

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

73 11/16/64 TIKON (and G) 70/15/64

SECRET

Reviewed  
9-5-69 1964

Official Personnel Folder

SECRET

QUALIFICATIONS  
for

CODED

KENNETH THOMAS J  
305-262591

NOV 06 1964



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) Phenax, Phelan DATE OF BIRTH: [redacted] SOCIAL SECURITY NUMBER: [redacted]

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
11-51 to 12-51	NO SERVICE		
12-1-51 to 12-15-52	62	\$1.50 PM	Indianapolis, Ind
12-16-52 to 12-31-52	NO SERVICE		

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  
General Instructions for Administration  
FPMR (41 CFR) 101-11.7

REQUEST FOR OFFICIAL PERSONNEL FOLDER  
(SEPARATED EMPLOYED)

1. DATE OF REQUEST  
23 February 1978

Section I—TO BE COMPLETED BY REQUESTING AGENCY

2. CURRENT NAME (Last, first, middle)  
KEEVAN, THOMAS

2A. BASIC AGENCY WHICH FORMERLY EMPLOYED (FPMR (41 CFR) 101-11.7)  
From 2J

C4F

3. DATE OF BIRTH  
4. SOCIAL SECURITY NUMBER

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 as audit folder or reply to your agency.  
Duplicates 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	Milwaukee, Wis	11/52	12/52
United States Post Office	Milwaukee, Wis	11/51	12/51

6. 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 DSB Form 1894*

Date: 4-17-78 Initials: BJD

Section III—TO BE COMPLETED BY REQUESTING AGENCY

Division of Administration  
Bureau of Personnel Investigations  
U. S. Civil Service Commission  
Washington, D. C. 20415  
*W. J. Sullivan*

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 1978
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. CCS/CSB 6H 44 HQS Attn: Mr. MacKinnon	<i>2/28/78</i>		<i>JH</i>
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			
11.			
12.			
13.			
14.			
15. OP/CD/TRB Files Section 5 E 13 HQS			

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

It is requested that your office obtain the Official Records Indicated on the attached Form III - 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

COVER: (circle one)  
 YES     NO     IN PROCESS

CCS/CSB - Request the Official Personnel Folder from:  
 FEDERAL RECORDS CENTER      
 LAST EMPLOYING AGENCY

Standard Form 117  
July 1964 Edition  
GSA 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

1. CURRENT NAME (Last, first, middle)  
**KRUM, THOMAS**

2. NAME UNDER WHICH FORMERLY EMPLOYED FEDERALLY (If different from 1.)

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

3. DATE OF BIRTH

4. SOCIAL SECURITY NUMBER

**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, Wis	11/52	12/52
United States Post Office	Elmhurst, Wis	11/52	12/52

6. REASON FOR REQUEST (Circle appropriate one or more)

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

8.

a. Folder enclosed.

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.

f. Folder believed in custody of following agency. Original of your request sent to that agency for action.

Date: \_\_\_\_\_      INITIALS: \_\_\_\_\_

Section III—TO BE COMPLETED BY REQUESTING AGENCY

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

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. Stanley Wells*

William W. Wells  
Deputy Director for Operations

<b>CONFIDENTIAL</b> <small>(When Filled In)</small>	
<b>NOTICE OF CREDITABLE SERVICE</b> <small>[FOR LEAVE PURPOSES]</small>	
NAME (Last, First, Middle) <b>Keenan, Thomas J.</b>	<input type="checkbox"/> VOUCHERED <input type="checkbox"/> UNVOUCHERED SERIAL NO. <b>026090</b>
OFFICE (and Division) <b>DDO/LA</b>	

ORIGINAL	SERVICE COMPUTATION DATE (MO - DA - YR) <b>January 19, 1954</b>
XX CORRECTION THIS DATE <b>October 25, 1977</b>	SIGNATURE (Office of Personnel) <i>Kent M. Cargile</i> <b>Kent M. Cargile</b>

CONFIDENTIAL  
U.S. GOVERNMENT PRINTING OFFICE: 1975 O 278-221

*Handwritten initials*



X 1/8/77

SECRET  
(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: MONTH 02, DAY 08, YEAR 77  
5. CATEGORY OF EMPLOYMENT: Regular

6. RANGES: V TO V, V TO O, O TO O  
7. PAY AND BENEFITS: 7135 4525 0002  
8. LEGAL AUTHORITY (Complied by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDO/LA Division Operations Staff  
10. LOCATION OF OFFICIAL STATION: Wash., D.C.

11. POSITION TITLE: Operations Officer (15)  
12. POSITION NUMBER: CN55  
13. CAREER SERVICE DESIGNATION: D/B D/B  
14. CLASSIFICATION SCHEDULE (GS, LS, etc.): GS  
15. OCCUPATIONAL SERIES: 0136.01  
16. GRADE AND STEP: 15 4  
17. SALARY OR RATE: \$ 37167.

From: DDO/LA/MCA #3 c/o per Dean/LA 2-17-77  
*limited position already filled } vice: Non-Winters*

18A. SIGNATURE OF REQUESTING OFFICER: John T. ...  
DATE SIGNED: 8 Feb 77  
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: ...  
DATE SIGNED: 2/15/77

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. ETHNIC CODE	24. MIDDLE CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEAVE
3710		31065 LA	75013					
28. BTE LEAVES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA	32. CORRECTION, CANCELLATION DATA	KOD DATA			33. SECURITY
34. BTE PREFERENCE	35. SERV. COMP. DATE	36. LOSES COMP. DATE	37. CAREER CATEGORY	38. FEDERAL INSURANCE	39. HEALTH INS. CODE	40. SOCIAL SECURITY NO.		
41. PERIODS CIVILIAN GOVERNMENT LEAVE	42. LEAVE CAT.	43. FEDERAL PAY DATA	44. STATE PAY DATA	45. POSITION CONTROL CERTIFICATION				
				28 FEB 67				

SECRET

F. I. IMPDET CL. BY 007A22

C-NO money  
AP 5/4/75

SECRET

<b>REQUEST FOR PERSONNEL ACTION</b>						DATE PREPARED 22 June 1976	
1. OFFICE NUMBER 026090		2. NAME (Last-First-Middle) Keenan, Thomas J.					
3. NATURE OF PERSONNEL ACTION Reassignment and Delegation of NSCA				4. EFFECTIVE DATE INCURRED 06 21 76		5. CATEGORY OF EMPLOYMENT Regular	
6. GRADE		7. PAY PLAN (NSCA)		8. LEGAL AUTHORITY (Compliment to OASD/Personnel)			
DDO/LA Division Mexico/Central America Branch		Wash., D.C.		135-4528-0001			
11. POSITION TITLE Officer, Ch (15)				12. POSITION NUMBER CP2S		13. CAREER SERVICE DESIGNATION DOB	
14. CLASSIFICATION SCHEME (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 15 4		17. SALARY OR RATE \$ 34,441	
18. REMARKS  DDO Memo attached							
18a. SIGNATURE OF REQUESTING OFFICER H. L. Berthold, C/LA/Pers				DATE SIGNED 22 Jun 76		18b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER A. Bandy RM/CS	
						DATE SIGNED 6/28/76	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE LOCATION 51300 LA	22. SIBLING CODE 75013	23. RESERVE CODE	24. ACQUISITION CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR
27. DATE OF LEI MO DA YR	28. PAY PLAN NSCA	29. ETHNICITY Caucasian	30. SPECIAL CODE NSCA	31. LOOSENING CERTIFICATION DATA MO DA YR	32. UTILITY MO DA YR	33. LEI MO DA YR	34. LEI MO DA YR
35. VET PREFERENCE MO DA YR	36. SER. LEAF DATA MO DA YR	37. LEAF DATA MO DA YR	38. LEAF DATA MO DA YR	39. LEAF DATA MO DA YR	40. SOCIAL SECURITY NO.		
41. PERSONNEL OFFICER'S SERVICE CODE		42. LEAF DATA CODE		43. LEAF DATA CODE		44. LEAF DATA CODE	
45. POSITION CONTROL CERTIFICATION 29 JUN 1976				46. APPROVAL A. Bandy		DATE APPROVED 29 Jun 76	

SECRET

11 IMPDET CL BY 007627

76-1372

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

44 12/30/75 - NO STATE(S)

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
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. RANK		7. PAY AND WSCA		8. LEGAL AUTHORITY (Complained by Office of Personnel)			
V TO V O TO V		V TO O X O TO O		5135 0984 0001			
9. ORGANIZATIONAL DESIGNATION 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 DOB	
14. CLASSIFICATION SCHEDULE (GS, ZS, 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. Berthold, CCA/Pers				DATE SIGNED 30 Dec 74		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER E. W. P. [Signature]	
						DATE SIGNED 12/31/74	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 5135	22. STATION CODE ALPHABETIC LA	23. INTEGRITY CODE 5	24. DDOT'S CODE 3	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR
27. DATE OF LEI MO DA YR	28. RETI. STATUS NO DA YR	29. SPECIAL DIFFERENCE S-1	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE TYPE	32. CORRECTION CANCELLATION DATA MO DA YR	33. SECURITY EST. NO.	34. SEC.
35. VET PREFERENCE CODE	36. SERV. COMP. DATE MO DA YR	37. COS. COMP. CAT. MO DA YR	38. CAREER (A) SECT. CODE	39. HEALTH INSURANCE CODE	40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	42. LEAVE CAT. CODE	43. FORM. EXEMPTED CODE	44. FINGER IMP. DATA CODE	45. HEALTH INSURANCE CODE	46. SOCIAL SECURITY NO.		
47. POSITION CONTROL CERTIFICATION [Signature]				48. O/P APPROVAL [Signature]		DATE APPROVED 3/2/75	

5/57

1152 USE PREVIOUS EDITION

SECRET

FORM 1001-101 001A22



SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED							
1. SPECIAL AGENDA										22 May 1974							
2. NAME (Last-First-Initial)										0260901 Keenan, Thomas John							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT									
Promotion					MONTH DAY YEAR 05 26 74			Regular									
6. AGENCY		V TO V		V TO O		7. FAN AND NSCA		8. LEGAL AUTHORITY (Complied by Office of Personnel)									
▶		O TO V		X O TO O		4135-0984 0001											
9. ORGANIZATIONAL DESIGNATION					10. LOCATION OF OFFICIAL STATION												
DDO/WH Division Foreign Field Branch 7- Kingston, Jamaica Station					Kingston, Jamaica												
					12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION										
					(14) 0660		D										
14. CLASSIFICATION SCHEDULE (GS, LE, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE										
GS			0136.05		15 2		\$29,205										
18. REMARKS																	
From GS - 14/4 Home Base WH																	
PRA in accordance with (1) (d)																	
MTE two years Kingston, Jamaica																	
19. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED							
H. L. Berthold, C/WH/Pers				22 May 74		Paul B. Bretner				22 MAY 1974							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODE		22. STATION CODE		23. INTEGRITY CODE		24. ROOTS CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
22 10		51875		WH		37043				3		MO DA YR 05 16 74		MO DA YR 05 16 74		MO DA YR 05 16 74	
28. RET. DEFERS.		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION / CANCELLATION DATA		33. SECURITY REL. NO.		34. SER.					
MO DA YR 05 12 76		NY						EOD DATA									
35. MIL. PREFERENCE				36. SERV. COMP. DATA				37. LOSS COMP. DATA				38. CAREER CATEGORY		39. FEELI/HEALTH UPGRADER		40. SOCIAL SECURITY NO.	
CODE				MO DA YR				MO DA YR				FEDERAL TAX DATA		STATE TAX DATA			
0 - NO PREVIOUS SERVICE 1 - 60 MONTHS SERVICE 2 - 60 MONTHS SERVICE (THRU 3 YEARS) 3 - 60 MONTHS SERVICE (MORE THAN 3 YEARS)												FORM EXECUTED CODE		FORM EXECUTED CODE			
												1 - YES 2 - NO		1 - YES 2 - NO			
43. POSITION CONTROL CERTIFICATION						44. O.P. APPROVAL			DATE APPROVED								
5-23-74/16						R. H. J. J. J.			22 May 74								

FORM 1152

USE PREVIOUS EDITION

SECRET

CLASSIFIED BY 01-0113

11-2 PAGE

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SECRET  
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.

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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EYES ONLY

2

023345

SECRET  
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

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED  
31 July 1973

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

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

6. FINES: V TO V, V TO G, G TO V, X G TO G  
7. PAN AND MOCA: 4135 0984 0001  
8. LEGAL AUTHORITY (Complied by Office of Personnel)

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

11. POSITION TITLE: CHIEF OF STATION (14)  
12. POSITION NUMBER: 017855 0660  
13. CAREER SERVICE DESIGNATION: 0

14. CLASSIFICATION SYMBOL (FCI, LR, etc.): GS  
15. OCCUPATIONAL SERIES: 0136-05  
16. GRADE AND STEP: 14 54  
17. SALARY OR RATE: 24620 26.67

18. REASON: FROM: DDO/WH/BR-37DCOS, PERU STATION

HOME BASE: WH

\* Salary Bank

- 1 - Security
- 1 - Finance

18A. SIGNATURE OF REQUESTING OFFICIAL: H.L. BERTHOLD, C/WH/PERS  
18B. SIGNATURE OF CAREER SERVICE APPROVED OFFICER: [Signature]  
DATE SIGNED: 10-20-73

SPACE BELOW FOR EXCLUSIVITY OF THE OFFICE OF PERSONNEL

Table with columns for various personnel data points including dates, codes, and classification symbols. Includes handwritten entries like '3710', '518', '57048', and '3'. A large arrow points to a box labeled 'OO DATA'.

19. POSITION CONTROL CERTIFICATION: [Signature]  
DATE APPROVED: 27/6/73

1152

SECRET

CLASSIFIED BY: [ ]

[ ]



SECRET

Last, First, Middle) <b>Thomas J.</b>		7. DATE OF BIRTH	8. GRADE <b>GS-14</b>
OFFICE - DIVISION - BRANCH (of overseas station and relating cover if total assignment) <b>WH/ Lima</b>		9. PRESENT POSITION	10. EMPLOYEE EXTENSION <b>6815</b>
1. PROPOSED STATION <b>WH/ Kingston, Jamaica</b>		6. PROPOSED POSITION (Title, Number, Grade) <b>COS 0660 GS-14</b>	
5. 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>26 July 1973</b>		14. NAME OF REQUESTING OFFICIAL <i>J. Torres</i>	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>			
GRANTED FOR PROPOSED ASSIGNMENT OVERSEAS <i>[Signature]</i> Chairman, Overseas Candidate Review Panel			
<b>REQUEST FOR PCS OVERSEAS EVALUATION</b>			

FORM 259a USE PREVIOUS EDITIONS

SECRET

161

SECRET

Executive Registry  
73-4127

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. 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. Shannon*  
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:

William J. Walker  
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

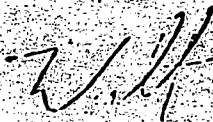
I want to thank you most sincerely for the courtesies extended by your Station Chiefs and other personnel during my recent visit to Latin America.

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 026090						2. NAME (Last-First-Middle) KEENAN, THOMAS J.		
3. NATURE OF PERSONNEL ACTION REASSIGNMENT (CORRECTION)				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 30 71		5. CATEGORY OF EMPLOYING REGULAR		
6. FUNDS V TO V O TO V		V TO O X O TO O		7. FINANCIAL ANALYSIS NO. CHARGEABLE 2135 1084		8. LEGAL AUTHORITY (Complied by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION				10. LOCATION OF OFFICIAL STATION LIMA, PERU				
11. POSITION TITLE OPS OFFICER/DCOS				12. POSITION NUMBER 0135		13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 2		17. SALARY OR RATE \$ 21509		
18. REMARKS HB WH This action to correct Item 11 to Read Ops Officer/DCOS								
19. SIGNATURE OF REQUESTING OFFICIAL Henry L. Berthold				DATE SIGNED 5 Nov 71		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		
						DATE SIGNED 11 Nov 71		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
21. ACTION CODE 38	26. EMPLOY CODE 10	27. OFFICE CODES NUMERIC ALPHABETIC 51760101	28. STATION CODE 3102	29. INTERSEE CODE	30. INDICES CODE 3	35. DATE OF BIRTH MO: DA: YE: 09 30 71	36. DATE OF GRADE MO: DA: YE: 09 30 71	37. DATE OF LEI MO: DA: YE:
32. SITE CODES MO DA YE	33. SPECIAL REFERENCE	34. RETIREMENT DATA 1-CC 2-ORCA 3-ENL 4-NOR	38. SEPARATION DATA CODE	39. CORRECTION CANCELLATION DATA EOD DATA		43. SECURITY REG. NO.	44. SER.	
35. VET PREFERENCE CODE 0-NONE 1-1YR 2-2YR	36. SERV. COMP. DATE MO: DA: YE	37. LONG. COMP. DATE MO: DA: YE	38. CAREER CATEGORY CODE 1-FT 2-PT	39. LEGAL/HEALTH INSURANCE CODE 0-NETTER 1-ETS 2-TRICARE 3-TRICARE		40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-1YR 2-2YR 3-3YR			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE 1-FT 2-PT		44. STATE TAX DATA FORM EXECUTED CODE 1-FT 2-PT		
45. POSITION CONTROL CERTIFICATION				46. O/P APPROVAL		DATE APPROVED		
				11-10-71		11-17-71		

FORM 1152 USE PREVIOUS EDITION

SECRET

CONTROL CENTER 1152 USE PREVIOUS EDITION

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED			
1. SERIAL NUMBER 026090										NAME (Last-First-Initial) KEENAN, THOMAS J.		13 October 1971	
2. NATURE OF PERSONNEL ACTION REASSIGNMENT						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 30 71		5. CATEGORY OF EMPLOYMENT REGULAR					
6. FUNDS V TO V O TO V X O TO O						7. FINANCIAL ANALYSIS NO. CHARGEABLE 2135 1084		8. LEGAL AUTHORITY (Controlled by Office of Personnel)					
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. CAREER SERVICE DESIGNATION D					
14. CLASSIFICATION SYMBOL (GS, FE, etc.)						15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 14 2		17. SALARY OR RATE \$21,509			
18. REMARKS From: DDP/WH/FE/Bogota, Colombia Station *HB WH Approved 259a attached * Bogota, Colombia Via Charles Dickins Remarks regarding language requirements on 259a 2 Security 1 Payroll Ops Officer occupying an Ops Officer DCOS position Henry L. Berthold DATE SIGNED 13 Oct 71 SIGNATURE OF CAREER SERVICE APPROVING OFFICER DATE SIGNED 10 Oct 71													
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
19. ACTION CODE 37													
20. EMPLOY CODE 10													
21. OFFICE CODES NUMERIC ALPHABETIC 051160 104													
22. STATION CODE 37085													
23. INTEGRAL CODE													
24. NOTES CODE 3													
25. DATE OF BIRTH MO DA YR													
26. DATE OF GRADE MO DA YR													
27. DATE OF LEI MO DA YR													
28. DTE EXPIRES MO DA YR													
29. SPECIAL REFERENCE													
30. RETIREMENT DATA 1-CHC 2-CHC 3-CHC 4-BOB													
31. SEPARATION DATA (CODE)													
32. CORRECTION/CANCELLATION DATA TYPE MO DA YR													
33. SECURITY REG. NO.													
34. SEC													
35. VET. PREFERENCE CODE 1-1 PT 2-10 PT													
36. SERV. CODE DATE MO DA YR													
37. LOSS CODE DATE MO DA YR													
38. CAREER CATEGORY CODE													
39. FEDERAL HEALTH INSURANCE CODE CODE CODE 1-111 2-111 3-111													
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 YEARS) 4-BREAK IN SERVICE (MORE THAN 3 YEARS)													
42. LEAVE CAT. CODE													
43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS FORM RECEIVED 1-TS 2-BS													
44. STATE TAX DATA STATE TAX CODE													
45. POSITION CONTROL CERTIFICATION													
46. OP APPROVAL DATE APPROVED													

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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 existing cover if lateral assignment) <b>DDP/WH/Bogota</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/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 <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 requirements of the Station.</b> <i>(Signature: Gregory W. Wright)</i>			
13. DATE OF REQUEST <b>19 Mar 71</b>	14. SIGNATURE OF REQUESTING OFFICIAL <i>(Signature: 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 <b>17 MAR 71</b> <b>QUALIFIED FOR PROMOTION TO POSTMENT OVERSEAS</b> <b>F. E. L.</b> <b>Chairman</b>			
<b>REQUEST FOR PCS OVERSEAS EVALUATION</b>			

SECRET

(When Filled In)

# REQUEST FOR PERSONNEL ACTION

DATE PREPARED

25 January 1971

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

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT  
 4. EFFECTIVE DATE REQUESTED: 02 07 71  
 5. CATEGORY OF EMPLOYMENT: REGULAR

6. PUNDS:  V TO V  V TO O  O TO V  O TO O  
 7. FINANCIAL ANALYSIS NO. CHARGEABLE: 1135 0834  
 8. LEGAL AUTHORITY (Complied 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: 1792  
 13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LS, AF, etc.): GS  
 15. OCCUPATIONAL SERIES: 0136.01  
 16. GRADE AND STEP: 1  
 17. SALARY GRADE: 5-20,815

18. REMARKS:  
 \* Bogota, Colombia  
 FROM: #0327  
*Language requirements for me to have been met.*

19A. SIGNATURE OF REQUESTING OFFICIAL: Henry L. Berthold  
 DATE SIGNED: 25 Jan 71  
 19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: W. J. Scherman  
 DATE SIGNED: 1-27-71

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

19. ACTION CODE: 37	20. EMPLOY CODE: 10	21. OFFICE CODES: NUMERIC: 01700 ALPHABETIC: WJ	22. STATION CODE: 15005	23. INTEGRITY CODE:	24. RECORDS CODE: 3	25. DATE OF BIRTH:	26. DATE OF GRADE:	27. DATE OF LEI:
28. SITE EMPLOY:	29. SPECIAL EMPLOYMENT:	30. RETIREMENT DATA:	31. SEPARATION DATA CODE:	32. CORRECTION/CANCELLATION DATA:	33. SECURITY:	34. SEX:	EOD DATA	
35. VET PREFERENCE:	36. STEY (COMP. DATE):	37. (ORG. COMP. DATE):	38. CAREER CATEGORY:	39. FEIGI (HEALTH INSURANCE):	40. SOCIAL SECURITY NO.:			
41. PERS. (MILITARY GOVERNMENT SERVICE):	42. LEAVE (A):	43. FEDERAL TAX DATA:	44. STATE TAX DATA:					

45. POSITION CONTROL CERTIFICATION: 11 11 71  
 46. OP APPROVAL: E. Beck 1-29-71

1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

1-0763

28 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

*28 Feb 71*  
Date

SECRET





SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 026090		2. NAME (Last-First-Middle) Keenan, Thomas J.		23 July 1970	
3. NATURE OF PERSONNEL ACTION Promotion			4. EFFECTIVE DATE REQUESTED MONTH: 07 DAY: 26 YEAR: 70		5. CATEGORY OF EMPLOYMENT Regular
6. FUNDS		7. FINANCIAL ANALYSIS NO. CATEGORICAL 135-0834	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 QRS 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 14 1	17. SALARY OR RATE \$ 19,643	
18. REMARKS FROM: GS-13 step 4 \$18,437  in accordance with HR 20-17e(1)a Bogota, Colombia					
18A. SIGNATURE OF REQUESTING OFFICIAL HENRY L. BERTHOLD C/WH/Pers		DATE SIGNED 7/23/70	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED 7-24
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC: 51700 ALPHABETIC: WH	22. STATION CODE 15605	23. INTEGRAL CODE	24. ROOTS CODE 3
25. DATE OF BIRTH MO: 07 DA: 25 YR: 72	26. DATE OF GRASS MO: 07 DA: 26 YR: 70	27. DATE OF LES MO: 07 DA: 26 YR: 70	28. SPECIAL RETIREMENT DATA MO: 07 DA: 25 YR: 72	29. SEPARATION DATA CODE	30. COLLECTION CANCELLATION DATA EOD DATA
31. VET PREFERENCE CODE	32. SUPV. LEAD. DATE	33. LONG. COMP. DATE	34. CAREER CATEGORY	35. FEGLI HEALTH INSURANCE CODE	36. SOCIAL SECURITY NO.
37. PREVIOUS (FEDERAL GOVERNMENT) SERVICE CODE	38. LEAVE CAT. CODE	39. FEDERAL TAX DATA NO. EXECUTED CODE	40. STATE TAX DATA NO. EXECUTED CODE	41. FEDERAL TAX DATA NO. TAX EXEMPTIONS	42. STATE TAX DATA NO. TAX EXEMPTIONS
43. POSITION CONTROL CERTIFICATION			44. O.P. APPROVAL		DATE APPROVED

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SECRET

REASON FOR...  
DATE...

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 <small>(Print)</small>	THOMAS <small>7-34</small>	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 (OAS 0015). REPORT DATES BY USING THE NUMBER FOR THE MONTH AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OI NO. 99, REVISED.

ARRIVAL O/S							DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR				1 - PCS (Basic)	CODE	28-29		CODE		
25-26	27-28	29-30	31-31	32-34	35-36				2 - CORRECTION	37			40-42		
									3 - CANCELLATION						
06	28	67								1			Colombia	150	

ARRIVAL O/S							DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR				1 - TDY (Basic)	CODE	28-29		CODE		
25-26	27-28	29-30	31-31	32-34	35-36				2 - CORRECTION	37			40-42		
									3 - CANCELLATION						

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

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

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

PREPARED BY	REPORT ANNOTATED TO CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
CCO	DATE	
C & I DIVISION, CFB	260/82	
C & I DIVISION		

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 JUN 21 1967	
5. FUNDS V TO V O TO V XX O TO O		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		12. POSITION NUMBER 0327	13. CAREER SERVICE DESIGNATION D
14. EVALUATION SCHEDULE (GS, EA, etc.) GS		15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 13 1
		17. SALARY OR RATE \$11885 12873	

18. REMARKS  
FROM: SAME. ADDITION OF INTEGRATED INFO.

19a. SIGNATURE OF REQUESTING OFFICIAL  
*Robert D. Cashman*  
Robert D. Cashman C/WH/Pers

DATE SIGNED  
14 June

19b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER  
*P. M. [Signature]*

DATE SIGNED  
14 June 67

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	31. OFFICE CODES NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGER CODE	24. REGIONS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
28. INT. EXP. DTS MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-CM 3-FRS 5-BOB		31. SEPARATION DATA CODE	32. 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. LOGS. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY (AP. DTS) PROV. TEMP.	39. FEGLI/HEALTH INSURANCE CODE 1-NONE 2-HEALTH INS. CODE	40. SOCIAL SECURITY NO.				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-NO PREVIOUS SERVICE 2-SEAS. OF SERVICE (LESS THAN 3 YEARS) 3-SEAS. OF SERVICE (MORE THAN 3 YEARS)			42. LEAVE CAT. CODE	43. FORM EXECUTED 1-91 2-90	44. FEIN/REG. NO. DATA	45. STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO			
46. POSITION CONTROL CERTIFICATION <i>OG-16-7N</i>					47. APPROVAL <i>[Signature]</i>		DATE APPROVED 06-16-67		

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

*C. Morley*

SECRET

(If Not 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		7. FINANCIAL ANALYSIS NO CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
		X		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			12. POSITION NUMBER (13) 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>	
						DATE SIGNED	
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. INTEGRAL CODE 3		24. DATE OF BIRTH MO DA YR		25. DATE OF GRADE MO DA YR		26. DATE OF LIT MO DA YR	
				05   21   67		05   21   67	
27. DATE EXPIRES MO DA YR		28. SPECIAL REFERENCE		29. RETIREMENT DATA 1-EX 2-INA 3-NON		30. SEPARATION DATA CODE	
						31. CORRECTION/CANCELLATION DATA TYPE MO DA YR	
						EOD DATA	
32. VET PREFERENCE CODE		33. SEPT. COMP. DATE MO DA YR		34. LONG. COMP. DATE MO DA YR		35. CAREER CATEGORY CODE	
						36. FEELT HEALTH INSURANCE CODE	
37. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE		38. LEAVE CAT. CODE		39. FEDERAL TAX DATA FORM 1041 CODE		40. STATE TAX DATA FORM 1041 CODE	
41. POSITION CONTROL CERTIFICATION 05-16-67				42. DATE APPROVAL 5/16/67		43. DATE APPROVED 5/16/67	

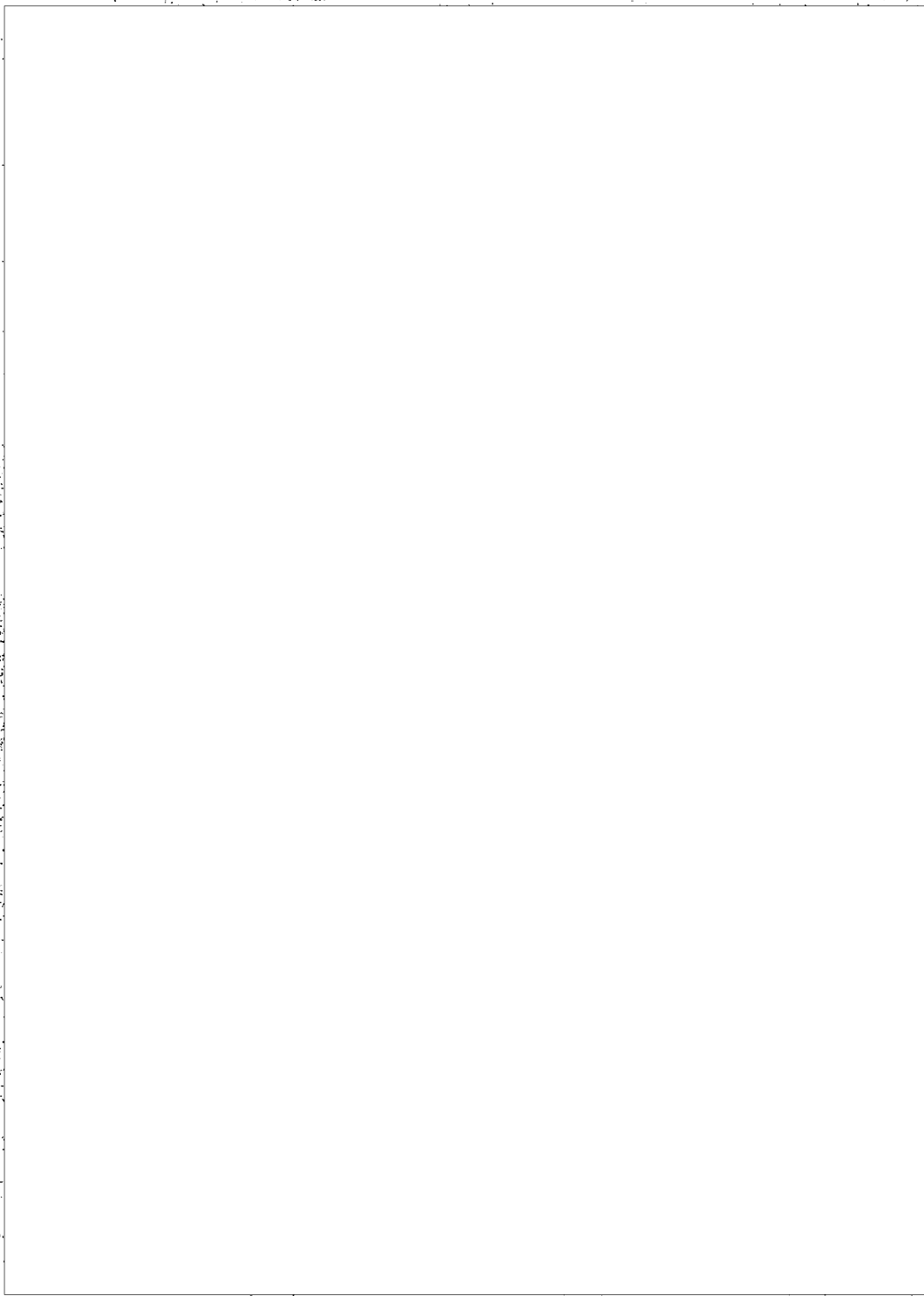
1152 USE PREVIOUS EDITION

SECRET

FORM 1041-1 (Rev. 5-6-64)







**SECRET**



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SECRET  
(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>						DATE PREPARED 2 MAY 1967	
1. SERIAL NUMBER 026090		2. NAME (Last-First-Middle) KIMMAN, 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 AUTHORITY NO CHARGEABLE 7135 0834		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DEMONSTRATIONS DDP/WII FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION			10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA				
11. POSITION TITLE OFFICER			12. POSITION NUMBER 0327		13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION (GRADE) (GS, LR, etc.) CS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 12 3		17. SALARY OR RATE \$11,685	
18. REMARKS All SICK AND All HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE  MARRITAL STATUS: MARRIED DAU DOB [REDACTED] DAW DOB [REDACTED] DAU DOB [REDACTED] DAW DOB [REDACTED] SON DOB [REDACTED] DAW DOB [REDACTED]							
19. SIGNATURE		20. DATE SIGNED		21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		22. DATE SIGNED	
FORM FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
23. ACTION CODE 55		24. EMPLOY CODE 10		25. OFFICE CODE 5700 WII		26. STATION CODE 15005	
27. INT. CODE 3		28. DATE OF BIRTH		29. DATE OF GRADE		30. DATE OF LEAVE	
31. SPECIAL REFERENCE		32. SEPARATION DATA CODE		33. CORRELATION CANCELLATION DATA		34. SECURITY RSG-80	
35. PREVIOUS MILITARY GOVERNMENT SERVICE		36. MILITARY SERVICE DATA		37. HEALTH INFORMATION		38. SOCIAL SECURITY NO.	
39. POSITION CONTROL CERTIFICATION		40. D.P. APPROVAL		41. DATE APPROVED			

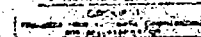
FORM 1157 USE PREVIOUS EDITION

SECRET

FORM 1157 USE PREVIOUS EDITION

SECRET

1. NAME (Last, First, Middle) <b>Keenan, Thomas John</b>		2. DATE OF BIRTH	3. GRADE <b>GS-12</b>
4. OFFICE, DIVISION, BRANCH (or overseas station and rotating cover 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. US 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			
<b>REQUEST FOR PCS OVERSEAS EVALUATION</b>			





SECRET

# REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 APRIL 67

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 REQUESTED MONTH: <b>05</b> DAY: <b>07</b> YEAR: <b>67</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
6. FUNDS Y TO V: <input type="checkbox"/> V TO V: <input checked="" type="checkbox"/> Y TO O: <input type="checkbox"/> O TO O: <input type="checkbox"/>		7. FINANCIAL ANALYSIS NO. CHARGABLE <b>7135-0834</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel)		9. ORGANIZATIONAL DESIGNATIONS <b>DDP/NH 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. CAREER SERVICE DESCRIPTION <b>D</b>			
14. CLASSIFICATION SCHEDULE (GS, ZB, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>0136.01</b>		16. GRADE AND STEP <b>12 3</b>		17. SALARY OR RATE <b>\$ 11,685</b>			

FROM: DDP/NH/PLANS & OPERATIONS STAFF/SECTION A/WASH. D.C./OPS OFFICER/0641/7235-0620

1. Finance

104. SIGNATURE OF REQUESTING OFFICIAL: *Robert D. Cashman*  
 DATE MONED: *25 April 67*  
 105. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: *Robert D. Cashman*  
 DATE SIGNED: *25 April 67*

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. INTEREST CODE	24. GRADES CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF TEST
<i>20</i>	<i>10</i>	<i>5160</i>	<i>614</i>	<i>XSC05</i>				
28. AIG EMPMS	29. SPECIAL EMPMS	30. RETIREMENT DATA	31. APPROPRIATION DATA	32. CANCELLATION DATA	EOD DATA			33. SECURITY RES. NO.
34. VET PREFERENCE	35. LEAF COMP DATE	36. LEAF COMP DATE	37. TABLE CATEGORY	38. HEALTH INSURANCE	39. SOCIAL SECURITY NO.			
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE	41. LEAF LIST	42. FEDERAL EMP DATA	43. STATE EMP DATA	44. POSN EXECUTED	45. POSN EXECUTED	46. POSN EXECUTED	47. POSN EXECUTED	48. POSN EXECUTED
49. POSITION CONTROL CERTIFICATION				50. OFF APPROVAL		51. CARB APPROVED		
<i>04270041N</i>				<i>1-11-67</i>		<i>04270041N</i>		

SECRET

FORM 1157 (REV. 1-65) U.S. GOVERNMENT PRINTING OFFICE: 1965 O 271-100

YES ONLY  
SECRET

1-2 MAY 1967

1 March 1967

MEMORANDUM FOR: Secretary, CSGS Panel, Section A

SUBJECT : Recommendation for Promotion:  
Thomas J. Keenan

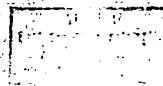
1. The promotion of Mr. Thomas J. Keenan to GS-13 is strongly recommended. Mr. Keenan embodies the principal qualities of the all-around operations officer. He is intelligent, perceptive and analytical. He quickly grasps the essentials of a problem. He is aggressive, very industrious, and always works 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.

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  
SECRET



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

SECRET

27

REQUEST FOR PERSONNEL ACTION						DATE PREPARED			
1. SERIAL NUMBER 026090						2. NAME (Last-First-Middle) KEENAN, THOMAS J.			
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM				4. EFFECTIVE DATE REQUESTED MONTH: 09 DAY: 11 YEAR: 66		5. CATEGORY OF EMPLOYMENT REGULAR			
6. PAGES X TO V O TO V O TO O				7. COST CENTER NO. CHANGE ABLE 7235-0620		8. LEGAL AUTHORITY (Cite by Office of Personnel) PL 88-645 Sect. 203			
9. ORGANIZATIONAL DESIGNATION DDE/WB				10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.					
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		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 20-30. SUCH APPEAL MUST BE RECEIVED IN THE OFFICE OF THE DIRECTOR WITHIN 30 CALENDAR DAYS FROM THE EFFECTIVE DATE OF THIS ACTION.									
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			
DATE SIGNED				DATE SIGNED					
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. RELEASE CODE	24. HOURS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF SEAR MO. DA. YR.	27. DATE OF LES MO. DA. YR.
28. WFE EXPIRY MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-CK 2-FRS 3-NOSE		31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REG. NO.	34. SEX	
35. VET. PREFERENCE CODES: 1-10% 2-5% 3-0%	36. SERV. COMP. DATE MO. DA. YR.	37. 100% COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODES: 1-REG 2-RES 3-NO	39. HEALTH INSURANCE CODES: 1-01	40. SOCIAL SECURITY NO.				
41. PREVIOUS GOVERNMENT SERVICE DATA CODES: 1-NO PREVIOUS SERVICE 2-LESS THAN 3 YEARS 3-MORE THAN 3 YEARS				42. LEAVE CAT. CODE	43. FUNERAL EXP. DATA FORM EXEMPTED CODES: 1-YES 2-NO	44. STATE TAX DATA FORM EXEMPTED CODES: 1-05 2-09		45. NO. TAX STATE CODE	
45. POSITION CONTROL CERTIFICATION 05-16-66N				46. OFF. APPROVAL See memo signed by D/Pors dated 22 Aug		DATE APPROVED			

FORM 1152  
2-66  
1-3-7-66  
USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION



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)

<b>REQUEST FOR PERSONNEL ACTION</b>						DATE PREPARED <b>3 DECEMBER 1964</b>	
SERIAL NUMBER <b>026090</b>		NAME (Last-First-Initial) <b>KEENAN, THOMAS J.</b>					
1. NATURE OF PERSONNEL ACTION <b>CONVERSION FROM STATUS</b>				4. EFFECTIVE DATE REQUIRED MONTH DAY YEAR <b>10 10 64</b>		5. CATEG. OF EMPLOYMENT <b>REGULAR</b>	
2. FORMS <input type="checkbox"/> TO V <input type="checkbox"/> TO Y <input checked="" type="checkbox"/> TO O				7. COMPTON CENTER NO. CHANGED <b>5135-C990</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
3. ORGANIZATIONAL DESIGNATION <b>DOP WH BRANCH 3 MEXICO CITY, MEXICO STATION</b>				10. LOCATION OF OFFICE SEARCH <b>MEXICO CITY, MEXICO</b>			
11. POSITION TITLE <b>OPS OFFICER</b>				12. POSITION NUMBER <b>0489</b>		13. CAREER SERVICE DESIGNATION <b>D</b>	
14. CLASSIFICATION SYMBOL (GS, LA, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>0136-01</b>		16. GRADE AND STEP <b>12. 1</b>		17. SALARY GRADE <b>10,250</b>	
18. REMARKS <b>CHANGE EFFECTIVE DATE TO READ: 10 OCTOBER 1964.</b> <i>Mexico City, Mexico</i>							
19A. SIGNATURE OF PREPARING OFFICER <i>Robert D. Cashman</i> <b>ROBERT D. CASHMAN C/M/PERS</b>				DATE SIGNED <i>12/3/64</i>		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Joseph H. Stewart</i>	
19C. DATE SIGNED <i>8 Dec 64</i>							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. METHOD CODE	22. DISPLAY CODE	23. OFFICE CODES NUMERIC ALPHABETIC		24. STATION CODE	25. OFFICER CODE	26. MOOTIES CODE	27. DATE OF BIRTH
28. SER. CODE	29. SPECIAL REFERENCE	30. RETURN DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY
34. GEN. REFERENCE	35. SER. COMP. DATE	36. COMP. DATE		37. CAREER CATEGORY		38. FORM HEALTH (ISSUANCE)	
39. FEDERAL GOVERNMENT SERVICE DATA				40. LEAVE DATA		41. FEDERAL TAX DATA	
42. POSITION CONTROL CERTIFICATION				43. OP APPROVAL		DATE APPROVED	

RECEIVED BY  
CSPD  
*CLC*

7

USE PREVIOUS EDITION

SECRET

FORM 1  
15 JULY 1959 (REV. 12-1-64) GPO: 1964 O-352-725

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
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6 FUNDS V TO V C TO V	V TO C C TO C	7 COST CENTER NO. CHARGE ABLE 5235-0620	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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11 POSITION TITLE OPS OFFICER	13 POSITION NUMBER 0641	12 CAREER SERVICE DESIGNATION D
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14 CLASSIFICATION SCHEDULE (GS, LA, etc.) GS (22)	15 OCCUPATIONAL SERIES 0156.01	16 GRADE AND STEP 12 1	17 SALARY OR RATE \$ 10,250
--	-----------------------------------	---------------------------	--------------------------------

18 REMARKS  
FROM: DDP/WH/3/0489/MEXICO CITY, Texas 470

Security Approval Granted by Pers. SD/OS *10/30/64*  
*Reg. 11/16/64*

I-SECURITY

Recorded By: CSPD  
*SPD*

18A SIGNATURE OF REQUESTING OFFICIAL <i>D. Cashman</i>	DATE SIGNED 11/4/64	18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>A. Busby</i>	DATE SIGNED 11-6-64
---	------------------------	--	------------------------

SPACES BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE 16	20 EMPLOY CODE 10	21 OFFICE CODING NUMERIC: 51075 ALPHABETIC: W/P	22 STATION CODE 75013	23 INTEGRAL CODE	24 ROOTS CODE 1	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LER
28 NTE EXPIRES	29 SPECIAL REFERENCE	30 RETIREMENT DATA 1-CM 2-FED 3-BOON	31 SEPARATION DATA CODE	32 CORRECTION/CANCELLATION DATA TYPE	33 SECURITY REG. NO.	34 SER	EOD DATA	
35 PFT PREFERENCE	36 SERV COMP. DATE	37 LONG. COMP. DATE	38 CAREER CATEGORY	39 FEET/HEALTH INSURANCE CODE	40 SOCIAL SECURITY NO.			
41 PREVIOUS GOVERNMENT SERVICE DATA CODE	42 LEAVE CAT CODE	43 FEDERAL TAX DATA FORM EXECUTED CODE	44 STATE TAX DATA FORM EXECUTED CODE	45 NO. TAX EXEMPTIONS	46 NO. TAX STATE CORR. LEAVES			

43 POSITION CONTROL CERTIFICATION <i>Keenan 11/09/64</i>	40. OFF. APPROVAL <i>A. Busby</i>	DATE APPROVED 11-6-64
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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. SERIAL 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. PANS: V TO V, V TO O, O TO V, O TO O (X)  
 7. COST CENTER NO. CHARGE: 6135-0990  
 8. LEGAL 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, LR, etc.): GS  
 15. OCCUPATIONAL SERIES: 0136.01  
 16. GRADE AND STEP: 12 1  
 17. SALARY OR RATE: \$10,250

18. REMARKS

Recorded By  
 CSPD  
*JMB*

18A. SIGNATURE OF PROFESSIONAL OFFICER: *Robert D. Cashman*  
 DATE SIGNED: 10/2/64  
 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: *L. J. Carbo*  
 DATE SIGNED: 22 Oct 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. ROUTES CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	57700 WH	15275		3			
28. NET LEAVES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG. NO.	34. SER.	EOD DATA	
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. LEGAL HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT.	43. FEDERAL TAX DATA	44. STATE TAX DATA					
45. POSITION CONTROL CERTIFICATION	46. OP. APPROVAL		DATE APPROVED					
<i>Rearney 10/23/64</i>	<i>L. J. Carbo</i>		22 Oct 64					

FORM 6-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(U.S. GOVERNMENT PRINTING OFFICE: 1964)

# 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 PSS STATUS  
 4. EFFECTIVE DATE REQUESTED: MONTH 10, DAY 12, YEAR 64  
 5. CATEGORY OF EMPLOYMENT: REGULAR

6. FINDER: [ ] V TO V, [ ] V TO O, [X] O TO V, [ ] O TO O  
 7. COST CENTER-NO. CHARGE AND: 5135-0990  
 8. LEGAL AUTHORITY (Completed by Officer of Personnel)

9. ORGANIZATIONAL DESIGNATION: DUP 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: [Redacted]  
 Mr. Keenan has submitted his resignation to the [Redacted] to be effective at close of business 12 October 1964

Recorded By  
 CSPD  
*JMB*

19A. SIGNATURE OF REQUESTING OFFICER: *Robert D. Casiman*  
 DATE SIGNED: 25 Sept 64  
 19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: *J. J. Carbo*  
 DATE SIGNED: 28 Sept 64

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

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. SECTION CODE	23. BRIDGE CODE	24. ROOTS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LSI	
56	16	21700	45075		3				
28. WFL EMPLOY	29. SPECIAL DEFERRANCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION / CANCELLATION DATA	EOD DATA			33. SECURITY REG NO	34. SER
35. WFL PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. SERV.	38. CAREER CATEGORY	39. FEELT / HEALTH INSURANCE	40. SOCIAL SECURITY NO.				
41. PREVIOUS GOVERNMENT SERVICE DATA			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA			
45. POSITION CONTROL CERTIFICATION				46. OP APPROVAL			DATE APPROVED		
<i>T. Keenan 09/29/64</i>				<i>J. J. Carbo</i>			28 Sept 64		

Form 2-62 1152

USE PREVIOUS EDITION

SECRET

GROUP 1  
 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION



30 JUL 1964

MEMORANDUM FOR: Secretary, CSCS 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:

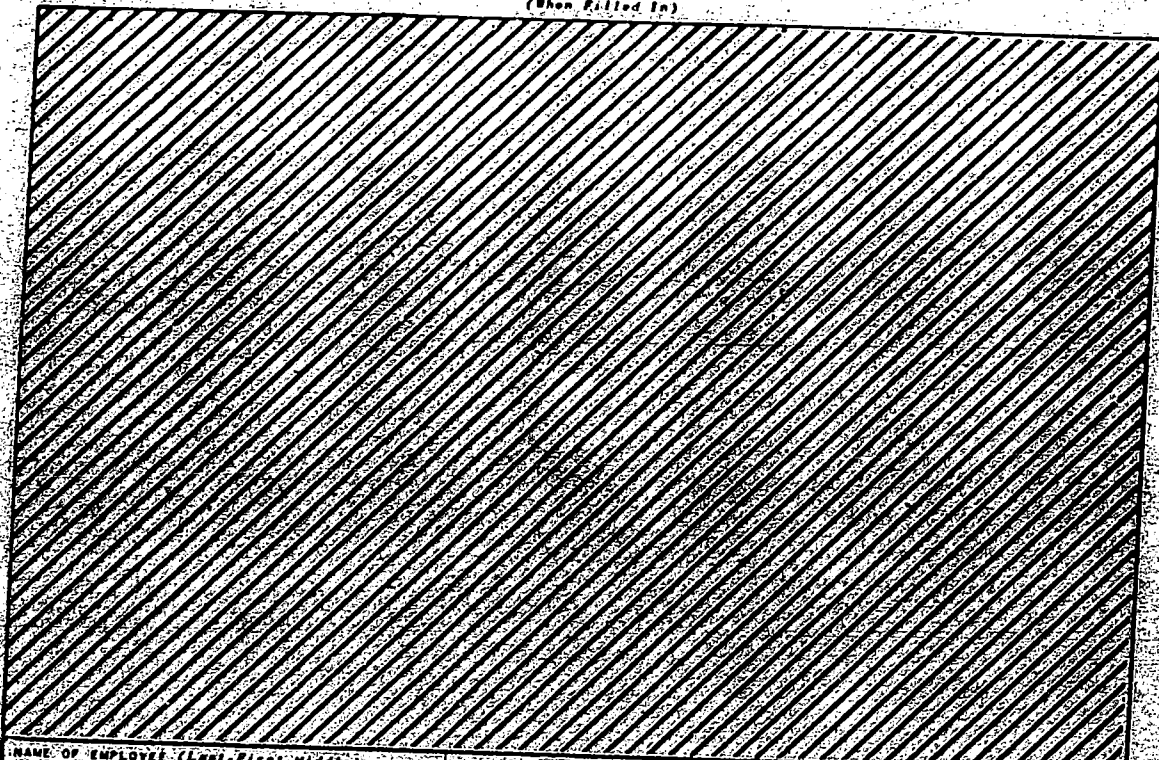
"Subject's duties and responsibilities involve management and supervision of some of this Station's most successful and most sensitive operations. The fact that Subject has responsibilities comparable to any officer up to four grades higher than his speaks for the trust COS has in him and for his continued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

*R. W. Herbert*  
Desmond FitzGerald  
Chief  
Western Hemisphere Division

*Approved*  
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 14 JUL 1964	SIGNATURE OF BSD REPRESENTATIVE B. De Felice
-------------------------------	---

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

# DISPATCH

CLASSIFICATION  
**SECRET**

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 -

REPROFILM

*Thomas J. Keenan*

ACTION REQUIRED - REFERENCES

This is to announce the premature birth of   
Mother and daughter are doing well.

*Willard C. Curtis*  
WILLARD C. CURTIS

Distribution:  
3 - WID

CROSS REFERENCE TO

SECRET  
NO FOREIGN DISSEM  
EXCEPT BY AUTHORITY

DISPATCH SYMBOL AND NUMBER

WMT-4581

DATE

19 May 1964

CLASSIFICATION

**SECRET**

MOB FILE NUMBER

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				8 APRIL 1963	
026090		KEENAN, Thomas J.					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
PROMOTION				MONTH DAY YEAR 4 14 63		REGULAR	
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
V TO V		V TO CP		3135 5700 1000			
CP TO V		X CP TO CP					
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. CAREER SERVICE DESIGNATION	
OPS OFFICER				480		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR PAY RATE	
GS		0136.01		11 B 2		0,045 - 8,310 ✓	
18. REMARKS							
FROM: SAME							
19. SIGNATURE OF APPROVING OFFICIAL				DATE SIGNED		100. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
<i>Robert D. Castman</i>				4/8/63		<i>Paul R. Wilson</i>	
ROBERT D. CASTMAN C/WH/PER						9 AM 63	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. EMPLOY CODE		22. OFFICE CODE		23. STATION CODE		24. INTEREST CODE	
22 10		64700 WH		45015		3	
25. SPECIAL REFERENCE		26. DEPARTMENT USE		27. SEPARATION DATA CODE		28. CORRECTIVE ACTION CODE	
						EOD DATA	
29. NET PRESENCE		30. SERV. COMP. CAT.		31. CAREER CATEGORY		32. REG. / REAS. / INS. RANGE	
33. POS. DEV. / SERVIC. DATA				34. LEARN. CAT. CODE		35. FEDERAL TAX DATA	
						STATE TAX DATA	
36. POSITION CONTROL CERTIFICATION				37. O.P. APPROVAL		DATE APPROVED	
<i>T. Keenan</i>				<i>Paul R. Wilson</i>			

Recorded by  
CSPD  
*SM*

FORM 1152 (REV. 1-63)

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

REQUEST FOR PERSONNEL ACTION						DATE PREPARED																																	
1. SERIAL NUMBER <b>626090</b>						2. NAME (Last-First-Middle) <b>KEENAN, THOMAS J.</b>																																	
3. NATURE OF PERSONNEL ACTION <b>PROMOTION</b>				4. EFFECTIVE DATE REQUESTED MONTH   DAY   YEAR <b>10   29   61</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>																																	
6. FUNDS		7. COST CENTER NO. CHARGE		8. LEGAL AUTHORITY (Completed by Office of Personnel)																																			
V. TO V		V. TO CF		<b>2135-5700-1000</b>																																			
CF. TO V		CF. TO CF																																					
9. ORGANIZATIONAL DESIGNATIONS <b>DDP MB</b> <b>BRANCH 3</b> <b>MEXICO CITY, MEXICO STATION</b>				10. LOCATION OF OFFICIAL STATION <b>MEXICO CITY, MEXICO</b>																																			
11. POSITION TITLE <b>OPS OFFICER</b>				12. POSITION NUMBER <b>DDP-189</b>		13. CAREER SERVICE DESIGNATION <b>D</b>																																	
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>12 0136.01</b>		16. GRADE AND STEP <b>10 2</b>		17. SALARY OR RATE <b>\$7,160.</b>																																	
18. REMARKS <b>FROM: SAME</b>																																							
19. SIGNATURE OF REQUESTING OFFICIAL <i>P. O. Powers</i> <b>P. O. POWERS C/HR/PERSONNEL</b>						20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>P. O. Powers</i>																																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																																							
<table border="1"> <tr> <td>21. ACTION CODE</td> <td>22. OFFICE CODE</td> <td>23. POSITION CODE</td> <td>24. GRADE</td> <td>25. STEP</td> <td>26. PAY PLAN</td> <td>27. PAY RATE</td> <td>28. PAY BAND</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>29. DATE</td> <td>30. TIME</td> <td>31. BY WHOM</td> <td>32. FOR WHAT</td> <td>33. WHERE</td> <td>34. HOW</td> <td>35. WHY</td> <td>36. WHAT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								21. ACTION CODE	22. OFFICE CODE	23. POSITION CODE	24. GRADE	25. STEP	26. PAY PLAN	27. PAY RATE	28. PAY BAND									29. DATE	30. TIME	31. BY WHOM	32. FOR WHAT	33. WHERE	34. HOW	35. WHY	36. WHAT								
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29. DATE	30. TIME	31. BY WHOM	32. FOR WHAT	33. WHERE	34. HOW	35. WHY	36. WHAT																																
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45. POSITION CONTROL CERTIFICATION				46. O.P. APPROVAL																																			
<i>Keenan</i>				<i>P. O. Powers</i>																																			

Recorded by  
CSPD.  
*vs*

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 SD1D 5-16

(Signature)

Eligibility Date: 20 May 1960

(Date)

Daniel C. Krupp

SECRET

John J. ...

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

DEPARTMENT OF STATE  
 WASHINGTON 25, D. C.

NOTIFICATION OF PERSONNEL ACTION

55009

CLASSIC

FS  DTFL

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

5. NATURE OF ACTION (See standard instructions)			6. EFFECTIVE DATE <b>1/6/60</b>	7. CIVIL SERVICE OR OTHER LEGAL AGENCY <b>PL 724 79th so awarded</b>
---	--	--	------------------------------------	---

8. PRESENT TITLE <b>Political Assistant</b>	
9. BASIC PAY GRADE <b>GS-10</b>	10. GRADE POINT <b>15510</b>
11. ORGANIZATIONAL DESIGNATION <b>PL</b>	12. HEADQUARTERS <b>101100 (1)-k</b>
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i>	<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i>

13. VETERAN'S PREFERENCE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i>	14. POSITION CLASSIFICATION AGENCY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i>	15. EMPLOYMENT OR LEASE <input checked="" type="checkbox"/> EMPLOYED <input type="checkbox"/> LEASE <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i>	16. DATE OF BIRTH <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i>	17. STATE <input checked="" type="checkbox"/> VA <input type="checkbox"/> OTHER <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i>
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18. 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 [redacted] in accordance with I [redacted] IV 293. Previous Federal Government salary \$5135, GS-9, earned with Department of Army.

19. SIGNATURE OF STATE AUTHORITY

EMPLOYEE COPY

SECRET

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

*for R. C. Kimo*  
R. C. KIMO  
Chief  
Western Hemisphere Division

SECRET

SECRET

5 January 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 MR Division for a one year tour effective 6 January 1958. He was changed to staff employee on 25 January 1959. He has recently been 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. 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.

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



J. C. KING

Chief

Western Hemisphere Division

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					
1. Serial No.		2. Name (Last-First-Middle)			3. Date Of Birth		4. Vet. Prof.		5. Sex		6. CS - EOD				
		KOSMAN, Thomas J.			Mo   Da   Yr		None-0 5. Pr-1 10 Pr-2		M		Mo   Da   Yr				
7. SED			8. CSC Retmt		9. CSC Or Other Legal Authority			10. Appr. Affidav		11. FEGLI		12. LCD		13. <sup>1</sup> <sub>2</sub> Code	
Mo   Da   Yr			Yes-1 No-2					Mo   Da   Yr		Yes-1 No-2		Mo   Da   Yr		Yes-1 No-2	

**CURRENT ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code		
DDP/WR Branch III Mexico City Mexico Station						Mexico City, Mexico						
16. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series				
Depr. Code Usulf. Code Fragn. X		Operations Officer		WR		G3		0136.01				
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grad		25. PSI Due		26. Appropriation Number		
9-2		6135		D.		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						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				
Depr. Code Usulf. Code Fragn. X						PSS						
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grad		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	
OPSER/CCD/OEL					
B. For Additional Information Call (Name & Telephone Ext.)					
N/A					

**CLEARANCES**

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						D. Personnel					
B. Post Control				1-12-60		E. Mexico					
C. Classification						F. Approved By					

Remarks: *All* sick and *all* annual leave to be transferred to Department of State.

FORM 1152a (1-58)

**SECRET**

Continued on reverse side.



**REQUEST FOR PERSONNEL ACTION**

1. Serial No. <b>526090</b>		2. Name (Last-First-Middle) <b>KEENAN THOMAS J</b>			3. Date Of Birth		4. Vac. Prof. Niche Code 5 Pt-1 10 Pt-2 <b>1 M 1</b>		5. Sex <b>M</b>		6. CS: EOD Mo. Da. Yr. <b>05 20 57</b>	
7. SCD Mo. Da. Yr. <b>01 29 53</b>		8. CSC Reim. Yes-1 Code No-2 <b>1</b>		9. CSC Or Other Legal Authority <b>50 USCA 303</b>			10. Appt. Aff'day Mo. Da. Yr.		11. FEGLI Yes-1 Code No-2 <b>05 20 57</b>		12. LCD Mo. Da. Yr. <b>05 20 57</b>	
										13. <del>Code</del> Yes-1 Code No-2 <b>2</b>		

**PREVIOUS ASSIGNMENT**

14. Organizational Designations <b>CS/CS DEVELOPMENT COMPLIMENT DDP WH</b>				Code <b>4680</b>		15. Location Of Official Station <b>WASH., D. C.</b>				Station Code <b>75013</b>	
16. Dept. Field Dept. USId. Frq. <b>1</b>		17. Position Title <b>OPS OFF</b>				18. Position No. <b>090659</b>		19. Serv. <b>GS</b>		20. Occup. Series <b>0136.01</b>	
21. Grade & Step <b>09 2</b>		22. Salary Or Rate <b>\$ 6135</b>		23. SD <b>D</b>		24. Date Of Grade Mo. Da. Yr. <b>06 15 58</b>		25. PSI Due Mo. Da. Yr. <b>06 12 60</b>		26. Appropriation Number <b>0320 1998</b>	

**ACTION**

27. Nature Of Action <b>REASSIGNMENT</b>		Code <b>67</b>		28. Eff. Date Mo. Da. Yr. <b>12 27 59</b>		29. Type Of Employee <b>REGULAR</b>		Code		30. Separation Data	
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**PRESENT ASSIGNMENT**

31. Organizational Designations <b>DDP WH BRANCH III MEXICO CITY, MEXICO STATION</b>				Code <b>4680</b>		32. Location Of Official Station <b>MEXICO CITY, MEXICO</b>				Station Code <b>45075</b>	
33. Dept. Field Dept. USId. Frq. <b>X 5</b>		34. Position Title <b>OPS OFFICER</b>				35. Position No. <b>189</b>		36. Serv. <b>GS</b>		37. Occup. Series <b>0136.01</b>	
38. Grade & Step <b>09 2</b>		39. Salary Or Rate <b>\$ 6135</b>		40. SD <b>D</b>		41. Date Of Grade Mo. Da. Yr.		42. PSI Due Mo. Da. Yr.		43. Appropriation Number <b>0135-5700-3000</b>	

**SOURCE OF REQUEST**

A. Requested By (Signature And Title) <b>John Washinko</b>		B. Request Approved By (Signature And Title)	
C. For Additional Information Call (Name & Telephone Ext.) <b>John Washinko X8212</b>			

**CLEARANCES**

A. Career Board		B. For Control		C. Classification	
Signature		Signature		Signature	
Date		Date		Date	

Approved By: *[Signature]* 12/16/59  
 Approved By: *[Signature]* 12/11/59  
 Approved By: *[Signature]* 12/11/59

FORM NO. 1 MAR 57

**SECRET**

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)

X	V to V	V to UV	<b>REQUEST FOR PERSONNEL ACTION</b>						DATE PREPARED					
	UV to V	UV to UV							Mo	Da	Yr			
1. Serial No.			2. Name (Last-First-Middle)			3. Date Of Birth		4. Vet. Pref.		5. Sex		6. CS - EOD		
			KEEMAN, THOMAS J.					None-0 Pr-1 Code		N		Mo Da Yr		
7. SCD			8. CSC Rating		9. CSC Or Other Legal Authority		10. Appt. Affidav.		11. FEGLI		12. LCD		13. P. Code	
Mo	Da	Yr	Yes-1 No-2	Code			Mo	Da	Yr	Yes-1 No-2	Code	Mo	Da	Yr

**CURRENT ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP WH BRANCH III CENTRAL AMERICA SECTION						WASHINGTON, D. C.					
16. Dept. Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept. Valid Prin.	Code	OPS OFF				70		OS		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		6/15/58		6/12/61		0235-1000-1000	

**ACTION**

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Date	
REASSIGNMENT		T to Confid. 05		6/15/58		REGULAR		22			

**PROPOSED ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
CS/CS DEVELOPMENT COMPLEMENT DDP WH				4688		WASHINGTON, D. C.				75013	
33. Dept. Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept. Valid Prin.	Code					890659					
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$				6/15/58		6/12/60		1380 0420-1998	

**SOURCE OF REQUEST**

A. Requested By (Name & Title)		C. Request Approved By (Signature And Title)		Date Approved	
P. C. DOWNS PERSONNEL OFFICER					
B. For Additional Information Call (Name & Telephone Ext.) John Wanhinko X6342					

**CLEARANCES**

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

Remarks: **EXTENDED TRAINING.** *Completed training for 2 weeks and then returning to this duty.*  
2 copies to Security Office. *Wanhinko 6/17/58*

**SECRET**

2407

KEENAN

REPORT TO SUBSTANTIATE PROMOTION TO DESK POSITION - 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 employe 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

John Keenan, Trainers

Supervisor: John B. Brady  
Concur: John P. Brady, WH/Mexico

SECRET  
SECRET

### REQUEST FOR PERSONNEL ACTION

1. Serial No. 126090	2. Name (Last-First-Middle) KEENAN THOMAS J.	3. Date Of Birth	4. Vet. Pref. None-0 5. Pr-1 10. Pr-2	6. See Code 1 M 1	7. CS-100 Mo. Da. Yr. 05 20 57
8. CSC Reim. Mo. Da. Yr. 01 29 53	9. CSC Or Other Legal Authority 50 USCA 303 J	10. Appt. Authority Mo. Da. Yr.	11. FEGLI Yes-1 Code No-2	12. LCD Mo. Da. Yr. 05 20 57	13. Other Code Yes-1 Code No-2

### PREVIOUS ASSIGNMENT

14. Organizational Designations ODS OTR JUNIOR OFFICER-TRAINEE CORPS	Code 2810	15. Location Of Official Station WASH., D.C.	Station Code 75013
16. Dept. Field Code 2	17. Position Title JOT	18. Position No. 0748.16	19. Serv. Occur. Series 05 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. P51 Due Mo. Da. Yr. 06 14 59	26. Appropriation Number 8 7507 20

### ACTION

27. Nature Of Action REASSIGNMENT <i>Change of Branch Designation</i>	Code 57	28. Eff. Date Mo. Da. Yr. 1 25 59	29. Type Of Employee Regular	Code 01	30. Separation Data
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### PRESENT ASSIGNMENT

31. Organizational Designations DDP WR Branch III Central America Section	Code 4413	32. Location Of Official Station Washington, D. C.	Station Code
33. Dept. Field Code 2	34. Position Title Ops Off PP	35. Position No. 44-70 13	36. Serv. Occur. Series 08 0136.31
38. Grade & Step 9-1	39. Salary Or Rate \$ 5985	40. SD D	41. Date Of Grade Mo. Da. Yr.
		42. P51 Due Mo. Da. Yr.	43. Appropriation Number 9-3500-20-001

### SOURCE OF REQUEST

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

### CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	<i>[Signature]</i>	1-14-59	D. Placement		
B. Pos. Control	<i>[Signature]</i>	12-18-58	E.		
C. Classification			F. Approved By	<i>[Signature]</i>	12-18-58

Remarks: 2 copies Security (forwarded by CS, AD) → 9 JAN 59

VICE: ~~Security~~ vacancy

CONCUR: *[Signature]*  
Willet L. Eccles, Chief/JOT/PR

Security Approval: [Signature]  
1126



SECRET

4 June 1958

Classify According To Code

REQUEST FOR PERSONNEL ACTION

1. Serial No.		2. Name (Last-First-Middle) KEENAN, Thomas J.			3. Date of Birth		4. Vol. Prof. None 0 5. Pr. 1 10 Pr. 2		5. Sex M		6. CS - EOD Mo Da Yr			
7. SCD Mo Da Yr		8. CSC Reinst Yes - 1 No - 2		9. CSC Or Other Legal Authority			10. Appt. Affidav. Mo Da Yr		11. FECL Yes - 1 No - 2		12. LCD Mo Da Yr		13. ... Yes - 1 No - 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations IDS/OTR Junior Officer Trainee Corps				Code		19. Location Of Official Station Washington, D.C.				Station Code	
16. Dept. Field Dept. Valid Fran. Code		17. Position Title JOT				18. Position No. U 718.15		19. Serv. GS		20. Occup. Series 0090.01	
21. Grade & Step 7 2		22. Salary Or Rate \$ 1660		23. SD ST		24. Date Of Grade Mo Da Yr		25. Pst Due Mo Da Yr		26. Appropriation Number 8-7507-20	

ACTION

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

31. Organizational Designations IDS/OTR Junior Officer Trainee Corps				Code		32. Location Of Official Station Washington, D.C.				Station Code	
33. Dept. Field Dept. Valid Fran. Code		34. Position Title JOT				35. Position No. U 718.15		36. Serv. GS		37. Occup. Series 0090.01	
38. Grade & Step 9 1		39. Salary Or Rate \$ 5140		40. SD ST		41. Date Of Grade Mo Da Yr 06/15/58		42. Pst Due Mo Da Yr 06/14/57		43. Appropriation Number 8-7507-20	

SOURCE OF REQUEST

A. Requested By (Name And Title) Willet L. Eccles C/JOTP		C. Request Approved By (Signature And Title) <i>Willet L. Eccles</i> WILLET L. ECCLES Director of Training	
B. For Additional Information Call (Name & Telephone Ext.) Henry L. Berthold x1331			

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)		NAME (Middle)		NAME (First)		DATE																											
KEENAN		JOHN		THOMAS		15 May 1958																											
DATE OF BIRTH		UNIT	MONTHS IN PRESENT POSITION		SERVICE DESIGNATION																												
		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																																	
<table border="0"> <tr> <td>20 May 57</td> <td>EOD</td> <td></td> </tr> <tr> <td>27 May-21 June 57</td> <td>IOG</td> <td>2 Excellents</td> </tr> <tr> <td>21-28 June 57</td> <td>Interim assignment, FBIID</td> <td></td> </tr> <tr> <td>1-26 July 57</td> <td>IT</td> <td>3 Excellents</td> </tr> <tr> <td>29 July-23 August 57</td> <td>Interim assignment, W/Spain</td> <td></td> </tr> <tr> <td>26 Aug-27 September 57</td> <td>TSS Training</td> <td>12 Good, 1 Aver, 1 Sat, 1 Fair, 16 Ex.</td> </tr> <tr> <td>30 Sept 57-7 Jan 58</td> <td>Interim assignment, CI Staff</td> <td></td> </tr> <tr> <td>8 Jan 58</td> <td>Temporary attachment to Wt/3 for on-the-desk training</td> <td></td> </tr> <tr> <td>3 Mar 58 - present</td> <td>OC #6</td> <td></td> </tr> </table>							20 May 57	EOD		27 May-21 June 57	IOG	2 Excellents	21-28 June 57	Interim assignment, FBIID		1-26 July 57	IT	3 Excellents	29 July-23 August 57	Interim assignment, W/Spain		26 Aug-27 September 57	TSS 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 Wt/3 for on-the-desk training		3 Mar 58 - present	OC #6	
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3 Mar 58 - present	OC #6																																
CAREER DEVELOPMENT PLAN																																	
RECOMMENDED BY: <span style="float:right">MORRIS JAVIN</span>																																	
RECOMMENDATION OF SENIOR OFFICER (ACT) OR APPROPRIATE PANEL				CONCURRENCES:																													
WILLET J. BOGGS, Chief/JOTP/TR				JUN 2 5 1958																													
DATE OF ACTION				OFFICER'S SIGNATURE																													

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 meticulous - 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.

Walter J. Reche/CO  
WILLIAM L. HOOVER

SECRET

Attn : C/SH  
: C/SH/1

14 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'Gara of the JOT Program, JOT Thomas J. Keenan is attached to SH/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 ETC. 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

WHL 4034

JAN 1 20 1958

OFFICE OF THE DIRECTOR OF TRAINING

STANDARD FORM 52  
FORM 52 OF THE  
U. S. GOVERNMENT PRINTING OFFICE  
WASHINGTON, D. C. 20540  
GPO : 1957 O - 348-000

# REQUEST FOR PERSONNEL ACTION

VOUCHERED

rc 17 L  
e 7673

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

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) **Mr. Thomas John Keenan**  
2. DATE OF BIRTH  
3. REQUEST NO. **C-7673**  
4. DATE OF REQUEST **8 Feb 57**

5. NATURE OF ACTION REQUESTED:  
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) **Excepted Appointment (B)**  
6. EFFECTIVE DATE A. PROPOSED: **ASAP**  
7. C.S. OR OTHER LEGAL AUTHORITY: **56 USC 9**

B. POSITION (Specify whether establish, change grade or title, etc.)  
B. APPROVED: **21 May 57**  
**403**

FROM—  
A. POSITION TITLE AND NUMBER  
B. SERVICE, GRADE, AND SALARY  
C. ORGANIZATIONAL DESIGNATIONS  
D. HEADQUARTERS  
10. **301**  
**I.O. (600)** **0748.16\***  
**0090.01**  
**GS-0132,06-7** **\$4525**  
**DDS/OTR**  
**Junior Officer Trainee Program**  
**Junior Officer Trainee Corps**  
**Washington, D.C.**  
11. FIELD OR DEPARTMENTAL  FIELD  DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

\*Subject is quintuple slotted for recruiting purposes.

Temporary action subject to confirmation by DTR.

8. REQUESTED BY (Name and title) **Dr. Willet L. Eccles C/JOTP**  
9. REQUEST APPROVED BY **Matthew Baird**  
Signature: **for MATTHEW BAIRD**  
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) **Henry L. Parthold 2433**  
Title: **Director of Training**

13. VETERAN PREFERENCE  
NONE  WWI  OTHER  5-FY  10-POINT   
LEAD  OTHER   
14. POSITION CLASSIFICATION ACTION  
NEW  VICE  L.A.  REAL   
**10C**  
**SD-ST**

15. SEX **M** 16. RACE   
17. APPROPRIATION FROM: **7-7507-20**  
18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) **YES**  
19. DATE OF APPOINTMENT/AFFIDAVIT (ACCESSORS ONLY) **20 May 57**  
20. LEGAL RESIDENCE  
 CLAIMED  PROVED  
STATE: **Wisconsin**  
DOG: **05/27/52**

21. STANDARD FORM 50 REMARKS

rc-078  
Subject to final approval and medical.  
CSEOD: **05/27/57**  
LCD: **05/1/57**  
SCD: **01/29/53**

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL OR PCS CONTROL	<b>WLP</b>	<b>12 FEB 57</b>	
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.			
E.			

OFFICE/DIVISION WITH FILE NO. **244/68**  
**10 MAY 1957**  
Date **9B**  
Fourteen Con. Ck.

F. APPROVED BY **Paul C. Strickland / WLP to 12 Feb 57**



2 May 1957

Mr. Thomas J. Keenan

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 8 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

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 BOYS' CALL

PERSON CALLED: *Keenan, Thomas John*

DATE OF CALL

LOCATION:

MISSION

THE FOLLOWING IS A DISCUSSION WITH THE ABOVE PERSON:

Grade: *GS-7* Rate: *\$4525.00*

The appointment is approved subject to the following conditions at the time of no change in duty.

That the officer of office and showing loyalty activities.

That the officer of office and showing loyalty activities.

That the officer of office and showing loyalty activities.

That the officer of office and showing loyalty activities.

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That the officer of office and showing loyalty activities.

That the officer of office and showing loyalty activities.

That the officer of office and showing loyalty activities.

*March 4, 1967  
A.S.  
C.A.P.*

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.

4/26

DATE

Wey

APPOINTMENT CLERK

*7-10* **WESTERN UNION** *7-10* 

SENDING BLANK

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

MR. THOMAS JOYCE

APPOINTMENT APPROVED AT GS-7, \$4525.00 PER ANNUM. PLEASE  
CALL MRS. PHILLIPS, COLLECT, EXECUTIVE 3-6115, EXTENSION  
2781 IMMEDIATELY TO ARRANGE ENTRANCE ON DUTY DATE.

*O. M. Stewart*  
O. M. STEWART *cmf*

Send the above message in the form 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 3-8115, 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 s/bjs(Berthold)

CONFIDENTIAL  
(When Filled In)

PERSONNEL ACTION ROUTING SHEET

NAME (Last-First-Middle): <i>Thomas J. O'Rourke</i>		OFFICE: <i>OTR</i>	TRAY:	<input checked="" type="checkbox"/> NEW HIRE
				<input type="checkbox"/> PROMOTION
				<input type="checkbox"/> TRANSFER OF FUNDS
				<input type="checkbox"/> REASSIGNMENT
				<input type="checkbox"/> SEPARATION
				<input type="checkbox"/> OTHER

ACTION OFFICE	DATE RECEIVED	DATE DISPATCHED	INITIALS	REMARKS
FILES SECTION	<i>2/15/57</i>	<i>2/13/57</i>	<i>S.D.</i>	
POSITION CONTROL	<i>18 FEB 1957</i>	<i>18 FEB 1957</i>	<i>WAK</i>	
<i>✓</i>				
PAD				
POSITION CONTROL				
STATUS				
POSITION CONTROL				
FILES SECTION				

<input type="checkbox"/> HOLD FOR FITNESS REPORT	<input type="checkbox"/> HOLD FOR SECURITY CONCURRENCE
<input type="checkbox"/> SLOT NOT BLOCKED	<input type="checkbox"/> HOLD - OFFICE OVER CEILING
<input type="checkbox"/> HOLD FOR S-4	

REMARKS CONTINUED

FORM NO. 798 REPLACES FORMS 89, 878, AND 1 SEP 55 798 WHICH ARE OBSOLETE.

CONFIDENTIAL

SECRET  
(When Filled In)

# REQUEST FOR SECURITY CLEARANCE

NAME (LAST - FIRST - MIDDLE) <b>KEECHAN, THOMAS JOHN</b>		REQUEST NO. (1-8) <b>C-7673 OTR</b>	
POSITION TITLE <b>JOT</b>		REQUEST DATE (10-11) <b>13 Feb. 1957</b>	
LOCATION (CITY, STATE, COUNTRY) <b>Washington, D. C.</b>		YEAR OF BIRTH (12-20) <b>05-07</b>	
POSITION NUMBER (37-56) <b>U-748-16</b>		SECURITY CODE (07-48) <b>0070,01</b>	
ATTACHMENT OFFICE DESIGNATION BRANCH <b>DIS/OTR/307C</b>		ORCA CODE (48-48)	
TYPE OF APPLICANT <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONSULTANT <input type="checkbox"/> CONTRACT <input type="checkbox"/> MILITARY		TYPE OF APPL. (81) <b>1</b>	
NAME OF REQUESTER (OR OFFICIAL) <b>O. V. Stewart</b>		CONVERSION ACTION <input checked="" type="checkbox"/> DIS/OTR/307C	
TYPE OF ASSIGNMENT AND FUNDS <input checked="" type="checkbox"/> POS <input type="checkbox"/> SUP <input type="checkbox"/> PP <input checked="" type="checkbox"/> V <input type="checkbox"/> UV		NUMBER & FUND (80) <b>2</b>	
CLEARANCE REQUIRED <input checked="" type="checkbox"/> FULL		CLEARANCE (81) <b>3</b>	
ATTACHMENTS <input checked="" type="checkbox"/> PERSONAL HISTORY STATEMENT <input checked="" type="checkbox"/> PHOTOGRAPH(S) <input checked="" type="checkbox"/> APPENDIX I <input checked="" type="checkbox"/> APPENDIX II <input checked="" type="checkbox"/> SECURITY FOR WAIVER <input checked="" type="checkbox"/> REPORT OF INTERVIEW		SECRETARY CODE (86-86) <b>078</b>	
VETERAN STATUS <input checked="" type="checkbox"/> MALE - VETERAN <input type="checkbox"/> MALE - NON-VETERAN <input type="checkbox"/> FEMALE - VETERAN <input type="checkbox"/> FEMALE - NON-VETERAN		VET. PREF. & SER. (80) <b>1</b>	

REMARKS:

**JOT CA-3 PLEASE EXPDITE**

1 (30); 1 (OTF)

SPACE BELOW FOR SO USE ONLY

UNCLASSIFIED
  CIA INTERNAL USE ONLY
  CONFIDENTIAL
  SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: *IO/JTP* **JOT** 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/JTP</i>				1. & 2. For signature.
2. <i>IO/JTP</i>		<i>2/11</i>	<i>D</i>	
3. <i>IFS</i>				3. For processing.
4. <i>AZRO</i>	<i>2/18</i>	<i>2/18</i>	<i>W</i>	
5. <i>Berthold</i>				5. IF tests. <i>16 Feb</i>
6. <i>JOT/PE</i>	<i>2/19</i>	<i>2/21</i>	<i>80</i>	
7. <i>JOT/PO</i>				6. Please bring to DC at 9:00 + arrange for PZMT interview!
8. <i>Corres.</i>	<i>4</i>	<i>4</i>	<i>Man Man logs</i>	
9. <i>Berthold</i>	<i>3/5</i>	<i>3/11</i>	<i>W</i>	7. Please confirm telecon re he is to call Berthold EX...4321 on morning of wednes. 13 March to arrange interviews for that afternoon PE: Thurs., 14 March Travel at govt exp (per Jot EX...)
10. <i>Anna Phillips</i>	<i>use 2/14/4</i>		<i>W</i>	
11.				8. SP interview. <b>JOT</b>
12.				
13. <i>Carver</i>	<i>5</i>	<i>8</i>	<i>Man Man logs</i>	9. <i>Initiation letter (Buell)</i> <b>A3</b>
14. <i>Phillips</i>	<i>8</i>	<i>11/6</i>	<i>(W)</i>	
15.				



4 February 1957

Mr. Thomas John Keenan

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/lap(Hogan)

CONFIDENTIAL  
(When Filled In)

REPORT OF INTERVIEW		1. DATE OF INTERVIEW	2. PLACE
3. PREVIOUS APPLICATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		13, 26 Jan 1957	Madison, Wis.
4. INTERVIEWER L H Gago		5. REFERRED BY Marquette Univ. Placement	
6. TYPE OR PRINT IN CAPS LAST NAME KREMAN		FIRST NAME THOMAS	MIDDLE NAME JOHN
7. PERMANENT ADDRESS		TELEPHONE	
8. BUSINESS ADDRESS		TELEPHONE	
9. TEMPORARY ADDRESS		TELEPHONE 3527	
10. DATE OF BIRTH		CITIZENSHIP	
11. PLACE OF BIRTH		U.S. <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> OTHER (Specify country)	
12. U.S. CITIZENSHIP ACQUIRED BY <input checked="" type="checkbox"/> BIRTH <input type="checkbox"/> NATURALIZATION		13. IF NATURALIZED INDICATE DATE	
14. FOREIGN RELATIVES INCLUDING WIFE (Reg 10-6) None		15. NO. OF DEPEND. (Including wife) 0	
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 interest). INCLUDE ALSO DRAFT, 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.			

CONFIDENTIAL

10-101

CONFIDENTIAL  
(When Filled In)

19. AREA KNOWLEDGE (Areas 19a of 1)

Judge: See Attached, etc.

10. LANGUAGE FACILITY (Give tests when skill warrants and rate below)

LANGUAGE	NATIVE FLUENCY	FLUENT BUT LIMITED	ADEQUATE FOR TRANSLATION	ADEQUATE FOR RESEARCH	ADEQUATE FOR TRAVEL	LIMITED	ACQUIRED BY

21. SALARY REQUESTED

OS-7

22. ACCEPTABLE STATION

WASHINGTON, D.C.

ANYWHERE IN U.S.

OVERSEAS

23. POOL INTEREST

YES

NO

YES

NO

PREFERENCE LIMITATIONS

YES

NO

24. HEALTH

Good

25. FORMS GIVEN

YES

NO

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)

APP. 1

GOOD

SEC. AGENT

L.A. (If required)

Keenan is a really impressive fellow 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 ~~very~~ 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. 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. I regard him as a wholesome, disciplined, energetic fellow, with real potential for us. Self-administered tests will be forwarded soon.

27. RECOMMENDED FOR

OTR/JOT

28. SERIAL NUMBERS

29. TESTS

To be tested in Madison 16 Feb 1957

*J.H. Gray*

28 Jan 1957

CONFIDENTIAL

1500 Sunday Jan 13


January 3, 1957

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, Beavertail 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.



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."

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)

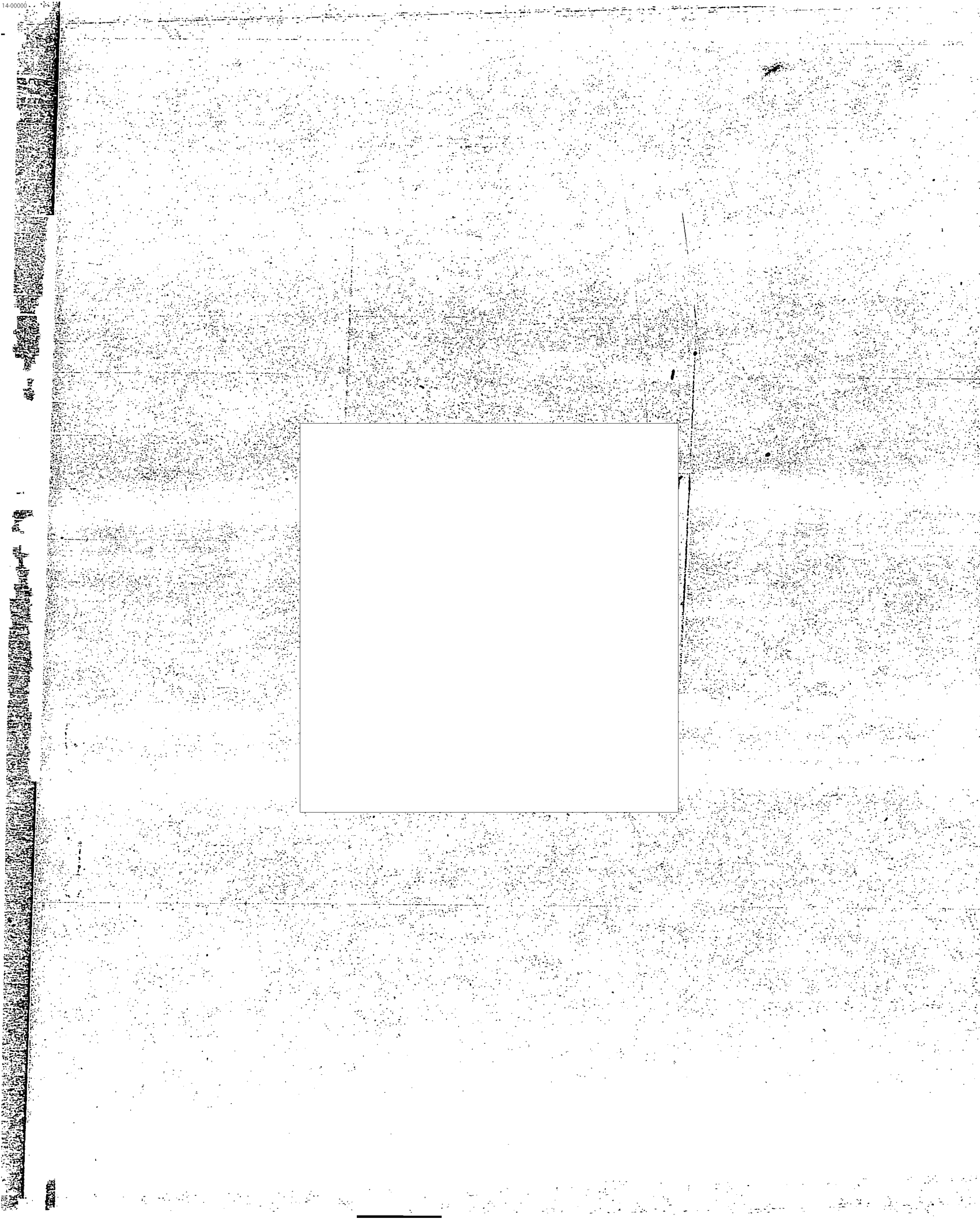
SECRET

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

H a n d l e   W i t h   C a r e

SECRET



ALL

L48 100 020

\*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.\*

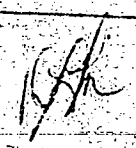
EFFECTIVE DATE OF PAY ADJUSTMENT: 09 OCTOBER 1977

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

1 SERIAL NO		2 NAME		3 ORGANIZATION		4 RADS		5 WORK HOURS	
J20070		KEENAN THOMAS J		CIA					
6 OLD SALARY RATE									
Grade	Step	Salary	Effective Date	7 NEW SALARY RATE		8 EFFECTIVE DATE		9 TYPE ACTION	
GS 15	4	\$39,789	09/23/76	GS 15	5	\$40,955	09/21/76		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE									
SIGNATURE						DATE			
<i>Thomas J. Keenan</i>						11/17/77			
<input type="checkbox"/> NO EXCESS LEAVE IS <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LEAVE STATUS AT END OF WAITING PERIOD									
CLIENTS INITIALS									
FORM 10-75 350E									
PAY CHANGE NOTIFICATION									



SECRET  
(When Filled In)

1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)	
DPCS 017-9777		KEFNAN THOMAS J	
3. NATURE OF PERSONNEL ACTION			
REASSIGNMENT			
4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
MO DA YR 01 01 77			
6. FUNDS		7. TAN AND NSCA	
<input type="checkbox"/> V TO V	<input type="checkbox"/> V TO CP	8. CSC OR OTHER LEGAL AUTHORITY	
<input type="checkbox"/> CP TO V	<input checked="" type="checkbox"/> CP TO CP	7135 4528 0001	
9. ORGANIZATIONAL DESIGNATIONS			
DDO/LA DIVISION			
10. LOCATION OF OFFICIAL STATION			
WASH., D.C.			
11. POSITION TITLE		12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER CH		CP25	OYB
14. CLASSIFICATION SCHEDULE (GS, IS, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0130-01	15	
18. REMARKS			
CHANGE OF SERVICE DESIGNATION FROM OYB TO OYB			
SIGNATURE OR OTHER AUTHENTICATION			
			

FORM 1108  
8-72 (REV. 3-75)

Use Previous  
Edition

SECRET

USE PREVIOUS EDITION (8-511)

A 0:22 FEB 77

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION							
1. OFFICIAL NUMBER		2. NAME (LAST FIRST MIDDLE)					
020090		KEENAN, THOMAS, J.					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT AND CHANGE OF NSCA				02-10-77		REGULAR	
6. FUNDS		7. PAY AND NSCA		8. CK OR OTHER LEGAL AUTHORITY			
V. TO V.		V. TO CF		7135 4525 0002		50 USC 403 J	
CF TO V.		CF TO CF					
9. ORGANIZATIONAL DESIGNATION				10. LOCATION OF OFFICIAL STATION			
DDO/LA DIVISION OPERATIONS STAFF				WASH., D.C.			
11. POSITION TITLE				13. POSITION NUMBER		15. SERVICE DESIGNATION	
OPERATIONS OFFICER				CN55		OYB	
12. CLASSIFICATION SCHEDULE OR GRADE		14. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
CS		0135.01		15 4		37167	
18. REMARKS							

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. MONTHS CODE	25. DATE OF BIRTH	26. DATE OF GRAIN	27. DATE OF LSI
37	10	31065	LA	75013					
28. DATE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION / CORROBORATION DATA		33. SECURITY RIG NO.		34. SSN
							IOD DATA		
35. VET PREFERENCE	36. MILITARY 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				
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									

FORM 1150  
574 MAR 1974

USE PREVIOUS EDITION

SECRET

FORM 1150 (1-51)

\*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 DATED 6 OCTOBER 1962.\*

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1976

NAME	SERIAL	ORIG. 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)

OCF NOTIFICATION OF PERSONNEL ACTION

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

3 NATURE OF PERSONNEL ACTION: REASSIGNMENT AND DELEGATION OF NSCA  
4 EFFECTIVE DATE: 06 21 76  
5 CATEGORY OF EMPLOYMENT: REGULAR

6 FUNDS: V TO V, V TO CP, CP TO V, X, O'100  
7 PAY AND NSCA: T135 4528 0001  
8 CSC OF OTHER LEGAL AUTHORITY: 50 USC 403 J

9 ORGANIZATIONAL DESIGNATIONS: DDO/LA DIVISION MEXICO/CENTRAL AMERICA BRANCH  
10 LOCATION OF OFFICIAL STATION: WASH., D.C.

11 POSITION TITLE: OPS OFFICER CH  
12 POSITION NUMBER: GP25  
13 SERVICE DESIGNATION: OQB

14 CLASSIFICATION SCHEDULE (GS, LA, etc.): GS  
15 OCCASIONAL SERIES: 0136.01  
16 GRADE AND STEP: 15 4  
17 SALARY OR RATE: 34441

18 REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE: 37	20 EMPLOY CODE: 10	21 OFFICE CODE: 51300	22 STATION CODE: LA	23 PAY PLAN CODE: 75013	24 PAY CODE: 1	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
28 APT. EFFICIENCY	29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 Correction/Concurrent Code	33 SECURITY REG. NO.	34 SEX	BOD DATA	
35 VET PREFERENCE	36 SERV. COMP. DATE	37 ICMS COMP. DATE	38 CAREER CATEGORY	39 HEALTH INSURANCE	40 SOCIAL SECURITY NO.			
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE			42 LEAVE CAS CODE	43 FEDERAL TAX DATA		44 STATE TAX DATA		
45 NO. PREVIOUS SERVICE			46 NO. PREVIOUS EMPLOYERS	47 NO. PREVIOUS EMPLOYERS	48 NO. PREVIOUS EMPLOYERS	49 NO. PREVIOUS EMPLOYERS	50 NO. PREVIOUS EMPLOYERS	51 NO. PREVIOUS EMPLOYERS

SIGNATURE OR OTHER AUTHENTICATION

*[Handwritten Signature]*



1. SERIAL NO.		7. NAME		3. ORGANIZATION		4. FUNDS		5. IWOP NO. (S)		
026040		KEELAN 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	\$336,357	05/25/75	GS-15	4	\$346,441	05/23/76			
CERTIFICATION AND AUTHENTICATION										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE										
SIGNATURE							DATE			
R. S. Soren							11/1/76			
<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										
CLERK'S INITIALS JVS										
FORM 50E (REV. 10-73) U.S. GOVERNMENT PRINTING OFFICE: 1975 O-250-000										

PAY CHANGE NOTIFICATION

(4-51)



REF: 15 JAN 76

SECRET  
(When Filled In)

### NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 26899		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 13 76
5. FUNDS V TO V CF TO V		V TO CF CF TO CF	6. CATEGORY OF EMPLOYMENT REGULAR
9. ORGANIZATIONAL DESIGNATIONS DDO/LA DIVISION DEVELOPMENT COMPLEMENT		7. PAN AND NSCA 0135 0623	8. CSC OR OTHER LEGAL AUTHORITY 5 USC 423 J
11. POSITION TITLE OPERATIONS OFFICER		10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.	
14. CLASSIFICATION SYMBOL (A, B, C, etc.) GS		12. POSITION NUMBER DCOF	13. SERVICE DESIGNATION DCS
15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 15 3	17. SALARY OR RATE 33397
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: 51337 ALPHABETIC: LA	22. STATION CODE 75015	23. INTEROFF CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
28. NTE EXPIRES MO DA YR XX XX	29. SPECIAL REFERENCE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. Correction/Correction Date TYPE	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 CAR RESV CODE ENR USR	39. LEGAL/HEALTH INSURANCE CODE 0. WAIVER 1. YES	HEALTH AS 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. FEDERAL TAX DATA FORM EXECUTED 1. YES 2. NO	44. STATE TAX DATA NO TAX EXEMPTIONS FORM EXECUTED 1. YES 2. NO	CODE	NO TAX RETURN	STATE CODE		

EOD DATA

20  
AOS

DD FORM 1150  
574 MAY 1974

Use Previous  
Edition

SECRET

STANDARD FORM NO. 63

15 JAN 76

MP: 04 AUG 75

SECRET  
(When Filled In)

OFC 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 EMPLOYMENT 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 GT28		13 SERVICE DESIGNATION DOB						
14 CLASSIFICATION SCHEDULE (GS, LS, etc.) GS			15 OCCUPATIONAL SERIES 0136.05			16 GRADE AND STEP 15 3		17 SALARY OF 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		25 DATE OF BIRTH		26 DATE OF CHANGE		27 DATE OF LEI	
28 PAY SERIES		29 SPECIAL REFERENCE 84		30 RETIREMENT DATA		31 SEPARATION DATA CODE		32 Correction/Concussion 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 PERSONAL SERVICE 46 NO STATE IN SERVICE 47 SERVED IN SERVICE OVER 3 YRS 48 SERVED IN SERVICE UNDER 3 YRS				49		50		51		52		53		
SIGNATURE OR OFFICER AUTHENTICATION														
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0;">8 19 75</p> <p style="margin: 0;"><i>[Signature]</i></p> </div>														

FORM 1123  
D-75: May 8-75

Use Previous  
Edition

*[Handwritten Mark]*

POSTED  
8 19 75  
*[Signature]*

14-00000

"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) WELLS, THOMAS J.
------------------	---

3. NATURE OF PERSONNEL ACTION REASSIGNMENT - CHANGE OF FUNCTIONAL CATEGORY	4. EFFECTIVE DATE MO DA YR 10 01 75	5. CATEGORY OF EMPLOYMENT
--	---	---------------------------

6. PARDES <table border="1"> <tr> <td>V TO V</td> <td>V TO C</td> </tr> <tr> <td>C TO V</td> <td>C TO C</td> </tr> </table>	V TO V	V TO C	C TO V	C TO C	7. FAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
V TO V	V TO C					
C TO V	C TO C					

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

11. POSITION TITLE CHIEF OF STAFF	12. POSITION NUMBER 1030	13. SERVICE DESCRIPTION
--------------------------------------	-----------------------------	-------------------------

14. CLASSIFICATION SCHEDULE (Ref. 15 CFR 1.1)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
35	0155-05	15-2	21002

18. REMARKS  
MINISTERS, JAMAICA

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING PURPOSE ALPHABETIC LA	22. STATION CODE	23. INTEGRATE CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF USR
37	10	LA	704					
28. NTE RANGES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION / CORRELATION DATA	33. SECURITY REG. NO.	34. SER.	EOD DATA	
	04							
35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. REGAL / HEALTH INSURANCE		40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA					

SIGNATURE OR OTHER AUTHENTICATION

POSTED  
OK 11/15

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	
C2065C		KEENAN THOMAS J		S-I 875		CF			
6. OLD SALARY RATE									
Grade	Step	Salary	Low PM/Line	Grade	Step	Salary	EFFECTIVE DATE	7. TYPE ACTION	
GS 19	2	830,812	CS/26/74	GS 19	3	831,860	CS/25/75	WOL	ADJ.
8. CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE									
SIGNATURE							DATE		
<i>Gregory J. Williams</i>							1/7/75		
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF PAYING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF PAYING PERIOD									
CLERK'S INITIALS									
OB		<i>JH</i>							
FORM 10-73 560E Use previous editions									
PAY CHANGE NOTIFICATION									
(6-51)									

"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 DCI 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 025190		2. NAME (LAST, FIRST, MIDDLE) KEEHAN THOMAS J									
3. NATURE OF PERSONNEL ACTION PROMOTION						4. EFFECTIVE DATE MO DA YR 05 26 74		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS		V TO V		V TO CP		7. PAY AND NSCA 4135 0924 0001		8. CSC OR OTHER LEGAL AUTHORITY SJ USC 423 J			
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 2663		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 29205			
18. REMARKS KINGSTON, JAMAICA  HOME BASE: WH											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 22	20. EMPLOY CODE 10	21. OFFICE CODE NUMBER: 51275 ALPHABETIC: WH		22. STATION CODE 37843	23. INSTITUTE CODE	24. MONTH CODE 3	25. DATE OF BIRTH	26. DATE OF GRADE MO DA YR 05 26 74	27. DATE OF LEI MO DA YR 05 26 74		
28. TIME PERIOD MO DA YR 35 25 76		29. SPECIAL REFERENCE 84	30. ESTABLISHMENT DATA		31. SEPARATION DATA CODE	32. CANCELLATION / CONCLUSION DATE		33. SECURITY RTO NO		34. SER	
35. PREFERENCE		36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY		39. FEGLI - HEALTH INSURANCE		40. SOCIAL SECURITY NO			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT CODE	43. RESERVE FILE DATA		44. STATE TAX DATA				
45. NO PREVIOUS SERVICE 1. NO 2. BEARS IN SERVICE (LESS THAN 5 YRS) 3. BEARS IN SERVICE (MORE THAN 5 YRS)				46. LEAVE EXEMPTIONS	47. RESERVE FILE DATA		48. FEGLI - HEALTH INSURANCE		49. STATE TAX DATA		
SIGNATURE OR OTHER AUTHENTICATION											

**POSTED**

*[Signature]*

PERSONNEL OFFICE

FORM 110  
3-71 USE 11-72

Use Previous  
Edition

*[Handwritten Mark]*

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"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

KHN 7 DEC 73

SECRET  
(When Filled In)

OCF NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 026090  
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, X, V TO CF, CF TO CF  
7. FAN AND NSCA: 4135 0984 0001  
8. CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J

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: 0660  
13. SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LR, etc.): GS  
15. OCCUPATIONAL SERIES: 0136.05  
16. GRADE AND STEP: 14 4  
17. SALARY OR RATE: 26671

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. INTEGREE CODE: 3	24. MGRS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
28. INT. EXPRES.	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION / CANCELLATION DATA	EOD DATA			33. SECURITY REQ. NO.
35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI / 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

LOST ID  
URB 12-11-73

FD-203 11-72  
4-72 USE PREVIOUS EDITION

Use Previous Edition

SECRET

KHN

4-2 IMPDET CL 07-007827

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16



G-55

COMMUNICATIONS  
& DATA DIVISION  
JUL 10 1973

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
026090		KEENAN THOMAS J		51 760		CF			
A. OLD SALARY RATE					B. NEW SALARY RATE				
Grade	Step	Salary	Inst. Eff. Date	Grade	Step	Salary	Effective Date	C. TYPE ACTION	
GS 14	3	\$24,628	07/23/72	GS 14	4	\$25,398	07/22/73	SI	ADJ.
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>AK</i>				<i>[Signature]</i>					
FORM 560 E Use previous editions									
PAY CHANGE NOTIFICATION (4-71)									

SECRET

(When Filled In)

### NOTIFICATION OF PERSONNEL ACTION

CS 0-11177

1. SERIAL NUMBER 026090		2. NAME (LAST FIRST MIDDLE) LEE ANN THOMPSON J.	
3. NATURE OF PERSONNEL ACTION RELOCATION OF H.S.C.P.			4. EFFECTIVE DATE MO DA YR 09 01 72
5. FUNDS V TO V CF TO V		V TO CF CF TO CF	7. Federal Action No. Chargeable 2123 144 0001
9. ORGANIZATIONAL DESIGNATION DDP/44 DIVISION		10. LOCATION OF OFFICIAL STATION LHM-2 PERM	
11. POSITION TITLE NPS OFFICER DCO		12. POSITION NUMBER 0129	13. SERVICE DESIGNATION U
14. CLASSIFICATION SCHEDULE (GS 15, etc.) GS	15. OCCUPATIONAL SERIES C130.01	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. INTIFORE CODE	24. INDEP CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR
28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE 1. CC 2. CA 3. PFA 4. PFA	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION / CANCELLATION DATA TYPE MO DA YR	BOD DATA		33. SECURITY REQ. NO.	34. SER
35. VET. PREFERENCE CODE 0 NONE 1. 5 PF 2. 10 PF	36. SERV. COMP. DATE MO DA YR	37. LONG. COMP. DATE MO DA YR	38. CAREER CATEGORY SAR BSV CODE PROV. TEMP.	39. REG. 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: NO BREAK IN SERVICE 2: BREAK IN SERVICE (LESS THAN 9 YRS) 3: BREAK IN SERVICE (MORE THAN 9 YRS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1. YES 2. NO		44. STATE TAX DATA FORM EXECUTED 1. YES 2. NO		45. STATE TAX CODE CODE NO. TAX STATE CODE EXEMP.	

SIGNATURE OR OTHER AUTHENTICATION

11-20-72 [Signature]

FORM 5-66 1150 11-71

SECRET

Excluded from automatic downgrading and declassification

(When Filled In)

C-53

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	ADL
GS 14	1	\$20,815	07/26/70	GS 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 <i>Richard L. Conolly</i>						DATE <i>6 May 1971</i>			
<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 <i>REK</i>						AUDITED BY <i>pk</i>			
FORM 560 E Use previous editions		PAY CHANGE NOTIFICATION						(4-51)	

JUL 19 11 47 AM '71

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BBC: 16 Nov 71

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SER. NO. 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 MO DA YR <b>09 30 71</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>				
6. FUNDS		V TO V		V TO CF		7. FUNDING AND/OR NO. CARRIAGE		8. USC OF OTHER LEGAL AUTHORITY			
CF TO V		<b>X</b>		CF TO CF		<b>2135 1084 (XXX)</b>		<b>50 USC 403 J</b>			
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. SERVICE DESIGNATION <b>D</b>				
14. CLASSIFICATION (SP-1, GS, etc.) <b>GS</b>			15. OCCUPATIONAL SERIES <b>0136.01</b>		16. GRADE AND STEP <b>14-2</b>		17. SALARY GRADE <b>21509</b>				
18. REMARKS <b>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.</b>											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTING CLASS	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INITIAL CODE	24. PLANS CODE	25. DATE OF BIRTH		26. DATE OF GRADE	27. DATE OF LEI	
<b>58</b>	<b>10</b>	<b>51760 WH</b>		<b>57085</b>		<b>3</b>					
28. TIME TABLES			29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION-CANCELLATION CODE		
							<b>37</b>		<b>09 30 71</b>		
35. VET PREFERENCE			36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. REG. HEALTH INSURANCE		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA	
0 - NO PREVIOUS SERVICE 1 - 1 YEAR IN SERVICE 2 - 2 TO 5 YEARS IN SERVICE 3 - MORE THAN 5 YEARS IN SERVICE						0 - NO TAX EXEMPTION 1 - YES 2 - NO				0 - NO STATE TAX 1 - YES 2 - NO	
SIGNATURE OR OTHER AUTHENTICATION											

**POSTED**

*11/17/71*

(When Filled In)

FORM 1150  
1-68  
MAY 6-73

Use Previous Edition

SECRET

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BBC: 01 NOV 71

SECRET

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 09 30 71
5. CATEGORY OF PERSONNEL REGULAR			6. FUNDS V TO V CF TO V X V TO CF CF TO CF
7. Financial Analysis No. Chargeable 2135 1084 0000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
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 AUTHORITY (DA, IS, OR) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE 14 2	17. PAY PLAN 2152
18. 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. INT. SERV. CODE 3	24. HEALTH CODE 3	25. DATE OF BIRTH	26. DATE OF GRADE
27. DATE OF LEI	28. SECURITY REG. NO.	29. SER.	30. SPECIAL REFERENCE
31. REQUIREMENT DATA	32. CORRECTION / CANCELLATION DATE	33. SOCIAL SECURITY NO.	34. VER. PREFERENCE
35. SER. COMP. DATE	36. LONG. COMP. DATE	37. CAREER CATEGORY	38. FECH / HEALTH INSURANCE
39. FEDERAL CIVILIAN GOVERNMENT SERVICE	40. LEAVE CAT. CODE	41. FEDERAL TAX DATA	42. STATE TAX DATA
SIGNATURE OR OTHER AUTHENTICATION			
<div style="border: 1px solid black; padding: 5px; display: inline-block;">             103.1.0              [Signature]              [Stamp]           </div>			

FORM 1150-3a, May 6-73

Use Previous Edition

SECRET

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Personnel Action Notification Form (P-1)

(When Filled In)



10 MAR 71

SECRET

### NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER <b>021000</b>		2. NAME (LAST, FIRST, MIDDLE) <b>KEENAN THOMAS J</b>	
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>			
4. EFFECTIVE DATE <b>02 17 71</b>		5. CATEGORY OF EMPLOYMENT <b>REG LAR</b>	
6. FUNDS V TO V CF TO V X V TO CF CF TO CF		7. Employer Action No. Chargeable <b>1135 0234 0000</b>	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/WI FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION</b>		8. CSC OR OTHER LEGAL AUTHORITY <b>50 USC 403 J</b>	
11. POSITION TITLE <b>OPS OFFICER</b>		10. LOCATION OF OFFICIAL STATION <b>BOGOTA, COLOMBIA</b>	
14. CLASSIFICATION (REMARKS (A, B, etc.)) <b>GS</b>		13. SERVICE DESIGNATION <b>D</b>	
15. OCCUPATIONAL SERIES <b>0136.01</b>		16. GRADE AND STEP <b>14 1</b>	
18. REMARKS <b>BOGOTA, COLOMBIA</b>		17. SALARY OR RATE <b>20615</b>	

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL:

19. ACTION CODE <b>37</b>	20. EMPLOY CODE <b>10</b>	21. OFFICE CODING <b>51700 WFI</b>	22. STATION CODE <b>15005</b>	23. INTELLIGENCE CODE <b>3</b>	24. EMPLOY CODE <b>3</b>	25. DATE OF BIRTH	26. DATE OF GRACE	27. DATE OF DEPT
28. NIS SERIES <b>XX XX XX</b>	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/REGISTRATION DATA	33. SOCIAL SECURITY NO.	34. MIA	35. VET PREFERENCE	
36. VET PREFERENCE	37. SERV. COMP. DATE	38. LEAV. COMP. DATE	39. CAREER CATEGORY	40. FEDERAL HEALTH INSURANCE	41. SOCIAL SECURITY NO.	42. STATE TAX DATA		
43. PREVIOUS CIVILIAN/GOVERNMENT SERVICE		44. APPLICAT.	45. FEDERAL TAX DATA	46. STATE TAX DATA	47. SIGNATURE OR OTHER AUTHENTICATION			

**POSTED**  
3.11.71  
4.

FORM 1180 6-72

SECRET

1. PREPARED BY: [Signature]  
2. CHECKED BY: [Signature]  
3. APPROVED BY: [Signature]

"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

1 SERIAL NUMBER: 026090  
 2 NAME (LAST FIRST MIDDLE): KEENAN THOMAS J  
 3 NATURE OF PERSONNEL ACTION: PROMOTION  
 4 EFFECTIVE DATE: 07 26 70  
 5 CATEGORY OF EMPLOYMENT: REGULAR  
 6 FUNDS: [ ] V TO V [ ] V TO CF [ ] CF TO V [X] CF TO CF  
 7 Financial Analysis No. Chargeable: 1135 0834 0000  
 8 CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J  
 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 SERVICE DESIGNATION: D  
 14 CLASSIFICATION SCHEDULE (GS, LR, W-2): GS  
 15 OCCUPATIONAL SERIES: 0136.01  
 16 GRADE AND STEP: 14 1  
 17 SALARY OR RATE: 19543  
 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 51700 WH ALPHABETIC  
 22 STATION CODE: 15005  
 23 INDICATE CODE  
 24 MODIFI CODE: 3  
 25 DATE OF BIRTH: 07 26 70  
 26 DATE OF GRADE: 07 26 70  
 27 DATE OF LEI: 07 26 70  
 28 NTE EXPIRES: 07 25 72  
 29 SPECIAL REFERENCE: 61  
 30 RETIREMENT DATA: 1  
 31 SEPARATION DATA CODE  
 32 Correction / Conciliation Data  
 33 SECURITY REQ NO  
 34 SEX  
 35 VET PREFERENCE  
 36 SERV COMP DATE  
 37 LONG COMP DATE  
 38 CAREER CATEGORY  
 39 FEGLI / HEALTH INSURANCE  
 40 SOCIAL SECURITY NO  
 41 PREVIOUS CIVILIAN GOVERNMENT SERVICE  
 42 LEAVE EA: CODE  
 43 FEDERAL TAX DATA  
 44 STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

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08-06-70  
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FORM 100-100  
1-68  
1130  
1130  
1130

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1. SERIAL NO. : 2.		NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
026090		KEEVAN THOMAS I		51 700		CF			
6. OLD SALARY RATE									
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	B. TYPE ACTION	
GS-13	1	\$17,878	05/18/69	GS-13	4	\$18,137	05/17/70		
7. NEW SALARY RATE									
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			
FORM 7-66 560 E Use previous editions									
PAY CHANGE NOTIFICATION (4-51)									

COMPENSATION DIVISION

MAY 11 1970

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"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	51	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

653

Pp. 3

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
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	03/19/68	GS 13	3	\$15,369	03/18/69		
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 checked="" 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				
FORM 7-64 560 E Use previous editions					PAY CHANGE NOTIFICATION				

COMPENSATION DIVISION

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"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 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	026090	91	700	CF GS 13 2	\$13,737	\$14,889

"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-CCI 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	126090	51	700	CF GS 13 1	\$12,873	\$13,507

PLW: 20 JUN 67

SECRET  
(When Filled In)

# OKF NOTIFICATION OF PERSONNEL ACTION

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: [ ] V TO V [ ] V TO O [ ] O TO V [ ] O TO O  
7. Functional Analysis No. Changeable: 7135 0834 0000  
8. CXC OR OTHER LEGAL AUTHORITY: 50 USC 403 J

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. SERVICE DESIGNATION: D  
14. CLASSIFICATION SCHEDULE (GS, LS, etc.): GS  
15. OCCUPATIONAL SERIES: 0136.01  
16. GRADE AND STEP: 13-1  
17. SALARY OR RATE: 14873

18. REMARKS: THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 05/21/67 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: 51700 ALPHABETIC: WH	22. STATION CODE 15005	23. INTEROFFICE CODE	24. REPORT CODE 3	25. DATE OF BIRTH	26. DATE OF GRADE 05 21 67	27. DATE OF LEI 05 21 67
28. WFE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA CIC CFC S. PIER S. WIFE	31. SEPARATION DATA	32. CORRECTIVE/COMPLETION DATA TYPE: 22 NO: 05 21 67	33. SECURITY REQ. NO.	34. SER.	35. VET. PREFERENCE	
36. SERV. COMP. DATE	37. LOSS COMP. DATE	38. CAREER CATEGORY	39. SOCIAL SECURITY NO.	40. SOCIAL SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT	43. FEES
44. NO. TAX EXEMPTIONS	45. FOR. EXEMPTED	46. STATE TAX DATA	47. STATE TAX DATA	48. STATE TAX DATA	49. SIGNATURE OF OTHER AUTHORITY			

**POSTED**  
06-26-67

FORM 1150  
6-66

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. Financial Analysis No. Chargeable		8. USE OF OTHER LEGAL AUTHORITY															
<table border="1"> <tr> <td>V TO V</td> <td>V TO O</td> </tr> <tr> <td>O TO V</td> <td>O TO O</td> </tr> </table>		V TO V	V TO O	O TO V	O TO O	X		7135 0834 0000		50 USC 403 J									
V TO V	V TO O																		
O TO V	O TO O																		
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		0												
14. CLASSIFICATION SCHEDULE (GS, LO, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE												
GS			0136.01		13 1		12873												
18. REMARKS																			
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. RACIAL CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LES			
22		10		51700 WH		15005				3		05   21   67		05   21   67		05   21   67			
28. WFE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CANCELLATION/ CANCELLATION DATA		33. SECURITY REQ. NO.		34. SER.		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 CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA									
SIGNATURE OF OFFER AUTHORITY																			

POSTED  
 060267N  
 MAY 10 1967  
 (When Filled In)

FORM 1150

Use Previous Edition

SECRET

PLW

(When Filled In)



KJM: 17 MAY 67

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: [ ]  
 4. EFFECTIVE DATE: 05 | 03 | 67  
 5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: [ ] V TO V [ ] V TO CF [ ] CF TO V [ ] U TO U  
 7. Financial Analysis No. (Chargeable): 7135 0834 0000  
 8. USE OF OTHER LEGAL AUTHORITY: 50 USC 403 J

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

11. POSITION TITLE: [ ]  
 12. POSITION NUMBER: 0327  
 13. SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LS, etc.): GS  
 15. OCCUPATIONAL SERIES: 0136.01  
 16. GRADE AND STEP: 12 3  
 17. SALARY OR RATE: 11685

18. REMARKS: SUBJECT IS TO BE PAID THE [ ] SALARY OF \$11685 IN ACCORDANCE THEREWITH. ALL SICK AND ALL HOURS ANNUAL LEAVES ALLOWANCES TRANSFERRED TO [ ] MARITAL STATUS: MARRIED DAU DOB [ ] DAU DOB [ ] DAU DOB [ ] SON DOB [ ]

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 55	20. EMPLOY CODE: 10	21. OFFICE CODING: NUMERIC 51700 ALPHABETIC WH	22. STATION CODE: 15005	23. INTEGER CODE: [ ]	24. MONTHS: 3	25. DATE OF BIRTH: [ ]	26. DATE OF GRADE: [ ]	27. DATE OF LEI: [ ]
28. NTE EXPIRES: [ ]	29. SPECIAL REFERENCE: [ ]	30. RETIREMENT DATA: [ ]	31. SEPARATION DATA CODE: [ ]	32. CORRECTION/CANCELLATION DATA: [ ]	33. SECURITY REG NO: [ ]	34. SEC: [ ]	35. SOCIAL SECURITY NO: [ ]	
36. SERV. COMP. DATE: [ ]	37. LONG. COMP. DATE: [ ]	38. CAREER CATEGORY: [ ]	39. FECLY/HEALTH INSURANCE: [ ]	40. FEDERAL TAX DATA: [ ]	41. STATE TAX DATA: [ ]	42. SIGNATURE OR OTHER AUTHENTICATION: [ ]		

POSTED  
11 MAY 67  
[Signature]

FORM 1150  
5-66

Use Previous Edition

SECRET

(When Filled In)

BJT: 12 MAY 67

SECRET  
(When Filled In)

105

**NOTIFICATION OF PERSONNEL ACTION**

(NF)

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

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER - CORRECTION

4. EFFECTIVE DATE: 04 23 67      5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS:  V TO V       V TO CF       U TO V       U TO U

7. Financial Analysis No. Chargeable: 7135 0834 0000      8. CAC OR OTHER LEGAL AUTHORITY: 50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS: 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, FO, ON): GS      15. OCCUPATIONAL SERIES: 0138.01      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: 58	20. EMPLOY CODE: 10	21. OFFICE CODING: 51700 WH	22. STATION CODE: 15005	23. INTEGRAL CODE: 3	24. MONTH CODE: 3	25. DATE OF BIRTH: 20 05 07 67	26. DATE OF GRADE: [ ]	27. DATE OF LEI: [ ]
28. DATE EXPIRES: [ ]	29. SPECIAL REFERENCE: [ ]	30. RETIREMENT DATA: [ ]	31. SEPARATION DATA CODE: [ ]	32. CORRECTION/CANCELLATION DATA: [ ]	EOD DATA →		33. SECURITY REG NO.:	34. SER NO.:
35. VET. PREFERENCE: [ ]	36. SERV. COMP. DATE: [ ]	37. LONG. COMP. DATE: [ ]	38. CAREER CATEGORY: [ ]	39. REGS/HEALTH INSURANCE: [ ]	40. SOCIAL SECURITY NO.:		41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: [ ]	
42. LEAVE CAT CODE: [ ]		43. FEDERAL TAX DATA: [ ]		44. STATE TAX DATA: [ ]		45. SIGNATURE OF OTHER AUTHENTICATION: [ ]		

**POSTED**  
05-15-67

FORM 1150-1 1-60      Use Previous Edition      SECRET      (When Filled In)

clwa/3

685

COMPENSATION & TAX DIVISION

MAY 11 8 37 AM '68

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
026090		MEENAN THOMAS J		51 700		CF			
6. OLD SALARY RATE					7. NEW SALARY RATE				
Grade	Step	Salary	Exp. Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	8. TYPE ACTION	
GS 13	1	\$13,507	09/21/67	GS 13	2	\$13,957	09/19/68	SI	ADD
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									
<i>[Handwritten initials]</i>									
FORM 7-66 560 E Use previous editions									
PREPARED BY 537 PAY CHANGE NOTIFICATION (4-31)									

PC

11

SECRET  
(When Filled In)

BJT: 3 MAY 67

**NOTIFICATION OF PERSONNEL ACTION**

OCF

1. SERIAL NUMBER: 026090      7. NAME (LAST-FIRST-MIDDLE): KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER

4. EFFECTIVE DATE: 04 | 23 | 67      5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS:  V TO V       V TO LF       U TO U

7. Financial Analysis No. Chargeable: 7135 0834 0000      8. CSC OR OTHER LEGAL AUTHORITY: 50 USE 403 J

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. SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, GS, etc.): GS      15. OCCUPATIONAL SERIES: 0136.01      16. GRADE AND STEP: 12 3      17. SALARY OR RATE: 11685

18. REMARKS:

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

19. ACTION CODE: 20	20. EMPLOY CODE: 10	21. OFFICE CODING: NUMERIC 51700 ALPHABERIC WH	22. STATION CODE: 15005	23. INTEGREE CODE: 3	24. MONTH CODE: 3	25. DATE OF BIRTH: [ ]	26. DATE OF GRADE: [ ]	27. DATE OF 1ST: [ ]
28. NTE EXPIRES: [ ]	29. SPECIAL REFERENCE: [ ]	30. RETIREMENT DATA: [ ]	31. SEPARATION DATA CODE: [ ]	32. CORRECTION/CANCELLATION DATA: [ ]	EOD DATA		33. SECURITY REQ. NO.:	34. SEX:
35. VET. PREFERENCE: [ ]	36. SERV. COMP. DATE: [ ]	37. LONG. COMP. DATE: [ ]	38. CAREER CATEGORY: [ ]	39. FEET/HEALTH INSURANCE: [ ]	40. SOCIAL SECURITY NO.:			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: [ ]			42. LEAVE CAT CODE: [ ]	43. FEDERAL TAX DATA: [ ]		44. STATE TAX DATA: [ ]		45. MILITARY LEAVE CODE: [ ]

SIGNATURE OR OTHER AUTHENTICATION:

FORM 1150 5-66 Use Previous Edition

SECRET

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0583624  
(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

G27

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Month				
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	LSM	ADJ.
GS	12	2	\$11,306	10/24/65	GS	12	3	\$11,069	10/23/66	
8. Remarks and Authorizations										
/ ✓ NO EXCESS LWOP / ✓ IN PAY STATUS AT END OF WAITING PERIOD / ✓ LWOP STATUS AT END OF WAITING PERIOD CLERK'S INITIALS: _____ AUDITED BY: _____ I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: _____ DATE: _____ PAY CHANGE NOTIFICATION										

DET 17 12 32 1966



FJH: 13 SEP 66

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 DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM			4. EFFECTIVE DATE MO. DA. YR. 09   11   66
			5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS X		V TO V	V TO CF
		CF TO V	CF TO CF
		7. COST CENTER NO. CHARGEABLE 7235 0620 0000	8. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS DDP/AH		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
--	--	---	--

11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LO, etc.)		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 ALPHABETIC		22. STATION CODE		23. INTEGER CODE		24. NADEL CODE		25. DATE OF BIRTH MO. DA. YR.			26. DATE OF GRADE MO. DA. YR.			27. DATE OF LEI MO. DA. YR.		
28. NTC EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1 - LSC 2 - PICA 3 - NONE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REQ. NO.		34. SEX								
35. VET. PREFERENCE CODE		36. SEPT. COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.		38. CAREER CATEGORY CAN. RESV. PROV. TEMP.		39. FECLIP/HEALTH INSURANCE CODE CODE D. WAIVER HEALTH INS. CODE		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 NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPT. STATE CODE												

EOD DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED  
09206611

When Filled In

FORM 1150 11-62

Use Previous Edition

SECRET

"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. Org. Center Number		4. LWOP Hours	
026090		KEENAN THOMAS J		51 075 V			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 12	1	\$10,250	10/29/64	GS 12	2	\$10,619	10/24/65
7. TYPE ACTION							
PM LSI ADJ.							
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>S.Y.</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>11/1/65</i>							
PAY CHANGE NOTIFICATION							

OCT 29 9 08 AM '65

NJML 16 DEC 64

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION										
OCF										
1. SERIAL NUMBER		2. NAME (LAST-FIRST MIDDLE)								
026090		KEENAN THOMAS J								
3. NATURE OF PERSONNEL ACTION (CORRECTION/STATUS)					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
CONVERSION FROM <input type="checkbox"/> STATUS					NO. 60B 10 10 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, LO, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS			0136.01		12-1		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	20. Empl. Code	21. OFFICE CODING		22. STATION CODE	23. INTEGER CODE	24. Reqr. Code	25. DATE OF BIRTH		26. DATE OF GRADE	27. DATE OF LES
57	10	51700 WH		45075		3				
28. NTE EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REG. NO.		34. SER. NO.
						56 10 10 64		EOD DATA		
35. VLT. 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. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA		
SIGNATURE OF OTHER AUTHENTICATION										
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>10 DEC 1964</p> <p><i>[Signature]</i></p> </div>										

FORM 1150 11-62

Use Previous Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)



DLB: 20 NOV 64

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER 526090		2. NAME (LAST-FIRST-MIDDLE) KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS					4. EFFECTIVE DATE NO. DA YR 11 22 64		5. CATEGORY OF EMPLOYMENT REGULAR				
6. FUNDS		V TO V X		V TO CP CP TO V		7. COST CENTER NO. CHARGEABLE 5235 0620 0000		8. USE OR OTHER LEGAL AUTHORITY 50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS DCP WH PLANS & OPERATIONS STAFF SECTION A					10. LOCATION OF OFFICIAL STATION WASH., D. C.						
11. POSITION TITLE OPS. OFFICER					12. POSITION NUMBER 0641		13. SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS			15. OCCUPATIONAL SERIES 0138.01		16. GRADE AND STEP 12 1		17. SALARY OR RATE 10250				
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 1E	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 51075 WH		22. STATION CODE 75013	23. INTEGRAL CODE	24. MONTH CODE	25. DATE OF BIRTH		26. DATE OF GRADE	27. DATE OF LEI	
28. USE EMPLOY		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1. CBC 2. FICA 3. NONE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE NO. DA YR		33. SECURITY REQ. NO.	34. SER
35. PREFERENCE		36. SERV. COMP. DATE NO. DA YR		37. LONG. COMP. DATE NO. DA YR		38. CAREER CATEGORY CAP. SERV. CODE PROG. TEMP.		39. FEELTY / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES		40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA 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			
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; font-size: 1.2em;">11/24/64</p> <p style="margin: 0; font-size: 1.5em;">TK</p> </div>											

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Use Previous Edition

SECRET

*Jgd*

1150 1  
1-60000-100-010000  
Group 1, Class 1, and  
2-60000-100-010000

(When Filled In)



RZK: 23 OCT 64

SECRET  
(When Filled In)

**NOTIFICATION OF PERSONNEL ACTION**

OCF

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

3 NATURE OF PERSONNEL ACTION: PROMOTION

4 EFFECTIVE DATE: 10 25 64      5 CATEGORY OF EMPLOYMENT: REGULAR

6 FUNDS: V TO V      V TO TV      7 COST CENTER NO. CHARGEABLE: 5135 0930 0000      8 CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J

9 ORGANIZATIONAL DESIGNATIONS: ODP/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, WH): GS      15 OCCUPATIONAL SERIES: 0136.01      16 GRADE AND STEP: 12 1      17 SALARY OR RATE: 10250

18 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. Nbr/1	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEF
22	10	NUMERIC: 51700	ALPHABETIC: WH	45675		3	10 25 64	10 25 64	10 25 64
28. HIF EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REG NO	34. SER
						EOD DATA			
35. PFT PREFERENCE		36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY		39. PEST/HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA			42. LEAVE CAT		43. FEDERAL TAX DATA			44. STATE TAX DATA	

SIGNATURE OF OTHER AUTHORITY:

POSTED

10/28/64 RZK

FORM 1150 11-62

Use Previous Edition

SECRET

*Jgd*

1150-101  
When Filled In

(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 OCT 1964		REGULAR			
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY		
<input checked="" 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, LS, 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. MONTH CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI	
56	10	NUMERIC: 51700	ALPHABETIC: 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 OFS. 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.		CAREER CODE		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		FORM EXECUTED CODE			
0 - NO PREVIOUS SERVICE 1 - 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;">10/13/64 JJK</p> </div>										

FORM 11-62 1130

Use Previous Edition

SECRET

SP-7  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

(When Filled In)

1 Serial No.		2 Name		3 Cost Center Number		4 LWOP Hours	
026090		KEENAN THOMAS J		51 700		456 CF	
5 OLD SALARY RATE				6 NEW SALARY RATE			
Grade	Step	Salary	Last EM. Date	Grade	Step	Salary	Effective Date
GS 11	2	\$ 8,090	04/14/63	GS 11	3	\$ 8,970	04/12/64
7 TYPE ACTION							
PSI							
LSI							
ADI							
8 Remarks and Authentication							
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>J. L. [Signature]</i>				DATE: <i>12/24/64</i>			
PAY CHANGE NOTIFICATION							

Form 941, 560

Obsolete Previous Edition

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 9 JANUARY 1964.

NAME	SERIAL	OWN FUNDS	GR-ST	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51 700	CF GS 11 2	\$ 8,313	\$ 8,690

BAB: 12 APR 63

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					MO. DA. YR. 04 14 63		REGULAR				
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY							
<input type="checkbox"/> TO V <input type="checkbox"/> TO W <input checked="" type="checkbox"/> TO X <input type="checkbox"/> TO Y		3135 5700 1000		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, GS-10, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS			0136.01		11 2		8310				
18. REMARKS											
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. HOURS CODE	25. DATE OF BIRTH		26. DATE OF GRADE	27. DATE OF LET	
22	10	64700 WH		45075		3	MO. DA. YR. 04 14 63		MO. DA. YR. 04 14 63		
28. HIRE 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			
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)				CODE		FORM EXECUTED CODE		FORM EXECUTED CODE			
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;">04/23/63 JK</p> </div>											

FORM 1150  
11 62

Use Previous Edition

*MS*

SECRET

17

GROUP 1  
Excluded from automatic  
downgrading and  
declassification  
(When Filled In)

1. Serial No.		2. Name		3. Civil Control Number		4. LWOP Status	
026090		KEENAN THOMAS J		64 700 CP			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Effective Date	Grade	Step	Salary	Effective Date
GS-10	2	7,939	10/29/61	GS-10	3	7,780	10/28/62
7. TYPE ACTION							
PSA							
LW							
ADJ							
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.							
SIGNATURE: <i>Red P. Holman</i> DATE: 26- <del>11</del> -62 AG 11/7/62 WK							
PAY CHANGE NOTIFICATION							

Form 9-61 560

Obsolete Form  
5-62

(4-51)

100

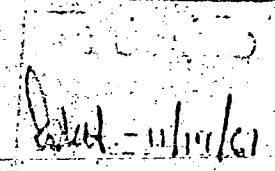
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-799 AND  
 DCI MEMORANDUM DATED 1 AUGUST 1954, SALARY IS ADJUSTED AS FOLLOWS:  
 EFFECTIVE 14 OCTOBER 1962

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



AES: 27 OCT 61

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
020000		KEFNAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						10 29 61		REGULAR			
6. FUNDS		7. COST CENTER NO. (CHARGEABLE)		8. CSC OR OTHER LEGAL AUTHORITY							
FUND		2135 5700 1000		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. CAREER SERVICE DESIGNATION			
CPS OFFICER						0489		D			
14. CLASSIFICATION SCHEDULE (SEE HR. 400)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE				
GS			0136 01		10 2		7160				
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES		22. STATION CODE	23. ENTERED	24. MEDICAL CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LET		
22	10	64700 WH		45075		3		10 29 61	10 29 61		
28. INT. EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REG. NO.	34. SER.
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. MIL. SERV. CREDIT/LED		39. FEELS / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.		43. FEDERAL TAX DATA				44. STATE TAX DATA	
CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 18 MOS) 3 - BREAK IN SERVICE (MORE THAN 18 MOS)				CODE		FORM EXECUTED CODE 1 - YES 2 - NO				STATE TAX DATA CODE NO. TAX STAMP STATE CODE	
SIGNATURE OR OTHER AUTHENTICATION											
											

FORMS 8-60

1110 (Temporary Printing)

SECRET

10-551

7. 27 1960		KEENAN THOMAS J		DD/WH		UV					
6. OLD SALARY RATE				7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
GS 09	2	\$ 6,175	06	14	59	GS 09	3	\$ 6,285	6	12	60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
10. IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						11. INITIALS OF CLERK			12. AUDITED BY		
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
13. TYPE OF ACTION <input type="checkbox"/> P.O.S. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT						14. REMARKS					
15. AUTHENTICATION											

**SECRET**  
 PAY CHANGES NOTIFICATION  
 MATED BY [Signature]

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

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	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	CEL	SAC	ADJ
GS	09	6,765	06/12/60	09	6	6,765	06/11/61			
9. Remarks and Authentication										
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / IN LWOP STATUS AT END OF WAITING PERIOD										
<b>SECRET</b> PAY CHANGE NOTIFICATION										

**SECRET**

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. Ver. Encl.		5. Serv.		4. C. Code	
526090		KEENAN THOMAS J				Mo. Da. Yr.			Non-Res. Code		Mo. Da. Yr.		Mo. Da. Yr.	
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority		20. Admt. Affiliation			11. Flight		12. LCO		13. Prod. Code	
Mo. Da. Yr.		Yes-1 Code No-2		50 USCA 403 J		Mo. Da. Yr.			Yes-1 Code No-2		Mo. Da. Yr.		Yes-1 Code No-2	
01 29 53		1 1							05 20 57		05 20 57		No-2 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		
10. Dept. Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series				
Dept. - 1 Code USld. - 3 Frgn. - 5		5 OPS OFFICER		0489		GS		0136.01				
21. Grade & Step		22. Salary Or Rate		23. SO		24. Date Of Grade		25. PSI Date		26. Appropriation Number		
09 2		\$ 6135		D		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 12 60		0135 5700 3000		

**ACTION**

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

**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 USld. - 3 Frgn. - 5		5 OPS OFFICER		0489		GS		0136.01				
38. Grade & Step		39. Salary Or Rate		40. SO		41. Date Of Grade		42. PSI Date		43. Appropriation Number		
09 2		\$ 6135		D		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 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 SICK AND 80 HOURS ANNUAL LEAVE TO BE TRANSFERRED [REDACTED]												

*Posted  
PCS  
SR*

FORM NO. 1 MAR 57 1150e

SECRET

(4)

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ALS: 12 DEC 1959

1. Serial No.		2. Name (Last, First-Middle)			3. Date Of Birth			4. Vet. Pref.		5. Ser.		6. CS-ECB			
526090		KEENAN THOMAS J			Mo.   Da.   Yr.			None-0 3 Pt. 1 10 Pt. 9		M-1		Mo.   Da.   Yr.			
7. SCB		8. CSC Permit		9. CSC Or Other Legal Authority			10. Appt. Authority			11. FLCL		12. LCD		13. Encl. Code	
Mo.   Da.   Yr.		Yr. 1 11a. 2		Code			Mo.   Da.   Yr.			Yes. 1 No. 2		Mo.   Da.   Yr.		Yes. 1 No. 2	
01   29   53		11a. 2		50 USCA 403								05   20   57		2	

PREVIOUS ASSIGNMENT

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

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DOP 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 USfld - 3 Frgn - 5		Code				0489		GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Day		43. Appropriation Number	
09 2		\$ 6135		0		Mo.   Da.   Yr.		Mo.   Da.   Yr.		0135 5700 3000	
06   15   58						06   12   60					

44. Remarks

1-6-60  
RAH

12-18-57

SECRET

SECRET

(When Filled In)

DEC 4 SEPT 59 NOTIFICATION OF PERSONNEL ACTION

1. Employee No.		2. Full Name		3. Date of Birth		4. Vol. No.		5. Sex		6. CS. FOD			
526090		KEENAN THOMAS J		Mo. Da. Yr.		1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.		M 1		Mo. Da. Yr. 05 20 57			
7. SCID		8. CSC Post. No.		9. CSC Or Other Legal Authority		10. App. Allodge.		11. T. C. U.		12. LCD		13. No. 1 Code	
Mo. Da. Yr. 01 29 53		No. 1 Code No. 2 1		50 USCA 403 J		Mo. Da. Yr.		Mo. Da. Yr. 05 20 57		Mo. Da. Yr. 05 20 57		No. 1 Code No. 2 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code		
DDP 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 USID - 3 Fpn - 5		Code 2 OPS OFF PP.		0070		GS		0136.31				
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Day		26. Appropriation Number		
09 2		\$ 6135		D		Mo. Da. Yr. 06 15 59		Mo. Da. Yr. 06 14 59		9 3500 20 001		

ACTION

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

PRESENT ASSIGNMENT

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

44. Remarks  
EXTENDED TRAINING.

FOIA  
15 JUL 1978  
A. J. J.

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

SFR #	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. 126090		2. NAME KEFNAN THOMAS J			3. ASSIGNED ORGAN. DDP/WH 3		4. FUNDS V-20	5. ALLOTMENT 3531	
6. OLD SALARY RATE				7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE
GS 9	1	8 5,985	MO.	DA.	YR.	GS 9	2	6 135	MO. DA. YR.
			06	15	50				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									
IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD									
9. NUMBER OF HOURS LWOP						10. INITIALS OF CLERK			
						11. AUDITED BY			
TO BE COMPLETED BY THE OFFICE OF PERSONNEL									
12. PROJECTED SALARY RATE AND EFFECTIVE DATE									
GRADE	STEP	SALARY	MO.	DA.	YR.	13. REMARKS			
14. AUTHENTICATION									
05. M. J. S. C. G. MC PERIODIC STEP INCREASE AUTHENTICATION <b>SECRET</b>									

FORM 1150 5600

PERSONNEL FOLDER 101



**SECRET**  
(When Filled In)

ARE: 23 JAN 1959													
<b>NOTIFICATION OF PERSONNEL ACTION</b>													
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth		4. Vet. Prod.		5. Sex.		6. GS - EOD	
126090		KEENAN THOMAS J				Mo. Da. Yr.		None-0 5 Pt-1 10 Pt-2		1 M 1		Mo. Da. Yr. 05 20 57	
7. SCD		8. CSC Perm.		9. CSC Or Other Legal Authority		10. Appt. Atridav.		11. FEGLI		12. LCD		13. Grnd. Lev.	
Mo. Da. Yr. 01 29 53		Yes-1 No-2		Code 1 50 USCA 403 J		Mo. Da. Yr.		Yes-1 No-2		Code 05 20 57		Yes-1 No-2	

**PREVIOUS ASSIGNMENT**

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDS OTR JUNIOR OFFICER TRAINEE CORPS				2810		WASH., D.C.				75013	
16. Dept. - Field		17. Position Title				18. Position No.		19. Serv.		20. Occup. Series	
Dept - 9 USfld - 4 Frqn - 6		Code 2		JOT				0748.16		GS 0090.01	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
09 1		\$ 5985		ST		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 14 59		8 7507 20	

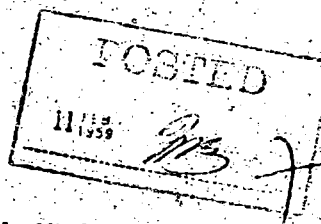
**ACTION**

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

**PRESENT ASSIGNMENT**

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP WH BRANCH III CENTRAL AMERICA SECTION				4613		WASH., D. C.				75013	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept - 2 USfld - 4 Frqn - 6		Code 2		OPS OFF PP				0070		GS 0136.31	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
09 1		\$ 5985		D		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 14 59		9 3500 20 001	

44. Remarks



FORM NO 1150  
1 MAR 57

*ad 11-8/59*

**SECRET**

(4)

S E C R E T

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

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

GORDON M. STEWART  
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																
LVL 1: JUNE 58																
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vac. Prod.		5. Sex		6. CS - EOB			
126090		KEENAN THOMAS J				Mo. Da. Yr.			None-0 5 Pt-1 10 Pt-9		Code M 1		Mo. Da. Yr. 05 20 57			
7. SCD			8. CSC Rating		9. CSC Or Other Legal Authority			10. Apmt. Affidav.			11. FLGLI		12. LCD		13. MFLI	
Mo. Da. Yr. 01 29 53			Yes-1 No-2 1		Code 50 USCA 403			Mo. Da. Yr. Mo. Da. Yr.			Yes-1 No-2 05 20 57		Yes-1 No-2 Code 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 USfld - 4 Frqn - 6		Code 2 JOT				0748.16		GS		0090.01	
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		06 15 58		REGULAR			01			

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 USfld - 4 Frqn - 6		Code 2 JOT				0748.16		GS		0090.01	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
09 1		\$ 5440		ST		06 15 58		06 14 59		8 7507 20	

44. Remarks

POSTED  
 JUN 17 1958  
 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>86 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)

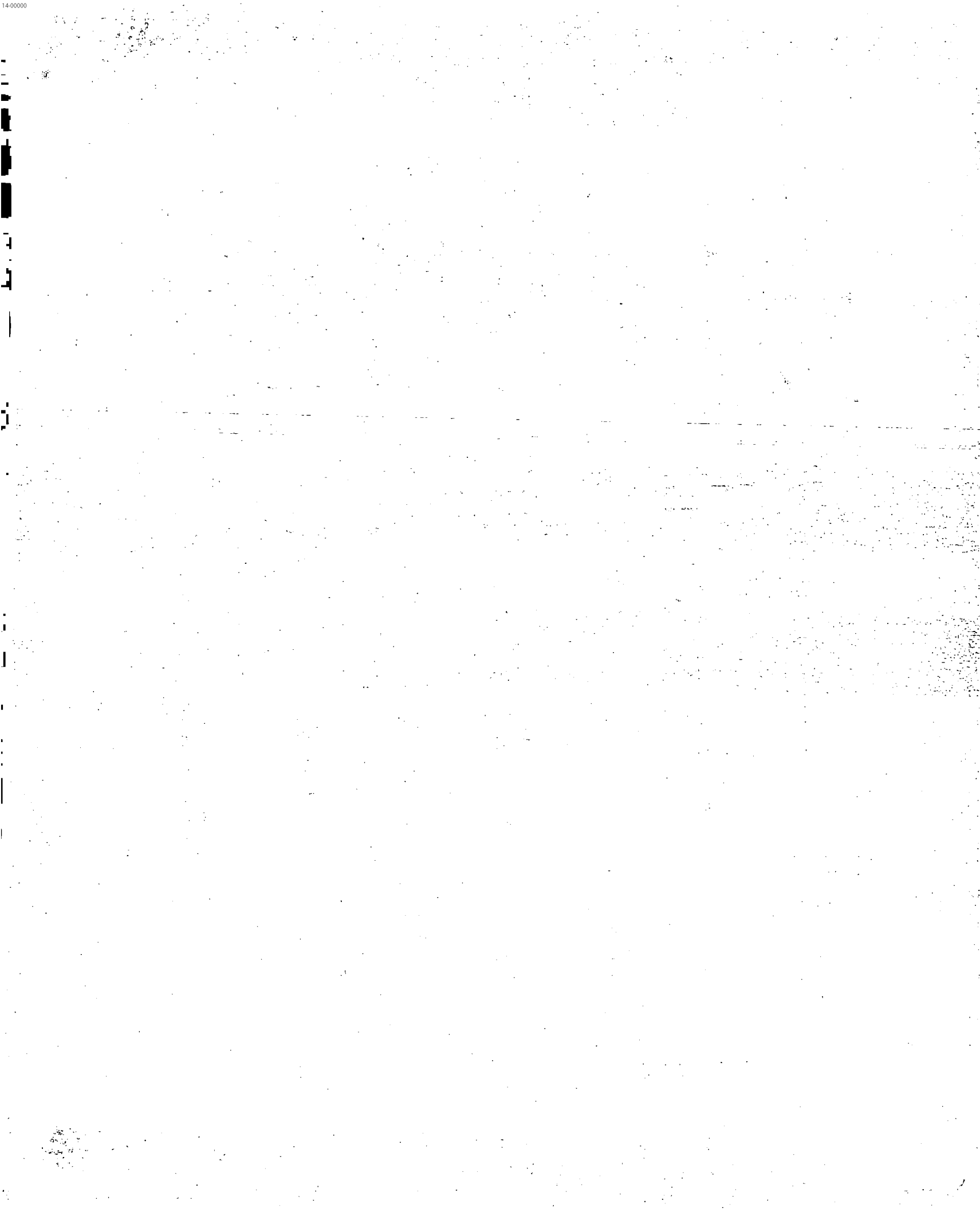
SECRET  
(WHEN FILLED IN)

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 EMPLOYEES ARE SATISFACTORY.											
TYPED, OR PRINTED, NAME OF SUPERVISOR William Keelas				DATE 23 Mar 58	SIGNATURE OF SUPERVISOR <i>William Keelas</i>						
PERIODIC STEP INCREASE - CERTIFICATION											

FORM NO. 560  
1 MAR. 58

SECRET

PERSONNEL FOLDER (4)



CENTRAL INTELLIGENCE AGENCY

F.C. 19 Apr 57  
 lvl C-7613

NOTIFICATION OF PERSONNEL ACTION

1. NAME (Last - first - middle - last given name, initials, and surname) <b>MR. THOMAS J. DEHRAN</b> <b>126070</b>	2. DATE OF BIRTH	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 \$4,525.00 per annum</b>
10. ORGANIZATIONAL DESIGNATIONS <b>281000</b>	11. HEADQUARTERS <b>Washington, D. C.</b>
12. FIELD OR DEPT'L <b>2</b>	

13. VETERAN'S PREFERENCE: NONE  WWII  OTHER  5-PT.  10-POINT

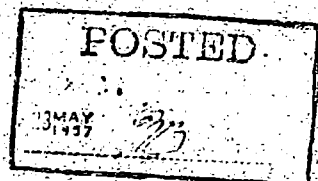
14. POSITION CLASSIFICATION ACTION: NEW  VICE  I. A.  REAL  **IOC** **SD/GT**

15. SEX <b>M</b>	16. APPROPRIATION FROM: <b>7-1501-20</b> TO: <b>750-13</b>	17. SUBJECT TO C & RETIREMENT ACT (YES, NO) <b>Yes</b>	18. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) <b>20 May 1957</b>	19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
---------------------	--	---	---	---

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

DOG: 05/20/57  
 CREOD: 05/20/57  
 LCD: 05/20/57  
 SCD: 01/29/53

PSI due 06/01/58



ENTRANCE PERFORMANCE RATINGS:  
 Director of Personnel

4. PERSONNEL FOLDER COPY.

*773 5/21/57*



**CONFIDENTIAL**  
CLASSIFICATION

**FITNESS REPORT**

<b>SECTION A</b>				<b>GENERAL INFORMATION</b>			
1. EMPLOYEE NUMBER <b>026090</b>		2. NAME (Last, first, middle) <b>Keenan, Thomas J.</b>		3. GRADE <b>GS-15</b>		4. DQB <b>DQB</b>	
5. OFFICIAL POSITION <b>Ops Officer, DChief</b>		6. SUPERVISORY INSTITUTION <b>DDO/LA/OPS</b>		7. LOCATION <b>Headquarters</b>		8. REPORT TYPE <input checked="" type="checkbox"/> POS. <input type="checkbox"/> OT	
9. TYPE OF APPOINTMENT				10. 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"/> REASSIGNMENT	<input type="checkbox"/> SPECIAL	
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> OTHER	13. REPORTING PERIOD (FROM-TO) <b>1 Jan 77 - 3 Dec 77</b>		14. DATE REPORT DUE IN O.P. <b>January 1978</b>		

**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.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

**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).

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

**OVERALL PERFORMANCE IN CURRENT POSITION**

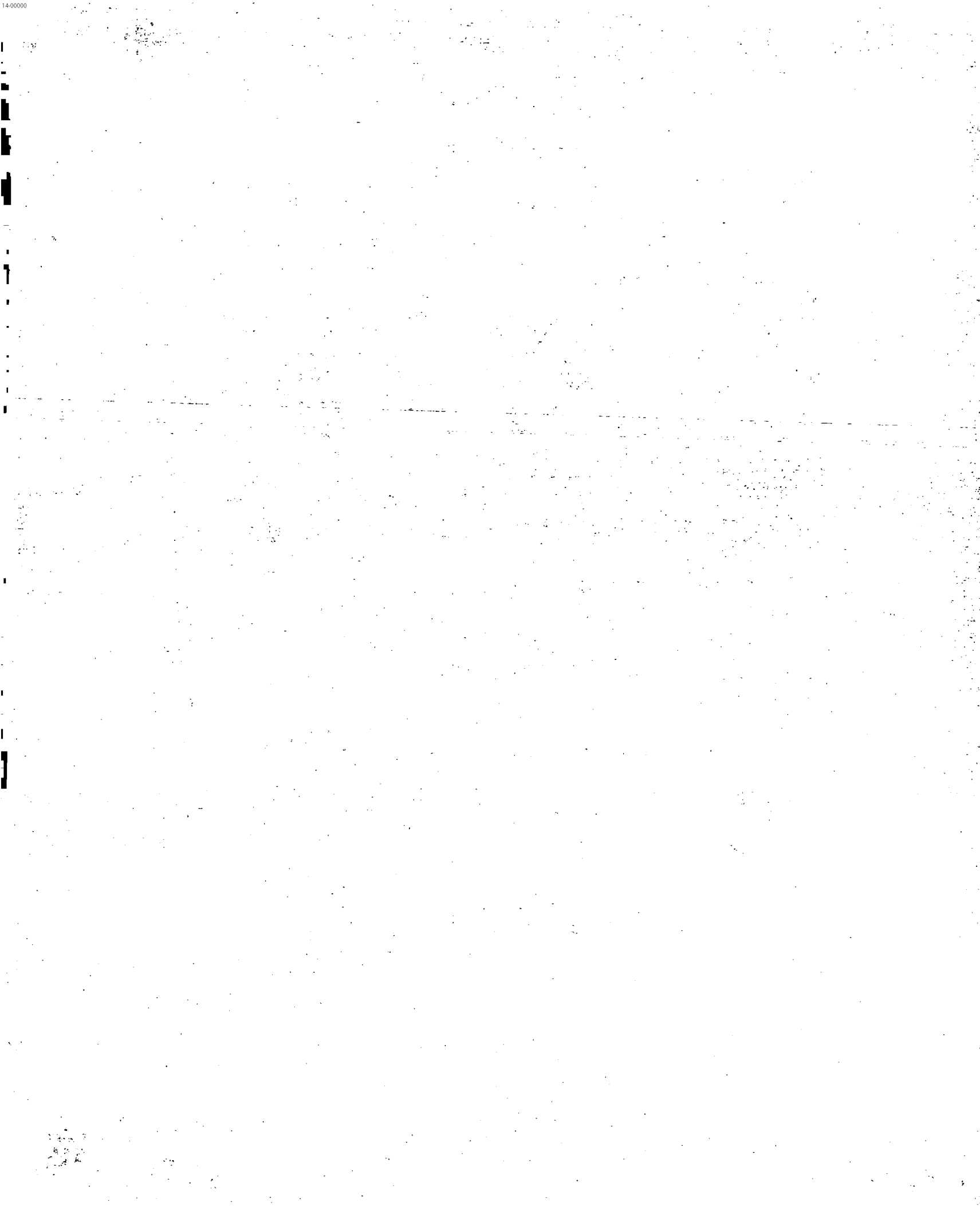
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's 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.

<b>RATING LETTER</b>
0 DUB 0278

FORM 45 USE PREVIOUS EDITIONS

CLASSIFICATION  
Confidential

E2, UNPDET CL BY 19812



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. Of a recommendation in writing submitted in foreign language to improve, if required, the current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Matters 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.

**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: 41 January 1978

OFFICIAL TITLE OF SUPERVISOR: Deputy Chief, LA Southern Region

TYPED OR PRINTED NAME AND SIGNATURE: Joseph Di Stefano

**2. BY EMPLOYEE**

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

DATE: 11 Jan 1978

SIGNATURE OF EMPLOYEE: Joseph Di Stefano

**3. BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL:

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.

DATE: 17 Jan 1978

OFFICIAL TITLE OF REVIEWING OFFICIAL: Deputy Chief, Latin America Division

TYPED OR PRINTED NAME AND SIGNATURE: George V. Lauder

**4. BY EMPLOYEE**

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

DATE: 17 Jan 78

SIGNATURE OF EMPLOYEE: Joseph Di Stefano

CLASSIFICATION  
CONFIDENTIAL

CONFIDENTIAL

4 JAN 1978

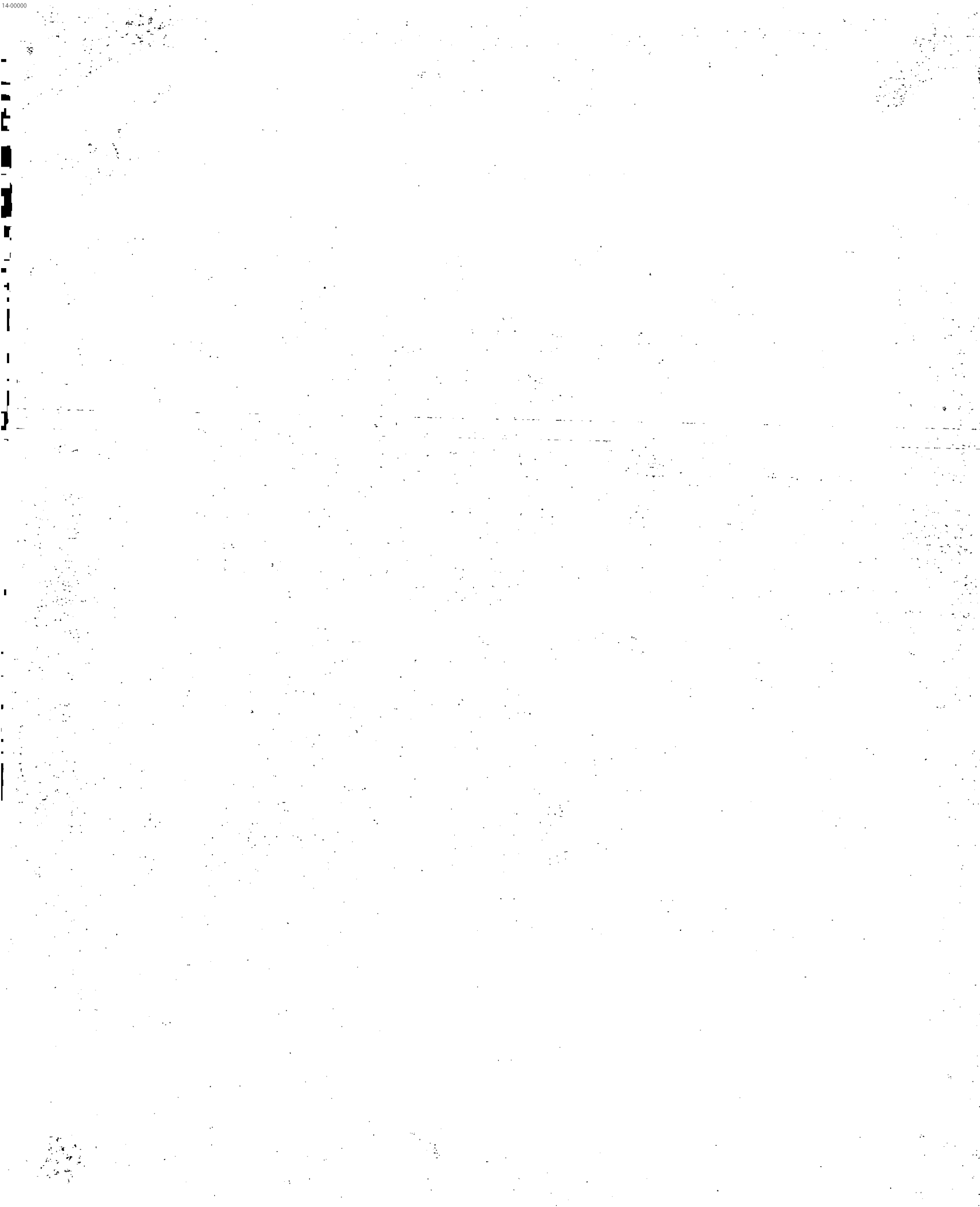
MEMORANDUM IN LIEU OF FITNESS REPORT

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.

E2 IMPDET  
CL BY 19812

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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 [redacted]

He performed these responsibilities with the same thoughtfulness and effectiveness he applies to everything else.

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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

*41 January 1978*  
Date

CONFIDENTIAL

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 [redacted] 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 COPS 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: [ ] 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. (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z)  
 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.

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 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 as their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY NO.	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, responsiveness, personal traits or habits, and particular limitations or defects. 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

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, may 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 APR 1977*

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 NOT HAD ACCESS TO THE ENTIRE REPORT, I HAVE  HAVE NOT  ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.

DATE

*11 APR 77*

SIGNATURE OF EMPLOYEE

*George V. Lauder*

CLASSIFICATION

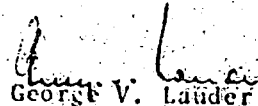
**CONFIDENTIAL**


CONFIDENTIAL

Branch Chief's attention, the other Stations, particularly [redacted] 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 thoughtful 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  
Deputy Chief  
Latin America Division

  
Thomas J. Keenan

4/29/77  
Date

SECRET

FITNESS REPORT

SECTION A GENERAL INFORMATION								
1. EMPLOYEE NUMBER 026090	2. NAME (Last, First, Middle) Keenan, Thomas J.			3. DATE OF BIRTH	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. CODE HCO
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**

**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	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.



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>	

<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			
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		
<input type="checkbox"/> HAVE ATTACHED <input type="checkbox"/> HAVE NOT ATTACHED		1 July 1976	/s/Thomas J. Keenan		
<b>3. BY REVIEWING OFFICIAL</b>					
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 ENTRIES IN ALL SECTIONS OF THIS REPORT		DATE	SIGNATURE OF EMPLOYEE		
		1 July 1976	/s/Thomas J. Keenan		

CLASSIFICATION  
**SECRET**

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.

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*  
Raymond A. Warren  
Deputy Chief  
Latin America Division

SECRET

E2 IMPDET  
CL BY 009560

SECRET

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, 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

2

SECRET

CLASSIFICATION

FITNESS REPORT

SECTION A GENERAL INFORMATION							
1. EMPLOYEE NUMBER 026090	2. NAME (last, first, middle) Keenan, Thomas J.	3. DATE OF BIRTH	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)			
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	
<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 resignation or to separation. Describe action taken or proposed in Section D.
<b>M—Marginal</b>	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.
<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.

**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

CLASSIFICATION

SECRET

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 (4); provide best basis for determining future personnel action. Manner 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 BEEN THE ENTRIES IN THE 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

SECRET

E2 IMPDET  
CL BY 009560



SECRET

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.

2

SECRET

CLASSIFICATION

**FITNESS REPORT**

**SECTION A GENERAL INFORMATION**

1. EMPLOYEE NUMBER 026090		2. NAME (Last, first, middle) Keenan, Thomas J.		3. DATE OF BIRTH	4. SEX M	5. GRADE GS-14	6. DD D
7. OFFICIAL POSITION TITLE Chief of Station			8. OFF/DIV OR OF ASSIGNMENT DDO/WH/7	9. CURRENT STATION Kingston		10. CODE (10-600) NOS. OF	
11. TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> CONTRACT <input type="checkbox"/> OTHER (List) <input type="checkbox"/> TEMPORARY				12. TYPE OF REPORT ANNUAL    Retirement supervisor 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	RATING LETTER
Chief of Station, Kingston	
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**

FORM 45 0-73

CLASSIFICATION  
**CONFIDENTIAL**

12. IMPDET CL BY *APL*

JUN 1974

**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 <b>026090</b>		2. NAME (last, first, middle) <b>Keenan, Thomas J.</b>		3. DATE OF BIRTH	4. SEX <b>M</b>
		5. GRADE & SO <b>GS-14 D</b>			
7. OFFICIAL POSITION TITLE <b>Ops Officer, DCOS</b>			8. OFF/DIV/BR OF ASSIGNMENT <b>DDO/WH/3</b>		9. CURRENT STATION <b>Lima, Peru</b>
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"/> 31-MONTH	<input type="checkbox"/> 30-MONTH
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> TEMPORARY	12. REPORTING PERIOD (From-To) <b>1 Nov 1972 - 14 Sept 73</b>		13. DATE REPORT DUE IN O.P.
<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 <b>DCOS</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 2 <b>ACOS</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3 <b>Senior Station Case Officer</b>					RATING LETTER <b>O</b>
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 <b>S</b>

FORM 45N  
3-71

**CONFIDENTIAL**

E. J. IMPDET CL BY 00762

(4)

CONFIDENTIAL

**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 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 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

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 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	
<b>SECTION A</b>				<b>GENERAL</b>	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, Thomas J.			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		
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 checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL		
<input type="checkbox"/> SPECIAL (Specify)			<input type="checkbox"/> 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</b>					
<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					RATING LETTER
Deputy Chief of Station					S
SPECIFIC DUTY NO. 2					RATING LETTER
Acting Chief of Station					S
SPECIFIC DUTY NO. 3					RATING LETTER
Senior Station Case Officer					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>					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

NOV 16 1972  
M/1



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 or explain ratings given in Section B to provide basis for determining future personnel action. Appraisal 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

SECRET

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. [REDACTED]

[REDACTED]

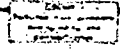
important cases require quick thinking, gentle persuasion, and an adroit persistence in pushing BKCROWN's interests (offensive and defensive) in the midst of a welter of competing factors. Where a light but firm touch is needed, this officer cannot have many equals.

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.

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.		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"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specialty)				<input type="checkbox"/> SPECIAL (Specialty)		
11. DATE REPORT DUE IN G.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 <b>S</b>
SPECIFIC DUTY NO. 2 Supervision of Project covering [redacted] [redacted] Case officer for some of the agents in the project.						RATING LETTER <b>S</b>
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.						<b>S</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 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: [Redacted]

**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 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: 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	
<b>SECTION A GENERAL</b>				026090	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SER.	4. GRADE	5. SD
Keenan, Thomas J.			M	GS-14	D
6. OFFICIAL POSITION TITLE		7. OFF. DIVISION OF ASSIGNMENT		8. CURRENT STATION	
Ops officer DCOS		DDP/KH/5		Lima, Peru	
9. CHECK IN TYPE OF APPOINTMENT		10. CHECK IN TYPE OF REPORT		11. REASSIGNMENT SUPERVISOR	
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify)		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - to)			
29 Feb 72		1 October 1971 - 31 December 1971			
SECTION B PERFORMANCE EVALUATION					
<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-Proicient</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.			
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 Deputy Chief of Station and Acting Chief of Station in absence of the COS					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 2 Supervision of Project covering the <span style="border: 1px solid black; padding: 2px;">[redacted]</span> Case officer for some of the agents in the project.					RATING LETTER <b>S</b>
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 <b>S</b>



SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses of or noted in this position 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.</p>			
<p>_____ was made by another officer closely assisted and encouraged by Subject. The latter is now _____</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 77	COS	_____	
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 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 (D) (M) (Y)		3. GRADE	4. STATION
Keenan, Thomas J.		14		GS 14	B
5. OFFICIAL POSITION TITLE			7. OFFICIAL USE 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 type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)			<input type="checkbox"/> ANNUAL	<input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):			SPECIAL 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 INPURE 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			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD
Keenan, Thomas J.					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					
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
30 April 1971				1 Jan 70 - 31 March 70			
<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	Conduct Station REDTOP operations						RATING LETTER
	DE34						S
SPECIFIC DUTY NO. 2	Agent handling						RATING LETTER
	DE62						O
SPECIFIC DUTY NO. 3	Development of new contacts and recruitment						RATING LETTER
	DE15						S
SPECIFIC DUTY NO. 4	Operational reporting and project management						RATING LETTER
							O
SPECIFIC DUTY NO. 5	Supervise one case officer and intel assistant						RATING LETTER
							S
SPECIFIC DUTY NO. 6	Liaison with other LNPURE components						RATING LETTER
	DE40 28 APR 1971						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

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. Matters 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

DATE

SIGNATURE OF EMPLOYEE

officer'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

S E C R E T

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, <sup>and</sup> sharp intelligence coupled with unusual discipline. We shall miss him and his wife and are certain he will do well in his new post.

S E C R E T

**SECRET**  
(When Filled In)

FITNESS REPORT							EMPLOYEE SERIAL NUMBER	
							620080	
<b>SECTION A</b>				<b>GENERAL</b>				
1. NAME (Last) (First) (Middle)				2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
Keenan, Thomas J.					M	GS-13	D	
6. OFFICIAL POSITION/TITLE				7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Ops Officer				DDP/WH/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				
SPECIAL (Specify):				SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)				
<b>SECTION B</b>				<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>							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.							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 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 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)

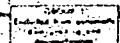
SECTION D			CERTIFICATION AND COMMENTS		
1. BY EMPLOYEE					
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT					
DATE	SIGNATURE OF EMPLOYEE				
13 February 1970	/s/ Thomas J. Keenan				
2. BY SUPERVISOR					
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN 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. Pionzlo			

SECRET

**SECRET**  
(When Filled In)

Reviewed by **OP/PD/EAB**

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				026090			
<b>SECTION A GENERAL</b>							
1. NAME <i>(Last) (First) (Middle)</i> <b>Kouliant, Thomas J.</b>			2. DATE OF BIRTH		3. SEX <b>M</b>	4. GRADE <b>GS-13</b>	5. DO <b>D</b>
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. OPP/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"/> 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>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 major 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.

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,

[redacted] 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	SIGNATURE OF EMPLOYEE	
4 Feb. 1969	/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
4 Feb. 1969	Ops Officer, DCOS	/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	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
4 Feb. 1969	Chief of Station	/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			
				026090			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
Keenan, Thomas J.				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 type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):				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 - 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						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.

MAY 3 11 32 AM '68

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

14 May 68

SIGNATURE OF EMPLOYEE

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION:

11 months

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

DATE

14 May 68

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL:

I concur with the letter rating of the rating officer.

DATE

14 May 68

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Richard Sampson

SECRET



**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER		
<b>SECTION A</b>				<b>GENERAL</b>		
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD
Keenan, Thomas J.				M	GS-13	D
6. OFFICIAL POSITION TITLE				7. OFF/DIVISION OF ASSIGNMENT		8. CURRENT STATION
Ops Officer				WB		Bozota
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 type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> SPECIAL (Specify): <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)		
28 February 1968				1 July - 31 December 1967		
<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
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]						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

SECRET

(When Filled In)

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 supplement ratings by Section B to provide basis for determining future personnel action. Modes of performance of management or technical 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>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 WOLIME programs in the press [redacted] he also gives guidance and additional on-the-job training [redacted] nationality who is used in recruitment approaches, and in a support [redacted] the capacity.</p> <p>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 WOLIME 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 WOLIME 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.</p> <p>This employee is an extremely hard worker, writes well and has a well organized mind. His operational reporting is extensive and invariably on time.</p> <p style="text-align: right;">(Continued on annex)</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		
5 February 1968	/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		
7	XXXXXXXXXXXX		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
5 February 1968	Deputy Chief of Station	[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	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
5 February 1968	Chief of Station, Bogota	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.					M	GS-12	D
6. OFFICIAL POSITION TITLE			7. OFF/DIVISION 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"/> 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)			
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						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 CI/FI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.						O	
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.						O	
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	
<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 basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, equipment and funds, must be commented on, if applicable. If further space is needed to complete Section C, attach a separate sheet of paper.

This officer's duties remained the same as during the 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				CSP FORM NUMBER	
				026090	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. GRADE	4. SSN
KEENAN, Thomas J.			M	GS-12	D
5. OFFICIAL POSITION TITLE			6. OFFICE DIVISION OF ASSIGNMENT		
Ops Officer			DDP/WH/CI FI Headquarters		
7. CHECK (X) TYPE OF APPOINTMENT			8. 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
9. SPECIAL (Specify):			10. SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
			1 Jan - 31 December 1965		
<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 FI/CI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.					RATING LETTER S
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 S
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
21 DEC 1965					



SECRET

(When Filled In)

OFFICE OF PERSONNEL

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 as described, if applicable.

While Subject has been under my supervision only for the past three months, the following comments reflect also the opinion of the previous supervisor.

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.

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.

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.

BY EMPLOYEE

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

DATE: 16 Dec 65 SIGNATURE OF EMPLOYEE: [Signature]

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 3 IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:

DATE: 16 Dec '65 OFFICIAL TITLE OF SUPERVISOR: C/WH/PI TYPED OR PRINTED NAME AND SIGNATURE: Thomas Polgar

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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.

DATE: 16 December 1965 OFFICIAL TITLE OF REVIEWING OFFICIAL: WH/Executive Officer (or) DC/HRD TYPED OR PRINTED NAME AND SIGNATURE: Donald C. Marelius (or) Jacob D. Esterline

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.				M	GS-12	P
6. OFFICIAL POSITION TITLE			7. OFF/DIV/DR OF ASSIGNMENT		8. CURRENT STATION	
Op Officer			DDP/WH/P&O/A		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"/>	REASSIGNMENT SUPERVISOR
	CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/>	ANNUAL	REASSIGNMENT EMPLOYEE
	SPECIAL (Specify)				SPECIAL (Specify)	
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From to)			
31 January 1965			30 November-31 December 1964			
<b>SECTION B PERFORMANCE EVALUATION</b>						
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - 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.						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>						
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.						RATING LETTER
20 JAN 1965						S

**SECTION C NARRATIVE COMMENTS**

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

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 1

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 December 1964	C/WH/PO/A	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	John Horton

SECRET  
(When Filled In)

Label  
2-13

FITNESS REPORT					EMPLOYEE SERIAL NUMBER
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle) Keenan, Thomas J.			2. DATE OF BIRTH	3. DEPT M	4. GRADE GS-10
5. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/RR OF ASSIGNMENT DDP, Wd 3		
9. CHECK (X) TYPE OF APPOINTMENT CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify)			8. CURRENT STATION Mexico		
			10. CHECK (X) TYPE OF REPORT INITIAL <input type="checkbox"/> ANNUAL <input checked="" 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 (CS-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

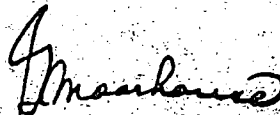
Promotion of

Thomas J. Keenan

1. [redacted] that effective

5 August 1962 subject employee was promoted from

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



Chief, Central Cover Group

cc: Operating Component Compensation  
and Tax Accounts Branch

CONFIDENTIAL



**SECRET**  
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>						26090	
<b>GENERAL</b>							
1. NAME (Last) <b>KEEMAN</b>		(First) <b>Thomas</b>		(Middle) <b>J.</b>		2. DATE OF BIRTH	
3. SERVICE DESIGNATION <b>FI (Career)</b>		4. OFFICIAL POSITION TITLE <b>Ops Officer</b>				5. SEX <b>Male</b>	6. GRADE <b>GS-9</b>
7. OFF/DIV/GR OF ASSIGNMENT <b>WH/III/EXE</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"/>	
PENDING <input type="checkbox"/>		DECLINED <input type="checkbox"/>		DENIED <input type="checkbox"/>		REASSIGNMENT/SUPERVISOR <input type="checkbox"/>	
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</b>							
<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 operation</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>	
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</b>							
<b>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</b>							
<b>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	
GETS THINGS DONE							
RESOURCEFUL							
ACCEPTS RESPONSIBILITIES							
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							
DOES HIS JOB WITHOUT STRONG SUPPORT							
FACILITATES SMOOTH OPERATION OF HIS OFFICE							
WRITES EFFECTIVELY							
SECURITY CONSCIOUS							
THINKS CLEARLY							
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							
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 employer by personnel 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 J, C, and D to provide the 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: 10 October 1961 SIGNATURE OF EMPLOYEE: /s/ Thomas J. Keenan

2. BY SUPERVISOR

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

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

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

DATE: 10 October 1961 OFFICIAL TITLE OF SUPERVISOR: Case Officer TYPED OR PRINTED NAME AND SIGNATURE: /s/ Frank P. Estancena

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

I would strongly recommend that this officer be given an immediate promotion.

DATE: 10 October 1961 OFFICIAL TITLE OF REVIEWING OFFICIAL: Chief of Division TYPED OR PRINTED NAME AND SIGNATURE: /s/ J. King

SECRET

217

**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		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>WIID/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"/>	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. 10 persons</b>		RATING NO. <b>7</b>	SPECIFIC DUTY NO. 4 <b>Alternate Case officer for 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. 3 <b>Alternate Case officer for technical project supporting overall Station operations.</b>		RATING NO. <b>6</b>					
SPECIFIC DUTY NO. 5 <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	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

OFFICE OF PERSONNEL

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 position since 3 February 1960. Prior to his assignment to this post, he was a JUI. 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: **PXI 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"/>	C	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	<input checked="" type="checkbox"/>	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"/>	D	C	D	E	OVERALL ACHIEVEMENT	A	B	<input checked="" type="checkbox"/>	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 D-3 (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

(See reverse side)

LANGUAGE PROFICIENCY REPORT  
ABSOLUTE RATING

76

Rating based on classroom performance.

ABSOLUTE CATEGORIES

- 1. Able to understand and use simple spoken language.
- 2. Able to use effective strategies to understand and use simple spoken language.
- 3. Able to understand and use simple spoken language in a variety of contexts.
- 4. Able to understand and use simple spoken language in a variety of contexts and to use effective strategies to understand and use simple spoken language.
- 5. Able to understand and use simple spoken language in a variety of contexts and to use effective strategies to understand and use simple spoken language in a variety of contexts.

Frank A. ...  
Language Testing Unit

Language Scientist



**SECRET**  
(When Filled In)

OCT 1959

FITNESS REPORT						EMPLOYEE SERIAL NUMBER								
<b>SECTION A GENERAL</b>														
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE									
KEEMAN, Thomas J.				Male	GS-9									
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/OR OF ASSIGNMENT										
D		One Officer		DDP/WH/III/C-A/DO										
8. CAREER STAFF STATUS				9. TYPE OF REPORT										
NOT ELIGIBLE	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												
31 October 1959		23 Jan 59 to Sep 59												
<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).														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>1 - Unsatisfactory</td> <td>2 - Barely adequate</td> <td>3 - Acceptable</td> <td>4 - Competent</td> <td>5 - Excellent</td> <td>6 - Superior</td> <td>7 - Outstanding</td> </tr> </table>							1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding	
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding								
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.									
Prepare draft replies for Stations' operational guidance.		4	Contact other Headquarters components in assisting the Stations operations.		5									
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.									
Process project renewals.		5	Process FGA's and OA's for Code. Sign and issue gun and make necessary follow-ups.		5									
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.									
Lend Stations operational support.		4												
<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.														
<ul style="list-style-type: none"> <li>1 - Performance in many important respects falls to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>						RATING NO. 5								
<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														
RESOURCEFUL													X	
ACCEPTS RESPONSIBILITIES													X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES													X	
DOES HIS JOB WITHOUT STRONG SUPPORT													X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE													X	
WRITES EFFECTIVELY													X	
SECURITY CONSCIOUS													X	
THINKS CLEARLY													X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS													X	
OTHER (Specify):													X	
SEE SECTION "E" ON REVERSE SIDE														

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 for determining future personnel actions.

27 PA '59

This individual is alert, conscientious and readily takes MAIL ROOM and accomplished his objectives with thoroughness and dispatch. 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 Cos Officer - Plans, Cos A Walter Tranta

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 CARI/IST Robert H. Dalgron

SECRET

CONFIDENTIAL  
(When Filled In)

FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

DATE OF TESTING

NAME

OFFICE

WAVE

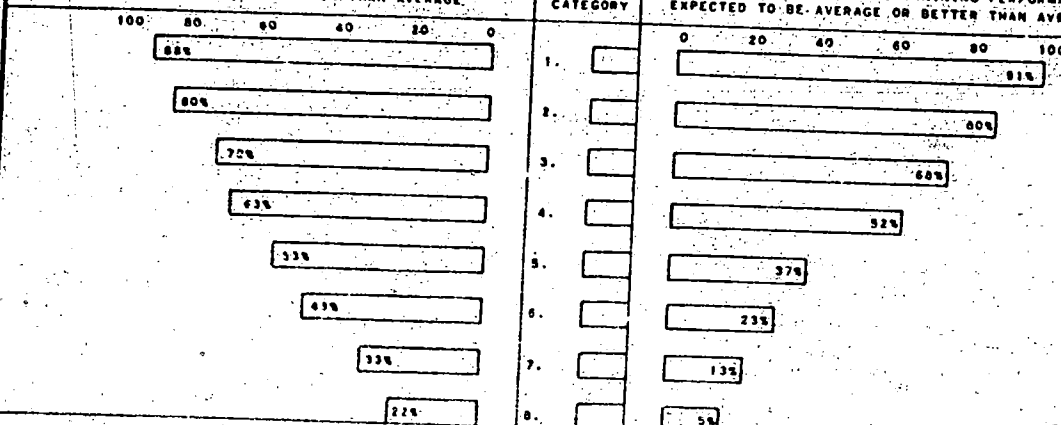
PERIOD

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.

% 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.



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.

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL

MONTHS OF ACADEMIC TRAINING			NONACADEMIC EXPERIENCE (1 YEAR OR MORE)	
LESS THAN 6	7-12	OTHER	READING OR WRITING	SPEAKING
DATE			SIGNATURE OF CHIEF, A & E STAFF	
			J. EDWARDS A. ...	

NOTE: This report may be shown to the individual concerned.

FORM 1674

CONFIDENTIAL

1493

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 JOTP

Keenan came to the Agency on the JOT Program at GS-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 CE and FI Officer. In January 1959 he took over as Chief of the Costa Rican desk.

14-00000

-2-

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-3680

SECRET

(When Filled In)

# FITNESS REPORT (Part II) 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) <b>KERAN,</b> (First) <b>Thomas</b> (Middle) <b>J.</b>		2. DATE OF BIRTH	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"/> REASSIGNMENT-EMPLOYEE <input type="checkbox"/> SPECIAL (Specify)				

### SECTION B.

#### CERTIFICATION

1. FOR THE RATED: THIS REPORT  HAS  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 OF THIS INDIVIDUAL.	<input type="checkbox"/> IF INDIVIDUAL IS RATED "C" OR "D," A WARNING LETTER HAS 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.	<input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

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

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

BY *[Signature]* DATE **24 FEB 58**

Posted For. Cost *[Signature]*

Reviewed by *[Signature]* **2/24/58**

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

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>DUTR</b>
--------------------------------	--	--

### SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

EXPLANATIONS: 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.

- 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.

REMARKS:

4



SECRET

OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- a. State in the spaces below up to six of the more important SPECIFIC DUTIES performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. 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:

FEB 13, 1958

MAIL ROOM

- |                               |                                |                                |
|-------------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING                 | HAS AND USES AREA KNOWLEDGE    | CONDUCTS INTERROGATIONS        |
| GIVING LECTURES               | DEVELOPS NEW PROGRAMS          | PREPARES SUMMARIES             |
| CONDUCTING SEMINARS           | ANALYZES INDUSTRIAL REPORTS    | TRANSLATES GERMAN              |
| WRITING TECHNICAL REPORTS     | MANAGES FILES                  | DISPERSES 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.

- |   |  |
|---|--|
| 1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY                                     | 6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS |
| 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY                                 | 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY   |
| 3 - PERFORMS THIS DUTY ACCEPTABLY   |  |
| 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER  |  |
| 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB |  |

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 2	RATING NUMBER
Training Courses	5		
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Research on Communist Party Activities	5		
SPECIFIC DUTY NO. 5	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... WOULD 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 PERFORMER IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 7 - EXCELLED BY ONLY A FEW IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR 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 5 below.

SECTION 5. GENERAL

1. NAME (Last) <b>KEFRAN,</b>	(First) <b>Thomas</b>	(Middle) <b>J.</b>	2. DATE OF BIRTH	3. SEX <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 6. 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 7. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

5 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 BY DATE
	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.

ACTUAL RATING NUMBER	POTENTIAL RATING NUMBER	DESCRIPTIVE SITUATION
0	3	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
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 CLOSE COORDINATION
0	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
0		OTHER (Specify)

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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

eight

Feb 13 3 04 PM '58

A. 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 H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

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

I. 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 MINDFUL 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. DOES NOT WANT FOR FACTS	3	18. IS POLYVALENT	4	28. HAS SUFFICIENT FAITH IN COMPANY STRUCTURE
4	9. DOES THINGS WISE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. SUPERVISOR REQUIRES STRONG AND CONTINUOUS SUPERVISION

SECRET

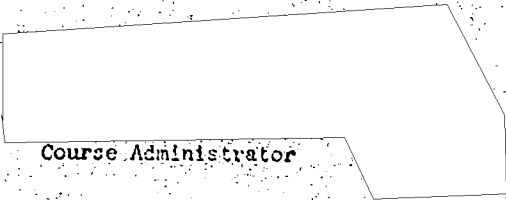
ADMINISTRATIVE — INTERNAL USE ONLY

TRAINING REPORT  
OFFICE OF TRAINING  
FUNCTIONAL TRAINING DIVISION

This certifies that Thomas J. Keenan (00600) 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:

  
Course Administrator

ADMINISTRATIVE — INTERNAL USE ONLY

KEENAN, THOMAS J

1. NAME (Last, First, Middle Initial) KEENAN, THOMAS J		2. SOCIAL SECURITY NUMBER		3. GRADE OR RATE		4. DATE OF BIRTH		5. DATE OF ENTRY INTO CURRENT ACTIVE SERVICE	
6. SELECTIVE SERVICE NUMBER		7. SELECTIVE SERVICE STATUS		8. CHARACTER OF SERVICE		9. TYPE OF RESERVE STATUS		10. DATE RECEIVED	
11. TRAINING COURSE (If completed)		12. GRADE, RATE OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SERVICE		13. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State)		14. STATEMENT OF SERVICE		15. DATE OF ENTRY	
16. STATEMENT OF SERVICE		17. STATEMENT OF SERVICE		18. STATEMENT OF SERVICE		19. STATEMENT OF SERVICE		20. STATEMENT OF SERVICE	
21. GOVERNMENT LIFE INSURANCE IN FORCE		22. AMOUNT OF ALLOTMENT		23. VA BENEFITS RECEIVED OR ANTICIPATED FOR THE YEAR		24. VA CLAIM NUMBER		25. REMARKS	
26. I certify that the information entered in this form is correct to the best of my knowledge and belief.		27. Signature of Registrant		28. Signature of Official		29. Date		30. Office	

DD FORM 214

OFFICE OF THE CHIEF OF STATE

For convenience, a Certificate of  
Eligibility No. 111 111 111 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. 1-6 026090	NAME		
	LAST (Print) KEENAN	FIRST 7-24 THOMAS	MIDDLE 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 (One only). 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	O/P USE ONLY		COUNTRY	CODE 40-42
MONTH	DAY	YEAR	MONTH	DAY	YEAR		37	38 39		
28-28	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION				

#### TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY		AREA(S)	CODE 40-42
MONTH	DAY	YEAR	MONTH	DAY	YEAR		37	38 39		
10-29	29	76	11-11	11	76	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	2		WESTERN HEMISPHERE	911

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

#### SOURCE DOCUMENT AND CERTIFICATION

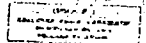
<input checked="" type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

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

REMARKS

PREPARED BY	REPORT ANNOTATED OR CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT BASED UPON SOURCE DOCUMENT CITED
CCO	DATE 11/77	
<input checked="" type="checkbox"/> C & I DIVISION, CIDR.		
C & I DIVISION		

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. 1-6	NAME		
	LAST (Print)	FIRST 7-24	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. 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
29-26	27-26	28-30	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
29-26	27-26	28-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION				
										40-42

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

#### SOURCE DOCUMENT AND CERTIFICATION

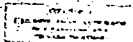
<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input checked="" type="checkbox"/> CABLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input type="checkbox"/> OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. 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
DCO	DATE 11-5-76	SIGNATURE [Signature] X2007
C & L DIVISION, CTAR		
C & L DIVISION		

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



DEPUTY DIRECTOR FOR OPERATIONS  
ROUTING SHEET

TO:	ACTION	INFO	DATE	INITIALS
1. DDO				
2. ADDO				
3. C/PLANS				
4. C/GPS				
5. C/SS				
6. C/CCS				
7. C/CI				
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. <u>C/IA</u> <u>BT-3</u> <u>C/IA/MCA</u> <u>Tom Keenan</u> <u>C/PERS</u> - <u>cy filed</u>	X		13 JUL 1976	<i>[Signature]</i>

SUSPENSE DATE cy stat OTR

REMARKS:  
The attached compliments, including a "thank you" from DDCEI, are for Mr Keenan. Pls. see that they get into his file.  
Thanks,  
Consp. *[Signature]*

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/Pers(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.

*E. H. Roche*

DCI/DDCI



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

Executive Registry  
76-2746

76 4568

Office of the Commandant

25 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



Office of the Commandant  
Mr. George Bush

25

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 54 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

Execution Registry  
 76-5240

# 43712 76 452

23 JUL 76

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

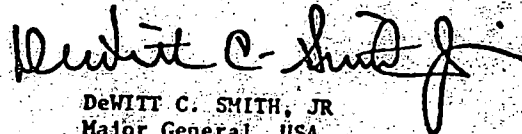
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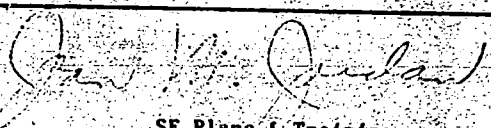
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Sincerely,



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	GRADE GS-15
COB DATE May 1957	OFFICE DDO/LA	SERVICE DESIGNATION D	NO. OF STUDENTS 28
COURSE OBJECTIVES 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.			
ACHIEVEMENT RECORD This is a certificate of attendance. No evaluation is made of individual performance in the course.			
FOR THE DIRECTOR OF TRAINING:		 SE Plans & Training	

FORM 3687 USE PREVIOUS EDITIONS

CONFIDENTIAL

8-7 IMPDET CL BY: 11/687 104-631

ADMINISTRATIVE  
Internal Use Only

REPORT OF SERVICE ABROAD

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

SERIAL NO.

1-8  
026090

LAST

(Print)

Keenan

NAME

MIDDLE

BY: *Thomas*

FILE  
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 (One only) REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 59, 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	30-39		
25-26	27-28	29-30	07	04	75	1 - PCS (Basic)	1		Jamaica	370
						2 - CORRECTION				40-42
						3 - CANCELLATION				

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	30-39		
25-26	27-28	29-30	31-32	33-34	35-36	1 - TDY (Basic)				40-42
						2 - CORRECTION				
						3 - CANCELLATION				

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 623200

DOCUMENT DATE/PERIOD

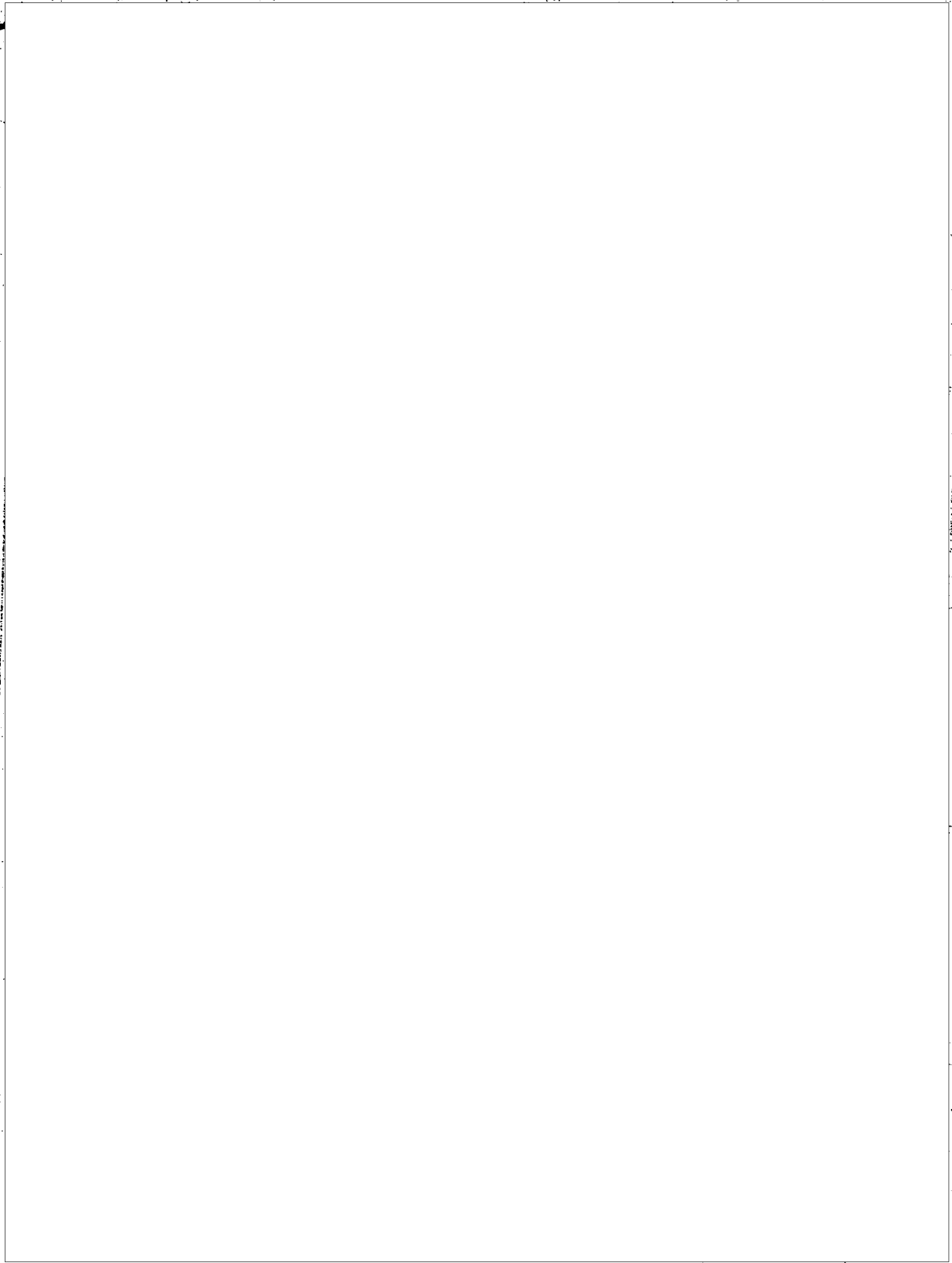
July 1975

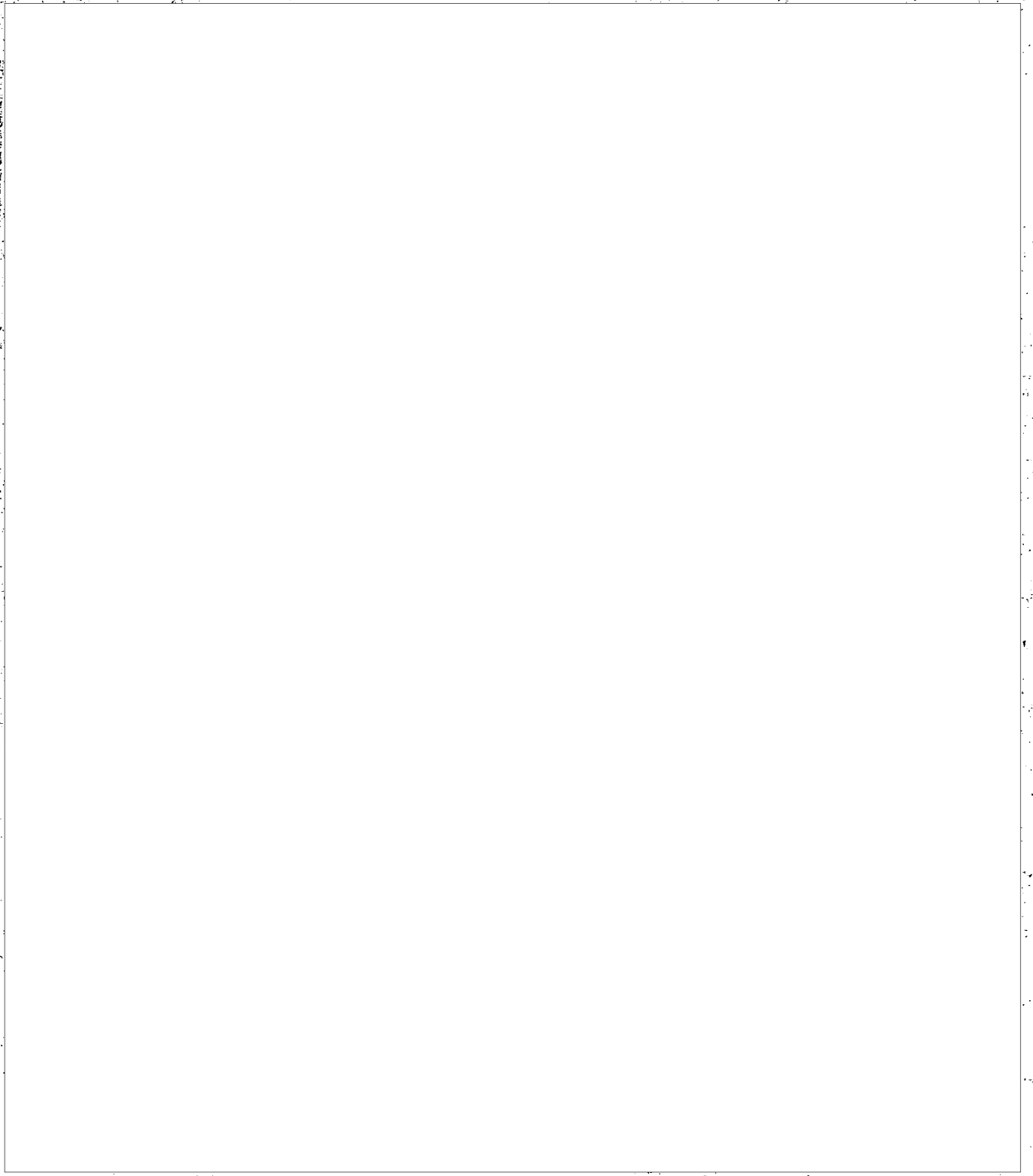
REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DATE	SIGNATURE	
7/15/75	<i>Thomas</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. Koonan</b>		DATE (From Item 8-1) <b>26 Aug 74</b>	NAME OF SUPERVISOR	DATE (From Item 8-2)
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				
14. DATE OF PCS ARRIVAL IN FIELD <b>14 Sep 73</b>	18. REQUESTED DATE OF DEPARTURE <b>14 Sep 75</b>	16. EXPECTED DATE OF FIRST CHECK-IN AT HQ <b>15 Sep 75</b>	19. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE <b>1 Nov 75</b>	
2. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU: <b>7 Dependents (39, 17, 16, 15, 14, 13, 11)</b>				
3. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT: <b>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</b>				
4. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form) their formative years <b>Chief of Station with responsibility for liaison with senior level of local service, as well as with [redacted] and 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.</b>				
5. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS <b>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.</b>				

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SECRET

FORM 100 (REV. 6-73)

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 HQ/AS 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 E. Berthold

FOR USE BY CAREER SERVICE

9. APPROVED ASSIGNMENT:

10. EMPLOYEE NOTIFIED BY DISPATCH NO. HJKS 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 <b>026090</b>	NAME		
	LAST (Point) <b>KEENAN</b>	FIRST 7-24 <b>Thomas</b>	MIDDLE <b>J</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. 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		CODE	37-39		
09	14	73				1 1. PCS (Basic)			JAMAICA	370

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	37-39		

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. **RMS 18650** DOCUMENT DATE/PERIOD **9/15/73**

REMARKS

PREPARED BY	RECORD ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DATE <b>11/6/73</b>	SIGNATURE <i>Thomas E. [Signature]</i>	

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

SECRET

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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 5-1) <b>9 Oct. 70</b>	NAME OF SUPERVISOR (ICOM) <b>Wallace A. Nills</b>	DATE (from item 5-2) <b>9 Oct. 70</b>
DATE RECEIVED AT HEADQUARTERS: <b>15 Oct. 1970</b>	DISPATCH NUMBER: <b>HLBT 4677</b>	DATE RECEIVED BY CAREER SERVICES: <b>5 Nov 1971</b>	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE <b>Ops Officer, GS-14</b>	4. STATION OR BASE <b>Bogota</b>	5. CRYST FOR CURRENT COVER <b>LNCUFF</b>
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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:**

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 CSI-P 240-8)

**Soviet operations, support operations**

10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS.

**Clandestine 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. 8 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 item 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. \_\_\_\_\_ DATED: \_\_\_\_\_  
CABLE NO. \_\_\_\_\_ DATED: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_ (SIGNATURE) DATE: \_\_\_\_\_

SECRET

SECRET  
(When Filled In)

REPORT OF SERVICE ABROAD

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

SERIAL NO. <i>026090</i>	NAME		
LAST <i>KEENAN</i>	FIRST <i>J. 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 (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 55, 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		
			09	14	73	1 - PCS (Basic)			PERU	570
						2 - CORRECTION				
						3 - CANCELLATION				

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		
						2 - TDY (Basic)				
						4 - CORRECTION				
						5 - CANCELLATION				

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

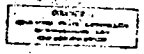
SOURCE DOCUMENT AND CERTIFICATION

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. <i>APLT-6764</i>	DOCUMENT DATE/PERIOD <i>9/14/73</i>
REMARKS	

PREPARED BY DCO	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
C & L DIVISION, CTR.	DATE <i>10/3/73</i>	SIGNATURE <i>Thomas J. Keenan</i>
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

50

D

#### II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT

KINGSTON, 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)

REQUESTED (When attached)

OPERATING OFFICIAL

B. NONSTANDARD TOUR OF DUTY OF \_\_\_\_\_ MONTHS PREVIOUSLY APPROVED PER HR 20-18.

CONCUR

CAREER SERVICE

DEPUTY DIRECTOR

OPERATING OFFICIAL

APPROVED

DIRECTOR OF PERSONNEL

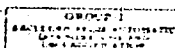
#### III. PERMANENT PLACE OF RESIDENCE

3. YOUR "PERMANENT PLACE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHORIZED UNDER 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 COLLECTED 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 (OR WAS) TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR DOMICILE OR WAS 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.

FORM 3154 REPLACES FORM 0114 (2-66)  
6-70 WHICH IS OBSOLETE

SECRET



(12-71-37)

CONTINUED ON THE REVERSE

SECRET

(When Filled In)

<p>3. PHYSICAL DWELLING PLACE (Permanent Place of Residence unless address in item 5 is approved in item thereof)</p> <p>FULL ADDRESS</p> <p>Mr. Keenan is TDY in the Washington, D. C. Area between tours. He is presently staying at the Holiday Inn at Tysons Corner</p>		<p>5. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 3)</p> <p>FULL ADDRESS</p> <p>Voting registration</p>	
<p>DEPUTY DIRECTOR</p> <p>APPROVED</p> <p>DATE</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>DEPUTY DIRECTOR</p> <p>APPROVED</p> <p>DATE</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>DEPUTY DIRECTOR</p> <p>APPROVED</p> <p>DATE</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>IV. HOME LEAVE POINT</p>			
<p>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.</p>			
<p>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.</p>			
<p>9. DESIGNATION PER ITEM 7 ABOVE</p> <p>FULL ADDRESS</p>		<p>10. DESIGNATION PER ITEM 8 ABOVE</p> <p>FULL ADDRESS</p>	
<p>RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT</p> <p>FATHER AND MOTHER</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>DEPUTY DIRECTOR</p> <p>APPROVED</p> <p>DATE</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>DEPUTY DIRECTOR</p> <p>APPROVED</p> <p>DATE</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>EMPLOYEE CERTIFICATION</p>			
<p>I have read and understand my service obligations and travel entitlements as described in this agreement.</p>			
<p>SIGNATURE OF EMPLOYEE</p>		<p>DATE</p>	

SECRET

SECRET

1400

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 5-2) <b>1 Feb 1973</b>	NAME OF SUPERVISOR (if any) <b>Richard S. Welch</b>	DATE (from item 5-2) <b>1 Feb 1973</b>
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DATE RECEIVED AT HEADQUARTERS: <b>9 February 1973</b>	DISPATCH NUMBER: <b>HPLT-6460</b>	DATE RECEIVED BY CAPLEN SERVICE:
--	--------------------------------------	----------------------------------

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN <b>D</b>	3. YOUR CURRENT POSITION, TITLE AND GRADE <b>DCOS, GS-14</b>	4. STATION OR BASE <b>Lima, Peru</b>	5. CRYPT FOR CURRENT COVER <b>LNBZZ</b>
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6a. DATE OF PCS ARRIVAL IN FIELD <b>30 Sept 71</b>	6b. REQUESTED DATE OF DEPARTURE <b>1 Aug 1974</b>	6c. EXPECTED DATE OF FIELD CHECK-IN AT HQ <b>20 Sept 1974</b>	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE <b>20 Sept 1974</b>
---	--	--	---

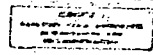
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:  
**Total 7: Ages**

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 240-8)

**DCOS and senior ops officer**

10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS



SECRET

10. 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 WHD 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 [Signature]

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. HPLS-3216 DATE: 14 Feb 73

CABLE NO. \_\_\_\_\_ DATE: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

(1375-107-001)

SECRET



SECRET  
(When Filled In)

REPORT OF SERVICE ABROAD

FILE  
PUNCHED  
BY

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. 55, 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
02	9	50	07	1		1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION			Peru	570

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				
						2 - TDY (Basic) 4 - CORRECTION 9 - CANCELLATION			

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. 435675 DOCUMENT DATE/PERIOD 30 Sept 1970

REMARKS

PREPARED BY: [Signature] DATE: 11/21/72  
 REPORT ANNOTATED ON CONTROL DOCUMENT  
 ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED  
 SIGNATURE: [Signature]

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  
BY

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

SERIAL NO. 026090  
 LAST (P.F. No.) KECWAN  
 FIRST THOMAS  
 MIDDLE

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. 88, 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					
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	1		Columbia	150

TDY 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					
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

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 APPROVED OR CONTROL DOCUMENT: [Signature] ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED.  
 SIGNATURE: [Signature]

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 50 D

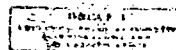
#### II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT <u>Lima, Peru</u>	
2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW	
A. STANDARD TOUR OF DUTY OF 24 MONTHS <input checked="" type="checkbox"/>	C. NONSTANDARD TOUR OF DUTY OF _____ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-15)  REQUESTED (Memo attached) OPERATING OFFICIAL _____
B. NONSTANDARD TOUR OF DUTY OF _____ MONTHS PREVIOUSLY APPROVED PER HR 20-15.  OPERATING OFFICIAL <i>[Signature]</i>	CONCUR CAREER SERVICE _____ DEPUTY DIRECTOR _____  APPROVED DIRECTOR OF PERSONNEL _____

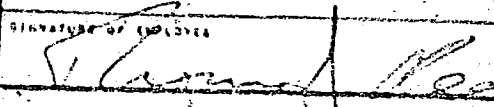
#### III. PERMANENT PLACE OF RESIDENCE

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 DWELLED 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 DRILLING PLACE (Permanent Place of Residence unless address in item 5 is approved in lieu thereof)		7. OTHER PLACE REQUESTED (Resurated Permanent Place of Residence if different from item 5)	
FULL ADDRESS		FULL ADDRESS	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
CONCUR		CONCUR	
DEPUTY DIRECTOR		DEPUTY DIRECTOR	
DATE		DATE	
APPROVED		APPROVED	
DEPUTY DIRECTOR		DIRECTOR OF PERSONNEL	
DATE		DATE	
6-24-71			
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		10. DESIGNATION PER ITEM 8 ABOVE.	
FULL ADDRESS		FULL ADDRESS	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
CONCUR		CONCUR	
DEPUTY DIRECTOR		DEPUTY DIRECTOR	
DATE		DATE	
APPROVED		APPROVED	
DEPUTY DIRECTOR		DIRECTOR OF PERSONNEL	
DATE		DATE	
6-24-71			
EMPLOYEE CERTIFICATION			
I have read and understand my service obligations and travel entitlements as described in this agreement.			
SIGNATURE OF EMPLOYEE		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 8 ALSO COMPLY WITH MHR 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) **Kocnan** (First) **Thomas** (Middle) **John** SOCIAL SECURITY NUMBER [ ]

1. MARITAL STATUS (Check one)

SINGLE  MARRIED  SEPARATED  DIVORCED  WIDOWED  ANNULLED

IF MARRIED, PLACE OF MARRIAGE **Jamestown, Rhode Island** MARRIAGE DATE **1956**

IF DIVORCED, PLACE OF DIVORCE DECREE [ ]

2. MEMBERS OF FAMILY

NAME OF SPOUSE	ADDRESS (No., Street, City, State, Zip Code)	TELEPHONE NO.
[ ]	[ ]	[ ]
NAMES OF CHILDREN	ADDRESS	SEX DATE OF BIRTH
[ ]	[ ]	F [ ] F [ ] H [ ] F [ ] F [ ]
NAME OF FATHER (or male guardian)	ADDRESS	TELEPHONE NO.
[ ]	[ ]	[ ]
NAME OF MOTHER, INCLUDING MARDEN NAME (or female guardian)	ADDRESS	TELEPHONE NO.
[ ]	<b>Same as father</b>	<b>414 921-4483</b>

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
<b>NA</b>	[ ]	[ ]

4. PERSON RESIDING IN U.S. TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Mr., Mrs., Miss) (Last-First-Middle)	RELATIONSHIP
[ ]	<b>Father</b>
<b>Same as above</b>	HOME TELEPHONE NUMBER [ ]
<b>None</b>	BUSINESS TELEPHONE & EXTENSION [ ]

IS THE INDIVIDUAL NAMED ABOVE BITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)

YES  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.)

**My wife,** [ ] YES  NO

DOES THIS INDIVIDUAL KNOW THE ADDRESS HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESS? (If answer is "No" explain why in item 8.)

YES  NO

The persons named in item 2 or 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 8 ON THE REVERSE SIDE OF THIS FORM.

FORM 61

**CONFIDENTIAL**

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**CONFIDENTIAL**  
(When Filled In)

**5. 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.

Thomas J. Keenan  
First Virginia Bank, Joint with Margaret J. Keenan

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?)

**6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS**

**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.

**7. RESIDENCE DATA - TO BE COMPLETED ONLY BY EMPLOYEES ENTERING ON DUTY**  
(No Approval Required)

RESIDENCE WHEN EMPLOYED (Full Address)	PERMANENT PLACE OF RESIDENCE AS DEFINED IN NR 22-3 (Full Address)

**8. CHANGE IN PERMANENT PLACE OF RESIDENCE (See NR 22-3)**  
(To Be Completed by Employee Desiring Such Change While Assigned to Headquarters)

FULL ADDRESS	DEPUTY DIRECTOR OR DESIGNEE	DATE
	DIRECTOR OF PERSONNEL (When Applicable per NR 22-3)	DATE

SIGNED BY	DATE	SIGNATURE
<i>[Signature]</i>	<i>[Date]</i>	<i>[Signature]</i>

**CONFIDENTIAL**

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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 Thomas Jule

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 RES. HOME-LEAVE RESIDENCE  
GENC VIRGINIA Williams

2. MARITAL STATUS  
SINGLE  MARRIED  SEPARATED  DIVORCED  WIDOWED  ANNULLED

IF MARRIED, PLACE OF MARRIAGE DATE OF MARRIAGE  
JAMESTOWN, 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.  
WA 532-1738

NAME OF CHILDREN ADDRESS SEX DATE OF BIRTH  
SAME  
SAME  
SAME  
SAME  
SAME

NAME OF YOUR FATHER (Or male ancestor) ADDRESS TELEPHONE NO.  
WA 1-4183

NAME OF YOUR MOTHER (Or female ancestor) ADDRESS TELEPHONE NO.  
WA 1-4183

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  
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 to which you wish for.) YES X

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

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 4.) YES X

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

CONFIDENTIAL  
(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 BLDG N, 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 OR 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 BY

W. H. HILL, JR.

DATE

14 MAR 69

SIGNATURE



CONFIDENTIAL

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if SA)	DATE (from item 5.2)	NAME OF SUPERVISOR (true)	DATE (from item 5.2)
Thomas J. Keenan	25 Nov. 1968	Dino Pionzio	25 Nov. 1968
DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CARRIER SERVICE:	
	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
		Ops Officer, GS-13	Bogota	LMPURE
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:

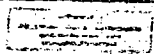
Total 7 dependents: Ages -

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 CSI-F 240.6)

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/WH 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 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.

*forward*

DATE 10 Sep 68 TITLE C/WH/Personnel SIGNATURE Henry L. Berthold

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

*Advised subject*

15. EMPLOYEE NOTIFIED BY DISPATCH NO. 1000-1000 DATED: \_\_\_\_\_

CABLE NO. \_\_\_\_\_ DATED: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_

SECRET

SECRET

Continuation of  - (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

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE  
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

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		
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	
026090				

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

(A)

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

(B)

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

(C)

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. Keehan*

DATE

February 19, 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

RECEIVED  
FEB 19 1968

See Table of Effective Dates on Back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM NO. 178-1  
MAY 1962 EDITION  
GSA GEN. REG. NO. 27  
5010-108



CONFIDENTIAL  
(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 22-4, Employee Conduct, dated 30 July 1962.

*Thomas J. Keenan*  
Signature

*17 March 67*  
Date

THOMAS J. KEENAN

CONFIDENTIAL  
(When Filled In)

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  
19 April 1966

The Honor and Merit Awards Board having considered a recommendation that:

NAME: CLASS: <b>KEENAN, Thomas John</b>	POSITION/TITLE: <b>Operations Officer</b>
PRESENT GRADE: <b>GS-12</b>	OFFICE ASSIGNED TO: <b>DDP/WH</b>
DE AWARDED:	STATION: <b>Santo Domingo, Dominican Rep.</b>

**Certificate of Merit**

FOR HEROIC ACTION, OR

FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD

APPROVES THE RECOMMENDATION

DISAPPROVES THE RECOMMENDATION

APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:

CITATION: **UNCLASSIFIED**

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.

(Recommendation approved by DD/P on 16 March 1966)

REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD

APPROVED:

*707* Richard Helms

DIRECTOR OF CENTRAL INTELLIGENCE

24 MAY 1966

DATE

SIGNATURE

*RS* Robert S. Wattles

TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD

ROBERT S. WATTLES

SIGNATURE

*RM* Robert M. Gaynor

TYPED NAME OF RECORDER

ROBERT M. GAYNOR

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		CODE		4. LANGUAGE DATA PRIOR TO TEST					
5. LANGUAGE DATA AFTER TEST		6. DATE TESTED <i>08/04/65</i>			7. DATE OF BIRTH		8. GRADE <i>12</i>		9. OFFICE OR DIVISION <i>WH</i>					
LAN. CODE	R.	W.	P.	S.	U.	I/T	YEAR							
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN <u>SPANISH (NEW WORLD) B118</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 1 = SLIGHT    H = HIGH E = ELEMENTARY    N = NATIVE				
11. REMARKS  <i>11/26/65</i>									12. SIGNATURE <i>[Signature]</i>					
									13. LD NUMBER <i>10674</i>					

FORM 11-64 1273

OBsolete PREVIOUS EDITIONS

(110-45)

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

1 - OP/QAB



**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.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-6 026090	(Print) Keenan	7-24 Thomas	J.	25-26 WH 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	20-29	30-31	32-33	34-35	36-37	38-39	40-42	
3 - CORRECTION									
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	20-29	30-31	32-33	34-35	36-37	38-39	40-42	
4 - CORRECTION	2	04	30	65	05	28	65	WH 211	
6 - CANCELLATION									

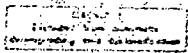
**SOURCE OF RECORD DOCUMENT**

<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"/> S.A. DIVISION	DATE	SIGNATURE
<input type="checkbox"/> C.S.T. DIVISION	4 June 65	<i>[Signature]</i>



**SECRET**  
(\*Non Filled In)

**VERIFIED RECORD OF OVERSEAS SERVICE**

**TO:** Office of Personnel, Statistical Reporting Branch, ROOM 5 E 2506 Headquarters

EMPLOYEE SERIAL NO. 1-6	NAME OF EMPLOYEE			OFFICE/COMPONENT 28-28
	LAST (Print)	FIRST	MIDDLE	
26090	KEE NAR	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 1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT 40-42
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
	27	02	03	60	10	05	64	MEXICO	450

**TDY DATES OF SERVICE**

TYPE OF DATA 2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	CODE	DEPARTURE			RETURN			AREA(S)	OMIT 40-42
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
	27	28	29	30	31	32	33		40-42

**SOURCE OF RECORD DOCUMENT**

<input type="checkbox"/> TRAVEL VOUCHER	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CADLE	<input type="checkbox"/> DUTY STATUS OR TIME AND ATTENDANCE REPORT
<input checked="" type="checkbox"/> OTHER (Specify) <i>Returnee Payroll Information</i>	

DOCUMENT IDENTIFICATION NO. <i>J400C</i>	DOCUMENT DATE/PERIOD <i>30 Nov 1964</i>
---	--

REMARKS

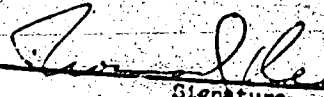
PREPARED BY C & L DIVISION	REPORT ANNOTATED ON SOURCE DOCUMENT	DATE	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED	SIGNATURE
-------------------------------	-------------------------------------	------	---	-----------



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. KEENE

  
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 29-36
	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	40-42	
2 - CORRECTION									
3 - CANCELLATION	1	<del>28-29 30-31 32-33</del>			07	31	62	MEXICO	450

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - TDY (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42	
2 - CORRECTION									
3 - 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. EMM-T-3009	DOCUMENT DATE/PERIOD 8/24/62
---	---------------------------------

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ADDS DATA VERIFIED CORRECT. DATES UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE 9/11/62	SIGNATURE W. M. [Signature]

SECRET

(When Filled In)

### LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SERIAL NO. (1-6) 2000		2. LD NO. 0228		
3. NAME (7-24) LAST Kearns, Thomas J.		4. OFFICE OR DIVISION WH	5. LANGUAGE Spanish	6. LANG. CODE (25-27) 120
7. DATE OF TEST (45-51) JUL 13, 1962	8. ANNIVERSARY DATE --	9. GRADE 10	10. DATE OF AWARD	
11. REASON FOR TAKING TEST 11.1 APPLY FOR AWARD		12. TEST SCORES		
ESTABLISH SKILL LEVEL		READING (34) I	WRITING (35) 7	PROFICIENCY (36) 7
13. ELIGIBILITY (39) A		SPEAKING (37) 7		UNDERSTANDING (38) II
14. ACHIEVEMENT (A) (I) (M) MA		ELEMENTARY (E) (I) (M) I		TYPE OF AWARD READING (I), SPEAKING (S) COMPREHENSIVE (C)
15. BELIEVABLE (REASON)		BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V) D		
REMARKS		16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 57.50 (40-45) SIGNATURE _____ DATE _____		
		17. I CERTIFY THAT FUNDS ARE AVAILABLE OBLIGATION RES. NO. _____ CHARGE ALLOTMENT NO. _____		
		SIGNATURE _____		

FORM 1273  
1-60

OBSCLETE PREVIOUS EDITIONS

SECRET

(10-45)

MRD COPY

JISPATCH

SECRET/RYBAT

DISPATCH SYMBOL AND NO. 1500-2320 - RYBAT 01744

Chief, WH Division

HEADQUARTERS FILE NO.

Chief of Station, Mexico City

DATE

13 October 1961

Annual Fitness Report - ~~XXXXXXXXXX~~

REG. 413 - CHECK THE OFFICE

MARKED FOR INDEXING

NO INDEXING REQUIRED

WORKING REQUIRED

See paragraph 2 below

*Palma, Houston*

INDEXING CAN BE JUDGED BY QUALIFIED HQ DESK ONLY

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

Distributions:

3 - WHD, w/att

2 - Files

245

OFFICE OF PERSONNEL

OCT 25 2 32 PM '61

HAIL 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.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
26070	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 PERMISSION 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	QUIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			
1 - PCS (Basic)										
2 - CORRECTION	27	20-29	30-31	32-33	34-35	36-37	38-39	MEXICO	40-42	
3 - CANCELLATION	1	02	03	60					450	

TDY DATES OF SERVICE

TYPE OF DATA	DEPARTURE				RETURN				AREA(S)	QUIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			
1 - TDY (Basic)										
2 - CORRECTION	27	20-29	30-31	32-33	34-35	36-37	38-39		40-42	
3 - CANCELLATION										

SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY

RECORDS ANNOUNCED ON SOURCE DOCUMENT

ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED

PREPARED BY

DATE 7-20-64

SIGNATURE

FORM 1451a

SECRET

14-551

**HEALTH BENEFITS REGISTRATION FORM**  
AN EMPLOYERS HEALTH BENEFITS ACT OF 1959

400  
011123

**PART A**  
ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL) (LAST OF MORN)  
**KRSTAN Thomas J.**

2. YOUR MARITAL ADDRESS (NUMBER AND STREET) (CITY AND ZIP NUMBER) (STATE)  
 [Blank]

3. Are you covered by...?  
 YES  NO

4. 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...?  
 YES  NO

5. Place an "X" in proper box to show your annual basic salary range.  
 UNDER \$4,000  \$4,000 TO \$9,999  \$10,000 TO \$19,999  \$20,000 OR OVER

**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 article cover of brochure of the plan you select.)

NAME OF PLAN: **Association Benefit Plan**  
 DEDUCTION RATE: **High**  
 EMPLOYMENT STATUS NUMBER: **4 2 2**

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 as 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.)

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)
Wife or husband	[Blank]		[Blank]
	[Blank]		[Blank]
	[Blank]		[Blank]
	[Blank]		[Blank]
	[Blank]		[Blank]

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 one year? (If answer is "Yes," attach a doctor's certificate.)  
 YES  NO

**PART C**  
FILL IN THIS PART IF YOU WISH TO ENROLL OR IF YOU WISH TO CHANGE YOUR ENROLLMENT.

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 proper box):  
 (a) I am covered by a plan under the Health Benefits Act through the service 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.

1. Enrollment case number of present plan. [Blank]

2. Number of event which permits change. (See table on back of brochure for proper number.) [Blank]

3. Date of event which permits change.  
 MONTH DAY YEAR [Blank]

**PART E**  
ALL WHO REGISTER MUST FILL IN THIS PART.

13 May 1960

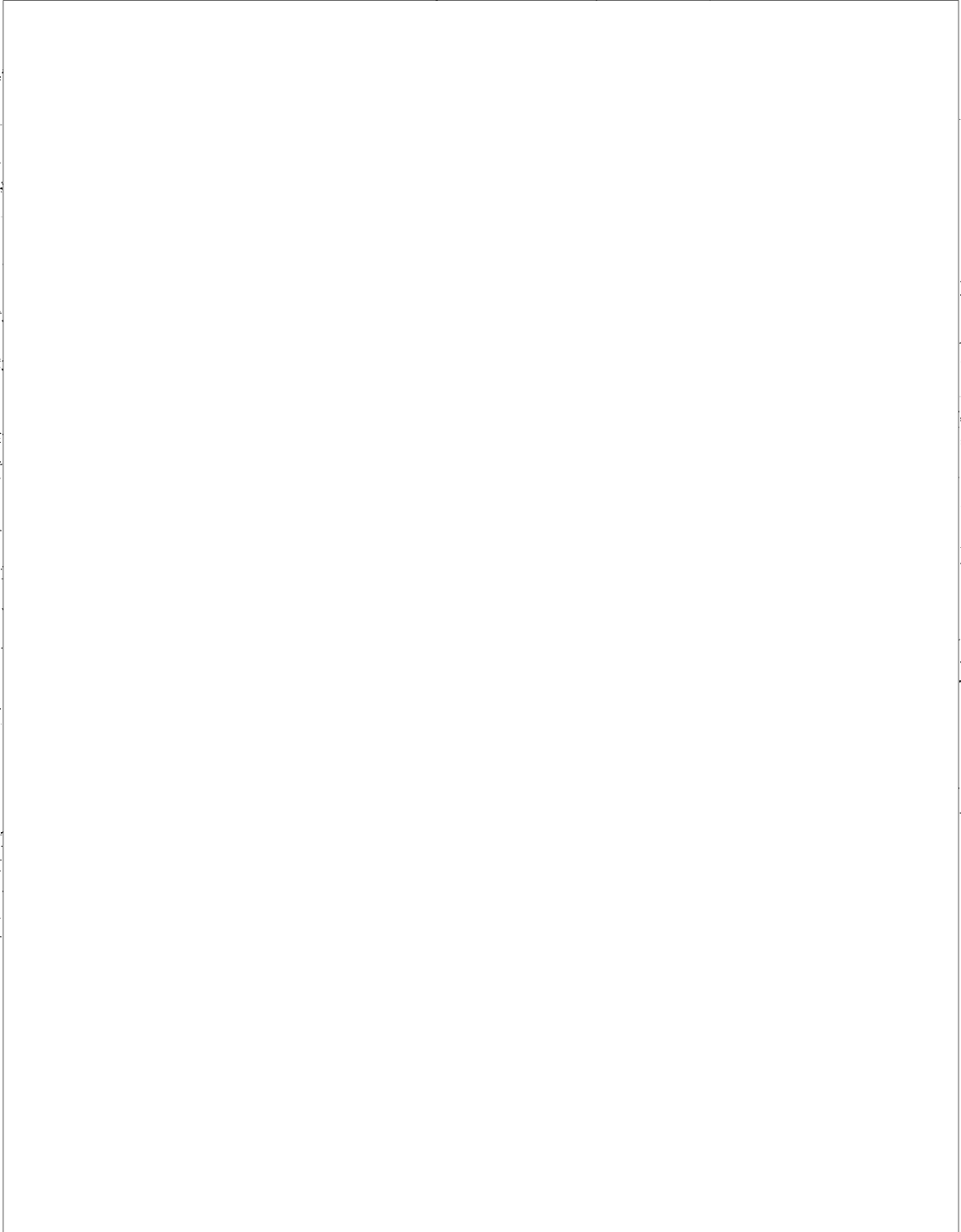
**PART F**  
TO BE COMPLETED BY AGENT.

1. NAME AND ADDRESS OF EMPLOYER'S OFFICE  
 2. DATE RECEIVED BY EMPLOYER'S OFFICE  
 3. EFFECTIVE DATE OF ENROLLMENT

**REMARKS**  
 FOR USE ONLY BY ADMINISTRATOR AND AGENT

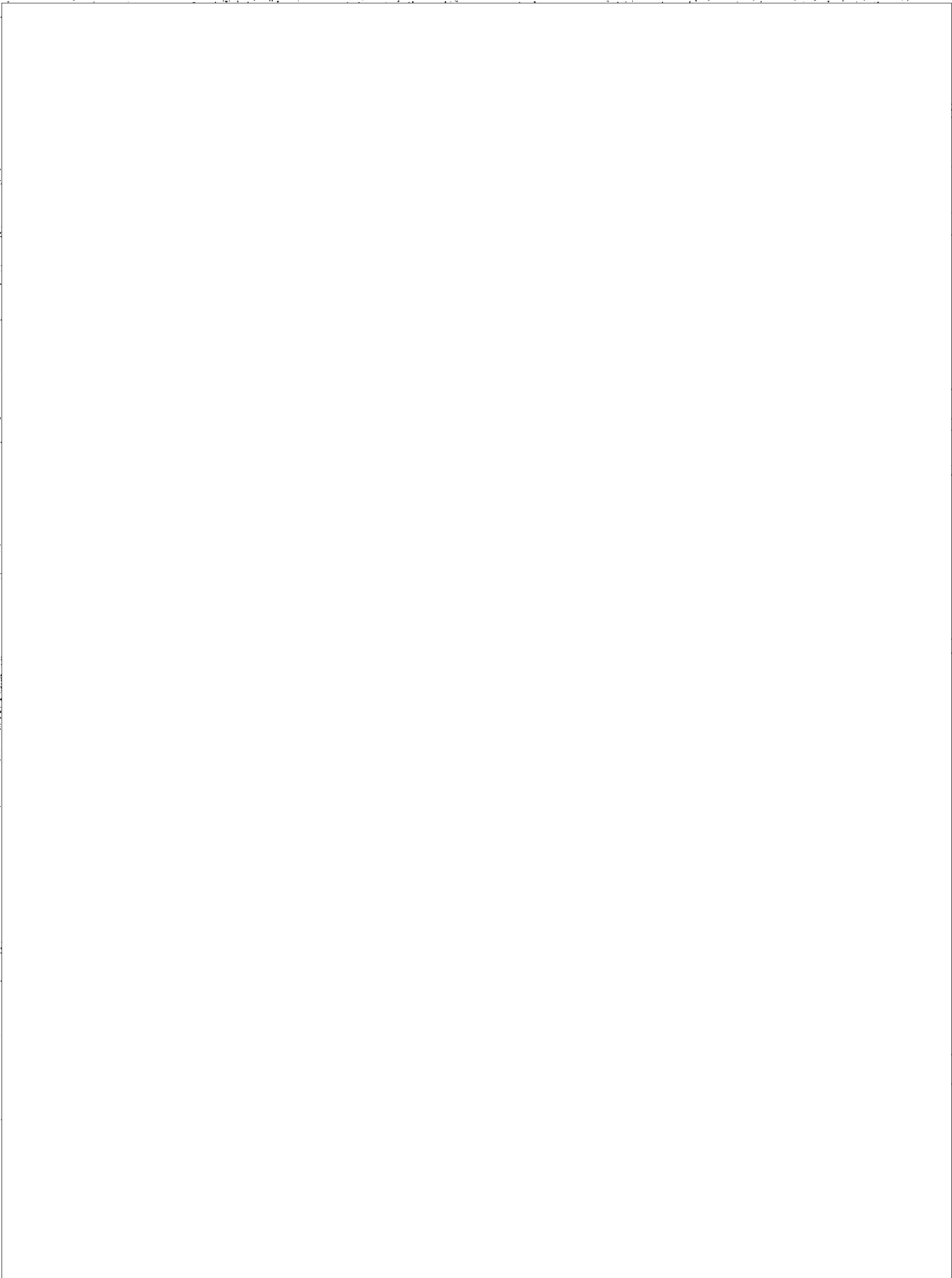
111123

SECRET









SECRET

(When Filled In)

126090		LANGUAGE DATA RECORD		
PART I-GENERAL				
1. NAME (Last-First-Middle) (17-24)			2. DATE OF BIRTH (25-30)	
KEENAN, Thomas John				
3. LANGUAGE (31-33)	4. TODAY'S DATE (34-39)		5.	
000	MONTH	DAY	YEAR	<input checked="" type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE
March	27	1958		
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.				
CONTINUE ON REVERSE SIDE				

FORM NO. 444C  
1 FEB 52

SECRET

(4-55)

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 JOKE 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 IV 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. 23.316, PAR. 10(a). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARD BILL OF 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: KREMOI, Thomas John	Sex M	Dates of Course: 3 Mar. - 27 June 58	No. of Students 27
Date of Birth:	ECB Dates: 20 May 1957	Grade or Rank: GS-7	Office: 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interviewing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cover	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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

Chief, Instructor, Operations Course

Chief/Field Training

S-E-C-R-E-T

S-E-C-R-E-T

TRAINING REPORT

CI FAMILIARIZATION COURSE No. 1

NAME <b>KEEHAN, Thomas J.</b>	DATES OF COURSE <b>18 - 22 November 1957</b>
STAFF OR DIVISION <b>OTB JOFF</b>	PRESENT POSITION <b>JOF</b>

- 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 CE 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 methods. 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. Keehan was present throughout the course and submitted all papers required for the practical exercises. These showed considerable 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:

*Harold 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. JSTP BR 100 DATES TRAINED: from 9/21/57 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					X	
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. FITZ DIVISION OTR/OTR  
SUBJECT [Redacted] (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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- 1 - TSS/TRD

S-E-C-R-E-T

SECRET

TSS EVALUATION

NAME Thomas J. Egan DIVISION JOT  
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 commercial point of view, and, at the same time, to have the student acquire an operational degree of proficiency in the three

[REDACTED]

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:  
[REDACTED]

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- 1 - Office of Personnel

TSS/TD file

COVERT DISTRIBUTION:

- 1 - Operations Officer
- 1 - [REDACTED]
- 1 - Senior Staff

SECRET

SECTION I: IDENTIFYING INFORMATION

6

SECTION I: IDENTIFYING INFORMATION

NAME	SEX	DATES OF SERVICE	NO. OF MONTHS
Keenan, Thomas J.	M	1 - 26 July 1957	13
DATE OF ENTRY	ISS. DATE	GRADE OR RANK	OFFICE
24 June 1950	May 1957	OS-7	OTS/JOTP

Junior Officer Trainee

SECTION II: OBJECTIVES OF THE COURSE

- To acquaint students to the skills and techniques involved in the processing of intelligence materials;
- To provide practice in the oral written presentation of intelligence;

SECTION III: BREVITIC CHARACTERISTICS OF THIS COURSE

Intelligence techniques in a four week (thirty hour) 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." Course is delivery of a series of integrated written exercises that require processing of actual intelligence documents. Emphasis is also placed on the oral presentation of intelligence through a series of briefings before the class. A staff brief is assigned a specific research problem. Students are assigned to the course according to the results are presented to the class. Students and instructor of so a briefing at the end of the course. The student also prepares an analytical bibliography and writes a report on the conclusions of his research.

The course is designed adaptively to the level of the skill the student has in the requirements of intelligence, organization, and delivery of intelligence and quality of oral presentation made by the student. The course is designed to be a self-paced course. The student may take the course at his own pace. The student may take the course at his own pace. The student may take the course at his own pace. The student may take the course at his own pace.

The course is designed to be a self-paced course. The student may take the course at his own pace. The student may take the course at his own pace. The student may take the course at his own pace. The student may take the course at his own pace.



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.





**PERSONNEL QUALIFICATION QUESTIONNAIRE**

Ma

1. Serial No. (no entry)	2. NAME: (last) (first) (middle) <i>KEENE JAMES JR</i>	3. Office
4. Date of Birth	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	Marital Status <u>M</u> Nr. Dependents <u>1</u>
		6. Employment Date: <u>20. MAY 1952</u>
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth _____	

**SEC. I. EDUCATION**

1. Extent: (circle one)

- |  |  |                   |
|--|--|-------------------|
| 1. Less than high school                         | 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 Rec'd		Sem Hrs.
			From	To	Day	Night	Title	Date	
UNIV OF WISC. EXT. AT MADISON	HIST.	GERM.	1948	50	2		TRANSFERRED		63
MAQUETTE UNIV.	HIST.		1950	53	3		BS	JUNE 1955	79
								1956	142

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

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	
STATE OFFICE COURSE	JULY 1953	NOV 1953	4	GENERAL AID COURSE IN INTELLIGENCE

**CODED FOR QUALIFICATIONS**  
DATE 22 APR 1967

**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.

<p>From <u>1/1/54</u> To <u>11/1/54</u> Tot. mo's <u>12</u>            Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3845</u>            Number and Class of Employees Supervised: <u>2 OFFICERS</u>            Employer <u>U.S. NAVY</u>            Kind of Business or organization (i.e., paper products mfr, public utility)</p>	<p>Exact Title of your position <u>OFFICER IN CHARGE</u>  <u>U.S. NAVAL RADIO STATION, DANVILLE, VIRGINIA</u>            Description of Duties:  <u>Complete Control of Radio C.D. UNCOMMINT</u>  <u>RECORDING &amp; JOE ADMINISTRATOR AND</u>  <u>OPERATIONAL PROCEDURES AT THE STATION</u></p> <p>Duty Station if overseas:</p>
<p>From <u>1/1/54</u> To <u>11/1/54</u> Tot. mo's <u>12</u>            Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3845</u>            Number and Class of Employees Supervised: <u>2 OFFICERS</u>            Employer <u>U.S. NAVY</u>            Kind of Business or organization (i.e., paper products mfr, public utility)</p>	<p>Exact Title of your position <u>ASST OFFICER IN CHARGE</u>  <u>COMMUNICATIONS SECTION</u>            Description of Duties:  <u>RESponsible TO OIC FOR STATION OPERATIONS</u>  <u>AND OPERATIONAL MAINTENANCE OF STATION</u>  <u>EQUIPMENT &amp; PERSONNEL</u></p> <p>Duty Station if overseas:</p>
<p>From <u>1/1/54</u> To <u>11/1/54</u> Tot. mo's <u>12</u>            Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3173</u>            Number and Class of Employees Supervised: <u>11 OFFICERS</u>            Employer <u>U.S. NAVY</u>            Kind of Business or organization (i.e., paper products mfr, public utility)</p>	<p>Exact Title of your position <u>COMMUNICATIONS</u>  <u>OFFICER &amp; COMMUNICATIONS SECTION OFFICER</u>            Description of Duties:  <u>RESponsible FOR OPERATION OF STATION</u>  <u>EQUIPMENT &amp; PERSONNEL</u></p> <p>Duty Station if overseas:</p>
<p>From <u>1/1/54</u> To <u>11/1/54</u> Tot. mo's <u>12</u>            Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3615</u>            Number and Class of Employees Supervised: <u>1 OFFICER</u>            Employer <u>U.S. NAVY</u>            Kind of Business or organization (i.e., paper products mfr, public utility)</p>	<p>Exact Title of your position <u>OFFICER IN CHARGE</u>  <u>COMMUNICATIONS SECTION</u>            Description of Duties:  <u>RESponsible FOR OPERATION OF STATION</u>  <u>EQUIPMENT &amp; PERSONNEL</u>  <u>STATION AT DANVILLE, VIRGINIA</u>  <u>OPERATIONAL MAINTENANCE OF STATION</u>  <u>EQUIPMENT &amp; PERSONNEL</u></p> <p>Duty Station if overseas:</p>
<p>From <u>1/1/54</u> To <u>11/1/54</u> Tot. mo's <u>12</u>            Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3615</u>            Number and Class of Employees Supervised: <u>1 OFFICER</u>            Employer <u>U.S. NAVY</u>            Kind of Business or organization (i.e., paper products mfr, public utility)</p>	<p>Exact Title of your position <u>OFFICER IN CHARGE</u>  <u>COMMUNICATIONS SECTION</u>            Description of Duties:  <u>RESponsible FOR OPERATION OF STATION</u>  <u>EQUIPMENT &amp; PERSONNEL</u>  <u>STATION AT DANVILLE, VIRGINIA</u>  <u>OPERATIONAL MAINTENANCE OF STATION</u>  <u>EQUIPMENT &amp; PERSONNEL</u></p> <p>Duty Station if overseas:</p>

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

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

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

**SEC. III. FOREIGN LANGUAGES**

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

LANGUAGE	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
FRANCIS										
SPANISH										

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

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

**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		WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener	
	1. Used	2. Not Used		1. Yes	2. No
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?


**SEC. XIV. MILITARY STATUS**

**1. Present Draft Status**  
 Have you registered under the Selective Service Act of 1948?  Yes  No.  
 If yes, indicate your present draft classification 4-F

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

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

Service U.S. ARMY RESERVE Grade LTC Serial Number 574838

Reserve Unit with which currently affiliated ADMIN ONLY - CON VICE

Service Mobilization Assignment, if any \_\_\_\_\_

Location of Service Records, if known U.S. ARMY RESERVE OFFICE CENTER, DANIA, FLA.  
2) H.Q. COMMAND - 9TH INF. DIVISION, ST. ANNA, FLA.

**SEC. XV. TRAINING**

List the training courses or subjects you have taken in this organization.

Course or Subject	(from) Dates	(to)	Hours

**SEC. XVI. REMARKS**

Use this space to indicate any other qualifications you may have which you do not describe above.


DATE 24 May 1957

SIGNATURE [Signature]



## APPOINTMENT AFFIDAVITS

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

.....CENTRAL INTELLIGENCE AGENCY.....  
(Department or agency)

.....(Bureau or division).....

.....Washington, D.C.....  
(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 retirement on duty)

Thomas J. Keenan  
(Signature of appointee)

Subscribed and sworn before me this .....20th..... day of .....MAY..... A. D. 19 57..

at .....Washington, D.C.....  
(City)

.....(State).....

[SEAL]

Walter C. [Signature]  
(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, ITALIAN 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) **KEENE, THOMAS J**

2. DATE OF BIRTH

9. RETENTION GROUP

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.)

10. A. CSC STATUS:  YES  NO  
 B. TYPE OF PRESENT APPOINTMENT

NAME AND LOCATION OF AGENCY	FROM—			TO—			TYPE OF APPOINTMENT IF KNOWN
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
—							

11. SERVICE

YEAR	MONTH	DAY
56	10	32
53	7	12

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.?)
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	
U.S. ARMY	1953	July	12	1956	NOV	11	HON.

3 3 20 21

DD-214 Active imp  
 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?  YES  NO

12. TOTAL SERVICE  
 3 3 21

TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mar Mar)	FROM—			TO—			TOTAL		
	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEARS	MONTHS	DAYS

13. NONCREDITABLE SERVICE (Leave purposes only)

14. NONCREDITABLE SERVICE (RIF purposes only)

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

15. REEMPLOYMENT RIGHTS  
 YES  NO

16. RETENTION RIGHTS  
 YES  NO

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

17. EXPIRATION DATE OF RETENTION RIGHTS

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)

*Thomas J. Keene*  
 (SIGNATURE)

Subscribed and sworn to before me on this 20th day of May 1957 at Washington, D.C.  
 (MONTH) (DAY) (CITY) (STATE)

S R A L

*Walter J. ...*  
 (SIGNATURE)

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 53.) 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 Purpose)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (Leave Purpose)	SERVICE COMPUTATION DATE (Leave Purpose)
Years				05/14/05	3	29/1/05
Months						
Days						

**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 Purpose)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (RIF Purpose)	SERVICE COMPUTATION DATE* (RIF Purpose)
Years						
Months						
Days						

\* Enter as the "Service Computation Date" on the employee's "Service Record Card," SF 7

REMARKS:

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 use 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 1957  
Date

*Thomas J. Keenan*  
Signature of Employee


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 1952  
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

\_\_\_\_\_

Witness

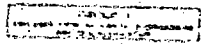


SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST	
2. NAME (Last, First, Middle) <b>Koonan, Thomas J.</b>		21 June 1976	
3. OFFICE, DIVISION, BRANCH <b>DDO/LA/NRCAM</b>		3. POSITION TITLE <b>Ops Officer</b>	4. GRADE <b>GS-15</b>
5. EMPLOYEE'S EXT. <b>7375</b>			
7. PURPOSE OF EVALUATION			
<input type="checkbox"/> PRE-EMPLOYMENT		<input type="checkbox"/> HQS/TDY	
<input type="checkbox"/> ENTRANCE ON DUTY		<input type="checkbox"/> OVERSEAS ASSIGNMENT	
<input checked="" type="checkbox"/> TDY STANDBY		ETD	
<input type="checkbox"/> SPECIAL TRAINING		STATION	
<input type="checkbox"/> ANNUAL		TDY OR PCS	
<input type="checkbox"/> RETURN TO DUTY		TYPE OF COVER	
<input type="checkbox"/> FITNESS FOR DUTY		NO. OF DEPENDENTS TO ACCOMPANY	
<input type="checkbox"/> MEDICAL RETIREMENT		NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED	
9. OVERSEAS PLANNING EVALUATION (One block must be checked)		<input type="checkbox"/> RETURN FROM OVERSEAS	
<input type="checkbox"/> YES		ETA	
<input type="checkbox"/> NO		STATION	
		NO. OF DEP. S	
		9. REQUESTING OFFICER	
		SIGNATURE	
		ROOM NO. & BUILDING	
		EXT.	
		303113 HQS	
		6270	
10. COMMENTS			
11. REPORT OF EVALUATION			
Qualified for TDY Standby until 1 July 1978.			
DATE		SIGNATURE FOR CHIEF OF MEDICAL STAFF	
6 August 1976		OMS/Registrar S	

SECRET

1. NAME (Last, First, Middle) <b>Acenan, Thomas J.</b>		2. DATE OF BIRTH [Redacted]	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>681C</b>
7. PROPOSED STATION <b>WH/ Kingston, Jamaica</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>COS 088 GS 14</b>	
9. TYPE OF COVER AT NEW STATION [Redacted]	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. [Redacted]	15. ROOM NUMBER AND BUILDING <b>3D6317</b>
16. OFFICIAL		16. EXTENSION <b>6815</b>	
17. OFFICE OF MEDICAL SERVICES DISPOSITION  <b>Qualified overseas PCS.</b> <b>23 October 1973</b> [Redacted] <b>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	3. GRADE <b>GS-14</b>
4. OFFICE, DIVISION, BRANCH (or overseas station) and existing cover if later <b>DDP/WH/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:</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	15. ROOM NUMBER AND BUILDING <b>3D 5309 Hqs</b>	16. EXTENSION <b>7431</b>
17. OFFICE OF WOMEN SERVICES DISPOSITION <b>Qualified Overseas PCS</b>  <b>12 May 1971</b> <b>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)

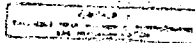
REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST						
2. NAME (Last, First, Middle) <b>KEENAN, Thomas J.</b>		3. POSITION/TITLE <b>Ops Officer</b>						
4. GRADE <b>GS-13</b>		5. EMPLOYER'S EXT. <b>6816</b>						
6. OFFICE, DIVISION, BRANCH <b>DDP/WH/S/Bogota</b>								
7. PURPOSE OF EVALUATION								
<input type="checkbox"/> PRE-EMPLOYMENT	<input type="checkbox"/> HQS/TOY	<input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT						
<input type="checkbox"/> ENTRANCE ON DUTY	<table border="1"><tr><td>ETO</td></tr><tr><td>STATION <b>Bogota</b></td></tr><tr><td>TOY OR PCS <b>PCS</b></td></tr><tr><td>TYPE OF COVER</td></tr><tr><td>NO. OF DEPENDENTS TO ACCOMPANY</td></tr><tr><td>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SP 89) ATTACHED</td></tr></table>		ETO	STATION <b>Bogota</b>	TOY OR PCS <b>PCS</b>	TYPE OF COVER	NO. OF DEPENDENTS TO ACCOMPANY	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SP 89) ATTACHED
ETO								
STATION <b>Bogota</b>								
TOY OR PCS <b>PCS</b>								
TYPE OF COVER								
NO. OF DEPENDENTS TO ACCOMPANY								
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SP 89) ATTACHED								
<input type="checkbox"/> TOY STANDBY	<input checked="" type="checkbox"/> RETURN FROM OVERSEAS							
<input type="checkbox"/> SPECIAL TRAINING	<p><b>MEDICALLY QUALIFIED FOR PROPOSED OS PCS.</b></p> <table border="1"><tr><td>ETA <b>9 June 1969</b></td></tr><tr><td>STATION <b>Bogota</b></td></tr><tr><td>NO. OF DEP.'S</td></tr></table>		ETA <b>9 June 1969</b>	STATION <b>Bogota</b>	NO. OF DEP.'S			
ETA <b>9 June 1969</b>								
STATION <b>Bogota</b>								
NO. OF DEP.'S								
<input type="checkbox"/> ANNUAL	<p><b>16 13 69</b></p>							
<input type="checkbox"/> RETURN TO DUTY								
<input type="checkbox"/> FITNESS FOR DUTY								
<input type="checkbox"/> MEDICAL RETIREMENT								
8. OVERSEAS PLANNING EVALUATION (One block must be checked)								
<input checked="" type="checkbox"/> YES	9. REQUESTING OFFICER							
<input type="checkbox"/> NO	SIGNATURE							
	ROOM NO. & BUILDING <b>306302 Hqs.</b>							
	EXT. <b>6816</b>							
10. COMMENTS								
<p>Mr. Keenan will be in Washington TOY 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.</p>								
11. REPORT OF EVALUATION								
DATE		SIGNATURE FOR CHIEF OF MEDICAL STAFF						

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST						
2. NAME (Last, First, Middle) <b>Keenan, Thomas John (Dependents of)</b>		<b>13 February 67</b>						
3. POSITION TITLE <b>Ops Officer</b>		4. GRADE <b>GS-12</b>						
5. OFFICE, DIVISION, BRANCH <b>DDP/WH/CA</b>		6. EMPLOYEE'S EXT. <b>6818</b>						
7. PURPOSE OF EVALUATION								
<input type="checkbox"/> PRE-EMPLOYMENT	<input type="checkbox"/> HQS/TDY	<input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT <table border="1"><tr><td>RTU <b>May 1967</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 DEPENDENT REPORTS OF MEDICAL HISTORY (If Any) CHECKED <b>Seven (7)</b></td></tr></table>	RTU <b>May 1967</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 DEPENDENT REPORTS OF MEDICAL HISTORY (If Any) CHECKED <b>Seven (7)</b>
RTU <b>May 1967</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 DEPENDENT REPORTS OF MEDICAL HISTORY (If Any) CHECKED <b>Seven (7)</b>								
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> RETURN FROM OVERSEAS	<table border="1"><tr><td>I.T.A.</td></tr><tr><td>STATION</td></tr><tr><td>NO. OF D.U.'s</td></tr></table>	I.T.A.	STATION	NO. OF D.U.'s			
I.T.A.								
STATION								
NO. OF D.U.'s								
<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								
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER						
<input checked="" type="checkbox"/> YES	SIGNATURE							
<input type="checkbox"/> NO	ROOM NO. & BUILDING <b>3 D 3309</b>	EXT. <b>6315</b>						
10. COMMENTS <b>Forms 39 are attached. Please schedule during April 1967.</b>								
11. REPORT OF EVALUATION								
DATE	PROPOSED BY	SIGNATURE FOR CHIEF OF MEDICAL STAFF						

SECRET

1. NAME (Last, First, Middle) <b>Keenan, Thomas John</b>		2. DATE OF BIRTH [Redacted]	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-13</b>	
9. TYPE OF COVER AT NEW STATION [Redacted]		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 [Redacted]	15. ROOM NUMBER AND BUILDING <b>3 D 5309</b>	16. EXTENSION <b>6615</b>
17. OFFICE OF MEDICAL SERVICES DISPOSITION  <p style="text-align: center;">MILITARY MEDICAL SERVICE PROPOSED DISPOSITION</p>			
18. OFFICE OF SECURITY DISPOSITION  <p style="text-align: center;">P 2 15 67</p>			
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>KEENAN, Thomas</b>		2. GRADE <b>GS-12</b>							
3. OFFICE, DIVISION, BRANCH <b>DDP/WH</b>		4. POSITION TITLE <b>Ops Officer</b>							
5. EMPLOYEE'S SER.									
6. PURPOSE OF EVALUATION									
<input type="checkbox"/> PRE-EMPLOYMENT	<input type="checkbox"/> HQS/TDY	<input type="checkbox"/> OVERSEAS ASSIGNMENT							
<input type="checkbox"/> ENTRANCE ON DUTY	<table border="1"><tr><td>RTD</td></tr><tr><td>STATION</td></tr><tr><td>TDY OR PCS</td></tr><tr><td><b>TDY</b></td></tr><tr><td>TYPE OF COVER</td></tr><tr><td>NO. OF DEPENDENTS TO ACCOMPANY</td></tr><tr><td>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (OF 8V) ATTACHED</td></tr></table>		RTD	STATION	TDY OR PCS	<b>TDY</b>	TYPE OF COVER	NO. OF DEPENDENTS TO ACCOMPANY	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (OF 8V) ATTACHED
RTD									
STATION									
TDY OR PCS									
<b>TDY</b>									
TYPE OF COVER									
NO. OF DEPENDENTS TO ACCOMPANY									
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (OF 8V) ATTACHED									
<input checked="" type="checkbox"/> TDY STANDBY <b>Latin America</b>	<input type="checkbox"/> RETURN FROM OVERSEAS	<table border="1"><tr><td>LTA</td></tr><tr><td>STATION</td></tr><tr><td>NO. OF DEP.'S</td></tr></table>	LTA	STATION	NO. OF DEP.'S				
LTA									
STATION									
NO. OF DEP.'S									
<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									
7. OVERSEAS PLANNING EVALUATION (One block must be checked)		8. REQUESTING OFFICER							
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<table border="1"><tr><td> </td></tr></table>							
10. COMMENTS		11. REPORT OF EVALUATION							
		<b>QUALIFIED FOR TDY STANDBY</b> <b>UNTIL Nov 67</b> <b>REX HARRIS</b> CHIEF OF MEDICAL STAFF							
DATE									



SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEENAN, Thomas J.</b>		6 April 66
3. POSITION TITLE <b>Ops OFFICER</b>		4. GRADE <b>GS-12</b>
5. OFFICE, DIVISION, BRANCH <b>DDP/JH/PO</b>		6. EMPLOYEE'S EXT. <b>7811</b>
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input checked="" type="checkbox"/> TDY	NO. OF TDY
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> OVERSEAS ASSIGNMENT	
<input checked="" type="checkbox"/> TDY STANDBY <b>Latin America</b>	ETA	
<input type="checkbox"/> SPECIAL TRAINING	STATION	
<input type="checkbox"/> ANNUAL	TDY OR PCS	
<input type="checkbox"/> RETURN TO DUTY	TDY	
<input type="checkbox"/> FITNESS FOR DUTY	TYPE OF COVER	
<input type="checkbox"/> MEDICAL RETIREMENT	NO. OF DEPENDENTS TO ACCOMPANY	
	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	
	<input type="checkbox"/> RETURN FROM OVERSEAS	
	ETA	
	STATION	
	NO. OF DEP.'S	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER
<input checked="" type="checkbox"/> YES	SIGNATURE	
<input type="checkbox"/> NO	ROOM NO. & BUILDING	
	<b>3-56</b>	EXT. <b>6815</b>
10. COMMENTS		
11. REPORT OF EVALUATION		
QUALIFIED FOR TDY STANDBY UNTIL		
DATE		
PETER		
SIGNATURE FOR CHIEF OF MEDICAL CENTER		

FORM 259 USE PREVIOUS EDITIONS

SECRET

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SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <i>KEEPIAN, THOMAS J.</i>		30 NOVEMBER 1964
3. OFFICE, DIVISION, BRANCH <i>DDP/MIV/3</i>		4. POSITION TITLE OPS OFFICER
		5. GRADE GS-12
7. PURPOSE OF EVALUATION		8. EMPLOYEE'S EXT.
<input type="checkbox"/> PRE-EMPLOYMENT	<input type="checkbox"/> MEDS TOY	
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> OVERSEAS ASSIGNMENT	
<input type="checkbox"/> TOY STANDBY	ETA	
<input type="checkbox"/> SPECIAL TRAINING	STATION	
<input type="checkbox"/> ANNUAL	TOY OR PCS	
<input type="checkbox"/> RETURN TO DUTY	TYPE OF COVER	
<input type="checkbox"/> FITNESS FOR DUTY	NO. OF DEPENDENTS TO ACCOMPANY	
<input type="checkbox"/> MEDICAL RETIREMENT	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		<input checked="" type="checkbox"/> RETURN FROM OVERSEAS
<input type="checkbox"/> YES	ETA	
<input type="checkbox"/> NO	STATION	
		MEXICO CITY, MEXICO
		NO. OF DEP.'S
		9. REQUESTING OFFICER
		SIGNATURE
		ROOM NO. & BUILDING
		EXT.
10. COMMENTS		
18 AND 21 DEC. 0900 1245		
CLASSIFIED FOR CURRENT DUTIES		
11. REPORT OF EVALUATION		
12 29 64		
DATE		SIGNATURE FOR REPORT OF MEDICAL STAFF

FORM 259 USE PREVIOUS EDITIONS.

SECRET

1393

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEENAN, 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/WIV/RSO</b>		6. EMPLOYEE'S EXT. <b>6576</b>
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input checked="" type="checkbox"/> TDY/TDY	<input type="checkbox"/> OVERSEAS ASSIGNMENT <b>Please re-evaluate</b>
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> SPECIAL TRAINING	
<input checked="" type="checkbox"/> TDY STANDBY	<input type="checkbox"/> ANNUAL	STATION
<input type="checkbox"/> SPECIAL TRAINING	<input type="checkbox"/> RETURN TO DUTY	TDY OR PCS
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> FITNESS FOR DUTY	<b>TDY</b>
<input type="checkbox"/> RETURN TO DUTY	<input type="checkbox"/> MEDICAL RETIREMENT	TYPE OF COVER
<input type="checkbox"/> FITNESS FOR DUTY		NO. OF DEPENDENTS TO ACCOMPANY
<input type="checkbox"/> MEDICAL RETIREMENT		NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		<input type="checkbox"/> RETURN FROM OVERSEAS
<input checked="" type="checkbox"/> YES	9. REQUESTING OFFICER	
<input type="checkbox"/> NO	SIGNATURE	
	ROOM NO. & BUILDING	EXT.
		<b>6576</b>
10. COMMENTS		
11. REPORT OF EVALUATION		
DATE		
SIGNATURE FOR CHIEF OF MEDICAL STAFF		

QUALIFIED FOR TDY STANDBY

4 13 65

SECRET  
(WHEN FILLED IN)

### REQUEST FOR MEDICAL EVALUATION

1. NAME (LAST) <b>KEEHAN</b> (FIRST) <b>Thomas</b> (MIDDLE) <b>J.</b>			2. DATE OF REQUEST <b>15 September 1959</b>						
3. POSITION TITLE <b>Ops Officer</b>		4. OFFICE DIVISION AND BRANCH <b>DDP/WH/III</b>	5. GRADE <b>08-9</b>						
6. REQUESTING OFFICER <b>J. Washburn, WH/Pers</b>		7. BUILDING AND ROOM NO. <b>1104 Barton</b>	8. EXTENSION <b>8242</b>						
TYPE OF EVALUATION AND REPORT									
9. TYPE OF EVALUATION		10. OVERSEAS PLANNING EVALUATION DESIRED IN ACCORDANCE WITH R 18-200							
<input type="checkbox"/> PRE-EMPLOYMENT		<input type="checkbox"/> YES <input type="checkbox"/> NO							
<input type="checkbox"/> ENTRANCE ON DUTY		<p>Subject will be <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span></p> <p><i>Approved by [Signature]</i></p>							
<input checked="" type="checkbox"/> OVERSEAS									
<table border="1"><tr><td>ETD</td><td><b>e/a 15 February 1959</b></td></tr><tr><td>STATION</td><td><b>Mexico City, Mexico</b></td></tr><tr><td>TOY-PCS</td><td><b>PCS</b></td></tr></table>				ETD	<b>e/a 15 February 1959</b>	STATION	<b>Mexico City, Mexico</b>	TOY-PCS	<b>PCS</b>
ETD	<b>e/a 15 February 1959</b>								
STATION	<b>Mexico City, Mexico</b>								
TOY-PCS	<b>PCS</b>								
<input type="checkbox"/> OVERSEAS RETURN									
<input type="checkbox"/> TOY 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									
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									
<p><b>Dependents to accompany Subject's and dependent 89's attached.</b></p> <p>Wife - <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span></p> <p>Daughter - <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span></p> <p>Daughter - <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span></p>									
DATE OF EVALUATION <b>14 - 10 - 1959</b>		SIGNATURE FOR CHIEF, MEDICAL STAFF							

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### MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	1. (First)	1. (Middle)	2. DATE
KEFNAN	THOMAS	JOHN	21 Jan 1958
3. IO POSITION	4. OFFICE, DIVISION, BRANCH		5. GRADE
JOT	JOTP/TR		OS-7
6. TYPE OF POSITION	7. EVALUATE JOB		
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<input type="checkbox"/> EGO <input type="checkbox"/> Overseas <input type="checkbox"/> Returned Re-evaluation		
			<input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify) <b>Training at ISOLATION</b> beginning 3 March 1958
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:			
Send reports to JOTP/TR, 2518 C. Eye Make appointments with JOTP/TR, Extension 3514			
QUALIFIED FOR PROPOSED TRAINING			
JAN 22 1958			

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### MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	1. (First)	1. (Middle)	2. DATE
KEFNAN	THOMAS	JOHN	9 October 1957
3. IO POSITION	4. OFFICE, DIVISION, BRANCH		5. GRADE
Junior Officer Trainee	JOTP/TR		OS-7
6. TYPE OF POSITION	7. EVALUATE JOB		
<input checked="" type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<input type="checkbox"/> EGO <input type="checkbox"/> Overseas <input type="checkbox"/> Returned		
			<input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify) <b>Training - OS Fan Course #11</b> beginning 4 November 1957
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:			
Send reports to JOTP/TR, 2518 Quarters Eye Make appointments with JOTP/TR, Extension			
QUALIFIED FOR PROPOSED TRAINING			
OCT 11 1957			

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(When Filled In)

### MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	(First)	(Middle)	2. DATE
KEEMAN	Thomas	John	SEP 1 5 09 PM '57
3. TO POSITION	4. OFFICE, DIVISION, BRANCH	5. ORDER	
JOT	OTR/JOTP	OSR 7	
6. TYPE OF POSITION	7. EVALUATE FOR		
<input checked="" type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<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)		
Re-evaluated for ISO Trng - 9/30/57 - OC			
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:			
Send reports to JOTP/TR, 2413 Alcott. Make appointments with JOTP/TR, X3514.			
QUALIFIED FOR PROPOSED TRAINING			
SEP 1			

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : C/Records &amp; Services Division/OP

DATE: 2 APR 1957

ATTN :

FROM : Director of Training

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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### MEDICAL ACTION REQUEST AND REPORT

#### I. REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last)		(First)		(Initial)		2. DATE
KEENAN		THOMAS		JOHN		14 March 1957
3. TO POSITION			4. OFFICE, DIVISION, BRANCH			5. GRADE
JOT			CTR/JOTP			
6. TYPE OF POSITION			7. EVALUATE FOR			
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas			<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)			

#### II. REPORT OF MEDICAL EVALUATION

<input type="checkbox"/> Qualified for Full Duty (General)	<input type="checkbox"/> Qualified for Full Duty (Special)
<input type="checkbox"/> Qualified for Departmental Duty Only	<input type="checkbox"/> Disqualified

Remarks:

**FULL DUTY/GENERAL** ~~GENERAL~~

Please send copy to JOTP, 2413

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MEDICAL OFFICE

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(When Filled In)

### MEDICAL ACTION REQUEST AND REPORT

#### I. REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last)		(First)		(Initial)		2. DATE
KEENAN		THOMAS		JOHN		14 March 1957
3. TO POSITION			4. OFFICE, DIVISION, BRANCH			5. GRADE
JOT			CTR/JOTP			
6. TYPE OF POSITION			7. EVALUATE FOR			
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas			<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)			

#### II. REPORT OF MEDICAL EVALUATION

<input type="checkbox"/> Qualifies for Full Duty (General)	<input type="checkbox"/> Qualifies for Full Duty (Special)
<input type="checkbox"/> Qualifies for Departmental Duty Only	<input type="checkbox"/> Disqualified

Remarks:

**FULL DUTY/GENERAL** ~~GENERAL~~

Please send copy to JOTP, 2413

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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: KEENAN, Thomas John

Your Reference: C-7673 OTR

Case Number: 131716

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  
on 4/21/57  
ap*

