GRAMMATICAL ACCURACY	A	B	<input checked="" type="checkbox"/>	D	E	COMPREHENSION	A	<input checked="" type="checkbox"/>	C	D	E
ASSIMILATION OF VOCABULARY	A	B	<input checked="" type="checkbox"/>	D	E	OVERALL FLUENCY	A	B	C	D	E
CONTROL OF FIXED UTTERANCES	A	<input checked="" type="checkbox"/>	C	D	E						

WRITING SYSTEM											
SIGHT READING OF MATERIAL COVERED	A	B	C	D	E	AIDED READING OF NEW MATERIAL ON NEXT LEVEL	A	B	C	D	E
SIGHT READING OF NEW MATERIAL ON SAME LEVEL	A	B	C	D	E	GENERAL COMPREHENSION	A	B	C	D	E

GENERAL ACHIEVEMENT RATING											
NATURAL LANGUAGE ABILITY	A	B	<input checked="" type="checkbox"/>	D	E	APPLICATION	<input checked="" type="checkbox"/>	B	C	D	E
MOTIVATION	<input checked="" type="checkbox"/>	B	C	D	E	OVERALL ACHIEVEMENT	A	B	C	D	E

NO OF STUDENTS IN CLASS: **11**  
STANDING OF STUDENT IN CLASS: **lower third**  
ATTENDANCE OF STUDENT:  REGULAR  IRREGULAR

REASON(S) FOR IRREGULAR ATTENDANCE:

TO ACHIEVE MINIMUM ABSOLUTE RATING OF B-3 AND B-2 (SEE REVERSE SIDE) THE FOLLOWING ADDITIONAL TRAINING OR EXPERIENCE IS NEEDED:

REVIEWED BY: **Frank A. Rice**  
Head, Language Testing Unit  
DATED BY: **David A. Griffin**  
Linguistic Scientist



LANGUAGE PROFICIENCY REPORT  
ABSOLUTE RATING

NAME: [Faded]  
GRADE: [Faded]  
SECTION: [Faded]

Rating based on classroom performance.

COMMUNICATION

ABSOLUTE CATEGORIES

- 1. No proficiency in speaking the spoken language.
- 2. Able to use greetings, numbers, colors, etc. in simple situations.
- 3. Able to understand and use simple words.
- 4. Able to understand and use simple phrases.
- 5. Able to understand and use simple sentences.

Grade 4  
Language Testing Unit

Language Specialist

**SECRET**  
(When Filled In)

OCT  
11 1959

FITNESS REPORT						EMPLOYEE SERIAL NUMBER				
<b>SECTION A GENERAL</b>										
1. NAME (Last) (First) (Middle) <b>KEENAN, Thomas J.</b>			2. DATE OF BIRTH <b>29 June 1930</b>		3. SEX <b>Male</b>	4. GRADE <b>GS-9</b>				
5. SERVICE DESIGNATION <b>D</b>		6. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/WH/III/C-A/DO</b>					
8. CAREER STAFF STATUS				9. TYPE OF REPORT						
<input type="checkbox"/> NOT ELIGIBLE	<input type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT/SUPERVISOR						
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT/EMPLOYEE						
10. DATE REPORT DUE IN O.P. <b>31 October 1959</b>		11. REPORTING PERIOD <b>25 Jan 59 To 30 Sep 59</b>		12. SPECIAL (Specify)						
<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 Prepare draft replies for Stations' operational guidance.		RATING NO. <b>4</b>	SPECIFIC DUTY NO. 4 Contact other headquarters components in assisting the Stations' operations.		RATING NO. <b>5</b>					
SPECIFIC DUTY NO. 2 Process project renewals.		RATING NO. <b>5</b>	SPECIFIC DUTY NO. 3 Process FGA's and ON's for Costa Rica and Nicaragua and make necessary follow-ups.		RATING NO. <b>5</b>					
SPECIFIC DUTY NO. 3 Lead Stations operational support.		RATING NO. <b>4</b>	SPECIFIC DUTY NO. 5		RATING NO.					
<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. <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">5</div>				
<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 DESCRIBED	RATING				
						1	2	3	4	5
GETS THINGS DONE									X	
RESOURCEFUL									X	
ACCEPTS RESPONSIBILITIES									X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES									X	
DOES HIS JOB WITHOUT STRONG SUPPORT									X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE									X	
WRITES EFFECTIVELY									X	
SECURITY CONSCIOUS									X	
THINKS CLEARLY									X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS									X	
OTHER (Specify):										

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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 basis for determining future personnel actions.

This individual is alert, conscientious and readily takes <sup>MAIL ROOM</sup> and accomplished his objectives with thoroughness and efficiency. He is a valuable asset and gets on well with his co-workers. He gives evidence of being a sound intelligence officer. He shows no weaknesses.

SECTION F

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
6 months	This employee has been in training since 21 September 1959.	
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
30 September 1959	Ops Officer-Plans, Com A	Walter Thelma Walter Thelma
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
1 Oct 1959	CA/1/TST	Robert W. Daberon

SECRET

**CONFIDENTIAL**  
(When Filled In)

FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT				DATE OF TESTING			
NAME			OFFICE		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">MALE</td> <td style="width:50%;">FEMALE</td> </tr> </table>	MALE	FEMALE
MALE	FEMALE						
<p>The category checked below is an interpretation of the scores made by the person named above on a battery of foreign language aptitude tests. The relationships between test performance and subsequent training performance of trainees in Agency language training courses are indicated by the graphs next to the aptitude categories. The graphs to the left are for women and the graphs to the right are for men. From these graphs you can read for each aptitude category the probability that a person in that category will perform in an Agency foreign language training course at an average or better-than-average level. For example, 22 percent of the women who obtain an aptitude rating of "8" can be expected to be average or better in course performance, while 5 percent of the men with ratings of "8" can be expected to be average or better in course performance. A man needs an aptitude rating of "6" to have about the same expectation of success in language training as a woman with a rating of "8." At the other end of the scale, 80 percent of either men or women who obtain aptitude ratings of "2" can be expected to do average or better-than-average work in training. The differences in relationship are due to differences between men and women in both training performance, and test scores. On the average women are somewhat higher on both.</p>							
% OF WOMEN WHOSE LANGUAGE TRAINING PERFORMANCE IS EXPECTED TO BE AVERAGE OR BETTER THAN AVERAGE.		APTITUDE CATEGORY	% OF MEN WHOSE LANGUAGE TRAINING PERFORMANCE IS EXPECTED TO BE AVERAGE OR BETTER THAN AVERAGE.				
100 80 60 40 20 0			0 20 40 60 80 100				
82%		1.	91%				
60%		2.	60%				
72%		3.	68%				
63%		4.	52%				
53%		5.	37%				
45%		6.	23%				
33%		7.	13%				
22%		8.	5%				
<p>Since many things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be some whose performance will be better than would be expected from their test scores, just as there will likely be some whose performance is poorer than expected. STRENGTH OF MOTIVATION, PRIOR EXPERIENCE WITH A FOREIGN LANGUAGE, and other factors should be considered in selecting people for language training and in interpreting language training results. For example, the number of languages previously studied or learned and the amount of academic and nonacademic language-learning experience are factors not measured by the tests but are indicative of probable success in learning a foreign language. Whether such experience was in the same language as the one to be studied or in a different one is, of course, an additional relevant factor.</p>							
NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL							
MONTHS OF ACADEMIC TRAINING			NONACADEMIC EXPERIENCE (1 YEAR OR MORE)				
HIGH SCHOOL	UNIVERSITY	OTHER	READING OR WRITING	SPEAKING			
DATE		SIGNATURE OF OFFICER, S & T STAFF					
		/s/ [Signature]					
NOTE: This report may be shown to the individual concerned.							

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Personnel

DATE: 3 MAR 1959

FROM : Director of Training

SUBJECT: Summary of JOT Career of Thomas J. Keenan

## 1. Statement of Transfer

Junior Officer Trainee Thomas J. Keenan has been reassigned from the T/O of the JOT Program to the T/O of WH Division effective 25 January 1959. Following is a summary of the accomplishments of Mr. Keenan while he was a Junior Officer Trainee.

## 2. Basis for Selection by JOTF

Keenan came to the Agency on the JOT Program at OS-7 on 20 May 1957. He received his B.A. in History from Marquette in 1953. He spent four years in the Navy as a Lieutenant. He was a Commo officer, having supervision of thirty men. His high motivation - he turned down an 18 month training program with IBM - coupled with his fine personal attributes, made him appear to be a good JOT candidate.

## 3. Formal Training

After EOD Keenan attended IOC from 27 May to 21 June 1957, receiving two Excellent evaluations. From 24 to 28 June he was on interim assignment in FBID. He attended ITC from 1 to 28 July where he earned three Excellent grades. From 28 July to 23 August he was assigned on an interim basis to WE/Spain. From 26 August to 27 September he was registered in a special TSS course. He gained good ratings. After an interim assignment to the CI Staff for one month Keenan was attached for on-the-desk training to WH/1 on 8 January 1958. In March he entered the Operations Course, where he continued until 7 June. In this course he received four high satisfactory and two medium satisfactory grades.

## 4. On-the-Desk Training

On-the-desk training for Keenan in WH/1 was largely as assistant to the desk CS and FI Officer. In January 1959 he took over as Chief of the Costa Rican desk.

5. Evaluation of the Subject's Training

Keenan's evaluations in formal training have been uniformly commendatory. The ITC instructors found that "although he was a bit slow in adjusting to the requirements of the course, during the last two weeks he showed definite progress...his final briefing was excellent...pleasant young man, interested and cooperative...gives promise of being a sound intelligence officer". In the OC his work was good - "performance was highly satisfactory...in face-to-face practical exercises he was effective...acquired a highly satisfactory understanding of the various kinds of Agency operations, revealing a particularly thorough knowledge of CI concepts and methods".

On the desk he proved to be "intelligent, alert, conscientious...enthusiastic and imaginative...gets on well with his co-workers and takes a healthy point of view toward his assignments. His motivation is high".

6. JOTF Opinion of the subject.

Keenan has always made a good impression. He has worked diligently, has made for the smooth operation of the Program, and has received commendation from his supervisors on the desk. It will be very surprising if Keenan does not prove to be a solid, effective officer who will make good progress in the Clandestine Services.

*Matthew Baird*

MATTHEW BAIRD

59-1-7A-3660

SECRET  
(When filled in)

### 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 question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item A. of Section A below.

SECTION A. GENERAL					
1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SER	4. SERVICE DESIGNATION
KEEZHAI,	Thomas	J.	29 June 1930	M	ST
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
OTR/JOTP			JOT		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
GS-7	20 February 1958	20 May 1957 - 20 February 1958			
10. TYPE OF REPORT (Check one)	<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR	<input type="checkbox"/> SPECIAL (Specify)		
	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE			

SECTION B. CERTIFICATION	
1. FOR THE RATED: THIS REPORT <input checked="" type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.	

A. CHECK (X) APPROPRIATE STATEMENTS:	
<input type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS ON THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.
<input checked="" type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL UNDERGOES AN EVALUATION HIS JOB PERFORMANCE OCCURS (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
3 Feb 1958	Willet L. Eccles <i>Willet L. Eccles</i>	C/JOTP/TR

2. FOR THE REVIEWER'S 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 For. *MAK* 24 FEB 1958  
 Reviewed by *11/11/58 2/2/58*  
 CONTINUATION ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
2/10/58	<i>R. B. Freeman</i> Robert B. Freeman	DDTR

#### SECTION C. JOB PERFORMANCE EVALUATION

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

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

SECRET

OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

**DIRECTIONS:**

a. State in the space below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. Do not include minor or unimportant duties.

b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.

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

d. Compare in your mind, when possible, the individual being rated with other individuals 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 AREA KNOWLEDGE	CONDUCTS INTERVIEWS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEVELOPING SOURCES
CONDUCTING EXTERNAL RELATIONS	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.

FEB 13, 1958 PH 58

MAIL ROOM

**DESCRIPTIVE RATING NUMBER**

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY

2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY

3 - PERFORMS THIS DUTY ACCEPTABLY

4 - PERFORMS THIS DUTY IN A COMPETENT MANNER

5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB

6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS

7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Training Courses	5		
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 3	RATING NUMBER
Research on Communist Party Activities	5		
SPECIFIC DUTY NO. 3	RATING NUMBER	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.

Subject has proved to be intelligent, alert, conscientious. He takes on new tasks readily and accomplishes his objectives with minimum supervision. He is enthusiastic and imaginative. He gets on well with his co-workers and takes a healthy viewpoint toward his assignments. His motivation is high.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED

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

3 - A BARELY ACCEPTABLE EMPLOYEE - BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION

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

5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS

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

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

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

SECRET



SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OTR no later than 30 days after the due date indicated in item 8 of Section 7 below.

**SECTION E. GENERAL**

1. NAME (Last) <b>KEFRAN,</b>	(First) <b>Thomas</b>	(Middle) <b>J.</b>	2. DATE OF BIRTH <b>29 June 1930</b>	3. SER <b>M</b>	4. SERVICE DESIGNATION <b>ST</b>
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <b>OTR/JOTP</b>			6. OFFICIAL POSITION TITLE <b>JOT</b>		
7. GRADE <b>GS-7</b>	8. DATE REPORT DUE IN OP <b>20 February 1958</b>	9. PERIOD COVERED BY THIS REPORT (inclusive dates) <b>20 May 1957 - 20 February 1958</b>			
10. TYPE OF REPORT (Check one)	<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR	<input type="checkbox"/> SPECIAL (Specify)		
	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE			

**SECTION F. CERTIFICATION**

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE <b>3 Feb 1958</b>	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR <b>Willet L. Eccles</b>	C. SUPERVISOR'S OFFICIAL TITLE <b>C/JOTP/TR</b>
--------------------------------	--	---

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

A. THIS DATE <b>2/10/58</b>	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <b>Robert B. Freeman</b>	C. OFFICIAL TITLE OF REVIEWING OFFICIAL <b>DDTR</b>
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**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 encompassed at the various levels in his kind of work.

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

2. SUPERVISORY POTENTIAL

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

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
0	3	A GROUP DOING THE BASIC JOB (such drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
0	0	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
0	0	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
0	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
0	2	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
0	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
0		Other (Specify)

SECRET

(When Filled In)

OFFICE OF PERSONNEL

3. INDICATE THE APPROPRIATE NUMBER OF MONTHS THE DATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

eight

FLB-13 3-04 PH '58

4. COMMENTS CONCERNING POTENTIAL

Subject is at present highly motivated and will undoubtedly remain so if he is given challenging work to do. He is equipped intellectually and emotionally to do fine work if his motivation remains. His potential for a good Agency career is high.

SECTION II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Subject is at present attached to WH/3 for on-the-desk training for approximately a year prior to an overseas tour.

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

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	3	24. POKES BELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
3	8. HAS MEMORY FOR FACTS	3	18. IS HONEST	4	28. HAS SUFFICIENTLY COMPLETED
4	9. DOES THINGS MORE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS SERVICE
3	10. CAN cope WITH EMERGENCIES	4	20. COMPLETELY ACCURATE IN ALL HIS ACCOUNTS AND REPORTS	4	30. DOES NOT REQUIRE STRESS AND CONTINUOUS SUPERVISION

SECRET

ADMINISTRATIVE — INTERNAL USE ONLY

TRAINING REPORT  
OFFICE OF TRAINING  
FUNCTIONAL TRAINING DIVISION

This certifies that Thomas J. Keenan (026000) has completed the two day Equal Employment Opportunity (EEO) Seminar for Supervisors held 28 - 29 March 1977. At the conclusion of this two-day session, each participant will be able to describe the following:

- a) The EEO Program and reasons for its existence;
- b) A supervisor's responsibility in implementing the program;
- c) The procedures for processing EEO complaints;
- d) The Agency's past record and the Agency's Affirmative Action Plans; and
- e) The significance of Upward Mobility, Federal Women's, and Hispanic Programs in the overall EEO Program.

FOR THE DIRECTOR OF TRAINING:

*Donald R. Heady*  
DONALD R. HEADY  
Course Administrator

ADMINISTRATIVE — INTERNAL USE ONLY

KEENAN, THOMAS J

1. NAME (LAST, FIRST, MIDDLE) KEENAN, THOMAS J		2. GRADE OR RATE E-1		3. SOCIAL SECURITY NUMBER [REDACTED]		4. DATE OF BIRTH [REDACTED]		5. DATE OF ENTRY INTO SERVICE [REDACTED]	
6. SELECTIVE SERVICE NUMBER [REDACTED]		7. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY AND STATE [REDACTED]		8. DATE INDUCED [REDACTED]		9. TYPE OF CERTIFICATE [REDACTED]		10. CHARACTER OF SERVICE [REDACTED]	
11. TERMINAL DATE OF SERVICE [REDACTED]		12. CURRENT ACTIVE SERVICE OTHER THAN BY INDUCTION [REDACTED]		13. FORMER SERVICE (Years) [REDACTED]		14. DATE OF ENTRY [REDACTED]		15. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) [REDACTED]	
16. POINTS EARNED AND TIME OF ENTRY INTO ACTIVE SERVICE (Ship, APO, City) [REDACTED]		17. STATEMENT OF SERVICE		18. TOTAL ACTIVE SERVICE		19. PORTING AND/OR SEA SERVICE		20. DATE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State)	
21. SERVICE RECORDS OF SCHOOLS, COLLEGE TRAINING COURSES AND OR POST-SECONDARY SCHOOL COURSES		22. OCCASIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED		23. AWARDS RECEIVED AS A RESULT OF ACTION WITH ENEMY FOR CISMIP AND/OR CISMIP		24. SERVICE RECORDS OF SCHOOLS, COLLEGE TRAINING COURSES AND OR POST-SECONDARY SCHOOL COURSES		25. GOVERNMENT LIFE INSURANCE IN FORCE	
26. VA BENEFITS (Type) [REDACTED]		27. AMOUNT OF ALLOTMENT [REDACTED]		28. VA CLAIM NUMBER [REDACTED]		29. REMARKS [REDACTED]		30. SIGNATURE OF AUTHORIZING OFFICER [REDACTED]	

DD FORM 214

OFFICE OF THE CHIEF OF THE UNITED STATES

For convenience, a Certificate of  
Eligibility No.                      has  
been issued by the Veterans Administration  
to be used for the future request of any  
Guaranty or Insurance Benefit under Title  
38, United States Code that may be available  
to the person to whom this separation paper  
was issued.

**SECRET**  
(When Filled In)

**REPORT OF SERVICE ABROAD**

**TO:** Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
026090	KEENAN	THOMAS	J.

**INSTRUCTIONS**

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 58, REVISED.

**PCS DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY		COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR		37	38 39		
26	26	28-30	31	32	35-38	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION				40-42

**TDY DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY		AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR		37	38 39		
10	29	76	11	11	76	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	2		WESTERN HEMISPHERE	40-42

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

**SOURCE DOCUMENT AND CERTIFICATION**

<input checked="" type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. LA 21-77      DOCUMENT DATE/PERIOD 10/29-11/11/76

REMARKS

PREPARED BY	REPORT APPROVED OR CONTROL ACCOUNT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
<input checked="" type="checkbox"/> C & S DIVISION, LTDR.	DATE 10/27/77	SIGNATURE Mike Maranga

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER.

10

SECRET  
(When Filled In)

## REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO.	NAME		
	LAST	FIRST	MIDDLE
1-6 026090	(Print) KEENAN	7-24 THOMAS	J

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (O/P only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 38, REVISED.

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE	
MONTH	DAY	YEAR	MONTH	DAY	YEAR					CODE
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	1			
11	04	76								GUATEMALA 300

## TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREA(S)	CODE	
MONTH	DAY	YEAR	MONTH	DAY	YEAR					CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION				

## OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

## SOURCE DOCUMENT AND CERTIFICATION

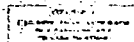
<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. GUAT 19966 INV090210 DOCUMENT DATE/PERIOD 4 NOV 76

REMARKS

PREPARED BY	REPORT ANNOTATED ON CENTRAL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
CCO	DATE 11-5-76	SIGNATURE [Signature] X2007
C & L DIVISION, CTM		
C & L DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER



UNCLASSIFIED      CONFIDENTIAL      SECRET

DEPUTY DIRECTOR FOR OPERATIONS  
ROUTING SHEET

TO:	ACTION	INFO	DATE	INITIALS
1 DDO				
2 ADDO				
3 C/PLANS				
4 C/DPS				
5 C/SS				
6 C/CCS				
7 C/C1				
8 C/AF				
9 C/ICD				
10 C/DIVD				
11 C/EA				
12 C/EUR				
13 C/FR				
14 C/NE				
15 C/IA				
16 C/LA <i>PT-3</i>	X	13	JUL 1976	<i>[Signature]</i>
<i>CLA/MCA</i>				<i>[Signature]</i>
<i>for Keenan</i>				
<i>C/PERS</i>	<i>=</i>	<i>copy filed</i>		

SUSPENSE DATE *Copy at OTR*

REMARKS:  
 The attached compliments, including a "thank you" from DDCI, are for Mr Keenan. Pls. see that they get into his file.  
*Thats, Computations King*

SIGNATURE: *FA/DDO*      DATE: *13 Jul 76*



DCI/DDCI  
Routing Slip

DDO

TO:

		ACTION	INFO			ACTION	INFO
1	DCI			11	IC		
2	DDCI			12	IG		
3	S/MC			13	Compt.		
4	DDS&T			14	Asst/DCI		
5	DDI			15	AO/DCI		
6	DDM&S			16	Ex/Sec		
7	DDO	X		17	D/Per (for OPF)	X	
8	D/DCI/IC			18			
9	D/DCI/NIO			19			
10	GC			20			

SUSPENSE \_\_\_\_\_  
Date

Remarks:

Please add my thanks to Mr. Keenan for a  
job well done.

*J. Knoche*  
\_\_\_\_\_  
DDCI/DDCI



DEPARTMENT OF THE ARMY  
US ARMY WAR COLLEGE  
CARLISLE BARRACKS, PENNSYLVANIA 17012

Executive Registry

76-2746

76/568

IN REPLY REFER TO:

Office of the Commandant

43 JUN 76

Mr. George Bush  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Bush:

I am pleased to report that Mr. Keenan, Central Intelligence Agency Civilian, was among those who successfully completed the course of instruction at the US Army War College during Academic Year 1976 and was awarded a diploma.

This report is my evaluation of Mr. Thomas J. Keenan during his attendance at the US Army War College from 4 August 1975 to 7 June 1976. Attendance at the US Army War College is based on a highly selective process, and only a very small percentage of all those eligible is chosen. The evaluations herein are made in relation to this outstanding group of individuals. No attempt is made to distinguish between graduates on a rank order basis.

Mr. Keenan was one of eight civilians (three from the foreign affairs community) in a class of 227. This total includes 187 Army, 16 Air Force, ten Navy, and six Marine officers of colonel or lieutenant colonel or equivalent Navy rank.

In a class structure such as that outlined above, the task of the civilian student at the USAWC is an especially challenging one. Working in an area outside his normal milieu, his was a dual responsibility. On the one hand, he had to acquaint himself in considerable detail with the military aspects of national security with which, in most instances, he has had relatively little, if any, previous experience. To accomplish this requirement, he did extensive background research in the areas of military policy, military strategy, and defense management to keep abreast of his professional military colleagues. On the other hand, his foreign policy expertise was in heavy demand by his military colleagues. In consequence, his contribution to various international relations aspects of seminar group efforts tended to be disproportionately large. Moreover, as the sole civilian voice in a seminar group of fourteen highly experienced military officers, he also ensured that adequate weight was given



14-00000

Office of the Commandant  
Mr. George Bush

to civilian viewpoints in the group's discussions. Much, therefore, depended on his ability to develop rapport with his military colleagues and on his intelligence, knowledge, skill and persuasiveness. In a very real sense he was a teacher as well as a student.

Among the objectives of the curriculum is enhancing the competence of selected officers to assume command and leadership responsibilities and to function in key staff assignments in major Army, joint, and combined headquarters and in planning and policymaking positions at the seat of government. To achieve this and related objectives, the curriculum consists of three major segments: The Common Overview, the Electives Phase, and the Military Studies Program. The Common Overview segment includes four courses: The United States and the World Environment, Command and Management, Strategic Military Studies, and the Military Strategy Seminar. In the Elective Phase, students take at least four elective courses out of an offering of 34 courses. The large number of selections provides an opportunity for students to tailor the curriculum to meet professional needs. Participation in the Military Studies Program is optional and can be substituted for one or more electives, depending on the scope of the research subject selected. In addition, the ten-month curriculum includes voluntary programs and field trips.

Mr. Keenan acted as assistant seminar group chairman in the core curriculum course entitled, "The United States and the World Environment." He and one other student edited the final seminar report, and he wrote that part of the report dealing with US policies in the Western Hemisphere, including an excellent treatment of the Panama Canal negotiations. Mr. Keenan was also assistant seminar group chairman during the "Strategic Military Studies" course, and again his facile pen was put to good use on the editorial subgroup. His calm, steady approach to issues won the respect of his military colleagues, and his extensive knowledge of Latin America was particularly valuable to the group's deliberations. In the "Military Strategy Seminar," Mr. Keenan proved himself an excellent student of strategy and an articulate, well-prepared debater in the seminar discussions.

In the electives phase Mr. Keenan took four courses (the required number): "The Power Potential of Developing Nations," "Contemporary Issues in US Foreign Policy," "Strategic Issues of World War II," and "Third World: Dynamics of Social Change"; he audited "Latin America: Power Structures and the Current Scene." Mr. Keenan prepared carefully for his elective courses and contributed his views in a concise, orderly manner.

Since the vast majority of the Army War College student body live together on the post, a very important part of the overall War College experience is the social and extracurricular interaction which takes place outside the lecture hall and the seminar rooms. Some civilian students at the Army War College need considerable time to adjust to the military subculture, but Mr. Keenan enjoyed a relaxed camaraderie with his military colleagues.

Office of the Commandant  
Mr. George Bush

from the beginning. Somewhat quiet and reticent by nature, Mr. Keenan nonetheless was enthusiastic about the College's many offerings in his own low-keyed way. This soft-spoken demeanor masked a tough competitor, whether it was in seminar discussions or on the tennis courts, where he was a member of the Army War College team. Clearly, he was popular with his classmates and respected by them for his professional attainments and his personal qualities.

In the Army War College classes with which I have been personally familiar, Mr. Keenan is the first of his agency's representatives who had regional, as contrasted with functional, expertise. Mr. Keenan's thorough knowledge of Latin America made him a valued member of the class and a distinct contributor.

Mr. Keenan's demonstrated capacity to work effectively and cooperatively with officers of the military services and other civilian agencies would, I hope, be factored into the consideration of his onward assignments.

A statement specifically regarding estimated "general officer or equivalent civilian supergrade" potential has been intentionally omitted from this and all AY 76 reports. The evaluation system for USAWC students is designed principally to portray the student's aptitudes, capabilities, accomplishments, and progress within an academic environment. This does not provide an adequate basis for rendering a finite evaluation on general officer or equivalent potential, although it does not preclude making tentative judgments as to the abilities of the "whole man."

Sincerely,



DeWITT C. SMITH, JR  
Major General, USA  
Commandant



DEPARTMENT OF THE ARMY  
US ARMY WAR COLLEGE  
CARLISLE BARRACKS, PENNSYLVANIA 17012

Exemption No. 1000  
76-7246

# 43716 76 452

25 JUL 78

Office of the Commandant

Mr. George Bush  
Director  
Central Intelligence Agency  
Washington, DC 20505

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Office of the Commandant  
Mr. George Bush

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Office of the Commandant  
Mr. George Bush

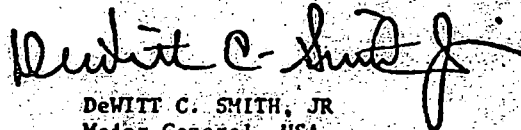
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Sincerely,



DeWITT C. SMITH, JR  
Major General, USA  
Commandant

CONFIDENTIAL

SE TRAINING REPORT		SOVIET/EAST EUROPEAN OPERATIONS COURSE No.	
STUDENT Keenan, Thomas J.		YEAR OF BIRTH 1930	GRADE GS-15
COE DATE May 1957	OFFICE DDO/LA	SERVICE DESIGNATION D	NO. OF STUDENTS 28
<p align="center"><b>COURSE OBJECTIVES</b></p> <p>To orient the student on the special nature of the Directorate of Operation's Soviet/East European target and to train him in the application of clandestine methods for collecting information on assessing and preparing recruitment operations against Soviet/East European personalities.</p>			
<p align="center"><b>ACHIEVEMENT RECORD</b></p> <p>This is a certificate of attendance. No evaluation is made of individual performance in the course.</p>			
FOR THE DIRECTOR OF TRAINING:		 SE Plans & Training	

FORM 3687 USE PREVIOUS EDITIONS 12-74

CONFIDENTIAL

8-2 IMPDET CL BY: 11667 (04-53)



**ADMINISTRATIVE**  
Internal Use Only

**REPORT OF SERVICE ABROAD**

TO: Office of Personnel, Control **FILE** Division, Statistical Reporting Branch

SERIAL NO.	LAST	FIRST	MIDDLE
026090	Keenan	Thomas	J

**FILED**  
**PUNCHED**  
**BY**

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION. REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 50, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
28-28	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38 39	Jamaica	40-42
			07	04	75		1			370

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREAS	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
28-28	27-28	29-30	31-32	33-34	35-36	1 - TDY (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38 39		40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

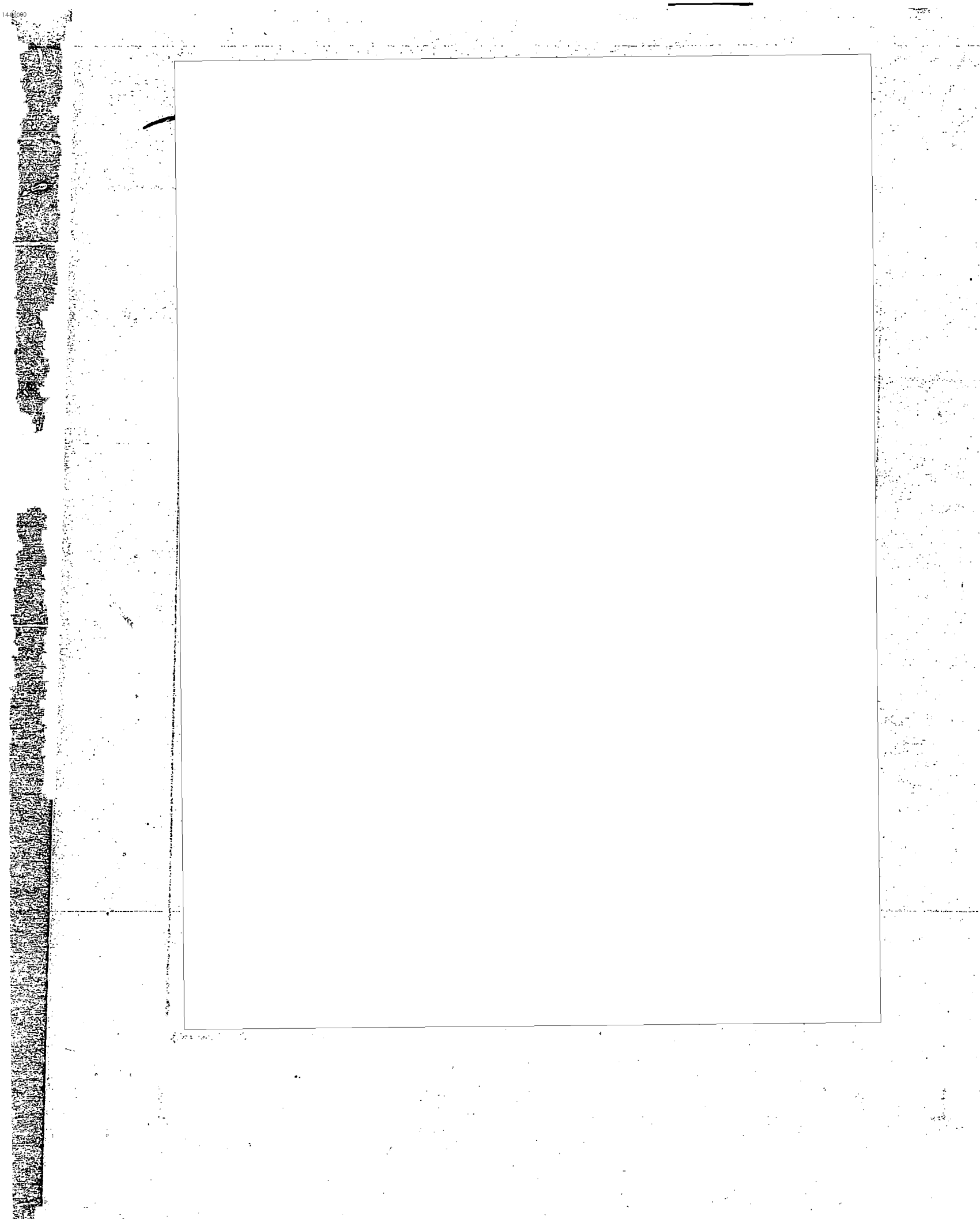
SOURCE DOCUMENT AND CERTIFICATION

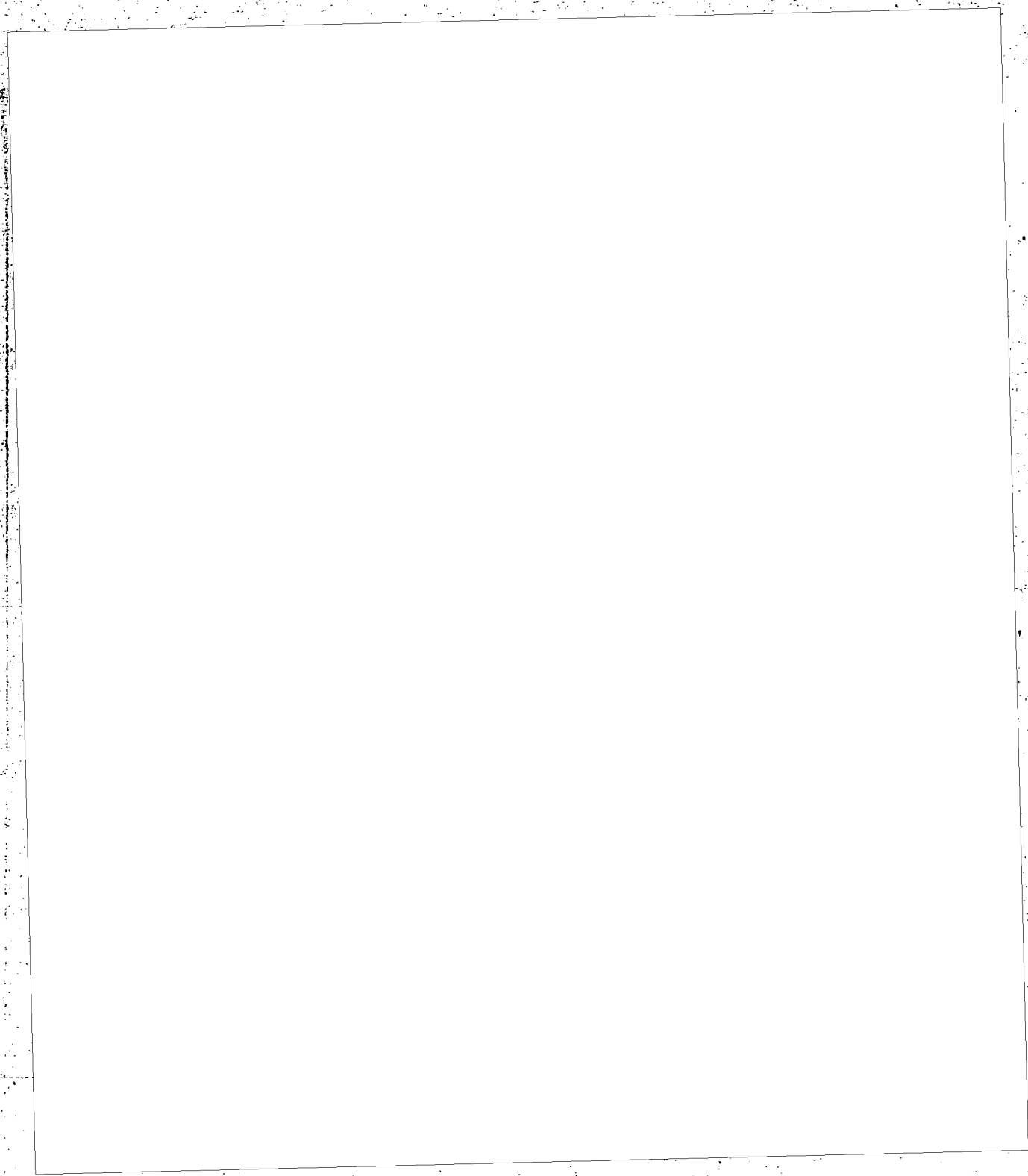
TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. **IN 625200**      DOCUMENT DATE/PERIOD **July 1975**

PREPARED BY	REPORT REGISTERED ON SOURCE DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT LISTED
DATE <b>7/1/75</b>	SIGNATURE <i>[Signature]</i>	

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER





SECRET

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE <b>Thomas J. Kuenan</b>		DATE RECEIVED AT HEADQUARTERS <b>26 Aug 74</b>	NAME OF SUPERVISOR	DATE (From Item 3-2)
DATE RECEIVED AT HEADQUARTERS <b>10 September 1974</b>		DISPATCH NUMBER <b>HJKT-1801</b>	DATE RECEIVED BY CAREER SERVICE	HOME BASE COMPONENT <b>WH</b>
DATE OF BIRTH <b>29 June 30</b>	SERVICE DESIGN <b>D</b>	CURRENT POSITION AND GRADE <b>COS, Kingston GS-15</b>	STATION OR BASE <b>Kingston</b>	CURRENT COVER

## TO BE COMPLETED BY EMPLOYEE

1A. DATE OF PCB ARRIVAL IN FIELD <b>14 Sep 73</b>	1B. REQUESTED DATE OF DEPARTURE <b>14 Sep 75</b>	1C. EXPECTED DATE OF FIRST CHECK-IN AT HQ <b>15 Sep 75</b>	1D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE <b>1 Nov 75</b>
--	---	---	---

2. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

**7 Dependents (39, 17, 16, 15, 14, 13, 11)**

3. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

I will have served continually in the field for over eight years upon completion of my present tour. In addition, I had a direct transfer to my present post after two years at my previous Station. Therefore, my family has had little exposure to the U.S. for some time. I would appreciate a tour in the U.S. in order to reorient my children to the educational environment and general lifestyle of their native land during

4. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form): their formative years  
 Chief of Station with responsibility for liaison with senior level of local service, as well as with other representatives of U.S. Government agencies. Direction of Station's operations and administrative functions. Running of unilateral operations particularly against [redacted] and local government targets

5. TRAINING DESIRED:  
 INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

It has been a long time since I have had any kind of extensive BKHERALD sponsored training. I would like a senior seminar type exposure in order to broaden my professional knowledge of current challenges facing BKHERALD and the nation.

FORM 202

SECRET

U.S. GOVERNMENT PRINTING OFFICE: 1973

SECRET

6. PREFERENCE FOR NEXT ASSIGNMENT

6A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT.  
  
Operations supervisory position in Headquarters or training assignment as noted in item 5 above. A rotational assignment which would broaden my professional experience would be welcomed at Headquarters.

6B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, 3 OR 4 (for 1st, 2nd, 3rd and 4th choices) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

- EXTEND TOUR \_\_\_\_\_ MONTHS AT CURRENT STATION TO \_\_\_\_\_ (DATE)
- BE ASSIGNED TO HQS FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE EUR
- BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH
- RETURN TO MY CURRENT STATION.

PREPARE UPDATING OF PERSONAL SECURITY INFORMATION IN ACCORDANCE WITH DOI-F 240-8 AND FORWARD UNDER SEPARATE COVER. INDICATE DATE FORWARDED OR TO BE FORWARDED.  
  
TO BE COMPLETED BY FIELD STATION

7. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

8. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Subject has been approved to attend the Army War College from August 1975 to June 1976.

DATE 19Feb75 TITLE C/LA/Pers SIGNATURE Henry L. Berthold

FOR USE BY CAREER SERVICE

9. APPROVED ASSIGNMENT

10. EMPLOYEE NOTIFIED BY DISPATCH NO. HJMS 1096 DATED 1 Oct 1974  
CABLE NO. \_\_\_\_\_ DATED \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

SECRET

SECRET  
(When Filled In)

FILE  
PUNCHED  
BY

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO. 1-6	NAME		
	LAST (Print)	FIRST 7-24	MIDDLE
126090	KEENAN	THOMAS	J

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TOY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 99, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
29-29	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38-39	JAMAICA	40-42
09	14	73					1			370

TOY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
29-29	27-28	29-30	31-32	33-34	35-36	1 - TOY (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38-39		40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> CADRE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. KMS 18650	DOCUMENT DATE/PERIOD 9/15/73
REMARKS	

PREPARED BY SCA	REPORT ANNOTATED BY CONTROL DOCUMENT	APPROVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & S DIVISION, CPDR	DATE 11/6/73	SIGNATURE Thomas E. [Signature]

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if SA) <b>Thomas J. Keenan</b>	DATE (from item 3-2) <b>9 Oct. 70</b>	NAME OF SUPERVISOR (true) <b>Wallace A. Mills</b>	DATE (from item 3-2) <b>9 Oct. 70</b>
DATE RECEIVED AT HEADQUARTERS: <b>15 Oct. 1970</b>	DISPATCH NUMBER: <b>HLBT 4677</b>	DATE RECEIVED BY CAREER SERVICE: <b>5 Oct. 1971</b>	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH <b>29/6/30</b>	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE <b>Ops Officer, GS-14</b>	4. STATION OR BASE <b>Bogota</b>	5. CRYPT FOR CURRENT COVER <b>LNCUFF</b>
6a. DATE OF PCS ARRIVAL IN FIELD <b>30 July 1969</b>	6b. REQUESTED DATE OF DEPARTURE <b>20 Aug 1971</b>	6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ <b>28 Aug 1971</b>	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE <b>29 October 1971</b>	

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:  
**Total, 7 dependents: Ages 36,13,12,10,9,8,6**

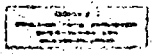
8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSF-P 240-3)

**Soviet operations, support operations**

10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS.

**Clandestino services review, Mid-career, short reports writing courses**



SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

For career development based on my age, grade and experience I would prefer that my next assignment be that of a Deputy Chief of Station.

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

EXTEND TOUR \_\_\_\_\_ MONTHS AT CURRENT STATION TO \_\_\_\_\_ (DATE)

BE ASSIGNED TO HQS FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.  
1ST CHOICE Buenos Aires 2ND CHOICE Lima 3RD CHOICE San Jose

RETURN TO MY CURRENT STATION.

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

The Station heartily endorses this employee's preference statement in Section 11 above. This man is an experienced, professional and highly motivated officer who has now proven his ability many times over. In the interest of his own continued development as well as that of the organization he merits consideration for assignment as a DCOS at a \_\_\_\_\_ station or a very senior executive position \_\_\_\_\_

one.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Mr. Keenan has been approved per DDP 26 Feb 1971 for assignment as Deputy Chief of Station, Lima.

DATE 4 Mar 71 TITLE C/WH/Pers SIGNATURE H. L. Berthold

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. \_\_\_\_\_ DATE: \_\_\_\_\_  
CABLE NO. \_\_\_\_\_ DATE: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(S10007000)

SECRET



**SECRET**  
(When Filled In)

**REPORT OF SERVICE ABROAD**

**TO:** Office of Personnel, Transactions and Records Branch, Status Section *BY*

SERIAL NO. <i>036090</i>	NAME		
	LAST <i>(Print) KEENAN</i>	FIRST <i>Thomas</i>	MIDDLE <i>J</i>

**INSTRUCTIONS**

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (Only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 58, REVISED.

**PCS DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY		COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE	ONLY		
25-26	27-28	29-30	31-31	32-34	35-36	1 - PCS (Basic) 3 - CORRECTION 6 - CANCELLATION	37	38 39	<i>PERU</i>	<i>570</i>
			<i>09</i>	<i>14</i>	<i>73</i>		<i>1</i>			

**TDY DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY		AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE	ONLY		
25-26	27-28	29-30	31-31	32-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38 39		40-43

**OFFICE OF PERSONNEL USE ONLY - PUNCH AREA**

**SOURCE DOCUMENT AND CERTIFICATION**

<input type="checkbox"/> TRAVEL VOUCHER	<input checked="" type="checkbox"/> DISPATCH
<input type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. <i>HPLT-6764</i>	DOCUMENT DATE/PERIOD <i>9/14/73</i>
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REMARKS

PREPARED BY	REPORT ANNOTATED OR CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
<i>CCO</i>	DATE <i>9/14/73</i>	SIGNATURE <i>Thomas P. Keenan</i>
<input checked="" type="checkbox"/> C & I DIVISION, CTBR.		
<input type="checkbox"/> C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL  
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

SECRET  
(When Filled In)

### SERVICE ABROAD AGREEMENT

#### I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS, OR FOR PERSONAL REASONS OF SIGNIFICANT INTEREST TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES ALREADY INCURRED, OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, WHICHEVER IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 18 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

NAME OF EMPLOYEE Thomas J. Kennan GS-14 30 D

#### II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT  
RINGSTON, JAMAICA

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW

A. STANDARD TOUR OF DUTY OF 24 MONTHS  C. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-18)

B. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS PREVIOUSLY APPROVED PER HR 20-18.

OPERATING OFFICIAL: Jane Wynn

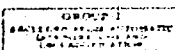
CONCUR: CAREER SERVICE \_\_\_\_\_ DEPUTY DIRECTOR \_\_\_\_\_

APPROVED: DIRECTOR OF PERSONNEL \_\_\_\_\_

#### III. PERMANENT PLACE OF RESIDENCE

3. YOUR "PERMANENT PLACE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHORIZED IN CERTAIN CIRCUMSTANCES PURSUANT TO HR 22. ITS DESIGNATION WILL BE KEPT IN YOUR OFFICIAL PERSONNEL FOLDER.

4. IN REQUESTING YOUR PERMANENT PLACE OF RESIDENCE IN ITEM 5 ON THE REVERSE SIDE, YOU WILL (as prescribed in HR 22-3) NORMALLY INDICATE THE PLACE WHERE YOU PHYSICALLY COLLED IN THE UNITED STATES, ITS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO AT THE TIME OF YOUR PCS TRANSFER TO A POST ABROAD. YOU MAY REQUEST IN ITEM 6 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DOWLING PLACE IS (OR WAS) TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR DOMICILE OR WAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DOWLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO, STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.



SECRET  
(When Filled In)

1. PHYSICAL DWELLING PLACE (Permanent Place of Residence unless address in item 2 is approved in lieu thereof) FULL ADDRESS  Mr. Keenan is TDY in the Washington, D. C. Area between tours. He is presently staying at the Holiday Inn at Tysons Corner		2. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 1) FULL ADDRESS  Voting registration <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
APPROVED		CONCUR	
DEPUTY DIRECTOR	DATE	DEPUTY DIRECTOR	DATE
		<i>[Signature]</i>	10/3/73
APPROVED		APPROVED	
DEPUTY DIRECTOR	DATE	DIRECTOR OF PERSONNEL	DATE
IV. HOME LEAVE POINT			
7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.			
8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-30B(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.			
9. DESIGNATION PER ITEM 7 ABOVE FULL ADDRESS <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		10. DESIGNATION PER ITEM 8 ABOVE FULL ADDRESS <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
APPROVED		CONCUR	
RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT FATHER AND MOTHER		DEPUTY DIRECTOR	DATE
APPROVED		APPROVED	
DEPUTY DIRECTOR	DATE	DIRECTOR OF PERSONNEL	DATE
<i>[Signature]</i>	10-2-73		
EMPLOYEE CERTIFICATION			
I have read and understand my service obligations and travel entitlements as described in this agreement.			
SIGNATURE OF EMPLOYEE <i>[Signature]</i>		DATE Sept 21, 73	

SECRET

SECRET

7464

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (Use pseudo only if DA)	DATE (from item 8-1)	NAME OF SUPERVISOR (if/oo)	DATE (from item 8-2)
Thomas J. Keenan	1 Feb 1973	Richard S. Welch	1 Feb 1973
DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:	
9 February 1973	HPLT-6460		

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
29 Jun 30	D	DCOS, GS-14	Lima, Peru	LNBZZ
6A. DATE OF PCS ARRIVAL IN FIELD	6B. REQUESTED DATE OF DEPARTURE	6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
EX 30 Sept 71	1 Aug 1974	20 Sept 1974	20 Sept 1974	

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

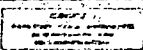
Total 7: Ages 38, 16, 15, 13, 12, 11, 9

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form) (also attach personal cover questionnaire in accordance with CFI-P 340.2)

DCOS and senior ops officer

10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS



SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT.

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

In Field: DCOS at large Station or COS at smaller Station.

At Hqs : Rotational assignment to another component or Deputy Branch Chief in WHD

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

EXTEND TOUR 10 MONTHS AT CURRENT STATION TO 1 August 1974 (DATE)

BE ASSIGNED TO STAFFS FOR A TOUR OF DUTY; INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.  
1ST CHOICE WHD 2ND CHOICE EUR 3RD CHOICE AF

BE ASSIGNED TO ANOTHER FIELD STATION; INDICATE CHOICE OF GEOGRAPHIC AREA OF  
1ST CHOICE Buenos Aires 2ND CHOICE Caracas 3RD CHOICE

RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Concur in Subject's extension here as DCOS until August 1974. He is doing an effective job at this level and the extra time at it will be good for both his growing capabilities and for the Station's operational program.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

WH Division concurs in Mr. Keenan's request for a ten month extension of his current tour to 1 August 1974. He was notified of this approval by HPLS-3216.

DATE 29 Mar 73 TITLE C/WH/Pers. SIGNATURE 

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. HPLS-3216 DATED: 14 Feb 73

CABLE NO. \_\_\_\_\_ DATED: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_

(S:5047000)

DATE: \_\_\_\_\_

SECRET

SECRET  
(When Filled In)

REPORT OF SERVICE ABROAD

FILE  
PUNCHED BY

TO: Office of Personnel, Control Division, Statistical Reporting Branch

SERIAL NO. 1-6	NAME		
	LAST (PLANE)	FIRST	MIDDLE
026090	Kearon	Thomas	J

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 56, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
28-28	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37 38 39	Peru	570
01	09	50	07	01			1		

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
28-28	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 5 - CANCELLATION	37 38 39		60-62

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
435675	30 Sept 1970

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
SEALED DIVISION, CYED	DATE	SIGNATURE
C & V DIVISION	1/27/72	ind

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

SECRET  
(When Filled In)

REPORT OF SERVICE ABROAD

FILE  
PUNCHED

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO. 026090  
NAME: LAST (Print) KECNAW, FIRST THOMAS, MIDDLE T

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (Dw only). REPORT DATES BY USING THE NUMBER FOR THE MONTH AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 99, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	37 38 39	Columbia	40-42 1 50
			07	30	71				

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREAS	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37 38 39		40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. 16241 DOCUMENT DATE/PERIOD 21 July 1971

REMARKS

PREPARED BY: [Signature] DATE: 8/12/71  
 REPORT SUBMITTED BY CONTROL DOCUMENT: [Signature]  
 ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED.

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

14-00000  
-O-N-F-I-D-E-N-T-I-A-L

TRAINING REPORT

Chiefs of Station Seminar No. 3-71

Participant: Keenan, Thomas

Office: WH

Grade : 14

**COURSE OBJECTIVES, CONTENT AND METHODS**

The purpose of the COS Seminar is to assist newly designated Chiefs of Station, Deputy Chiefs of Station and Chiefs of Base to prepare themselves for their field assignment.

The Seminar is conducted as a series of open discussions with senior officers drawn from the offices, staffs and operating elements of all Directorates of the Agency. The intent is to provoke an exchange of views and sharing of experiences as well as to provide information on current policies, procedures, services and operational goals.

A folder of selected reading material is provided to each participant in advance of the Seminar, which is designated as related reading in preparation for specific sessions in the schedule.

**ACHIEVEMENT RECORD**

This is a certificate of attendance. No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:

  
ALAN P. WHITE      6 JUL 1971  
DATE

C-O-N-F-I-D-E-N-T-I-A-L



SECRET  
(When Filled In)

### SERVICE ABROAD AGREEMENT

#### I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS, OR FOR PERSONAL REASONS OF SIGNIFICANT INTEREST TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES ALREADY INCURRED, OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, WHICHEVER IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 18 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

NAME OF EMPLOYEE: **Thomas J. Keenan** SO: **D**

#### II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT  
**Lima, Peru**

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW

A. STANDARD TOUR OF DUTY OF 24 MONTHS  X  
C. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-13)

REQUESTED (When attached)

OPERATING OFFICIAL

B. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS PREVIOUSLY APPROVED PER HR 20-10.

CONCUR

CAREER SERVICE

DEPUTY DIRECTOR

OPERATING OFFICIAL

APPROVED

DIRECTOR OF PERSONNEL

#### III. PERMANENT PLACE OF RESIDENCE

3. YOUR "PERMANENT PLACE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHORIZED IN CERTAIN CIRCUMSTANCES PURSUANT TO HR 22. ITS DESIGNATION WILL BE KEPT IN YOUR OFFICIAL PERSONNEL FOLDER.

4. IN REQUESTING YOUR PERMANENT PLACE OF RESIDENCE IN ITEM 5 ON THE REVERSE SIDE, YOU WILL (AS PRESCRIBED IN HR 22-3) NORMALLY INCLUDE THE PLACE WHERE YOU PHYSICALLY RESIDE IN THE UNITED STATES, ITS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO AT THE TIME OF YOUR PCS TRANSFER TO A POST ABROAD. YOU MAY REQUEST IN ITEM 6 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DWELLING PLACE IS YOUR HOME TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR DOMICILE OR HAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DWELLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO: STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.

SECRET

(when filled in)

6. PHYSICAL DWELLING PLACE (Permanent Place of Residence unless address in item 6 is approved in lieu thereof) FULL ADDRESS  		8. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 6) FULL ADDRESS  	
		CONCUR	
DEPUTY DIRECTOR <i>A. B...</i> APPROVED		DEPUTY DIRECTOR  DATE	
DATE 6-24-71		DIRECTOR OF PERSONNEL  APPROVED	
		DATE	
IV. HOME LEAVE POINT			
7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.			
8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-308(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.			
9. DESIGNATION PER ITEM 7 ABOVE FULL ADDRESS  		10. DESIGNATION PER ITEM 8 ABOVE FULL ADDRESS  	
		CONCUR	
RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT Father		DEPUTY DIRECTOR  DATE	
DEPUTY DIRECTOR <i>A. B...</i> APPROVED		DEPUTY DIRECTOR  DATE	
DATE 6-24-71		DIRECTOR OF PERSONNEL  APPROVED	
		DATE	
EMPLOYEE CERTIFICATION			
I have read and understand my service obligations and travel entitlements as described in this agreement.			
SIGNATURE OF EMPLOYEE <i>[Signature]</i>		DATE 6/24/71	

SECRET

**CONFIDENTIAL**  
(When Filled In)

**RESIDENCE AND DEPENDENCY REPORT**

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WHEN A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW. ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE BLOCKS WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 6 ALSO COMPLY WITH WMS 10-7, PERSONNEL EMERGENCY AND LOCATOR RECORDS. THIS FORM WILL BE COMPLETED ONLY BY HEADQUARTERS PERSONNEL AND NOT SENT TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

**GENERAL**

NAME OF EMPLOYEE (Last) (First) (Middle) SOCIAL SECURITY NUMBER  
 Keenan Thomas John

1. MARITAL STATUS (Check one)  
 SINGLE  MARRIED  SEPARATED  DIVORCED  WIDOWED  ANNULLED

IF MARRIED, PLACE OF MARRIAGE  
 Jamestown, Rhode Island

IF DIVORCED, PLACE OF DIVORCE DECREE

**2. MEMBERS OF FAMILY**

NAME OF SPOUSE ADDRESS (No. Street, City, State, Zip Code) TELEPHONE NO.  
 Margaret Jane

NAME OF CHILDREN	ADDRESS	SEX	DATE OF BIRTH
		F	
		F	
		F	
		F	
		F	

NAME OF FATHER (or male guardian) ADDRESS TELEPHONE NO.  
 414 221-4483

NAME OF MOTHER, INCLUDING MAIDEN NAME (or female guardian) ADDRESS TELEPHONE NO.  
 Same as father

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.

Father and Mother

3. OTHER RELATIVES WHO ARE DEPENDENT UPON ME FOR AT LEAST 51% OF THEIR SUPPORT AND MEET OTHER REQUIREMENTS IN TRAVEL REGULATIONS (HR 22-15). SPECIFY NAMES AND RELATIONSHIPS.

NAME	DATE OF BIRTH	RELATIONSHIP
NA		

**4. PERSON RESIDING IN U.S. TO BE NOTIFIED IN CASE OF EMERGENCY**

NAME (Mr., Mrs., Miss) (Last, First, Middle) RELATIONSHIP  
 Father

HOME ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE HOME TELEPHONE NUMBER  
 Same as above

BUSINESS ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE BUSINESS TELEPHONE & EXTENSION  
 None

IS THE INDIVIDUAL NAMED ABOVE BETTING OFF YOUR SERVICE AFFILIATION? (If "No" give name and address of organization he believes you work for.)

Yes	X
No	

IS THE INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)

Yes	
No	X

DID THE INDIVIDUAL NAMED ABOVE EVER BE DESIGNATED AS YOUR EMERGENCY ADDRESS? (If answer is "No" explain why in item 6.)

Yes	
No	X

The persons named in item 3 or 4 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

**CONFIDENTIAL**  
(When Filled In)

<b>5. VOLUNTARY ENTRIES</b>		
<p>Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.</p>		
<p>INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.</p> <p style="margin-left: 40px;">[Redacted] Thomas J. Keenan First Virginia Bank, Joint with Margaret J. Keenan</p>		
<p>ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p>IF YES, DO YOU HAVE A JOINT ACCOUNT? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p>HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO. (If "Yes" where is document located?)</p>		
<p>HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. (If "Yes" give name(s) and address)</p>		
<p>HAVE YOU EXECUTED A POWER OF ATTORNEY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. (If "Yes", who possess the power of attorney?)</p>		
<b>6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS</b>		
<p>Notes: [Redacted] has been named executor in both the will of my wife and my will. He is in possession of one copy of our latest wills. He is witting of my agency affiliation.</p>		
<b>7. RESIDENCE DATA - TO BE COMPLETED ONLY BY EMPLOYEES ENTERING ON DUTY</b> <i>(No Approval Required)</i>		
<p>RESIDENCE WHEN EMPLOYED (Full Address)</p>	<p>PERMANENT PLACE OF RESIDENCE AS DEFINED IN HQ 22-3 (Full Address)</p>	
<b>8. CHANGE IN PERMANENT PLACE OF RESIDENCE (See HQ 22-3)</b> <i>(To Be Completed by Employee Desiring Such Change While Assigned to Headquarters)</i>		
<p>FULL ADDRESS</p>	<p>DEPUTY DIRECTOR OR DESIGNEE</p>	<p>DATE</p>
<p>DATE</p>	<p>SIGNATURE</p>	<p>DATE</p>
<p>[Signature]</p>	<p>[Signature]</p>	<p>[Date]</p>

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(When Filled In)

Complete in original. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. This form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) (First) (Middle) SOCIAL SECURITY NUMBER  
KEENAN MARY JULLIA

1. RESIDENCE DATA

PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED BY AGENCY LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)

PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE HOME-LEAVE RESIDENCE  
Virginia Wisconsin

2. MARITAL STATUS

SINGLE  MARRIED  SEPARATED  DIVORCED  WIDOWED  ANNULLED

IF MARRIED, PLACE OF MARRIAGE DATE OF MARRIAGE  
JAMES TOWN, RHODE ISLAND 1956

IF DIVORCED, PLACE OF DIVORCE DECREE DATE OF DECREE

IF WIDOWED, PLACE SPOUSE DIED DATE SPOUSE DIED

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)

3. MEMBERS OF FAMILY

NAME OF SPOUSE ADDRESS (No., Street, City, Zone, State) TELEPHONE NO.  
MARGARET JANE (WALSH) KEENAN WA 532-1738

NAMES OF CHILDREN ADDRESS SEX DATE OF BIRTH  
SAME SAME SAME SAME SAME

NAME OF YOUR FATHER (If male, give name) TELEPHONE NO.  
WA 1-4483

NAME OF YOUR MOTHER (If female, give name) TELEPHONE NO.  
WA 1-4483

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY?  
WIFE, FATHER, MOTHER

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Last, First, Middle) RELATIONSHIP  
KEENAN MARGARET JANE wife

HOME ADDRESS (No., Street, City, State, Zip Code) HOME TELEPHONE NUMBER  
WA 532-1738

BUSINESS ADDRESS (If applicable) BUSINESS TELEPHONE & EXTENSION  
None

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization as he believes you work for.) YES X NO

IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.) YES X NO

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" attach copy of Form 4.) YES X NO

The persons named in item 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

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(When Filled In)

VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED:

FALLS CHURCH BANK, FALLS PLAZA SQUARE, FALLS CHURCH, VA  
SAVINGS & CHECKING ACCTS  
JOINT WITH WIFE.

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION?  YES  NO

IF YES, DO YOU HAVE A JOINT ACCOUNT?  YES  NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT?  YES  NO. (If "Yes" where is document located?)

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS?  YES  NO. (If "Yes" give name(s) and address)

HAVE YOU EXECUTED A POWER OF ATTORNEY?  YES  NO. (If "Yes", who possess the power of attorney?)

ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED AT

WASHINGTON, DC

DATE

14 MAR 69

SIGNATURE

*[Handwritten Signature]*

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FIELD REASSIGNMENT QUESTIONNAIRE				
DO NOT COMPLETE		FOR HEADQUARTERS USE ONLY		
NAME OF EMPLOYEE (use pseudo only if SA)		DATE (from item 8.1)	NAME OF SUPERVISOR (true)	DATE (from item 8.2)
Thomas J. Keenan		25 Nov. 1968	Dino Pionzio	25 Nov. 1968
DATE RECEIVED AT HEADQUARTERS:		DISPATCH NUMBER:	DATE RECEIVED BY CAPRED SERVICES:	
		HLBT-3912	10 Dec 68	
TO BE COMPLETED BY EMPLOYEE				
1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT. FOR CURRENT COVER
29 June 1930		Ops Officer, GS-13	Bogota	INPURE
6a. DATE OF PCS ARRIVAL IN FIELD	6b. REQUESTED DATE OF DEPARTURE	6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
28 June 1967				
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:				
Total 7 dependents: Ages- 34, 11, 10, 8, 7, 6, 4				
8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:				
9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSF-P 240-8)				
10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS				
Clandestine Services Review, Short report writing review course				

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I would prefer to continue Operation Officer work but with opportunity of acquiring greater experience in a supervisory capacity.

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

EXTEND TOUR twelve MONTHS AT CURRENT STATION TO 1 July 1969 (DATE)

BE ASSIGNED TO HQ/LS FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STATE, OR OFFICE.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.  
1ST CHOICE Buenos Aires 2ND CHOICE Montevideo 3RD CHOICE Quito

RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Fully concur in subjects request to return to station for a second tour. He is the most valuable officer in the station and is laying the ground work for operations that will require an additional tour to bring to full fruition. His wish to acquire greater supervisory responsibilities is not only entirely reasonable but desirable from the WOFIRM point of view. He has already (contd on attached sheet)

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

WH recommends Mr. Keenan be approved for home leave in June 1969 by a second tour in Bogota.

*followed*

DATE 10 Sep 69 TITLE C/WH/Personnel SIGNATURE Henry L. Berthold

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. 1000-1087 DATED: \_\_\_\_\_

CABLE NO. \_\_\_\_\_ DATED: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

SECRET



SECRET

Continuation of [ ] - Jeremy L. NIARCOS - (Section 12)

demonstrated considerable planning and leadership ability which the station has tried to develop by placing him in charge of Soviet and Bloc operations and using him as our informal Chief of Ops. His excellent judgement and professionalism has already earned him the respect and confidence of his colleagues as well as that of COS who values subject's advice greatly.

SECRET

SECRET

<b>ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE</b> FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM	<b>IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL</b>
--	--

**TO COMPLETE THIS FORM—**

**1 FOLLOW THESE GENERAL INSTRUCTIONS:**

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

**2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):**

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
KEEHAN	Thomas	John	June 29, 1930	
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	
022090				

**3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):**

Mark here if you **WANT BOTH** optional and regular insurance

**ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE**

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here if you **DO NOT WANT** OPTIONAL but do want regular insurance

**DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE**

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here if you **WANT NEITHER** regular nor optional insurance

**WAIVER OF LIFE INSURANCE COVERAGE**

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)

*Thomas J. Keesan*

DATE

February 16, 1968

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)

RECEIVED

FEB 16 1968

See Table of Effective Dates on Back of Original

ORIGINAL COPY—Retain in Official Personnel Files

SECRET

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(When Filled In)

IMPORTANT

Central Processing Branch has been charged with responsibility (CPB 20-6-1 dated October 1961) for ensuring that all employees processing PC to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook: 20-4, Employee Conduct, dated 30 July 1962.

*Thomas J. Keenan*  
Signature

*14 March 67*  
Date

THOMAS J. KEENAN  
CONFIDENTIAL  
(When Filled In)

14-00000

ADMINISTRATIVE - INTERNAL USE ONLY

27 May 1966

MEMORANDUM FOR: Mr. Thomas J. Keenan

THROUGH : Chief, WH Division

THROUGH : Deputy Director for Plans

SUBJECT : Certificate of Merit

1. The Honor and Merit Awards Board is pleased to notify you that the award named above will be conferred on you in recognition of the excellent service you have rendered this Agency. Security considerations relevant to the award are explained in the attached memorandum from the Office of Security.
2. The award will be presented to you at a ceremony to be held in the near future. Members of your family, Agency associates, and intimate friends who are aware of your Agency affiliation may attend the ceremony, although space may limit the number of guests to be invited.
3. A list of guests whom you would like to have attend the presentation ceremony and an indication of any specific time when you could not be present at such a ceremony should be forwarded through your Deputy Director to the Secretariat, Honor and Merit Awards Board, Office of Personnel.

ROBERT M. GAYNOR  
Recorder  
Honor and Merit Awards Board

Distribution:

Orig - Addressee  
1 - C/WH  
1 - D/Pers Reader Chrono/OPF  
1 - Sec't, HMAB  
1 - Recorder, HMAB

ADMINISTRATIVE - INTERNAL USE ONLY

REPORT OF HONOR AND MERIT AWARDS BOARD			DATE 66 APR 19 1966
The Honor and Merit Awards Board having considered a recommendation that:			
NAME: <small>(Last)</small> <b>KEENAN, Thomas</b> <small>(First)</small> <b>John</b>	POSITION/TITLE <b>Operations Officer</b>		
PRESENT GRADE <b>GS-12</b>	OFFICE ASSIGNED TO <b>DDP/WH</b>	STATION <b>Santo Domingo, Dominican Rep.</b>	
AVERAGE AWARDED: <b>Certificate of Merit</b>			
<input type="checkbox"/> FOR HEROIC ACTION, OR			
<input checked="" type="checkbox"/> FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD			
<input checked="" type="checkbox"/> APPROVES THE RECOMMENDATION <input type="checkbox"/> DISAPPROVES THE RECOMMENDATION			
<input type="checkbox"/> APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:			
CITATION <b>UNCLASSIFIED</b>			
<p><b>Mr. Thomas J. Keenan is hereby awarded the Certificate of Merit to recognize his sustained superior performance as assistant to the principal officer in handling matters of great complexity in an over overseas area. In the face of overwhelming pressures, Mr. Keenan demonstrated uncommonly good judgment and decisiveness in channeling resources toward the accomplishment of operational assignments, thereby helping to attain Agency objectives during a period of turmoil.</b></p>			
<p><b>(Recommendation approved by DD/P on 16 March 1966)</b></p>			
REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD			
APPROVED  <i>707</i> Richard Holga  DIRECTOR OF CENTRAL INTELLIGENCE 31 MAY 1966  DATE		SIGNATURE <i>/s/</i> Robert S. Wattles TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD <b>ROBERT S. WATTLES</b> SIGNATURE <i>(S)</i> Robert M. Gaynor TYPED NAME OF RECORDER <b>ROBERT M. GAYNOR</b>	

SECRET

(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY

1. EMPLOYEE NO. <i>021090</i>		2. NAME (LAST-FIRST-MIDDLE) Keenan, Thomas John			3. TYPE CHANGE A=ADD C=CHANGE D=DELETE		4. LANGUAGE DATA PRIOR TO TEST					
5. LANGUAGE DATA AFTER TEST		6. DATE TESTED 08/04/65			7. DATE OF BIRTH 06/29/30		8. GRADE 12	9. OFFICE OR DIVISION WH				
LAN. CODE	R.	W.	P.	S.	U.	I/T	YEAR					
NOTICE TO PERSON TESTED												
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN <u>SPANISH (NEW WORLD) EL18</u> AND YOUR TEST SCORES ARE AS FOLLOWS: (NAME OF LANGUAGE)												
READING	WRITING	PRONUNCIATION	SPEAKING	UNDERSTANDING	TEST RATINGS							
+	+	E	E	I	0 = ZERO    I = INTERMEDIATE 3 = SLIGHT    H = HIGH E = ELEMENTARY    N = NATIVE							
11. REMARKS  <i>11/26/65</i>							12. SIGNATURE  <i>[Signature]</i>					
							13. LD NUMBER  10674					

FORM 11-64 1273

OBsolete PREVIOUS EDITIONS

(10-55)

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

1 - OP/QAB

**SECRET**  
(WHEN FILLED IN)

**QUALIFICATIONS SYSTEM RECORD CHANGE**

APPLICANT CODING DATA					
1. ID ◁ 2	2. APPL. NO. 6-DIGITS	3. NAME MUST CONTAIN 20-DIGITS			
4. DATE OF BIRTH MO DA YR		5. DATE CODED MO DA YR		THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS CODING RECORD.	

LANGUAGE CODING DATA - FORM 444c										
1. ID ◁ 3	2. EMPLOYEE NO.	3. NAME 3-LETTERS	4. LANGUAGE DATA CODE							
			BASE CODE	R	W	P	S	U	T	YR
5. DATE SUBMITTED MO DA YR			6. DATE OF BIRTH MO DA YR			WHEN FORM 444c DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NON-LANGUAGE" (12-DIGITS)				

LANGUAGE PROFICIENCY TEST DATA											
1. ID ◁ 5	2. EMPLOYEE NO. 026090	3. NAME KEE	4. CODE C-A-D C	5. LANGUAGE DATA BEFORE TEST							
				BASE CODE	R	W	P	S	U	T	YR
				BL18	1	E	E	I	H	4	62
6. LANGUAGE DATA AFTER TEST						7. DATE OF TEST			DATA FOR ITEMS 6 THRU 7 IS EXTRACTED FROM FORM 1273, LANGUAGE PROFICIENCY AND AWARDS DATA.		
BASE CODE				R	W	P	S	U	T	YR	
BL18				1	E	E	E	I	4	65	08/04/65

QUALIFICATIONS RECORD CHANGE											
1. ID ◁ 4	2. EMP/APPL NO.	3. NAME 3-LETTERS	ENTER UNDER "TYPE" -								
			A - ADDITION TO RECORD			C - CHANGE TO EXISTING RECORD			D - DELETION OF DATA FROM EXISTING RECORD.		
TYPE	CODE # 1						CODE # 2				
	BASE	1	2	3	YR	BASE	1	2	3	YR	

SECRET  
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

567507 JUN 765

TO: Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO. 1-6	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST (Print)	FIRST	MIDDLE	
026090	Keenan	Thomas	J.	WH 5-1

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL			DEPARTURE			COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
1 - PCS (Basic)	27	20-29	30-31	32-33	34-35	36-37		40-42
3 - CORRECTION								
6 - CANCELLATION								

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE			RETURN			AREAS	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY		
1 - TDY (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39	40-42
4 - CORRECTION								
6 - CANCELLATION	2	04	30	65	05	28	65	WH 211

SOURCE OF RECORD DOCUMENT

<input checked="" type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
-----------------------------	----------------------

REMARKS

PREPARED BY	<input checked="" type="checkbox"/> REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT. BASED UPON SOURCE DOCUMENT CITED
<input checked="" type="checkbox"/> E.S.A. DIVISION	DATE	SIGNATURE
<input type="checkbox"/> C.S.T. DIVISION	4 June 65	<i>Frank C. Masterson</i>



**SECRET**  
(When Filled In)

**VERIFIED RECORD OF OVERSEAS SERVICE**

**TO:** Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-6 <b>26090</b>	(Print) <b>KEEVAR</b>	<b>THOMAS</b>	<b>J</b>	25-26 <b>51</b>

**INSTRUCTIONS**

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

**PCS DATES OF SERVICE**

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39	<b>MEXICO</b>	40-42
	<b>1</b>	<b>02</b>	<b>03</b>	<b>60</b>	<b>10</b>	<b>85</b>	<b>64</b>		<b>450</b>

**TDY DATES OF SERVICE**

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42	

**SOURCE OF RECORD DOCUMENT**

<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input checked="" type="checkbox"/> OTHER (Specify) <b>Return Payroll Information</b>	

DOCUMENT IDENTIFICATION NO. <b>1400 C</b>	DOCUMENT DATE/PERIOD <b>30 Nov 1964</b>
--	--

REMARKS


PREPARED BY <b>C &amp; L DIVISION</b>	REPORT ANNOTATED ON SOURCE DOCUMENT DATE	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED SIGNATURE
--	---	--

14-00000

CONFIDENTIAL  
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

  
Signature  
THOMAS J. KERNER

  
Date

CONFIDENTIAL  
(When Filled In)

SECRET

(When Filled In)

## VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO. 1-8	NAME OF EMPLOYEE			OFFICE/COMPONENT 29-28
	LAST (Print)	FIRST	MIDDLE	
26090	KEENAN	THOMAS	J	51

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

## PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	MEXICO	40-42
3 - CORRECTION	1	<del>28-29</del>			07	31	62		450
5 - CANCELLATION									

## TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2 - TDY (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
4 - CORRECTION									
6 - CANCELLATION									

## SOURCE OF RECORD DOCUMENT

<input type="checkbox"/> TRAVEL VOUCHER	<input checked="" type="checkbox"/> DISPATCH
<input type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. EMX-T-3009	DOCUMENT DATE/PERIOD 8/24/62
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REMARKS		

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT. DATED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE	SIGNATURE
<input checked="" type="checkbox"/> FINANCE DIVISION	07/1/62	W. M. H. H.

**SECRET**  
(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA					
1. PERSONNEL SERIAL NO. (1-6) 2000					2. LD NO. 028
3. NAME (7-24) LAST Koenig, Thomas J.		FIRST	MIDDLE	4. OFFICE OR DIVISION WH	5. LANGUAGE Spanish
7. DATE OF TEST (40-51) JUN 13, 1962		8. ANNIVERSARY DATE --		9. GRADE 10	10. DATE OF BIRTH JUN 29, 1930
11. REASON FOR TAKING TEST		12. TEST SCORES			
11.1 APPLY FOR AWARD		READING (34) I	WRITING (35) 7	PROFICIATION (36) 7	SPEAKING (37) I
ESTABLISH SKILL LEVEL		UNDERSTANDING (38) II			
13. ELIGIBILITY (39)		14. TYPE OF AWARD			
A	A	ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
M	M	MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)	
MA	MA	A	(-)		
15. BELLICIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 37.50 (40-43)	
REMARKS				SIGNATURE	
				DATE	
REMARKS				17. I CERTIFY THAT FUNDS ARE AVAILABLE	
				OBLIGATION REF. NO.	
REMARKS				CHARGE ALLOTMENT NO.	
				SIGNATURE	

FORM 1273  
5-60

OR REPLACE PREVIOUS EDITIONS

**SECRET**

(10-43)

MRD COPY

JISPATCH

SECRET/RYBAT

DISPATCH SYMBOL: A-40-101

HSOC-2330 - RYBAT 71746

Chief, VII Division

HEADQUARTERS FILE NO.

Chief of Station, Mexico City

DATE

13 October 1961

Annual Fitness Report - ~~XXXXXXXXXX~~

RE: (1) - CHECK (2) - (3)

MARKED FOR INDEXING

NO INDEXING REQUIRED

ACTION REQUIRED

See paragraph 2 below

*Palma, [unclear]*

INDEXING CAN BE JUDGED BY QUALIFIED HQ DESK ONLY

REFERENCES

1. Forwarded herewith is Subject's Annual Fitness Report.
2. It is strongly recommended that this outstanding young officer be promoted immediately as suggested in Section E of the attached report.

Willard C. CURTIS

12 October 1961

Attachments:

As stated

Distribution:

3 - WED, c/sst

2 - Files

*245*

OFFICE OF PERSONNEL

OCT 25 2 32 PM '61

MAIL ROOM

SECRET/RYBAT

SECRET  
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO: Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO. S.S. No.	NAME OF EMPLOYEE			OFFICE/COMPONENT S.S. No.
	LAST (Print)	FIRST	MIDDLE	
26090	KEENAN,	THOMAS	J.	46

INSTRUCTIONS  
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One Only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

TYPE OF DATA	ARRIVAL				DEPARTURE			COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)	27	20-29	30-31	32-35	36-38	39-39	MEXICO	40-42	
2 - CORRECTION									
3 - CANCELLATION	1	02	03	60				450	

TYPE OF DATA	DEPARTURE				RETURN			AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - TDY (Basic)	27	20-29	30-31	32-35	36-38	39-39		40-42	
2 - CORRECTION									
3 - CANCELLATION									

SOURCE OF RECORD DOCUMENT	
TRAVEL VOUCHER	<input checked="" type="checkbox"/> DISPATCH
CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
-----------------------------	----------------------

REMARKS:

PREPARED BY	REPORT ANNOUNCED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
TRAVEL PERIOD	DATE	SIGNATURE
PERIODIC PERIOD	9-20-60	<i>[Signature]</i>

**HEALTH BENEFITS REGISTRATION FORM**  
EMPLOYER'S HEALTH BENEFITS ACT OF 1959  
(Read instructions on back of last page. The only copy of this form is yours.)

400  
011123

---

**PART A**  
ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL)      2. DATE OF BIRTH (The calendar)

**KRSHAN      Thomas      J.**

MONTH	DAY	YEAR
6	29	30

3. Are you now married?  
 YES  NO

4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND ZIP CODE NUMBER) (STATE)

5. SEX  
 MALE  FEMALE

6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)?  
 YES  NO

7. Place an "X" in proper box to show your annual basic salary range.

UNDER \$4,000	\$4,000 TO \$9,999	\$10,000 OR OVER
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

**PART B**  
FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from appropriate parts of brochure of the plan you select.)

NAME OF PLAN	OPTIONAL RATE OF CONTRIBUTION	EMPLOYMENT STATUS NUMBER
<b>Association Benefit Plan</b>	<b>High</b>	<b>4 2 2</b>

2. In space below list all eligible family members without exception: list your wife or husband first, then your unmarried children under age 19, including legally adopted children, and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

NAME OF FAMILY MEMBER	DATE OF BIRTH (Month, Day, Year)	NAME OF FAMILY MEMBER	DATE OF BIRTH (Month, Day, Year)
Wife or husband			

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than the year? (If answer is "Yes," attach a doctor's certificate.)  
 YES  NO

---

**PART C**  
FILL IN THIS PART IF YOU ARE NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.

1. I elect not to enroll in any plan under the Health Benefits Act.

2. I elect to cancel my present enrollment under the Health Benefits Act.

3. The reason for my election is (Place an "X" in correct box):  
 (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent.  (1)  
 (b) I am covered by a health insurance plan which is not under the Health Benefits Act.  (2)  
 (c) Any other reason.  (3)

---

**PART D**  
FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B.

1. Enrollment code number of present plan.

2. Number of event which permits change (See table on back of brochure for proper number)

3. Date of event which permits change

MONTH	DAY	YEAR

---

**PART E**  
ALL WHO REGISTER MUST FILL IN THIS PART.

*[Signature]*      **13 May 1960**

EMPLOYEE OR ANNUITANT

WARNING:— Any intentional false statement in this application or a willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 3 years, or both. (18 U.S.C. 1001.)

---

**PART F**  
TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS OF EMPLOYER'S OFFICE

2. DATE OF RECEIPT BY EMPLOYER'S OFFICE

3. EFFECTIVE DATE OF BENEFITS

*[Signature]*      **7/1/60**

AGENCY OFFICIAL

---

**REMARKS**  
FOR USE ONLY BY EMPLOYERS AND BUREAU

*[Handwritten notes]*

14-00000

SECRET

Supplement to Staff Employee Personnel

Thomas J. Keenan

Effective 6 January 1960

The purpose of this memorandum is to call your attention to existing policies which are particularly material to you while you are [redacted] and to set forth certain rights and obligations which are incident to your status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of GS-9- \$4135 per annum, you will accept [redacted] employment with another [redacted] entity of the Government (hereinafter referred to as [redacted]) effective as of 6 January 1960. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your [redacted] in order to appear as a conventional member of that establishment. Your appointment to your [redacted] is being effected at [redacted] and salary of \$5540 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid [redacted]

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your [redacted] organization. Currently, your prescribed tour consists of a period of two (2) years from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your [redacted]. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty, you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.



SECRET

3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consistent with your cover designation, will normally be at the direction of your cover facility. Such travel will be accomplished in conformance with applicable regulations of your [redacted] except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and (except as provided in paragraph three (3) above) allowances paid by your [redacted] shall be retained by you to the extent that they are less than or equal to the salary and allowance payments due on the basis of your grade level with this organization. If such cover payments are less than the amount due, the difference will be credited to your payroll account with this organization. If such [redacted] payments exceed the amount due, the overage will be remitted to this organization at designated intervals, presently [redacted]. Computations hereunder will be made on the basis of the aggregate gross due and received provided, however, that in computing remittances for overage Federal and, if applicable, District of Columbia income taxes withheld by [redacted] against the overage may be deducted. To assure timely accuracy in your payroll account with this organization you are expected to immediately report [redacted] payroll changes.

5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your [redacted] and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security of your [redacted]

a. Upon [redacted] into your [redacted] you will continue to be covered by the provisions of the Civil Service Retirement Act, as amended, and at your personal expense you will be subject to payroll deductions for retirement purposes (now six and one-half percent) on the basis of your cover salary or your salary from this organization, whichever is the greater.

b. If you receive taxable income from both your [redacted] and this organization, necessary adjustments for Federal, and if applicable, District of Columbia income tax purposes will be made in conformance with instructions received from this organization.

c. Consistent with [redacted] you will continue to be responsible for compliance with the rules and regulations of this organization.

d. You are not assured upon the completion of your period of duty with your [redacted] of any status with your cover based on your services performed with that organization at the request of this organization.

SECRET

e. A portion of your annual and all of your sick leave which has accrued to your credit at the time of your [redacted] shall be transferred to your [redacted]. The remainder of your annual leave will be held by this organization in escrow pending the completion of your [redacted]. If the sum of your accumulated annual leave with your [redacted] and this organization exceeds the maximum accumulation entitlement afforded you under the regulations of this organization, the excess will be forfeited. If possible, such forfeiture will be accomplished by reducing the leave credit in your escrow account with this organization. While integrated, you will be permitted annual leave, sick leave, home leave, and leave without pay in accordance with the regulations of your [redacted] [redacted] in lieu of the leave benefits of this organization. Upon completion of your integration, your accrued annual and sick leave will be transferred to your credit with this organization. If security conditions require that your [redacted] make a lump-sum payment for accrued annual leave, you will be required to pay the gross amount thereof to this organization including income taxes withheld by your [redacted].

6. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY Charles J. Keenan  
Personnel Office

ACCEPTED:

Thomas J. Keenan  
Thomas J. Keenan

SECRET  
(When Filled In)

(1-7)		LANGUAGE DATA RECORD			
126090					
PART I-GENERAL					
1. NAME (Last-First-Middle) (17-24)			2. DATE OF BIRTH (25-30)		
KEENAN, Thomas John			June	29	1950
3. LANGUAGE (31-33)		4. TODAY'S DATE (34-39)		5.	
000		March	27	1958	<input checked="" type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE.
PART II-LANGUAGE ELEMENTS					
SECTION A. Reading (40)					
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.					
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.					
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.					
5. I HAVE NO READING ABILITY IN THE LANGUAGE.					
SECTION B. Writing (41)					
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.					
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.					
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.					
5. I CANNOT WRITE IN THE LANGUAGE.					
SECTION C. Pronunciation (42)					
1. MY PRONUNCIATION IS NATIVE.					
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.					
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.					
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.					
5. I HAVE NO SKILL IN PRONUNCIATION.					
23					
CONTINUE ON REVERSE SIDE					

CONTINUATION OF PART II—LANGUAGE ELEMENTS

SECTION D.

Speaking (43)

- 1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
- 2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR, AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
- 3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
- 4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
- 5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E.

Understanding (44)

- 1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
- 2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKEs AND PUNS.
- 3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
- 4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
- 5. I AM NOT ABLE TO UNDERSTAND THE SPANISH LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III—EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

- 1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
- 2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
- 3. BOTH OF THE ABOVE STATEMENTS APPLY.
- 4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV—CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 23.315, PAR. 10(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARD WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED

27 March 1958

SIGNATURE

*[Handwritten Signature]*

S-E-C-R-E-T

TRAINING EVALUATION

Operations Course No. 6

I. IDENTIFYING INFORMATION:

Name:	Sex:	Dates of Course:	No. of Students:
KREWAL, Thomas John	M.	3 Mar. - 27 June 58	27
Date of Birth:	ECD Date:	Grade or Rank:	Office:
24 June 1930	20 May 1957	GS-7	OTR/JOTP
Projected or Present Position (from Request for Training dated 16/10/57)			
Junior Officer Trainee			

II. DESCRIPTION OF COURSE:

The Operations Course runs for sixteen weeks and is designed as an introduction to the basic fundamentals of clandestine operations in the field. The course objective is to help the student learn and apply the principles and skills demanded of the field case officer. Emphasis is, therefore, placed on a practical work approach to clandestine tradecraft, agent handling, reporting and project management. The course also provides the student familiarity with the operational programs; i.e., FI, CI and PP, as well as with organizational support services.

III. PERFORMANCE RECORD:

The student's evaluation in the Operations Course is based on his understanding of clandestine operations as well as on his ability to perform field case officer tasks as observed by the staff over a period of sixteen weeks.

The standards set by the Staff for Satisfactory performance are high. Moreover, each Operations Course class is a carefully selected group of mature, intelligent, and able persons. Thus, it should be recognized that a grade of Satisfactory indicates that in the training situation the student understood or applied that subject of instruction in a competent manner.

The preponderance of grades fall within the Satisfactory range.

The performance of this student in each category of grading is indicated on the following page by the stamped X's.

S-E-C-R-E-T

S-E-C-R-E-T

	FAIL	POOR	LOW MID HIGH			EXC	SUP
			SAT	SAT	SAT		
1. Agent Acquisition and Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interviewing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Clandestine Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Clandestine Service Operations: FI/CI/PP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mr. Keenan's performance in the course was highly satisfactory. His performance in Clandestine Communications, Project Management and Clandestine Services Operations were just short of excellent. In face-to-face practical exercises he was effective, and was one of the best students of the class in a ZOMBIE agent-recruitment exercise. In simpler, controlled interviewing and debriefing sessions he was more effective than in exercises requiring more subtle directing and control of the agent. He developed a good understanding of field procedures, more particularly of project management, where he ranked in the upper one-third of the class. His operational reporting was better than his information reporting which was acceptable, but he made little improvement in it during the course. Mr. Keenan acquired a highly satisfactory understanding of the various kinds of Agency operations, revealing a particularly thorough knowledge of CI concepts and methods. He tied with one other student for the top grade on the CI examination.

FOR THE DIRECTOR OF TRAINING

*Ernest W. Sparks*  
 Chief Instructor, Operations Course  
*Spencer P. Tappert*  
 Chief, Field Training

S-E-C-R-E-T

14-00000

S-E-C-R-E-T

TRAINING REPORT

CI FAMILIARIZATION COURSE No. 1

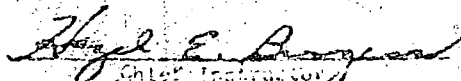
NAME KEEBAN, Thomas J.	DATES OF COURSE 18 - 22 November 1957
STAFF OR DIVISION OTB JO27	PRESENT POSITION JO2

- I. Course Objectives: Increase awareness of the CI mission in relation to the Clandestine Services and the national security; provide an introduction to foreign intelligence services and to CI operations; give theory and practice in CI methods.
- II. Course Characteristics: The course is intended for junior personnel in the CI field, supervisory personnel who direct the work of CS officers, and all other personnel who need orientation in CI. The material is presented by means of lectures, seminars, directed reading, and practical exercises. Emphasis is on pathing. Course content is as follows:
- A. Introduction: definition of terms, history and legal authority; CI responsibilities and relationships of DD/P to the intelligence community, the CI Staff
  - B. Foreign intelligence services: includes brief treatment of liaison
  - C. Methods: the means of investigating and verifying; includes sources, reporting, records and records exploitation, analysis and assessment, etc.
  - D. CI operations: types, basic principles, examples
  - E. Panel discussion (questions and summary)

III. Certification of Course Completion

Mr. Keesan was present throughout the course and submitted all papers required for the practical exercises. These showed commendable effort and a good beginning for one with little or no actual experience. He was an attentive listener and seemed to gain a good deal from the course.

FOR THE DIRECTOR OF TRAINING:

  
Hazel E. Boyer  
Chief Instructor  
CI Familiarization Course

S-E-C-R-E-T

SECRET

TSS/PB/TRAINING DIVISION EVALUATION

DARKROOM

BASIC PHOTOGRAPHY No. 1

NAME WYMAN, THOMAS JOHN DIV. J/TP BR. 173 DATES TRAINED: from 9/12/57 to 9/26/57

This course is primarily designed to develop the following skills: Use of 35 mm cameras with accessories, document copy, processing and printing.

	None	Unsat.	Fair	Good	Excellent	Superior
<b>I. Manipulation of camera.</b>						
a. Leica					A	
b. Retina II C	X					
c. Recordak			X			
<b>II. Processing and printing.</b>						
a. Film loading				X		
b. Film processing				X		
c. Enlarging					X	
d. Reflex and contact printing			X			
<b>III. Use of accessory equipment.</b>						
a. Exposure meter				X		
b. Filters	X					
c. Telephoto and wide angle lenses				X		
<b>IV. Document copy and small objects.</b>						
a. Available light					X	
b. Accessory illumination					X	
c. BOOWU, portra lens, focus slide					X	
<b>V. Ground photography.</b>						
a. Coverage					X	
b. Report					X	
<b>VI. Casing.</b>						
a. Coverage					X	



S-E-C-R-E-T

TSS EVALUATION

NAME Thomas J. FINE DIVISION OTR/OTR  
SUBJECT Audio Surveillance (Basic)  
DATES TRAINED 3-13 September 1957

EVALUATION:

- |  |         |
|--|---------|
| 1. Comprehension of Principles         | Good    |
| 2. Alertness and Interest              | Good    |
| 3. Operational Appreciation of Subject | Good    |
| 4. Manual Dexterity                    | Good    |
| 5. Care in Work                        | Good    |
| 6. Aptitude                            | Good    |
| 7. Technician Potential                | Average |

NOTE: "Technician Potential" is an estimate of the technical ability the student might acquire after advanced instruction and practice—it is not an estimate of his current level of technique.

Ratings: Poor, Average, Good, Excellent

Edward Sivik  
Instructor

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S-E-C-R-E-T

TSS EVALUATION

NAME Thomas J. Egan DIVISION JOS  
SUBJECT [REDACTED]  
DATES TRAINED 26 - 30 August 1957

In this course an effort was made to acquaint the student with all aspects of the subject, stressing the managerial point of view, and, at the same time, to have the student acquire an operational degree of proficiency in the three

The broad coverage given in this course allowed little time for systematic and comprehensive evaluation of the performance of each student. For this reason evaluations have been made only in terms of [REDACTED]

The performance of Mr. Egan was SATISFACTORY.

INSTRUCTOR  
J. V. WATTS

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- 1 - TSS/TD
- 1 - Senior Staff

S-E-C-R-E-T

SECTION I: IDENTIFYING INFORMATION

6

NAME	SEX	DATES OF COURSE	GRADE OR POINTS
Koeman, Thomas J.	M	1 - 26 July 1957	13
DATE OF BIRTH	TEST DATE	GRADE OR POINTS	SCORE
24 June 1930	May 1957	GS-7	ONE/JOFF

[Redacted area]

Junior Officer Trainee

SECTION II: OBJECTIVES OF THE COURSE

- To acquaint students with the skills and techniques involved in the processing of intelligence materials.
- To provide practice in the oral & written presentation of intelligence.

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

Intelligence Techniques is a four week (thirty day) course designed for Junior Officer Trainees but available to personnel who are or will be engaged in the processing of intelligence. Emphasis is on "learning by doing," through the delivery of a series of integrated written exercises that require transcription of actual intelligence documents. Emphasis is also placed on the oral presentation of intelligence through a series of briefings before the class. A student is assigned a specific research problem throughout approximately 10 days and allotted to the course schedule. The results are presented to the class, debated and constructed by several members of the class. The student also prepares an analytical bibliography, and writes a report on the conclusions of his research.

The course is designed adaptively to the needs of the class. The student receives the requirements of selectivity, organization, and brevity in writing. The quality and quantity of his work is controlled through the student's ability to select and write his own report. In an evaluation period, the use of oral presentation has been found to be an effective method of presenting and evaluating the student's work. The student is given a grade for his oral presentation, which is based on the quality of his oral presentation, the clarity of his oral presentation, and the quality of his written report.

The course is designed to provide the student with a practical experience in the processing of intelligence materials. The student is given a grade for his oral presentation, which is based on the quality of his oral presentation, the clarity of his oral presentation, and the quality of his written report.

SECTION VI

... the student has demonstrated a good understanding and grasp of the information presented, or, if skills are involved, he demonstrated sufficient competence to operate effectively in this area.

... although the student may have met some of the standards set for this achievement of this course goal or objective, he demonstrated serious gaps in knowledge or sufficient lack of skill to be of doubtful competence.

SECTION VII REPORT OF STUDENT ACHIEVEMENT

... The following indicates grade level student results:

Category	1	2	3	4
Final Examination	0	0	13	0
Written Exams	0	2	11	0
Research Assignments	0	1	8	4

SECTION VIII SUMMARY OF OVER ALL ACHIEVEMENT

... indicates the number of students who passed and failed. The following indicates the nature of this student. The following is based on the performance of the staff and the overall performance of the student.

... Satisfactory ...

1	1	3	0	1	1	2	2
---	---	---	---	---	---	---	---

6

2	7	13	12	19	6	17	12
---	---	----	----	----	---	----	----

JAC

14-00000

Mr. Keenan was a bit slow in adjusting to the requirements of the course, but during the last two weeks he showed definite progress in his grasp of the production problems. His oral presentations improved steadily, and his final briefing was excellent, both in substance and in presentation. Mr. Keenan is a very pleasant young man, interested and cooperative, and gives promise of being a sound intelligence officer.

SECRET

TRAINING EVALUATION -- INTELLIGENCE ORIENTATION			COURSE NO.	
			10	
SECTION I IDENTIFYING INFORMATION				
NAME OF STUDENT <b>Keenan, Thomas J.</b>		SEE: <input checked="" type="checkbox"/> WALL <input type="checkbox"/> PERAL	DATES OF COURSE <b>27 May - 21 June 1957</b>	
DATE OF BIRTH <b>24 June 1930</b>		END DATE <b>May '57</b>	NO. OF STUDENTS <b>63</b>	
		COURSE OR BARR. <b>OS-7</b>	OFFICE <b>OTR/JOEP</b>	
PROJECTED ASSIGNMENT OR PRESENT POSITION <b>Junior Officer Trainee</b>				
SECTION II CHARACTERISTICS OF THE COURSE				
This course is presented primarily by lecture and reading; it also includes seminars and discussion periods. Each phase of the course is rated by a single multiple choice test.				
SECTION III OBJECTIVES				
The objectives of the Introduction to Intelligence phase are:				
<ol style="list-style-type: none"> <li>1. To develop understanding of the mission and organization of CIA and its role in the intelligence community and the national security effort.</li> <li>2. To develop understanding of the functions of CIA components with responsibilities for intelligence, support and other activities.</li> </ol>				
The objective of the Introduction to Communism phase is to provide a basic understanding of the Communist ideology and of the background, organization, activities and capabilities of the International Communist Movement and the U.S.P.				
SECTION IV STUDENT ACHIEVEMENT RATINGS				
The numbers placed in the columns below show how many students received each rating. An asterisk(*) shows the rating this student received.				
SUBJECT	HOURS	RATING		
		UNSATISFACTORY	SATISFACTORY	EXCELLENT
INTRODUCTION TO INTELLIGENCE	80	0	37	28*
INTRODUCTION TO COMMUNISM	80	1	23	34*
SECTION V COMMENTS				
INDICATE ANY STRONG AND WEAK POINTS OF THE STUDENT, OR ANYTHING THAT MAY HAVE INFLUENCED HIS PERFORMANCE IN THE COURSE.				
CONTINUE COMMENTS ON REVERSE SIDE <input type="checkbox"/>				
FOR THE DIRECTOR OF TRAINING		SIGNATURE OF CHIEF INSTRUCTOR/INTELLIGENCE PHASE <i>J. W. Hays</i>		
		SIGNATURE OF CHIEF INSTRUCTOR/COMMUNISM PHASE <i>Henry M. Schreiber</i>		

**PERSONNEL QUALIFICATION QUESTIONNAIRE**

Ma

1. Serial No. (no entry)	2. NAME: (last) (first) (middle) <i>KEENE</i> <i>JAMES</i> <i>JR</i>			3. Office
4. Date of Birth <i>30 Jun 1930</i>	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	Marital Status <i>M</i> Nr. Dependents <i>1</i>	6. Employment Date: <i>30 May 1957</i>	
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalisation (4) <input type="checkbox"/> Other (specify) _____ Year U.S. citizenship acquired, if not by birth _____			

**SEC. 1. EDUCATION**

1. Extent: (circle one)

1. Less than high school	4. Two years college, or less	8. Masters degree
2. High school graduate	5. Over two years, no degree	9. Doctors degree
3. Trade, Business or Commercial school graduate	<b>6. Bachelor degree</b>	
	7. Post-graduate study (minimum 8 sem. hrs.)	

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	
<i>UNIV OF WISCONSIN AT MADISON</i>	<i>HIST</i>	<i>LEGAL</i>	<i>1948</i>	<i>50</i>	<i>2</i>	<i>-</i>	<i>TRUSTEED</i>	<i>3 June 1953</i>	<i>63</i>
<i>1942 QUINCY UNIV</i>	<i>HIST</i>	<i>-</i>	<i>1950</i>	<i>53</i>	<i>3</i>	<i>-</i>	<i>BS</i>	<i>June 1953</i>	<i>79</i>
								<i>1954</i>	<i>142</i>

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
<i>-</i>				

4. Military, Intelligence or Investigative training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
<i>ORDNANCE DISPOSAL</i>	<i>July 1953</i>	<i>Nov 1953</i>	<i>4</i>	<i>General like General Intelligence</i>

**CODED**  
FOR  
**QUALIFICATIONS**  
DATE *22 APR 1957*

**SEC. II. WORK EXPERIENCE**

1. State the nature of duties performed with this organization, starting with your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____



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

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

From <u>1952</u> To <u>1956</u> Tot. mo's <u>4</u> Classification Grade (if in Federal Service) <u>AT-10</u> Salary <u>3845</u> Number and Class of Employees Supervised: <u>60 OFFICERS, 3000000</u> Employer <u>U.S. ARMY</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>OFFICER IN CHARGE</u> <u>U.S. ARMY TRAINING CENTER, RANDOLPH, MISSOURI</u> Description of Duties: <u>Complete Control Grade - C.D. UNCLASSIFIED</u> <u>Responsible for ADMINISTRATIVE AND OPERATIONAL PROGRAMS OF THE CENTER</u> Duty Station if overseas:
From <u>1956</u> To <u>1956</u> Tot. mo's <u>3</u> Classification Grade (if in Federal Service) <u>AT-10</u> Salary <u>3845</u> Number and Class of Employees Supervised: <u>20 OFFICERS</u> Employer <u>U.S. ARMY</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>ASST. OFFICER IN CHARGE</u> <u>CANCEL &amp; COMMUNICATION OFFICER</u> Description of Duties: <u>RESponsible TO OIC FOR ALL TRAINING AND OPERATIONAL MATTERS OF THE CENTER</u> <u>Equipment &amp; Supplies</u> Duty Station if overseas:
From <u>1956</u> To <u>1956</u> Tot. mo's <u>1</u> Classification Grade (if in Federal Service) <u>AT-10</u> Salary <u>3173</u> Number and Class of Employees Supervised: <u>12 OFFICERS</u> Employer <u>U.S. ARMY</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>COMMUNICATION OFFICER</u> <u>OFFICE OF COMMUNICATION WITH OFFICERS</u> Description of Duties: <u>Responsible for operation of radio equipment &amp; materials</u> Duty Station if overseas:
From <u>1956</u> To <u>1956</u> Tot. mo's <u>2</u> Classification Grade (if in Federal Service) <u>AT-10</u> Salary <u>3650</u> Number and Class of Employees Supervised: <u>10 OFFICERS</u> Employer <u>U.S. ARMY</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>OFFICER IN CHARGE</u> <u>OFFICE OF COMMUNICATION WITH OFFICERS</u> Description of Duties: <u>Responsible for training of all radio operators</u> <u>OFFICER OF THE HONORARY DISTRICT</u> <u>Responsible for training of all radio operators</u> Duty Station if overseas:
From <u>1956</u> To <u>1956</u> Tot. mo's <u>1</u> Classification Grade (if in Federal Service) <u>AT-10</u> Salary <u>3650</u> Number and Class of Employees Supervised: <u>10 OFFICERS</u> Employer <u>U.S. ARMY</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>OFFICER IN CHARGE</u> <u>OFFICE OF COMMUNICATION WITH OFFICERS</u> Description of Duties: <u>Responsible for training of all radio operators</u> <u>OFFICER OF THE HONORARY DISTRICT</u> Duty Station if overseas:

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

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

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

**SEC. III. FOREIGN LANGUAGES**

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

LANGUAGE	COMPETENCE					HOW ACQUIRED			
	Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge	Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic Study
FRANCE					X				
SPANISH					X				

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

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

**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

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 Oitener
Typing	1. 5	2.	20-30	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.

**SEC. VII. PROFESSIONAL AND ACADEMIC HONORS**

List any professional or academic associations or honorary societies in which you hold membership.

**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.


**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. TESTS (Within present organization)**

Describe below the type of tests which you have taken.

Type of Test	Date Taken

**SEC. XI. PHYSICAL HANDICAPS**

List any physical handicaps you may have.

<i>None</i>

**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 type="checkbox"/>	(3) Not interested <input type="checkbox"/>
---	--	---

**SEC. XIII. WORK ASSIGNMENT**

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




## APPOINTMENT AFFIDAVITS

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

CENTRAL INTELLIGENCE AGENCY ..... Washington, D.C.  
(Department or agency) (Branch or division) (Place of employment)

I, THOMAS J. KEENAN ..... 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 knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such 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.

20 May 1957  
(Date of entrance on duty)

Thomas J. Keenan  
(Signature of appointee)

Subscribed and sworn before me this 20th day of May A. D. 1957.

at Washington, D.C.  
(City) (State)

[SEAL]

Michael George  
(Signature of officer)  
(Title)

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



STATEMENT OF PRIOR FEDERAL, DISTRICT AND MILITARY SERVICE  
AND DETERMINATION OF COMPETITIVE STATUS

IMPORTANT: The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

PART I.—EMPLOYEE'S STATEMENT							PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE			
1. NAME (Last, first, middle initial)				2. DATE OF BIRTH			9. RETENTION GROUP			
KEVIN THOMAS, J				29 June 1930			10. A. CSC STATUS <input type="checkbox"/> YES <input type="checkbox"/> NO B. TYPE OF PRESENT APPOINTMENT			
3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service).										
NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT IF KNOWN	11. SERVICE		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY		YEAR	MONTH	DAY
								56	10	32
								53	7	12
								3	3	20/1/21
4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO ACTIVE MILITARY SERVICE, WRITE "NONE."										
BRANCH	FROM—			TO—			DISCHARGE (Hon. or dishon.?)	12. TOTAL SERVICE		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY		3	3	21
U.S. ARMY	1953	July	12	1956	NOV	11	HON.	DD-214 Active Army		
								3	04	01
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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF ANSWER IS "YES," LIST FOLLOWING INFORMATION:										
TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mar Mar)	FROM—			TO—			TOTAL			
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS	
6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. C. THE UNREMARKED WIDOW OF A VETERAN? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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.										
20 May 1957 (DATE)				[Signature] (SIGNATURE)						
Subscribed and sworn to before me on this 20th day of May 1957 at Washington, D.C. (MONTH) (DAY) (CITY) (STATE)										
SEAL [Signature] (NOTARY PUBLIC)										
NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.										
INSTRUCTIONS: File this form on the personnel side of the employee's official personnel folder immediately before or after the personnel action involved.										



**Part III. — DETERMINATION OF COMPETITIVE STATUS.** (Complete for noncompetitive hires based on competitive status, as required by instructions in FPM Chapter 52.) Employee has a competitive status. This determination is based upon the following evidence:

NAME OF AGENCY	SIGNATURE AND OFFICIAL TITLE	DATE

**PART IV. — DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES**

<del> </del>	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 13)	CREDITABLE SERVICE (Leave Purposes)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (Leave Purposes)	SERVICE COMPUTATION DATE (Leave Purposes)
Years				05/11/05	5	05/11/05
Months					3	
Days					10	29

**PART V. — DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION IN FORCE PURPOSES.** (Complete only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes.)

<del> </del>	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 14)	CREDITABLE SERVICE (RIF Purposes)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (RIF Purposes)	SERVICE COMPUTATION DATE* (RIF Purposes)
Years						
Months						
Days						

\* Enter as the "Service Computation Date" on the employee's "Service Record Card," SF 7

REMARKS:

14-00000

SECRET

MEMORANDUM FOR: THOMAS J. KEENAN

SUBJECT: Credit Reference

1. You are advised that the position for which you have been hired is of a sensitive nature and that YOU ARE NOT TO IDENTIFY YOURSELF WITH THIS AGENCY for credit reference or for any other purpose.
2. You are to disregard that portion of the Monday morning Personnel EOD Orientation and the Thursday afternoon Security Introduction which authorizes certain personnel to identify themselves with this Agency, when necessary, for credit, rental agreement, and like purposes.
3. You will be advised by your Placement Officer as to the cover information necessary for proper job identification. If at any time cover difficulties are encountered you may arrange an appointment through your Placement Officer to see the Security Officer responsible for your activity.

*G. M. Stewart*

G. M. STEWART  
Director of Personnel

I have read the above and understand that I am not to associate myself with the Central Intelligence Agency for credit reference or for any other purpose.

20 MAY 1952  
Date

*Thomas J. Keenan*  
Signature of Addressee

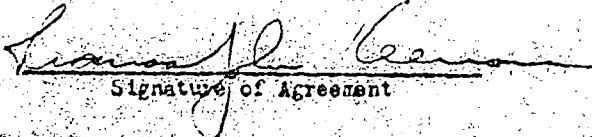
SECRET

C-O-N-F-I-D-E-N-T-I-A-L

Testing Secrecy Agreement

I shall be participating in a testing program administered by the National Security Agency (NSA). I understand that other government agencies, including the Central Intelligence Agency (CIA), are associated with the NSA testing program and that this information is not for public use. Therefore, I agree to the following conditions with regard to this testing:

1. I will not divulge or reveal under any circumstances whatsoever any information with respect to testing procedures of CIA. Such information will include, but will not be limited to, the types and contents of tests and questionnaires, and information disclosed by examiners.
2. I will not reveal the fact that CIA is associated with the NSA testing program. I will not mention the name of the Central Intelligence Agency or any part of its program to the examiner or to any other person, including those participating in the testing. (The examiner is not a CIA official.)
3. If I am asked by a CIA official whether I have been tested, I will indicate only the date and purpose of the testing.
4. If inquiry is made by anyone other than a CIA official, I will give no information whatsoever about testing procedures. I will not even mention the fact that I signed this agreement.
5. If I am asked what government agencies I am being tested for, I will reveal only that I took the NSA tests.
6. This agreement is perpetually binding whether or not I am employed by CIA.

  
Signature of Agreement

26 June 1957  
Date

C-O-N-F-I-D-E-N-T-I-A-L



SECURITY AGREEMENT

13 Jan 1956  
Date

1. I am aware of the fact that the Central Intelligence Agency by reason of the sensitive nature of its work, must observe very strict security measures.
2. I agree to honor the requests of the Central Intelligence Agency relative to my application for employment or rendition of services whether it be accepted or rejected.
3. I agree not to inform anyone that I am being considered for a position in the Central Intelligence Agency, unless specifically authorized by a representative of the Central Intelligence Agency.
4. I agree not to disclose processing procedures I have observed in the Central Intelligence Agency.
5. I agree not to discuss by name or otherwise, any individuals with whom I have talked in the course of my application for employment to the Central Intelligence Agency.

*Thomas J. Keenan*  
Signature

*J. H. Gege*  
Witness

SECRET

(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST

21 June 1976

2. NAME (Last, First, Middle)

Koonan, Thomas J.

3. POSITION TITLE

Ops Officer

4. GRADE

GS-15

5. OFFICE, DIVISION, BRANCH

DDO/LA/M&CAM

6. EMPLOYEE'S EXT.

7375

7. PURPOSE OF EVALUATION

PRE-EMPLOYMENT

ENTRANCE ON DUTY

TDY STANDBY

SPECIAL TRAINING

ANNUAL

RETURN TO DUTY

FITNESS FOR DUTY

MEDICAL RETIREMENT

HQS/TDY

OVERSEAS ASSIGNMENT

ETO
STATION
TDY OR PCS
TYPE OF COVER
NO. OF DEPENDENTS TO ACCOMPANY
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED

RETURN FROM OVERSEAS

ETA
STATION
NO. OF DEP.'S

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

YES

NO

9. REQUESTING OFFICER

SIGNATURE

*Kathy Hill*  
Kathy Hill, LA/Trng

ROOM NO. & BUILDING

303113 Hqs

EXT.

5270

10. COMMENTS

11. REPORT OF EVALUATION

Qualified for TDY Standby until 1 July 1978.

DATE

6 August 1976

SIGNATURE FOR CHIEF OF MEDICAL STAFF

Harry C. Gordon, OMS/Registrar

SECRET

1. NAME (Last, First, Middle) <b>Azenan, Thomas J.</b>		2. DATE OF BIRTH <b>29 June 1930</b>		3. GRADE <b>GS 14</b>	
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover, if lateral assignment) <b>WH/ Lima</b>		5. PRESENT POSITION		6. EMPLOYEE EXTENSION <b>6815</b>	
7. PROPOSED STATION <b>WH/ Kingston, Jamaica</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>COS 060 GS 14</b>			
9. TYPE OF COVER AT NEW STATION		10. ESTIMATED DATE OF DEPARTURE <b>1 Sept 1973</b>		11. NO. OF DEPENDENTS TO ACCOMPANY <b>Seven</b>	
12. COMMENTS					
13. DATE OF REQUEST <b>28 July 1973</b>		14. SIGNATURE OF REQUESTING OFFICIAL <i>J. Torres</i>		15. ROOM NUMBER AND BUILDING <b>3D6317</b>	16. EXTENSION <b>6815</b>
17. OFFICE OF MEDICAL SERVICES DISPOSITION  <b>Qualified overseas PCS.</b> <b>23 October 1973 William T. Golder, OMS/pro</b>					
18. OFFICE OF SECURITY DISPOSITION					
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION					
<b>REQUEST FOR PCS OVERSEAS EVALUATION</b>					

SECRET

1. NAME (Last, First, Middle) <b>Keenan, Thomas J.</b>		2. DATE OF BIRTH <b>29 Jun 30</b>	3. GRADE <b>GS-14</b>
4. OFFICE, DIVISION, BRANCH (or overseas station) and existing cover if later <b>DDP/VA/Dogota</b>		5. PRESENT POSITION <b>Ops Officer</b>	6. EMPLOYEE EXTENSION <b>7431</b>
7. PROPOSED STATION <b>Lima, Peru</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Off DCOS/0138/GS-14</b>	
9. TYPE OF COVER AT NEW STATION		10. ESTIMATED DATE OF DEPARTURE <b>Oct-71</b>	11. NO. OF DEPENDENTS TO ACCOMPANY <b>seven (7)</b>
12. COMMENTS <b>Vice: Charles Dickens</b> <b>Physical will be taken in the field and results forwarded to Hqs.</b> <b>Mr. Keenan's tested Spanish language proficiency of Intermediate Reading and Elementary Speaking meets the general language requirement of the Station.</b>			
13. DATE OF REQUEST <b>19 Mar 71</b>	14. SIGNATURE OF REQUESTING OFFICIAL <b>Jean Wright</b>	15. ROOM NUMBER AND BUILDING <b>3D 5309 Hqs</b>	16. EXTENSION <b>7431</b>
17. OFFICE OF OVERSEAS SERVICES DISPOSITION <b>Qualified Overseas PCS</b>  <b>12 May 1971</b> <b>Peter Zrowka, CMS/pro</b>			
18. OFFICE OF SECURITY DISPOSITION			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION			
<b>REQUEST FOR PCS OVERSEAS EVALUATION</b>			

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEENAN, Thomas J.</b>		3. POSITION/TITLE <b>Ops Officer</b>
4. OFFICE, DIVISION, BRANCH <b>DDP/WI/S/Bogota</b>		5. GRADE <b>GS-13</b>
6. EMPLOYER'S EXT. <b>6816</b>		
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT		
<input type="checkbox"/> ENTRANCE ON DUTY		
<input type="checkbox"/> TDY STANDBY		
<input type="checkbox"/> SPECIAL TRAINING		
<input type="checkbox"/> ANNUAL		
<input type="checkbox"/> RETURN TO DUTY		
<input type="checkbox"/> FITNESS FOR DUTY		
<input type="checkbox"/> MEDICAL RETIREMENT		
<input type="checkbox"/> TDY		
<input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT		
MEDICALLY QUALIFIED FOR PROPOSED OS PCS. * DONALD FARR		
16 13 63		
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		
<input checked="" type="checkbox"/> YES		
<input type="checkbox"/> NO		
9. REQUESTING OFFICER		
SIGNATURE <i>PF MacDougall</i>		
ROOM NO. & BUILDING <b>306302 Hqs.</b>		EXT. <b>6816</b>
10. COMMENTS		
Mr. Keenan will be in Washington TDY during the week of 9 June. He is then scheduled for home leave and return to Bogota for another two year tour. It is requested that arrangements be made for a physical examination at Hqs. during the week of 9 June 1969. His family will have their physicals in Bogota.		
11. REPORT OF EVALUATION		
DATE		SIGNATURE FOR CHIEF OF MEDICAL STAFF



SECRET  
(When Filled In)

<b>REQUEST FOR MEDICAL EVALUATION</b>		1. DATE OF REQUEST <b>13 February 87</b>										
2. NAME (Last, First, Middle) <b>Keonab, Thomas John (Dependents of)</b>		3. POSITION TITLE <b>Ops Officer</b>	4. GRADE <b>GS-12</b>									
5. OFFICE, DIVISION, BRANCH <b>DDP/WB/CA</b>		6. EMPLOYEE'S EXT. <b>6818</b>										
7. PURPOSE OF EVALUATION												
<input type="checkbox"/> PRE-EMPLOYMENT  <input type="checkbox"/> ENTRANCE ON DUTY  <input type="checkbox"/> TDY STANDBY  <input type="checkbox"/> SPECIAL TRAINING  <input type="checkbox"/> ANNUAL  <input type="checkbox"/> RETURN TO DUTY  <input type="checkbox"/> FITNESS FOR DUTY  <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> TDY  <input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT  <table border="1" style="width: 100%;"> <tr><td>RTU <b>May 1987</b></td></tr> <tr><td>STATION <b>Bogota, Colombia</b></td></tr> <tr><td>TDY OR PCS <b>PCS</b></td></tr> <tr><td>TYPE OF COVER</td></tr> <tr><td>NO. OF DEPENDENTS TO ACCOMPANY <b>Seven (7)</b></td></tr> <tr><td>NO. OF DEPENDENTS REPORTS OF MEDICAL HISTORY CHECKED <b>Seven (7)</b></td></tr> </table> <input type="checkbox"/> RETURN FROM OVERSEAS  <table border="1" style="width: 100%;"> <tr><td>STA</td></tr> <tr><td>STATION</td></tr> <tr><td>NO. OF DEP'S</td></tr> </table>		RTU <b>May 1987</b>	STATION <b>Bogota, Colombia</b>	TDY OR PCS <b>PCS</b>	TYPE OF COVER	NO. OF DEPENDENTS TO ACCOMPANY <b>Seven (7)</b>	NO. OF DEPENDENTS REPORTS OF MEDICAL HISTORY CHECKED <b>Seven (7)</b>	STA	STATION	NO. OF DEP'S
RTU <b>May 1987</b>												
STATION <b>Bogota, Colombia</b>												
TDY OR PCS <b>PCS</b>												
TYPE OF COVER												
NO. OF DEPENDENTS TO ACCOMPANY <b>Seven (7)</b>												
NO. OF DEPENDENTS REPORTS OF MEDICAL HISTORY CHECKED <b>Seven (7)</b>												
STA												
STATION												
NO. OF DEP'S												
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER										
<input checked="" type="checkbox"/> YES  <input type="checkbox"/> NO		SIGNATURE <b>Kenneth L. Wambold</b>										
		ROOM NO. & BUILDING <b>3 D 3309</b>	EXT. <b>6815</b>									
10. COMMENTS <b>Forms 39 are attached. Please schedule during April 1987. Margaret Jane Wife</b>												
11. REPORT OF EVALUATION   <div style="text-align: center;"> <p>PROPOSED BY: _____</p> <p>APPROVED FOR CHIEF OF MEDICAL STAFF: _____</p> </div>												

SECRET

1. NAME (Last, First, Middle) <b>Keenan, Thomas John</b>		2. DATE OF BIRTH <b>29 June 1930</b>	3. GRADE <b>GS-12</b>
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) <b>DDP/HI/CA</b>		5. PRESENT POSITION <b>Ops Officer</b>	6. EMPLOYEE EXTENSION <b>6615</b>
7. PROPOSED STATION <b>Bogota, Colombia</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Officer/0327/GS-12</b>	
9. TYPE OF COVER AT NEW STATION		10. ESTIMATED DATE OF DEPARTURE <b>May 1967</b>	11. NO. OF DEPENDENTS TO ACCOMPANY <b>Seven (7)</b>
12. COMMENTS <b>Form 88 is attached.</b>			
13. DATE OF REQUEST <b>13 February 67</b>	14. SIGNATURE OF REQUESTING OFFICER <b>Kenneth L. Vanbold</b>	15. ROOM NUMBER AND BUILDING <b>3 D 5309</b>	16. EXTENSION <b>6615</b>
17. OFFICE OF MEDICAL SERVICES DISPOSITION			
18. OFFICE OF SECURITY DISPOSITION <b>2 15 67</b>			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION			
<b>REQUEST FOR PCS OVERSEAS EVALUATION</b>			

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		DATE OF REQUEST
1. NAME (Last, First, Middle) <b>KEEMAN, THOMAS</b>		2. GRADE <b>GS-12</b>
3. OFFICE, DIVISION, BRANCH <b>DDP/WH</b>		4. EMPLOYEE'S BAY.
5. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT		
<input type="checkbox"/> ENTRANCE ON DUTY		
<input checked="" type="checkbox"/> TDY STANDBY <b>Latin America</b>		
<input type="checkbox"/> SPECIAL TRAINING		
<input type="checkbox"/> ANNUAL		
<input type="checkbox"/> RETURN TO DUTY		
<input type="checkbox"/> FITNESS FOR DUTY		
<input type="checkbox"/> MEDICAL RETIREMENT		
<input type="checkbox"/> HUSG/TDY		
<input type="checkbox"/> OVERSEAS ASSIGNMENT		
RTD		
STATION		
TDY OR PCS <b>TDY</b>		
TYPE OF COVER		
NO. OF DEPENDENTS TO ACCOMPANY		
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED		
<input type="checkbox"/> RETURN FROM OVERSEAS		
LTA		
STATION		
NO. OF DEP.'S		
6. OVERSEAS PLANNING EVALUATION (One block must be checked)		7. REQUESTING OFFICER
<input type="checkbox"/> YES		SIGNATURE <i>H.C. Yarnig</i>
<input type="checkbox"/> NO		<b>H.C. Yarnig</b>
		ROOM NO. & BUILDING <b>305313</b>
		BAY. <b>6215</b>
10. COMMENTS		
11. REPORT OF EVALUATION		
DATE		
QUALIFIED FOR TDY STANDBY UNTIL <b>Nov. 65</b>		
REX HARRIS		

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KENNY, Thomas J.</b>		3. POSITION TITLE <b>Ops Officer</b>
3. OFFICE, DIVISION, BRANCH <b>DDP/41/PO</b>		4. GRADE <b>OE-12</b>
		5. EMPLOYEE'S EXT. <b>7811</b>
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input checked="" type="checkbox"/> TDY/STANDBY <b>Latin America</b>	<input checked="" type="checkbox"/> TDY/TOY
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> SPECIAL TRAINING	<input type="checkbox"/> OVERSEAS ASSIGNMENT
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> RETURN TO DUTY	<input type="checkbox"/> RETURN FROM OVERSEAS
<input type="checkbox"/> FITNESS FOR DUTY	<input type="checkbox"/> MEDICAL RETIREMENT	
8. OVERSEAS PLANNING EVALUATION (This block must be checked)		9. REQUESTING OFFICER
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE <b>Mary C. Wernig</b>
		ROOM NO. & BUILDING <b>4-56</b>
		EXT. <b>6815</b>
10. COMMENTS		
11. REPORT OF EVALUATION		
QUALIFIED FOR TDY STANDBY UNTIL <b>4/30/66</b>		
DATE <b>4/28/66</b> SIGNATURE FOR CMTC OF MEDICAL <b>PETER ZROXK</b>		

SECRET  
(When Filled In)

<b>REQUEST FOR MEDICAL EVALUATION</b>		1. DATE OF REQUEST <b>30 NOVEMBER 1964</b>	
2. NAME (Last, First, Middle) <b>KEELEN, THOMAS J.</b>		3. POSITION TITLE <b>OPS OFFICER</b>	4. GRADE <b>GS-12</b>
5. OFFICE, DIVISION, BRANCH <b>DDP/MW/3</b>		6. EMPLOYEE'S EXT.	
7. PURPOSE OF EVALUATION			
<input type="checkbox"/> PRE-EMPLOYMENT  <input type="checkbox"/> ENTRANCE ON DUTY  <input type="checkbox"/> TDY STANDBY  <input type="checkbox"/> SPECIAL TRAINING  <input type="checkbox"/> ANNUAL  <input type="checkbox"/> RETURN TO DUTY  <input type="checkbox"/> FITNESS FOR DUTY  <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> RES TOY  <input type="checkbox"/> OVERSEAS ASSIGNMENT  <div style="border: 1px solid black; padding: 2px;">         ETO          STATION          TDY OR PCS          TYPE OF COVER          NO. OF DEPENDENTS TO ACCOMPANY          NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED       </div> <input checked="" type="checkbox"/> RETURN FROM OVERSEAS  <div style="border: 1px solid black; padding: 2px;">         ETA          STATION  <b>MEXICO CITY, MEXICO</b>          NO. OF DEPTS       </div>	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER	
<input type="checkbox"/> YES  <input type="checkbox"/> NO		SIGNATURE	
		ROOM NO. & BUILDING	EXT.
10. COMMENTS  <div style="text-align: center;"> <b>18 AND 21 DEC. 0900 1245</b> </div> <div style="text-align: right;"> <b>COMPLIED FOR CURRENT</b>  <b>091165</b> </div>			
11. REPORT OF EVALUATION			
DATE <b>12-22-64</b>		SIGNATURE POS. CHIEF OF MEDICAL STAFF	

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEEMAN, Thomas John</b>		<b>8 April 65</b>
3. POSITION TITLE <b>Ops Officer</b>		4. GRADE <b>GS-10</b>
5. OFFICE, DIVISION, BRANCH <b>DDP/WII/R&amp;O</b>		6. EMPLOYEE'S EXT. <b>6576</b>
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input checked="" type="checkbox"/> TDY STANDBY	<input checked="" type="checkbox"/> HQS/TDY
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> SPECIAL TRAINING	<input type="checkbox"/> OVERSEAS ASSIGNMENT
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> RETURN TO DUTY	<b>Please re-valuate</b>
<input type="checkbox"/> FITNESS FOR DUTY	<input type="checkbox"/> MEDICAL RETIREMENT	<input type="checkbox"/> RETURN FROM OVERSEAS
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNATURE <b>Mary C. Wornig</b>
		ROOM NO. & BUILDING <b>6576</b>
		EXT. <b>6576</b>
10. COMMENTS		
QUALIFIED FOR TDY STAND BY UNTIL <b>June 65</b>		
11. REPORT OF EVALUATION <b>JOE V. CLINE</b>		
DATE <b>54 13 65</b>		
SIGNATURE FOR CHIEF OF MEDICAL STAFF		

SECRET  
(WHEN FILLED IN)

### REQUEST FOR MEDICAL EVALUATION

1. NAME (LAST)		(FIRST)	(MIDDLE)	2. DATE OF REQUEST							
KEEHAN		Thomas	J.	15 September 1959							
3. POSITION TITLE		4. OFFICE DIVISION AND BRANCH		5. GRADE							
Ops Officer		DDP/WH/III		OS-9							
6. REQUESTING OFFICER		7. BUILDING AND ROOM NO.		8. EXTENSION							
J. Washburn, NH/Pers		1104 Barton		8242							
TYPE OF EVALUATION AND REPORT											
9. TYPE OF EVALUATION			10. OVERSEAS PLANNING EVALUATION DESIRED IN ACCORDANCE WITH R 15-200								
<input type="checkbox"/> PRE-EMPLOYMENT			<input type="checkbox"/> YES <input type="checkbox"/> NO								
<input type="checkbox"/> ENTRANCE ON DUTY											
<input checked="" type="checkbox"/> OVERSEAS											
<table border="1"><tr><td>ETD</td><td>e/a 15 February 1959</td></tr><tr><td>STATION</td><td>Manila City, Manila</td></tr><tr><td>TOY-PCS</td><td>PCS</td></tr></table>			ETD	e/a 15 February 1959	STATION	Manila City, Manila	TOY-PCS	PCS			
ETD	e/a 15 February 1959										
STATION	Manila City, Manila										
TOY-PCS	PCS										
<input type="checkbox"/> OVERSEAS RETURN			Subject will be <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>								
<input type="checkbox"/> TOY STANDBY			<i>Washburn</i>								
<input type="checkbox"/> SPECIAL TRAINING											
<input type="checkbox"/> ANNUAL											
<input type="checkbox"/> RETURN TO DUTY											
<input type="checkbox"/> FITNESS FOR DUTY											
<input type="checkbox"/> MEDICAL RETIREMENT											
9A. REPORT OF MEDICAL EVALUATION			10A. REPORT OF OVERSEAS PLANNING EVALUATION								
<input checked="" type="checkbox"/> QUALIFIED			<input type="checkbox"/> QUALIFIED								
<input type="checkbox"/> DISQUALIFIED			<input type="checkbox"/> DISQUALIFIED								
11. COMMENTS											
Dependents to accompany <i>11</i> Subject's and dependent 89's attached.											
Wife - Margaret J.											
Daughter - <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>											
Daughter - <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>											
DATE OF EVALUATION			SIGNATURE FOR CHIEF, MEDICAL STAFF								
<i>9-17-59</i>			<i>[Signature]</i>								

SECRET  
(When Filled In)

### MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY		
1. NAME (Last) <b>KEFNAN</b>	INITIALS <b>THOMAS</b>	INITIALS <b>JOHN</b>
2. DATE <b>21 Jan 1958</b>	3. TO POSITION <b>JOT</b>	
4. OFFICE, DIVISION, BRANCH <b>JOTP/TR</b>	5. GRADE <b>OS-7</b>	
6. TYPE OF POSITION <input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	7. EVALUATE FOR <input type="checkbox"/> EDD <input type="checkbox"/> Overseas <input type="checkbox"/> Returned <input type="checkbox"/> Re-evaluation	
II REPORT OF MEDICAL EVALUATION		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only <input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified		
Remarks:  <p style="text-align: center;">Send reports to JOTP/TR, 2518 O. Eye          Make appointments with JOTP/TR, Extension 3514</p> <p style="text-align: center;">QUALIFIED FOR PROPOSED TRAINING</p> <p style="text-align: right;">JAN 28 1958  <i>Marion J. [Signature]</i>          MEDICAL OFFICER</p>		

SECRET

SECRET  
(When Filled In)

### MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY		
1. NAME (Last) <b>KEFNAN</b>	INITIALS <b>THOMAS</b>	INITIALS <b>JOHN</b>
2. DATE <b>9 October 1957</b>	3. TO POSITION <b>Junior Officer Trainee</b>	
4. OFFICE, DIVISION, BRANCH <b>JOTP/TR</b>	5. GRADE <b>OS-7</b>	
6. TYPE OF POSITION <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	7. EVALUATE FOR <input type="checkbox"/> EDD <input type="checkbox"/> Overseas <input type="checkbox"/> Returned	
II REPORT OF MEDICAL EVALUATION		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only <input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified		
Remarks:  <p style="text-align: center;">Send reports to JOTP/TR, 2518 Quarters Eye          Make appointments with JOTP/TR, Extension 3514</p> <p style="text-align: center;">QUALIFIED FOR PROPOSED TRAINING</p> <p style="text-align: right;">OCT 11 1957  <i>[Signature]</i>          MEDICAL OFFICER</p>		

SECRET



SECRET  
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT		
<b>I. REQUEST FOR PHYSICAL EXAMINATION BY</b>		
1. NAME (Last) <b>KEEMAN</b>	(First) <b>Thomas</b>	(Middle) <b>John</b>
2. DATE <b>SEP 13 1957</b>	3. TO POSITION <b>JOT</b>	4. OFFICE, DIVISION, BRANCH <b>OTR/JOTP</b>
5. GRADE <b>GS-7</b>	6. TYPE OF POSITION <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	7. EVALUATE FOR <input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee <input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Special (Specify) <b>Re-evaluated for ISO Trng - 9/30/57 - OC</b>
<b>II. REPORT OF MEDICAL EVALUATION</b>		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified
Remarks:  Send reports to JOTP/TR, 2413 Alcott. Make appointments with JOTP/TR, X3514.  QUALIFIED FOR PROPOSED TRAINING SEP 13 1957 <i>Martin J. Hayes</i> MEDICAL OFFICER		

SECRET

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : C/Records & Services Division/OP  
ATTN : Mrs. Anna Phillips  
FROM : Director of Training

DATE: 2 APR 1957

SUBJECT: KEENAN, Thomas John - Confirmation of Request for Action at GS-7

The Medical Office has granted Thomas J. Keenan Full Duty/  
General status. Please confirm the request dated 8 February 1957  
to initiate action on Mr. Keenan.

*M Baird*

MATTHEW BAIRD

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(When Filled In)

MEDICAL ACTION REQUEST AND REPORT		
<b>I. REQUEST FOR PHYSICAL EXAMINATION BY</b>		
1. NAME (LAST) <b>KESMAN</b>	(FIRST) (MIDDLE) <b>THOMAS JOHN</b>	2. DATE <b>14 March 1957</b>
3. TO POSITION <b>JOT</b>	4. OFFICE, DIVISION, BRANCH <b>CTR/JOTP</b>	5. GRADE
6. TYPE OF POSITION <input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	7. EVALUATE FOR <input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee <input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)	
<b>II. REPORT OF MEDICAL EVALUATION</b>		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		
<b>SECRET</b>		
<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified		
Remarks: <b>FULL DUTY/GENERAL <del>26 MAR 1957</del></b>		
<b>JOT</b>		
Please send copy to JOTP, 2413 Alcott.		
		<b>Vincent J. Ford</b> MEDICAL OFFICE
<b>SECRET</b>		

SECRET  
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT		
<b>I. REQUEST FOR PHYSICAL EXAMINATION BY</b>		
1. NAME (LAST) <b>KESMAN</b>	(FIRST) (MIDDLE) <b>THOMAS JOHN</b>	2. DATE <b>14 March 1957</b>
3. TO POSITION <b>JOT</b>	4. OFFICE, DIVISION, BRANCH <b>CTR/JOTP</b>	5. GRADE
6. TYPE OF POSITION <input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	7. EVALUATE FOR <input type="checkbox"/> EOD <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee <input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)	
<b>II. REPORT OF MEDICAL EVALUATION</b>		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		
<b>SECRET</b>		
<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified		
Remarks: <b>FULL DUTY/GENERAL <del>26 MAR 1957</del></b>		
<b>JOT</b>		
Please send copy to JOTP, 2413 Alcott.		
		<b>Vincent J. Ford</b> MEDICAL OFFICE
<b>SECRET</b>		

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SECURITY INFORMATION  
**SECURITY APPROVAL**

Date: 19 April 1957

TO: Chief, Records & Services Division  
Personnel Office  
FROM: Chief, Security Division  
Personnel  
SUBJECT: KEKHAH, Thomas John

Your Reference: C-7673 OTR

Case Number: 13178

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 EOD procedures.

*W. M. Knott*  
W. M. Knott

*From  
an  
app*

**CONFIDENTIAL**

