104-10222-10005

STANDARD FORM 66
January 1972
PRESCRIBED BY U.S. CIVIL SERVICE COMMISSION
Federal Personnel Manual Ch. 293
66-104

SECRET

Official Personnel Folder

SECRET

KEENAN, THOMAS J
SS: 395-26-2591
DOB: 06/29/30

CODED
for
QUALIFICATIONS

Reviewed
9-59 1984

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION

DATE 4-17-78

REPLY TO ATTN OF NCPCR-CA

National Personnel Records Center
(Civilian Personnel Records)
111 Winnebago 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. Shipp

(Last, first, middle)	DATE OF BIRTH	SOCIAL SECURITY NUMBER
Kienan Thomas		

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

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

PERIOD	HOURS WORKED	RATE OF PAY	POST OFFICE
1-51 to 12-2-9	NO SERVICE		
12-1-52 to 12-15-52	40	$1.515 ph	
12-14-53 to 12-31-53	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.

for E. L. Price
E. L. PRICE
Chief, Civ. Ref. Br.

RECEIVED NMA APR 24 1978

GSA FORM MAY 66 6094

14-00000

APR 6 1978

Standard Form 127
July 1967 edition
General Services Administration
FPMR (41 CFR) 101-11.6

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST: 23 February 1978

Section I—TO BE COMPLETED BY REQUESTING AGENCY

2. CURRENT NAME (Last, first, middle): KEENAN, THOMAS

2a. NAME UNDER WHICH FORMERLY EMPLOYED (If different than item 2)

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 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		11/52	12/52
United States Post Office		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

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.

A pay transcript is furnished on the attached SF Form 1897

Date: 4-17-78 Initials: BD

Section III—TO BE COMPLETED BY REQUESTING AGENCY

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

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

SF 127

14-00000

☐ 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: 6141

NO.

DATE: 23 February 1978

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. CCS/CSB GH 44 HQS Attn: [redacted]	2/28/78			It is requested that your office obtain the Official Records indicated on the attached Form TM - 502 and forward them to the OP FILES SECTION. For further information or if the request cannot be honored, please contact C/TRB on extension 7165.
2.				
3.				
4.				
5. OS/CSD/EAB 4 E 33 HQS Attn: [redacted]				SUBJECT: Mr. Thomas Keenan
6.				
7.				EOD:
8.				
9.				
10. OS/CSD/EAB 4 E 33 HQS Attn: [redacted]				
11.				
12.				
13.				
14.				
15. OP/CD/TRB Files Section 5 E 13 HQS				

POWER: (circle one)

YES NO IN PROCESS

CCS/CSB - Request the Official Personnel Folder from:

FEDERAL RECORDS CENTER X

LAST EMPLOYING AGENCY ____

FORM 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

Standard Form 127
July 1967 edition
General Services Administration
FPMR (41 CFR) 101-11.4

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST: 23 February 1978

Section I—TO BE COMPLETED BY REQUESTING AGENCY

2. CURRENT NAME (Last, first, middle): [redacted], Thomas

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

5. DATE OF BIRTH:

6. 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 to send folder or reply to your agency. Duplicate will be used as charge and record by the Records Center.

8. PREVIOUS FEDERAL EMPLOYMENT

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

9. 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

8.

☐ a. Folder enclosed.

☐ b. Folder was sent to your agency on _____

☐ c. Folder forwarded in place of information requested. Retain if person is retired.

☐ 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.

127 107

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,

William W. Wells
Deputy Director for Operations

CONFIDENTIAL
(When Filled In)

NOTICE OF CREDITABLE SERVICE
[FOR LEAVE PURPOSES]

☐ VOUCHERED
☐ UNVOUCHERED

NAME (Last, First, Middle)
Keoran, Thomas J.

SERIAL NO.
026090

OFFICE (and Division)
DDO/LA

ORIGINAL
XX CORRECTION
THIS DATE
October 25, 1977

SERVICE COMPUTATION DATE (Mo. - Da. - Yr.)
January 19, 1954

SIGNATURE (Office of Personnel)

FORM 171

CONFIDENTIAL

B2. IMPDET CL BY 065782

14-00000

2/18/77

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 8 February 1977

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): Keenan, Thomas J.
3. NATURE OF PERSONNEL ACTION: Reassignment and change of NOCA
4. EFFECTIVE DATE REQUESTED: 02 | 08 | 77
5. CATEGORY OF EMPLOYMENT: Regular
6. FUNDS: V TO V / V TO O / O TO V / X O TO O
7. FAN AND NOCA: 7135 4525 0002
8. LEGAL AUTHORITY (Completed 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 (IS)
12. POSITION NUMBER: CN55
13. CAREER SERVICE DESIGNATION: DYB
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: IS 4
17. SALARY OR RATE: $ 37167.
18. REMARKS: From: DDO/LA [redacted] #3 c's per Dian/LA 2-17-77

~~Limit Objection already filled~~ } incl: [redacted]

18A. [redacted] DATE SIGNED: LA/Pers 8 Feb 77

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted] DATE SIGNED: 2/15/77

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 37
20. EMPLOY CODE: 10
21. OFFICE CODING: NUMERIC 3166 / ALPHABETIC LA
22. STATION CODE: 78013
23. AUTHORITY CODE
24. MONTH CODE
25. DATE OF BIRTH
26. DATE OF GRADE
27. DATE OF LPI
28. RTI EXPIRES
29. SPECIAL REFERENCE
30. RETIREMENT DATA
31. SEPARATION DATE CODE
32. CORRECTION CANCELLATION DATA
EOD DATA
33. SECURITY REQ. NO.
34. NOA
35. RET. PREFERENCE
36. NEW COMP DATE
37. LOCAL COMP DATE
38. CAREER CATEGORY
39. FEDERAL HEALTH INSURANCE
40. SOCIAL SECURITY NO.
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE
42. LEAVE CAT CODE
43. FEDERAL TAX DATA
44. STATE TAX DATA
45. POSITION CONTROL CERTIFICATION: 28 FEB 77
46. O.P. APPROVAL: [redacted] DATE APPROVED: 2-28-77

FORM 1152 USE PREVIOUS EDITION

SECRET

E.O. EXPIRES ON 007A32

C-NO money

AP5 6/05

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 22 June 1976

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): Keenan, Thomas J.
3. NATURE OF PERSONNEL ACTION: Reassignment and Delegation of NSCA
4. EFFECTIVE DATE: MONTH 06 DAY 21 YEAR 76
5. CATEGORY OF EMPLOYMENT: Regular
6. FUNDS: 0 100 X
7. PAY AND NSCA: 135 4528 0001
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDO/LA Division
10. LOCATION OF OFFICIAL STATION: Wash., D.C.
11. POSITION TITLE: Operations Officer, Ch (15)
12. POSITION NUMBER: CP25
13. CAREER SERVICE DESIGNATION: DQB
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 15 4
17. SALARY OR RATE: $ 34,441
18. REMARKS: DDO Memo attached

19. SIGNATURE OF RECEIVING OFFICIAL: LA/Pers — DATE SIGNED: 22 Jun 76
20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: PM/CS — DATE SIGNED: 6/25/76

SPACE BELOW FOR EXCLUSIVE USE OF PERSONNEL

21 ACTION CODE	22 EMPLOY CODE	23 OFFICE LOCATION	24 STATION CODE	25 SECURITY CODE	26 ADDITIONAL CODE	27 DATE OF DATA	28 DATE OF GRADE	29 DATE OF LEI
37	105	300 LA	75013					

30 RTR EXPIRES — 31 SPECIAL EXPIRING — 32 RETIREMENT DATA — 33 SERVICE CODE — 34 CORRECTIVE CLASSIFICATION DATA — EOD DATA — 35 SALARY RATE — 36 LEI

37 RTT PERFORMANCE — 38 SCHL LOAN DATA — 39 LOCAL CODE DATA — 40 LOCAL ALLOWANCE — 41 TOTAL SALARY RATE

42 PRESENT EMPLOYMENT SERVICE — 43 LEAVE CODE — 44 HEALTH BEN DATA — 45 STATE TAX DATA

46 POSITION CONTROL CERTIFICATION: 29 JUN 1976

47 JOB APPLICANT — DATE APPOINTED: 29 Jun 76

SECRET

DO 76-1972

19 MAR 1976

MEMORANDUM FOR: Deputy Director for Operations

SUBJECT : Appointment of Mr. Thomas J. Keenan as Chief, [redacted]

1. The appointment of Mr. Thomas J. Keenan as Chief of our [redacted] a GS-15 position, effective in June 1976 is recommended. Mr. Keenan would replace [redacted] who is presently Chief, [redacted].

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.

[redacted]
Chief
Latin America Division

Attachments
Biographic Profile
Fitness Reports
Photograph

The recommendation in paragraph 1 is ( )APPROVED

(D) Carl E. Bee
Deputy Director for Operations

27 March 1976
Date

E2 IMPDET
CL BY 055762

D-NO STATE (S)

SECRET

REQUEST FOR PERSONNEL ACTION

DDF

DATE PREPARED: 30 December 1974

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): Keenan, Thomas J.
3. NATURE OF PERSONNEL ACTION: Reassignment - Change of Functional Category
4. EFFECTIVE DATE REQUESTED: 01 02 75
5. CATEGORY OF EMPLOYMENT: Regular
6. FUNDS: V TO V / V TO O / O TO V / X O TO O
7. FAN AND BSCC: 5135 0984 0001
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDO/LA Division Foreign Field
10. LOCATION OF OFFICIAL STATION:
11. POSITION TITLE: Chief of Station (14)
12. POSITION NUMBER: 0660
13. CAREER SERVICE DESIGNATION: DQB
14. CLASSIFICATION SCHEDULE (GS, WB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.05
16. GRADE AND STEP: 15 2
17. SALARY OR RATE: $ 30,812.
18. REMARKS:

G 59

18A. SIGNATURE OF PERSONNEL OFFICER: Pers
DATE SIGNED: 30 Dec 74
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER:
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 ALPHABETIC LA
22 STATION CODE: 37043
23 INTEGRITY CODE:
24 ADJ CODE: 3
25 DATE OF BIRTH
26 DATE OF GRADE
27 DATE OF LEI
28 EST EXPIRES
29 SPECIAL REFERENCE: S/
30 RETIREMENT DATA: CSC / OASDI / FICA / NONE
CODE
31 SEPARATION DATA CODE
32 CONTINUATION/CANCELLATION DATA
TYPE
EOD DATA
33 SECURITY BEG. NO.
34 SOI
35 VET PREFERENCE: CODE
36 LEAV COMP DATE
37 LOAN COMP DATE
38 CAREER CATEGORY
39 FEGLI HEALTH INSURANCE
40 SOCIAL SECURITY NO.
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE
42 LEAVE CAT. CODE
43 FEDERAL TAX DATA: FORM EXECUTED / CODE / NO. TAX EXEMPTIONS
44 STATE TAX DATA: FORM EXECUTED / CODE / NO. TAX EXEMPTIONS / STATE CODE
45 POSITION CONTROL CERTIFICATION
46 O.P. APPROVAL
DATE APPROVED

1152 ADD PREVIOUS EDITION

SECRET

C.I. IMPORT CL. BY 007452

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 22 May 1974

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): Keenan, Thomas J [redacted]

3. NATURE OF PERSONNEL ACTION: Promotion

4. EFFECTIVE DATE REQUESTED: MONTH 05 DAY 26 YEAR 74

5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: V TO V [ ] V TO CF [ ] CF TO V [ ] CF TO CF [X]

7. FAM AND NSCA: 4135-0984 0001

8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS: DDO/WH Division Foreign Field

10. LOCATION OF OFFICIAL STATION:

SG 6

[redacted] (14)

12. POSITION NUMBER: 0660

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, FB, etc.): GS

15. OCCUPATIONAL SERIES: 0136.05

16. GRADE AND STEP: 15 Z

17. SALARY OR RATE: $29,205

18. REMARKS:

Home Base: WH

From: GS - 14/4

PRA in accordance with [redacted] (1) (d)

NTE two years

[redacted]

[redacted] AL: WH/Pers DATE SIGNED: 22 May 74

[redacted] DATE SIGNED: 22 MAY 1974

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. INTERCOM. CODE	24. NOTIFS CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR
22	10	51875	WH	37043		3		05 26 74	05 26 74

28. RTE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA	CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	MO DA YR	EOD DATA	33. SECURITY REQ. NO.	34. SDI
05 25 76	84								

35. VET. PREFERENCE CODE	36. SERV. COMP. DATE MO DA YR	37. LOSS COMP. DATE MO DA YR	38. CAREER CATEGORY	39. FEGLI/HEALTH INSURANCE	40. SOCIAL SECURITY NO.
0—NONE, 1—5 PT., 2—10 PT.			CAS BUSY PROV/TEMP	CODE / CODE / 1—WAIVED, 2—EE, 3—EE/FAM, 4—TNC, 5—EE/E	HEALTH INS CODE

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED	CODE	NO. TAX EXEMP.	STATE CODE
0—NO PREVIOUS SERVICE, 1—NO PREV. FED. SERVICE, 2—PREV. FED. SERVICE (LESS THAN 3 YEARS), 3—PREV. FED. SERVICE (MORE THAN 3 YEARS)		1—YES, 2—NO			1—YES, 2—NO			

45. POSITION CONTROL CERTIFICATION: 5-23-74 [illegible]

46. O.P. APPROVAL: [redacted]

DATE APPROVED: 24 May 74

FORM 1152 (6-72) USE PREVIOUS EDITION

SECRET CLASSIFICATION: [illegible] FA-2 APPROVAL

SECRET
EYES ONLY

13 [illegible]

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 [redacted] since [redacted] 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, [redacted] In [redacted] in which, because of circumstances beyond control [redacted] the incumbent faces enormous [redacted] difficulties. [redacted] 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 [redacted] 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 [redacted]

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

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 31 July 1973

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): KEENAN, THOMAS J
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT
4. EFFECTIVE DATE REQUESTED: MONTH 09 DAY 15 YEAR 73
5. CATEGORY OF EMPLOYMENT: REGULAR
6. REMARKS
7. PAY AND NOCA: 4135 0984 0001
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATION: DDO/WH DIVISION FOREIGN FIELD
10. LOCATION OF OFFICIAL STATION
11. POSITION TITLE: CHIEF OF STATION (14)
12. POSITION NUMBER: [redacted] 0660
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.05
16. GRADE AND STEP: 14 4
17. SALARY OR RATE: ~~24608~~ 26,671
18. REMARKS

FROM: DDO/WH/BR-3/DCOS [redacted]

HOME BASE: WH

* Salary Blend

1 - Security
1 - Finance

18A. C/WH/PERS — DATE SIGNED: 4 Oct 73

18B. SIGNATURE OF PERSONNEL OFFICER — DATE SIGNED: 10-30-73

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. AUTHOR CODE: 37
20. EMPLOYEE CODE: 10
21. EDITS CODES: NUMERIC 5135 ALPHA WL 15703
22. STATION CODE
23. INTEREST CODE
24. NOA TO CODE: 3
25. DATE OF EDITS
26. DATE OF GRADE
27. DATE OF LEO
28. RET EXPIRES
29. RET LEO
30. RETIREMENT DATA
31. SEPARATION DATA CODE
32. CORRECTION/CANCELLATION DATA — TYPE
EOD DATA
33. SECURITY REQ. NO.
34. NO.
35. PREMIUM
36. RET GRAD DATE
37. LEAVE CODE
38. CAREER CATEGORY
39. PROJ. GRADE REQUIRED
40. SOCIAL SECURITY NO.
41. FOREIGN EXPIRATION DATE
42. STATE CAT CODE
43. PERSONNEL DATA
44. TAX DATA
45. POSITION CONTROL CERTIFICATION

CCP 10-31-73

DATE APPROVED: 4 Oct 73

SECRET

SECRET

1. NAME (Last, First, Middle) , Thomas J.	2. DATE OF BIRTH [redacted]	3. GRADE GS-14
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) WH/ Limo	5. PRESENT POSITION	6. EMPLOYEE EXTENSION 6815
7. PROPOSED STATION WH/ [redacted]	8. PROPOSED POSITION (Title, Number, Grade) COS 0660 GS-14	
9. TYPE OF COVER AT NEW STATION [redacted]	10. ESTIMATED DATE OF DEPARTURE 1 Sept 1973	11. NO. OF DEPENDENTS TO ACCOMPANY Seven

12. COMMENTS

[redacted]

13. DATE OF REQUEST 26 July 1973	14. [redacted]	15. ROOM NUMBER AND BUILDING 3D5317	16. EXTENSION 6815

17. OFFICE OF MEDICAL SERVICES DISPOSITION

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

25 OCT 1973

QUALIFIED FOR PROPOSED ASSIGNMENT OVERSEAS

[redacted]

Chairman, Overseas Candidate Review Panel

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 259a

SECRET

SECRET

Executive Registry
73-4252

73-4177

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, [redacted]

1. The appointment of Mr. Thomas J. Keenan, GS-14, as Chief of Station [redacted] 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 [redacted] a GS-15 position. He has also served overseas in Mexico City [redacted] 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 [redacted]

James E. Flannery
for
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, [redacted]

The recommendation in paragraph 1 is (✓)APPROVED ()DISAPPROVED

[redacted]

Deputy Director for Operations

31 Jul 1973
Date

The recommendation in paragraph 1 is ()APPROVED ()DISAPPROVED:

Acting Director of Central Intelligence

3 Aug 1973
Date

SECRET

LIMITED OFFICIAL USE

Keenan, Kenneth J.

THE WHITE HOUSE

WASHINGTON

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. Keenan, [redacted]

Walter C. Minnick

LIMITED OFFICIAL USE

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: XX 4 Nov 71

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): KEENAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT (CORRECTION)
4. EFFECTIVE DATE REQUESTED: MONTH 09 DAY 30 YEAR 71
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: 2135 1084
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH FOREIGN FIELD
10. LOCATION OF OFFICIAL STATION:
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

~~1-Payroll~~
~~2-Security~~

18A. AUTHORITY OF REQUESTING OFFICIAL: DATE SIGNED: 3 Nov 71
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: DATE SIGNED: 11 Nov 71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 58
20. EMPLOY CODE: 10
21. OFFICE CODES: NUMERIC 5770 ALPHABETIC
22. STATION CODE: 7025
23. INTERAGEN CODE:
24. NOATS CODE: 3
25. DATE OF BIRTH: MO. DA. YR.
26. DATE OF GRADE: MO. DA. YR.
27. DATE OF LEI: MO. DA. YR.
28. RTE EXPIRES: MO. DA. YR.
29. SPECIAL REFERENCE
30. RETIREMENT DATA: 1—CSC 2—CRCM 3—FVA 4—NONE; CODE
31. SEPARATION DATA CODE
32. CORRECTION CANCELLATION DATA: TYPE 34; MO. 09 DA. 30 YR. 71
EOD DATA
33. SECURITY REQ. NO.
34. SLI
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: CAS REV. PROM/TEMP
39. FEGLI/HEALTH INSURANCE: CODE; CODE; 0—WAIVED 1—BIG 2—BIG/OPT 3—INELIGIBLE; HEALTH INS. CODE
40. SOCIAL SECURITY NO.
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE; 0—NO PREVIOUS SERVICE 1—NO BREAK IN SERVICE 2—BREAK IN SERVICE (LESS THAN 3 YEARS) 3—BREAK IN SERVICE (MORE THAN 3 YEARS)
42. LEAVE CAT CODE
43. FEDERAL TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMPTIONS; STATE CODE
45. POSITION CONTROL CERTIFICATION: 11-19-71
46. O.P. APPROVAL:
DATE APPROVED: 11-19-71

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 13 October 1971

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): KEENAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT
4. EFFECTIVE DATE REQUESTED: MONTH 09 DAY 30 YEAR 71
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / O TO V / V TO O / O TO O — X
7. FINANCIAL ANALYSIS NO. CHARGEABLE: 2135 1084
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH FOREIGN FIELD [redacted]
10. LOCATION OF OFFICIAL STATION: [redacted]
11. POSITION TITLE: [redacted] OPS OFFICER (14)
12. POSITION NUMBER: 0135
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): [redacted] GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 14 2
17. SALARY OR RATE: $21,509
18. REMARKS:
From: DDP/WH/ [redacted] 1-B WH
Approved 259a attached [redacted]
Vice [redacted]
Remarks regarding language requirements on 259a
Ops Officer occupying an Ops Officer DCOS position
2 Security 1 Payroll

[redacted] DATE SIGNED 13 Oct 71
18a. SIGNATURE OF CAREER SERVICE [redacted] OFFICER [redacted] DATE SIGNED FEB 71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 37
20. EMPLOY. CODE: 10
21. OFFICE CODES — NUMERIC: 051760 ALPHABETIC: WH
22. STATION CODE: 37035
23. INTEGRITY CODE: [redacted]
24. HOURS CODE: 3
25. DATE OF BIRTH: MO. DA. YR.
26. DATE OF GRADE: MO. DA. YR.
27. DATE OF LEI: MO. DA. YR.
28. RTE EXPIRES: MO. DA. YR.
29. SPECIAL REFERENCE
30. RETIREMENT DATA: 1—FTC 1—OASDI 2—FICA 3—BOSF; CODE
31. SEPARATION DATA CODE
32. CORRECTION/CANCELLATION DATA: TYPE MO. DA. YR.
EOD DATA
33. SECURITY REQ. NO.
34. SEX
35. VET. PREFERENCE: CODE 0—NONE 1—5 PT. 2—10 PT.
36. SERV. COM. DATE: MO. DA. YR.
37. LOOS. COMP. DATE: MO. DA. YR.
38. CAREER CATEGORY: CAR. RES. PROF. FLEET; CODE
39. LEGAL HEALTH INSURANCE: CODE; 0—WAIVED 1—BYO 2—BYE/OPT 3—INELIGIBLE; HEALTH INS. CODE
40. SOCIAL SECURITY NO.
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE 0—NO PREVIOUS SERVICE 1—NO BREAK IN SERVICE 2—BREAK IN SERVICE (LESS THAN 3 YEARS) 3—BREAK IN SERVICE (MORE THAN 3 YEARS)
42. LEAVE LAT CODE
43. FEDERAL TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMP.; STATE CODE
45. POSITION CONTROL CERTIFICATION: Lad 10-15-71
46. O P APPROVAL: [redacted] DATE APPROVED 10/15/71

NPA 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

14-00000

SECRET

1. NAME (Last, First, Middle)	2. DATE OF BIRTH	3. GRADE
Keenan, Thomas J. [redacted]	29 Jun 30	GS-14
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment)	**5. PRESENT POSITION**	**6. EMPLOYEE EXTENSION**
DDP/WH [redacted]	Ops Officer	7431
7. PROPOSED STATION	**8. PROPOSED POSITION (Title, Number, Grade)**	
[redacted]	Ops Off DCOS/0135/GS-14	
9. TYPE OF COVER AT NEW STATION	**10. ESTIMATED DATE OF DEPARTURE**	**11. NO. OF DEPENDENTS TO ACCOMPANY**
[redacted]	Oct 71	seven (7)

12. COMMENTS

Vice: [redacted]

Physical will be taken in the field and results forwardod to Hqs.

Mr. Keenan's tested Spanish language proficiency of Intermediate Reading and Elementary Speaking meets the general language requirements of the Station.

Surgeon, Psych/Sec 30 Mar '71

13. DATE OF REQUEST	14. SIGNATURE OF REQUESTING OFFICIAL	15. ROOM NUMBER AND BUILDING	16. EXTENSION
19 Mar 71	[redacted]	3D 5309 Hqs	7431

17. OFFICE OF MEDICAL SERVICES DISPOSITION

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

17 M[illegible]

QUALIFIED FOR [illegible] OVERSEAS

[illegible]

Chairman

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 259a USE PREVIOUS EDITIONS

SECRET

(4)

14-00000

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: MONTH 02 DAY 07 YEAR 71
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / V TO CP / CP TO V / X CP TO CP
7. FINANCIAL ANALYSIS NO CHARGEABLE: 1135 0834
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATION: DDP/WH FOREIGN FIELD
10. LOCATION OF OFFICIAL STATION:
11. POSITION TITLE: OPS OFFICER (14)
12. POSITION NUMBER: 1792
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: $ 20,815
18. REMARKS: FROM: #0327

Language requirements from I have been met.

18A. SIGNATURE OF REQUESTING OFFICIAL: DATE SIGNED: 25 Jan 71
18B. SIGNATURE OF CAREER BOARD: DATE SIGNED: 1-27-71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 31
20. EMPLOY CODE: 10
21. OFFICE CODING: NUMERIC 1700 ALPHABETIC WH
22. STATION CODE: 15005
23. INTERAGE CODE:
24. HOURS CODE: 3
25. DATE OF BIRTH: MO. DA. YR.
26. DATE OF GRADE: MO. DA. YR.
27. DATE OF LEO: MO. DA. YR.
28. RTI EXPIRES: MO. XX DA. XX YR. XX
29. SPECIAL REFERENCE:
30. RETIREMENT DATA: 1—FCC 2—DPCR 3—FICA 4—NONE; CODE
31. SEPARATION DATA CODE:
32. CORRECTION/CANCELLATION DATA: TYPE MO. DA. YR.
EOD DATA
33. SECURITY REQ. NO.
34. SEX
35. VET PREFERENCE: CODE 0—NONE 1—5 PT 2—10 PT
36. TERV COMP DATE: MO. DA. YR.
37. LORS COMP DATE: MO. DA. YR.
38. CAREER CATEGORY: LAST REIV FROM FEDP; CODE
39. FEGLI HEALTH INSURANCE: CODE; CODE 0—WAIVED 1—YES; HEALTH INS. CODE
40. SOCIAL SECURITY NO.
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE 6—NO PREVIOUS SERVICE; 1—NO GREAT. IN SERVICE; 2—GREAT. IN SERVICE (LESS THAN 3 YEARS); 3—GREAT. IN SERVICE (MORE THAN 3 YEARS)
42. LEAVE (LAT CODE):
43. FEDERAL TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMPTIONS; STATE CODE
45. POSITION CONTROL CERTIFICATION: 1/ 1 71
46. O.P. APPROVAL:
DATE APPROVED: 1-29-71

SF-52 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

1-0963

23 FEB 1971

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT : Appointment of Mr. Thomas J. Keenan, GS-14, as Deputy Chief of Station, [redacted]

1. The appointment of Mr. Thomas J. Keenan, GS-14, as Deputy Chief of Station, [redacted] effective on or about 15 October 1971, is recommended. Mr. Keenan would replace Mr. [redacted]

2. Mr. Keenan has been an employee of the Agency since May 1957. He is currently assigned as an operations officer [redacted] 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:

[redacted]
Deputy Director for Plans

26 Feb 71
Date

SECRET

[redacted]

SECRET
(If not filled in)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 23 July 1970

G
53

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): Keenan, Thomas J.
3. NATURE OF PERSONNEL ACTION: Promotion
4. EFFECTIVE DATE REQUESTED: MONTH 07 DAY 26 YEAR 70
5. CATEGORY OF EMPLOYMENT: Regular
6. FUNDS: V TO V [ ] V TO CP [ ] CP TO V [ ] CP TO CP [X]
7. FINANCIAL ANALYSIS NO. CHARGEABLE: #135-0834
8. LEGAL AUTHORITY (Completed by Office of Personnel): [redacted]
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH FOREIGN FIELD [redacted]
10. LOCATION OF OFFICIAL STATION: [redacted]
11. POSITION TITLE: OPS OFFICER (13)
12. POSITION NUMBER: 0327
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 14 1
17. SALARY OR RATE: $ 19,643
18. REMARKS:

HS/WH

FROM: GS-13 step 4 $18,437

* [redacted] in accordance with HR20-17e (1)a [redacted]

18A. SIGNATURE OF MANAGER OR SUPERVISOR: [redacted] /Pers — DATE SIGNED: 7/23/70
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted] — DATE SIGNED: 7-24

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 22
20. PATCOT CODE: 1A
21. OFFICE CODING: NUMERIC 51700 ALPHABETIC WH
22. STATION CODE: 15015
23. INTERCOM:
24. NOCTPS CODE: 2
25. DATE OF BIRTH: MO. DA. YR.
26. DATE OF GRADE: MO. DA. YR. 07 26 70
27. DATE OF LEI: MO. DA. YR. 07 26 70
28. NTE EXPIRES: MO. DA. YR. 07 25 72
29. SPECIAL ELIGIBILITY: 81
30. RETIREMENT DATA: 1—CSR 2—CFER 3—FICA 5—NONE; CODE
31. SEPARATION DATA CODE
32. CORRECTION CANCELLATION DATA: TYPE; MO. DA. YR.
EOD DATA
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: TAR RISE PROV. STEP; CODE
39. FEGLI HEALTH INSURANCE: CODE; 0—WAIVED 1—YES; HEALTH INS. CODE
40. SOCIAL SECURITY NO.
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE; 0—NO PREVIOUS SERVICE 1—NO RELEVANT SERVICE 2—RELEVANT SERVICE (NOT PAST 3 YEARS) 3—RELEVANT SERVICE (WITHIN PAST 3 YEARS)
42. LEAVE CAT CODE
43. FEDERAL TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO. OF EXEMP; STATE CODE
45. POSITION CONTROL CERTIFICATION: 07 24 70 JKR
46. OP APPROVAL
DATE APPROVED: 7/24/70

FORM 1152, 3-67 USE PREVIOUS EDITION

P SECRET

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 (Print) LAST	FIRST	MIDDLE
1-6 026090	KEENAN	7-24 Thomas	J

INSTRUCTIONS

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

PCS DATES OF SERVICE

ARRIVAL O/S MONTH (23-24)	DAY (27-28)	YEAR (29-30)	DEPARTURE O/S MONTH (31-32)	DAY (33-34)	YEAR (35-36)	TYPE OF DATA	CODE (37)	O/P USE ONLY (38-39)	COUNTRY	CODE (40-42)
06	28	67				1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	1			150

TDY DATES OF SERVICE

ARRIVAL O/S MONTH (23-24)	DAY (27-28)	YEAR (29-30)	DEPARTURE O/S MONTH (31-32)	DAY (33-34)	YEAR (35-36)	TYPE OF DATA	CODE (37)	O/P USE ONLY (38-39)	AREA(S)	CODE (40-42)
						5 - TDY (Basic) 6 - CORRECTION 8 - 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. TW 02253

DOCUMENT DATE/PERIOD 30 June 1967

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
	BCO		
	C & R DIVISION, CTOD	DATE 8/20/67	
✓	C & T DIVISION		

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

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

14-101

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: MONTH 05 DAY 21 YEAR 67

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / CF TO V / V TO CF / XX / CF TO CF

7. FINANCIAL ANALYSIS NO. CHARGEABLE: 7135-0834

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDP/WH FOREIGN FIELD [redacted]

10. LOCATION OF OFFICIAL STATION: [redacted]

11. TITLE: OPS OFFICER

12. POSITION NUMBER: 0327

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 13 1

17. SALARY OR RATE: $~~11885~~ 12873

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

[redacted]

DATE SIGNED: 14 June

18A. SIGNATURE OF CAREER SERVICE APPROVING OFFICIAL: [redacted]

DATE SIGNED: 14 Jun 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. INTEGREE CODE

24. MONITOR CODE: 3

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

30. RETIREMENT DATA: 1—CSA 3—FRA 5—NONE; CODE

31. SEPARATION DATA CODE

32. CONDITION CANCELLATION DATA: TYPE; MO. DA. YR.

EOD DATA

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. LDRS. COMP. DATE: MO. DA. YR.

38. CAREER CATEGORY: CAR. RES'V. PROV. TEMP.

39. FEGLI/HEALTH INSURANCE: CODE; CODE; 3—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 3 YEARS) 3—BREAK IN SERVICE (MORE THAN 3 YEARS)

42. LEAVE CAT. CODE

43. FEDERAL TAX DATA: FORM EXECUTED 1—YES 3—NO; CODE; NO. TAX EXEMPTIONS

44. STATE TAX DATA: FORM EXECUTED 1—YES 3—NO; CODE; NO. TAX EXEMP.; STATE CODE

45. POSITION CONTROL CERTIFICATION: 06-16-67N

46. C.S. APPROVAL: [redacted]

DATE APPROVED: 06-16-67

FORM 1152 USE PREVIOUS EDITION

SECRET

CAUTION: INCLUDES PERSONAL INFORMATION SUBJECT TO DISCLOSURE LIMITATIONS AND DECLASSIFICATION

C Money

SECRET
(If box filled in)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 10 May 67

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

3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE REQUESTED: MONTH 05 DAY 21 YEAR 67
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V | X | V TO CF | CF TO V | CF TO CF
7. FINANCIAL ANALYSIS NO CHARGEABLE: 7135 0834
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH FOREIGN FIELD [redacted]
10. LOCATION OF OFFICIAL STATION: [redacted]
11. POSITION TITLE: OPS OFFICER (13)
12. POSITION NUMBER: 0327
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
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. [redacted] C/WH/Pers — DATE SIGNED: 11 May
[redacted] — 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. INTEGRITY CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF EFF
22	10	51700 / WH	15005		3		05 21 67	05 21 67

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1=CSR 2=FICA 3=NONE) CODE | 31. SEPARATION DATA CODE | 32. CORRECTION-CANCELLATION DATA TYPE | EOD DATA | 33. SECURITY REQ NO | 34. SEX

35. VET PREFERENCE CODE (0=NONE 1=5 PT 2=10 PT) | 36. SERV COMP DATE | 37. LONG COMP DATE | 38. CAREER CATEGORY (CAR RESD PROV EMP) CODE | 39. FEGLI HEALTH INSURANCE CODE (0=NONE 1=YES) HEALTH INS CODE | 40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0=NO PREVIOUS SERVICE; 1=NO PRIOR FED SERVICE; 2=PRIOR FED SERVICE (LESS THAN 3 YEARS); 3=PRIOR FED SERVICE (MORE THAN 3 YEARS)) | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA: FORM EXECUTED (1=YES 2=NO) CODE | NO. TAX EXEMPTIONS | 44. STATE TAX DATA: FORM EXECUTED (1=YES 2=NO) CODE | NO. TAX EXEMPTIONS | STATE CODE

45. POSITION CONTROL CERTIFICATION: 05-16 67
46. OP APPROVAL: [redacted] — DATE APPROVED: 5/16/67

Form 1152 USE PREVIOUS EDITION

SECRET

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 2 MAY 1967

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): KEEHAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION:
4. EFFECTIVE DATE REQUESTED: MONTH MAY DAY 03 YEAR 67
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: 7135 0834
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH FOREIGN FIELD
10. LOCATION OF OFFICIAL STATION:
11. POSITION TITLE: ~~OPERATIONS~~ OFFICER
12. POSITION NUMBER: 0327
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 12 3
17. SALARY OR RATE: $11,685
18. REMARKS:

Ccl SICK AND Ccl HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE

MARITAL STATUS: MARRIED
DAU DOB DAU DOB
DAU DOB DAU DOB
SON DOB
DAU DOB

18A. SIGNATURE OF: DATE SIGNED: 5/3/67
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: DATE SIGNED:

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. INTERCOM CODE:
24. HOURS CODE: 3
25. DATE OF BIRTH:
26. DATE OF GRADE:
27. DATE OF LD:
28. BIU EXP. DTS.:
29. SPECIAL REFERENCE:
30. RETIREMENT DATA: 1-CSC 2-FRA 3-RDB; CODE
31. SEPARATION DATA CODE:
32. CORRECTION/CANCELLATION DATA: TYPE
EOD DATA
33. SECURITY REQ NO:
34. SEX:
35. VET PREFERENCE: CODE
36. SER. COMP DATE:
37. LONG COMP DATE:
38. CAREER CATEGORY: CAT DESIG PROF TRAP; CODE
39. HEAL HEALTH INSURANCE: CODE; HEALTH INS CODE
40. SOCIAL SECURITY NO:
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE
42. LEGAL CODE:
43. FEDERAL TAX DATA: POWER EXCLUDED 1-YES 2-NO
44. STATE TAX DATA: CODE; NO. TAX EXEMPTIONS; STATE CODE

45. POSITION CONTROL CERTIFICATION: CS-1809N

DATE APPROVED: 5 MAY 67

SECRET

SECRET

1. NAME (Last, First, Middle) Keenan, Thomas John	2. DATE OF BIRTH	3. GRADE GS-12
4. OFFICE, DIVISION, BRANCH (or overseas station and operating cover if lateral assignment) DDP/WH/CA	5. PRESENT POSITION Ops Officer	6. EMPLOYEE EXTENSION 6815
7. PROPOSED STATION	8. PROPOSED POSITION (Title, Number, Grade) Ops Officer/0327/GS-13	
9. TYPE OF COVER AT NEW STATION	10. ESTIMATED DATE OF DEPARTURE May 1967	11. NO. OF DEPENDENTS TO ACCOMPANY Seven (7)

12. COMMENTS

Form 89 is attached.

13. DATE OF REQUEST 13 February 67	14. [illegible]	15. ROOM NUMBER AND BUILDING 3 D 5309	16. EXTENSION 6815

17. OFFICE OF MEDICAL SERVICES DISPOSITION

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 2598 USE PREVIOUS EDITIONS

SECRET

141

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 24 APRIL 67

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): KEENAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS
4. EFFECTIVE DATE REQUESTED: 05 07 67 (04-23-67)
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: XX
7. FINANCIAL ANALYSIS NO. CHARGEABLE: 7135-0834
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATION: DDP/WH FOREIGN FIELD
10. LOCATION OF OFFICIAL STATION: [redacted]
11. POSITION TITLE: OPS OFFICER
12. POSITION NUMBER: 0327
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 12 3
17. SALARY OR RATE: $ 11,685
18. REMARKS

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

[redacted]

DATE SIGNED: 25 April
108. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted]
DATE SIGNED: 26 apr 67

SPACE BELOW FOR EXCLUSIVE USE OF OFFICE OF PERSONNEL

19. ACTION CODE: 20
20. EMPLOY CODE: 10
21. OFFICE CODING: NUMERIC 5765 ALPHABETIC WH
22. STATION CODE
23. INTEGRATE CODE
24. ROOTS CODE: 9
25. DATE OF BIRTH
26. DATE OF GRADE
27. DATE OF EST.
28. BIR EXPIRES
29. SPECIAL REFERENCE
30. RETIREMENT DATA
31. SEPARATION DATE CODE
32. CORRECTION CANCELLATION DATA
EOD DATA
33. SECURITY
34. SSN
35. RIF PREFERENCE
36. SERV COMP DATE
37. LEAVE 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
45. POSITION CONTROL CERTIFICATION: 0427 MN

DATE APPROVED: 6/27/67

[redacted]

Form 1152 (Previous Edition)

SECRET

1 March 1967

MEMORANDUM FOR: Secretary, CSCS Panel, Section A

SUBJECT : Recommendation for Promotion: Thomas J. Keenan

1. The promotion of Mr. Thomas J. Keenan to GS-13 is strongly recommended. Mr. Keenan embodies the principal qualities of the all-around operations officer. He is intelligent, perceptive and analytical. He quickly grasps the essentials of a problem. He is aggressive, very industrious, and always works effectively. His field experience consists of two tours of duty in Mexico where he began as a junior case officer and developed rapidly to the point where he was handling an extremely heavy load of important and complex cases. [redacted] 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

Operations Officer to [redacted] 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

G 27

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 24 August 1966

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. FUNDS: X | V TO V | V TO O | O TO V | O TO O

7. COST CENTER NO. CHARGEABLE: 7235-0620

8. LEGAL AUTHORITY (Completed by Office of Personnel): PL 88-643 Sect. 203

9. ORGANIZATIONAL DESIGNATIONS: DDP/WR

10. LOCATION OF OFFICIAL STATION: WASHINGTON, D. C.

11. POSITION TITLE:

12. POSITION NUMBER:

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, FB, 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.

18A. SIGNATURE OF REQUESTING OFFICIAL: | DATE SIGNED:

18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: | DATE SIGNED:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING (NUMERIC / ALPHABETIC) | 22. STATION CODE | 23. FOREIGN CODE | 24. NCO/TS CODE | 25. DATE OF BIRTH (MO. DA. YR.) | 26. DATE OF GRADE (MO. DA. YR.) | 27. DATE OF LEO (MO. DA. YR.)

28. RIF EXPIRES (MO. DA. YR.) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1-CSA, 3-FICA, 5-NONE) CODE: 2 | 31. SEPARATION DATA CODE | 32. CORRECTION CANCELLATION DATA (TYPE, MO. DA. YR.) | EOD DATA | 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. 10 PTS. COMP. DATE (MO. DA. YR.) | 38. CAREER CATEGORY (LEO EST. PROV. TEMP) | 39. FEGLI HEALTH INSURANCE (CODE, CODE, 0-BASIC, 1-OPT) 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 YEARS), 3-BREAK IN SERVICE (MORE THAN 3 YEARS)) | 42. LEAVE CAT. CODE | 43. FUNERAL TAX DATA (FORM EXECUTED 1-YES 2-NO, CODE, NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED 1-YES 2-NO, CODE 09, NO. TAX EXEMP., STATE CODE)

MC 52 22 11

45. POSITION CONTROL CERTIFICATION: 05-16-66N

46. O.P. APPROVAL: See memo signed by D/Pers dated 22 Aug | DATE APPROVED:

FORM 1152 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 [redacted]

Most of you who went down to [redacted] 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 [redacted] our Station reporting was literally the only source of information that the United States had on the role of Communism [redacted] and on conditions outside the capital.

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

Richard Helms
Deputy Director of Central Intelligence

S-E-C-R-E-T

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 3 DECEMBER 1964

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): KEENAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION: CONVERSION FROM [redacted] STATUS (CORRECTION) COB
4. EFFECTIVE DATE (MONTH-DAY-YEAR): 10 | 10 | 64
5. CATEGORY OF EMPLOYMENT: REGULAR
6. PERMANENT: V TO V; V TO O; O TO V; X O TO O
7. COST CENTER NO. CHARGEABLE: 5135-C990
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATION: 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, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 12. 1
17. SALARY OR RATE: $10,250
18. REMARKS: CHANGE EFFECTIVE DATE TO READ: 10 OCTOBER 1964.
Assigned to Mexico

Recorded by CSPD

[redacted] DATE SIGNED: 12/3/64 PERS
18A. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [redacted]
DATE SIGNED: 8 Dec 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 5L
20. EMPLOY CODE: 11
21. OFFICE CODES: NUMERIC 5109 ALPHABETIC 11
22. STATION CODE: 1005
23. INTELLIGENCE CODE:
24. MONITOR CODE: 3
25. DATE OF BIRTH:
26. DATE OF GRADE: MO. DA. YR.
27. DATE OF LWOP: MO. DA. YR.
28. LWOP EXPIRES: MO. DA. YR.
29. SPECIAL REFERENCE:
30. RETIREMENT DATA: 1—CSR 2—FERA 3—CODE
31. SEPARATION DATE CODE:
32. CORRECTION/CANCELLATION DATA: TYPE MO. DA. YR.
EOD DATA
33. SECURITY REQ NO.
34. SEX
35. SEL. PREFERENCE: CODE 0—NONE 1—5 PT 2—10 PT
36. SERV COMP DATE: MO. DA. YR.
37. LONG COMP DATE: MO. DA. YR.
38. CAREER CATEGORY: CODE
39. FEGLI HEALTH INSURANCE: CODE 0—WAIVED 1—YES
HEALTH INS. CODE
40. SOCIAL SECURITY NO.
41. PREVIOUS GOVERNMENT SERVICE DATA: CODE 0—NO PREVIOUS SERVICE 1—NO GRADE OR OFFICE 2—GRADE OR OFFICE (LESS THAN 3 YEARS) 3—GRADE OR OFFICE (MORE THAN 3 YEARS)
42. LEAVE CAT CODE:
43. FEDERAL TAX DATA: FORM EXECUTED 1—YES 2—NO; CODE; NO. TAX EXEMPTIONS; FORM EXECUTED 1—YES 2—NO
44. STATE TAX DATA: CODE; NO. TAX EXEMPTIONS; STATE CODE
45. POSITION CONTROL CERTIFICATION: [illegible] 12/4/64
46. O.P. APPROVAL: [redacted]
DATE APPROVED: 8 Dec 64

SECRET

CAUTION: THIS FORM MAY BE REPRODUCED UNTIL EXHAUSTED

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 28 OCTOBER 1964

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Middle): KEENAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS
4. EFFECTIVE DATE REQUESTED: MONTH 11 DAY 22 YEAR 64
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / V TO C / C TO V / C TO C
7. COST CENTER NO. CHARGEABLE: S235-0620
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATION: DDP WH / PLANS & OPERATIONS STAFF / SECTION A
10. LOCATION OF OFFICIAL STATION: WASH., D. C.
11. POSITION TITLE: OPS. OFFICER
12. POSITION NUMBER: 0641
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 12 1
17. SALARY OR RATE: $ 10,250
18. REMARKS: FROM: DDP/WH/3/0489/MEXICO CITY

Security Approval Granted by Pers. SD/OS 10/30/64

Recorded By CSPD

1-SECURITY

DATE SIGNED: 11/4/64

C/WH/PERS

DATE SIGNED: 11-6-64

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. INTEGRITY CODE	24. NOTIFIS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LR
16	10	51075 W 1	2013					

28. NTE EXPIRES 29. SPECIAL REFERENCE 30. RETIREMENT DATA (1-CSR, 2-FICA, 3-NONE) CODE 31. SEPARATION DATA CODE 32. CORRECTION CANCELLATION DATA TYPE 33. SECURITY REQ. NO. 34. SDI

EOD DATA

35. VET. PREFERENCE CODE 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

45. POSITION CONTROL CERTIFICATION 11/09/64 DATE APPROVED 11-6-64

USE PREVIOUS EDITION

SECRET

GROUP 1

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 8 OCTOBER 1964

1. BADGE NUMBER: 026090
2. NAME (Last-First-Middle): KEENAN, THOMAS J.
3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE REQUESTED: MONTH 10 DAY 25 YEAR 64
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V-TO V / V-TO O / O-TO V / X O-TO O
7. COST CENTER NO. CHARGE AND: 5135-0990
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS:
DDP WH
BRANCH 3
MEXICO CITY, MEXICO STATION
10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO
11. POSITION TITLE: OPS OFFICER
12. POSITION NUMBER: 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
SMB

18A. SIGNATURE OF PERSONNEL OFFICER: C/WH/PBRS
DATE SIGNED: 10/9/64
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER:
DATE SIGNED: 22 OCT 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 52
20. EMPLOY CODE: 10
21. OFFICE CODING: NUMERIC 5/760 ALPHABETIC WH
22. STATION CODE: 15275
23. INTEGRITY CODE:
24. HOURS CODE: 3
25. DATE OF BIRTH:
26. DATE OF GRADE: MO. DA. YR.
27. DATE OF LEI: MO. DA. YR.
28. NTE EXPIRES: MO. DA. YR.
29. SPECIAL REFERENCE:
30. RETIREMENT DATA: 1-CSR 3-FICA 5-NONE; CODE
31. SEPARATION DATA CODE:
32. CORRECTION/CANCELLATION DATA: TYPE MO. DA. YR.
EOD DATA
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. PROV/TEMP
39. FEGLI HEALTH INSURANCE: CODE; CODE 0-NONE 1-YES; 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 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)
42. LEAVE CAT. CODE:
43. FEDERAL TAX DATA: FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMPTIONS; STATE CODE
45. POSITION CONTROL CERTIFICATION: 10/23/64
46. O.P. APPROVAL:
DATE APPROVED: 22 OCT 64

0-03 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

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 FSS STATUS COB
4. EFFECTIVE DATE REQUESTED: MONTH 10 DAY 12 YEAR 64
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / CP TO V / V TO CP / X CP TO CP
7. COST CENTER-NO. CHARGEABLE: 5135-0990
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATION: 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, FB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 11 3
17. SALARY OR RATE: $9,210
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 SMB

[redacted] DATE SIGNED: 25 Sep 64

C/WH/PERS

[redacted] DATE SIGNED: 28 Sep 64

SPACE BELOW FOR EXCLUSIVE USE [illegible] OFFICE OF PERSONNEL

19. ACTION CODE: 56
20. EMPLOY. CODE: 11
21. OFFICE CODING: NUMERIC 5170 / ALPHABETIC WH
22. POSITION CODE: 45075
23. INTEGRITY CODE
24. ROUTING CODE: 3
25. DATE OF BIRTH
26. DATE OF GRADE
27. DATE OF LEI
28. NTE EXPIRES
29. SPECIAL REFERENCE
30. RETIREMENT DATA: 1—CSA 2—FICA 3—NONE
31. SEPARATION DATA CODE
32. CORRECTION/CANCELLATION DATA
EOD DATA
33. SECURITY REQ NO.
34. SEX
35. VET. PREFERENCE: 0—NONE 1—5 PT. 2—10 PT.
36. SERV. COMP DATE
37. LEAVE COMP DATE
38. CAREER CATEGORY
39. FEGLI/HEALTH INSURANCE
40. SOCIAL SECURITY NO.
41. PREVIOUS GOVERNMENT SERVICE DATA: 0—NO PREVIOUS SERVICE 1—NO RELEAS IN SERVICE 2—RELEAS IN SERVICE (LESS THAN 3 YEARS) 3—RELEAS IN SERVICE (MORE THAN 3 YEARS)
42. LEAVE CAT. CODE
43. FEDERAL TAX DATA
44. STATE TAX DATA
45. POSITION CONTROL CERTIFICATION: [redacted] 09/29/64
46. O.P. APPROVAL: [redacted]
DATE APPROVED: 25 Sep 64

6-63 1132 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

[redacted]

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

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 [redacted] ~~premature 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	SIGN
16 AUG 1964	[redacted]

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 10-99 1076 USE PREVIOUS EDITION.

SECRET

(4-21-99)

14-00000

DISPATCH

CLASSIFICATION: SECRET

PROCESSING ACTION
- MARKED FOR INDEXING
- NO INDEXING REQUIRED
- ONLY QUALIFIED DESK CAN JUDGE INDEXING
- MICROFILM

TO: Chief, WH Division

INFO.

FROM: Chief of Station, Mexico City

SUBJECT: Dependent Daughter -

ACTION REQUIRED REFERENCES

Thomas J. Kiernan

This is to announce the premature birth of [redacted]

Mother and daughter are doing well.

[redacted]

Distribution:
3 - WHD

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER: MEXT-4581

DATE: 19 Nov 1964

CLASSIFICATION: SECRET

HQ & FILE NUMBER

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 8 APRIL 1963

1. SERIAL NUMBER: 26090
2. NAME (Last-First-Middle): KEENAN, Thomas J.
3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE REQUESTED (Month Day Year): 4 14 63
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V; CF TO V; V TO CF; X CF TO CF
7. COST CENTER NO. CHARGEABLE: 3135 5700 1000
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDP WH / BRANCH 3 / MEXICO CITY, MEXICO STATION
10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO
11. POSITION TITLE: OPS OFFICER
12. POSITION NUMBER: [redacted]-489
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LR, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 11 ~~8,045~~ 8,310
17. REMARKS: FROM: SAME

Recorded by CSPD

[redacted] C/WH/PERS — DATE SIGNED 4/8/63

18a. SIGNATURE OF CAREER SERVICE [redacted] — DATE SIGNED 9 Apr 63

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. NATURE OF ACTION CODE	20. EMPLOYING OFFICE CODE	21. OFFICE CODING: NUMERIC	ALPHABETIC	22. STATION CODE	23. INTERIM CODE	24. POSITION CODE	25. DATE OF BIRTH	26. DATE OF BASIC	27. DATE OF LEO
22	10	4700	WH	45075		3			

28. DATE EXPIRES: 1
29. SPECIAL REFERENCE
30. RETIREMENT DATA: 1 - CSC; 3 - FICA; 5 - None
31. SEPARATION DATA CODE
32. CORRECTIVE ACTION DATE
33. SECURITY REQ. NO.
34. SEX
EOD DATA
35. VET. PREFERENCE: 0 - None; 1 - 5 pt; 2 - 10 pt
36. REV. COMP. DATE
37. LOC. COMP. DATE
38. CAREER CATEGORY: CAR/RESV/PROV/TEMP
39. FEGLI
40. SOCIAL SECURITY NO.
41. PRIO. CUS. SERVICE/RETIREMENT/SERVICE DATA: 1 - NO PREVIOUS SERVICE; 2 - NO BREAK IN SERVICE; 3 - BREAK IN SERVICE (LESS THAN 3 YRS); 4 - BREAK IN SERVICE (MORE THAN 3 YRS)
42. LEAVE CAT. CODE
43. FEDERAL TAX DATA
44. STATE TAX DATA

[redacted] 4/14/63

45. O.P. APPROVAL: [redacted]
DATE APPROVED

SECRET

GROUP 1

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 27 October 1961

1. SERIAL NUMBER: 626090

2. NAME (Last-First-Middle): KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION: PROMOTION

4. EFFECTIVE DATE REQUESTED: MONTH 10 | DAY 29 | YEAR 61

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V | V TO CP | CP TO V | X CP TO CP

7. COST CENTER NO. CHARGEABLE: 2135-5700-1000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS:
DDP WH
BRANCH 3
MEXICO CITY, MEXICO STATION

10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO

11. POSITION TITLE: OPS OFFICER D

12. POSITION NUMBER: WHV-489

13A. PCR CONTROL NO.:

13B. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION NOMENCLATURE (GS, LD, etc.): GS 12

15. OCCUPATIONAL SERIES: 0136.01

16. 10 2

17. $7,160.

18. REMARKS:
FROM: SAME

recorded by CSPD

19. C/WH/PERSONNEL

19A. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

EOD DATA

65. POSITION CONTROL CERTIFICATION

66. S.P. APPROVAL

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 [redacted] 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 [redacted] 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 for
J. C. KING
Chief
Western Hemisphere Division

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 20 [illegible]

FOR THE CHIEF, KUBARK:
EXECUTIVE DIRECTOR
KUBARK SELECTION BOARD

Thomas J. Keenan SD,D 5-46
(Signature)

Eligibility Date: 20 May 1960

(Date)

DEPARTMENT OF STATE
WASHINGTON 25, D. C.

NOTIFICATION OF PERSONNEL ACTION

5[illegible]

1. NAME	2. DATE OF BIRTH	3. FOREIGN SERVICE NO.	4. DATE
Mr. Thomas J. Koenig			12-11-59

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

5. NATURE OF ACTION	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Appointment - Regular	1/6/60	PL 724 79th as amended

FROM		TO
	8. POSITION TITLE	Political Assistant
	9. PLACEMENT OR CODE	
	10. SERVICE, GRADE, AND ANNUAL SALARY	$5540
	11. ORGANIZATIONAL DESIGNATION	(1)-E
	12. ORGANIZATION	
	13. CS CATEGORY	

☐ FIELD ☐ DEPARTMENTAL ☐ Excepted ☐ Competitive ☐ Non-CS

☐ FIELD ☐ DEPARTMENTAL ☒ Regular ☐ Excepted ☐ Non-CS

15. VETERANS PREFERENCE				16. POSITION CLASSIFICATION ACTION				
NONE	5PT	10 POINT Disab.	10 POINT Other	DEM	REP	I. I.	NEUT	
	X			X				1-1012-338

17. SEX	18. APPROPRIATION	19. RETIREMENT COVERAGE	20. DATE OF ACCEPTANCE OF AFFIDAVITS (Excepted Only)	21. LEGAL RESIDENCE
M	FROM TO OA-4011	☒ CSRS ☐ FS ☐ FRDS ☐ OASDI	1/6/60	☐ MAINLAND ☐ POSTAL STATE Virginia

22. 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.

Martial Status - Married - Two.

Appointed at [redacted] in accordance with I [redacted] IV 223. Previous Federal Government salary $6135, GS-9, earned with Department of Army.

SECURITY REQUIREMENTS DATED

23. SIGNATURE OF STATE AUTHENTICATING OFFICER

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 [redacted] 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 [redacted] 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. Corney
R. C. KING
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 WH Division for a one year tour effective 6 January 1958 and 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 [redacted] 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.

[redacted]

Chief
Western Hemisphere Division

SECRET

SECRET
(When Filled In)

V to V	V to UV	REQUEST FOR PERSONNEL ACTION	DATE PREPARED Mo Da Yr
UV to V	UV to UV		

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Pref.	5. Sex	6. CS - EOD
	KEEHAN, Thomas J.	Mo Da Yr	Name-0 5 Pt-1 10 Pt-2 Code 1	M	Mo Da Yr

7. SCD	8. CSC Retnr	9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. FECLI	12. LCD	13. Ret. Code LCD
Mo Da Yr	Yes - 1 No - 2 Code		Mo Da Yr	Yes - 1 No - 2 Code	Mo Da Yr	Yes - 1 No - 2 Code

CURRENT ASSIGNMENT

8

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP/WH Branch III			

16. Dept.-Field	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
Dept.-Uslid. Fran.-X Code 5	Operations Officer	420	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
9 - 2	$ 6135	D.	Mo Da Yr 6 1/5 58	Mo Da Yr 6 1/2 60	0135-5700-3000

ACTION

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

PROPOSED ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code

33. Dept.-Field	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
Dept.-Uslid. Fran.-X Code 5			FSS	

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
10 - 4	$ 5540		Mo Da Yr	Mo Da Yr	

SOURCE OF REQUEST

A. Requested By (Name And Title)	C. Request Approved By (Signature And Title)	Date Approved
OPSER/CCD/OSL		
B. For Additional Information Call (Name & Telephone Ext.) x6161		

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control		1-12-60	E. Release		
C. Classification			F. Approved By		

Remarks

CQ sick and CQ annual leave to be transferred to Department of State.

Continued on reverse side

Form 1152a (Supersedes Previous Editions)

SECRET

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Pref. None-0 5 Pt.-1 10 Pt.-2	Code	5. Sex	6. CS-EOD Mo.	Da.	Yr.
526090	KEENAN THOMAS J			1	M 1	05	20	57

7. SCD Mo.	Da.	Yr.	8. CSC Reinst. Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo.	Da.	Yr.	11. FEGLI Yes-1 No-2	Code	12. LCD Mo.	Da.	Yr.	13. Sec. Pref. Elig. Yes-1 No-2	Code
01	29	53		1	50 USCA 403 j						05	20	57		2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
CS/CS DEVELOPMENT COMPLEMENT DDP WH	4680	WASH., D. C.	75013

16. Dept. - Field	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
Dept. - USfld - Frgn -	1	OPS OFF	090659	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo.	Da.	Yr.	25. PSI Due Mo.	Da.	Yr.	26. Appropriation Number
09 2	$ 6135	D	06	15	56	06	12	60	0320 1998

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo.	Da.	Yr.	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
DDP WH	1657		45075

33. Dept. - Field	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
Dept. - USfld - Frgn - X	5	OPS OFFICER	-489 D-12	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo.	Da.	Yr.	42. PSI Due Mo.	Da.	Yr.	43. Appropriation Number
09 2	$ 6135	D							0135-5700-3000

SOURCE OF REQUEST

A. For Additional Information Call (Name & Telephone Ext.)

WH/PERSONNEL OFFICER

X8212

C. Request Approved By (Signature And Title)

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control		12-1-59			
C. Classification			E. Approved By		12-1-59

Remarks

2 copies to Security Office.

12/1/59

FORM NO. 1138
1 MAR 57

SECRET

(4)

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.

R. E. Gomez

Rudolph E. Gomez
AC/WHD

SECRET
(When Filled In)

X	V to V	V to UV	REQUEST FOR PERSONNEL ACTION	DATE PREPARED Mo 8 Da 20 Yr 59
	UV to V	UV to UV		

1. Serial No.	2. Name (Last-First-Middle)	3. Type Of Birth	4. Vet. Pref.	5. Sex	6. CS - EOD
	KEENAN, THOMAS J.		None-0 5 Pt-1 10 Pt-2 Code 1	N 1	Mo Da Yr

7. SCD	8. CSC Retire	9. CSC Or Other Legal Authority	10. Apmt. Affidav.	11. FEGLI	12. LCD	13. Bi-Lin. Code
Mo Da Yr	Yes - 1 No - 2 Code 1		Mo Da Yr	Yes - 1 No - 2 Code /	Mo Da Yr	Yes - 1 No - 2 Code

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. - Uniid. Prog. Code 2	OPS OFF.	70	08	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
9 2	$6135	D	Mo Da Yr 6 1 5 58	Mo Da Yr 6 1 2 60	0235-1000-1000

ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Date
REASSIGNMENT To Capital/OS for duty		Mo Da Yr 9 1 6 59	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. - Uniid. Prog. Code /		04659		

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
			Mo Da Yr 6 1 5 59	Mo Da Yr 6 1 2 60	1330 0120-1998

SOURCE OF REQUEST

A. Requesting Officer	C. Request Approved By (Signature And Title)	Date Approved
WH/PERSONNEL OFFICER		
B. For Additional Information Call (Name & Telephone Ext.) John Washinko X8242		

CLEARANCES

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

Remarks:
EXTENDED TRAINING. [illegible]
2 copies to Security Office. [illegible] Continued on reverse side

FORM 1152a (USE PREVIOUS EDITION) 4-58

SECRET

2447

KEENAN

REPORT TO SUBSTANTIATE PROMOTION TO JOT - 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 weel 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 develops into a valuable employee with a high potential.
Plans for Him: Upon completion of his present training he will be reassigned to WH/Mexico for approximately one year of desk training.

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

JOT Keenan, Thomas Supervisor John D. Brady

Concur John D. Brady, WH/Mexico

Title

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Pref.	5. Sex	6. Ch. EOD
126000	KEENAN THOMAS J		None-0 5 Pt-1 10 Pt-2 Code 1	M 1	Mo. 05 Da. 20 Yr. 57

7. SCD	8. CSC Retmt.	9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. FEGLI	12. EOD	13. Appt. Lim.
Mo. 01 Da. 29 Yr. 53	Yes-1 No-2 Code 1	50 USCA 403 J	Mo. Da. Yr.	Yes-1 No-2 Code	Mo. 05 Da. 20 Yr. 57	Yes-1 No-2 Code 2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
ODS 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.-X Code USf'd- Frgn.- 2	JOT	0748.16	05	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. 06 Da. 15 Yr. 58	Mo. 06 Da. 14 Yr. 59	8 7507 20

ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT [redacted]	50	Mo. 1 Da. 25 Yr. 59	Regular	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WH Branch III Central America Section	4613	Washington, D. C.	

33. Dept.-Field	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
Dept.-X Code USf'd- Frgn.- 1	Ops Off PP	~~RA~~-70 B	08	0136.31

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
9-1	$ 5985	D	Mo. Da. Yr.	Mo. Da. Yr.	9-3500-20-001

SOURCE OF REQUEST

A. Requested By (Name And Title) [redacted] WH/P [redacted]

C. Request Approved By (Signature And Title)

B. For Additional Information Call (Name & Telephone Ext.) [redacted] X-8242

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[redacted]	1-27-59	D. Placement		
B. Pos. Control		12-19-58	E.		
C. Classification			F. Approved By	[redacted]	30 JAN 1959

Remarks

2 copies Security (Received by CSPD - 5 JAN 1959)

VICE: ~~[redacted]~~ vacancy

CONCUR: William L. Eccles, Chief/JOIP/TR

FORM NO. 1152
1 MAR 57

CSPD

SECRET

Security Approval Granted by CSPD 1/8-29 1126

(4)

SECRET

4 June 1958

Classify According To Content

REQUEST FOR PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Pref.	5. Sex	6. CS - EOD
	KEENAN, Thomas J.		None-0 5 Pt-1 10 Pt-2 Code: 1	M	Mo Da Yr

7. SCD	8. CSC Retmt	9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. FEGLI	12. LCD	13. [illegible]
Mo Da Yr	Yes - 1 No - 2 Code		Mo Da Yr	Yes - 1 No - 2 Code	Mo Da Yr	Yes - 1 No - 2 Code

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDS/OTR Junior Officer Trainee Corps		Washington, D.C.	

16. Dept. - Field (Dept. - Valid. From)	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
		JOT	U 748.16	GS	0090.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
7 2	$ 4660	ST	Mo Da Yr	Mo Da Yr	8-7507-20

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDS/OTR Junior Officer Trainee Corps		Washington, D.C.	

33. Dept. - Field (Dept. - Valid. From)	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
		JOT	U 748.16	GS	0090.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
9 1	$ 5440	ST	Mo Da Yr 06 15 58	Mo Da Yr 06 14 59	8-7507-20

SOURCE OF REQUEST

A. Requested By (Name And Title): Willet L. Eccles C/JOTP

B. For Additional Information Call (Name & Telephone Ext.): Henry L. Berthold x4331

C. Request Approved By (Sign): [illegible]

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/CSS on 3 June 1958.

FORM 1152a 3-57

SECRET

SECRET
(When Filled In)

PERSONNEL DATA SHEET

NAME (Last)	(Middle)	(First)	DATE
KEENAN	J[redacted]	THOMAS	15 May 1958

DATE OF BIRTH	UNIT	MONTHS IN PRESENT POSITION	SERVICE DESIGNATION
[redacted]	JOTP/TR	12	ST

PRESENT GRADE	EFFECTIVE DATE	PRESENT T/O SLOT	POSITION TITLE
GS-7	20 May 1957	U 748.16	JOT

PROPOSED GRADE	PROPOSED T/O SLOT	POSITION TITLE
GS-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) Comms Officer U.S. Navy

CHRONOLOGICAL SUMMARY OF EXPERIENCE WITH CIA AND ITS ANTECEDENTS

20 May 57	EOD
27 May-21 June 57	IOC 2 Excellents
24-28 June 57	Interim assignment, FBID
1-26 July 57	IT 3 Excellents
29 July-23 August 57	Interim assignment, [redacted]
26 Aug-27 September 57	T33 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 WH/3 for on-the-desk training
3 Mar 58 - present	OC #6

CAREER DEVELOPMENT PLAN

NOTIFICATION

RECOMMENDED BY

[illegible] Chief/JOTP/TR

CONCURRENCES

RECOMMENDATION OF SENIOR [illegible] OR APPROPRIATE PANEL

DATE OF ACTION

FORM NO. 289 PREVIOUS EDITIONS MAY BE USED.

SECRET

(4-45)

15 May 1958

NARRATIVE STATEMENT FOR THE PROMOTION OF THOMAS J. KEENAN

1. After attending IOC and IT, in which he made excellent grades, Keenan was placed on an interim basis with [redacted] for four weeks. He then entered TSS Training, where he again did excellent work. He then was placed for three months with the CI/ICD -- he had evinced interest in CE work -- before he was assigned for on-the-desk training with WH/3. On 3 March he entered OC and will return to WH/3 upon the completion of this course. Interim evaluation from OC shows that Keenan has four satisfactory grades. Throughout his training, formal and on-the-desk, Keenan has been commended: "alert with definite potential for CE work - thorough and industrious - on the Mexican desk performance was excellent - gets along extremely well with associates - attitude toward Agency excellent - should rapidly develop into a valuable employee with high potential - a very pleasant young man, interested and cooperative - gives promise of being a sound intelligence officer."

2. There is one other JOT under the supervisor. He is GS-9 and replaced subject, doing the same work, when subject left for OC. Subject's Spanish is not so well developed as that of the GS-9 JOT; otherwise there is little difference in their production.

3. On the CI Staff subject's performance was equal to that of other JOT's under the supervisor. During his time on the desk with WH/3, Keenan's performance was at a level comparable to that of one other JOT of higher grade.

4. Keenan came to the JOTP 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 L. Hoole
WALTER L. HOOLE

Attn : C/WH
C/WH/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 WH/1 for a one-year tour effective 6 January 1958. Administrative instructions are attached. At the conclusion of this tour, we will decide mutually whether or not to continue this attachment.

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

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

4. Keenan has attended IOC and IIC. 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

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

VOUCHERED

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

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname): Mr. Thomas J. 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 (13)
B. POSITION (Specify whether establish, change grade or title, etc.):
6. EFFECTIVE DATE: A. PROPOSED: ASAP; B. APPROVED: 21 May 57
7. C.S. OR OTHER LEGAL AUTHORITY: 50 USC 403 j.

FROM—

8. POSITION TITLE AND NUMBER
9. SERVICE, GRADE, AND SALARY
10. ORGANIZATIONAL DESIGNATIONS
11. HEADQUARTERS
12. FIELD OR DEPARTMENTAL: [ ] FIELD [ ] DEPARTMENTAL

TO— JOT ~~I.C. (Gen.)~~ U748.16*
~~GS-0132-06-7~~ C090.01 $4525
DDS/OTR
~~Junior Officer Trainee Program~~
Junior Officer Trainee Corps
Washington, D.C.
[ ] FIELD [X] DEPARTMENTAL

A. REMARKS (Use reverse if necessary).

*Subject is quintuple slotted for recruiting purposes.

Temporary action subject to confirmation by DTR.

B. REQUESTED BY (Name and title): Dr. Willet L. Eccles C/JOTP
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension): Henry L. Berthold x4331
D. REQUEST APPROVED BY: Signature: Title: Director of Training

13. VETERAN PREFERENCE: NONE | WWII | OTHER | 5-PT ✓ | 10-POINT: DISAB. | OTHER
14. POSITION CLASSIFICATION ACTION: NEW | VICE | L.A. | REAL. | 10 C. SD-ST.
15. SEX: M
16. RACE: W
17. APPROPRIATION: FROM: TO: 7-7507-20
18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO): Yes
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY): 28 May 57
20. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED STATE: Wisconsin DOG: 05/20/57

21. STANDARD FORM 50 REMARKS

Re- 078-

1. Subject to total [illegible] and medical.

CSEOD: 05/20/57
LCD: 05/20/57
SCD: 01/29/63

22. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL	WLP	15 FEB 1957
C. CLASSIFICATION		
D. PLACEMENT OR EMPL.		
E.		

REMARKS: OFFICE/DIVISION WITHIN SUBJECT: 26 Feb 58

10 MAY 1957 Date

Personnel Con. Clk.

F. APPROVED BY: 12 Jul 57

2 May 1957

Mr. Thomas J. Keenan

[redacted]

Dear Mr. Keenan:

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

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

Please report to the Receptionist at Curie Hall at 8:15 a.m. and ask for [redacted] on 20 May 1957. Curie 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 6½ 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/[redacted]

PERSONNEL OFFICE CALL

PERSON CALLED: Kinan, Thomas

DATE OF CALL

LOCATION:

MEMO

THE FOLLOWING DISCUSSION WITH THE ABOVE PERSON:

✓ Grade GS-7 $4525 mo

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

✓ Taking oath of office and signing loyalty affidavits.

✓ Completing a satisfactory physical examination at our medical center.

✓ Part [illegible] a final security interview.

[illegible]

[illegible]

✓ [illegible]

✓ [illegible]

[illegible]

✓ [illegible]

[illegible]

✓ [illegible]

[illegible]

Yes

[illegible]

Phone call 4/26/59 Cliff

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 payroll change 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 1951

_____ 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, committments made, etc.

4/26
DATE

APPOINTMENT CLERK

WESTERN UNION

SENDING BLANK

CALL LETTERS QDB CHARGE TO CENTRAL INTELLIGENCE AGENCY 25 APRIL 1957

MR. THOMAS J [redacted] KEEHAN

[redacted]

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

G. M. Stewart

G. M. STEWART

Send the above message, subject to the terms on back hereof, which are hereby agreed to.

PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD

8 April 1957

Mr. Thomas J. 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 $4525.00 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

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/

4 March 1957

Mr. Thomas J[redacted] Keenan
[redacted]

Dear Mr. Keenan:

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

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

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

Thank you for your interest and cooperation.

Very truly yours,

G. M. Stewart
Director of Personnel

OP/[redacted]

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PERSONNEL ACTION ROUTING SHEET

	NEW HIRE
	PROMOTION
	TRANSFER OF FUNDS
	REASSIGNMENT
	SEPARATION
	OTHER

NAME (Last-First-Middle)	OFFICE	TRAY
Kilmer, Thomas J.	OTE	

ACTION OFFICE	DATE RECEIVED	DATE DISPATCHED	INITIALS	REMARKS
FILES SECTION	2/13/57	2/13/57	[illegible]	
POSITION CONTROL	18 FEB 1957	18 FEB 1957	[illegible]	
✓ Affto				
PAD				
POSITION CONTROL				
STATUS				
POSITION CONTROL				
FILES SECTION				

HOLD FOR FITNESS REPORT	
SLOT NOW BLOCKED	HOLD FOR SECURITY CONCURRENCE
HOLD FOR P.A.	HOLD - OFFICE OVER CEILING

REMARKS CONTINUED

FORM NO. 798 REPLACES FORMS 87, 878, AND 1 SEP 55 [illegible] WHICH ARE OBSOLETE.

CONFIDENTIAL

14-401

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE

REQUEST NO. (1-5): C-7673 OTR
REQUEST DATE (6-11): 13 Feb. 1957

NAME (LAST - FIRST - MIDDLE): HEEMAN, THOMAS J [redacted]
YEAR OF BIRTH (22-26): [redacted]

POSITION TITLE: JOT
POSITION NUMBER (27-36): U-748.16
OCCUP. CODE (37-42): 0070.01
GRADE (43-46): 06-07

LOCATION (CITY, STATE, COUNTRY): Washington, D. C.
ASSIGNMENT (OFFICE, DIVISION, BRANCH): DDS/OTR/JOTC
ORGN. CODE (45-48):

TYPE OF APPLICANT: X REGULAR; CONTRACT; CONSULTANT; MILITARY
CONVERSION ACTION: IF OTHER, SPECIFY:
TYPE OF APPL. (49): 1

NAME OF REQUESTER (OR OFFICIAL): O. Y. Stewart alp
TYPE OF ASSIGNMENT AND FUNDS: X HQS; SOF; FF; X V; UV
HOSTS & FUND (50): 2

CLEARANCE REQUIRED: PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP);; SECRET; X FULL
CLEARANCE (51): 3

ATTACHMENTS: X 1 PERSONAL HISTORY STATEMENT; 2 PHOTOGRAPH(S); X APPENDIX I; APPENDIX II; REQUEST FOR WAIVER; X REPORT OF INTERVIEW
RECRUIT. CODE (52-54): 078

VETERANS STATUS: X MALE - VETERAN; MALE - NON-VETERAN; FEMALE - VETERAN; FEMALE - NON-VETERAN
VET. PREF. & SEX (55): 1

REMARKS:

JOT CASE PLEASE EXPEDITE

1 (SO); 1(OTR)

SPACE BELOW FOR SO USE ONLY

Form No. 377 Replaces Form 37, 1-54 which is Obsolete

SECRET

☐ UNCLASSIFIED ☐ CIA INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: TO/JOTP

NO.

DATE: 11 February 1957

TO: (Officer designation, room number, and building)	DATE RECD	DATE FWDD	OFFICER'S INITIALS	COMMENTS: (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Chief/JOTP				1. & 2. For signature.
2. TO/JOTP		2/21		
3. IPS				3. For processing.
4. Anna	2/18	2/18		
5. Berthold	2/19			5. HP tests. 16 Feb
6. JOT/PS	2/20	2/21		6 Processing to DC at govt expense for PEMT interview
7. JOT/PO				
8. [redacted]	4 Mar	4 Mar		
9. Berthold	3 5	3 14		E9
10. [redacted]	3/6	3/6		8. Please confirm telecon re he is to call Berthold EX...x4331 on morning of Wednes. 13 March to arrange interviews for that afternoon PEM: Thurs., 14 March Travel at govt exp (per jot EX [redacted]
11.				
12.				9. HP interview.
13. [redacted]	5 8			(3) Initiation letter (Cred CL) A3

FORM 1 DEC 55 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ CIA INTERNAL USE ONLY ☐ UNCLASSIFIED

4 February 1957

Mr. Thomas J [redacted] Keenan
[redacted]

Dear Mr. Keenan:

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

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

Very truly yours,

G. M. Stewart
Director of Personnel

OP [redacted]

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REPORT OF INTERVIEW

1. DATE OF INTERVIEW: 13, 26 Jan 1957
2. PLACE: Madison, Wis.
3. PREVIOUS APPLICATION: [ ] YES [X] NO
4. INTERVIEWER: [redacted]
5. REFERRED BY: Marquette Univ. Placement
6. TYPE OR PRINT IN CAPS — LAST NAME: KEENAN; FIRST NAME: THOMAS; MIDDLE NAME: J [redacted]
7. PERMANENT ADDRESS: [redacted] TELEPHONE:
8. BUSINESS ADDRESS: TELEPHONE:
9. TEMPORARY ADDRESS: [redacted] TELEPHONE: 3527
10. DATE OF BIRTH: [redacted] CITIZENSHIP: [X] U.S. [ ] OTHER (Specify country)
11. PLACE OF BIRTH: [redacted] U.S. CITIZENSHIP ACQUIRED BY: [X] BIRTH [ ] NATURALIZATION; IF NATURALIZED INDICATE DATE:
12. [ ] SINGLE [X] MARRIED [ ] WIDOW(ER) [ ] DIVORCED; 14. NO. OF DEPEND. (Excluding wife): 0
13. FOREIGN RELATIVES, INCLUDING WIFE (Note: 20-B): none

16. EDUCATION (Schools, degrees, dates, majors, thesis title, grade average or class standing, extra-curricular activities, etc.)

Marquette Univ., Milwaukee, Wis., 1953. BS, Liberal Arts (English and History)
Active in intermural sports. Part-time employment.

17. MAJOR EMPLOYMENT HISTORY (Employers, positions, duties, salaries, reasons for leaving)

Summer jobs cited in PHS.

18. MILITARY EXPERIENCE (Branch, serial no., stations, training duties, command responsibilities, rank held, reserve status, current proficiency and interest). INCLUDE ALSO CURRENT ACTIVE MILITARY OR RETIRED STATUS.

Affiliation with USNR began May 1953. Accepted for Navy OCS. 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 comm watch officer, comm officer, comm 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.

Form 03 1 Sep 54 102 REPLACES FORM 03-102 WHICH MAY BE USED.

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18. AREA KNOWLEDGE (Areas, type of knowledge, how acquired, etc.)

19. LANGUAGE FACILITY (Give tests when skill warrants and note below)

Language	Native Fluency	Fluent but Rusty	Adequate for Translation	Adequate for Reading	Adequate for Travel	Limited	Acquired by

21. SALARY REQUESTED GS-7

22. ACCEPTABLE STATION: Washington, D.C. [X] YES [ ] NO; Overseas in U.S. [X] YES [ ] NO; Overseas [X] YES [ ] NO

23. POOL INTEREST [ ] YES [X] NO

PREFERENCE LIMITATIONS

24. HEALTH Good

25. FORMS GIVEN [X] PHS [X] APP. 1 [X] MED. [X] SEC. AGREE. [ ] L/A (If required)

26. EVALUATION AND RECOMMENDATION (Appearance, manners, personality, maturity, motivation, flexibility, intelligence, emotional stability, qualifications for intelligence work, career planning, over-all impression, pertinent unfavorable factors)

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 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 [redacted] 16 Feb 1957

30. [redacted] 28 Jan 1957

CONFIDENTIAL

1500 Sunday Jan 13

[redacted]

January 3, 1957

[redacted]

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:mk

Acknowledged 1-7 with suggestion he come to Wash.

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 departments 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.

[redacted]

...pplicant)

A11

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: 026090
2 NAME: KEENAN THOMAS J
3 ORGANIZATION: 51 LCS
4 FUNDS
5 LWOP HOURS
6 OLD SALARY RATE: Grade 15, Step 4, Salary $39,789, Last EI Date 05/23/76
7 NEW SALARY RATE: Grade 15, Step 5, Salary $40,555, Effective Date 09/21/76
8 TYPE ACTION: WGI, QSI, ADJ.

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE

SIGNATURE: [redacted] DATE: 9/19/76

☐ NO EXCESS LWOP
☑ IN PAY STATUS AT END OF WAITING PERIOD
☐ LWOP STATUS AT END OF WAITING PERIOD

CLERK'S INITIALS: [illegible]

FORM 1073 550E

PAY CHANGE NOTIFICATION

SECRET
(When Filled In)

DICS 017-9/77

NOTIFICATION OF PERSONNEL ACTION

1. Serial Number	2. Name (Last, First, M.I.)
026040	KEENAN THOMAS J

3. Nature of Personnel Action	4. Effective Date (MO. DA. YR.)	5. Category of Employment
REASSIGNMENT	01 01 77	

6. Funds	V to V	V to CP	CP to V	CP to CP
				X

7. FAN and NSCA	8. CSC or Other Legal Authority
7135 4578 0001	

9. Organizational Designations	10. Location of Official Station
000/LA DIVISION	WASH., D.C.

11. Position Title	12. Position Number	13. Career Service Designation
OPS OFFICER CH	CP25	DYB

14. Classification Schedule (GS, LA, etc.)	15. Occupational Series	16. Grade and Step	17. Salary or Rate
GS	0130.01	15	

18. Remarks

CHANGE OF SERVICE DESIGNATION FROM DGB TO DYB

SIGNATURE OR OTHER AUTHENTICATION

Form 1126
Use Previous Editions

SECRET

Ad Approved For Release 2002/05/15 : CIA-RDP80-00473A000100010001-5

A 0:22 FEB 77

SECRET
(When Filled In)

OCR

NOTIFICATION OF PERSONNEL ACTION

1. TOTAL NUMBER	2. NAME (LAST FIRST MIDDLE)
020090	KELLNAN THOMAS J

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND CHANGE OF NSCA	02 Jul 77	REGULAR

FUNDS	V-TO-V		V-TO-CF	7. PAN AND NSCA	8. CSC OR OTHER LEGAL AUTHORITY
	CF-TO-V	X	CF-TO-CF	7135 4525 0002	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/LA DIVISION OPERATIONS STAFF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPERATIONS OFFICER	CN55	OYB

14. CLASSIFICATION SCHEDULE (GS, GM, WG)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0135.01	15 4	37167

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. LEGAL CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGRATED CODE	24. Hours Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF EST (MO DA YR)
37	10	51065 / LA	75013		1			

28. DATE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (CSC / LA / FA / NONE)	CODE	31. SEPARATION DATA CODE	32. Conversion / Consolidation Data (TYPE)	(MO DA YR)	33. SECURITY REQ NO.	34. SEX

BOD DATA

35. VET PREFERENCE (CODE: 0 NONE, 5 PT, 10 NPD)	36. SERV. COMP DATE (MO DA YR)	37. LONG COMP DATE (MO DA YR)	38. CAREER CATEGORY (CAR / DEV / TEMP)	CODE	39. FEGLI / HEALTH INSURANCE (CODE / WAIVED 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 3 YRS, 3 BREAK IN SERVICE MORE THAN 3 YRS)	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 YES 2 NO)	CODE	NO TAX EXEMPTIONS	44. STATE TAX DATA (FORM EXECUTED 1 YES 2 NO)	CODE	NO TAX EXEMP	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

SECRET

CSM-1150
5-74 (MA) 10-74 Use Previous Edition

B 3 DAMOZ 01 00 77 (4 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 ECI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND ECI DIRECTIVE DATED 8 OCTOBER 1972."

EFFECTIVE DATE OF PAY ADJUSTMENTS IS OCTOBER 1976

NAME	SERIAL	GRADE	PLACE OF-STAT	NEW SALARY
KEENAN THOMAS J	0?0050	51 360	CF GS 15 4	$37,147

DLM: 6 JUL 76

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 026090	2. NAME (LAST FIRST MIDDLE): KEENAN THOMAS J
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND DELEGATION OF NSCA	4. EFFECTIVE DATE (MO DA YR): 06 21 76
5. CATEGORY OF EMPLOYMENT: REGULAR	
6. FUNDS: V TO V / V TO CP / CP TO V / X CP TO CP	7. PAR AND NSCA: T135 4528 0001
8. ESC OR OTHER LEGAL AUTHORITY: 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS: DDO/LA DIVISION	10. LOCATION OF OFFICIAL STATION: WASH., D.C.
11. POSITION TITLE: OPS OFFICER CH	12. POSITION NUMBER: CP25
13. SERVICE DESIGNATION: DQB	
14. CLASSIFICATION SCHEDULE (GS, LR, etc.): GS	15. OCCUPATIONAL 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	20. Employee Code	21. OFFICE CODING: NUMERIC	ALPHABETIC	22. STATION CODE	23. INSTALLATION CODE	24. Nature Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	51300	LA	75013		1			

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Code	33. SECURITY REQ. NO	34. SEX

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 OR OTHER AUTHENTICATION

FORM 1150 9-73 Mfg 8-73 Use Previous Edition

SECRET

E.O. 11652 CL BY 007027 (E.T.)

14-00000

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026090	KELLMAN THOMAS J	51 557	CF	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION		
Grade	Step	Salary	Last EM Date	Grade	Step	Salary	EFFECTIVE DATE	WGI	QSI	ADJ.
GS 15	3	$33.397	05/25/75	GS 15	4	$34.441	05/23/76			

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE ... IS OF ACCEPTABLE LEVEL OF COMPETENCE

SIGNATURE [redacted] DATE

☒ NO EXCESS LWOP

☒ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS jrs

FORM DD 73-300 E previous editions

PAY CHANGE NOTIFICATION

(4-51)

14-00000

DATE: 15 JAN 76

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 26324	2. NAME (LAST-FIRST-MIDDLE): KEEHAN THOMAS J
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND CANCELLATION OF NSCA	4. EFFECTIVE DATE (MO DA YR): 01 19 76
5. CATEGORY OF EMPLOYMENT: REGULAR	
6. FUNDS: V TO V; CP TO V; V TO CP; X CP TO CP	7. FAN AND NSCA: 0135 0623 [illegible]
8. CSC OR OTHER LEGAL AUTHORITY: 5 USC 425 J	
9. ORGANIZATIONAL ASSIGNMENTS: DDO/LA DIVISION DEVELOPMENT COMPLEMENT	10. LOCATION OF OFFICIAL STATION: WASH., D.C.
11. POSITION TITLE: OPERATIONS OFFICER	12. POSITION NUMBER: DCOF
13. SERVICE DESIGNATION: DOB	
14. CLASSIFICATION SCHEDULE (GS, LB, ETC.): GS	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: 57	20. Employee Code: 13	21. OFFICE CODING: SEQUENCE 51337; ALPHABETIC LA	22. STATION CODE: 75013	23. INTEGREE CODE	24. Hdqtrs Code: 1	25. DATE OF BIRTH (MO)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LE (MO DA YR)	
28. NTE EXPIRES (MO DA YR): XX XX XX	29. SPECIAL REFERENCE	30. RETIREMENT DATA: 1 CSC 2 CIA 3 FICA 4 NONE; CODE	31. SEPARATION DATA CODE	32. Correction/Cancellation Data: TYPE; MO DA YR	EOD DATA	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; EXCN LIMP; CODE	39. FEGLI / HEALTH INSURANCE: CODE; 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 3 YRS 3 BREAK IN SERVICE OVER THAN 3 YRS	42. LEAVE CAT CODE	43. FEDERAL TAX DATA: FORM EXECUTED 1 YES 2 NO; CODE; NO TAX EXEMPTIONS	44. STATE TAX DATA: FORM EXECUTED 1 YES 2 NO; CODE; NO TAX EXEMP; STATE CODE						

SIGNATURE OR OTHER AUTHENTICATION

20

DCS

FORM 1150
5 Feb 1972 Use Previous Editions

SECRET

[illegible]

MP: 04 AUG 75

SECRET
(When Filled In)

OCF

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 [ ] STATUS	08 02 75	REGULAR

6. FUNDS					7. FAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY
		V TO V		V TO CF	6135 0984	0001	50 USC 403 J
		CF TO V	X	CF TO CF			

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDO/LA DIVISION [ ] STATION	[ ]

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
CHIEF OF STATION	CT28	DOB

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.05	15 3	31806

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employee Code	21. OFFICE CODING	22. STATION CODE	23. INTEGREE CODE	24. Nature Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
56	10	51875 LA	37043		3		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 REQ NO	34. SEX
MO DA YR	84	1 CSC 2 CA 3 FICA 4 NONE	CODE		TYPE	MO DA YR		

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	0 NONE 1 5 PT 2 10 PT	MO DA YR	MO DA YR	CAT SERV MOD SERV	CODE	CODE	1 WAIVED 2 YES	HEALTH INS CODE

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT CODE	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)		NUMBER EXEMPTIONS	CODE	NO TAX EXEMPTIONS	NUMBER EXEMPTIONS	CODE	NO TAX EXEMPT	STATE CODE
			1 YES 2 NO			1 YES 2 NO			

SIGNATURE OR OTHER AUTHENTICATION

POSTED

FORM 1113
Dec 73 supp 8 70

Use Previous Editions

DMT

"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)
3. NATURE OF PERSONNEL ACTION: ASSIGNMENT - CHANGE OF DUTIES AT SAME
4. EFFECTIVE DATE: 01 OCT 77
5. CATEGORY OF EMPLOYMENT
6. FUNDS: V TO V | V TO CF | CF TO V | CF TO CF
7. FAN AND NSCA
8. CSC OR OTHER LEGAL AUTHORITY
9. ORGANIZATIONAL DESIGNATIONS: DGA/A DIVISION [redacted] STATION
10. LOCATION OF OFFICIAL STATION [redacted]
11. POSITION TITLE [redacted] CHIEF OF STATION
12. POSITION NUMBER
13. SERVICE DESIGNATION
14. CLASSIFICATION SCHEDULE [redacted]
15. OCCUPATIONAL SERIES: 0130-00
16. GRADE AND STEP: 15-2
17. SALARY OR RATE: 30012
18. REMARKS [redacted]

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 37
20. Employee Code: 10
21. OFFICE CODING: NUMERIC 1675 ALPHABETIC LA
22. STATION CODE: 7047
23. INTEGRITY CODE
24. Hours Code: 3
25. DATE OF BIRTH
26. DATE OF GRADE
27. DATE OF LEO
28. NTE EARNINGS
29. SPECIAL REFERENCE: 04
30. RETIREMENT DATA: 1 CSC 2 CSR 3 FICA 4 FERS; CODE
31. SEPARATION DATA CODE
32. Confirmation/Cancellation Date
EOD DATA
33. SECURITY ESO NO
34. SEX
35. VET PREFERENCE: CODE 0 NONE 1 5 PT 2 10 PT
36. SERV COMP DATE
37. LONG. COMP. DATE
38. CAREER CATEGORY: CAT | REM | CC CD | FROM | THRU
39. REGIS / HEALTH INSURANCE: CODE 0 WAIVED 1 YES; HEALTH INS CODE
40. SOCIAL SECURITY NO
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE 0 NO PREVIOUS SERVICE; NO BREAK IN SERVICE; 3 BREAK IN SERVICE (DATE FROM & THRU); 4 BREAK IN SERVICE (DATE FROM & THRU)
42. LEAVE CAT CODE
43. FEDERAL TAX DATA: FORM EXECUTED YES / NO; CODE; NO TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED YES / NO; LOCAL; MARITAL CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
OK 11/22

PCS-W 1110
9-72 Mag 8-73

SECRET

E.O. 11652 CL BY 009823

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
620CSC	KLEMAR IRENAS J	51 675	CF	

6. OLD SALARY DATA				7. NEW SALARY DATA				8. TYPE ACTION		
Grade	Step	Salary	Low PM Limit	Grade	Step	Salary	Effective Date	WGI	QSI	ADJ
GS 19	2	830.812	05/26/74	GS 19	3	831.660	05/25/75			

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE

SIGNATURE | DATE 5/7/75

☒ NO EXCESS LWOP

☒ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS BB

FORM 10-73 560E Use previous editions

PAY CHANGE NOTIFICATION

(6-51)

NOV 2 7 1975

"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

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER: 825,030	2 NAME (LAST, FIRST, MIDDLE): KEENAN THOMAS J
3 NATURE OF PERSONNEL ACTION: PROMOTION	4 EFFECTIVE DATE: 05 20 74
5 CATEGORY OF EMPLOYMENT: REGULAR	6 FUNDS: V 10 V / CF 10 V / V 10 CF / X / CF 10 CF
7 FAA AND NSCA: 4135 0924 0001	8 CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J
9 ORGANIZATIONAL DESIGNATIONS: DDO/WH DIVISION	10 LOCATION OF OFFICIAL STATION:
11 POSITION TITLE: CHIEF OF STATION	12 POSITION NUMBER: 2663
13 SERVICE DESIGNATION: D	14 CLASSIFICATION SCHEDULE (GS, GM, etc.): GS
15 OCCUPATIONAL SERIES: 0136.05	16 GRADE AND STEP: 15 2
17 SALARY OR RATE: 29205	18 REMARKS: HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE: 22	20 Employee Code: 10	21 OFFICE CODE: 51275 WH	22 STATION CODE: 37043	23 INTERVIEW CODE	24 [illegible] Code: 3	25 DATE OF BIRTH	26 DATE OF GRADE: 05 26 74	27 DATE OF LEI: 05 26 74
28 NTE EXPIRES: 35 25 76	29 SPECIAL REFERENCE: 84	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 Correction / Cancellation Date			33 SECURITY REQ NO	34 SEX

BOD DATA

35 VET PREFERENCE	36 SERV COMP DATE	37 LONG COMP DATE	38 CAREER CAT/EMP	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

POSTED

FORM 1130 Use Previous Editions

"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 J [redacted]
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT	4. EFFECTIVE DATE: MO 09 DA 15 YR 73
5. CATEGORY OF EMPLOYMENT: REGULAR	
6. FUNDS: V TO V / V TO CF / CF TO V / X 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 [redacted]	10. LOCATION OF OFFICIAL STATION: [redacted]
11. POSITION TITLE: CHIEF OF STATION	12. POSITION NUMBER: 0660
13. SERVICE DESIGNATION: D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS	15. OCCUPATIONAL SERIES: 0136.05
16. GRADE AND STEP: 14 4	17. SALARY OR RATE: 26671

18. REMARKS: 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. Nature Code: 10	21. OFFICE CODING: 51875 WH	22. STATION CODE: 37043	23. INTEGREE CODE	24. Midgrade Code: 3	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI	
28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA: 1 CSC 2 CSR 3 FICA 4 None	CODE	31. SEPARATION DATA CODE	32. Correction/Cancellation Date	EOD 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 CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA					

SIGNATURE OR OTHER AUTHENTICATION

POSTED
WWB 12-11-73

FORM 1-73 Use Previous Edition

SECRET

KHN

8-2 INPLEET CL BY 007627

(631)

G-55

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026090	KEENAN THOMAS J	51 760	CF	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 14	3	$24,628	07/23/72	GS 14	4	$25,398	07/22/73		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [redacted] DATE 15 May 1973

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

CLERKS INITIALS AUDITED BY

FORM 7-66 560 E Use previous editions

PAY CHANGE NOTIFICATION (4-31)

JUL 10 1973 COMPENSATION & TAX DIVISION

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

CS 04/01/72

1. SERIAL NUMBER: 026090	2. NAME (LAST FIRST MIDDLE): [illegible] J.
3. NATURE OF PERSONNEL ACTION: DELEGATION OF W.S.C.B.	4. EFFECTIVE DATE: MO. 04 DA. 01 YR. 72
5. CATEGORY OF EMPLOYMENT	
6. FUNDS: V TO V / V TO CP / CP TO V / X CP TO CP	7. Financial Analysis No. Chargeable: 0169 1004 0001
8. CSC OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS: NDP/WH DIVISION	10. LOCATION OF OFFICIAL STATION
11. POSITION TITLE: OPS OFFICER DCO	12. POSITION NUMBER: 0169
13. SERVICE DESIGNATION: W	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.): GS	15. OCCUPATIONAL SERIES: 0130.01
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. INTEGRITY CODE	24. Hdqtrs 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	30. RETIREMENT DATA (1. CSC 2. CIA 3. FPA 4. NFPS) CODE	31. SEPARATION DATA CODE	32. Correction / Cancellation Data TYPE MO. DA. YR.	BOD DATA	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. PROV. TEMP.) CODE	39. FEGLI / 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 3 YRS.) 3. BREAK IN SERVICE (MORE THAN 3 YRS.))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA: FORM EXECUTED (1. YES 2. NO) CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA: FORM EXECUTED (1. YES 2. NO)	CODE	NO. TAX EXEMP.	STATE CODE	

SIGNATURE OR OTHER AUTHENTICATION

11 20 72

FORM 5-60 1110 Aug 11-71 Use Previous Editions

SECRET

Excluded from automatic downgrading and declassification

(When Filled In)

6-53

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	BI	ADJ.
GS 14	1	$20,815	07/26/70	GS 14	2	$21,909	07/25/71		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [redacted] DATE 6 May 1971

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

537

CLERKS INITIALS AUDITED BY

FORM 2-66 560 E Use previous editions PAY CHANGE NOTIFICATION (4-51)

Ford

BBG: 16 NOV 71

SECRET
(When Filled In)

OKF

NOTIFICATION OF PERSONNEL ACTION

1. Social Security Number: 026090	2. Name (Last, First, Middle): KEENAN THOMAS J
3. Nature of Personnel Action: REASSIGNMENT - CORRECTION	4. Effective Date: 09 30 71
5. Category of Employment: REGULAR	
6. Funds: V TO V / CF TO V / V TO CF / X / CF TO CF	7. Financial Analysis Nos. (Appropriation): 2135 1084 0000
8. CSC or Other Legal Authority: 50 USC 403 J	
9. Organizational Designations: DDP/WH [redacted] STATION	10. Location of Official Station: [redacted]
11. Position Title: [redacted] OPS OFFICER DCOS	12. Position Number: 0135
13. Service Designation: D	
14. Classification Schedule (GS, GM, etc.): [redacted] GS	15. Occupational Series: 0136.01
16. Grade and Step: 14 2	17. Salary Or Rate: [redacted] 21509

18. Remarks:
THIS ACTION CORRECTS FORM 1150, EFFECTIVE DATE 03/30/71 AS FOLLOWS: ITEM NUMBER 11, POSITION TITLE WHICH READ OPS OFFICER TO READ OPS OFFICER DCOS.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. Action Code: 58	20. Employ. Code: 10	21. Office Coding: 51760 (Numeric) WH (Alphabetic)	22. Station Code: 57085	23. Interagency Code:	24. Nature Code: 3	25. Date of Birth:	26. Date of Grade	27. Date of EEI	
28. NTE Expires	29. Special Reference	30. Retirement Data: 1 CSC 2 CIA 3 FBI 4 FLA 5 Foreign / Code	31. Separation Data Code	32. Correction - Cancellation Code: Type 37 09 30 71	EOD DATA	33. Security Req. No.	34. SER		
35. Vet. Preference: Code / 0 None 1 5 Pt 2 10 Pt	36. Serv. Comp. Date	37. Long. Comp. Date	38. Career Category: Car Rev Prov Supv / Code	39. Health Insurance: Code / Code / 1 Family 2 Self / Health Ins. Code	40. Social Security No.				
41. Previous Civilian Government Service: Code / 0 No Previous Service 1 No Break in Service 2 Break in Service (Less Than 3 Yrs.) 3 Break in Service (More Than 3 Yrs.)	42. Leave Cat. Code	43. Federal Tax Data: Form Executed 1 Yes 2 No / Code / No Tax Exemption	44. State Tax Data: Form Executed 1 Yes 2 No / Code / No Tax Exempt / State Code						

SIGNATURE OR OTHER AUTHENTICATION

POSTED
11/17/71

Form 1150 Mar 6-70 — Use Previous Edition

SECRET

WED

(When Filled In)

14-00000

BOG: 01 NOV 71

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DDP

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	09 30 71	REGULAR

6. FUNDS	V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	2135 1084 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH	STATION

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0135	D

14. CLASSIFICATION	15. OCCUPATIONAL SERIES		
GS	0136.01	14 2	2150

OPS OFFICER OCCUPYING OPS OFFICER DCOS POSITION.

HOME BASE: WH

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. PATE-AGE CODE	24. Hours Code	25. DATE OF BIRTH	26. DATE OF SERVICE	27. DATE OF LEI
37	10	51760 WH	57085		3			

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 CSC, 2 CIA, 3 FICA, 5 NONE)	CODE	31. SEPARATION DATA CODE	32. Correction/Cancellation Date (TYPE)	EOD DATA	33. SECURITY REQ. NO.	34. SER

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. HEALTH INSURANCE	40. SOCIAL SECURITY NO.
CODE (0 NONE, 5 PP, 10 PP)			CAR NON / RETR TEMP	CODE / 0 WAIVED, 1 YES / HEALTH INS. CODE	

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA			44. STATE TAX DATA			
CODE (1 NO PREVIOUS SERVICE; 2 NON BREAK IN SERVICE; 3 BREAK IN SERVICE (LESS THAN 3 YRS); 5 BREAK IN SERVICE (MORE THAN 3 YRS))		NONE EXCL. NO (1 YES, 2 NO)	CODE	NO. TAX EXEMPTIONS	NONE PERCENT (1 YES, 2 NO)	CODE	NO. TAX EXEMP.	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

103.10

FORM 1150 Use Previous Edition

SECRET (When Filled In)

BOG

EB-4 10 MAR 71

SECRET

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER: 025000

2 NAME (LAST, FIRST, MIDDLE): KEENAN THOMAS J

3 NATURE OF PERSONNEL ACTION: REASSIGNMENT

4 EFFECTIVE DATE: 02 07 71

5 CATEGORY OF EMPLOYMENT: REGULAR

6 FUNDS: V-TO-V | V-TO-CP | CP-TO-V | X CP-TO-CP

7 Account or Analysis No. Chargeable: 1135 0834 0000

8 CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J

9 ORGANIZATIONAL DESIGNATIONS: DDP/WH

10 LOCATION OF OFFICIAL STATION: STATION

11 POSITION TITLE: OPS OFFICER

12 POSITION NUMBER: 1792

13 SERVICE DESIGNATION: D

14 CLASSIFICATION (SCHEDULE, JOB, GR, SUFF.): 3J

15 OCCUPATIONAL SERIES: 0136.01

16 GRADE AND STEP: 14 1

17 SALARY OR RATE: 20815

18 REMARKS:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE: 37

20 Employee Code: 16

21 OFFICE CODING: 51700 WH

22 STATION CODE: 15005

23 INTEGRITY CODE:

24 Nature Code: 3

25 DATE OF BIRTH:

26 DATE OF GRADE:

27 DATE OF EST:

28 FILE EXPIRES: XX XX XX

29 SPECIAL REMEMBRANCE:

30 RET PERMANENT DATA

31 SEPARATION DATA CODE:

32 Current Retirement Plan

EOD DATA

33 SECURITY REQ. NO.

34 SEX

35 VET PREFERENCE: CODE

36 SERV. COMP. DATE

37 LEAVE COMP. DATE

38 CAREER CATEGORY

39 FEGLI / HEALTH INSURANCE

40 SOCIAL SECURITY NO.

41 PREVIOUS CIVILIAN FEDERAL GOVERNMENT SERVICE: CODE

42 DAYS CAT.

43 RETIREMENT DATA

44 STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED 3/11/71

Form 1150 Date 6-73 Prior Editions Obsolete

SECRET

"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	51	700	CF	GS 14 1	$20,815

EVD: 5 AUG 70

SECRET
(When Filled In)

ODF

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER: 026050

2 NAME (LAST-FIRST-MIDDLE): KEENAN THOMAS J

3 NATURE OF PERSONNEL ACTION: PROMOTION

4 EFFECTIVE DATE: MO 07 DA 26 YR 70

5 CATEGORY OF EMPLOYMENT: REGULAR

6 FUNDS: V 10 V | V 10 CF | CF 10 V | X | CF 10 CF

7 Financial Analysis No. Chargeable: 1135 0834 0000

8 CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J

9 ORGANIZATIONAL DESIGNATIONS: DDP/WH

STATION

10 LOCATION OF OFFICIAL STATION:

11 POSITION TITLE: OPS OFFICER

12 POSITION NUMBER: 0327

13 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: 19543

18 REMARKS:

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE: 22

20 Employee Code: 10

21 OFFICE CODING: NUMERIC 51700 ALPHABETIC WH

22 STATION CODE: 15005

23 INITIALS:

24 Adjustment Code: 3

25 DATE OF BIRTH:

26 DATE OF GRADE: MO 07 DA 26 YR 70

27 DATE OF LEI: MO 07 DA 26 YR 70

28 NTE EXPIRES: MO 07 DA 25 YR 72

29 SPECIAL REFERENCE: 81

30 RETIREMENT DATA: 1 CSC 2 CIA 3 FSA 4 NONE | CODE

31 SEPARATION DATA CODE:

32 Correction / Cancellation Data: TYPE | MO DA YR

EOD DATA

33 SECURITY REQ NO:

34 SEX:

35 VET PREFERENCE: CODE | 0 NONE 5 PT 10 PT

36 SERV COMP DATE: MO DA YR

37 LONG COMP DATE: MO DA YR

38 CAREER CATEGORY: CAR PROF | NON PROF | CODE

39 FEGLI / 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 3 YRS) 3 BREAK IN SERVICE (MORE THAN 3 YRS)

42 LEAVE CATEGORY CODE

43 FEDERAL TAX DATA: FORM EXECUTED 1 YES 2 NO | CODE | NO TAX EXEMPTIONS

44 STATE TAX DATA: FORM EXECUTED 1 YES 2 NO | CODE | NO TAX EXEMPTIONS | STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
05-06-70

SECRET

653

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026090	KEEHAN THOMAS J	51 700	CF	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Low Eff. Date	Grade	Step	Salary	Effective Date	SI	ADJ.
GS 13	3	$17,878 ~~XXXXXXXX~~	05/18/69	GS 13	4	$18,437 ~~XXXXXXXX~~	05/17/70		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE | DATE

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS | AUDITED BY

FORM 7-66 560 E Use previous editions

PAY CHANGE NOTIFICATION (4-51)

COMPENSATION

MAY 11 1970

1537

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 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	SERIAL	ORGN.	FUNDS	GR-STEP		NEW SALARY
KEENAN THOMAS J	026090	51	700	CF	GS 13 3	$16,866

GS3

Ro. 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 PH 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

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

1537

CLERKS INITIALS | AUDITED BY

FORM 740 560 E Use previous editions

PAY CHANGE NOTIFICATION (4-51)

NOTIFICATION

"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: 24 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	91 700	CF	GS 13 2	$13,797	$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 DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP		OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	91 700	CF	GS 13	1	$12,873	$13,507

FLW: 26 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: 9 TO 9 / CF TO 9 / 9 TO CF / CF TO CF
7. Financial Analysis Ba Chargeable: 7135 0834 0000
8. CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH [redacted] STATION
10. LOCATION OF OFFICIAL STATION: [redacted]
11. POSITION TITLE: [redacted] OPS OFFICER
12. POSITION NUMBER: 0327
13. SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LG, etc.): [redacted] 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. INTERNAL CODE: [redacted]
24. Hours Code: 3
25. DATE OF BIRTH: [redacted]
26. DATE OF GRADE: 05 21 67
27. DATE OF EST: 05 21 67
28. NTE EXPIRES
29. SPECIAL REFERENCE
30. RETIREMENT DATA: CSC / CIA / FICA / SOCSA / CODE
31. SEPARATION DATA CODE
32. CORRECTION/CANCELLATION DATA: TYPE 22 05 21 67
EOD DATA
33. SECURITY REQ NO.
34. SEC
35. VET PREFERENCE: CODE / 0 NONE / 1 5 PT / 2 10 PT
36. SERV. COMP. DATE
37. LONG COMP. DATE
38. CAREER CATEGORY: CAR / PROF / TEMP / CODE
39. EGLI / HEALTH INSURANCE: WAIVED / YES / HEALTH INS CODE
40. SOCIAL SECURITY NO.
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE / 0 NO PREVIOUS SERVICE / 1 NO BREAK IN SERVICE / 2 BREAK IN SERVICE (LESS THAN 3 YRS) / 3 BREAK IN SERVICE (MORE THAN 3 YRS)
42. LEAVE CAT CODE
43. FEGLI DATA: FORM EXECUTED / 1 YES / 2 NO / CODE
44. STATE TAX DATA: NO TAX EXEMPTIONS / FORM EXECUTED / 1 YES / 2 NO / CODE / NO TAX EXEMP / STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
06 26 67

FORM 1150 Use Previous Editions

SECRET
(When Filled In)

SECRET
(When Filled In)

P.L.W. 10 MAY 67

NOTIFICATION OF PERSONNEL ACTION

OCF

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
PROMOTION	05 21 67	REGULAR

6. FUNDS					7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
		V TO V		V TO CF	7135 0834 0000	50 USC 403 J
		CF TO V	X	CF TO CF		

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH STATION	

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0327	D

14. CLASSIFICATION SCHEDULE (GS, LB, 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 (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Prof. Code	25. DATE OF BIRTH	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEO (MO. DA. YR.)
22	10	51700 / WH	15005		3		05 21 67	05 21 67

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1. CSC 2. CIA 3. FICA 4. NONE)	CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE)	(MO. DA. YR.)	ZOD DATA	33. SECURITY REQ. NO.	34. SER.

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	39. FEGLI / 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 1 YEAR) 3 - BREAK IN SERVICE (MORE THAN 1 YEAR))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED (1 - YES 2 - NO))	(NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED (1 - YES 2 - NO))	(CODE)	(NO. TAX EXEMP.)	(STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
06 02 67 N

FCCU 5-58 8150 Use Previous Edition

SECRET

PLW

(When Filled In)

KJM: 17 MAY 67

SECRET
(When Filled In)

NOF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 026090
2. NAME (LAST-FIRST-MIDDLE): KEENAN THOMAS J
3. NATURE OF PERSONNEL ACTION:
4. EFFECTIVE DATE (MO. DA. YR.): 05 | 03 | 67
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V | CF TO V | V TO CF | CF TO CF | X
7. Financial Analysis No. Chargeable: 7135 0834 0000
8. LEG OR OTHER LEGAL AUTHORITY: 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH
10. LOCATION OF OFFICIAL STATION: STATION
11. POSITION TITLE: OPS OFFICER
12. POSITION NUMBER: 0327
13. SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, 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 LEAVE TO BE TRANSFERRED TO ALLOWANCES
MARITAL STATUS: MARRIED
DAU DOB
DAU DOB
SON DOB
DAU DOB
DAU DOB
DAU 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. INTEGEE CODE:
24. Nat'n. Code: 3
25. DATE OF BIRTH (MO. DA. YR.):
26. DATE OF GRADE (MO. DA. YR.):
27. DATE OF LEG (MO. DA. YR.):
28. NTE EXPIRES (MO. DA. YR.):
29. SPECIAL REFERENCE:
30. RETIREMENT DATA: 1 - CSC, 2 - CIA, 3 - FICA, 5 - NONE; CODE
31. SEPARATION DATA CODE:
32. CORRECTION/CANCELLATION DATA: TYPE, MO. DA. YR.
EOD DATA
33. SECURITY REQ NO.
34. SEX
35. VET. PREFERENCE: CODE; 0 - NONE, 5 - 5 PT, 10 - 10 PT
36. SERV. COMP. DATE (MO. DA. YR.):
37. LONG. COMP. DATE (MO. DA. YR.):
38. CAREER CATEGORY: LAB. SERV. PROF. ADM. TEMP; CODE
39. FEGLI/HEALTH INSURANCE: CODE; 0 - DRIVER, 1 - YES; HEALTH INS CODE
40. SOCIAL SECURITY NO.
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE: CODE; 9 - NO PREVIOUS SERVICE, 0 - 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); CODE; NO. TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED (1 - YES, 2 - NO); CODE; NO. TAX EXEMP; STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
BY

ECRU 1110
Use Previous Editions

SECRET

(When Filled In)

BJT: 12 MAY 67

SECRET
(When Filled In)

CONF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 026090
2. NAME (LAST-FIRST-MIDDLE): KEENAN THOMAS J
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER
CORRECTION
4. EFFECTIVE DATE: MO. 04 DA. 23 YR. 67
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: X
7. Financial Analysis for Chargeability: 7135 0834 0000
8. CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH
STATION
10. LOCATION OF OFFICIAL STATION:
11. POSITION TITLE: OPS OFFICER
12. POSITION NUMBER: 0327
13. SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, FS, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 12 3
17. SALARY OR RATE: 11685
18. REMARKS: THIS ACTION CORRECTS FORM 1150 TO CHANGE EFFECTIVE DATE WHICH READ 05/07/67 TO READ 04/23/67.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 58
20. Employee Code: 10
21. OFFICE CODING: NUMERIC 51700 ALPHABETIC WH
22. STATION CODE: 15005
23. INTEGREE CODE:
24. Nature Code: 3
25. DATE OF BIRTH:
26. DATE OF GRADE:
27. DATE OF LEI:
28. NTE EXPIRES:
29. SPECIAL REFERENCE:
30. RETIREMENT DATA: 1 - CSC 2 - CIA 3 - FICA 4 - None
CODE
31. SEPARATION DATA CODE:
32. CORRECTION/CANCELLATION DATA: TYPE 20 MO. 05 DA. 07 YR. 67
EOD DATA
33. SECURITY REQ NO.
34. SEX
35. VET. PREFERENCE: CODE 0 - None 1 - 5 pt 2 - 10 pt
36. SERV. COMP. DATE
37. LONG. COMP. DATE
38. CAREER CATEGORY: CAR. GOAL PROG. TIMP.
39. FEGLI / HEALTH INSURANCE: CODE 1 - Waived 2 - Yes
HEALTH AND 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 CODE 1 - Yes 2 - No
NO. TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED 1 - Yes 2 - No
CODE
NO. TAX EXEMP.
STATE CODE

SIGNATURE OF OTHER AUTHENTICATION

POSTED
5-25-67

Form 1150 Use Previous Edition

SECRET

(When Filled In)

c/wH/3

COMPENSATION & TAX DIVISION
MAY 14 8 37 AM '68

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026090	KEENAN THOMAS J	51 700	CF	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Step Eff. Date	Grade	Step	Salary	Effective Date	SI	ASL
GS 13	1	$13,507	09/21/67	GS 13	2	$13,957	09/19/68		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [illegible] DATE 11 May 68

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS

AUDITED BY

FORM 7-66 560 E Use previous editions

PAY CHANGE NOTIFICATION

(4-51)

537

PC

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14-00000

SECRET
(When Filled In)

BJT: 3 MAY 67

OCF

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER	04 23 67	REGULAR

6. FUNDS					7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	F TO F	X	F TO CF		7135 0834 0000	50 USC 403 J
	CF TO F		CF TO CF			

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/AGH [redacted] STATION [redacted]	

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0327	D

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

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. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
20	10	51700	WH	15005		3			

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - CIA, 3 - FICA, 5 - NONE)	CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	MO. DA. YR.	EOD DATA	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. DEV., PROV., TEMP.)	CODE	39. FEGLI / 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 3 YRS.), 3 - BREAK IN SERVICE (MORE THAN 3 YRS.))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA: FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA: FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO. TAX EXEMP.	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
053624

FORM 5-69 1150 Use Previous Edition

SECRET
(When Filled In)

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	51 079	V	GS 12 2	$10,987	$11,306

G27

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
026090	KEENAN THOMAS J	51 079 V	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 12	2	$11,306	10/24/65	GS 12	3	$11,665	10/23/66			

8. Remarks and Authentication

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

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

(431)

EJH: 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/WH	10. LOCATION OF OFFICIAL STATION: WASH., D.C.
11. POSITION TITLE:	12. POSITION NUMBER:
13. 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 [redacted]. 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. Employee Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Registr. 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	30. RETIREMENT DATA: 1 - CSC, 2 - FICA, 3 - NONE; CODE 2	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA: TYPE, MO. DA. YR.	EOD DATA	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, PROV, TEMP; CODE	39. FEGLI/HEALTH INSURANCE: CODE; 0 - WAIVED, 1 - YES; 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 (1 - YES, 2 - NO); CODE; NO. TAX EXEMPTIONS	44. STATE TAX DATA: FORM EXECUTED (1 - YES, 2 - NO); CODE; NO. TAX EXEMP.; STATE CODE						

SIGNATURE OR OTHER AUTHENTICATION

POSTED 8/20/66

FORM 1150 Use Previous Editions

SECRET
(When Filled In)

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

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

G-27

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
026090	KEENAN THOMAS J	51 075 V	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last RH. Date	Grade	Step	Salary	Effective Date	PM	LSI	ADJ.
GS 12	1	$10,250	10/25/64	GS 12	2	10,619 ~~$10,000~~	10/24/65			

8. Remarks and Authentication

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

CLERKS INITIALS B.J. AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [illegible] DATE [illegible]

PAY CHANGE NOTIFICATION

Form 360 Obsolete Previous Editions

(4-31)

OCT 25 9 08 AM '65

14-00000

SECRET
(When Filled In)

NJM 16 DEC 64

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	026090
2. NAME (LAST-FIRST-MIDDLE)	KEENAN THOMAS J
3. NATURE OF PERSONNEL ACTION	CONVERSION FROM (CORRECTION/ STATUS
4. EFFECTIVE DATE	EOB 10 10 64
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	V TO V / V TO CF / CF TO V / CF TO CF: X
7. COST CENTER NO. CHARGEABLE	5135 0990 0000
8. CSC OR OTHER LEGAL AUTHORITY	50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS	DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION
10. LOCATION OF OFFICIAL STATION	MEXICO CITY, MEXICO
11. POSITION TITLE	OPS OFFICER
12. POSITION NUMBER	0489
13. SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS
15. OCCUPATIONAL SERIES	0136.01
16. GRADE AND STEP	12 1
17. SALARY OR RATE	10250

18. REMARKS
MEXICO CITY, MEXICO
THIS ACTION CORRECTS FORM 1150 TO CHANGE THE EFFECTIVE DATE, WHICH READ, 10/12/64, TO READ 10/10/64.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hours. Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEA
57	10	51700 / WH	45075		3			

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) / CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE / NO. DA. YR.)	33. SECURITY REQ. NO.	34. SER.
				56 / 10 10 64		

EOD DATA

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY (CAN, REV, PROV, TEMP)	39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVED, 1 - YES)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OF OTHER AUTHENTICATION

ISSUED
12/16/64 [illegible]

Form 1150 (11-62) Use Previous Edition

SECRET

(When Filled In)

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES

Federal Employees Salary Act of 1964

GRADE	*Per Annum Rates and Steps*									
	1	2	3	4	5	6	7	8	9	10
GS- 1	$3,385	$3,500	$3,615	$3,730	$3,845	$3,960	$4,075	$4,190	$4,305	$4,420
GS- 2	3,680	3,805	3,930	4,055	4,180	4,305	4,430	4,555	4,680	4,805
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8,170	8,440	8,710	8,980	9,250	9,520	9,790	10,060	10,330
GS-11	8,650	8,945	9,240	9,535	9,830	10,125	10,420	10,715	11,010	11,305
GS-12	10,250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15	16,460	17,030	17,600	18,170	18,740	19,310	19,880	20,450	21,020	21,590
GS-16	18,935	19,590	20,245	20,900	21,555	22,210	22,865	23,520	24,175	.....
GS-17	21,445	22,195	22,945	23,695	24,445	.....	.....	.....	.....	.....
GS-18	24,500	.....	.....	.....	.....	.....	.....	.....	.....	.....

DLB: 20 NOV 64

SECRET
(When Filled In)

CCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 376090	2. NAME (LAST-FIRST-MIDDLE): KEENAN THOMAS J
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER	4. EFFECTIVE DATE (MO. DA. YR.): 11 22 64
5. CATEGORY OF EMPLOYMENT: REGULAR	
6. FUNDS: X V TO V; CF TO V; V TO CF; CF TO CF	7. COST CENTER NO. CHARGEABLE: 5235 0620 0000
8. CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS: CCP 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: 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: 18	20. Employee Code: 10
21. OFFICE CODING: NUMERIC 51075; ALPHABETIC WH	22. STATION CODE: 75013
23. INTEGRITY CODE	24. Hdqtrs. Code: 1
25. DATE OF BIRTH	26. DATE OF GRADE (MO. DA. YR.)
27. DATE OF LEI (MO. DA. YR.)	28. WOC EXPIRES (MO. DA. YR.)
29. SPECIAL REFERENCE	30. RETIREMENT DATA: 1 - CSC, 2 - FICA, 9 - NONE; CODE
31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA: TYPE; MO. DA. YR.
EOD DATA	33. SECURITY REQ. NO.
34. SFR	35. VET. PREFERENCE: 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, PROV, TEMP; CODE	39. FEGLI / HEALTH INSURANCE: CODE; 0 - WAIVED, 1 - YES; HEALTH INS CODE
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 (1 - YES, 2 - NO); CODE; NO TAX EXEMPTIONS
44. STATE TAX DATA: FORM EXECUTED (1 - YES, 2 - NO); CODE; NO TAX EXEMP; STATE CODE	

SIGNATURE OR OTHER AUTHENTICATION

POSTED
11/24/64

Use Previous Edition

SECRET

(When Filled In)

14-00000

RZR: 23 OCT 04

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
PROMOTION	10 25 04	REGULAR

6. FUNDS	V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	5135 0930 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, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	12 1	10250

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. INTEGREE CODE	24. Negrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
22	10	51700	WH	45075		3		10 25 04	10 25 04

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NORB)	CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	MO DA YR	EOD DATA	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, PROV, REINV, TEMP)	CODE	39. FEGLI / HEALTH INSURANCE CODE	(0 - WAIVER, 1 - YES)	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 (1 - YES, 2 - NO)	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO. TAX EXEMP	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
10/28/04 ZK

Form 1150 11-62 Use Previous Edition

SECRET 7gd

(When Filled In)

DLB: 13 OCT 64

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 026090	2. NAME (LAST-FIRST-MIDDLE): KEENAN THOMAS J
3. NATURE OF PERSONNEL ACTION: CONVERSION FROM [ ] STATUS	4. EFFECTIVE DATE: COB 10 12 64 / 5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V / V TO CF / CF TO V / X / CF TO CF	7. COST CENTER NO. CHARGEABLE: 5135 0990 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, LB, etc.): GS / 15. OCCUPATIONAL SERIES: 0136.01	16. GRADE AND STEP: 11 3 / 17. SALARY OR RATE: 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 (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Mdqtrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
56	10	51700 / WH	45075		3		MO. DA. YR.	MO. DA. YR.

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 3 - FICA, 8 - NONE)	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REQ. NO.	34. SER.
MO. DA. YR.		CODE		TYPE / MO. DA. YR.		

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: 0 - NONE, 1 - 5 PT, 2 - 10 PT	MO. DA. YR.	MO. DA. YR.	CAR. RESV / PROV. TEMP / CODE	CODE: 0 - WAIVER, 1 - YES / HEALTH INS. CODE	

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: 1 - YES, 2 - NO	CODE	NO. TAX EXEMPTIONS	FORM EXECUTED: 1 - YES, 2 - NO	CODE	NO. TAX EXEMP.	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
10/15/64 WK

Form 1130 11-62 Use Previous Edition

SECRET

(When Filled In)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
026090	KEENAN THOMAS J	51 700 CF 45G	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last EW. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 11	2	$ 8,690	04/14/63	GS 11	3	$ 8,970	04/12/64			

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: DATE

PAY CHANGE NOTIFICATION

Form 941 360 Obsolete Previous Edition (4-61)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1996, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

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

14-00000

BAB: 12 APR 63

SECRET
(When Filled In)

ODF

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
PROMOTION	04 14 63	REGULAR

6. FUNDS					7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		F TO F		F TO CF	3135 5700 1000	50 USC 403 J
		CF TO F	X	CF TO CF		

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH [redacted] STATION	[redacted]

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
[redacted] OPS OFFICER	0489	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
[redacted] GS	0136.01	[redacted] 11 2	[redacted] 8310

18. REMARKS: [redacted]

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF SEI (MO. DA. YR.)
22	10	64700	WH	45075		3		04 14 63	04 14 63

28. RTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE)	CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE)	(MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX

35. VET PREFERENCE (CODE)	(0 - NONE, 5 - 5 PT., 10 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (PERM., TEMP.)	CODE	39. FEGLI / HEALTH INSURANCE (CODE)	(0 - WAIVER, 1 - YES)	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 1 - YES 2 - NO)	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA (FORM EXECUTED 1 - YES 2 - NO)	CODE	NO. TAX EXEMP.	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

POSTED
04/25/63 JK

FORM 1150 Use Previous Editions

SECRET

17

(When Filled In)

1 Serial No.	2 Name	3 Cost Center Number	4 LWOP Hours
026090	KEENAN THOMAS J	64 700 CP	

5 OLD SALARY RATE				6 NEW SALARY RATE				7 TYPE ACTION		
Grade	Step	Salary	Last EH Date	Grade	Step	Salary	Effective Date	PSI	LW	ADJ
GS-10	2	$ 7,535	10/29/61	GS-10	3	$ 7,780	10/28/62			

8 Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD 559
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS AUDITED BY AG 11/7/62

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: [redacted] DATE: 26-X-62 WR

PAY CHANGE NOTIFICATION

Form 9-61 560 Obsolete Previous Editions

(481)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LA 87 - 793 AND DCI MEMORANDUM DATED 1 AUGUST 1962, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GRADE	OLD SALARY	NEW GRADE	NEW SALARY
KEENAN THOMAS J	026090	64700	CP	GS 10 2	$ 7160	GS 10 3	$ 7535

14-00000

AES: 27 OCT 61

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

COF

1. SERIAL NUMBER: 520080	2. NAME (LAST FIRST MIDDLE): KEENAN THOMAS J
3. NATURE OF PERSONNEL ACTION: PROMOTION	4. EFFECTIVE DATE (MO. DA. YR.): 10 29 61
5. CATEGORY OF EMPLOYMENT: REGULAR	
6. FUNDS: V TO V / V TO CF / CF TO V / X / CF TO CF	7. COST CENTER NO CHARGEABLE: 2135 5700 1000
8. CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS: DDP WH [redacted] STATION [redacted]	10. LOCATION OF OFFICIAL STATION: [redacted]
11. POSITION TITLE: [redacted] CPS OFFICER	12. POSITION NUMBER: 0489
13. CAREER SERVICE DESIGNATION: D	
14. CLASSIFICATION SCHEDULE (GS, WG, etc.): [redacted] GS	15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: [redacted] 10 2	17. BASIC SALARY OR RATE: [redacted] 7160
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. INTERCEPT CODE	24. Basis Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
22	10	64700	WH	45075		3		10 29 61	10 29 61

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
MO DA YR		1 - CSC 2 - VICA 3 - YUNG / CODE		TYPE / MO DA YR			

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. MIL. SERV. CREDIT/LCD	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.
CODE / 0 - NONE 5 - 5 PT 8 - 10 PT	MO DA YR	MO DA YR	1 - YES 2 - NO / CODE	CODE / 0 - WAIVER 1 - YES / HEALTH INS. CODE	

41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA
CODE / 0 - NO PREVIOUS SERVICE 1 - NO GRADE IN SERVICE 2 - GRADE IN SERVICE (LESS THAN 12 MOS) 3 - GRADE IN SERVICE (MORE THAN 12 MOS)		FORM EXECUTED 1 - YES 2 - NO / CODE / NO TAX EXEMPTIONS	FORM EXECUTED 1 - YES 2 - NO / CODE / NO TAX EXEMP / STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

[signature] - 11/17/61

Form 8-60 1110 (Temporary Printing) SECRET

526090	KEENAN THOMAS J	00?/WH	UV

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR				MO	DA	YR
GS 09	2	$ 6,1[illegible]	06	14	59	GS 09	3	$ 6,285	06	12	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE: ☐ NO EXCESS LWOP ☐ EXCESS LWOP

IF EXCESS LWOP, CHECK FOLLOWING:

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION

☐ P.G.I. ☐ L.G.I. ☐ PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

WK

PAY CHANGE NOTIFICATION

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

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	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	00?/WH	UV

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PGI	LGI	ADJ
GS 09	3	$ 6,765	06/12/60	09	4	$ 6,930	06/11/61			

8. Remarks and Authentication

/ / NO EXCESS LWOP

/ / IN PAY STATUS AT END OF WAITING PERIOD

/ / IN LWOP STATUS AT END OF WAITING PERIOD

WK

PAY CHANGE NOTIFICATION

SECRET

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ARC: 13 JAN 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Sex	5. Race	6. Citizenship
526090	KEENAN THOMAS J	Mo. 01 Da. 29 Yr. 53	Code 1	M 1	Mo. 05 Da. 20 Yr. 57

7. SCD	8. CSC Retmt	9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. Tenure	12. EOD	13. Probation
Mo. 01 Da. 29 Yr. 53	Yes - 1 No - 9 Code 1	50 USCA 403 J	Mo. Da. Yr.	Yes 1 No-2 Code	Mo. 05 Da. 20 Yr. 57	Yes - 1 No - 2 Code 2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP WH STATION	4652		45075

16. Dept. - Field	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
Dept - 1 USfld - 3 Frgn - 5 Code 5	OPS OFFICER	0489	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
09 2	$ 6135	D	Mo. 06 Da. 15 Yr. 58	Mo. 06 Da. 12 Yr. 60	0135 5700 3000

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WH STATION	4652		45075

33. Dept. - Field	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
Dept - 1 USfld - 3 Frgn - 5 Code 5	OPS OFFICER	0489	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
09 2	6135	D	Mo. 06 Da. 15 Yr. 58	Mo. 06 Da. 12 Yr. 60	0135 5700 3000

44. Remarks

SUBJECT IS TO BE PAID THE SALARY OF $6135 AND ALLOWANCES IN ACCORDANCE THERE WITH.
ALL SICK AND 80 HOURS ANNUAL LEAVE TO BE TRANSFERRED

Posted PCS

FORM NO. 1 MAR 57 1150e

1-14-60

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 Mo. Da. Yr.	4. Vet. Pref. None-0 5 Pt-1 10 Pt-9	Code	5. Sex	6. CS-EOD Mo.	Da.	Yr.
526090	KEENAN THOMAS J			1	M 1	05	20	57

7. SCD Mo.	Da.	Yr.	8. CSC Retmt. Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Appt. Affidav. Mo.	Da.	Yr.	11. FLSA Yes-1 No-2	Code	12. LCD Mo.	Da.	Yr.	13. Retirement Yes-1 No-2	Code
01	29	53		1	50 USCA 403 J						05	20	57		2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
CS/CS DEVELOPMENT COMPLEMENT DDP WH	4688	WASH., D. C.	75013

16. Dept. - Field Dept - 1 Ufld - 3 Frgn - 5	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	1	OPS OFF	090659	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. Da. Yr.	25. PSI Due Mo. Da. Yr.	26. Appropriation Number
09 2	$ 6135	D	06 15 58	06 12 60	0320 1998

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo. Da. Yr.	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
DDP WH [redacted] STATION	4652	[redacted]	45075

33. Dept. - Field Dept - 1 Ufld - 3 Frgn - 5	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	5	OPS OFFICER	0489	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number
09 2	$ 6135	D	06 19 58	06 12 60	0135 5700 3000

44. Remarks

1-6-60
RHH

SECRET

FORM NO. 1150a 1 MAR 57 12-18-57

SECRET

(4)

SECRET

DEC:4 SEPT 59

NOTIFICATION OF PERSONNEL ACTION

1. Social Security No.	2. Name (Last, First, Middle Initial)	3. Date Of Birth Mo. Da. Yr.	4. Vet. Pref. Thru 5 Pt-1 10 Pt-2 Code	5. Sex	6. CS. EOD Mo. Da. Yr.
526090	KEENAN THOMAS J		1	M 1	05 20 57

7. SCD Mo. Da. Yr.	8. CSC Retent. Yes - 1 No - 2	9. CSC Or Other Legal Authority Code		10. Appt. Affidav. Mo. Da. Yr.	11. TEOU Yes-1 No-2 Code	12. LCD Mo. Da. Yr.	13. Ret. Cle. Yes - 1 No - 2 Code
01 29 53		1	50 USCA 403 J		/	05 20 57	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 Dept. - 1 USfld - 3 Frgn - 5	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	2	OPS OFF PP	0070	GS	0136.31

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. Da. Yr.	25. PSI Due Mo. Da. Yr.	26. Appropriation Number
09 2	$ 6135	D	06 15 58	06 14 59	9 3500 20 001

ACTION

27. Nature Of Action	Code	28. EH. Date Mo. Da. Yr.	29. Type Of Employee	Code	30. Separation Date
REASSIGNMENT - TRANSFER TO	05	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 Dept. - 1 USfld - 3 Frgn - 5	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	1	OPS OFF	090659	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number
09 2	$ 6135	D	06 15 58	06 12 60	0320 1998

44. Remarks
EXTENDED TRAINING.

FORWARD
15 Dec
144

DRAFT

Form No. 1150a 1 MAR 57

SECRET

(4)

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

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

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
126090	KEENAN THOMAS J	DDP/WH 3	V-20	[illegible]

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 9	1	$ 5,985	06	15	50	GS 9	2	6 135	06	14	59

TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER

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

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE

GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS

14. AUTHENTICATION

PERIODIC STEP INCREASE AUTHENTICATION

SECRET

PERSONNEL FOLDER

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ARE: 23 JAN 1959

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. (None-0, .5 Pt-1, 10 Pt-2)	Code	5. Sex	6. CS-EOD (Mo. Da. Yr.)
126090	KEENAN, THOMAS J			1	M 1	05 20 57

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. (Yes-1, No-2)	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. (Mo. Da. Yr.)	11. FEGLI (Yes-1, No-2)	Code	12. LCD (Mo. Da. Yr.)	13. Mil. Serv. Creditable (Yes-1, No-2)	Code
01 29 53		1	50 USCA 403 J				05 20 57		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 (Dept-2, USfld-4, Frgn-6)	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	2	JOT	0748.16	GS	0090.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
09 1	$ 5985	ST	06 15 58	06 14 59	8 7507 20

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	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 (Dept-2, USfld-4, Frgn-6)	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	2	OPS OFF PP	0070	GS	0136.31

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
09 1	$ 5985	D	06 15 58	06 14 59	9 3500 20 001

44. Remarks

POSTED
11 Feb 1959

FORM NO. 1150
1 MAR 57

adj 1-8/59

SECRET

(4)

SECRET

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

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

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

LVL 1! JUNE 58.

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo. Da. Yr.	4. Vet. Pref. None-0 5 Pt-1 10 Pt-9	Code	5. Sex	6. CS-EOD Mo.	Da.	Yr.
126090	KEENAN THOMAS J			1	M 1	05	20	57

7. SCD Mo.	Da.	Yr.	8. CSC Retmt. Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo.	Da.	Yr.	11. FLGLI Yes-1 No-2	Code	12. LCD Mo.	Da.	Yr.	13. Ret. Elig. Yes-1 No-2	Code
01	29	53		1	50 USCA 403 d						05	20	57		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 (Dept. - 2, USfld - 4, Frgn. - 6)	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	2	JOT	0748.16	GS	0090.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. Da. Yr.	25. PSI Due Mo. Da. Yr.	26. Appropriation Number
07 2	$ 4660	ST			8 7507 20

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo. Da. Yr.	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 (Dept. - 2, USfld - 4, Frgn. - 6)	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	2	JOT	0748.16	GS	0090.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number
09 1	$ 5440	ST	06 15 58	06 14 59	8 7507 20

44. Remarks

POSTED
17 JUN 1958
C/

P. H. STEWART

FORM NO. 1150
1 MAR 57

C5 6/12/58

SECRET

(4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN	4. FUNDS	5. ALLOTMENT
126090	KEENAN THOMAS J	DDS/JOTC	V-20	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 7	1	$ 4,525				GS 7	2	$ 4,660	06	01	58

TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP

IF EXCESS LWOP, CHECK FOLLOWING:

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS
GRADE	STEP	SALARY	MO.	DA.	YR.	

14. AUTHENTICATION

PERSONNEL BRANCH
MAY 27 11 05 AM '58

PERIODIC STEP INCREASE - AUTHENTICATION

FORM NO. 560b
1 MAR. 56

SECRET

PERSONNEL FOLDER (4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN	4. FUNDS	5. ALLOTMENT
126090	KEENAN THOMAS J	DDS/JOTC 3A	V-20	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO.	DA.	YR.				MO.	DA.	YR.
GS 7	1	$ 4,525				GS 7	2	$ 4,660	06	01	58

REMARKS

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED OR PRINTED NAME OF

DATE 23 May 58

SIGNATURE OF

PERIODIC STEP INCREASE - CERTIFICATION

FORM NO. 560
1 MAR. 56

SECRET

PERSONNEL FOLDER (4)

STANDARD FORM 50 (8 PART)
REV. APRIL 1955
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER 30, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

F.C. 19 Apr 57
lvl C-7613

1. NAME (Use Mr., Mrs., or Miss; give full name. Initialize only if so signed.)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. THOMAS J. KEEHAN 126090			20 May 1957

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

5. NATURE OF ACTION (Use standard terminology)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
EXCEPTED APPOINTMENT 13	20 May 1957	50 USCA 403 j

FROM	TO
8. POSITION TITLE	JOT U-748.16
9. SERVICE, SERIES, GRADE, SALARY	GS-0090.01-7 $4525.00 per annum
10. ORGANIZATIONAL DESIGNATIONS	DDS/OER Junior Officer Trainee Corps 281000
11. HEADQUARTERS	Washington, D. C.
12. FIELD OR DEPT'L	[ ] FIELD [X] DEPARTMENTAL

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

14. POSITION CLASSIFICATION ACTION: NEW [ ] VICE [ ] I. A. [ ] REAL [ ]

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (Yes, No)	18. DATE OF APPOINTMENT AFFIDAVITS (Accessions only)	19. LEGAL RESIDENCE
M	FROM: TO: 7-1504-20 750-13	Yes	20 May 1957	[ ] CLAIMED [ ] PROVED STATE:

1 1

20. REMARKS:

IOC SD/GT

BC-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.

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

PSI due 06/01/58

POSTED
13 MAY 1957

ENTRANCE PERFORMANCE RATING:

Director of Personnel

SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE: 1955-373647

MJ 5/21/57

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER: 026090
2. NAME (Last, First, Middle): Keenan, Thomas J.
3. SEX: M
5. GRADE: GS-15
6. SOC. SEC. NO.: DQB
7. OFFICIAL POSITION TITLE: Ops Officer, DChief
8. SPECIFIC PLACE OF ASSIGNMENT: DDO/LA/OPS
9. Headquarters
10. TYPE OF APPOINTMENT: X CAREER; RESERVE; TEMPORARY; CONTRACT; SPECIAL; OTHER
11. TYPE OF REPORT: INITIAL; X ANNUAL; REASSIGNMENT; SPECIAL
12. REPORTING PERIOD (FROM-TO): 1 Jun 77 - 3 Dec 77
14. DATE REPORT DUE (M.D.Y.): January 1978

SECTION B — QUALIFICATIONS UPDATE

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

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

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

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

S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

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

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: O

FORM 45 (Replaces previous editions)

CLASSIFICATION: CONFIDENTIAL

E2, IMPDET CL BY 19812

DJB 02/78

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 [illegible] language to perform, if required for current position. Amplify or explain ratings given in Section C to provide best 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.

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: 4 January 1978	OFFICIAL TITLE OF SUPERVISOR: Deputy Chief, LA Southern Region

2. BY EMPLOYEE

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

DATE: 4 Jan 1978 — SIGNATURE OF EMPLOYEE: [signature]

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	OFFICIAL TITLE OF REVIEWING OFFICIAL	TITLE
17 Jan 1978	Deputy Chief, Latin America Division	

4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL PARTS OF THIS REPORT. I HAVE [ ] HAVE NOT [✓] ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.

DATE: 17 Jan 78 — SIGNATURE OF EMPLOYEE: [signature]

CLASSIFICATION

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 [redacted] 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. [redacted]

3. Mr. Keenan was assigned primary responsibility for close review and staff action relating [redacted] 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, [redacted] 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

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 [redacted] 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.

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.

[redacted]
Deputy Chief,
LA Southern Region

Thomas J. Keenan

Date 4 January 1978

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 [redacted] 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 [redacted]

CONFIDENTIAL

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, First, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SO
026090	Keenan, Thomas J.		M	GS-15	DQB

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (E.B.I)
Operations Officer, Ch	DDO/LA	Headquarters	X MOS DP

11. TYPE OF APPOINTMENT: X CAREER; RESERVE; TEMPORARY; CONTRACT; SPECIAL; OTHER

12. TYPE OF REPORT: INITIAL; X ANNUAL; 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 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	RATING LETTER
SPECIFIC DUTY NO. 1 SEE MEMORANDUM IN LIEU OF FITNESS REPORT.	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

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, temperamental qualities, 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 USE PREVIOUS EDITIONS

CLASSIFICATION

22. IMPORT CL BY 056562

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 best 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.

SEE 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	
8		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 March 1977	Deputy Chief, Latin America Division	George V. Lauder

2. BY EMPLOYEE

I HAVE [X] OR HAVE NOT [ ] ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
	11 April 77	

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	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
7 [illegible] 77	Chief, Latin America Division	Raymond A. Warren

4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT. I HAVE [ ] HAVE NOT [X] ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.	DATE	SIGNATURE OF EMPLOYEE
	[illegible]	

CLASSIFICATION

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.

[redacted]
Deputy Chief
Latin America Division

Thomas J. Keenan

4/8/78
Date

SECRET
CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
026090	Keenan, Thomas J.		M	GS-15	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT & CURRENT STATION	10. [illegible]
Chief of Station	DDO/LA	HQD / DF

11. TYPE OF APPOINTMENT									12. TYPE OF REPORT					
X	CAREER		RESERVE		CONTRACT		OTHER (Spec.)		TEMPORARY	X	ANNUAL		REASSIGNMENT		SPECIAL

13. REPORTING PERIOD (from-to)	14. DATE REPORT DUE IN O.P.
1 January 1975 - 31 December 1975	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	RATING LETTER
SPECIFIC DUTY NO. 1 See attached memorandum	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

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 handicaps 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 [illegible]

CLASSIFICATION: SECRET

22. [illegible] BY 00[illegible]

14-00000

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 best 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.

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
20 April 1976	D/C/LA	/s/Raymond A. Warren

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
HAVE ATTACHED / HAVE NOT ATTACHED	1 July 1976	/s/Thomas J. Keenan

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See attached

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

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN 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, [redacted] In addition to himself there were [redacted] other case officers at the Station. Its total complement was [redacted] persons. Mr. Keenan entered the Army War College in July 1975.

During the last six months of his tour, the Station had three things going for it: [redacted] Of these the latter turned out to be the most worthwhile. [redacted]

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

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

In the last six months of his tour as Chief of Station [redacted] I would rate his overall performance as "Strong."

Raymond A. Warren
Deputy Chief
Latin America Division

SECRET

E2 IMPDET
CL BY 009560

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

COMMENTS OF REVIEWING OFFICIAL

Mr. Keenan ~~had~~ departed Station [redacted] shortly after ~~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, [redacted] 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 [redacted] 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 [redacted] 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

Date

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
026090	Keenan, Thomas J.		M	GS-15	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (if any)
Chief of Station	DDO/LA		NOB / OP

11. TYPE OF APPOINTMENT								12. TYPE OF REPORT					
X	CAREER		RESERVE		CONTRACT		OTHER (Spec.)		TEMPORARY	X	ANNUAL		REASSIGNMENT		SPECIAL

13. REPORTING PERIOD (from-to)	14. DATE REPORT DUE IN O.P.
1 July 1974 - 31 December 1974	31 January 1975

SECTION B — QUALIFICATIONS UPDATE

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

SECTION C — PERFORMANCE EVALUATION

U—Unsatisfactory — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.

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

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

S—Strong — Performance is characterized by exceptional proficiency.

O—Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: See Attached MEMORANDUM IN LIEU OF FITNESS REPORT	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

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 (Previous editions)

CLASSIFICATION

DRAFT

EE. IMPOSE CL BY

(4)

CLASSIFICATION

SECTION D — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position, keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide best 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.

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

SECTION E — CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
☐ HAVE ATTACHED ☐ HAVE NOT ATTACHED		

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

4. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN THIS SECTIONS OF THIS REPORT.	DATE	SIGNATURE OF EMPLOYEE

CLASSIFICATION

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 [redacted] in September 1974. This is his first COS assignment. The [redacted] Station is composed of [redacted] employees [redacted] total complement of [redacted]

[redacted]

In reviewing the past fitness reports none has yet been written specifically commenting on his performance as COS [redacted] 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 [redacted] as COS we now also see that he can perform as a manager. Upon his return from [redacted] this year Mr. Keenan will attend the Army War College to continue his career development. I rate his overall performance as COS [redacted] as "Strong."

Raymond A. Warren
Deputy Chief
Latin America Division

E2 IMPDET
CL BY 009560

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 [redacted] I remembered this as [redacted] but later found out that it was a most difficult situation--especially for someone like Mr. Keenan with a [redacted] 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 — Date: 14 January 1975

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

/s/Thomas J. Keenan — HJKT-1902, 24 Jan 75
Thomas J. Keenan — Date: 24 January 1975

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

CLASSIFICATION

FITNESS REPORT

SECTION A — GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
026090	Keenan, Thomas J.		M	GS-14	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV OR OF ASSIGNMENT	9. CURRENT STATION	10. CODE (X one)
Chief of Station	DDO/WH		HQS. DF

11. TYPE OF APPOINTMENT: X CAREER | RESERVE | CONTRACT | OTHER (Specify) | TEMPORARY

12. TYPE OF REPORT: ANNUAL | REASSIGNMENT | X SPECIAL — Retirement supervisor

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.

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S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Chief of Station, Kingston	
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

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

24 JUN 1974

FORM 45 OBSOLETE PREVIOUS EDITIONS 0-73

CLASSIFICATION: CONFIDENTIAL

52. IMPDET CL BY _____

CONFIDENTIAL

FITNESS REPORT

NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.

SECTION A. GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SO
026090	Keenan, Thomas J.		M	GS-14	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION
Ops Officer, DCOS	DDO/WH/	

10. TYPE OF APPOINTMENT					11. TYPE OF REPORT								
	CAREER		CAREER PROVISIONAL		RESERVE	X	ANNUAL		21-MONTH		30-MONTH	XX	REASSIGNMENT		SPECIAL
	CONTRACT		SPECIAL		TEMPORARY										

12. REPORTING PERIOD (From-to): 1 Nov 1972 - 14 Sept 73

13. DATE REPORT DUE IN O.P.:

SECTION B 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 C.
M—Marginal	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—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	RATING LETTER
SPECIFIC DUTY NO. 1: DCOS	S
SPECIFIC DUTY NO. 2: ACOS	S
SPECIFIC DUTY NO. 3: Senior Station Case Officer	O
SPECIFIC DUTY NO. 4:	
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

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

18 Sep 73

FORM 3-73 45N

CONFIDENTIAL

E.O. IMPDET CL BY 009622

(4)

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 best 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 [redacted] before end of tour, to assume the duties of COS [redacted] 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 [redacted] These have all been spent in the Latin environment so the [redacted] 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 [redacted] 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 [redacted] 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 indispensible attribute in this [redacted] 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	SIGNATURE OF EMPLOYEE
Not Dated o/a 10 Sep 1973	/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
15	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
Not Dated o/a 10 Sep 1973	Chief of Station	/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 [redacted] unusually active, busy station, have led to his present assignment as COS [redacted] 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	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYP[redacted]
12 November 1973	Chief, WH [redacted]	

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 eventuslities 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.

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Keenan, Thomas J.
2. DATE OF BIRTH: [redacted]
3. SEX: M
4. GRADE: GS-14
5. SD: D
6. OFFICIAL POSITION TITLE: Deputy Chief of Station
7. OFF/DIV/BR OF ASSIGNMENT: DDP/WH [redacted]
8. CURRENT STATION: [redacted]
9. CHECK (X) TYPE OF APPOINTMENT: CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See Instructions - Section C) / SPECIAL (Specify)
10. CHECK (X) TYPE OF REPORT: INITIAL / X ANNUAL / SPECIAL (Specify) / REASSIGNMENT SUPERVISOR / REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P.: 31 December 1972
12. REPORTING PERIOD (From- to-): 19 May 1972 - 31 October 1972

SECTION B — 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 C.

M-Marginal — 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-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	RATING LETTER
SPECIFIC DUTY NO. 1: Deputy Chief of Station	S
SPECIFIC DUTY NO. 2: Acting Chief of Station	S
SPECIFIC DUTY NO. 3: Senior Station Case Officer	O
SPECIFIC DUTY NO. 4:	
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6: 16 NOV 1972	

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 OBSOLETE PREVIOUS EDITIONS

SECRET

Reviewed by OP/SFD/LPB

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 best 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 fine officer has been DCOS [redacted] 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 [redacted] 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

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] 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 [redacted] 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
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

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/WH	

9. CHECK (X) TYPE OF APPOINTMENT: CAREER | RESERVE | TEMPORARY | CAREER-PROVISIONAL (See Instructions - Section C) | SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL | ANNUAL | SPECIAL (Specify): | XX REASSIGNMENT SUPERVISOR | REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From - to): 1 January 1972 - 18 May 1972

SECTION B — 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 C.

M-Marginal — 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-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.		RATING LETTER
1	Deputy Chief of Station and Acting Chief of Station in absence of the COS	S
2	Supervision of Project covering [redacted] Case officer for some of the agents in the project.	S
3		
4		
5		
6		

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 COMPLETE PREVIOUS EDITIONS

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 best 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	SIGNATURE OF EMPLOYEE
16 May 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
7	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
16 May 1972	COS	[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 [redacted] area, Mr. Keenan's normal function is to serve as de facto chief of operations and office manager. With the COS' departure in May, Mr. Keenan was serving as Acting Chief of Station. He maintained the tempo of Station operations and activity under what have been for some time a rather [redacted]

Continued.

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

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
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Keenan, Thomas J.
2. DATE OF BIRTH:
3. SEX: M
4. GRADE: GS-14
5. SD: D
6. OFFICIAL POSITION TITLE: Ops Officer DCOS
7. OFF/DIV/BR OF ASSIGNMENT: DDP/KU
8. CURRENT STATION:
9. CHECK (X) TYPE OF APPOINTMENT: XX CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See Instructions - Section C); SPECIAL (Specify):
10. CHECK (X) TYPE OF REPORT: INITIAL; XX ANNUAL; REASSIGNMENT SUPERVISOR; REASSIGNMENT EMPLOYEE; SPECIAL (Specify):
11. DATE REPORT DUE IN O.P.: 29 Feb 72
12. REPORTING PERIOD (From - To): 1 October 1971 - 31 December 1971

SECTION B — 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 C.

M-Marginal — 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-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	RATING LETTER
Deputy Chief of Station and Acting Chief of Station in absence of the COS	S
Supervision of Project covering the [redacted] Case officer for some of the agents in the project.	S

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

FORM 45 OBSOLETE PREVIOUS EDITIONS

SECRET

(When Filled In)

SECTION C — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses by or related to 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 best 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.

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.

Among his duties is that of supervising closely the activities of [redacted] 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.

Subject is also coordinating Station efforts [redacted] and is already achieving some positive results. [redacted] was made by another officer closely assisted and encouraged by Subject. The latter is now [redacted]

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 [redacted] and foresee marked progress toward Station operational objectives as a result of his presence.

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
7 January 1972	/s/ Thomas Keenan

2. BY SUPERVISOR

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
7 Jan 72	COS	[redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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 steadying influence Mr. Keenan has exerted on [redacted] 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 [redacted] are so rapidly improving.

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
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Keenan, Thomas J.
2. DATE OF BIRTH:
3. SEX: M
4. GRADE: GS 14
5. SD: D
6. OFFICIAL POSITION TITLE: Ops Officer
7. OFF DIV BR OF ASSIGNMENT: DDP/WH
8. CURRENT STATION:
9. CHECK (X) TYPE OF APPOINTMENT: X CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See instructions - Section C); SPECIAL (Specify):
10. CHECK (X) TYPE OF REPORT: INITIAL; X ANNUAL; SPECIAL (Specify); X REASSIGNMENT SUPERVISOR; X REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P.:
12. REPORTING PERIOD (From - to): 1 April 1971 to 13 July 1971

SECTION B — 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 C.
M-Marginal	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-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.		RATING LETTER
1	Conduct Station REDTOP operations	S
2	Agent handling	O
3	Development of new contacts and recruitment	S
4	Operational reporting and project management	O
5	Supervise [redacted] case officer and intel assistant	S
6	Liaison with other LNPURE components	S

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

3 AUG 1971

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Keenan, Thomas J.	2. DATE OF BIRTH	3. SEX: M	4. GRADE: GS-14	5. SO: D
6. OFFICIAL POSITION TITLE: Ops Officer	7. OFF/DIV/BR OF ASSIGNMENT: DDP/WH		8. CURRENT STATION	

9. CHECK (X) TYPE OF APPOINTMENT: X CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See Instructions - Section C); SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL; REASSIGNMENT SUPERVISOR; XX ANNUAL; REASSIGNMENT EMPLOYEE; SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: 30 April 1971

12. REPORTING PERIOD (From- to): 1 Jan 70 - 31 March 7[illegible]

SECTION B — 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 C.

M-Marginal — 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-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	Rating Letter
SPECIFIC DUTY NO. 1: Conduct Station REDTOP operations DE34	S
SPECIFIC DUTY NO. 2: Agent handling DE62	O
SPECIFIC DUTY NO. 3: Development of new contacts and recruitment DE15	S
SPECIFIC DUTY NO. 4: Operational reporting and project management	O
SPECIFIC DUTY NO. 5: Supervise [redacted] case officer and intel assistant	S
SPECIFIC DUTY NO. 6: Liaison with other LNPURE components PE40 28 APR 1971	S

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: S

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 best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper. This officer has continued to give a uniformly strong or better performance during the rating period. Comments in his previous fitness report continue to apply. He has received slightly lower ratings for some specific duties in Section B only because he received a well-deserved promotion last year and now must be evaluated in comparison with other GS-14's. As can be seen from the rating, even at this new level we feel he is giving a fine performance in comparison with his new peers.

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT and reviewing official's comments

DATE	SIGNATURE OF EMPLOYEE
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, [redacted] 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

Continuation of Section C of Fitness Report on NIARCOS

[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 [redacted] 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, and a sharp intelligence coupled with unusual discipline. We shall miss him and his wife and are certain he will do well in his new post.

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 620080

SECTION A — GENERAL

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/	

9. CHECK (X) TYPE OF APPOINTMENT: CAREER | RESERVE | TEMPORARY | CAREER-PROVISIONAL (See Instructions - Section C) | SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL | REASSIGNMENT-SUPERVISOR | X ANNUAL | REASSIGNMENT-EMPLOYEE | SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.

12. REPORTING PERIOD (From- to-)

SECTION B — 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 C.

M-Marginal — 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-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.		RATING LETTER
1	Conduct Station REDTOP Operations	O
2	Agent Handling	O
3	Development of New Contacts and Recruitment	S
4	Operational Reporting and Project Management	O
5	Supervise [redacted] case officer and intel assistant	S
6	Liaison with other LNPURE components	S

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER: O

Reviewed by OP/SPD/PPB

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 best 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 (continued)

SECTION D — CERTIFICATION AND COMMENTS

BY EMPLOYEE

1. 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

BY SUPERVISOR

2.

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

BY REVIEWING OFFICIAL

3. 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
bruary 1970	COS	

SECRET

Reviewed by OP/PD/LAB

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Kooman, Thomas J.		M	GS-13	D

6. OFFICIAL POSITION TITLE	7. DPP/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH	

9. CHECK (X) TYPE OF APPOINTMENT

	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See Instructions - Section C)		
	SPECIAL (Specify)		

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify)		

11. DATE REPORT DUE IN O.P.

12. REPORTING PERIOD (From - to): 1 April 1968 -31 March 1969

SECTION B — PERFORMANCE EVALUATION

W - Work: 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.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

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.		RATING LETTER
1	Conduct Station REDTOP Operations	O
2	Assists COS as DeFacto Ops Chief	O
3	Supervise [redacted] Intel Assistant	S
4	Agent Handling	O
5	Development of new contacts and Recruitment	S
6	Operational Reporting	O

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: O

FORM 45 USE PREVIOUS EDITIONS

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 best 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.

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, enthusiasim, 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 [redacted] and selecting and developing those that can be oruse to the Station. [redacted]

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. [redacted] 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	[redacted]

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 [redacted] 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 equivalant 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
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

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	

9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
X	CAREER		RESERVE		TEMPORARY		INITIAL	X	REASSIGNMENT SUPERVISOR
	CAREER-PROVISIONAL (See instructions - Section C)						ANNUAL		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

SECTION B — PERFORMANCE EVALUATION

W - Work 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.

A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.

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.		RATING LETTER
1	Agent handling and exploitation	S
2	Management of and guidance to teams	S
3	Operational management of project activities	S
4	Operational (including contact) reporting	S
5	Contact and Cultivation Activities	P
6		

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 USE PREVIOUS EDITIONS

SECRET

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 best 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.

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

2. BY SUPERVISOR

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

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

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur with the letter rating of the rating officer.

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

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Keenan, Thomas J.
2. DATE OF BIRTH:
3. SEX: M
4. GRADE: GS-13
5. SD: D
6. OFFICIAL POSITION TITLE: Ops Officer
7. OFF/DIV/BR OF ASSIGNMENT: WB
8. CURRENT STATION:
9. CHECK (X) TYPE OF APPOINTMENT: XX CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See Instructions - Section C); SPECIAL (Specify):
10. CHECK (X) TYPE OF REPORT: INITIAL; XX ANNUAL; SPECIAL (Specify); REASSIGNMENT SUPERVISOR; REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P.: 28 February 1968
12. REPORTING PERIOD (From - to): 1 July-31 December 1967

SECTION B — PERFORMANCE EVALUATION

W - Weak: 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.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

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	Rating Letter
Agent handling and exploitation	S
Direction of Covert Action [redacted] activities	S
Operational management of project activities	S
Operational, including contact, reporting	S
Contact and cultivation activities	P

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 4-66 45 USE PREVIOUS EDITIONS

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 on the ratings given in Section B to provide best 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 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, the [redacted] and in a support capacity.

This employee carries out the above cited tasks with initiative, alacrity and with common sense. He requires the absolute minimum of supervision. His extensive experience in his previous assignment abroad has helped greatly in getting the new [redacted] and investigative team organized quickly. The direction he has given in the 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.

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

(Continued on annex)

SECTION D — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	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	XXXXXXXXXXXXX

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, [redacted]	Richard Sampson

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 [redacted] could be more forceful in the field of developing new assets of operational interest to the Station.

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Keenan, Thomas J.
2. DATE OF BIRTH:
3. SEX: M
4. GRADE: GS-12
5. SD: D
6. OFFICIAL POSITION TITLE: Ops Officer
7. OFF/DIV/BR OF ASSIGNMENT: DDP/WH/FI
8. CURRENT STATION: HQ
9. CHECK (X) TYPE OF APPOINTMENT:
   - XX CAREER
   - RESERVE
   - TEMPORARY
   - CAREER-PROVISIONAL (See Instructions - Section C)
   - SPECIAL (Specify)
10. CHECK (X) TYPE OF REPORT:
   - INITIAL
   - XX ANNUAL
   - SPECIAL (Specify)
   - REASSIGNMENT SUPERVISOR
   - REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P.: 31 January 1967
12. REPORTING PERIOD (From - to): 1/66 - 12/66

SECTION B — PERFORMANCE EVALUATION

W - Weak: 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.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

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	Rating Letter
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.	S
SPECIFIC DUTY NO. 2: Reviews and analyzes CI/FI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.	O
SPECIFIC DUTY NO. 3: On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements.	O
SPECIFIC DUTY NO. 4: Drafts guidances and other correspondence.	P
SPECIFIC DUTY NO. 5: Represents C/WH/FI in meetings and on committees.	S
SPECIFIC DUTY NO. 6:	

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 6-63 45 USE PREVIOUS EDITIONS

SECRET

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 best 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 more space is needed to complete Section C, attach a separate sheet of paper.

FEB 15 11 05 AM '67

This officer's duties remained the same as during the previous 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	Thomas Polgar

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	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	D. C. Marelius

SECRET

SECRET
(When Filled In)

FITNESS REPORT

CAP SERIAL NUMBER: 026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): KEENAN, Thomas J.
2. DATE OF BIRTH:
3. SEX: M
4. GRADE: GS-12
5. SD: D
6. OFFICIAL POSITION TITLE: Ops Officer
7. OFF/DIV/BR OF ASSIGNMENT: DDP/WH/[redacted] FI
8. CURRENT STATION: Headquarters
9. CHECK (X) TYPE OF APPOINTMENT:
   - X CAREER
   - RESERVE
   - TEMPORARY
   - CAREER-PROVISIONAL (See Instructions - Section C)
   - SPECIAL (Specify)
10. CHECK (X) TYPE OF REPORT:
   - INITIAL
   - X ANNUAL
   - SPECIAL (Specify)
   - REASSIGNMENT SUPERVISOR
   - REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P.:
12. REPORTING PERIOD (From- to-): 1 Jan - 31 December 1965

SECTION B — PERFORMANCE EVALUATION

W - Weak: 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.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

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.		RATING LETTER
1	Assists C/WH/FI in providing day-to-day staff supervision and guidance to FI/CI activities in the WH area.	S
2	Reviews and analyzes FI/CI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.	S
3	On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements.	S
4	Drafts guidances and other correspondence.	P
5	Represents C/WH/FI in meetings and on committees.	S
6		

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

21 DEC 1965

7-64 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

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 best basis for determining future personnel action. Manner of performance of managerial or supervisory responsibilities should be described, if applicable.

10 00 AM '65

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

MAIL ROOM

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 [redacted] 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.

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
16 Dec 65	[signature]

2. BY SUPERVISOR

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

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

3. 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	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
16 December 1965	WH/Executive Officer /or/ DC/WHD	[signature] Donald C. Marelius /or/ [redacted]

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: --026090

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): KEENAN, Thomas J.	2. DATE OF BIRTH:	3. SEX: M	4. GRADE: GS-12	5. SD: D
6. OFFICIAL POSITION TITLE: Ops Officer	7. OFF/DIV/BR OF ASSIGNMENT: DDP/WH/PGO/A		8. CURRENT STATION: Headquarters	

9. CHECK (X) TYPE OF APPOINTMENT: X CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See Instructions - Section C); SPECIAL (Specify)

10. CHECK (X) TYPE OF REPORT: INITIAL; X ANNUAL; SPECIAL (Specify); X REASSIGNMENT SUPERVISOR; REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.: 31 January 1965

12. REPORTING PERIOD (From - to): 30 November-31 December 1964

SECTION B — PERFORMANCE EVALUATION

W - Weak: 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.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

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	RATING LETTER
SPECIFIC DUTY NO. 1: Reading in to CI work in WH and reading in to operational support work in WH.	S
SPECIFIC DUTY NO. 2:	
SPECIFIC DUTY NO. 3:	
SPECIFIC DUTY NO. 4:	
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

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.

22 JAN 1965

RATING LETTER: S

FORM 45 Separate particular portions.

SECRET

SECRET
(When Filled In) OFFICE OF PERSONNEL

SECTION C — NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping [illegible] relationship to overall performance. State suggestions made for improvement of work performance. [illegible] training. Comment on foreign language competence, if required for current position. Amplify or explain [illegible] given in Section B to provide best 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 [redacted] 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	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:
1	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 December 1964	C/WH/PO/A	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	[redacted]

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Keenan, Thomas J.
2. DATE OF BIRTH:
3. SEX: M
4. GRADE: GS-10
5. SD:
6. OFFICIAL POSITION TITLE: Ops Officer
7. OFF/DIV/BR OF ASSIGNMENT: DDP, WH
8. CURRENT STATION:
9. CHECK (X) TYPE OF APPOINTMENT: CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See Instructions - Section C); SPECIAL (Specify)
10. CHECK (X) TYPE OF REPORT: X INITIAL; ANNUAL; SPECIAL (Specify); REASSIGNMENT SUPERVISOR; REASSIGNMENT EMPLOYEE
11. DATE REPORT DUE IN O.P.:
12. REPORTING PERIOD (From - to): 1 Oct, 1961 to 30 September 1962

SECTION B — PERFORMANCE EVALUATION

W - Weak: 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.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

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	Rating Letter
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.	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.)	S
SPECIFIC DUTY NO. 3: Responsibility for sensitive double agent operation targeted against the Soviets.	P
SPECIFIC DUTY NO. 4: Responsibility [redacted] 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	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.	P
SPECIFIC DUTY NO. 6: Preparation of necessary memoranda, dispatches, project actions, and other correspondence attendant to the operations assigned.	P

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 4-62 OBSOLETE PREVIOUS EDITIONS.

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 best 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
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 26090

SECTION A — GENERAL

1. NAME (Last) KEEHAN (First) Thomas (Middle) J.
2. DATE OF BIRTH:
3. SEX: Male
4. GRADE: GS-9
5. SERVICE DESIGNATION: FI (Career)
6. OFFICIAL POSITION TITLE: Ops Officer
7. OFF/DIV/BR OF ASSIGNMENT: WH/
8. CAREER STAFF STATUS: NOT ELIGIBLE [ ] PENDING [ ] X MEMBER [ ] DECLINED [ ] DEFERRED [ ] DENIED
9. TYPE OF REPORT: [ ] INITIAL [X] ANNUAL [ ] REASSIGNMENT/SUPERVISOR [ ] REASSIGNMENT/EMPLOYEE
10. DATE REPORT DUE IN O.P.: 30 November 1961
11. REPORTING PERIOD From 1 Dec 60 To 30 Sept 61
SPECIAL (Specify):

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY	RATING NO.
SPECIFIC DUTY NO. 1: Assistant Case Officer in supervision of sensitive technical operation involving approximately [redacted] persons	7
SPECIFIC DUTY NO. 2: Case Officer for operation covering instructing and directing a REDCAP candidate	7
SPECIFIC DUTY NO. 3: Alternate Case Officer for LAURICLE Project	7
SPECIFIC DUTY NO. 4: Alternate Case Officer for [redacted] operation	6
SPECIFIC DUTY NO. 5: Alternate Case Officer for technical project supporting overall Station operations	6
SPECIFIC DUTY NO. 6: Case Officer [redacted] operation	7

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

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

RATING NO.: 6

SECTION D — DESCRIPTION OF THE EMPLOYEE

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

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

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

SEE SECTION "E" ON REVERSE SIDE

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

OFFICE OF PERSONNEL

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 [redacted] of a considerably higher grade.

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

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

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

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
10 October 1961	/s/ Thomas J. Keenan

2. BY SUPERVISOR

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

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

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

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

3. BY REVIEWING OFFICIAL

XX	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	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
10 October 1961	Chief of Station	/s/ J. C. King

SECRET

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: ✓

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Keenan Thomas J.
2. DATE OF BIRTH:
3. SEX: Male
4. GRADE: GS-9
5. SERVICE DESIGNATION: FI (Career)
6. OFFICIAL POSITION TITLE: Intelligence Officer
7. OFF/DIV/BR OF ASSIGNMENT: WHD/
8. CAREER STAFF STATUS: NOT ELIGIBLE [ ] X MEMBER [ ] DEFERRED [ ] PENDING [ ] DECLINED [ ] DENIED
9. TYPE OF REPORT: INITIAL [ ] REASSIGNMENT/SUPERVISOR [ ] X ANNUAL [ ] REASSIGNMENT/EMPLOYEE [ ] SPECIAL (Specify)
10. DATE REPORT DUE IN O.P.:
11. REPORTING PERIOD: Feb. 1960 - Dec. 1960

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY NO. 1	RATING NO.	SPECIFIC DUTY NO. 4	RATING NO.
Asst. Case Officer in Supervision of sensitive technical operation involving approx. [ ] persons	7	Alternate Case officer for [redacted] operation	6
SPECIFIC DUTY NO. 2	**RATING NO.**	**SPECIFIC DUTY NO. 5**	**RATING NO.**
Case officer for operation covering, instructing and directing a REDCAP candidate.	6	Alternate Case officer for technical project supporting overall Station operations.	6
SPECIFIC DUTY NO. 3	**RATING NO.**	**SPECIFIC DUTY NO. 6**	**RATING NO.**
Alternate Case officer for LAURICLE Project	7		

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

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

RATING NO.: 6

SECTION D — DESCRIPTION OF THE EMPLOYEE

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

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

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

SEE SECTION "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 [illegible] improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for [illegible] 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 to [redacted] since 3 February 1960. Prior to his assignment to this post, he was a JOT. Subject's greatest strength lies in the fact that he is extremely willing to undertake any task assigned to him regardless of its desireability, 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

X	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
19 December 1960	Chief of Station	/s/ Winston M. SCOTT

SECRET

SECRET
(When Filled In)

OCT 1959

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): KEENAN, Thomas J.
2. DATE OF BIRTH: [redacted]
3. SEX: Female
4. GRADE: GS-9
5. SERVICE DESIGNATION: D
6. OFFICIAL POSITION TITLE: Ops Officer
7. OFF/DIV/OR OF ASSIGNMENT: DDP/WH/III/C-A/DO
8. CAREER STAFF STATUS: NOT ELIGIBLE; MEMBER; DEFERRED; PENDING; DECLINED; DENIED
9. TYPE OF REPORT: INITIAL; REASSIGNMENT/SUPERVISOR; X ANNUAL; REASSIGNMENT/EMPLOYEE; SPECIAL (Specify)
10. DATE REPORT DUE IN O.P.: 31 October 1959
11. REPORTING PERIOD: From 25 Jan 59 To 30 Sep 59

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY	RATING NO.
Prepare draft replies for Stations' operational guidance.	4
Contact other Headquarters components in assisting the Stations operations.	5
Process project renewals.	5
Process [redacted] and make necessary [redacted]	5
Lend Stations operational support.	4

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

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

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

RATING NO. 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

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

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	RATING 1	2	3	4	5
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
GOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS					X		
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):						X	

SEE SECTION "E" ON REVERSE SIDE

FORM 6-63 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

141

SECRET
(When Filled In)

OFFICE OF PERSONNEL
MAIL ROOM
2 27 PM '59

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

This individual is alert, conscientious and readily takes [illegible] 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	Ops Officer- [redacted]	Walter Trants Walter Trants

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	
1 Oct 1959	C/NE/TIT	[redacted]

SECRET

CONFIDENTIAL
(When Filled In)

FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

DATE OF TESTING

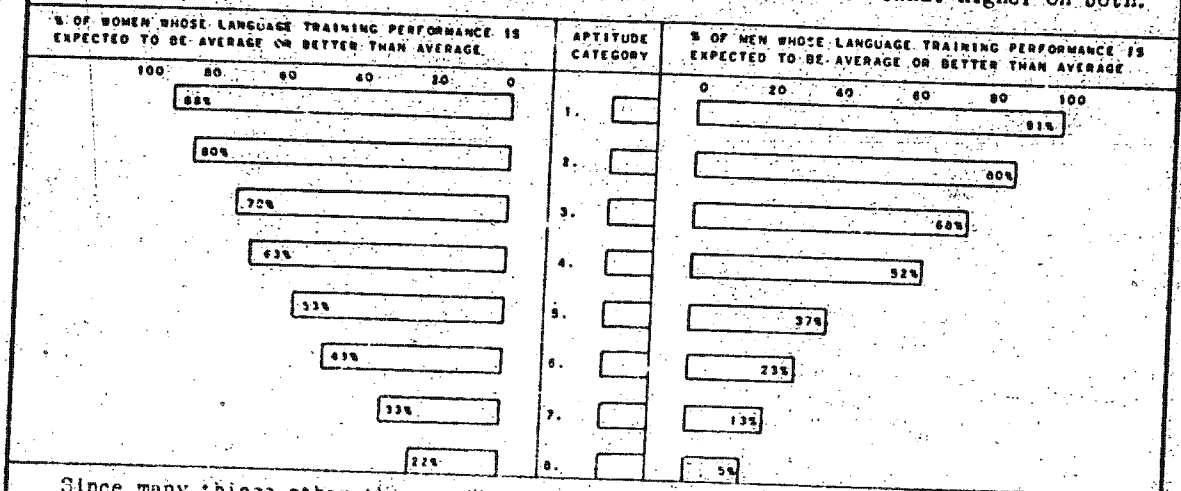
NAME

OFFICE

MALE

FEMALE

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.



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)	
MODERN	ENGLISH	OTHER	READING OR WRITING	SPEAKING

DATE

SIGNATURE OF CHIEF, A & T STAFF

JAMES A. [illegible]

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

FORM 1674

CONFIDENTIAL

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 [redacted] 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 PI Officer. In January 1959 he took over as Chief of the Costa Rican desk.

5. Evaluation of the Subject's Training

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

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

6. JOTP 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-TK-3680

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A. GENERAL

1. NAME (Last) KEEHAN, (First) Thomas (Middle) J.	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION ST
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT OTR/JOTP		6. OFFICIAL POSITION TITLE JOT	
7. GRADE GS-7	8. DATE REPORT DUE IN OP 20 February 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 20 May 1957 - 20 February 1958	
10. TYPE OF REPORT (Check one)	X INITIAL / ANNUAL / REASSIGNMENT-SUPERVISOR / REASSIGNMENT-EMPLOYEE	SPECIAL (Specify)	

SECTION B. CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "E" IN C. OR D. A WARNING LETTER HAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
X	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES AS WHAT THE GOODS WHERE HE STANDS.		

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

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

	BY	DATE
Posted Pos. Card		24 FEB 1958
Reviewed by		

[ ] CONTINUED ON ATTACHED SHEET

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

A. THIS DATE 2/10/58	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL Robert B. Freeman	C. OFFICIAL TITLE OF REVIEWING OFFICIAL DDTR

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES.

DEFINITIONS: 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.

INSERT RATING NUMBER: 4

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

COMMENTS:

SECRET

(When Filled In)

OFFICE OF PERSONNEL

FEB 13 3 09 PM '58

MAIL ROOM

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:

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	DEBRIEFING SOURCES
CONDUCTING EXTERNAL SURVEYS	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.

DESCRIPTIVE RATING NUMBER

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

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Training Courses	5		
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Research on Communist Party Activities	5		
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

5

RATING NUMBER

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 PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [ ] YES [X] 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 CB no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) KEENAN, (First) Thomas (Middle) J.	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION ST
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT OTR/JOTP	6. OFFICIAL POSITION TITLE JOT		
7. GRADE GS-7	8. DATE REPORT DUE IN OP 20 February 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 20 May 1957 - 20 February 1958	

10. TYPE OF REPORT (Check one): [X] INITIAL; [ ] ANNUAL; [ ] REASSIGNMENT-SUPERVISOR; [ ] REASSIGNMENT-EMPLOYEE; [ ] SPECIAL (Specify)

SECTION F. CERTIFICATION

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

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

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

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
2/10/58	Robert B. Freeman	DDTR

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

RATING NUMBER: 5

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

BY: [illegible] DATE: 2/10/58

2. SUPERVISORY POTENTIAL

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

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
0	3	A GROUP DOING THE BASIC JOB (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 CAREFUL COORDINATION
0	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
0		OTHER (Specify)

SECRET
(When Filled In)

OFFICE OF PERSONNEL

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

eight

FEB 13 3 OA PM '58

4. COMMENTS CONCERNING POTENTIAL

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

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

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

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

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	3	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
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 ADAPTABLE
3	8. HAS MEMORY FOR FACTS	3	18. IS HOSTILE	4	28. WELCOMES CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN REASONABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

TRAINING REPORT

OFFICE OF TRAINING

FUNCTIONAL TRAINING DIVISION

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

a) The EEO Program and reasons for its existence;

b) A supervisor's responsibility in implementing the program;

c) The procedures for processing EEO complaints;

d) The Agency's past record and the Agency's Affirmative Action Plans; and

e) The significance of Upward Mobility, Federal Women's, and Hispanic Programs in the overall EEO Program.

FOR THE DIRECTOR OF TRAINING:

Course Administrator

KEENAN, THOMAS S

TRANSITIONAL DISCHARGE DATA

11		

12. LAST DUTY ASSIGNMENT AND MAJOR COMMAND	13. CHARACTER OF SERVICE	14. TYPE OF CERTIFICATE ISSUED

B. CURRENT SERVICE DATA

15. SELECTIVE SERVICE NUMBER	16. SELECTIVE SERVICE LOCAL BOARD NUMBER, CITY, COUNTY AND STATE	17. DATE INDUCTED
	[redacted]	

18. TERMINAL DATE OF ACTIVE DUTY	19. MANNER OF ENTRY INTO THIS TERM OF SERVICE	20. SERIAL SERVICE (Terms)	21. DATE OF ENTRY
	☐ Enlisted (Fixed Enlistment) ☐ Enlisted (Flat Service) ☐ Inducted ☐ Other:		

22. PRIOR SERVICE FOR THIS TERM	23. PRIOR RATE OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SERVICE	24. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE

25. HOME ADDRESS AT TIME OF ENTRY INTO ACTIVE SERVICE	26.	27.
[redacted]		

28. [illegible]	29. PRIMARY MILITARY OCCUPATION AND NO.	30.

SERVICE DATA

31. STATEMENT OF SERVICE	YEARS	MONTHS	DAYS
(a) NET SERVICE THIS PERIOD	3	0	0
(b) OTHER SERVICE	0	5	13
(c) TOTAL (Lines (a) + (b))	3	5	13
(d) TOTAL ACTIVE SERVICE	3	1	3
(e) FOREIGN AND OR SEA SERVICE	0	0	0

(c) ELIGIBLE FOR BASIC PAY PURPOSES

32. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED

National Defense Service Ribbon

Register's Office, Fond du Lac County, Wis.
Received for record this 15th day of [illegible] A.D. 19[illegible] at 10:30 [illegible] o'clock [illegible] M. and recorded in Vol. [illegible] of [illegible] on page [illegible]
[illegible] Register of Deeds

33. WOUNDS RECEIVED AS A RESULT OF ACTION WITH ENEMY FORCES (Place and date, if known)

NONE

34. SERVICE SCHOOLS OR COLLEGES, COLLEGE TRAINING COURSES AND OR POST-WAR COURSES COMPLETED

SCHOOL OR COLLEGE	DATES (From - To)	MAJOR COURSES
NONE	XXXXXXXXXXXXXXXX	

35. OTHER SCHOOLS AND COURSES COMPLETED

Fort Ord, Calif
Leadership
Shipboard Com.
Gen. Communication
Security Clearance
Ice Tester

VA DATA

36a. GOVERNMENT LIFE INSURANCE IN FORCE		37. AMOUNT OF ALLOTMENT	MONTH ALLOTMENT DISCONTINUED
None	☐ No $10,000 (Free)	N/A	N/A
36b. VA BENEFITS PREVIOUSLY APPLIED FOR (Serial No.)			38. VA CLAIM NUMBER
N/A			C - N/A

39. REMARKS

"I certify that the information entered in this form is correct to the best of my knowledge and belief."

PD 200 197 LV #165 11/7/59.

[signature]
MAJ. COLLAC, LT SC USN 06512

AUTHENTICATION

[signature]

DD FORM 214

(FOR USE OF THE SELECTIVE SERVICE SYSTEM ONLY)

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

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

SERIAL NO.	NAME (Print) LAST	FIRST	MIDDLE
1-6	7-14	7-24	
026090	KEENAN	THOMAS	J.

INSTRUCTIONS

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

PCS DATES OF SERVICE

ARRIVAL O/S MONTH	DAY	YEAR	DEPARTURE O/S MONTH	DAY	YEAR	TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	37	38 39		40-42

TDY DATES OF SERVICE

ARRIVAL O/S MONTH	DAY	YEAR	DEPARTURE O/S MONTH	DAY	YEAR	TYPE OF DATA	CODE	O/P USE ONLY	AREA(S)	CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38 39		40-42
10	29	76	11	11	76		2		WESTERN HEMISPHERE	811

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

- [X] TRAVEL VOUCHER
- [ ] DISPATCH
- [ ] CABLE
- [ ] 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 ABSTRACTED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
[ ] OCO [X] C & I DIVISION, EXDR. [ ] C & T DIVISION	DATE 1/17/77	

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

FORM 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-101)

14-00000

(10)

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

SERIAL NO.	NAME (Print) LAST	FIRST	MIDDLE
1-6	7-24		
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. 98, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA (1 - PCS (Basic), 3 - CORRECTION, 5 - CANCELLATION)	CODE 37	O/P USE ONLY 38	O/P USE ONLY 39	COUNTRY	CODE 40-42
11	04	76					1				300

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA (2 - TDY (Basic), 4 - CORRECTION, 6 - CANCELLATION)	CODE 37	O/P USE ONLY 38	O/P USE ONLY 39	AREA(S)	CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
✓	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

[redacted] IN090210 DOCUMENT DATE/PERIOD 4 NOV 76

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
OCD			
C & L DIVISION, CTHR.		DATE	[redacted]
C & T DIVISION		11-5-76	

THIS REPORT WILL BE FILE[redacted]57
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 4-71 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-13)

X	UNCLASSIFIED		CONFIDENTIAL		SECRET

DEPUTY DIRECTOR FOR OPERATIONS

ROUTING SHEET

TO:

	ACTION	INFO	DATE	INITIALS
1 DDO				
2 ADDO				
3 C/PLANS				
4 C/OPS				
5 C/SS				
6 C/CCS				
7 C/CI				
8 C/AF				
9 C/DCD				
10 C/DIVD				
11 C/EA				
12 C/EUR				
13 C/FR				
14 C/NE				
15 C/[illegible]				
16 C/LA PT-3	X		13 JUL 1976	
C/LA				
Tom Keenan				
C/PERS — Cy filed				

SUSPENSE DATE Cy sent OTR

REMARKS:

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

Congratulations!

Thanks,

SIGNATURE EA/DDO

DATE 13 Jul 76

FORM 3671 USE PREVIOUS EDITIONS 4-76

(40)

DDO

DCI/DDCI
Routing Slip

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.

Executive Secretary
ExDir/DDCI

DEPARTMENT OF THE ARMY
US ARMY WAR COLLEGE
CARLISLE BARRACKS, PENNSYLVANIA 17013

IN REPLY REFER TO:
Office of the Commandant

15 JUL 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

AMERICAN REVOLUTION BICENTENNIAL 1776-1976

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, steadying 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

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

DeWITT C. SMITH, JR
Major General, USA
Commandant

DEPARTMENT OF THE ARMY
US ARMY WAR COLLEGE
CARLISLE BARRACKS, PENNSYLVANIA 17013

Executive Registry
76-2746

#43716 76 452

Office of the Commandant

28 JUL 76

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Director
Central Intelligence Agency
Washington, DC 20505

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AMERICAN REVOLUTION BICENTENNIAL 1776-1976

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Sincerely,

DeWitt C. Smith Jr

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
EOD 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 12-74 3687 USE PREVIOUS EDITIONS

CONFIDENTIAL

E-2, IMPDET CL BY: 026687 (04-83)

ADMINISTRATIVE
Internal Use Only

REPORT OF SERVICE ABROAD

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

FILED
PUNCHED
BY

SERIAL NO.	NAME: LAST	FIRST	MIDDLE
1-8	(Print)		
026090	Keeu	Thomas	J

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 59, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	ARRIVAL O/S DAY 27-28	ARRIVAL O/S YEAR 29-30	DEPARTURE O/S MONTH 31-32	DEPARTURE O/S DAY 33-34	DEPARTURE O/S YEAR 35-36	TYPE OF DATA	CODE 37	O/P USE ONLY 38	O/P USE ONLY 39	COUNTRY	CODE 40-42
			0 7	0 4	7 5	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	1				3 7 0

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	ARRIVAL O/S DAY 27-28	ARRIVAL O/S YEAR 29-30	DEPARTURE O/S MONTH 31-32	DEPARTURE O/S DAY 33-34	DEPARTURE O/S YEAR 35-36	TYPE OF DATA	CODE 37	O/P USE ONLY 38	O/P USE ONLY 39	AREA(S)	CODE 40-42
						2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION					

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
1	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.: IN 623200

DOCUMENT DATE/PERIOD: 4 July 1975

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA CERTIFIED CORRECT BASED UPON SOURCE
SCO C & R Division, CPSD C & R Division	DATE: 7/15/75	

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

STD 1451a

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE	DATE (from Item 5-2)	NAME OF SUPERVISOR	DATE (from Item 5-2)
Thomas J. Kuonan	26 Aug 74		

DATE RECEIVED AT HEADQUARTERS	DISPATCH NUMBER	DATE RECEIVED BY CAREER SERVICE	HOME BASE COMPONENT
10 September 1974	HJKT-1801		WH

DATE OF BIRTH	SERVICE DESIGN	CURRENT POSITION AND GRADE	STATION OR BASE	CURRENT COVER
29 June 30	D	COS, [redacted] GS-15	[redacted]	

TO BE COMPLETED BY EMPLOYEE

1A. DATE OF PCS ARRIVAL IN FIELD	1B. REQUESTED DATE OF DEPARTURE	1C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	1D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE
14 Sep 73	14 Sep 75	15 Sep 75	1 Nov 75

2. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

7 Dependents (39, 17, 16, 15, 14, 13, 11)

3. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

I will have served continually in the field for over eight years upon completion of my present tour. In addition, I had a direct transfer to my present post after two years at my previous Station. Therefore, my family has had little exposure to the U.S. for some time. I would appreciate a tour in the U.S. in order to reorient my children to the educational environment and general lifestyle of their native land during their formative teen-age years.

4. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form):

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.

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

It has been a long time since I have had any kind of extensive BKHERALD sponsored training. I would like a senior seminar type exposure in order to broaden my professional knowledge of current challenges facing BKHERALD and the nation.

FORM 202 PREVIOUS EDITIONS OBSOLETE

SECRET

E.O. IMPOSE CL BY 2057023

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/DC FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE EUR

☐ BE ASSIGNED TO ANOTHER FIELD STATION: INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

☐ RETURN TO MY CURRENT STATION.

PREPARE UPDATING OF PERSONAL SECURITY INFORMATION IN ACCORDANCE WITH DOI-F 240-8 AND FORWARD UNDER SEPARATE COVER. INDICATE DATE FORWARDED OR TO BE FORWARDED.

TO BE COMPLETED BY FIELD STATION

7. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

8. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Subject has been approved to attend the Army War College from August 1975 to June 1976.

DATE 19Feb75 TITLE C/LA/Pers SIGNATURE Henry L. Berthold

FOR USE BY CAREER SERVICE

9. APPROVED ASSIGNMENT

10. EMPLOYEE NOTIFIED BY DISPATCH NO. ~~HJKS 1096~~ DATED ~~1 Oct 1974~~
CABLE NO. _____ DATED _____

CAREER SERVICE REPRESENTATIVE _____ DATE _____

SECRET
(When Filled In)

FILE
PUNCHED
BY

REPORT OF SERVICE ABROAD

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

SERIAL NO.	NAME (Print) LAST	FIRST	MIDDLE
1-6 126090	KEENAN	7-24 THOMAS	J

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (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 MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
09	14	73				1 - PCS (Basic) 3 - CORRECTION 9 - CANCELLATION	1				370

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42
						2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION					

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
X	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO. KNGS 18650

DOCUMENT DATE/PERIOD 9/15/73

REMARKS

PREPARED BY	REPORT ANNOTATED AS CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT BASED UPON SOURCE
OCO		
C & L DIVISION, CFSD	DATE 11/6/73	
C & T DIVISION		

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

FORM 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

10-101

14-00000

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if SA)	DATE (from Item 5-1)	NAME OF SUPERVISOR (true)	DATE (from Item 5-2)
Thomas J. Keenan	9 Oct. 70	Wallace A. Mills	9 Oct. 70

DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICES:
15 Oct. 1970	HLBT 4677	5 MAR 1971

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-14		LNCUFF

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
30 July 1969	20 Aug 1971	28 Aug 1971	29 October 1971

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-F 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

FORM 202 COMPLETE PREVIOUS EDITIONS

SECRET

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

For career development based on my age, grade and experience I would prefer that my next assignment be that of a Deputy Chief of Station.

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 *(for 1st, 2nd, and 3rd choice)* IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

☐ EXTEND TOUR _____ MONTHS AT CURRENT STATION TO _____ (DATE).

☒ BE ASSIGNED TO HQ/DSS FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

☐ BE ASSIGNED [redacted] ION: INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.
1ST CHOICE [redacted] 2ND CHOICE [redacted] 3RD CHOICE [redacted]

☐ 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 [redacted]tion 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 [redacted] station or a very senior executive position [redacted] 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 [redacted]

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

SERIAL NO.	NAME (Print) 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 OPI NO. 58, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA	CODE 37	O/P USE ONLY 38 39	COUNTRY	CODE 40-42
			09	14	73	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	1			570

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA	CODE 37	O/P USE ONLY 38 39	AREA(S)	CODE 40-42
						2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION				

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

- TRAVEL VOUCHER
- CABLE
- OTHER (Specify)
- [X] DISPATCH
- DUTY STATUS OR TIME AND ATTENDANCE REPORT

DOCUMENT IDENTIFICATION NO. HPLT-6764

DOCUMENT DATE/PERIOD 9/14/73

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT BASED ON SOURCE
OCO C & L DIVISION, CTRR. [X] C & T DIVISION	DATE 10/5/73	

THIS REPORT WILL BE FILE
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(6-10)

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 [redacted] 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 AGREEEMENT.

NAME OF EMPLOYEE	SD
Thomas J. Keenan GS-14	D

II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT [redacted]

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW

A. STANDARD TOUR OF DUTY OF 24 MONTHS X

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

OPERATING OFFICIAL [redacted]

C. NONSTANDARD TOUR OF DUTY OF _____ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-18)

REQUESTED (Memo attached)

OPERATING OFFICIAL

CONCUR

CAREER SERVICE | DEPUTY DIRECTOR

APPROVED

DIRECTOR OF PERSONNEL

AO/OH/Kris

III. PERMANENT PLACE OF RESIDENCE

3. YOUR [redacted] CE OF RESIDENCE" IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE AUTHOR[redacted] 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 (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 6-70 3154 REPLACES FORM 0110, (2-68) WHICH IS OBSOLETE

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(12-21-77)

CONTINUED ON THE REVERSE

SECRET
(when filled in)

5. PHYSICAL DWELLING PLACE (Permanent Place of Residence unless address in item 6 is approved in lieu thereof)

FULL ADDRESS

Mr. Keonan is TDY in the Washington, D. C. Area between tours. He is presently staying at the Holiday Inn at Tysons Corner

6. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 5)

FULL ADDRESS

Voting registration

[redacted]

WISCONSIN

CONCUR

[redacted]

DATE 10/3/73

APPROVED

DEPUTY DIRECTOR

DATE

DATE

IV. HOME LEAVE POINT

7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.

8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-308(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.

9. DESIGNATION PER ITEM 7 ABOVE

FULL ADDRESS

[redacted]

WISCONSIN

10. DESIGNATION PER ITEM 8 ABOVE.

FULL ADDRESS

RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT

FATHER AND MOTHER

CONCUR

DEPUTY DIRECTOR

DATE

APPROVED

DEPUTY DIRECTOR

DATE 10-2-73

APPROVED

DIRECTOR OF PERSONNEL

DATE

EMPLOYEE CERTIFICATION

I have read and understand my service obligations and travel entitlements as described in this agreement.

SIGNATURE OF EMPLOYEE

DATE Sept 21, 73

SECRET

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if DA)	DATE (from Item 5.2)	NAME OF SUPERVISOR (true)	DATE (from Item 5.2)
Thomas J. Keenan	1 Feb 1973	Richard S. Welch	1 Feb 1973

DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:
9 February 1973	HPLT-6460	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
	D	DCOS, GS-14		LNBUZZ

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
~~XX~~ 30 Sept 71	1 Aug 1974	20 Sept 1974	20 Sept 1974

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

Total 7: Ages

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 CPI-P 240-8)

DCOS and senior ops officer

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

FORM 5-67 202 OBSOLETE PREVIOUS EDITIONS

SECRET

(4)

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT.

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

In Field: DCOS at [redacted] Station or COS at [redacted] 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.

[1] EXTEND TOUR 10 MONTHS AT CURRENT STATION TO 1 August 1974 (DATE)

[2] BE ASSIGNED TO HQRS FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1ST CHOICE WHD 2ND CHOICE EUR 3RD CHOICE AF

[3] BE ASSIGNED TO FIELD STATION: INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.
1ST CHOICE [redacted] 2ND CHOICE [redacted] 3RD CHOICE [redacted]

[ ] 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 [redacted]

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

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

CABLE NO. _____ DATED: _____

CAREER SERVICE REPRESENTATIVE: _____ DATE: _____
(SIGNATURE)

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
1-6 026090	(Please) Kiernan	7-24 Thomas	J

INSTRUCTIONS

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

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	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	37	38	39		40-42
0 9	3 0	7 1					1				5 7 0

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	37	38	39		40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
/	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
435675	30 Sept 1970

REMARKS

PREPARED BY		REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DEO			
C & R DIVISION, CTRB.		DATE 1/21/72	
C & R DIVISION			

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

FORM 1451a 8-71 OBSOLETE PREVIOUS EDITIONS

SECRET

40-101

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

FILE
PUNCHED
BY

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

SERIAL NO.	NAME		
1-8	LAST	FIRST	MIDDLE
026070	(Print) Keenan	9-20 Thomas	T

INSTRUCTIONS

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

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE				CODE
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	37	38	39		40-42
			0 7	3 0	7 1		1				1 5 0

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR		CODE				CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	37	38	39		40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER	DISPATCH
✓ CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO. 16741

DOCUMENT DATE/PERIOD 21 July 1971

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DLG C & A Division, CTRB C & T Division	DATE 8/12/71	

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

FORM 1451a 3-67 OBSOLETE PREVIOUS EDITIONS

SECRET

16-101

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 pariticpant 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:

6 JUL 1971
DATE

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 [redacted] 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 AGREEEMENT.

NAME OF EMPLOYEE: Thomas J. Keenan | SO: D

II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT: [redacted]

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW

A. STANDARD TOUR OF DUTY OF 24 MONTHS X

B. NONSTANDARD TOUR OF DUTY OF _____ MONTHS PREVIOUSLY APPROVED PER HR 20-10.

[redacted] 6/11/85

C. NONSTANDARD TOUR OF DUTY OF _____ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-13)

REQUESTED (Memo attached)

OPERATING OFFICIAL

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 (was now) 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 SF-50-B) 6-79 (Which is obsolete)

SECRET

CONTINUE ON THE REVERSE

SECRET
(when filled in)

5. PHYSICAL DWELLING PLACE (Permanent Place of Residence unless address in item 6 is approved in lieu thereof)

FULL ADDRESS

[redacted]

APPROVED

DATE 6-24-71

6. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 5)

FULL ADDRESS

CONCUR

DEPUTY DIRECTOR

DATE

APPROVED

DIRECTOR OF PERSONNEL

DATE

IV. HOME LEAVE POINT

7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.

8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-308(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.

9. DESIGNATION PER ITEM 7 ABOVE

FULL ADDRESS

[redacted] Wisconsin

RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT

Father

APPROVED

DATE 6-24-71

10. DESIGNATION PER ITEM 8 ABOVE.

FULL ADDRESS

CONCUR

DEPUTY DIRECTOR

DATE

APPROVED

DIRECTOR OF PERSONNEL

DATE

EMPLOYEE CERTIFICATION

I have read and understand my service obligations and travel entitlements as described in this agreement.

SIGNATURE OF EMPLOYEE

DATE 6/23/71

SECRET

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(When Filled In)

RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WHEN A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW. ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE BLOCKS WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 6 ALSO COMPLY WITH NMB 80-7. TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

GENERAL

NAME OF EMPLOYEE (Last) Keenan (First) Thomas (Middle) SOCIAL SECURITY NUMBER

1. MARITAL STATUS (Check one)

SINGLE	X MARRIED	SEPARATED	DIVORCED	WIDOWED	ANNULLED

IF MARRIED, PLACE OF MARRIAGE: Rhode Island — DATE OF MARRIAGE: 1956

IF DIVORCED, PLACE OF DIVORCE DECREE — DATE OF 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	
		F	

NAME OF FATHER (or male guardian)	ADDRESS	TELEPHONE NO.
	Wisc. 54935	414 921-4483

NAME OF MOTHER, INCLUDING MAIDEN NAME (or female guardian)	ADDRESS	TELEPHONE NO.
	Same as father	

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.

Father and Mother

3. OTHER RELATIVES WHO ARE DEPENDENT UPON ME FOR AT LEAST 51% OF THEIR SUPPORT AND MEET OTHER REQUIREMENTS IN TRAVEL REGULATIONS (NR 22-15). SPECIFY NAMES AND RELATIONSHIPS.

NAME	DATE OF BIRTH	RELATIONSHIP
NA		

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

NAME (Mr., Mrs., Miss) (Last-First-Middle) — RELATIONSHIP: Father

HOME ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE: Same as above — HOME TELEPHONE NUMBER

BUSINESS ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE: None — BUSINESS TELEPHONE & EXTENSION

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.) — YES / NO: X

IS THE INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.) — YES / NO

My wife,

DOES THIS INDIVIDUAL KNOW THAT HE WAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.) — YES / NO: X

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 6 ON THE REVERSE SIDE OF THIS FORM.

FORM 61 (Revised Feb. 1966)

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(Then 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
Joint with Margaret J. Keenan

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? [X] 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 [X] NO. *(If "Yes" give name(s) and address)*

HAVE YOU EXECUTED A POWER OF ATTORNEY? [ ] YES [X] NO. *(If "Yes", who possess the power of attorney?)*

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

Note: 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 NB 22-3 *(Full Address)*

8. CHANGE IN PERMANENT PLACE OF RESIDENCE *(See NB 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 NB 22-3)*	DATE

SIGNED AT	DATE	SIGNATURE

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1D70

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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	J	

1. RESIDENCE DATA

PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED BY AGENCY	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)
Wisc	
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RESIDENCE	**HOME LEAVE RESIDENCE**
VIRGINIA	Wisconsin

2. MARITAL STATUS (Check one)

SINGLE | ✓ MARRIED | SEPARATED | DIVORCED | WIDOWED | ANNULLED

IF MARRIED, PLACE OF MARRIAGE	DATE OF MARRIAGE
RHODE ISLAND	MSC
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.
	VA.	532-1738

NAMES OF CHILDREN	ADDRESS	SEX	DATE OF BIRTH
	SAME	F	
	SAME	F	
	SAME	M	
	SAME	F	
	SAME	F	
	SAME	F	

NAME OF YOUR FATHER (Or male guardian)	ADDRESS	TELEPHONE NO.
	Wisc.	WA 1-4483
NAME OF YOUR MOTHER (Or female guardian)	**ADDRESS**	**TELEPHONE NO.**
	Wisc.	WA 1-4483

WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.

WIFE, FATHER, MOTHER.

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Mr., Mrs., Miss) (Last-First-Middle)	RELATIONSHIP
	wife
HOME ADDRESS (No., Street, City, State, Zip Code)	**HOME TELEPHONE NUMBER**
VA	532-1738
BUSINESS ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE	**BUSINESS TELEPHONE & EXTENSION**
None	

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization he believes you work for.)	YES	X
	NO	
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)	YES	X
	NO	
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in Item 6.)	YES	X
	NO	

The persons named in Item 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

FORM 31 USE PREVIOUS EDITIONS.

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(1).

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(When Filled In)

9. 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 ARE CARRIED: Bank, THE AC-

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? [X] YES [ ] NO

IF YES, DO YOU HAVE A JOINT ACCOUNT? [ ] YES [X] NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? [ ] YES [X] 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 [X] NO. (If "Yes" give name(s) and address)

HAVE YOU EXECUTED A POWER OF ATTORNEY? [ ] YES [X] NO. (If "Yes", who possess the power of attorney?)

a. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED AT	DATE	SIGNATURE
WASHINGTON	14 Mar 69	[signature]

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FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if 34)	DATE (from Item 9.1)	NAME OF SUPERVISOR (true)	DATE (from Item 8.3)
Thomas J. Keenan	25 Nov.1968	Dino Pionzio	25 Nov. 1968
DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER: HLBT-3912	DATE RECEIVED BY CAREER SERVICE: 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		LNPURE

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 340-8)

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

Clandestine Services Review, Short report writing review course

FORM 202 PREVIOUS EDITIONS OBS

SECRET

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.

[2] EXTEND TOUR twelve MONTHS AT CURRENT STATION TO 1 July 1969 (DATE)

[4] BE ASSIGNED TO HQ[redacted] FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

[3] BE ASSIGNED TO ANOTHER FIELD STATION: INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION
1ST CHOICE [redacted] 2ND CHOICE [redacted] 3RD CHOICE [redacted]

[1] 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, followed by a second tour in [redacted]

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

FOR USE BY CAREER SERVICE

14. APPROVED ASSIG[redacted]

15. EMPLOYEE NOTIFIED BY DISPATCH NO. [redacted] DATED: [redacted]

CABLE NO. [redacted] DATED: [redacted]

CAREER SERVICE REPRESENTATIVE: [redacted] DATE: [redacted]

SECRET

Continuation of [redacted] (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

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
KEENAN	Thomas	J		
EMPLOYING DEPARTMENT OR AGENCY	02		LOCATION (City, State, ZIP Code)	

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 [X] (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)

DATE February 15, 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

See Table of Effective Dates on Back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM No. 176-1
JANUARY 1968
(Use one only until April 18, 1968)
176-101

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 20-4, Employee Conduct, dated 30 July 1962.

Thomas J. Keenan — 14 March 67
Signature — Date

THOMAS J. KEENAN

CONFIDENTIAL
(When Filled In)

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

REPORT OF HONOR AND MERIT AWARDS BOARD

DATE 19 April 1966

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

NAME: KEENAN, Thomas J

POSITION TITLE: Operations Officer

PRESENT GRADE: GS-12

OFFICE ASSIGNED TO: DDP/WH

BE AWARDED: Certificate of Merit

[ ] FOR HEROIC ACTION, ON

[X] FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD

[X] 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

/s/ Richard Helms

DIRECTOR OF CENTRAL INTELLIGENCE

24 MAY 1966

DATE

SIGNATURE /s/ Robert S. Wattles

TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD: ROBERT S. WATTLES

SIGNATURE /s/ Robert M. Gaynor

TYPED NAME OF RECORDER: ROBERT M. GAYNOR

FORM 0-82 382 USE PREVIOUS EDITIONS.

(4)

SECRET

(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY

1. EMPLOYEE NO.	2. NAME (LAST-FIRST-MIDDLE)	3. TYPE CHANGE		4. LANGUAGE DATA PRIOR TO TEST							
04090	Keenan, Thomas J	A=ADD C=CHANGE D=DELETE	CODE	LAN. CODE	R	W	P	S	U	I/T	YEAR

5. LANGUAGE DATA AFTER TEST								6. DATE TESTED	7. DATE OF BIRTH	8. GRADE	9. OFFICE OR DIVISION
LAN. CODE	R	W	P	S	U	I/T	YEAR	08/04/65		12	WH

NOTICE TO PERSON TESTED

10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN SPANISH (NEW WORLD) EL18 (NAME OF LANGUAGE) AND YOUR TEST SCORES ARE AS FOLLOWS:

READING	WRITING	PRONUNCIATION	SPEAKING	UNDERSTANDING	TEST RATINGS
+	+	E	E	I	0 = ZERO 1 = INTERMEDIATE 2 = SLIGHT H = HIGH E = ELEMENTARY N = NATIVE

11. REMARKS

12. SIGNATURE

13. LD NUMBER 10674

11/26/65

FORM 1273 11-64 OBSOLETE PREVIOUS EDITIONS (10-45) SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

1 - OP/QAB

SECRET
(WHEN FILLED IN)

QUALIFICATIONS SYSTEM RECORD CHANGE

APPLICANT CODING DATA

1. ID	2. APPL. NO.	3. NAME
2	6-DIGITS	MUST CONTAIN 20-DIGITS

4. DATE OF BIRTH			5. DATE CODED		
MO	DA	YR	MO	DA	YR

THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS CODING RECORD.

LANGUAGE CODING DATA - FORM 444c

1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE							
3		3-LETTERS	BASE CODE	R	W	P	S	U	T	YR

5. DATE SUBMITTED			6. DATE OF BIRTH		
MO	DA	YR	MO	DA	YR

WHEN FORM 444c DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO+LANGUAGE" (12-DIGITS)

LANGUAGE PROFICIENCY TEST DATA

1. ID	2. EMPLOYEE NO.	3. NAME	4. CODE	5. LANGUAGE DATA BEFORE TEST							
5	Ø26Ø9Ø	3-LETTERS: KEE	C-A-D: C	BASE CODE: BL18	R: 1	W: E	P: E	S: 1	U: H	T: 4	YR: 62

6. LANGUAGE DATA AFTER TEST								7. DATE OF TEST		
BASE CODE	R	W	P	S	U	T	YR	MO	DA	YR
BL18	1	E	E	E	1	4	65	Ø8	Ø4	65

DATA FOR ITEMS 5 THRU 7 IS EXTRACTED FROM FORM 1273, LANGUAGE PROFICIENCY AND AWARDS DATA.

QUALIFICATIONS RECORD CHANGE

1. ID	2. EMP/APPL NO.	3. NAME
4		3-LETTERS

ENTER UNDER "TYPE" -
A - ADDITION TO RECORD
C - CHANGE TO EXISTING RECORD
D - DELETION OF DATA FROM EXISTING RECORD

TYPE	CODE # 1					CODE # 2				
	BASE	1	2	3	YR	BASE	1	2	3	YR

FORM NO. 1962a

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4-51)

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

567207 JUN 765

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

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE (Print) LAST	FIRST	MIDDLE	OFFICE/COMPONENT
1-6	7-24			25-28
026090	Keenan	Thomas	J.	WH 5/

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 MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
	2	04	30	65	05	28	65	WH	211

SOURCE OF RECORD DOCUMENT

X	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY		X REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED-CORRECT, BASED UPON SOURCE
X	C & S DIVISION	DATE	SIGNATURE
	C & T DIVISION	4 June 65	

FORM 1451a USE PREVIOUS EDITION. 10-64

SECRET

(4-10)

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

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

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE (Print) LAST	FIRST	MIDDLE	OFFICE/COMPONENT
1-6	7-24			25-26
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 MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
	1	02	03	60	10	05	64	MEXICO	450

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
X	OTHER (Specify) Retiree Payroll Information		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
1400 C	30 Nov 1964

REMARKS

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

FORM NO. 1451a USE PREVIOUS EDITION.

SECRET

14-101

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

31 March 1969
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.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-6	(Prime)	7-26		28-30
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 MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	1	[redacted]			07	31	62		450

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION									

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER	X	DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
HMX-T- 3009	8/24/62

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE	SIGNATURE
X FINANCE DIVISION	9/24/62	[redacted]

FORM 1451a 8-58 DESTROY PREVIOUS EDITIONS.

SECRET

10-141

SECRET
(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SERIAL NO. (1-6) 2000			2. LD NO. 928
3. NAME (7-24) LAST Keenan, FIRST Thomas J. MIDDLE	4. OFFICE OR DIVISION WH	5. LANGUAGE Spanish	6. LANG. CODE (25-27) 120
7. DATE OF TEST (28-31) June 13, 1952	8. ANNIVERSARY DATE --	9. GRADE 30	10. DATE OF [redacted]
11. REASON FOR TAKING TEST: X APPLY FOR AWARD; ESTABLISH SKILL LEVEL	12. TEST SCORES: READING (34) I	WRITING (35) [illegible]	PRONUNCIATION (36) [illegible]
	SPEAKING (37) I	UNDERSTANDING (38) II	
13. ELIGIBILITY (39): X A; M; MA	14. TYPE OF AWARD: ACHIEVEMENT (A); MAINTENANCE (M) A	ELEMENTARY (E); INTERMEDIATE (I); HIGH (H) I-1	READING (R), SPEAKING (S), COMPREHENSIVE (C)
	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)		
15. INELIGIBLE (REASON)	16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF $ 37.50 (40-45)		
	SIGNATURE	DATE	
REMARKS	17. I CERTIFY THAT FUNDS ARE AVAILABLE		
	OBLIGATION REF. NO.	CHARGE ALLOTMENT NO.	
	SIGNATURE		

FORM 1273 1-60 OBSOLETE PREVIOUS EDITIONS

SECRET

(10-45)

MRD COPY

DISPATCH

SECRET/NYRAT

DISPATCH SYMBOL AND NO. WHD-2320 - NYRAT 01746

HEADQUARTERS FILE NO.

TO: Chief, WH Division

FROM: Chief of Station, [redacted]

DATE: 13 October 1961

SUBJECT: Annual Fitness Report - [redacted]

REF: (CHECK "X" ONE)
- MARKED FOR INDEXING
- NO INDEXING REQUIRED
- INDEXING CAN BE JUDGED BY QUALIFIED HQ DESK ONLY

ACTION REQUIRED: See paragraph 2 below

REFERENCES:

1. Forwarded herewith is Subject's Annual Fitness Report.

2. It is strongly recommended that this outstanding young officer be promoted immediately as suggested in Section E of the attached report.

[redacted]

12 October 1961

Attachment:
As stated

Distribution:
3 - WHD, w/att
2 - Files

2/5

OFFICE OF PERSONNEL

OCT 25 2 32 PM '61

MAIL ROOM

SECRET/NYRAT

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 (LAST, FIRST, MIDDLE)	OFFICE/COMPONENT
1-8	(Print) 9-24	25-26
26090	KEENAN, THOMAS J.	46

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS (Basic) 3 - CORRECTION 9 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42
	1	02	03	60					450

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	27	28-29	30-31	32-33	34-35	36-37	38-39		40-42

SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	

DOCUMENT IDENTIFICATION NO.:

DOCUMENT DATE/PERIOD:

REMARKS:

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT(S) CITED
Typed Name		
Personnel Officer	Date 4-20-60	Signature

Form 1031a Supersedes previous editions

SECRET

FD-221

14-00000

Standard Form 2809
CHAPTER 1-5 F.P.M.
5 C.F.R. 890

HEALTH BENEFITS REGISTRATION FORM

AS EMPLOYEES HEALTH BENEFITS ACT OF 1959

(Read instructions on back of last page. Use only typewriter or ballpoint pen.)

400

CERTIFICATE NUMBER: 07723

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

1. NAME (LAST) (FIRST) (MIDDLE INITIAL): KRSHAN Thomas J.
2. DATE OF BIRTH (Month, Day, Year):
3. Are you over age 65? YES [ ] 1 NO [X] 2
4. YOUR MAILING ADDRESS (NUMBER AND STREET) (CITY AND POST NUMBER) (STATE):
5. SEX: MALE [X] 1 FEMALE [ ] 2
6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES [ ] NO [X]
7. Place an "X" in proper box to show your annual basic salary range. UNDER $4,000 [ ] 1 $4,000 TO $5,999 [ ] 2 $6,000 TO $9,999 [X] 3 $10,000 OR OVER [ ] 4

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 side cover of brochure of the plan you select.)

NAME OF PLAN	OPTION (HIGH OR LOW)	ENROLLMENT CODE NUMBER		
Association Benefit Plan	High	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 in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

If enrollment is for self only, answer Item 1. If enrollment is for self and family, also answer Item 2 and Item 3 if it applies.

NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)		NAMES OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	
Wife or Husband		1			6
		2			7
		3			8
		4			9
		5			10

THIS PART MUST ALSO BE FILLED IN IF YOU CHANGE YOUR ENROLLMENT.

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 ARE NOT TO ENROLL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.

1. I elect not to enroll in any plan under the Health Benefits Act. [ ]
2. I elect to cancel my present enrollment under the Health Benefits Act. [ ]
3. The reason for my election is (Place an "X" in correct box):
   (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. [ ] 1
   (b) I am covered by a health insurance plan which is not under the Health Benefits Act. [ ] 2
   (c) Any other reason. [ ] 3

PART D — FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B.

1. Enrollment code number of present plan.
2. Number of event which permits change. (See table on back of instructions for proper number.)
3. Date of event which permits change: MONTH DAY YEAR

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

13 May 1960
(Signature of employee or annuitant) (Date)

WARNING — Any intentional false statement in this application or any other misrepresentation relative thereto is a violation of the law punishable by a fine of not more than $10,000 or imprisonment of not more than 5 years, or both. (18 U.S.C. 1001.)

PART F — TO BE COMPLETED BY AGENCY.

1. NAME AND ADDRESS OF EMPLOYING OFFICE:
2. DATE RECEIVED BY EMPLOYING OFFICE: 1/6/
3. EFFECTIVE DATE OF ELECTION: 7/1/
4. PAYROLL OFFICE NO.
5. PAYROLL ACTION (CODES AND DATE):

(Signature of authorized agency representative)

REMARKS (For use of EMPLOYING OFFICE and AGENCY)

Standard Form 2809 (Revised by Office) [illegible]

1073

SECRET
(When Filled In)

(1-6) 126090

LANGUAGE DATA RECORD

PART I-GENERAL

1. NAME (Last-First-Middle) (7-24) KEENAN, Thomas J

2. DATE OF BIRTH (25-30)

3. LANGUAGE (31-33) 000

4. TODAY'S DATE (34-39)

MONTH	DAY	YEAR
March	27	1958

5. [X] I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

PART II-LANGUAGE ELEMENTS

SECTION A. Reading (40)

1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.
5. I HAVE NO READING ABILITY IN THE LANGUAGE.

SECTION B. Writing (41)

1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.
5. I CANNOT WRITE IN THE LANGUAGE.

SECTION C. Pronunciation (42)

1. MY PRONUNCIATION IS NATIVE.
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.
5. I HAVE NO SKILL IN PRONUNCIATION. 2d

CONTINUE ON REVERSE SIDE

CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D. Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E. Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (85)

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. 28-219, PAR. 10(4). 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 AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGNATURE
27 March 1958	[signature]

1441 | 471

S-E-C-R-E-T

TRAINING EVALUATION

Operations Course No. 6

I. IDENTIFYING INFORMATION:

Name:	Sex	Dates of Course:	No. of Students
KEENAN, Thomas John	M	3 Mar. - 27 June 58	27
Date of Birth:	**EOD Date:**	**Grade or Rank:**	**Office:**
	20 May 1957	GS-7	OTR/JOTP
Projected or Present Position (from Request for Training dated 16/10/57			
Junior Officer Trainee			

II. DESCRIPTION OF COURSE:

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

	FAIL	POOR	LOW SAT	MID SAT	HIGH SAT	EXC	SUP
1. Agent Acquisition and Management				X			
2. Interviewing					X		
3. Cover					X		
4. Clandestine Communications					X		
5. Reporting				X			
6. Project Management					X		
7. Clandestine Service Operations FI/CI/PP					X		

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

[redacted]

Chief Instructor

[redacted]

Chief, Field Training

S-E-C-R-E-T

TRAINING REPORT

CI FAMILIARIZATION COURSE No. 1

NAME KEEHAN, Thomas J.	DATES OF COURSE 18 - 22 November 1957
STAFF OR DIVISION OTR JOTP	PRESENT POSITION JOP

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 commendable effort and a good beginning for one with little or no actual experience. He was an attentive listener and seemed to gain a good deal from the course.

FOR THE DIRECTOR OF TRAINING:

[redacted]

Familiarization Course

S-E-C-R-E-T

SECRET

TSS/PB/TRAINING DIVISION EVALUATION DARKROOM ____

BASIC PHOTOGRAPHY No. 1

NAME [illegible], THOMAS J [redacted] DIV. [illegible] BR. [illegible] DATES TRAINED: from 9/24/57 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
I. Manipulation of camera.						
a. Leica					X	
b. Retina II C	X					
c. Recordak			X			
II. Processing and printing.						
a. Film loading				X		
b. Film processing				X		
c. Enlarging					X	
d. Reflex and contact printing			X			
III. Use of accessory equipment.						
a. Exposure meter				X		
b. Filters	X					
c. Telephoto and wide angle lenses				X		
IV. Document copy and small objects.						
a. Available light					X	
b. Accessory illumination					X	
c. BOOWU, portra lens, focus slide					X	
V. Ground photography.						
a. Coverage					X	
b. Report					X	
VI. Casing.						
a. Coverage					X	

S-E-C-R-E-T

TSS EVALUATION

NAME Thomas J. [illegible] DIVISION OTR/[illegible]

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

[redacted]
Instructor

Please return five copies of this form to TSS/TRD for overt distribution.
Please return three copies of this form to TSS/TRD for covert distribution.

OVERT DISTRIBUTION
1 - Senior Staff Training Officer
1 - Division Training Liaison Officer
1 - OTR Registrar
1 - Officer of Personnel
1 - TSS/TRD

COVERT DISTRIBUTION
1 - Senior Staff Training Officer
1 - Division Training Liaison Officer
1 - TSS/TRD

S-E-C-R-E-T

S-E-C-R-E-T

TSS EVALUATION

NAME Thomas J. Keenan 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 managerial 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. Keenan was SATISFACTORY.

[redacted]

Please return copies of this form to TSS/TD for overt distribution.
Please return copies of this form to TSS/TD for covert distribution.

OVERT DISTRIBUTION:
1 - Senior Staff Training Officer
1 - Division Training Liaison Officer
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1 - TSS/D File

~~COVERT DISTRIBUTION:~~
~~1 - Operations Officer~~
~~1 - TSS/X~~
~~1 - Senior Staff~~

S-E-C-R-E-T

[illegible]

[illegible]

[illegible] 6

SECTION I: IDENTIFYING INFORMATION

NAME	SEX	DATES OF COURSE	NO. OF HOURS
Keenan, Thomas J.	M	1 - 26 July 1957	13
DATE OF BIRTH	EST. DATE	GRADE OR RANK	OFFICE
24 June 1930	May 1957	GS-7	OTR/JOTP

[redacted]

Junior Officer Trainee

SECTION II: OBJECTIVES OF THE COURSE

1. "Familiarize students to the skills and techniques involved in the processing of intelligence materials."

2. To give the practice in the oral written presentation of intelligence.

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

Intelligence Techniques is a four week (lecture) course designed for Junior Officer trainees but available to participants who are or will be engaged in the presentation of intelligence. Emphasis is on "learning by doing." Lectures are in the form of a series of interrelated written exercises which require [illegible] of actual intelligence documents. Emphasis is also placed on the oral presentation of intelligence through a series of briefings before the class. Each participant is assigned a specific research problem [illegible] and are allotted in the course schedule. The results are presented [illegible] and corrected by a [illegible] of the staff of the course. [illegible] are [illegible] bibliography, and write a [illegible] of his research.

[illegible]

[illegible]

[illegible] The student met this objective in a competent and adequate manner. He demonstrated a good understanding some areas of the information presented, or, if skills are involved, he demonstrated sufficient competence to operate effectively in this area.

[illegible] Although the student may have met some of the standards set for minimum achievement of this course goal or objective, he demonstrated serious gaps in knowledge or sufficient lack of skill to be of doubtful competence.

SECTION VI: REPORT OF STUDENT ACHIEVEMENT

Please [illegible] grade distribution. The referral instructor grade this student received.

	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	0	0	13	0
[illegible]	0	2	11	0
[illegible]	0	1	8	4

SECTION VII: INSTRUCTOR'S OVERALL EVALUATION

[illegible] indicate the most critical [illegible] rating. [illegible] instructor the rating of this student. [illegible] instructional staff's best judgment of the student's overall performance [illegible] is interest and [illegible]

[illegible]	Satisfactory	[illegible]	[illegible]
[illegible]	1 1	3 2	1 1 2 2
6 [illegible]			
[illegible]	9 7	13 12	19 6 17 12

[illegible]

Mr. Keeman 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. Keeman is a very pleasant young man, interested and cooperative, and gives promise of being a sound intelligence officer.

SECRET

TRAINING EVALUATION -- INTELLIGENCE ORIENTATION

COURSE NO. 10

SECTION I — IDENTIFYING INFORMATION

NAME OF STUDENT	SEX	DATES OF COURSE	NO. OF STUDENTS
Keenan, Thomas J.	[X] MALE [ ] FEMALE	27 May - 21 June 1957	62 [illegible] 58 [illegible]

DATE OF BIRTH	EOD DATE	GRADE OR RANK	OFFICE
	May '57	GS-7	OTR/JOTP

PROJECTED ASSIGNMENT OR PRESENT POSITION: Junior Officer Trainee

SECTION II — CHARACTERISTICS OF THE COURSE

This course is presented primarily by lecture and reading; it also includes seminars and discussion periods. Each phase of the course is rated by a single multiple choice test.

SECTION III — OBJECTIVES

The objectives of the Introduction to Intelligence phase are:

1. To develop understanding of the mission and organization of CIA and its role in the intelligence community and the national security effort.
2. To develop understanding of the functions of CIA components with responsibilities for intelligence, support and other activities.

The objective of the Introduction to Communism phase is to provide a basic understanding of the Communist ideology and of the background, organization, activities and capabilities of the International Communist Movement and the USSR.

SECTION IV — STUDENT ACHIEVEMENT RATINGS

The numbers placed in the columns below show how many students received each rating. An asterisk(*) shows the rating this student received.

SUBJECT	HOURS	RATING		
		UNSATISFACTORY	SATISFACTORY	EXCELLENT
INTRODUCTION TO INTELLIGENCE	80	0	37	28*
INTRODUCTION TO COMMUNISM	80	1	23	34*

SECTION V — COMMENTS

INDICATE ANY STRONG AND WEAK POINTS OF THE STUDENT, OR ANYTHING THAT MAY HAVE INFLUENCED HIS PERFORMANCE IN THE COURSE.

CONTINUE COMMENTS ON REVERSE SIDE [ ] YES

FOR THE DIRECTOR OF TRAINING

FORM NO. 450 REPLACES FORMS 450 AND 450A 1 FEB 57 WHICH ARE OBSOLETE.

SECRET

Ma

PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last) (first) (middle)	3. Office
	KEENAN THOMAS J	

4. Date of Birth	5. Sex: ✓ male (1) ___ female (2)	Marital Status M Nr. Dependents 2	6. Employment Date: 30 MAY 1957

7. Citizenship: ✓ U.S. ___ Other	8. Acquired By: (1) ✓ Birth (2) ___ Marriage (3) ___ Naturalization (4) ___ Other (specify) Year U.S. citizenship acquired, if not by birth ___

SEC. I. EDUCATION

1. Extent: (circle one)
   1. Less than high school
   2. High school graduate
   3. Trade, Business or Commercial school graduate
   4. Two years college, or less
   5. Over two years, no degree
   6. (6) Bachelor degree
   7. Post-graduate study (minimum 8 sem. hrs.)
   8. Masters degree
   9. Doctors degree

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd From	Dates att'd To	Yrs Compl Day	Yrs Compl Night	Degree Recd Title	Degree Recd Date	Sem Hrs
Univ. of Wis. Ext. at Madison, Wis.	Hist.	Econ.	1946	50	2	—	Transferred		63
Mississippi State Univ.	Hist. Econ.	—	1950	53	3	—	BS	June 1953	79
								1954	142

3. Trade, Commercial, and Specialized Training:

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

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 From	To	Tot. mo's	Study or Specialization
Naval Officer Candidate	July 1953	Nov 1953	4	General Line Officer Indoctrination

CODED FOR QUALIFICATIONS DATE 22 APR 1957

Form 63, 1 Oct 66 275

(61)

OFFICE OF PE

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. ___

Grade ______ Salary ______

Office ______

Position Title: ______

Duty Title: ______

Description of Duties: ______

Duty Station, if overseas: ______

From ______ To ______ Tot. mos. ___

Grade ______ Salary ______

Office ______

Position Title: ______

Duty Title: ______

Description of Duties: ______

Duty Station, if overseas: ______

From ______ To ______ Tot. mos. ___

Grade ______ Salary ______

Office ______

Position Title: ______

Duty Title: ______

Description of Duties: ______

Duty Station, if overseas: ______

From ______ To ______ Tot. mos. ___

Grade ______ Salary ______

Office ______

Position Title: ______

Duty Title: ______

Description of Duties: ______

Duty Station, if overseas: ______

From ______ To ______ Tot. mos. ___

Grade ______ Salary ______

Office ______

Position Title: ______

Duty Title:

Description of Duties: ______

Duty Station, if overseas:

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

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

From [illegible] To [illegible] Tot. mo's [illegible] Classification Grade (if in Federal Service) [illegible] Salary 3845 Number and Class of Employees Supervised: [illegible] Employer U.S. NAVY Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position OFFICE TECHNICIAN U.S. NAVAL RADIO STATION, BARCROFT, WASHINGTON, D.C. Description of Duties: COMPLETE CONTROL CHARGE OF WIRELESS, ADMINISTRATIVE AND OPERATIONAL PROCESSES OF THE STATION. Duty Station if overseas: —
From Apr '46 To June '46 Tot. mo's 3 Classification Grade (if in Federal Service) [illegible] Salary 3845 Number and Class of Employees Supervised: [illegible] Employer U.S. NAVY Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position ASS'T OFFICER IN CHARGE & COMMUNICATION OFFICER Description of Duties: RESPONSIBLE TO OIC FOR GENERAL ASSISTANCE IN OPERATIONAL DISTRIBUTION OF RADIO EQUIPMENT & PERSONNEL Duty Station if overseas: —
From [illegible] To [illegible] Tot. mo's [illegible] Classification Grade (if in Federal Service) [illegible] Salary 3193 Number and Class of Employees Supervised: [illegible] Employer U.S. NAVY Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position COMMUNICATION OFFICER & COORDINATION WITH OFFICE Description of Duties: RESPONSIBLE FOR OPERATION OF RADIO EQUIPMENT & WIRELESS Duty Station if overseas: —
From [illegible] To [illegible] Tot. mo's [illegible] Classification Grade (if in Federal Service) [illegible] Salary [illegible] Number and Class of Employees Supervised: [illegible] Employer [illegible] Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position [illegible] Description of Duties: [illegible] Duty Station if overseas:
From [illegible] To [illegible] Tot. mo's [illegible] Classification Grade (if in Federal Service) [illegible] Salary [illegible] Number and Class of Employees Supervised: None Employer [illegible] Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position [illegible] Description of Duties: [illegible] Duty Station if overseas:

SEC. II. WORK EXPERIENCE (CONT'D)

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

01 ___ 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: Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge	HOW ACQUIRED: Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic Study
FRENCH					X				
SPANISH					X				
								X	

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

** Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, 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 Aquired (check (X) one)		
		Residence	Travel	Study

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

Country	Type of Knowledge	How and When Gained

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

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
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.

OFFICE OF ...

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.

NONE

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

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

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment 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-A

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. Navy Reserve Grade LTJG Serial Number 574838

   Reserve Unit with which currently affiliated Naval Ctly - Convoy

   Service Mobilization Assignment, if any ___

   Location of Service Records, if known 1) U.S. Naval Reserve Office Cards, DANA, Ind. 2) H.Q. Commdnt 9th Naval District, G.T. Lakes, Ill.

SEC. XV. TRAINING

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

Course or Subject	Dates (from) (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 1952 SIGNATURE [signature]

STANDARD FORM 61
REVISED MARCH 1956
U. S. CIVIL SERVICE COMMISSION
F. P. M. CHAPTER 296

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 entrance 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)

[SEAL] ..... (Title)

NOTE.—*If the oath is taken before a Notary Public the date of expiration of his commission should be shown.*

10-63180-1

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

1. PRESENT ADDRESS (street and number, city and state)

2. [illegible] (B) PLACE OF BIRTH (city and State or city and foreign country) Virginia

Wisconsin

3. IN CASE OF EMERGENCY, PLEASE NOTIFY: KEENAN (B) RELATIONSHIP: Wife (C) STREET AND NUMBER, CITY AND STATE: Va (D) TELEPHONE NO.: TA 5-0223

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

If so, for each such relative fill in the blank below. If additional space is necessary, complete under Item 13.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MAR. FIED (Check one)	SIN. GLE
		1.			
		2.			
		3.			
		1.			
		2.			
		3.			
		1.			
		2.			
		3.			

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
5. (A) ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA, OR (B) AS A NATIVE OF AMERICAN SAMOA DO YOU OWE ALLEGIANCE TO THE UNITED STATES OF AMERICA?	✓	
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes," give details in Item 13.*		✓
7. DO YOU RECEIVE OR HAVE YOU APPLIED FOR AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes," give details in Item 13.*		✓
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN ARRESTED, CHARGED, OR HELD BY FEDERAL, STATE, OR OTHER LAW ENFORCEMENT AUTHORITIES FOR ANY VIOLATION OF ANY FEDERAL LAW, STATE LAW, COUNTY OR MUNICIPAL LAW, REGULATION OR ORDINANCE? DO NOT INCLUDE TRAFFIC VIOLATIONS FOR WHICH A FINE OF $25 OR LESS WAS IMPOSED. ALL OTHER CHARGES MUST BE INCLUDED EVEN IF THEY WERE DISMISSED. *If your answer is "Yes," give in Item 13 for each case: (1) approximate date, (2) charge, (3) place, (4) action taken.*		✓
9. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN BARRED BY THE U.S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS? *If your answer is "Yes," give dates of and reasons for such debarment in Item 13.*		✓

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
10. (A) HAVE YOU EVER FILED A WAIVER OF LIFE INSURANCE COVERAGE UNDER THE FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ACT?		✓
(B) IF YOU HAVE FILED SUCH A WAIVER, HAS IT BEEN CANCELED OR REVOKED?		
11. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT: A. HAVE YOU BEEN DISCHARGED FROM EMPLOYMENT BECAUSE: (1) YOUR CONDUCT WAS NOT SATISFACTORY?		✓
(2) YOUR WORK WAS NOT SATISFACTORY?		✓
B. HAVE YOU RESIGNED AFTER OFFICIAL NOTIFICATION THAT: (1) YOUR CONDUCT WAS NOT SATISFACTORY?		✓
(2) YOUR WORK WAS NOT SATISFACTORY?		✓
C. HAVE YOU BEEN DISCHARGED FROM THE ARMED SERVICES UNDER OTHER THAN HONORABLE CONDITIONS? *If your answer to A, B, or C is "Yes," give details in Item 13 as clearly as you can remember, including the name and address of employer, approximate date, and reasons in each case.*		✓

12. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS (*Indicate item numbers in which answers apply.*)

ITEM NO.		ITEM NO.	

INSTRUCTIONS TO APPOINTING OFFICER.—You must determine that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to appointments. This form should be checked for holding of office, pension, any record of recent discharge or arrest, age, citizenship and members of family. Also, to establish the identity of the appointee, you should particularly check (1) his signature and handwriting against the application and/or other pertinent papers and (2) his physical appearance against the medical certificate.

U. S. GOVERNMENT PRINTING OFFICE 16—[illegible]

STANDARD FORM 144
REVISED SEPTEMBER 1964
U.S. CIVIL SERVICE COMMISSION
FPM CHAPTERS 11, 21, AND 31

STATEMENT OF PRIOR FEDERAL CIVILIAN 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

1. NAME (Last, first, middle initial): KEHNAN, THOMAS J.

2. DATE OF BIRTH:

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

NAME AND LOCATION OF AGENCY	FROM— YEAR	FROM— MONTH	FROM— DAY	TO— YEAR	TO— MONTH	TO— DAY	TYPE OF APPOINTMENT IF KNOWN
— SCD Jan. 19, 1954							

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— YEAR	FROM— MONTH	FROM— DAY	TO— YEAR	TO— MONTH	TO— DAY	DISCHARGE (Hon. or dishon.?)
U.S. NAVY	1953	July	12	1956	NOV	11	HON.

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? ☐ YES ☑ NO
IF ANSWER IS "YES," LIST FOLLOWING INFORMATION:

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

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

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

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

20 May 1957
(DATE)

Thomas J. Kehnan
(SIGNATURE)

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

SEAL

NOTE: If oath is taken before a Notary Public, the date of expi[redacted] should be shown.

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

9. RETENTION GROUP:

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

11. SERVICE

YEAR	MONTH	DAY
56	10	32
53	7	12
3	3	20 11/21
DD 214	Active Time	
3	04	01

12. TOTAL SERVICE: 3 3 21

13. NONCREDITABLE SERVICE (Leave purposes only):

14. NONCREDITABLE SERVICE (RIF purposes only):

15. REEMPLOYMENT RIGHTS ☐ YES ☐ NO

16. RETENTION RIGHTS ☐ YES ☐ NO

17. EXPIRATION DATE OF RETENTION RIGHTS:

INSTRUCTIONS: File this form on the permanent side of the employee's official personnel folder immediately before or after the personnel action involved.

(OVER)

16—61630-8

Part III.— DETERMINATION OF COMPETITIVE STATUS. *(Complete for noncompetitive hires based on competitive status as required by instructions in FPM Chapter 33.)* 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

	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 13)	CREDITABLE SERVICE (Leave Purposes)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (Leave Purposes)	SERVICE COMPUTATION DATE (Leave Purposes)
Years				56	3	53
Months				11		
Days				29	3	29

PART V.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION IN FORCE PURPOSES. *(Complete only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes.)*

	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 14)	CREDITABLE SERVICE (RIF Purposes)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (RIF Purposes)	SERVICE COMPUTATION DATE* (RIF Purposes)
Years						
Months						
Days						

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

REMARKS:

SECRET

MEMORANDUM FOR: THOMAS J. KEENAN

SUBJECT : Credit Reference

1. You are advised that the position for which you have been hired is of a sensitive nature and that YOU ARE NOT TO IDENTIFY YOURSELF WITH THIS AGENCY for credit reference or for any other purpose.

2. You are to disregard that portion of the Monday morning Personnel EOD Orientation and the Thursday afternoon Security Introduction which authorizes certain personnel to identify themselves with this Agency, when necessary, for credit, rental agreement, and like purposes.

3. You will be advised by your Placement Officer as to the cover information necessary for proper job identification. If at any time cover difficulties are encountered you may arrange an appointment through your Placement Officer to see the Security Officer responsible for your activity.

G. M. Stewart

G. M. STEWART
Director of Personnel

I have read the above and understand that I am not to associate myself with the Central Intelligence Agency for credit reference or for any other purpose.

20 May 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 January 1957
Date

C-O-N-F-I-D-E-N-T-I-A-L

SECRECY AGREEMENT

13 January 1952
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. Kiernan
Signature

[redacted]
Witness

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 21 June 1976

2. NAME (Last, First, Middle): Keonan, Thomas J. [redacted]

3. POSITION TITLE: Ops Officer

4. GRADE: GS-15

5. OFFICE, DIVISION, BRANCH: DDO/LA/ [redacted]

6. EMPLOYEE'S EXT.: 7375

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [XX] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] HDQS/TDY
- [ ] OVERSEAS ASSIGNMENT

ETD	
STATION	
TDY OR PCS	
TYPE OF COVER	
NO. OF DEPENDENTS TO ACCOMPANY	
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED	

- [ ] RETURN FROM OVERSEAS

ETA	
STATION	
NO. OF DEP.'S	

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE [redacted]

ROOM NO. & BUILDING: 303113 Hqs /Trng

EXT.: 5270

10. COMMENTS

11. REPORT OF EVALUATION

Qualified for TDY Standby until 1 July 1978.

DATE: 6 August 1976

SIGNATURE FOR CHIEF OF MEDICAL STAFF [redacted] OMS/Registrar

FORM 239 USE PREVIOUS EDITIONS

SECRET

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SECRET

1. NAME (Last, First, Middle) Keenan, Thomas J.	2. DATE OF BIRTH [redacted]	3. GRADE GS 14
4. OFFICE, DIVISION, BRANCH (or overseas station and [illegible] assignment) WH/ [redacted]	5. PRESENT POSITION	6. EMPLOYEE EXTENSION 6815
7. PROPOSED STATION WH/ [redacted]	8. PROPOSED POSITION (Title, Number, Grade) COS 0660 GS 14	
9. TYPE OF COVER AT NEW STATION [redacted]	10. ESTIMATED DATE OF DEPARTURE 1 Sept 1973	11. NO. OF DEPENDENTS TO ACCOMPANY Seven

12. COMMENTS

13. DATE OF REQUEST 26 July 1973	14. [redacted]	15. OFFICIAL	15. ROOM NUMBER AND BUILDING 3D6317	16. EXTENSION 6815

17. OFFICE OF MEDICAL SERVICES DISPOSITION

Qualified overseas PCS.

23 October 1973 [redacted] OMS/pro

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 259a [illegible] SECRET

SECRET

1. NAME (Last, First, Middle) [redacted] Keenan, Thomas J.	2. DATE OF BIRTH [redacted]	3. GRADE GS-14
4. OFFICE, DIVISION, BRANCH (or overseas station and activity) DDP/VH [redacted]	5. PRESENT POSITION Ops Officer	6. EMPLOYEE EXTENSION 7431
7. PROPOSED STATION [redacted]	8. PROPOSED POSITION (Title, Number, Grade) Ops Off DCOS/0138/GS-14	
9. TYPE OF COVER AT NEW STATION [redacted]	10. ESTIMATED DATE OF DEPARTURE Oct 71	11. NO. OF DEPENDENTS TO ACCOMPANY seven (7)

12. COMMENTS

Vice: [redacted]

Physical will be taken in the field and results forwarded to Hqs.

Mr. Keenan's tested Spanish language proficiency of Intermediate Reading and Elementary Speaking meets the general language requirement of the Station.

13. DATE OF REQUEST 19 Mar 71	14. SIGNATURE OF REQUESTING OFFICIAL [redacted]	15. ROOM NUMBER AND BUILDING 3D 5309 Hqs	16. EXTENSION 7431

17. OFFICE OF MEDICAL SERVICES DISPOSITION

Qualified Overseas PCS

12 May 1971 [redacted] CMS/pro

18. OFFICE OF SECURITY DISPOSITION

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 1-68 259a THE PREVIOUS EDITION

SECRET

(41)

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 8 May 1969

2. NAME (Last, First, Middle): KEENAN, Thomas J.

3. POSITION TITLE: Ops Officer

4. GRADE: GS-13

5. OFFICE, DIVISION, BRANCH: DDP/WH

6. EMPLOYEE'S EXT.: 6815

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT

- [ ] HOQS/TDY
- [x] OVERSEAS ASSIGNMENT

ETD:
STATION:
TDY OR PCS: PCS
NO. OF DEPENDENTS TO ACCOMPANY:
NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED:

- [x] RETURN FROM OVERSEAS

ETA: 9 June 1969
STATION:
NO. OF DEP.'S:

M DICALLY QUALIFIED FOR
PROPOSED OS PCS.
DON LD FARL

06 13 69

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [x] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE:
ROOM NO. & BUILDING: 3D6308 Hqs.
EXT.: 6818

10. COMMENTS

Mr. Keenan will be in Washington TDY during the week of 9 June. He is then scheduled for home leave and return 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.

11. REPORT OF EVALUATION

DATE:
SIGNATURE FOR CHIEF OF MEDICAL STAFF:

FORM 10-54 259 USE PREVIOUS EDITIONS

SECRET

(24)

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 13 February 67

2. NAME (Last, First, Middle): Keenan, Thomas J [redacted] Dependents of)

3. POSITION TITLE: Ops Officer

4. GRADE: GS-12

5. OFFICE, DIVISION, BRANCH: DDP/WH [redacted]

6. EMPLOYEE'S EXT.: 6815

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] NDQS/TDY
- [XX] OVERSEAS ASSIGNMENT

RTD: May 1967

STATION: [redacted]

PCS

TYPE OF COVER: [redacted]

NO. OF DEPENDENTS TO ACCOMPANY: Seven (7)

NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (V-4) ATTACHED: Seven (7)

- [ ] RETURN FROM OVERSEAS

ETA

STATION

NO. OF DEP'TS

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [XX] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE: [redacted]

ROOM NO. & BUILDING: 3 D 3309

EXT.: 6815

12. COMMENTS

Forms 39 are attached. Please schedule during April 1967.

[redacted]

[redacted]

[redacted]

DATE

PROPOSED BY

SIGNATURE FOR CHIEF OF MEDICAL STAFF

Form 259

SECRET

SECRET

1. NAME (Last, First, Middle) Keenan, Thomas J [redacted]	2. DATE OF BIRTH [redacted]	3. GRADE GS-12
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if federal employee) DDP/WH [redacted]	5. PRESENT POSITION Ops Officer	6. EMPLOYEE EXTENSION 6615
7. PROPOSED STATION [redacted]	8. PROPOSED POSITION (Title, Number, Grade) Ops Officer/0327/GS-13	
9. TYPE OF COVER AT NEW STATION [redacted]	10. ESTIMATED DATE OF DEPARTURE May 1967	11. NO. OF DEPENDENTS TO ACCOMPANY Seven (7)

12. COMMENTS

Form 89 is attached.

13. DATE OF REQUEST 13 February 67	14. SIGNATURE OF REQUESTING OFFICER [redacted]	15. ROOM NUMBER AND BUILDING 3 D 5303	16. EXTENSION 6615

17. OFFICE OF MEDICAL SERVICES DISPOSITION

[redacted]

18. OFFICE OF SECURITY DISPOSITION

P 2 15 67

19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION

REQUEST FOR PCS OVERSEAS EVALUATION

FORM 259a

SECRET

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST

2. NAME (Last, First, Middle): KEENAN, Thomas

3. POSITION TITLE: Ops Officer

4. GRADE: GS-12

5. OFFICE, DIVISION, BRANCH: DDP/WH

6. EMPLOYEE'S SET.

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [XX] TDY STANDBY Latin America
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] MUOS/TDY
- [ ] OVERSEAS ASSIGNMENT

RTD

STATION

TDY OR PCS: TDY

NO. OF DEPENDENTS TO ACCOMPANY

NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED

- [ ] RETURN FROM OVERSEAS

LTA

STATION

NO. OF DEP.'S

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

305313

EXT. 6815

10. COMMENTS

11. REPORT OF EVALUATION

QUALIFIED FOR TDY STANDBY
UNTIL Nov. 63

DATE

SIGNATURE OF CHIEF OF MEDICAL STAFF

REX HARE

FORM 10-63 239 USE PREVIOUS EDITIONS

SECRET

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 6 April 66

2. NAME (Last, First, Middle): KEENAN, Thomas J.

3. POSITION TITLE: Ops Officer

4. GRADE: GS-12

5. OFFICE, DIVISION, BRANCH: DDP/WH

6. EMPLOYEE'S EXT.: 7811

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [X] TDY STANDBY Latin America
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT

- [X] HDQS/TDY
- [ ] OVERSEAS ASSIGNMENT

ETD

STATION

TDY OR PCS: TDY

TYPE OF COVER

NO. OF DEPENDENTS TO ACCOMPANY

NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED

- [ ] RETURN FROM OVERSEAS

ETA

STATION

NO. OF DEP.'S

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [X] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE

ROOM NO. & BUILDING: 3-56

EXT.: 6815

10. COMMENTS

11. REPORT OF EVALUATION: QUALIFIED FOR TDY STANDBY UNTIL

PETER

DATE

SIGNATURE FOR CHIEF OF MEDICAL SERVICES

FORM 259 (Revised)

SECRET

SECRET
(When Filled In)

KEENAN

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 30 NOVEMBER 1964

2. NAME (Last, First, Middle): KEENAN, THOMAS J.

3. POSITION TITLE: OPS OFFICER

4. GRADE: GS-12

5. OFFICE, DIVISION, BRANCH: DDP/WH/3

6. EMPLOYEE'S EXT.:

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [ ] PRIOR TDY
- [ ] OVERSEAS ASSIGNMENT

ETD

STATION

TDY OR PCS

TYPE OF COVER

NO. OF DEPENDENTS TO ACCOMPANY

NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED

- [ ] RETURN FROM OVERSEAS

ETA

STATION

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [ ] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE

ROOM NO. & BUILDING

EXT.

10. COMMENTS

18 AND 21 DEC. 0900 1245

CERTIFIED FOR CURRENT

11. REPORT OF EVALUATION

DATE 12-29-64

SIGNATURE FOR CHIEF OF MEDICAL STAFF

FORM 1-54 259 USE PREVIOUS EDITIONS.

SECRET

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION

1. DATE OF REQUEST: 8 April 65

2. NAME (Last, First, Middle): KEEHAN, Thomas J

3. POSITION TITLE: Ops Officer

4. GRADE: GS-10

5. OFFICE, DIVISION, BRANCH: DDP/WH

6. EMPLOYEE'S EXT.: 6576

7. PURPOSE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [XX] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT
- [X] HDQS/TDY
- [ ] OVERSEAS ASSIGNMENT

Please re-evaluate

ETD

STATION

TDY OR PCS: TDY

TYPE OF COVER

NO. OF DEPENDENTS TO ACCOMPANY

NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED

- [ ] RETURN FROM OVERSEAS

ETA

STATION

NO. OF DEP.'S

8. OVERSEAS PLANNING EVALUATION (One block must be checked)

- [XX] YES
- [ ] NO

9. REQUESTING OFFICER

SIGNATURE

ROOM NO. & BUILDING

EXT. 6576

10. COMMENTS

QUALIFIED FOR TDY STAND BY

11. REPORT OF EVALUATION

SIGNATURE FOR CHIEF OF MEDICAL STAFF

DATE: 4 13 65

FORM 10-59 259 USE PREVIOUS EDITIONS.

SECRET

(24)

SECRET
(WHEN FILLED IN)

REQUEST FOR MEDICAL EVALUATION

1. NAME (LAST)	(FIRST)	(MIDDLE)	2. DATE OF REQUEST
KEEHAN	Thomas	J.	15 September 1959
3. POSITION TITLE	4. OFFICE, DIVISION AND BRANCH		5. GRADE
Ops Officer	DDP/WH/III		GS-9
6. REQUESTING OFFICER	7. BUILDING AND ROOM NO.		8. EXTENSION
[redacted] WH/Pers	1404 Barton		8242

TYPE OF EVALUATION AND REPORT

9. TYPE OF EVALUATION

- [ ] PRE-EMPLOYMENT
- [ ] ENTRANCE ON DUTY
- [x] OVERSEAS
  - ETD: e/a 15 February 1959
  - STATION: [redacted]
  - PCS
- [ ] OVERSEAS RETURN
- [ ] TDY STANDBY
- [ ] SPECIAL TRAINING
- [ ] ANNUAL
- [ ] RETURN TO DUTY
- [ ] FITNESS FOR DUTY
- [ ] MEDICAL RETIREMENT

10. OVERSEAS PLANNING EVALUATION DESIRED IN ACCORDANCE WITH R 15-200

- [ ] YES
- [ ] NO

Subject will be [redacted]

9A. REPORT OF MEDICAL EVALUATION

- [x] QUALIFIED
- [ ] DISQUALIFIED

10A. REPORT OF OVERSEAS PLANNING EVALUATION

- [ ] QUALIFIED
- [ ] DISQUALIFIED

11. COMMENTS

Dependents to accompany Subject's and dependent 39's attached.

Wife - [redacted]
Daughter -
Daughter -

DATE OF EVALUATION [redacted] REP. MEDICAL STAFF

FORM 259 OBSOLETE PREVIOUS EDITIONS. SECRET (24)

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last) KEENAN (First) THOMAS (Initial) J

2. DATE 21 Jan 1958

3. TO POSITION JOT

4. OFFICE, DIVISION, BRANCH JOTP/TR

5. GRADE GS-7

6. TYPE OF POSITION
- [ ] Departmental
- [ ] U.S. Field
- [ ] Overseas

7. EVALUATE FOR
- [ ] EOD
- [ ] Overseas
- [ ] Returnee
- [ ] Pre-Employment
- [ ] Annual
- [ ] Special (Specify) Training at ISOLATION ~~beginning 3 March 1958~~

Re-evaluation

II REPORT OF MEDICAL EVALUATION
- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks:

Send reports to JOTP/TR, 2518 C, Eye
Make appointments with JOTP/TR, Extension 3514

QUALIFIED FOR PROPOSED TRAINING

JAN 2 2 1958

[redacted]

SECRET

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last) KEENAN (First) THOMAS (Initial) J

2. DATE 9 October 1957

3. TO POSITION Junior Officer Trainee

4. OFFICE, DIVISION, BRANCH OPR/JOTP

5. GRADE GS-7

6. TYPE OF POSITION
- [X] Departmental
- [ ] U.S. Field
- [ ] Overseas

7. EVALUATE FOR
- [ ] EOD
- [ ] Overseas
- [ ] Returnee
- [ ] Pre-Employment
- [ ] Annual
- [ ] Special (Specify) Training - Ops Fam Course #11 beginning 4 November 1957

II REPORT OF MEDICAL EVALUATION
- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks:

Send reports to JOTP/TR, 2513 Quarters Eye
Make appointments with JOTP/TR, Extension

QUALIFIED FOR PROPOSED TRAINING OCT 1 1 1957

[redacted]

SECRET

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last) KEEHAN (First) Thomas (Middle) J
2. DATE 9 SEP 57
3. TO POSITION JOT
4. OFFICE, DIVISION, BRANCH OTR/JOTP
5. GRADE GS-7
6. TYPE OF POSITION
   - [X] Departmental
   - [ ] U.S. Field
   - [ ] Overseas
7. EVALUATE FOR
   - [ ] EOD
   - [ ] Overseas
   - [ ] Returnee
   - [ ] Pre-Employment
   - [ ] Annual
   - [X] Special (Specify)

Re-evaluated for ISO Trng - 9/30/57 - OC

II REPORT OF MEDICAL EVALUATION

- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks:

Send reports to JOTP/TR, 2413 Alcott.

Make appointments with JOTP/TR, X3514.

QUALIFIED FOR PROPOSED TRAINING SEP 1

SECRET

STANDARD FORM NO. 64

CONFIDENTIAL

Office Memorandum · UNITED STATES GOVERNMENT

TO : C/Records & Services Division/OP

DATE: 2 APR 1957

ATTN : [redacted]

FROM : Director of Training

SUBJECT: KEENAN, Thomas J [redacted] - 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.

MBaird

MATTHEW BAIRD

CONFIDENTIAL

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last) KEENAN, (First) THOMAS (Middle) J [redacted]
2. DATE 14 March 1957
3. TO POSITION JOT
4. OFFICE, DIVISION, BRANCH OTR/JOTP
5. GRADE
6. TYPE OF POSITION
   - [ ] Departmental
   - [ ] U.S. Field
   - [ ] Overseas
7. EVALUATE FOR
   - [ ] EOD
   - [ ] Overseas
   - [ ] Returnee
   - [ ] Pre-Employment
   - [ ] Annual
   - [ ] Special (Specify)

II REPORT OF MEDICAL EVALUATION

- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

SECRET

Remarks:

FULL DUTY/GENERAL ~~26 MAR 1957~~

Please send copy to JOTP, 2413 [redacted]

SECRET

[redacted]
MEDICAL OFFICE

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last) KEENAN, (First) THOMAS (Middle) J [redacted]
2. DATE 14 March 1957
3. TO POSITION JOT
4. OFFICE, DIVISION, BRANCH OTR/JOTP
5. GRADE
6. TYPE OF POSITION
   - [ ] Departmental
   - [ ] U.S. Field
   - [ ] Overseas
7. EVALUATE FOR
   - [ ] EOD
   - [ ] Overseas
   - [ ] Returnee
   - [ ] Pre-Employment
   - [ ] Annual
   - [ ] Special (Specify)

II REPORT OF MEDICAL EVALUATION

- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

SECRET

Remarks:

FULL DUTY/GENERAL ~~26 MAR 1957~~

(ulp)

Please send copy to JOTP, 2413 [redacted]

SECRET

[redacted]

CONFIDENTIAL
SECURITY INFORMATION

SECURITY APPROVAL

Date: 19 April 1957

TO: Chief, Records & Services Division

Your Reference: C-7673 OTR

FROM: Chief, Personnel Office
Security Division
Personnel

Case Number: 131718

SUBJECT: KEEHAN, Thomas J [redacted]

1. This is to advise you of security action in the subject case as indicated below:

[X] 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.

[redacted]

Approved as amp

CONFIDENTIAL

FORM NO. 30-101
FEB 1959

(81)