

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

SECRET

Official Personnel Folder

SECRET

73 11/1/64 TIKON (and G) 701454

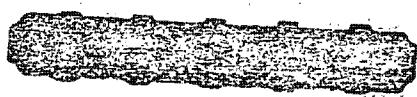
Reviewed
9-5-69 1964

QUALIFICATIONS

for
CODED

REINOLD THOMAS, JR.
305-26-2591

DOB: 01/29/30



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



DATE 4-17-78
REPLY TO
ATTN OF NCPUR-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. H. Shipp*

(Last, first, middle) <i>Phenax, Phelan</i>	DATE OF BIRTH [Redacted]	SOCIAL SECURITY NUMBER [Redacted]
--	-----------------------------	--------------------------------------

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

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

PERIOD	HOURS WORKED	RATE OF PAY	POST OFFICE
11-51 to 12-51	NO SERVICE		
12-1-52 to 12-15-52	42	\$1.50 P.H.	[Redacted]
12-16-52 to 12-31-52	NO SERVICE		

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

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

REC'D INA

APR 24 1978

63A FORM 6094
MAY 66

APR 6 1978

Standard Form 127
July 1967 edition
Control of Service for Organizations
FPMR (41 CFR) 101-11.6

REQUEST FOR OFFICIAL PERSONNEL FOLDER (SEPARATED EMPLOYED)

1. DATE OF REQUEST
23 February 1978

Section I—TO BE COMPLETED BY REQUESTING AGENCY

2. CURRENT NAME (Last, first, middle)

KEEVAN, THOMAS

2A. NAME, TITLE, WHICH FORMERLY EMPLOYED (From SF 127)

C4F

3. DATE OF BIRTH

4. EMPLOYER'S ADDRESS

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

SUBMIT IN DUPLICATE FOR EACH FOLDER REQUESTED. Original will be used as mail 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

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

A pay transcript is furnished on the attached DSO Form 1894

Date: 4-17-78 Initials: B.D.

Section III—TO BE COMPLETED BY REQUESTING AGENCY

Division of Administration
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.

☐ 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

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
6144 HQS

Attn: [redacted]

2/28/78

[initials]

2.

3.

4.

5.

OS/CSD/EAB
4 E 33 HQS

Attn: [redacted]

6.

7.

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

SUBJECT:

Mr. Thomas Keenan

BIO:

COVER: (circle one)

YES

NO

IN PROCESS

CCS/CSB - Request the Official Personnel Folder from:

FEDERAL RECORDS CENTER

X

LAST EMPLOYING AGENCY

FORM
3-67

610

USE PREVIOUS
EDITION☐ SECRET☐ CONFIDENTIAL☐ INTERNAL
USE ONLY☐ UNCLASSIFIED

Standard Form 117
July 1964 Edition
GSA GEN. REG. NO. 27
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)
KREAN, THOMAS

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

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 as reply to your agency. Duplicate will be used as charge-out record by the Records Center.

3. PREVIOUS FEDERAL EMPLOYMENT			
AGENCY AND BUREAU	LOCATION	FROM	TO
United States Post Office		11/72	12/72
United States Post Office		11/72	12/72

4. REASON FOR REQUEST (Check appropriate box)

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

5. REMARKS

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

Section II—FOR USE BY RECORDS CENTER

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

Date: _____

Initials: _____

Section III—TO BE COMPLETED BY REQUESTING AGENCY

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

18 March 1977

Thomas Keenan (LA)

Dear Tom,

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


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

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

Sincerely,

J. Stanley

William W. Wells
Deputy Director for Operations

CONFIDENTIAL (When Filled In)	
NOTICE OF CREDITABLE SERVICE [FOR LEAVE PURPOSES]	
NAME (Last, First, Middle) Keenan, Thomas J.	<input type="checkbox"/> VOUCHERED <input type="checkbox"/> UNVOUCHERED
OFFICE (and Division) DDO/LA	SERIAL NO. 026090
ORIGINAL	SERVICE COMPUTATION DATE (MO - DA - YR) January 19, 1954
XX CORRECTION THIS DATE October 25, 1977	SIGNATURE (OFFICIAL USE) 
CONFIDENTIAL	
U.S. IMPORT CL. BY. 0078221	

1940-1941

DATE PREPARED

026090

3. NATURE OF PERSONNEL ACTION

and change of NCCA

02	08	77
----	----	----

Regular

401

2. AM AND WBC

9. LEGAL AUTHORITY (Completed by Office of Personnel)

7135 4525 0002

10 LOCATION OF OFFICIAL STATION

Wash., D.C.

14 POSITION WITH

7(15)

7. **Section 1000**

13. CAREER SERVICE DESIGNATION

14. CLASSIFICATION SCHEDULE (GS, LA, ML)

15. OCCUPATIONAL EXP.

GRADE AND STEP

17. SALARY OR RATE

REMARKS:

THE

From: DBO/LA #3 c/s per Din/LA 3-17-77

~~limited motion~~
~~already filled~~ } vice

DATE LOANED

166 SIGNATURE OF CARRIER

ING OFFICE

DATE STAMPED

LA/Pers 8 Feb 77

2/1/22	2/15/22
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SPACE BELOW FOR EXCLUSIVE USE									
10 ACTION CODE 3710	20 EMPLOY CODE 31065	30 OFFICE CODES LA	22 STATION CODE 78013	23 ATTENDANCE CODE	24 MGMT CODE	25 DATE OF BIRTH	26 DATE OF GRANT	27 DATE OF LFT	
28 BTE REPORT	29 SPECIAL RESPONSIBILITY	30 RETIREMENT DATA RC FAL BEN	31 SEPARATION DATA CODE	32 CORRECTION CANCELLATION DATA	EOD DATA		33 SECURITY RTO-80	34 SEX	
35 UFT PREFERENCE	36 SERV COMP DATE	37 LOCS COMP DATE	38 CAREER CATEGORY	39			40	41	42
44 PERIODS CIVILIAN GOVERNMENT SERVICE			42 LEAVE CAT CODE	43	44	45	46	47	48
45 POSITION CONTROL CERTIFICATION			46	47	48	49	50	51	52

SECRET

F. J. IMPDET CL. BY 007A22

AP 5485

SECRET

18 Nov 1964

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 22 June 1976	
1. FORM NUMBER 026090		2. NAME (Last-First-Middle) Keenan, Thomas J.									
3. NATURE OF PERSONNEL ACTION Reassignment and Delegation of NSCA					4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 06 21 76			5. CATEGORY OF EMPLOYMENT Regular			
6. PAGES 1		7. V TO V 0 TO V		8. V TO O X 0 TO O		9. SAN AND NSCA 135 4528 0001		10. LEGAL AUTHORITY (Completed by Office of Personnel)			
11. ORGANIZATIONAL DESIGNATION DDO/LA Division					12. LOCATION OF OFFICE BEARER Wash., D.C.						
13. POSITION NUMBER CP2S					14. CAREER SERVICE DESIGNATION DQB						
15. CLASSIFICATION SCHEDULE (GS, ES, etc.) GS					16. OCCUPATIONAL SERIES 0136.01		17. GRADE AND STEP 15 4		18. SALARY OR RATE \$ 34,441		
19. REMARKS DDO Memo attached											
20. APPROVING OFFICIAL LA/Pers				21. DATE SIGNED 22 Jun 76		22. SIGNATURE OF CAREER MANAGER [Signature]				23. APPROVING OFFICER [Signature]	
24. DATE SIGNED 6/25/76											
SPACE BELOW FOR EXCLUSIVE USE											
25. ACTION CODE 37		26. EMPLOY CODE 10		27. OFFICE LOCATION 51300 LA		28. STATION CODE 75013		29. BUDGET CODE		30. ROUTING CODE	
31. DATE OF BIRTH		32. DATE OF GRADE		33. DATE OF LEI		34. DATE OF BIRTH		35. DATE OF GRADE		36. DATE OF LEI	
37. DATE OF BIRTH		38. DATE OF GRADE		39. DATE OF LEI		40. DATE OF BIRTH		41. DATE OF GRADE		42. DATE OF LEI	
43. DATE OF BIRTH		44. DATE OF GRADE		45. DATE OF LEI		46. DATE OF BIRTH		47. DATE OF GRADE		48. DATE OF LEI	
49. DATE OF BIRTH		50. DATE OF GRADE		51. DATE OF LEI		52. DATE OF BIRTH		53. DATE OF GRADE		54. DATE OF LEI	
55. DATE OF BIRTH		56. DATE OF GRADE		57. DATE OF LEI		58. DATE OF BIRTH		59. DATE OF GRADE		60. DATE OF LEI	
61. DATE OF BIRTH		62. DATE OF GRADE		63. DATE OF LEI		64. DATE OF BIRTH		65. DATE OF GRADE		66. DATE OF LEI	
67. DATE OF BIRTH		68. DATE OF GRADE		69. DATE OF LEI		70. DATE OF BIRTH		71. DATE OF GRADE		72. DATE OF LEI	
73. DATE OF BIRTH		74. DATE OF GRADE		75. DATE OF LEI		76. DATE OF BIRTH		77. DATE OF GRADE		78. DATE OF LEI	
79. DATE OF BIRTH		80. DATE OF GRADE		81. DATE OF LEI		82. DATE OF BIRTH		83. DATE OF GRADE		84. DATE OF LEI	
85. DATE OF BIRTH		86. DATE OF GRADE		87. DATE OF LEI		88. DATE OF BIRTH		89. DATE OF GRADE		90. DATE OF LEI	
91. DATE OF BIRTH		92. DATE OF GRADE		93. DATE OF LEI		94. DATE OF BIRTH		95. DATE OF GRADE		96. DATE OF LEI	
97. DATE OF BIRTH		98. DATE OF GRADE		99. DATE OF LEI		100. DATE OF BIRTH		101. DATE OF GRADE		102. DATE OF LEI	
103. DATE OF BIRTH		104. DATE OF GRADE		105. DATE OF LEI		106. DATE OF BIRTH		107. DATE OF GRADE		108. DATE OF LEI	
109. DATE OF BIRTH		110. DATE OF GRADE		111. DATE OF LEI		112. DATE OF BIRTH		113. DATE OF GRADE		114. DATE OF LEI	
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121. DATE OF BIRTH		122. DATE OF GRADE		123. DATE OF LEI		124. DATE OF BIRTH		125. DATE OF GRADE		126. DATE OF LEI	
127. DATE OF BIRTH		128. DATE OF GRADE		129. DATE OF LEI		130. DATE OF BIRTH		131. DATE OF GRADE		132. DATE OF LEI	
133. DATE OF BIRTH		134. DATE OF GRADE		135. DATE OF LEI		136. DATE OF BIRTH		137. DATE OF GRADE		138. DATE OF LEI	
139. DATE OF BIRTH		140. DATE OF GRADE		141. DATE OF LEI		142. DATE OF BIRTH		143. DATE OF GRADE		144. DATE OF LEI	
145. DATE OF BIRTH		146. DATE OF GRADE		147. DATE OF LEI		148. DATE OF BIRTH		149. DATE OF GRADE		150. DATE OF LEI	
151. DATE OF BIRTH		152. DATE OF GRADE		153. DATE OF LEI		154. DATE OF BIRTH		155. DATE OF GRADE		156. DATE OF LEI	
157. DATE OF BIRTH		158. DATE OF GRADE		159. DATE OF LEI		160. DATE OF BIRTH		161. DATE OF GRADE		162. DATE OF LEI	
163. DATE OF BIRTH		164. DATE OF GRADE		165. DATE OF LEI		166. DATE OF BIRTH		167. DATE OF GRADE		168. DATE OF LEI	
169. DATE OF BIRTH		170. DATE OF GRADE		171. DATE OF LEI		172. DATE OF BIRTH		173. DATE OF GRADE		174. DATE OF LEI	
175. DATE OF BIRTH		176. DATE OF GRADE		177. DATE OF LEI		178. DATE OF BIRTH		179. DATE OF GRADE		180. DATE OF LEI	
181. DATE OF BIRTH		182. DATE OF GRADE		183. DATE OF LEI		184. DATE OF BIRTH		185. DATE OF GRADE		186. DATE OF LEI	
187. DATE OF BIRTH		188. DATE OF GRADE		189. DATE OF LEI		190. DATE OF BIRTH		191. DATE OF GRADE		192. DATE OF LEI	
193. DATE OF BIRTH		194. DATE OF GRADE		195. DATE OF LEI		196. DATE OF BIRTH		197. DATE OF GRADE		198. DATE OF LEI	
199. DATE OF BIRTH		200. DATE OF GRADE		201. DATE OF LEI		202. DATE OF BIRTH		203. DATE OF GRADE		204. DATE OF LEI	
205. DATE OF BIRTH		206. DATE OF GRADE		207. DATE OF LEI		208. DATE OF BIRTH		209. DATE OF GRADE		210. DATE OF LEI	
211. DATE OF BIRTH		212. DATE OF GRADE		213. DATE OF LEI		214. DATE					

SECRET

13 MAR 1961 00 742

76-1772

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]
[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 fit-
ness reports are attached.

[REDACTED]
Chief
Latin America Division

Attachments
Biographic Profile
Fitness Reports
Photograph

The recommendation in paragraph 1 is () APPROVED

Deputy
[Signature]
Deputy Director for Operations

27 March 1976
Date

E2 IMPDET
CL BY 055762

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
0001						30 December 1974	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)					
026090		Keenan, Thomas J.					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
Change of Functional Category				01/02/75		Regular	
6. RACE		7. FAN AND WSCA		8. LEGAL AUTHORITY (Complained by Office of Personnel)			
VIOV		5135 0984 0001					
9. ORGANIZATIONAL DESIGNATION				10. LOCATION OF STATION			
DDO/LA Division							
Foreign Field							
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
Chief of Station				0660		DOB	
14. CLASSIFICATION SCHEDULE (GS, ZB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.05		TS-2		\$ 30,812.	
18. REMARKS							
DATE SIGNED				19. SIGNATURE OF CAREER SERVICE APPROVING OFFICE		DATE SIGNED	
30 Dec 74						12/31/74	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. MOBILE CODE	25. DATE OF BIRTH	26. DATE OF GRACE
37	10	5135 LA	37043		3		
27. RETIRED	28. SPECIAL REFERENCE	29. RETIREMENT DATA	30. SEPARATION DATA CODE	31. DETECTION CANCELLATION DATA	32. SECURITY	33. SEC	
	51						
34. VET PREFERENCE	35. SERV COMP DATA	36. CODES COMP DATE	37. CAREER CATEGORY	38. HEALTH INSURANCE	39. SOCIAL SECURITY NO		
40. PREVIOUS EMPLOYER SERVICE	41. LEAVE CAT	42. FORM EXEMPTED	43. POWER OF ATTORNEY	44. STATE EMP CODE			
45. POSITION CONTROL CERTIFICATION				46. APPROVAL		DATE APPROVED	
						31-75	

1152 USE PREVIOUS EDITION

SECRET

U.S. GOVERNMENT PRINTING OFFICE

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 22 May 1974	
1. SPECIAL NUMBER 026090		2. NAME (Last-First-Middle) Keanan, Thomas J.									
3. NATURE OF PERSONNEL ACTION Promotion				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 26 74			5. CATEGORY OF EMPLOYMENT Regular				
6. PURPOSE V TO V O TO V X O TO O		7. FAM AND NSCA 4135-0984 0003		8. LEGAL AUTHORITY (Complied by Office of Personnel)							
9. ORGANIZATIONAL DESIGNATION DDO/WH Division Foreign Field				10. LOCATION OF OFFICIAL STATION							
11. POSITION NUMBER 0660				12. CAREER SERVICE DESIGNATION D							
13. CLASSIFICATION SCHEDULE (GS, PB, etc.) GS				14. OCCUPATIONAL SERIES 0136.05		15. GRADE AND STEP 15 2		16. SALARY GRADE 29,205			
17. REMARKS From GS - 14/4 PRA in accordance with (1) (d) NTE two years											
18. DATE SIGNED 22 May 74				19. DATE SIGNED 22 MAY 1974							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 22 10	20. EMPLOY CODE 51875	21. OFFICE CODES NUMERIC ALPHABETIC WH 37043	22. STATION CODE 3	23. INTEREST CODE 3	24. RIGHTS CODE 3	25. DATE OF BIRTH MO DA YR 05 26 74	26. DATE OF GRADE MO DA YR 05 26 74	27. DATE OF LEI MO DA YR 05 26 74	28. SECURITY 219 00	29. SEC	
30. RET. DATA MO DA YR 05 26 74	31. SPECIAL REFERENCE JY	32. RETIREMENT DATA MO DA YR 05 26 74	33. SEPARATION DATA CODE TYPE FOD DATA	34. CORRECTION / CANCELLATION DATA MO DA YR	35. SOCIAL SECURITY NO.	36. SEC					
37. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.	38. SERV. COMP. DATA MO DA YR	39. LOSS COMP. DATA MO DA YR	40. CAREER CATEGORY CODE A1 - CIVIL PROV / TLRP	41. HEALTH / HEALTH DEFERRED CODE 1 - FAIR 2 - POOR 3 - UNABLE	42. SOCIAL SECURITY NO.						
43. PREVIOUS CIVILIAN / CONCURRENT SERVICE CODE 0 - NO PREVIOUS SERVICE 1 - NO CONCURRENT SERVICE 2 - 1 YEAR 3 MONTHS (15 MONTHS) 3 - 2 YEARS 3 MONTHS (27 MONTHS)	44. LEAVE CAT. CODE	45. FEDERAL TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO	46. TAX EXEMPTIONS FORM EXECUTED 1 - YES 2 - NO	47. STATE TAX DATA CODE 1 - ALL STATE 2 - EXEM CODE							
48. POSITION CONTROL CERTIFICATION 5-23-74				49. O.P. APPROVAL				50. DATE APPROVED 24 May 74			

FORM 1152

USE PREVIOUS EDITION

SECRET

CLASSIFIED BY 01-0113

EX-2
APCSE

(4)

SECRET
EYES ONLY

13

MEMORANDUM FOR: Deputy Director for Operations

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

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

2. Mr. Keenan has been serving as [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 of Agency personnel, the incumbent faces enormous operational and circumstantial difficulties. [redacted]

[redacted] Mr. Keenan thus faces a great challenge in rebuilding operational activities practically from scratch. In spite of the short time in which he has been in place he is off to a promising start and has already demonstrated the qualities of leadership and imagination which we expected of him. He has shown soundness in directing his two subordinate officers and in counseling them on how to achieve desired objectives in specific operational situations. He has likewise maintained excellent relations with the acting principal officer who in turn has shown himself to be a strong supporter of the Station's efforts.

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

SECRET
EYES ONLY

2

023345

SECRET
EYES ONLY

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


David A. Phillips
Chief
Western Hemisphere Division

2
SECRET
EYES ONLY

SECRET

REQUEST FOR PERSONNEL ACTION

DATE RECORDED

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. LOCAL AUTHORITY (Complied by Office of Personnel)																																																																																																																																																																																																																																																																																																																																																																																																																																					
7. PAY AND GRADE 4135 0984 0001		8. ORGANIZATIONAL DESIGNATIONS DDO/WH DIVISION FOREIGN FIELD																																																																																																																																																																																																																																																																																																																																																																																																																																					
9. LOCATION OF OFFICE STATION		10. POSITION NUMBER 01111111 0660																																																																																																																																																																																																																																																																																																																																																																																																																																					
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1. NAME (Last, First, Middle) Thomas J.		2. DATE OF BIRTH [REDACTED]		3. GRADE GS-14	
4. OFFICE, DIVISION, BRANCH (or overseas station and reporting cover if lateral assignment) WH/ Lima		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 DEC 1973 QUALIFIED FOR PROPOSED ASSIGNMENT OVERSEAS [REDACTED] CLASSIFIED FOR OVERSEAS ASSIGNMENT (Panel)					
REQUEST FOR PCS OVERSEAS EVALUATION					

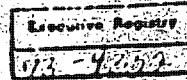
FORM 259a USE PREVIOUS EDITIONS

SECRET

CLASSIFIED BY [REDACTED]
DATE 1993 BY [REDACTED]

161

SECRET



73-4127

26 JUL 1973

MEMORANDUM FOR: Director of Central Intelligence
THROUGH : Deputy Director for Operations
SUBJECT : Appointment of Mr. Thomas J. Keenan
as Chief of Station, [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
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 July 1973
Date

The recommendation in paragraph 1 is ☐ APPROVED ☐ DISAPPROVED:

Kevin M. Walters
Acting Director of Central Intelligence

3 Aug 1973
Date

SECRET

14-00000
LIMITED OFFICIAL USE

THE WHITE HOUSE

WASHINGTON

Keenan, James J.

June 12, 1972

MEMORANDUM FOR JIM LUDLUM

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

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

Without exception, your people were most gracious and helpful.

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

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

If the appropriate occasion should arise, I would appreciate your conveying my appreciation to Messrs. [redacted]

Keenan, [redacted]

W. C. Minnick
Walter C. Minnick

LIMITED OFFICIAL USE

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				3. DATE PREPARED	
026090		KEENAN, THOMAS J.				XX 4 Nov 71	
4. NATURE OF PERSONNEL ACTION				5. EFFECTIVE DATE REQUESTED		6. CATEGORY OF EMPLOYMENT	
REASSIGNMENT (CORRECTION)				MONTH DAY YEAR 09 30 71		REGULAR	
7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)		9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
2135 1084				DDP/WH FOREIGN FIELD			
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
OPS OFFICER/DCOS				0135		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.01		14 2		\$ 21509	
18. REMARKS							
<p style="text-align: right;">HB WH</p> <p>This action to correct Item 11 to Read Ops Officer/DCOS</p> <p>1- Payroll 2- Security</p>							
19. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		DATE SIGNED	
				5 Nov 71		11 Nov 71	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. ACTION CODE	22. EMPLOY CODE	23. OFFICE CODE	24. STATION CODE	25. INTEREST CODE	26. NOTES CODE	27. DATE OF BIRTH	28. DATE OF GRADE
58	10	51760101	3402		3	MO DA YE	MO DA YE
29. SITE CODES	30. SPECIAL REFERENCE	31. RETIREMENT DATA	32. SEPARATION DATA CODE	33. CORRECTION CANCELLATION DATA	34. SECURITY RIG. NO.	35. SEX	
MO DA YE							
36. VET PREFERENCE	37. SERV. COMP. DATE	38. LONG. COMP. DATE	39. CAREER CATEGORY	40. LEGAL/HEALTH INSURANCE	41. SOCIAL SECURITY NO.		
CODE	MO DA YE	MO DA YE	CODE	CODE	CODE		
42. PREVIOUS CITIZENSHIP GOVERNMENT SERVICE	43. LEAVE CAT. CODE	44. FEDERAL TAX DATA	45. STATE TAX DATA				
CODE	CODE	CODE	CODE				
46. POSITION CONTROL CERTIFICATION	47. OFF. APPROVAL	48. DATE APPROVED					

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						3. DATE PREPARED			
026090		KEENAN, THOMAS J.						13 October 1971			
4. NATURE OF PERSONNEL ACTION					5. EFFECTIVE DATE REQUESTED			6. CATEGORY OF EMPLOYMENT			
REASSIGNMENT					09 30 71			REGULAR			
7. FINES					8. FINANCIAL ANALYSIS NO. CHARGEABLE			9. LEGAL AUTHORITY (Complied by Office of Personnel)			
<input type="checkbox"/> V TO V <input type="checkbox"/> O TO V <input checked="" type="checkbox"/> X O TO O					2135 1084						
10. ORGANIZATIONAL DESIGNATIONS					11. LOCATION OF OFFICIAL STATION						
DDP/WH FOREIGN FIELD											
12. POSITION TITLE					13. POSITION NUMBER		14. CAREER SERVICE DESIGNATION				
OPS OFFICER					0135		D				
15. CLASSIFICATION SCHEDULE (GS, E, S, etc.)					16. OCCUPATIONAL SERIES		17. GRADE AND STEP				
					0136 01		14 2				
18. REMARKS					19. PAY		20. PAY				
From: DDP/WH					130.871		\$21,509				
Approved 259a attached							*HB WH				
Via											
Remarks regarding language requirements on 259a											
2 Security 1 Payroll							Ops Officer occupying an Ops Officer position				
DATE SIGNED					130.871		DATE SIGNED		130.871		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE		22. EMPLOY CODE		23. OFFICE CODES		24. STATION CODE		25. INTEGRAL CODE		26. REGIES CODE	
37		10		051160		104		37085		3	
27. DATE OF BIRTH		28. DATE OF GRADE		29. DATE OF LEB		30. DATE OF LEB		31. DATE OF LEB		32. DATE OF LEB	
NO. DA. YR.		NO. DA. YR.		NO. DA. YR.		NO. DA. YR.		NO. DA. YR.		NO. DA. YR.	
33. SECURITY REG. NO.		34. SEC. NO.		35. SECURITY REG. NO.		36. SEC. NO.		37. SECURITY REG. NO.		38. SEC. NO.	
39. SECURITY REG. NO.		40. SEC. NO.		41. SECURITY REG. NO.		42. SEC. NO.		43. SECURITY REG. NO.		44. SEC. NO.	
45. PREVIOUS CIVILIAN GOVERNMENT SERVICE		46. LEAVE CAT.		47. FEDERAL TAX DATA		48. STATE TAX DATA		49. SOCIAL SECURITY NO.		50. SOCIAL SECURITY NO.	
CODE		CODE		CODE		CODE		CODE		CODE	
1-NO PREVIOUS SERVICE		1-NO PREVIOUS SERVICE		1-NO PREVIOUS SERVICE		1-NO PREVIOUS SERVICE		1-NO PREVIOUS SERVICE		1-NO PREVIOUS SERVICE	
2-SPRINT M. SERVICE (LESS THAN 3 YEARS)		2-SPRINT M. SERVICE (LESS THAN 3 YEARS)		2-SPRINT M. SERVICE (LESS THAN 3 YEARS)		2-SPRINT M. SERVICE (LESS THAN 3 YEARS)		2-SPRINT M. SERVICE (LESS THAN 3 YEARS)		2-SPRINT M. SERVICE (LESS THAN 3 YEARS)	
3-SPRINT M. SERVICE (MORE THAN 3 YEARS)		3-SPRINT M. SERVICE (MORE THAN 3 YEARS)		3-SPRINT M. SERVICE (MORE THAN 3 YEARS)		3-SPRINT M. SERVICE (MORE THAN 3 YEARS)		3-SPRINT M. SERVICE (MORE THAN 3 YEARS)		3-SPRINT M. SERVICE (MORE THAN 3 YEARS)	
43. POSITION CONTROL CERTIFICATION		44. D.P. APPROVAL		45. DATE APPROVED		46. DATE APPROVED		47. DATE APPROVED		48. DATE APPROVED	

1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

1. NAME (Last, first, middle) Keenan, Thomas J.		2. DATE OF BIRTH 29 Jun 30		3. GRADE GS-14	
4. OFFICE, DIVISION, BRANCH (or overseas station and reporting cover if lateral assignment) DDP/WH		5. PRESENT POSITION Ops Officer		6. EMPLOYEE EXTENSION 7431	
7. PRE-POSED STATION [Redacted]		8. PROPOSED POSITION (Title, Number, Grade) Ops Off DCOS/0135/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 <p>Vice: [Redacted]</p> <p>Physical will be taken in the field and results forwarded to Hqs.</p> <p>Mr. Keenan's tested Spanish language proficiency of intermediate Reading and Elementary Speaking meets the general language requirements of the Station.</p> <p><i>(Signature) 10 April 71</i> <i>6251/0135 347x 71</i></p>					
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					
18. OFFICE OF SECURITY DISPOSITION					
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION <p>17 MAR 71</p> <p>QUALIFIED FOR PROMOTION AND OVERSEAS</p> <p>FRANK L. [Redacted]</p> <p>Chairman</p>					
REQUEST FOR PCS OVERSEAS EVALUATION					

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

25 January 1971

1. SERIAL NUMBER

026090

2. NAME (Last-First-Middle)

KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION

REASSIGNMENT

4. EFFECTIVE DATE REQUESTED

02 07 71

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

V TO O

O TO V

X O TO O

7. FINANCIAL ANALYSIS NO.

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

12. POSITION NUMBER

1792

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, LS, AF, etc.)

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

14 1

17. SALARY GRADE

1-20,815

18. REMARKS

FROM: #0327

*Language requirements
for me to have been met.*

19A. SIGNATURE OF REQUESTING OFFICER

DATE SIGNED

25 Jan 71

19B. SIGNATURE OF APPROVING OFFICER

DATE SIGNED

1-27-71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES	22. STATION CODE	23. INTEGRAL CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LE
31 10		NUMERIC ALPHABETIC						
28. SITE EMPLOY	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CLASSIFICATION DATA	33. SECURITY EOD-80	34. SEX		
					EOD DATA			
35. VET PREFERENCE	36. TRY (COMP. DATE)	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FLIGHT HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
41. PERIODS (FILL IN) (SCHEDULE SERVICE)	42. LEAVE (AT CODE)	43. FEDERAL TAX DATA	44. STATE TAX DATA					
45. POSITION CONTROL CERTIFICATION								

1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

10763

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

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)		23 July 1970	
026090		Keenan, Thomas J.			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT
Promotion			MONTH DAY YEAR 07 26 70		Regular
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEAD AUTHORITY (Completed by Office of Personnel)	
<input type="checkbox"/> TO V <input type="checkbox"/> TO G <input checked="" type="checkbox"/> TO G		135-0834			
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP/WH FOREIGN FIELD					
11. POSITION NUMBER			12. CAREER SERVICE DESIGNATION		
OPS OFFICER (13) 0327			D		
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. BASIC PAY RATE	
GS		0136.01		14 1	
17. REMARKS		18. REMARKS		19. REMARKS	
FROM: GS-13 step 4 \$18,437		H8 WH			
in accordance with HR20-17e(1)a					
DATE SIGNED		188. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED	
/Pers 7/23/70				7-24	
SPACE BELOW FOR EXCLUSIVE USE OF OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES	22. STATION CODE	23. INTEGRAL CODE	24. ROOTS CODE
25. DATE OF BIRTH	26. DATE OF GRAD	27. DATE OF LEI	28. DATE OF BIRTH	29. DATE OF GRAD	30. DATE OF LEI
31. DATE OF BIRTH	32. DATE OF GRAD	33. DATE OF LEI	34. DATE OF BIRTH	35. DATE OF GRAD	36. DATE OF LEI
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S-E-C-R-E-T
(when filled in)

17 JUL 1967

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

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

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

Ellin B. Glenn
ELLIN B. GLENN

Distribution:

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

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

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

SERIAL NO. NAME
LAST FIRST MIDDLE

026090 KEENAN 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 (OWG ONLY). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 99, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	CODE	ONLY		CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - CORRECTION	37	38-39		40-42
						3 - CANCELLATION				
06	28	67					1			150

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - TDY (Basic)	CODE	ONLY		CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - CORRECTION	37	38-39		40-42
						3 - CANCELLATION				

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

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

REMARKS

PREPARED BY	REPORT ANNOTATED TO CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
CCO	DATE	
C & I DIVISION, CPD	2/20/82	
C & I DIVISION		

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

SECRET

(R 100-100-100)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				14 JUNE 67	
026090		KEENAN, THOMAS J.					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
PROMOTION (CORRECTION)				05 21 67		REGULAR	
6. FUNDS		7. FINANCIAL ANALYSIS		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> O TO V <input type="checkbox"/> V TO O <input checked="" type="checkbox"/> O TO O		7135-0834					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
DDP/WH FOREIGN FIELD							
OPS OFFICER				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
				0327		D	
14. CLASSIFICATION SCHEME (GS, FS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY PERIOD	
GS		0136.01		13 1		,11885 12873	
18. REMARKS							
FROM: SAME. ADDITION OF INTEGRATED INFO.							
				DATE SIGNED		DATE SIGNED	
				14 June		14 June 67	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES		22. STATION CODE	23. INTEGER CODE	24. EMPLOY CODE	25. DATE OF BIRTH
		NUMERIC	ALPHABETIC				MO. DA. YR.
26. INT. EXP. DATE	27. SPECIAL REFERENCE	28. RETIREMENT DATA		29. SEPARATION DATA CODE	30. COOPERATION CANCELLATION DATA		31. SECURITY REQ. NO.
MO. DA. YR.		1-CM 2-FR 3-BO	CODE		MO. DA. YR.		
32. VET. PREFERENCE	33. SERV. COMP. DATE	34. LONG. COMP. DATE	35. CAREER CATEGORY	36. FEELI. HEALTH INSURANCE		37. SOCIAL SECURITY NO.	
CODE	MO. DA. YR.	MO. DA. YR.	(AB. DET. PROB. TEMP.)	CODE	CODE	HEALTH INS. CODE	
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE	39. LEAVE CAT. CODE		40. FEELI. TAX DATA		41. STATE TAX DATA		
CODE			FORM EXECUTED		FORM EXECUTED		
1-NO PREVIOUS SERVICE 2-NO SERVICE IN SERVICE 3-SEAL OF SERVICE (LESS THAN 3 YEARS) 4-SEAL OF SERVICE (MORE THAN 3 YEARS)			1-YES 2-NO		1-YES 2-NO		
42. POSITION CONTROL CERTIFICATION				43. OF APPROVAL		DATE APPROVED	
06-16-67N						06-16-67	

FORM 1152 USE PREVIOUS EDITION

SECRET

CLASSIFIED BY: 100-100-100-100
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

(4)

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION

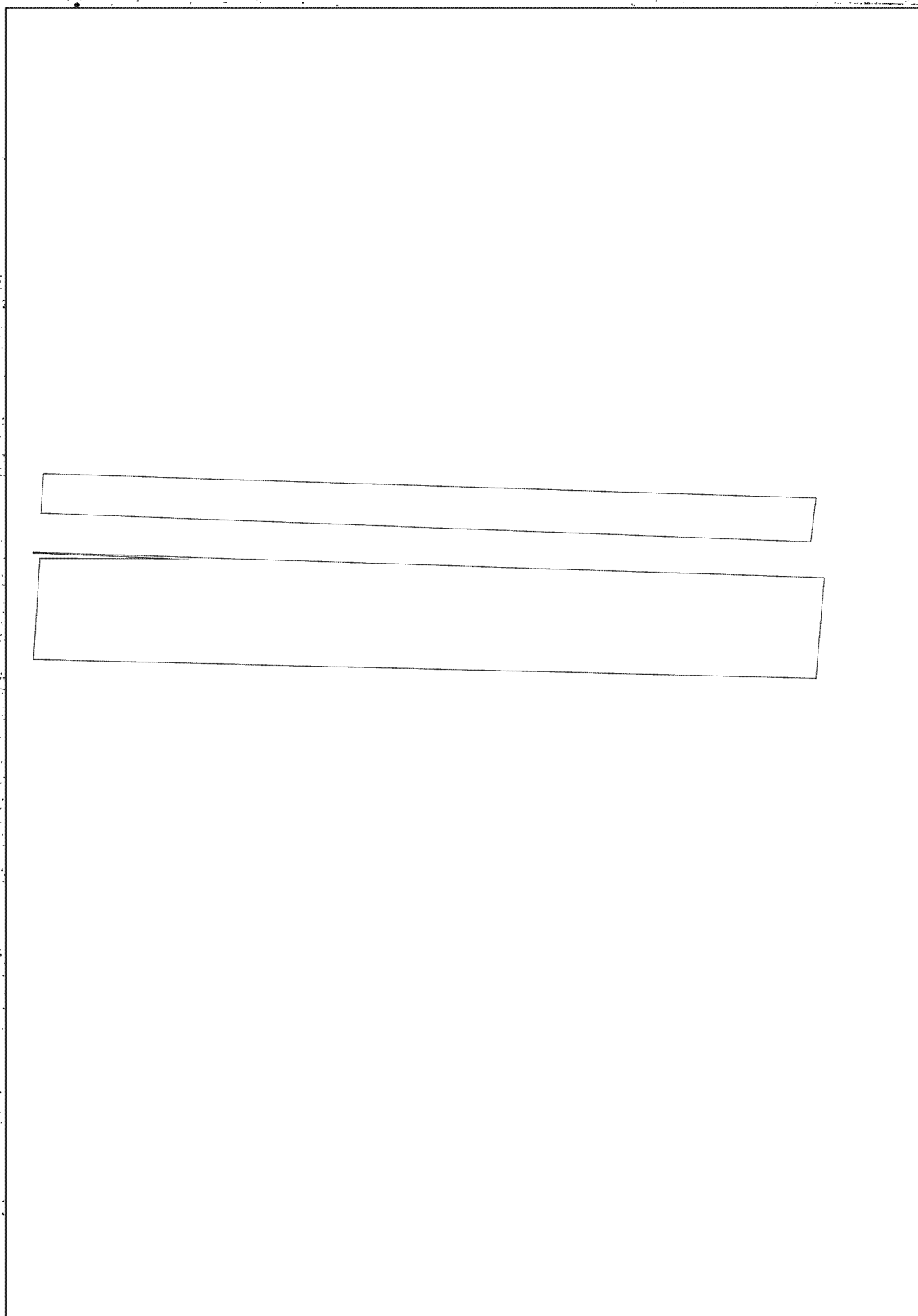
DATE PREPARED

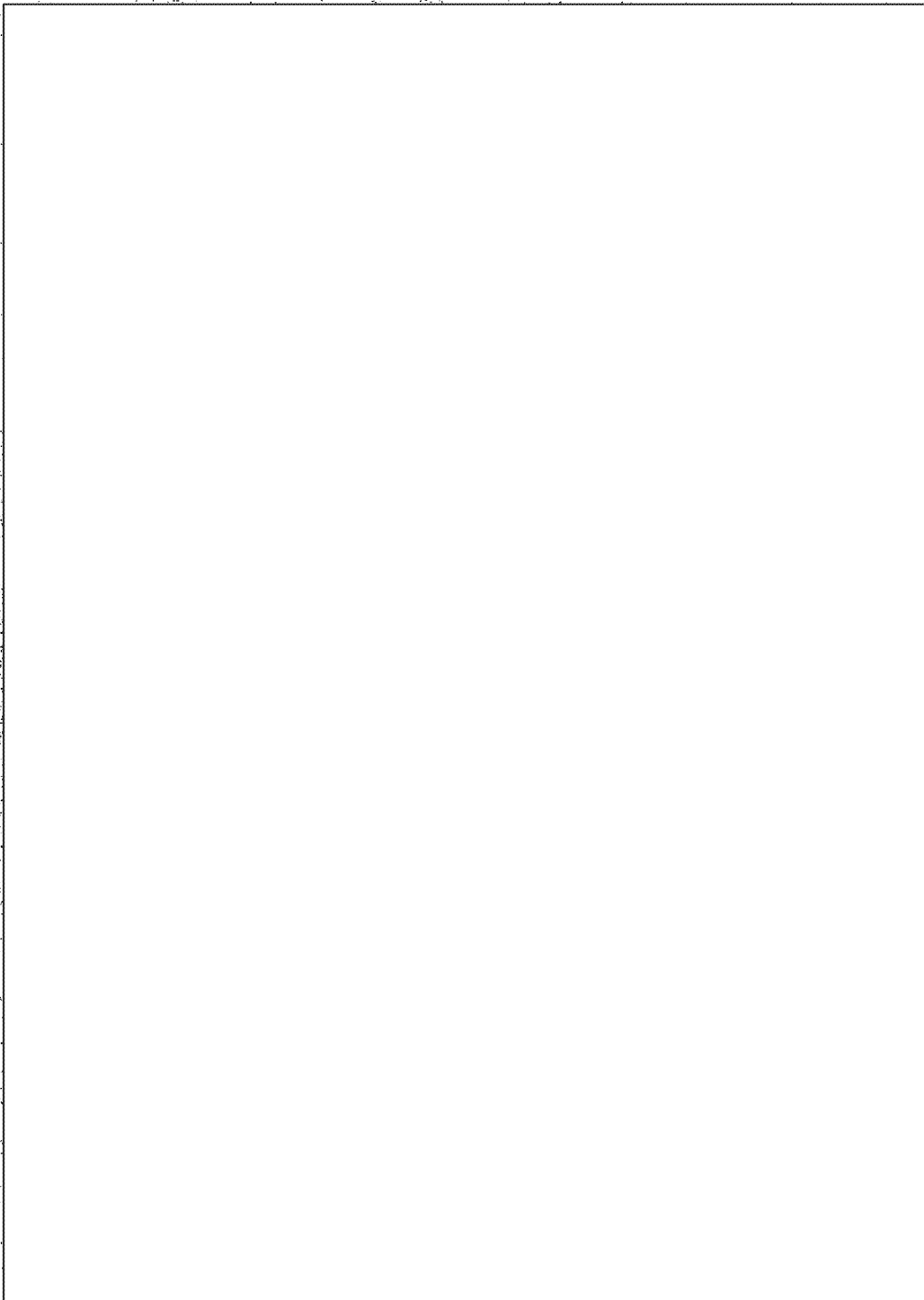
10 May 67

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 C TO V		X V TO C C TO C		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 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. C/WH/Pets									
19. ACTION CODE 22 10				20. EMPLOY CODE 51700 WH		21. OFFICE CODING NUMERIC ALPHABETIC 15005		22. STATION CODE	
23. INTEGRAL CODE 3		24. MOODS CODE		25. DATE OF BIRTH MO DA YR 05 21 67		26. DATE OF GRADE MO DA YR 05 21 67		27. DATE OF LIT MO DA YR 05 21 67	
28. DATE EXPIRES MO DA YR		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1-EX 2-MA 3-ROSE		31. SEPARATION DATA CODE		32. CORRECTION-CANCELLATION DATA EOD DATA	
33. VET PREFERENCE CODE 1-NO 2-YES 3-10 YR		34. SEPT COMP DATE MO DA YR		35. LONG COMP DATE MO DA YR		36. CAREER CATEGORY CODE 1-NO 2-YES		37. SOCIAL SECURITY NO	
38. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1-NO 2-YES 3-10 YR				39. LEAVE EXT CODE		40. FEDERAL TAX DATA CODE 1-NO 2-YES		41. STATE TAX DATA CODE 1-NO 2-YES	
42. POSITION CONTROL CERTIFICATION 05-16-67				43. DATE APPROVAL 5/16/67		44. DATE APPROVED 5/16/67			

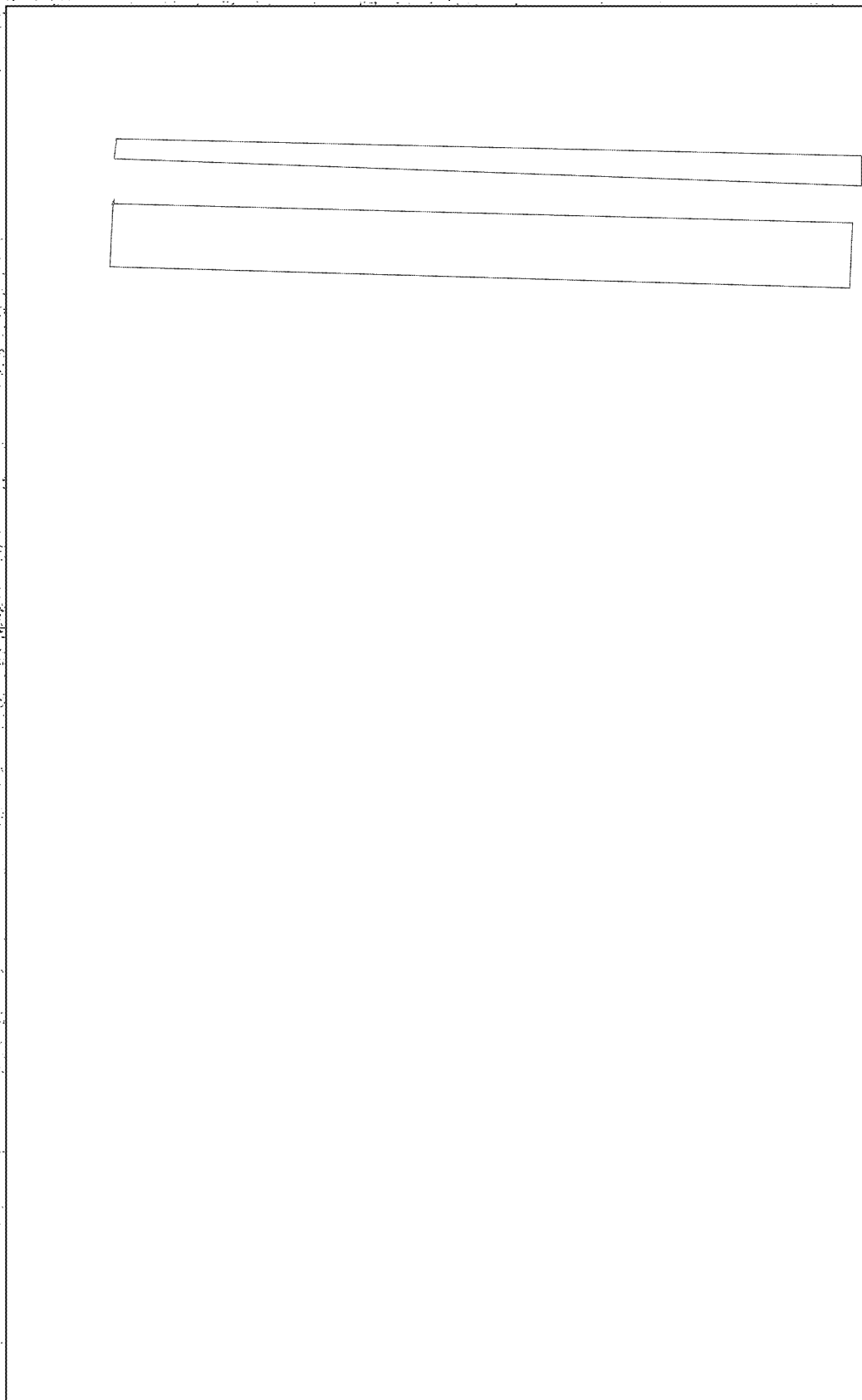
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 (If Not Filled In)
 (If Not Filled In)





SECRET



D NO

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				3. MAY 1967	
026090		JOHNSON, THOMAS J.					
4. NATURE OF PERSONNEL ACTION				5. EFFECTIVE DATE REQUESTED		6. CATEGORY OF EMPLOYMENT	
				MONTH DAY YEAR MAY 03 67		REGULAR	
7. FUNDS		8. FINANCIAL ANALYSIS		9. LEGAL AUTHORITY (Completed by Office of Personnel)			
V TO V CP TO V		V TO CP CP TO CP		NO CHARGEABLE 7135 0834			
10. ORGANIZATIONAL DESIGNATIONS				11. LOCATION OF OFFICIAL STATION			
DDP/WI FOREIGN FIELD							
12. POSITION TITLE				13. POSITION NUMBER		14. CAREER SERVICE DESIGNATION	
OFFICER				0327		D	
15. CLASSIFICATION (Schedule / GS, LR, etc.)		16. OCCUPATIONAL SERIES		17. GRADE AND STEP		18. SALARY OR RATE	
CS		0136.01		12 3		\$11,685	
19. REMARKS							
All SICK AND All HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE							
MARITAL STATUS: MARRIED							
DAU DOB [REDACTED] DAU DOB [REDACTED]							
DAU DOB [REDACTED] DAU DOB [REDACTED]							
SON DOB [REDACTED]							
20. SIGNATURE		21. DATE SIGNED		22. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		23. DATE SIGNED	
[REDACTED]		10/13		[REDACTED]			
24. FOLLOW UP FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
25. ACTION CODE	26. EMPLOY CODE	27. OFFICE CODE	28. STATUS CODE	29. INTEGRAL CODE	30. HOODS CODE	31. DATE OF BIRTH	32. DATE OF GRAD
55	10	51700	WIH	15005	3		
33. SPECIAL REFERENCE	34. SPECIAL DATA	35. SEPARATION DATA CODE	36. CONTROL OR CANCELLATION DATA	37. SECURITY RSG-RD	38. SEC	EOD DATA	
39. VET PREFERENCE	40. VET COMP DATE	41. LONG COMP DATE	42. CAREER LIFECYCLE	43. HEALTH INSURANCE	44. SOCIAL SECURITY NO.		
45. PREVIOUS CIVILIAN GOVERNMENT SERVICE	46. HONORARY	47. FISHER FIS DATA	48. FISHER FIS DATA	49. FISHER FIS DATA	50. FISHER FIS DATA		
49. POSITION CONTROL CERTIFICATION						51. DATE APPROVED	
CS-11609N						25/11/67	

SECRET

SECRET (When Filled In)

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 APRIL 67

1. SERIAL NUMBER

2. NAME (Last-First-Middle)

026090

KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION

REASSIGNMENT AND TRANSFER TO
CONFIDENTIAL FUNDS

4. EFFECTIVE DATE REQUESTED

MONTH DAY YEAR
05 07 67

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

XX

V TO C

C TO C

7. FINANCIAL ANALYSIS
NO. CHARACTERS

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

OPS OFFICER

12. POSITION NUMBER

0327

13. CAREER SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (GS, ZB, 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

DATE SIGNED

25 April
J. Pers

109. SIGNATURE OF CAREER SERVICE APPROVING OFFICE

DATE SIGNED

25 April 67

SPACE BELOW FOR EXCLUSIVE USE

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES NUMERIC ALPHABETIC	22. STATION CODE	23. INTEREST CODE	24. GRADES	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF DEATH
20	10	5160	614	XSC05				
28. AGE (YEARS)	29. SPECIAL PREFERENCE	30. RETIREMENT DATA 1-DATE 2-PLAN 3-REASON	31. APPOINTMENT DATA CODE	32. CANCELLATION DATA TYPE	33. CORRECTION CANCELLATION DATA	34. SECURITY RES. NO.	35. SEX	
36. VET PREFERENCE	37. LEFT EMP. DATE	38. LONG EMP. DATE	39. FABLE CATEGORY	40. FABLE CODE	41. FABLE CODE	42. HEALTH INS. CODE	43. SOCIAL SECURITY NO.	
44. PREVIOUS CIVILIAN GOVERNMENT SERVICE 1-10 YEARS SERVICE 2-11-20 YEARS SERVICE 3-21-30 YEARS SERVICE 4-31-40 YEARS SERVICE 5-41-50 YEARS SERVICE 6-51-60 YEARS SERVICE 7-61-70 YEARS SERVICE 8-71-80 YEARS SERVICE 9-81-90 YEARS SERVICE 10-91-100 YEARS SERVICE	45. LEAVE LIST CODE	46. FEDERAL EMP. DATA 1-EMP 2-EMP 3-EMP 4-EMP 5-EMP 6-EMP 7-EMP 8-EMP 9-EMP 10-EMP	47. FEDERAL EMP. DATA 1-EMP 2-EMP 3-EMP 4-EMP 5-EMP 6-EMP 7-EMP 8-EMP 9-EMP 10-EMP	48. STATE EMP. DATA 1-EMP 2-EMP 3-EMP 4-EMP 5-EMP 6-EMP 7-EMP 8-EMP 9-EMP 10-EMP	49. STATE EMP. DATA 1-EMP 2-EMP 3-EMP 4-EMP 5-EMP 6-EMP 7-EMP 8-EMP 9-EMP 10-EMP	50. STATE EMP. DATA 1-EMP 2-EMP 3-EMP 4-EMP 5-EMP 6-EMP 7-EMP 8-EMP 9-EMP 10-EMP	51. STATE EMP. DATA 1-EMP 2-EMP 3-EMP 4-EMP 5-EMP 6-EMP 7-EMP 8-EMP 9-EMP 10-EMP	
52. POSITION CONTROL CERTIFICATION								53. DATE APPROVED

SECRET

CLASSIFIED INFORMATION
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

YES ONLY
SECRET

1-2 MAY 1967

1 March 1967

MEMORANDUM FOR: Secretary, CSGS Panel, Section A

SUBJECT : Recommendation for Promotion:
Thomas J. Keenan

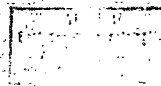
1. The promotion of Mr. Thomas J. Keenan to GS-13 is strongly recommended. Mr. Keenan embodies the principal qualities of the all-around operations officer. He is intelligent, perceptive and analytical. He quickly grasps the essentials of a problem. He is aggressive, very industrious, and always works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

The experience he gained was broad in nature. Also involved was the supervision of up to [redacted] people, including other officers [redacted] and agents. Mr. Keenan himself responds extremely well to enlightened supervision and is quick to profit from the guidance of his supervisors.

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

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

YES ONLY
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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

FORM 1152 USE PREVIOUS EDITIONS
2-66-7-66

SECRET

14-00000
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]

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

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

Richard Helms

Richard Helms
Deputy Director of Central Intelligence

S-E-C-R-E-T

(U. S. S. S. R.)

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 <input type="checkbox"/> STATUS (CORRECTION)						4. EFFECTIVE DATE (Month/Day/Year) 10/10/64		5. CATEG. "N" OF EMPLOYMENT REGULAR			
6. GRADE OPS OFFICER		7. TO O TO V		8. FROM O TO V		9. COST CENTER NO. CHARGE 5135-C990		10. FROM AUTHORITY (Completed by Office of Personnel)			
11. ORGANIZATIONAL DESIGNATION DIP WH BRANCH 3 MEXICO CITY, MEXICO STATION						12. LOCATION OF OFFICIAL BUSINESS MEXICO CITY, MEXICO					
13. POSITION NUMBER 0489						14. CARRIER SERVICE DESIGNATION D					
15. CLASSIFICATION SYMBOL (GS, LA, etc.) GS				16. OCCUPATIONAL SERIES 0136.01		17. GRADE AND STEP 12. 1		18. SALARY OR RATE \$10,350			
19. REMARKS CHANGE EFFECTIVE DATE TO READ: 10 OCTOBER 1964. He was in the MEXICO CITY STATION											
<div style="text-align: right; border: 1px solid black; padding: 5px; transform: rotate(-10deg);"> RECORDED BY CSPD CIC </div>											
DATE SIGNED 3/2/65				DATE SIGNED 3/2/65				DATE SIGNED 3/2/65			
<div style="text-align: center;"> SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL </div>											
20. ACTION CODE		21. DISPLAY CODE		22. OFFICE CODES ALPHABETIC		23. STATION CODE		24. TITLE CODE		25. NOTES CODE	
26. ACTION CODE		27. SPECIAL REFERENCE		28. RETIREMENT DATA		29. SEPARATION DATA (CODE)		30. CORRECTION/CANCELLATION DATA		31. SECURITY REQ NO	
32. ACTION CODE		33. DATE (MO/DA/YR)		34. DATE (MO/DA/YR)		35. CARRIER CATEGORY		36. FINAL HEALTH INSURANCE		37. SOCIAL SECURITY NO	
38. ACTION CODE		39. DATE (MO/DA/YR)		40. DATE (MO/DA/YR)		41. FEDERAL TAX DATA		42. STATE TAX DATA		43. STATE TAX DATA	
44. ACTION CODE		45. DATE (MO/DA/YR)		46. DATE (MO/DA/YR)		47. DATE (MO/DA/YR)		48. DATE (MO/DA/YR)		49. DATE (MO/DA/YR)	
<div style="text-align: center;"> DATE APPROVED 3/2/65 </div>											
<div style="text-align: center;"> SECRET </div>											

SECRET

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 DAY YEAR
11 22 64

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

V TO C

C TO V

C TO C

7. COST CENTER NO. CHARGE

5235-0620

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, LA, etc.)

GS

(22)

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, Texas 470

Security Approval Granted by Pers. SO/OS

I-SECURITY

Recorded By
CSPD

DATE SIGNED

11/4/64

NCR

DATE SIGNED

11-6-64

C/WH/PERS

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. ROOTS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LER
16	10	51075 WP	25013		1			
28. RATE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA	33. SECURITY REG. NO.	34. SER	EOD DATA	
MO. DA. YR.	1-CM 2-FICA 3-BOB	COOB	TYPE	MO. DA. YR.				
35. PFT PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FIRST/HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
CODE	MO. DA. YR.	MO. DA. YR.	CAN. RES. PROP. TEMP.	CODE	CODE			
41. PREVIOUS GOVERNMENT SERVICE DATA			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA			
CODE				FORM EXECUTED CODE	NO. TAX EXEMPTIONS	FORM EXECUTED	CODE	
1-NO PREVIOUS SERVICE 2-NO DATA IN SERVICE 3-BEARS IN SERVICE (LESS THAN 3 YEARS) 4-BEARS IN SERVICE (MORE THAN 3 YEARS)				1-111 2-12		1-111 2-12	CODE	
45. POSITION CONTROL CERTIFICATION			DATE APPROVED					

4-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET

(U.S. No. 1, 10-1-64)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. D-PAL NUMBER 026090		2. NAME (Last-First-Middle) KEENAN, THOMAS J.		8 OCTOBER 1964	
3. NATURE OF PERSONNEL ACTION PROMOTION			4. EFFECTIVE DATE REQUESTED MONTH 10 DAY 25 YEAR 64		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V C TO V X C TO C			7. COST CENTER NO. CHARGE 6135-0990		8. 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 \$10,850			18. REMARKS		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Recorded By CSPD <i>gmb</i> </div>					
DATE SIGNED 10/8/64 C/WI/PERS			DATE SIGNED 22 Oct 64		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE 22	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 51764 ALPHABETIC W/D	22. STATION CODE 15275	23. INTEGRITY CODE 3	24. ROUTES CODE 3
25. DATE OF BIRTH MO DA YR 10 25 64	26. DATE OF GRADE MO DA YR 10 25 64	27. DATE OF LST MO DA YR 10 25 64	28. SECURITY REQ. NO. EOD DATA		
29. NTE EXPIRES MO DA YR 10 25 64	30. SPECIAL REFERENCE 1-CHK 2-FELA 3-NONE 1-CHK	31. RETIREMENT DATA CODE 1-CHK	32. SEPARATION DATA (CODE) TYPE 1-CHK	33. CORRECTION/CANCELLATION DATA MO DA YR 10 25 64	34. SECURITY REQ. NO. EOD DATA
35. VET. PREFERENCE CODE 1-1	36. SERV. COMP. DATE MO DA YR 10 25 64	37. LONG. COMP. DATE MO DA YR 10 25 64	38. CAREER CATEGORY CODE 1-1	39. FEDERAL HEALTH INSURANCE CODE 1-1	40. SOCIAL SECURITY NO. 1-1
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1-1			42. LEAVE CAT. CODE 1-1	43. FEDERAL TAX DATA FORM EXECUTED 1-1	
44. POSITION CONTROL CERTIFICATION 10/23/64			45. OFF. APPROVAL 22 Oct 64		

6-03 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET

(U. No. 1 and 1a)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 SEPTEMBER 1964

1. SERIAL NUMBER

2. NAME (Last - First - Middle)

026090

KEENAN, THOMAS J.

3. NATURE OF PERSONNEL ACTION

CONVERSION FROM PSS STATUS

COB

4. EFFECTIVE DATE REQUESTED

MONTH DAY YEAR
10 12 64

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FINDER

V TO V

V TO C

C TO V

C TO C

7. COST CENTER-NO. CHARGE

5135-0990

8. LEGAL AUTHORITY (Complied by Office of Personnel)

9. ORGANIZATIONAL DESIGNATION

DIP WH
BRANCH 3
MEXICO CITY, MEXICO STATION

10. LOCATION OF OFFICIAL STATION

MEXICO CITY, MEXICO

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0489

13. CAREER SERVICE DESIGNATION

D

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

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

11 3

17. SALARY OR RATE

\$9,240

18. REMARKS

FROM:

Mr. Keenan has submitted his resignation to the [redacted]
to be effective at close of business 12 October 1964Recorded By
CSPD
JMB

DATE SIGNED

25 Sept 64

19. SIGNATURE OF PERSONNEL OFFICER

DATE SIGNED

28 Sept 64

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

1. ACTION CODE	2. EMPLOY CODE	3. OTHER CODING	4. STATUS CODE	5. INITIALS CODE	6. ROOTS CODE	7. DATE OF BIRTH	8. DATE OF GRADE	9. DATE OF LST
56	16	51700	45075	3				
10. INT. CAPTURE	11. SPECIAL REFERENCE	12. RETIREMENT DATA	13. SEPARATION DATA CODE	14. CORRECTION/CANCELLATION DATA	15. SECURITY EIG RD	16. SER		
17. PER. PREFERENCE	18. SERV. COMP. DATE	19. LONG. COMP. DATE	20. CAREER CATEGORY	21. FEELT/HEALTH INSURANCE	22. SOCIAL SECURITY NO.			
23. PREVIOUS GOVERNMENT SERVICE DATA			24. LEAVE CAT. CODE	25. FEDERAL TAX DATA	26. STATE TAX DATA			
27. POSITION CONTROL CERTIFICATION			28. OF APPROVAL		DATE APPROVED			
					28 Sept 64			

2-23 1122 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

30 JUL 1964

MEMORANDUM FOR: Secretary, CSCS Panel (Section B)

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

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

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

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

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

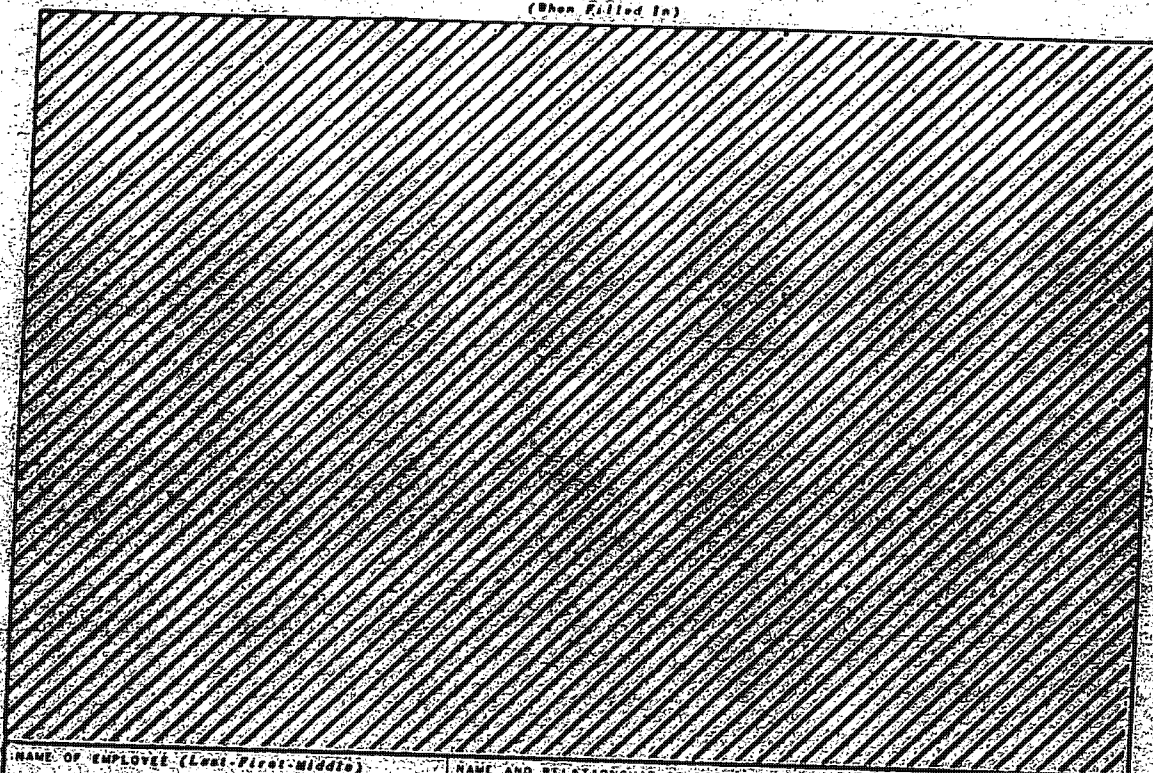
R. W. Herbert

Desmond FitzGerald
Chief

Western Hemisphere Division

Approved
JMA

SECRET
(When Filled In)



NAME OF EMPLOYEE (Last-First-Middle)

Keenan, Thomas John

NAME AND RELATIONSHIP OF DEPENDENT

Daughter

CLAIM NUMBER

65-067

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

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

DATE OF NOTICE 14 JUL 1964

STG



NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 10-59 1076 USE PREVIOUS EDITION.

SECRET

(4-21-58)

DISPATCH

CLASSIFICATION
SECRET

PROCESSING ACTION

TO Chief, WI Division

MARKED FOR INDEXING

INFO.

NO INDEXING REQUIRED

FROM Chief of Station, Mexico City

ONLY QUALIFIED DESK
CAN JUDGE INDEXING

SUBJECT Dependent Daughter -

MICROFILM

ACTION REQUIRED - REFERENCES

Thomas J. Kuran

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

Distribution:
3 - WID

CROSS REFERENCE TO

SECRET
NO INDEXING
EXCLUDED: 101

DISPATCH SYMBOL AND NUMBER

UNIT-4581

DATE

19 Nov 1964

CLASSIFICATION

SECRET

MO'S FILE NUMBER

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED					
1. SERIAL NUMBER 26090		2. NAME (Last-First-Middle) KEENAN, Thomas J.		3. DATE 8 APRIL 1963					
4. NATURE OF PERSONNEL ACTION PROMOTION			5. EFFECTIVE DATE REQUESTED MONTH 4 DAY 14 YEAR 1963		6. CATEGORY OF EMPLOYMENT REGULAR				
7. FUNDS <table border="1"> <tr> <td><input type="checkbox"/> V TO V</td> <td><input type="checkbox"/> V TO CF</td> </tr> <tr> <td><input type="checkbox"/> CF TO V</td> <td><input checked="" type="checkbox"/> CF TO CF</td> </tr> </table>			<input type="checkbox"/> V TO V	<input type="checkbox"/> V TO CF	<input type="checkbox"/> CF TO V	<input checked="" type="checkbox"/> CF TO CF	8. COST CENTER NO. CHARGEABLE 3135 5700 1000		9. LEGAL AUTHORITY (Completed by Office of Personnel)
<input type="checkbox"/> V TO V	<input type="checkbox"/> V TO CF								
<input type="checkbox"/> CF TO V	<input checked="" type="checkbox"/> CF TO CF								
10. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION			11. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO						
12. POSITION TITLE OPS OFFICER			13. POSITION NUMBER 480		14. CAREER SERVICE DESIGNATION D				
15. CLASSIFICATION SCHEDULE (GS, GS, etc.) GS		16. OCCUPATIONAL SERIES 0136.01		17. REMARKS FROM: SAME					

Recorded by
CSPD
JM

DATE SIGNED 4/8/63		DATE SIGNED 9 APR 63	
SPACE BELOW FOR EXCLUSIVE USE OF OFFICE OF PERSONNEL			
1. EMPLOYEE CODE 22 10	2. OFFICE CODE 44700 WH	3. STATE OR CODE 45015	4. INTEREST CODE 3
5. SPECIAL REFERENCE	6. RETIREMENT DATA a. CFC b. FICR c. WOOD	7. SEPARATION DATA CODE	8. CORRECTION DATA CODE
9. PREFERENCE	10. SERV. COMP. CAT.	11. SERV. COMP. DATE	12. CAREER CATEGORY
13. SOCIAL SECURITY NO.	14. REG. / HEALTH INS. RANGE	15. SOCIAL SECURITY NO.	16. SOCIAL SECURITY NO.
17. EMPLOYEE SERVICE DATA a. NO PREVIOUS SERVICE b. NO BRANCH TRANSFER c. BRANCH IN SERVICE (LESS THAN 3 YRS) d. BRANCH IN SERVICE (MORE THAN 3 YRS)		18. LEAVE CAT. CODE	19. FEDERAL TAX DATA a. EXEMPTED b. 1 - YES c. 2 - NO
20. STATE TAX DATA a. EXEMPTED b. 1 - YES c. 2 - NO		21. STATE TAX DATA	22. STATE TAX DATA
23. APPROVAL 4/11/63		24. APPROVAL	

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

.....

[illegible]

43

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
J. C. KING
Chief

Western Hemisphere Division

SECRET

SECRET

APPLICATION FOR MEMBERSHIP IN THE CAREER STAFF

To the Chief, KUBARK

Sir:

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

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

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

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

MEMBERSHIP IN THE CAREER STAFF

APPROVED, TO TAKE EFFECT 2-0

FOR THE CHIEF, KUBARK,
EXECUTIVE DIRECTOR
KUBARK SELECTION BOARD

Thomas J. Keenan SDID 5-16

(Signature)

Eligibility Date: 20 May 1960

(Date)

SECRET

16 May 60

Form No. 107
Issued 10-1-59
Revised 10-1-59
GPO: 1959 O-500-000

DEPARTMENT OF STATE
WASHINGTON 25, D. C.

NOTIFICATION OF PERSONNEL ACTION

55203

55203

☒ PS ☐ DTFL

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

This is to notify you of the following action affecting your employment:		
5. NATURE OF ACTION (Use standard abbreviations) Appointment - Regular	6. EFFECTIVE DATE 1/6/60	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY FL 724 79th no awarded

8. PRESENT TITLE Political Assistant	
9. PRESENT GRADE GS-9	
10. PRESENT POSITION (1)-K	
11. HEADQUARTERS <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> Branch <input type="checkbox"/> Division <input type="checkbox"/> Bureau <input type="checkbox"/> Other	
12. IN CATEGORY <input type="checkbox"/> Field <input type="checkbox"/> Departmental <input type="checkbox"/> Branch <input type="checkbox"/> Division <input type="checkbox"/> Bureau <input type="checkbox"/> Other	

13. VETERAN'S PREFERENCE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	14. POSITION CLASSIFICATION NUMBER 1-1012-333
15. EMPLOYMENT STATUS <input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	16. EMPLOYMENT DATE 1/6/60
17. EMPLOYMENT GRADE GS-9	18. EMPLOYMENT AUTHORITY 1/6/60
19. EMPLOYMENT POSITION GS-9	20. EMPLOYMENT LOCATION STATE: Virginia

This action is subject to all applicable laws, rules and regulations and may be subject to investigation and approval by the United States Civil Service Commission or the Department.

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

ATTENTION: PERSONNEL DIVISION

19. SIGNATURE OF STATE AUTHORITY

EMPLOYEE COPY

SECRET

30 June 1960

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

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

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He served ably as Operations Officer on the Nicaragua and Costa Rica Desk. Since 1 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. L. Doney
S. C. KIMO
Chief
Western Hemisphere Division

SECRET

SECRET

5 January 1960

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

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

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to MR Division for a one year tour effective 6 January 1958 - 1 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					
UV to V		UV to UV						Mo	Da	Yr			
1. Serial No.		2. Name (Last-First-Middle) KOSMAN, Thomas J.			3. Date Of Birth Mo Da Yr		4. Vet. Prof. Name-0 5. Pt-1 10 Pt-2		5. Sex M		6. CS - EOD Mo Da Yr		
7. SED Mo Da Yr		8. CSC Reim. Yes - 1 No - 2		9. CSC Or Other Legal Authority		10. Appt. Affidav. Mo Da Yr		11. FEGLI Yes - 1 No - 2		12. LCD Mo Da Yr		13. <small>Not Same Code</small> Yes - 1 No - 2	

CURRENT ASSIGNMENT

14. Organizational Designations DDP/WR Branch FTR				Code		15. Location Of Official Station				Station Code	
16. Dept. Field Dept. - Utiliz. - Frm - X		17. Position Title Operations Officer		18. Position No. 470		19. Serv. G3		20. Occup. Series 0136.01			
21. Grade & Step 9-2		22. Salary Or Rate 6135		23. SD D		24. Date Of Grade Mo Da Yr 6/15/58		25. PSI Due Mo Da Yr 6/12/60		26. Appropriation Number 0135-5700-3000	

ACTION

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

PROPOSED ASSIGNMENT

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

SOURCE OF REQUEST

A. Requested By (Name And Title) OPGER/CCD/OEL		C. Request Approved By (Signature And Title)		Date Approved	
B. For Additional Information Call (Name & Telephone Ext.) X710					

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						D. Personnel					
B. Pos. Control				1-12-60		E. Medical					
C. Classification						F. Approved By					
Remarks: all sick and annual leave to be transferred to Government of State. 1152a											

Continued on reverse side.

SECRET

REQUEST FOR PERSONNEL ACTION

1. Serial No. 526090		2. Name (Last-First-Middle) KEENAN THOMAS J		3. Date Of Birth [Redacted]		4. Vac. Prod. None-0 Code 5 Pt-1 10 Pt-2 1		5. Sex M		6. CS-EOB Mo. Da. Yr. 05 20 57	
7. SCD Mo. Da. Yr. 01 29 53		8. CSC Reim. Yes-1 Code No-2 1		9. CSC Or Other Legal Authority 50 USCA 403		10. Appt. Aff'day Mo. Da. Yr. [Redacted]		11. FEGLI Yes-1 Code No-2 05		12. LCD Mo. Da. Yr. 05 20 57	
								13. Yes-1 Code No-2 2			

PREVIOUS ASSIGNMENT

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

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations DDP WH				Code 4680		32. Location Of Official Station [Redacted]				Station Code 45075	
33. Dept. Field Dept. US/Id. Frn. X 5		34. Position Title OPS OFFICER				35. Position No. 0189 D-12		36. Serv. GS		37. Occup. Series 0136.01	
38. Grade & Step 09 2		39. Salary Or Rate \$ 6135		40. SD D		41. Date Of Grade Mo. Da. Yr. [Redacted]		42. PSI Due Mo. Da. Yr. [Redacted]		43. Appropriation Number 0135-5700-3000	

SOURCE OF REQUEST

A. For Additional Information Call (Name & Telephone Ext.) [Redacted] X8212		B. Request Approved By (Signature And Title) [Redacted]	
---	--	---	--

CLEARANCES

A. Career Board Signature [Redacted]		B. For Control Signature [Redacted]		C. Classification Signature [Redacted]	
Date 12-11-59		Date 12-11-59		Date 12-11-59	

2 copies to Security Office.

FORM NO. 1 MAR 57

SECRET

SECRET

12 August 1959

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

SUBJECT: Recommendation for Promotion - Thomas J. KEENAN

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee at CS-7. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. At present he is assigned as Operations Officer on the Nicaragua and Costa Rica Desk.
2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.
3. On the basis of his qualifications and past performance, it is recommended that Keenan be promoted to grade GS-10.


Rudolph E. Gomez
AC/MHD

SECRET

SECRET

(When Filled In)

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

CURRENT ASSIGNMENT

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

ACTION

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

PROPOSED ASSIGNMENT

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

SOURCE OF REQUEST

A. Request Approved By (Signature And Title)		Date Approved	
WH/PERSONNEL OFFICER			
B. For Additional Information Call (Name & Telephone Ext.)			
John Wanhinko X6042			

CLEARANCES

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

Remarks

EXTENDED TRAINING.

2 copies to Security Office.

SECRET

FORM 1152a (USE PREVIOUS EDITION)

REPORT TO SUBSTANTIATE PROMOTION TO DESK POSITION - Date: 5/58

Desk Reporting: WH/MEXICO

JOT's Specific Duties Now: Presently in training

GS Level of the work to which he is Assigned: Prior to present training assignment his work assignments on the Mexican desk varied from a GS-3 to a GS-7 level

GS Level of His Performance: GS-7

For How Long: Approximately two months

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

Attitudes:

(a) Toward His Work: Excellent

(b) Toward his Associates (Does He Get Along Well with People?): Excellent, he gets along extremely well with his associates.

(c) Toward the Agency (Career): Excellent

Supervisory Ability (if demonstrated): NA

What do You Estimate His Growth Potential To Be? On what he demonstrated in a short period of time Mr. Keenan should rapidly develop into a valuable 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, Frances

Supervisor

Concur

John B. Brady
John B. Brady, WH/Mexico

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

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vol. Pral	5. Sex	6. CS-100
126040	KEENAN THOMAS J.		None-0	M	Mo. Da. Yr.
7. SCD	8. CSC Reim.	9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. FEGLI	12. LCB
Mo. Da. Yr.	Yes-1 Code No-2	Mo. Da. Yr.	Yes-1 Code No-2	Mo. Da. Yr.	Yes-1 Code No-2
01 29 53	1 50 USCA 403 J	Mo. Da. Yr.	05 20 57	05 20 57	05 20 57

PREVIOUS ASSIGNMENT

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

ACTION

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT	61	Mo. Da. Yr. 1 25 59	Regular	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP WH Branch III Central America Section	4413	Washington, D. C.	
33. Dept. Field	34. Position Title	35. Position No.	36. Serv. 37. Occup. Series
Dept. X Code USM'd. Frgn. Code	Ops off PP	70 13	08 0136.31
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade
9-1	\$ 5985	D	Mo. Da. Yr. 1 25 59
			42. PSI Due
			Mo. Da. Yr. 1 25 59
			43. Appropriation Number
			9-3500-20-001

A. Requested By (Name And Title)	Request Approved By (Signature And Title)
WHP	
B. For Additional Information Call (Name & Telephone Ext.)	
X-8242	

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board		1-14-59	D. Placement		
B. Pos. Control		12-15-58	E.		
C. Classification			F. Approved By		
Remarks: 2 copies Security (provided by CS, OP) → 9:15					
VICE: Security vacancy					
CONCUR: <i>Willie L. Eccles</i> Willie L. Eccles, Chief/JOT/IR					

FORM NO. 1152
1 MAR 57CSPD
9/1/58Security Information
1126

SECRET

4 June 1958

Classify According To Code

REQUEST FOR PERSONNEL ACTION

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

PREVIOUS ASSIGNMENT

14. Organizational Designations IDS/OTR Junior Officer Trainee Corps		Code		15. Location Of Official Station Washington, D.C.		Station Code	
16. Dept. Field Dept. Util. Code Frans		17. Position Title JOT		18. Position No. U 748.16		19. Serv. GS	
20. Occup. Series 0090.01		21. Grade & Step 7 2		22. Salary Or Rate \$ 1660		23. SD ST	
24. Date Of Grade Mo Da Yr		25. Pst Due Mo Da Yr		26. Appropriation Number 8-7507-20			

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations IDS/OTR Junior Officer Trainee Corps		Code		32. Location Of Official Station Washington, D.C.		Station Code	
33. Dept. Field Dept. Util. Code Frans		34. Position Title JOT		35. Position No. U 748.16		36. Serv. GS	
37. Occup. Series 0090.01		38. Grade & Step 9 1		39. Salary Or Rate \$ 5440		40. SD ST	
41. Date Of Grade Mo Da Yr 06/15/58		42. Pst Due Mo Da Yr 06/14/58		43. Appropriation Number 8-7507-20			

SOURCE OF REQUEST

A. Requested By (Name And Title) Willet L. Eccles C/JOTP		C. Request Approved By	
B. For Additional Information Call (Name & Telephone Ext.) Henry L. Berthold x4331			

CLEARANCE

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

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

FORM 1152a
3-57

SECRET

SECRET
(When Filled In)

PERSONNEL DATA SHEET

NAME (Last)		NAME (First)		DATE	
KEENAN		THOMAS		15 May 1958	
UNIT		MONTHS IN PRESENT POSITION		SERVICE DESIGNATION	
JOTF/IR		12		ST	
PRESENT GRADE	EFFECTIVE DATE	PRESENT T/O SLOT	POSITION TITLE		
08-7	20 May 1957	U 748.16	JOT		
PROPOSED GRADE	PROPOSED T/O SLOT	POSITION TITLE			
08-9	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) Comm Officer U.S. Navy					
CHRONOLOGICAL SUMMARY OF EXPERIENCE WITH CIA AND ITS ANTECEDENTS					
20 May 57		EOD			
27 May-21 June 57		IOG			
24-28 June 57		2 Excellents			
1-26 July 57		Interim assignment, FBID			
29 July-23 August 57		IT			
26 Aug-27 September 57		3 Excellents			
30 Sept 57-7 Jan 58		Interim assignment, [redacted]			
8 Jan 58		TSS Training			
3 Mar 58 - present		12 Good, 1 Aver, 1 Sat, 1 Fair, 16 Ex.			
		Interim assignment, CI Staff			
		Temporary attachment to Wt/3 for on-the-desk training			
		OC #6			
CAREER DEVELOPMENT PLAN					
RECOMMENDED BY: [redacted]					
CONCURRENCES: [redacted]					
RECOMMENDATION OF SENIOR [redacted]					
DATE OF ACTION [redacted]					

FORM NO. 289 PREVIOUS EDITIONS MAY BE USED.

SECRET

(4-48)

SECRET

15 May 1958

NARRATIVE STATEMENT FOR THE PROMOTION OF THOMAS J. KEENAN

1. After attending IGC and IT, in which he made excellent grades, Keenan was placed on an interim basis with [redacted] for four weeks. He then entered TSB 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 JOTF 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(j2). He has a fair working knowledge of Spanish. To date he has shown high motivation, adaptability, and an intelligent approach to his job.
5. Keenan has had no opportunity to demonstrate supervisory ability.
6. WH concurs in this promotion.
7. It is recommended that Keenan be promoted from GS-7 to GS-9.

W. J. F. [redacted] / 20
L. L. [redacted]

SECRET

Attn : C/H
: C/H/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 ETC. It is understood that he will attend the Operations Course beginning 3 March. The JOTP will consider supporting any additional training necessary for Keenan's anticipated assignment.
5. Please send to the C/JOTP as quickly as convenient an outline of the activities the JOT will pursue as suggested by the appended sample. It is understood that the program for the JOT is flexible and may be altered from time to time to meet your operating needs, after consultation with the JOT Program.

FOR THE DIRECTOR OF TRAINING:

Attachments: 3

WILLET L. ECCLES

WH/1 BODW

WH/1 1 20 64 23

OFFICE OF THE DIRECTOR OF TRAINING

STANDARD FORM 52 FORM 52-1 (Rev. 1-55) U. S. GOVERNMENT PRINTING OFFICE: 1955 GPO: 1955 O - 274-000		VOUCHERED FC 17 C 7673	
REQUEST FOR PERSONNEL ACTION			
REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.			
1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) Mr. Thomas J. Keenan		2. DATE OF BIRTH 1889	
3. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Excepted Appointment (B)		4. REQUEST NO. C-7673	
5. POSITION (Specify whether establish, change grade or title, etc.)		6. DATE OF REQUEST 8 Feb 57	
7. EFFECTIVE DATE ASAP		8. C. S. OR OTHER LEGAL AUTHORITY 56 USC	
9. APPROVED 21 May 57		10. 403	
FROM—		TO—	
11. POSITION TITLE AND NUMBER		12. SERVICE, GRADE, AND SALARY	
13. ORGANIZATIONAL DESIGNATION		14. HEADQUARTERS	
15. FIELD OR DEPARTMENTAL		16. FIELD OR DEPARTMENTAL	
17. FIELD		18. DEPARTMENTAL	
19. REMARKS (Use reverse if necessary)		20. REMARKS	
<p>*Subject is quintuple slotted for recruiting purposes.</p> <p>Temporary action subject to confirmation by DTR.</p> <p>21. REQUESTED BY (Name and title) Dr. Willet L. Eccles C/JOTP</p> <p>22. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Henry L. Perthold 74331</p> <p>23. VETERAN PREFERENCE NONE <input type="checkbox"/> WITH <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> 5-PT <input type="checkbox"/> 10-POINT <input type="checkbox"/> DESAB <input type="checkbox"/> OTHER <input type="checkbox"/></p> <p>24. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I.A. <input type="checkbox"/> REAL <input type="checkbox"/> 10C SD-ST.</p> <p>25. DATE OF APPOINTMENT AFFIDAVIT (ACCESSORS ONLY) 20 May 57</p> <p>26. LEGAL RESIDENCE STATE: Wisconsin DOG: 05/22/57</p> <p>27. CSED: 05/22/57</p> <p>28. LCB: 05/22/57</p> <p>29. SCD: 01/29/53</p>			
21. STANDARD FORM 52 REMARKS			
<p>22. CLEARANCES</p>			
<p>23. INITIAL OR SIGNATURE</p>			
<p>24. DATE</p>			
<p>25. REMARKS</p>			
<p>26. OFFICE/DIVISION WITHIN WHICH</p>			
<p>27. DATE</p>			
<p>28. FOURTEEN CON. C.K.</p>			
<p>29. F. APPROVED BY</p>			
<p>30. 12-1-57</p>			

2 May 1957

Mr. Thomas J. Keenan

Dear Mr. Keenan:

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

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

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

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

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

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.

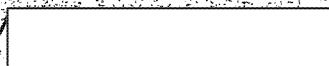
You will not receive a pay check for approximately four weeks after your entrance on duty. However, arrangements may be made for a temporary loan with a financial institution if necessary.

Very truly yours,

G. M. Stewart
Director of Personnel

Enclosures (2)
Life Insurance Pamphlet
Map

OP/



PERSON CALLED Keenan, Thomas DATE OF CALL _____
LOCATION _____
BUREAU _____

THIS FOLLOW-UP IS A DISCUSSION WITH THE ABOVE PERSON

✓ On 6-7-71 at \$452.50 TITLE _____

✓ The appointment is a probes subject to the following conditions at the time of no change on duty.

✓ Telling date of office and timing loyalty of service.

✓ Consulting a satisfactory physical examination at our medical center.

✓ Special

✓ Particulars of a physical security interview.

REMARKS:

Pay per _____ of which _____ of which _____

✓ _____

✓ _____

✓ Verification of follow up _____

✓ If possible, subject _____

✓ _____

✓ _____

Yes _____

Frank
att. 4/26/71
Cup-

EMPLOYMENT INFORMATION

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

RESULTS OF CALL:

Subject will EOD 20 May 1957

Subject will write and advise us of date of EOD.

Subject declined offer of Appointment.

REASON FOR DECLINATION:

Subject advised to send letter of declination.

OTHER:

Explain other questions raised, commitments made, etc.

4/56

DATE

APPOINTMENT CLERK

WESTERN UNION

SENDING BLANK

CALL LETTERS: QDB

CHARGE TO: CENTRAL INTELLIGENCE AGENCY 25 APRIL 1957

MR. THOMAS [REDACTED] [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.

O. M. Stewart
O. M. STEWART *cmg*

Send the above message in the form on back hereof, which are hereby agreed to

PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD

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

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 3-2115, 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]

CONFIDENTIAL
(When Filled In)

PERSONNEL ACTION ROUTING SHEET

NAME (Last, First, Middle)

William J. OTR

OFFICE

TRAY

NEW HIRE

PROMOTION

TRANSFER OF FUNDS

REASSIGNMENT

SEPARATION

OTHER

ACTION OFFICE

DATE RECEIVED

DATE DISPATCHED

INITIALS

REMARKS

FILES SECTION

2/15/57

2/13/57

S.B.

POSITION CONTROL

18 FEB 1957

18 FEB 1957

WAK

✓ app

PAD

POSITION CONTROL

STATUS

POSITION CONTROL

FILES SECTION

HOLD FOR FITNESS REPORT

SLOT NOT BLOCKED

HOLD FOR 9, 4

HOLD FOR SECURITY CONCURRENCE

HOLD - OFFICE OVER CEILING

REMARKS CONTINUED

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE

NAME (LAST - FIRST - MIDDLE) HEZMAN, THOMAS				REQUEST NO. (1-8) C-7673 OTR	
POSITION TITLE JOT				REQUEST DATE (10-11) 13 Feb. 1957	
LOCATION (CITY, STATE, COUNTRY) Washington, D. C.				YEAR OF BIRTH (10-20) [REDACTED]	
POSITION NUMBER (31-34) U-748-16		SECURITY CODE (37-42) 0070,01		CLASSIFICATION (43-48) 05-07	
ASSIGNMENT OFFICE (FIDELITY BRANCH) DIS/OTR/JOTC		CONVERSION ACTION		ORIGIN CODE (49-50) [REDACTED]	
TYPE OF APPLICANT <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONTRACT <input type="checkbox"/> CONSULTANT <input type="checkbox"/> MILITARY		IF OTHER SPECIFY		TYPE OF APPL. (51) 1	
NAME OF REQUESTER (OR OFFICIAL) O. V. Stewart		TYPE OF ASSIGNMENT AND FUNDS <input checked="" type="checkbox"/> POS <input type="checkbox"/> LEV <input type="checkbox"/> FF <input checked="" type="checkbox"/> V <input type="checkbox"/> UV		HOSTS & FUND (52) 2	
CLEARANCE REQUIRED		PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP)		CLEARANCE (53) 3	
ATTACHMENTS <input checked="" type="checkbox"/> PERSONAL HISTORY STATEMENT <input checked="" type="checkbox"/> PHOTOGRAPH(S)		APPENDIX I <input checked="" type="checkbox"/> REQUEST FOR WAIVER		SECURITY CODE (54-55) 07B	
VETERANS STATUS <input checked="" type="checkbox"/> MALE - VETERAN <input type="checkbox"/> MALE - NON-VETERAN <input type="checkbox"/> FEMALE - VETERAN <input type="checkbox"/> FEMALE - NON-VETERAN		APPENDIX II <input checked="" type="checkbox"/> REPORT OF INTERVIEW		NET PROF. & BEN (56) 1	

REMARKS:

JOT CA-3 PLEASE EXPDITE

1 (30); 1(OTF)

SPACE BELOW FOR SO USE ONLY

☐ UNCLASSIFIED ☐ CIA INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

NO/JUTP

NO

DATE

11 February 1957

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

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

	RECD	FWDD	INITIALS
1. Chief/JUTP			
2. NO/JUTP		2/11	D
3. LPS			
4. A2200	2/18	2/18	CLP
5. Farthold	2/19		
6. JOT/PE	2/10	2/21	80
7. JOT/PO			
8. [Redacted]	4	4	
9. [Redacted]	Man Man	4/5	
10. Berthold	3/5	3/16	1115
11. [Redacted]	2/6	4/4	CLP
12. [Redacted]			
13. [Redacted]	5	8	
	Apr	pub	4/5
	4/8	1/16	CLP

1. & 2. For signature.

3. For processing.

5. HP tests.

16 Feb

6. Please bring to DC at 9:00 + arrange for P2mt interview.

(E9)

8. Please confirm telecon re he is to call Berthold EX... 1331 on morning of wednes. 13 March to arrange interviews for that afternoon. Thurs., 14 March Travel at govt exp (per Jot EX 1331).

JOT

9. HP interview.

(3) Initiation letter (Guille)

(A3)

FORM 1 DEC 53 610 USE PREVIOUS EDITIONS

☐ SECRET ☐ CONFIDENTIAL ☐ CIA INTERNAL USE ONLY ☐ UNCLASSIFIED

4 February 1957

Mr. Thomas J. Keenan

Dear Mr. Keenan:

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

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

Very truly yours,

G. M. Stewart
Director of Personnel

OF

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REPORT OF INTERVIEW		1. DATE OF INTERVIEW	2. PLACE
3. PREVIOUS APPLICATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		13, 26 Jan 1957	Madison, Wis.
4. INTERVIEWER		5. REFERRED BY	
[REDACTED]		Marquette Univ. Placement	
6. TYPE OF PRINT IN CAPS LAST NAME		FIRST NAME	
KEEVAN		THOMAS	
7. PERMANENT ADDRESS		MIDDLE NAME	
[REDACTED]		J	
8. BUSINESS ADDRESS		TELEPHONE	
[REDACTED]		[REDACTED]	
9. TEMPORARY ADDRESS		TELEPHONE	
[REDACTED]		3527	
10. DATE OF BIRTH		CITIZENSHIP	
[REDACTED]		<input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other (Specify country)	
11. PLACE OF BIRTH		U.S. CITIZENSHIP ACQUIRED BY	
[REDACTED]		<input checked="" type="checkbox"/> Birth <input type="checkbox"/> Naturalization	
12. FOREIGN RELATIVES INCLUDING WIFE (Ref. 10-6)		13. NO. OF DEPEND. (Excluding wife)	
None		0	
14. 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.			
15. MAJOR EMPLOYMENT HISTORY (Employers, positions, duties, salaries, reasons for leaving)			
Summer jobs cited in PHS.			
16. MILITARY EXPERIENCE (Branch, serial no., stations, training dates, command responsibilities, rank held, Federal status, current proficiency and interest). INCLUDE ALSO DRAFT ACTING MILITARY OR RETIRED STATUS			
Affiliation with USNR began May 1953. Accepted for Navy CCS. AD commenced July 1953. Commissioned Nov 1953. 2 months at HQ Eastern Sea Frontier. Dec 1953; assigned to radar facility, radio station, Beaver Tail Point, Jamestown, R. I. Duty as commo watch officer, commo officer, commo and electronics officer. Asst. officer in charge and officer in charge. Temp. promotion to Lt(jg) 20 Jan 1955. Just received permanent rank as Lt(jg). USNR, inactive. Separated Nov 1956.			

Form 83 102 REPLACES FORM 10-1-53
1 SEP 54 WHICH MAY BE USED

CONFIDENTIAL

10-101

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(When Filled In)

19. AREA KNOWLEDGE (Areas 19a of 1)

19a. How Acquired, etc.

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

LANGUAGE	NATIVE FLUENCY	FLUENT BUT POOR	MODERATE BUT TRANSLATED	MODERATE BUT RESEARCH	MODERATE FOR TRAVEL	LIMITED	ACQUIRED BY

21. SALARY REQUESTED

05-7

22. ACCEPTABLE STATION

WASHINGTON, D.C.

ANYWHERE IN U.S.

OVERSEAS

23. POOL INTEREST

☒ YES

☐ NO

☐ YES

☐ NO

PREFERENCE LIMITATIONS

☐ YES

☐ NO

24. HEALTH

Good

25. FORMS GIVEN

☒ YES

☐ NO

26. EVALUATION AND RECOMMENDATION

☐ REC. AGENT

☐ L.A. (If required)

Appearance, manner, 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 ~~very~~ satisfactory level of maturity and discretion, I have no doubt. He has humility and poise. He is now at a critical juncture in his life--just out of service, with an optimistic outlook on life, and anxious to enter into career employment. His attitude toward govt. and CIA in particular is entirely favorable. After our initial interview he wanted some time to think it over, and to have other interviews. He called me within a matter of days, saying he was ready to make formal application. Both he and his wife are enthusiastic over the JOT program. She is an attractive young lass who has lived most of her life in S. America where her father is an engineer for GNC. 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. TESTS

To be tested in

16 Feb 1957

29. SERIAL NUMBERS

30.

28 Jan 1957

CONFIDENTIAL


1500 Sunday Jan 13

January 3, 1957

Dear Sir:

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

Sincerely,


Thomas J. Keenan

TJK:nk

Acknowledged 1-7 with
suggestion to come to WFO.

Age: 26

Married: no children

Height: 5'11" Weight: 175

Job Interest

Career position with the Central Intelligence Agency.

Education

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

Military status

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

Hobbies and Interests

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

References

Furnished upon request.

Interview

At your convenience.

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

Applicant Information
Sheet No. 1

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

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

General Considerations:

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

- a. "to advise the National Security Council in matters concerning
such intelligence activities of the Government departments and agencies
as relate to the national security;
- b. "to make recommendations to the National Security Council
for the coordination of such intelligence activities of the depart-
ments and agencies of the Government as relate to the national
security;
- c. "to correlate and evaluate intelligence relating to the
national security, and provide for the appropriate dissemination
of such intelligence within the Government . . . ;
- d. "to perform, for the benefit of the existing intelligence
agencies, such additional services of common concern as the National
Security Council determines can be more efficiently accomplished
centrally;
- e. "to perform such other functions and duties related to
intelligence affecting the national security as the National Security
Council may from time to time direct."

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

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

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

Statement of Understanding
and Agreement

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

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

[Redacted Signature Box]

Applicant

SECRET

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

H a n d l e W i t h C a r e

SECRET

ALL

L48 100 020

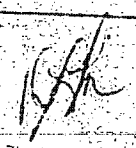
PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5 U.S.C. AND EXECUTIVE ORDER 12010 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 09 OCTOBER 1977

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

1 SERIAL NO		2 NAME		3 ORGANIZATION		4 RANKS		5 WORK HOURS	
000090		KEENAN THOMAS J		LA					
6 OLD SALARY RATE				7 NEW SALARY RATE					
Grade	Step	Salary	Effective Date	Grade	Step	Salary	Effective Date	8 TYPE ACTION	
GS 15	4	\$39,789	09/01/76	GS 15	5	\$40,955	09/01/76	WGI	OSI
9 CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE									
SIGNATURE				DATE					
[Signature]				11/1/78					
<input checked="" type="checkbox"/> NO EXCESS LEAVE <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LEAVE STATUS AT END OF WAITING PERIOD									
CLIENTS INITIAL <i>AK</i> FORM 10-75 550E PAY CHANGE NOTIFICATION									

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)							
0126040		KEFNAN THOMAS J							
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT				
REASSIGNMENT			MO DA YR						
			01 01 77						
6. FUNDS			7. TAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY				
<table border="1"> <tr> <td>V TO V</td> <td>V TO CP</td> </tr> <tr> <td>CF TO V</td> <td>CF TO CP</td> </tr> </table>			V TO V	V TO CP	CF TO V	CF TO CP	7135 4528 0001		
V TO V	V TO CP								
CF TO V	CF TO CP								
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION						
DDO/LA DIVISION			WASH., D.C.						
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION				
OPS OFFICER CH			CP25		DYB				
14. CLASSIFICATION SCHEDULE (GS, GS, 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 1100B
8-72 (REV. 3-71)

Use Previous
Edition

SECRET

12. REPORT OF BY (GPO) (10-511)

A 0:22 FEB 77

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. OFFICIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
020090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT AND CHANGE OF NSCA						02 Jul 77		REGULAR			
6. FUNDS		7. TO V.		8. V. TO CF		9. PAN AND NSCA		10. CMC OR OTHER LEGAL AUTHORITY			
FUND		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 (S, LA, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
CS				0135.01		15 4		37167			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEREST CODE		24. MONTH CODE	
37		10		31005 LA		75013					
25. DATE EXPIRES		26. SPECIAL RESERVE		27. RETIREMENT DATA		28. SEPARATION DATA CODE		29. CORRECTION / CANCELLATION DATA		30. DATE OF BIRTH	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
31. VET PREFERENCE		32. PAY COMP DATE		33. LONG COMP DATE		34. CAREER CATEGORY		35. HEALTH / HEALTH INSURANCE		36. SOCIAL SECURITY NO.	
MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR		MO DA YR	
37. PREVIOUS CIVILIAN GOVERNMENT SERVICE				38. LEAVE CAT CODE				39. FEDERAL TAX DATA			
MO DA YR				MO DA YR				MO DA YR			
40. NO PREVIOUS GOVT 1. NO EMP IN 1971 2. EMP IN 1971-72 3. EMP IN 1973-74 4. EMP IN 1975-76 5. EMP IN 1977-78 6. EMP IN 1979-80 7. EMP IN 1981-82 8. EMP IN 1983-84 9. EMP IN 1985-86 10. EMP IN 1987-88 11. EMP IN 1989-90 12. EMP IN 1991-92 13. EMP IN 1993-94 14. EMP IN 1995-96 15. EMP IN 1997-98 16. EMP IN 1999-00 17. EMP IN 2001-02 18. EMP IN 2003-04 19. EMP IN 2005-06 20. EMP IN 2007-08 21. EMP IN 2009-10 22. EMP IN 2011-12 23. EMP IN 2013-14 24. EMP IN 2015-16 25. EMP IN 2017-18 26. EMP IN 2019-20 27. EMP IN 2021-22 28. EMP IN 2023-24 29. EMP IN 2025-26 30. EMP IN 2027-28 31. EMP IN 2029-30 32. EMP IN 2031-32 33. EMP IN 2033-34 34. EMP IN 2035-36 35. EMP IN 2037-38 36. EMP IN 2039-40 37. EMP IN 2041-42 38. EMP IN 2043-44 39. EMP IN 2045-46 40. EMP IN 2047-48 41. EMP IN 2049-50 42. EMP IN 2051-52 43. EMP IN 2053-54 44. EMP IN 2055-56 45. EMP IN 2057-58 46. EMP IN 2059-60 47. EMP IN 2061-62 48. EMP IN 2063-64 49. EMP IN 2065-66 50. EMP IN 2067-68 51. EMP IN 2069-70 52. 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EMP IN 2775-76 405. EMP IN 2777-78 406. EMP IN 2779-80 407. EMP IN 2781-82 408. EMP IN 2783-84 409. EMP IN 2785-86 410. EMP IN 2787-88 411. EMP IN 2789-90 412. EMP IN 2791-92 413. EMP IN 2793-94 414. EMP IN 2795-96 415. EMP IN 2797-98 416. EMP IN 2799-00 417. EMP IN 2801-02 418. EMP IN 2803-04 419. EMP IN 2805-06 420. EMP IN 2807-08 421. EMP IN 2809-10 422. EMP IN 2811-12 423. EMP IN 2813-14 424. EMP IN 2815-16 425. EMP IN 2817-18 426. EMP IN 2819-20 427. EMP IN 2821-22 428. EMP IN 2823-24 429. EMP IN 2825-26 430. EMP IN 2827-28 431. EMP IN 2829-30 432. EMP IN 2831-32 433. EMP IN 2833-34 434. EMP IN 2835-36 435. EMP IN 2837-38 436. EMP IN 2839-40 437. EMP IN 2841-42 438. EMP IN 2843-44 439. EMP IN 2845-46 440. EMP IN 2847-48 441. EMP IN 2849-50 442. EMP IN 2851-52 443. EMP IN 2853-54 444. EMP IN 2855-56 445. EMP IN 2857-58 446. EMP IN 2859-60 447. EMP IN 2861-62 448. EMP IN 2863-64 449. EMP IN 2865-66 450. EMP IN 2867-68 451. EMP IN 2869-70 452. EMP IN 2871-72 453. EMP IN 2873-74 454. EMP IN 2875-76 455. EMP IN 2877-78 456. EMP IN 2879-80 457. EMP IN 2881-82 458. EMP IN 2883-84 459. EMP IN 2885-86 460. EMP IN 2887-88 461. EMP IN 2889-90 462. EMP IN 2891-92 463. EMP IN 2893-94 464. EMP IN 2895-96 465. EMP IN 2897-98 466. EMP IN 2899-00 467. EMP IN 2901-02 468. EMP IN 2903-04 469. EMP IN 2905-06 470. EMP IN 2907-08 471. EMP IN 2909-10 472. EMP IN 2911-12 473. EMP IN 2913-14 474. EMP IN 2915-16 475. EMP IN 2917-18 476. EMP IN 2919-20 477. EMP IN 2921-22 478. EMP IN 2923-24 479. EMP IN 2925-26 480. EMP IN 2927-28 481. EMP IN 2929-30 482. EMP IN 2931-32 483. EMP IN 2933-34 484. EMP IN 2935-36 485. EMP IN 2937-38 486. EMP IN 2939-40 487. EMP IN 2941-42 488. EMP IN 2943-44 489. EMP IN 2945-46 490. EMP IN 2947-48 491. EMP IN 2949-50 492. EMP IN 2951-52 493. EMP IN 2953-54 494. EMP IN 2955-56 495. EMP IN 2957-58 496. EMP IN 2959-60 497. EMP IN 2961-62 498. EMP IN 2963-64 499. EMP IN 2965-66 500. EMP IN 2967-68 501. EMP IN 2969-70 502. EMP IN 2971-72 503. EMP IN 2973-74 504. 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EMP IN 3075-76 555. EMP IN 3077-78 556. EMP IN 3079-80 557. EMP IN 3081-82 558. EMP IN 3083-84 559. EMP IN 3085-86 560. EMP IN 3087-88 561. EMP IN 3089-90 562. EMP IN 3091-92 563. EMP IN 3093-94 564. EMP IN 3095-96 565. EMP IN 3097-98 566. EMP IN 3099-00 567. EMP IN 3101-02 568. EMP IN 3103-04 569. EMP IN 3105-06 570. EMP IN 3107-08 571. EMP IN 3109-10 572. EMP IN 3111-12 573. EMP IN 3113-14 574. EMP IN 3115-16 575. EMP IN 3117-18 576. EMP IN 3119-20 577. EMP IN 3121-22 578. EMP IN 3123-24 579. EMP IN 3125-26 580. EMP IN 3127-28 581. EMP IN 3129-30 582. EMP IN 3131-32 583. EMP IN 3133-34 584. EMP IN 3135-36 585. EMP IN 3137-38 586. EMP IN 3139-40 587. EMP IN 3141-42 588. EMP IN 3143-44 589. EMP IN 3145-46 590. EMP IN 3147-48 591. EMP IN 3149-50 592. EMP IN 3151-52 593. EMP IN 3153-54 594. EMP IN 3155-56 595. EMP IN 3157-58 596. EMP IN 3159-60 597. EMP IN 3161-62 598. EMP IN 3163-64 599. EMP IN 3165-66 600. EMP IN 3167-68 601. EMP IN 3169-70 602. EMP IN 3171-72 603. EMP IN 3173-74 604. EMP IN 3175-76 605. EMP IN 3177-78 606. EMP IN 3179-80 607. EMP IN 3181-82 608. EMP IN 3183-84 609. EMP IN 3185-86 610. EMP IN 3187-88 611. EMP IN 3189-90 612. EMP IN 3191-92 613. EMP IN 3193-94 614. EMP IN 3195-96 615. EMP IN 3197-98 616. EMP IN 3199-00 617. EMP IN 3201-02 618. EMP IN 3203-04 619. EMP IN 3205-06 620. EMP IN 3207-08 621. EMP IN 3209-10 622. EMP IN 3211-12 623. EMP IN 3213-14 624. EMP IN 3215-16 625. EMP IN 3217-18 626. EMP IN 3219-20 627. EMP IN 3221-22 628. EMP IN 3223-24 629. EMP IN 3225-26 630. EMP IN 3227-28 631. EMP IN 3229-30 632. EMP IN 3231-32 633. EMP IN 3233-34 634. EMP IN 3235-36 635. EMP IN 3237-38 636. EMP IN 3239-40 637. EMP IN 3241-42 638. EMP IN 3243-44 639. EMP IN 3245-46 640. EMP IN 3247-48 641. EMP IN 3249-50 642. EMP IN 3251-52 643. EMP IN 3253-54 644. EMP IN 3255-56 645. EMP IN 3257-58 646. EMP IN 3259-60 647. EMP IN 3261-62 648. EMP IN 3263-64 649. EMP IN 3265-66 650. EMP IN 3267-68 651. EMP IN 3269-70 652. EMP IN 3271-72 653. EMP IN 3273-74 654. EMP IN 3275-76 655. EMP IN 3277-78 656. EMP IN 3279-80 657. EMP IN 3281-82 658. EMP IN 3283-84 659. EMP IN 3285-86 660. EMP IN 3287-88 661. EMP IN 3289-90 662. EMP IN 3291-92 663. EMP IN 3293-94 664. EMP IN 3295-96 665. EMP IN 3297-98 666. EMP IN 3299-00 667. EMP IN 3301-02 668. EMP IN 3303-04 669. EMP IN 3305-06 670. EMP IN 3307-08 671. EMP IN 3309-10 672. EMP IN 3311-12 673. EMP IN 3313-14 674. EMP IN 3315-16 675. EMP IN 3317-18 676. EMP IN 331											

PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11541 PURSUANT TO AUTHORITY OF E.O. AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND E.O. DIRECTIVE DATED 6 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1976

NAME	SERIAL	GRAN. PLACES	CF-STES	NEW SALARY
KEEFAN, THOMAS J.	024050	51 300	CF GS 15 4	\$37,167

DLM: 6 JUL 76

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 026090		2. NAME (LAST FIRST MIDDLE) KEENAN THOMAS J.	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND DELEGATION OF NSCA			4. EFFECTIVE DATE 06 21 76
5. CATEGORY OF EMPLOYMENT REGULAR			6. FAN AND NSCA T135 4528 0001
7. FUNDS V TO V CF TO V	8. V TO CF X 0100	9. CSC OF OTHER LEGAL AUTHORITY 50 USC 403 J	
10. ORGANIZATIONAL DESIGNATIONS DDO/LA DIVISION		11. LOCATION OF OFFICIAL STATION WASH., D.C.	
12. POSITION TITLE OPS OFFICER CH		13. POSITION NUMBER CP25	14. SERVICE DESIGNATION DQB
15. CLASSIFICATION SCHEDULE (GS, LA, etc.) GS	16. OCCASIONAL SERIES 0136.01	17. GRADE AND STEP 15 4	18. SALARY OR RATE 34441
19. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
21. ACTION CODE 37	22. EMPLOY CODE 10	23. OFFICE CODE 51300 LA	24. STATION CODE 75013
25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LST	28. SECURITY REQ. NO.
29. INT. EXP. DATE	30. SPECIAL REFERENCE	31. RETIREMENT DATA	32. SEPARATION DATA CODE
33. VET PREFERENCE	34. SERV. COMP. DATE	35. LONG. COMP. DATE	36. CAREER CATEGORY
37. PREVIOUS CIVILIAN GOVERNMENT SERVICE	38. LEAVE CAS CODE	39. FEDERAL TAX DATA	40. STATE TAX DATA
SIGNATURE OR OTHER AUTHENTICATION			

FORM 1150
9-73 (10) 8-73Use Previous
Edition

SECRET

E 3 HRP 1 CL 84 007027

(15)

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUND		5. WOP MOES	
026040		KEELAN THOMAS J		51-557		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. PAY ACTION	
Grade	Step	Salary	Last EM Date	Grade	Step	Salary	Effective Date	WGI	QSI
GS-15	3	\$336.357	05/25/75	GS-15	4	\$346.441	05/23/76		
9. CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE IS OF ACCEPTABLE LEVEL OF COMPETENCE									
SIGNATURE				DATE					
				7/1/76					
<input checked="" type="checkbox"/> NO EXCESS WOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> WOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS: <i>JVS</i> FORM 10-73-500E (14-511)									

PAY CHANGE NOTIFICATION

REF: 15 JAN 76

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 26029		2. NAME (LAST-FIRST-MIDDLE) KEENAN THOMAS J	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND CANCELLATION OF NSCA		4. EFFECTIVE DATE MO: 01 DA: 13 YR: 76	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V CF TO V X	V TO CF CF TO CF	7. PAN AND NSCA 0135 0623	8. CSC OR OTHER LEGAL AUTHORITY 51 USC 423 J
9. ORGANIZATIONAL DESIGNATIONS DDO/LA DIVISION DEVELOPMENT COMPLEMENT		10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.	
11. POSITION TITLE OPERATIONS OFFICER		12. POSITION NUMBER DCOF	13. SERVICE DESIGNATION DQB
14. CLASSIFICATION SYMBOL (GS, GS, 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 07	20. EMPLOY CODE 13	21. CAREER CODING SUMMARY: 51337 ALPHABETIC: LA	22. STATION CODE 75015
23. INTEREST CODE 1	24. HOURS CODE 1	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: XX XX	29. SPECIAL REFERENCE 1. YES 2. NO	30. RETIREMENT DATA CODE:
31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE: MO: DA: YR:	33. SECURITY REQ. NO.	34. SEX
35. VET. PREFERENCE CODE: 0. NONE 1. 5 PT 2. 10 PT	36. SEPT. COMP. DATE MO: DA: YR:	37. LONG. COMP. DATE MO: DA: YR:	38. CAREER CATEGORY SAR: BSW: CODE: ENR: LMP:
39. FEDERAL TAX DATA FORM EXECUTED 1. YES 2. NO	40. STATE TAX DATA FORM EXECUTED 1. YES 2. NO	41. SOCIAL SECURITY NO.	42. HEALTH INSURANCE CODE: 0. WAIVER 1. YES HEALTH INS. CODE:
43. SIGNATURE OF OTHER AUTHENTICATION			

FORM 1150
574 MAY 10 74

Use Previous
Edition

SECRET

17 JAN 1976

15 JAN 76
X

MP: 04 AUG 75

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
CONVERSION FROM <input type="checkbox"/> STATUS						08 02 75		REGULAR			
6. FUNDS		V TO V		V TO CF		7. FAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY			
<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		6135 0984		0001 50 USC 463 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
000/LA DIVISION						<input type="text"/>					
<input type="text"/> STATION						<input type="text"/>					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
CHIEF OF STATION						CT28		DOB			
14. CLASSIFICATION SCHEDULE (GS, LS, 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											
18. ACTION CODE		19. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. PAY GRADE CODE		24. HOURS CODE	
56		10		51875 LA		37043		3		<input type="text"/>	
25. DATE OF BIRTH		26. DATE OF CANCEL		27. DATE OF LET		28. SECURITY REG NO		29. SEX		<input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
30. PAY PREFERENCE		31. SERV COMP DATE		32. LONG COMP DATE		33. CAREER CATEGORY		34. REG/HEALTH INSURANCE		35. SOCIAL SECURITY NO	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
36. PREVIOUS CIVILIAN GOVERNMENT SERVICE				37. LEAVE CAT CODE		38. FEDERAL TAX DATA		39. STATE TAX DATA			
<input type="text"/>				<input type="text"/>		<input type="text"/>		<input type="text"/>			
SIGNATURE OR OTHER AUTHENTICATION											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED </div>											

FORM 1123
D-75, May 8-75

Use Previous
Edition

SECRET

"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		4. EFFECTIVE DATE	
5. CATEGORY OF EMPLOYMENT		6. FAN AND NSCA	
7. FAN AND NSCA		8. CSC OR OTHER SEC AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE		12. SERVICE DESIGNATION	
13. CLASSIFICATION SCHEDULE (See 13-1)		14. OCCUPATIONAL SERIES	
15. GRADE AND STEP		16. SALARY OR RATE	
17. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE
23. DATE OF BIRTH	24. DATE OF GRADE	25. DATE OF LEI	26. SECURITY
27. NTE LARGES	28. SPECIAL REFERENCE	29. RETIREMENT DATA	30. SEPARATION DATA CODE
31. VET PREFERENCE	32. SERV COMP DATE	33. LONG COMP DATE	34. CAREER CATEGORY
35. PREVIOUS CIVILIAN GOVERNMENT SERVICE	36. LEAVE CAT CODE	37. FEDERAL TAX DATA	38. SOCIAL SECURITY NO
SIGNATURE OR OTHER AUTHENTICATION			

POSTED

05-11/15

FORM 1120
9-72 NAS 8-73

SECRET

11/15/73

11/15

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

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

KEENAN THOMAS J

026090

41350984

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
C2065C		KEENAN THOMAS J		SI 875		CF			
6. OLD SALARY RATE									
Grade	Step	Salary	Effective Date	Grade	Step	Salary	Effective Date	7. TYPE ACTION	
GS 15	2	\$30,812	05/26/74	GS 15	3	\$31,860	05/25/75	WG	ADJ
8. CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND ACCURATE LEVEL OF COMPETENCE									
DATE 5/27/75									
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> ON PAY STATUS AT END OF PAYMENT PERIOD <input type="checkbox"/> LWOP STATUS AT END OF PAYMENT PERIOD									
CLERK'S INITIALS: <i>DB</i> FORM 10-73 560E Use previous editions PAY CHANGE NOTIFICATION (4-51)									

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 OCTOBER 1974

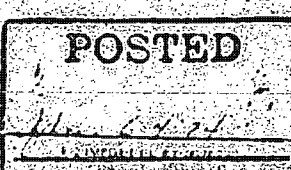
NAME
KEENAN THOMAS J

SERIAL ORGN. FUNDS GR-STEP
026090 51 875 CF GS 15 2

NEW
SALARY
\$30,812

CS: 30 MAY 74

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)									
025130		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						25 20 74		REGULAR			
6. FUNDS		7. PAY AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY							
C TO V		V TO C		C TO C		4135 0924 0001		51 USC 423 J			
9. ORGANIZATIONAL DESIGNATION						10. LOCATION OF OFFICIAL STATION					
DDO/WH DIVISION											
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DEMONSTRATION			
CHIEF OF STATION						2663		D			
14. CLASSIFICATION SCHEDULE (GS, GS, GS)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP					
GS				0136.05		15 2		29205			
17. REMARKS											
HOME BASE: WH											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
18. ACTION CODE	19. EMPLOY CODE	20. OFFICE CODE	21. STATION CODE	22. INTERVIEW CODE	23. PAY CODE	24. DATE OF BIRTH	25. DATE OF GRADE	26. DATE OF LEL			
22	10	51275 WH	37043		3		05 26 74	05 26 74			
27. TIME EXPIRES	28. SPECIAL REFERENCE	29. ESTABLISHMENT DATA	30. SEPARATION DATA CODE	31. CANCELLATION / CONCILIATION DATE	32. SECURITY REQ NO	33. SEC					
05 25 76	84										
34. PREFERENCE	35. SERV COMP DATE	36. LONG COMP DATE	37. CAREER CATEGORY	38. FEGLI / HEALTH INSURANCE	39. SOCIAL SECURITY NO						
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE				41. LEAVE CAT CODE	42. PERSONAL TAX DATA	43. STATE TAX DATA					
1. NO PREVIOUS SERVICE 2. NO SERVICE (LESS THAN 5 YRS) 3. SERVICE IN SERVICE (MORE THAN 5 YRS)											
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: right;">  </div>											

FORM 110
3-71 (Rev. 11-72)Use Previous
Edition

POSTED

"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)

OCC NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)							
026090		KEENAN THOMAS							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT					09 15 73		REGULAR		
6. FUNDS		7. FAN AND NSCA		8. CSC OR OTHER LEGAL AUTHORITY					
V TO V		V TO CF		4135 0984 0001		50 USC 403 J			
CF TO V		X CF TO CF							
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
DDO/WH DIVISION									
11. POSITION TITLE					12. POSITION NUMBER		13. SERVICE DESIGNATION		
CHIEF OF STATION					0660		D		
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS			0136.05		14 4		26671		
THIS ACTION REFLECTS NEW LEGISLATIVE PAY INCREASE EFFECTIVE 14 OCT. 1973.									
HOME BASE: WH									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. MGRS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI	
37	10	51875 WH	37043	3					
28. INT. EXP. RES.	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION / CONSTRUCTION DATA	33. SECURITY REQ. NO.	34. SER.	EOD DATA		
35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA			
1. NO PREVIOUS SERVICE 2. PREVIOUS SERVICE 3. PREVIOUS SERVICE (LESS THAN 3 YRS) 4. PREVIOUS SERVICE (MORE THAN 3 YRS)				1. YES 2. NO		1. YES 2. NO			
SIGNATURE OR OTHER AUTHENTICATION									
1008 1174 672 126 11 73 Use Previous Edition SECRET KHN 4-2 IMPDET CL 07 007827 (10-31) 16									

6-55

RECEIVED
PAY DIVISION
JUL 10 1973

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

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 026090		2. NAME (LAST FIRST MIDDLE) LEE, DAVID J.	
3. NATURE OF PERSONNEL ACTION DELEGATION OF A.C.C.		4. EFFECTIVE DATE MO DA YR 09 01 72	5. CATEGORY OF EMPLOYMENT
6. FUNDS V TO V CF TO V	V TO CF CF TO CF	7. Federal Action No. Chargeable 2123 144 0001	8. CAC OR OTHER LEGAL AUTHORITY
9. ORGANIZATIONAL DESIGNATIONS NOR/TH DIVISION		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE NPS OFFICER DCO		12. POSITION NUMBER 0129	13. SERVICE DESIGNATION U
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. INTEGRATE CODE	24. INDEPT CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR
27. DATE OF LEI MO DA YR	28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE 1. CC 2. CA 3. PPA 4. PPA	30. RETIREMENT DATA CODE
31. SEPARATION DATA CODE	32. CORRECTION / CANCELLATION DATA TYPE MO DA YR	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 SAR BSV CODE PROV. TEMP.
39. REG. / HEALTH INSURANCE CODE 0 WAIVER 1 YES	40. SOCIAL SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE (LESS THAN 9 YRS) 3 BREAK IN SERVICE (MORE THAN 9 YRS)	
42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1 YES 2 NO	44. STATE TAX DATA FORM EXECUTED 1 YES 2 NO	45. STATE TAX DATA CODE NO TAX STATE CODE TEMP.
SIGNATURE OR OTHER AUTHENTICATION			
11-20-72			

FORM 5-66

11-71

Use Previous Edition

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	SI	ADL
CS 14	1	\$20,815	07/26/70	CS 14	2	\$21,909	07/29/71		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE				DATE					
				6 May 1971					
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS				AUDITED BY					
FORM 560 E Use previous editions				PAY CHANGE NOTIFICATION				(4-31)	

9-CONFIDENTIAL
 JAN 19 11 17 AM '71

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BBC: 16 Nov 71

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SER. NO. NUMBER		2. NAME (LAST, FIRST, MIDDLE)							
026090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		
REASSIGNMENT - CORRECTION					09 30 71		REGULAR		
6. FUNDS		7. V TO V		7. V TO CF		7. FUND OF ANALYSIS NO. (Assignment)		8. CSC OF OTHER LEGAL AUTHORITY	
CF TO V		X		CF TO CF		2135 1084 (XXX)		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
DDP/WH					STATION				
POSITION TITLE					11. POSITION NUMBER		12. SERVICE DESIGNATION		
OPS OFFICER DCOS					0135		D		
13. CLASSIFICATION (SCHEDULE 18, 19)		14. OCCUPATIONAL SERIES		15. GRADE AND STEP		16. SALARY GRADE			
GS		0136.01		14 2		21509			
17. REMARKS									
THIS ACTION CORRECTS FORM 1150, EFFECTIVE DATE 03/30/71 AS FOLLOWS: ITEM NUMBER 11, POSITION TITLE WHICH READ OPS OFFICER TO READ OPS OFFICER DCOS.									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODE		22. STATION CODE		23. INTEREST CODE	
58		10		51760 WH		57085		3	
24. DATE OF BIRTH		25. DATE OF GRAD		26. DATE OF IET		27. DATE OF IET		28. DATE OF IET	
37		09 30 71		EOD DATA		33. SECURITY REQ NO.		34. SEE	
35. VET PREFERENCE		36. SERV COMP DATE		37. LONG COMP DATE		38. CARRIER CATEGORY		39. REG. HEALTH INSURANCE	
1. NONE		2. 10 YR		3. 10 YR		4. 10 YR		5. 10 YR	
40. SOCIAL SECURITY NO.		41. LEAVE CAT CODE		42. FEDERAL TAX DATA		43. STATE TAX DATA		44. STATE TAX DATA	
1. NONE		2. 10 YR		3. 10 YR		4. 10 YR		5. 10 YR	
45. PREVIOUS CIVILIAN GOVERNMENT SERVICE		46. LEAVE CAT CODE		47. FEDERAL TAX DATA		48. STATE TAX DATA		49. STATE TAX DATA	
1. NONE		2. 10 YR		3. 10 YR		4. 10 YR		5. 10 YR	
SIGNATURE OR OTHER AUTHENTICATION									
POSTED									
16 Nov 71									

FORM 1150
1-68
Aug 6-73Use Previous
Edition

SECRET

VED

(When Filled In)

BBG: 01 NOV 71

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER 026090		2. NAME (LAST FIRST MIDDLE) KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE MO DA YR 09 30 71		5. CATEGORY OF PERSONNEL REGULAR			
6. FUNDS V TO V CF TO V		V TO CF CF TO CF		7. Financial Analysis No. Chargeable 2135 1084 0000		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS DDP/WH				10. LOCATION OF OFFICIAL STATION STATION					
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0135		13. SERVICE DESIGNATION D			
14. CLASSIFICATION AUTHORITY (DA, IS, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE 14 2		17. PAY RATE 2150			
OPS OFFICER OCCUPYING OPS OFFICER DCOS POSITION.									
HOME BASE: WH									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING 51760 WH	22. STATION CODE 57085	23. INT-SEE CODE 3	24. HEALTH CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF ENTRY MO DA YR	27. DATE OF LEI MO DA YR	
28. INT-ENTRY MO DA YR		29. SPECIAL REFERENCE	30. RETIREMENT DATA CSC CF IF MEND	31. SEPARATION DATA CODE	32. Correction / Cancellation Date MO DA YR		33. SECURITY REQ. NO.		34. SER
35. VET. PREFERENCE CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20		36. SERV. COMP. DATE MO DA YR	37. LONG. COMP. DATE MO DA YR	38. CAREER CATEGORY CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	39. HEALTH / HEALTH INSURANCE CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20		40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20		44. STATE TAX DATA CODE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20		
SIGNATURE OR OTHER AUTHENTICATION									

FORM 1150
5-68
MAY 6-73Use Previous
Edition

SECRET

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103.1.0

10 MAR 71

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 026000		2. NAME (LAST, FIRST, MIDDLE) KEENAN THOMAS J	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			
4. EFFECTIVE DATE 02-17-71		5. CATEGORY OF EMPLOYMENT REG LAR	
6. FUNDS V TO V CF TO V X CF TO CF		7. EMPLOYER AND/OR No. Chargeable 1135 0834 0000	
8. ORGANIZATIONAL DESIGNATIONS DDP/WH		9. CMC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 1732	
13. CLASSIFICATION SCHEDULE (DA, US, etc.) GS		14. OCCUPATIONAL SERIES 0136.01	
15. GRADE AND STEP 14		16. SERVICE DESIGNATION D	
17. REMARKS		18. SALARY OR RATE 20615	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 37	20. EMPLOY CODE 16	21. OFFICE CODING 51700 WH	22. STATION CODE 15005
23. INTEGRAL CODE 3	24. MARRIAGE CODE 3	25. DATE OF BIRTH	26. DATE OF GRACE
27. DATE OF DEATH	28. DATE OF DEATH	29. DATE OF DEATH	30. DATE OF DEATH
31. SPECIAL REFERENCE XX XX XX	32. SPECIAL REFERENCE XX XX XX	33. SPECIAL REFERENCE XX XX XX	34. SPECIAL REFERENCE XX XX XX
35. VET PREFERENCE	36. SEPR COMP DATE	37. LEAVE COMP DATE	38. CARRIER CATEGORY
39. SOCIAL SECURITY NO.	40. SOCIAL SECURITY NO.	41. SOCIAL SECURITY NO.	42. SOCIAL SECURITY NO.
43. PREVIOUS CIVILIAN EMPLOYMENT SERVICE	44. PREVIOUS CIVILIAN EMPLOYMENT SERVICE	45. PREVIOUS CIVILIAN EMPLOYMENT SERVICE	46. PREVIOUS CIVILIAN EMPLOYMENT SERVICE
47. PREVIOUS CIVILIAN EMPLOYMENT SERVICE	48. PREVIOUS CIVILIAN EMPLOYMENT SERVICE	49. PREVIOUS CIVILIAN EMPLOYMENT SERVICE	50. PREVIOUS CIVILIAN EMPLOYMENT SERVICE
SIGNATURE OR OTHER AUTHENTICATION			

FILED
3.11.71
4.

FORM 1130
1-64
GPO 6-72

U.S. GOVERNMENT
PRINTING OFFICE

SECRET

1. PREPARED BY
2. CHECKED BY
3. APPROVED BY

4. DATE
5. SIGNATURE

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

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

FVD: 5 AUG 70

SECRET
(When Filled In)

ODF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 026090		2. NAME (LAST FIRST MIDDLE) KEENAN THOMAS J	
3. NATURE OF PERSONNEL ACTION PROMOTION			
4. FUNDS V TO V CF TO V		5. EFFECTIVE DATE MO DA YR 07 26 70	
6. ORGANIZATIONAL DESIGNATIONS DDP/WH		7. CATEGORY OF EMPLOYMENT REGULAR	
8. STATION [REDACTED]		9. CEC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
10. POSITION TITLE OPS OFFICER		11. POSITION NUMBER 0327	
12. CLASSIFICATION / SCHEDULE (GS, LR, etc.) GS		13. SERVICE DESIGNATION D	
14. OCCUPATIONAL SERIES 0136.01		15. GRADE AND STEP 14 1	
16. REMARKS [REDACTED]		17. SALARY OF RATE 19543	

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 22		20. EMPLOY CODE 10		21. OFFICE CODING NUMERIC ALPHABETIC 51700 WH		22. STATION CODE 15005		23. INDICATE CODE [REDACTED]		24. MODIFIER CODE 3	
25. DATE OF BIRTH MO DA YR 07 26 70		26. DATE OF GRADE MO DA YR 07 26 70		27. DATE OF LEI MO DA YR 07 26 70		28. CORRECTION / CONCILIATION DATA [REDACTED]		29. SECURITY REQ NO [REDACTED]		30. SEA	
31. PREVIOUS CIVILIAN GOVERNMENT SERVICE [REDACTED]		32. SERV COMP DATE MO DA YR [REDACTED]		33. LONG COMP DATE MO DA YR [REDACTED]		34. CARRIER CATEGORY [REDACTED]		35. FEGLI / HEALTH INSURANCE [REDACTED]		36. SOCIAL SECURITY NO [REDACTED]	
37. SIGNATURE OR OTHER AUTHENTICATION [REDACTED]		38. TAX DATA [REDACTED]		39. STATE TAX DATA [REDACTED]		40. FORM EXECUTED [REDACTED]		41. CODE [REDACTED]		42. STATE CODE [REDACTED]	

POSTED

05-06-70/1/18

SECRET

DSI

FORM 100-10

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1130

MAY 1967

MAY 1967

FORM 100-10

FORM 100-10

653

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
026090		KEE'AN THOMAS J		51 700		CF			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	SI	ADJ
GS 12	1	\$17,878	05/18/69	GS 12	4	\$18,137	05/17/70		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE									
SIGNATURE						DATE			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS				1537 SIGNED BY					
FORM 7-66 560 E Use previous editions				PAY CHANGE NOTIFICATION (4-51)					

COMPENSATION
DIVISION

MAY 11 1970

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QBR

MMU

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
KEENAN THOMAS J	026090	51	700	CF GS 13 3	\$17,878

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE
ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"
EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME
KEENAN THOMAS J

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

NEW
SALARY
\$16,866

653 Rp. 3

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOUSE	
026090		KEENAN THOMAS J		91 700		CF			
6. OLD SALARY RATE									
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	8. TYPE ACTION	
GS 13	2	\$14,889	03/19/68	GS 13	3	\$15,369	03/18/69		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
<input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
9. CLERK'S INITIALS				10. APPROVED BY					
FORM 7-65 560 E Use previous editions				PAY CHANGE NOTIFICATION				(4-81)	

COMPENSATION DIVISION

65371

1537

JPR

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 312 AND 316 OF PL 90-260 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND 4-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090		91 700	CF GS 13 2	\$14,889	\$15,369

"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-CC1 DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	126090	51	700	CF GS 13 1	\$12,073	\$13,507

PLW: 20 JUN 67

SECRET
(When Filled In)

OKF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 2. NAME (LAST, FIRST, MIDDLE)

026090 KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION

PROMOTION CORRECTION

4. EFFECTIVE DATE

05/21/67

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

V TO V

V TO V

C TO V

C TO V

7. ORGANIZATIONAL DESIGNATIONS

DDP A/H

8. Financial Analysis No. Changeable 9. CXC OR OTHER LEGAL AUTHORITY

7135 0834 0000

50 USC 403 J

10. LOCATION OF OFFICIAL STATION

STATION

11. POSITION TITLE

OPS OFFICER

12. POSITION NUMBER

0327

13. SERVICE DESIGNATION

D

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

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND STEP

13-1

17. POLARIS NO. DATE

12873

18. REMARKS

THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 05/21/67 AS FOLLOWS:
TO ADD

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES	22. STATION CODE	23. INTEREST CODE	24. REPORT CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
58	10	NUMERIC 51700 ALPHABETIC WH	15005		3		05/21/67	05/21/67
28. WFE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/COMPLETION DATA	33. SECURITY REQ. NO.	34. SEX		
35. WFE PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. SOCIAL SECURITY NO.				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEES	44. STATE TAX DATA					

SIGNATURE OF OTHER AUTHENTICATION

POSTED

06-26-67

FORM 1150

Use Previous Edition

SECRET

(When Filled In)

PLW: 10 MAY 67

SECRET
(When Filled In)

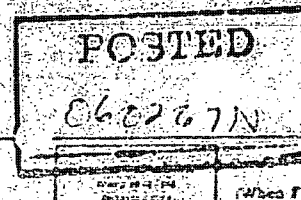
NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						05 21 67		REGULAR			
6. FUNDS		7. TO V		8. TO O		9. Financial Analysis No. Chargeable		10. CSC OR OTHER LEGAL AUTHORITY			
DDP		X		X		7135 0834 0000		50 USC 403 J			
11. ORGANIZATIONAL DESIGNATIONS						12. LOCATION OF OFFICIAL STATION					
DDP/WH						STATION					
13. POSITION TITLE						14. POSITION NUMBER		15. SERVICE DESIGNATION			
OPS OFFICER						0327		D			
16. CLASSIFICATION SCHEDULE (GS, GS, etc.)				17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE			
GS				0136.01		13 1		12873			
20. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE		22. EMPLOY CODE		23. OFFICE CODING		24. STATION CODE		25. INTEGRITY CODE		26. DATE OF BIRTH	
22		10		51700 WH		15005		3		05 21 67	
27. DATE OF LEI		28. DATE OF GRADE		29. DATE OF BIRTH		30. DATE OF GRADE		31. DATE OF BIRTH		32. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	
33. DATE OF BIRTH		34. DATE OF GRADE		35. DATE OF BIRTH		36. DATE OF GRADE		37. DATE OF BIRTH		38. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	
39. DATE OF BIRTH		40. DATE OF GRADE		41. DATE OF BIRTH		42. DATE OF GRADE		43. DATE OF BIRTH		44. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	
45. DATE OF BIRTH		46. DATE OF GRADE		47. DATE OF BIRTH		48. DATE OF GRADE		49. DATE OF BIRTH		50. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	
51. DATE OF BIRTH		52. DATE OF GRADE		53. DATE OF BIRTH		54. DATE OF GRADE		55. DATE OF BIRTH		56. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	
57. DATE OF BIRTH		58. DATE OF GRADE		59. DATE OF BIRTH		60. DATE OF GRADE		61. DATE OF BIRTH		62. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	
63. DATE OF BIRTH		64. DATE OF GRADE		65. DATE OF BIRTH		66. DATE OF GRADE		67. DATE OF BIRTH		68. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	
69. DATE OF BIRTH		70. DATE OF GRADE		71. DATE OF BIRTH		72. DATE OF GRADE		73. DATE OF BIRTH		74. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	
75. DATE OF BIRTH		76. DATE OF GRADE		77. DATE OF BIRTH		78. DATE OF GRADE		79. DATE OF BIRTH		80. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	
81. DATE OF BIRTH		82. DATE OF GRADE		83. DATE OF BIRTH		84. DATE OF GRADE		85. DATE OF BIRTH		86. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	
87. DATE OF BIRTH		88. DATE OF GRADE		89. DATE OF BIRTH		90. DATE OF GRADE		91. DATE OF BIRTH		92. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	
93. DATE OF BIRTH		94. DATE OF GRADE		95. DATE OF BIRTH		96. DATE OF GRADE		97. DATE OF BIRTH		98. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	
99. DATE OF BIRTH		100. DATE OF GRADE		101. DATE OF BIRTH		102. DATE OF GRADE		103. DATE OF BIRTH		104. DATE OF GRADE	
05 21 67		05 21 67		05 21 67		05 21 67		05 21 67		05 21 67	

FORM 1150

Use Previous Edition

SECRET

PLW



060267N

(When Filled In)

BJT: 12 MAY 67

SECRET
(When Filled In)

1001

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION											
REASSIGNMENT AND TRANSFER											
4. EFFECTIVE DATE				5. CATEGORY OF EMPLOYMENT							
04 23 67				REGULAR							
6. FUNDS				7. Financial Analysis No. Chargeable				8. CAC OR OTHER LEGAL AUTHORITY			
X				7135 0834 0000				50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS											
DDP/AM											
10. LOCATION OF OFFICIAL STATION											
STATION											
11. POSITION/TITLE						12. POSITION NUMBER			13. SERVICE DESIGNATION		
OPS OFFICER						0327			D		
14. CLASSIFICATION/SCHEDULE (GS, FO, etc.)				15. OCCUPATIONAL SERIES				16. GRADE AND STEP		17. SALARY OR RATE	
GS				0138.01				12 3		11685	
18. REMARKS											
THIS ACTION CORRECTS FORM 1150 TO CHANGE EFFECTIVE DATE WHICH READ 05/07/67 TO READ 04/23/67.											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGRITY CODE		24. MAJOR CODE	
58		10		31700 WH		15005		3			
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI		28. CORRECTION/CANCELLATION DATA		29. SECURITY REG NO.		30. SEC	
						20 05 07 67		EOD DATA			
31. VET. PREFERENCE		32. SERV. COMP. DATE		33. LONG. COMP. DATE		34. CAREER CATEGORY		35. REGS / HEALTH INSURABLE		36. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT				43. SPECIAL PAY DATA			
CODE				CODE				CODE			
1. NO PREVIOUS SERVICE				1. YES				1. YES			
2. NO DATA IN SERVICE				2. NO				2. NO			
3. BREAK IN SERVICE LESS THAN 3 YRS				3. YES				3. YES			
4. BREAK IN SERVICE MORE THAN 3 YRS				4. NO				4. NO			
44. STATE TAX DATA											
CODE											
1. YES											
2. NO											
SIGNATURE OF OTHER AUTHENTICATION											
POSTED											
05-15-67											

Form 1150

Use Previous Edition

SECRET

When Filled In

C/WA/3

688

COMPENSATION
& TAX DIVISION

MAY 14 8 37 AM '68

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
026090		MEENAN, THOMAS J		51 700		CF			
6. OLD SALARY RATE					7. NEW SALARY RATE				
Grade	Step	Salary	Exp. Eff. Date	Grade	Step	Salary	Effective Date	8. TYPE ACTION	
GS 13	1	\$13,507	05/21/67	GS 13	2	\$13,957	05/19/68	SI	ADD
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
<i>[Signature]</i>						11 May 68			
<input type="checkbox"/> NO EXCESS LWOP									
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD									
<input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS						INITIALED BY			
[Initials]						[Initials]			
FORM 7-66 560 E Use previous editions									
PAY CHANGE NOTIFICATION									
(4-51)									

PC

1111

L-1

SECRET
(When Filled In)

BJT: 3 MAY 67

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		7. NAME (LAST-FIRST-MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION											
REASSIGNMENT AND TRANSFER											
4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT									
04 / 23 / 67		REGULAR									
6. FUNDS		V TO V		X		V TO EF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY	
		U TO V				U TO U		7135 0834 0000		50 USE 403 J	
9. ORGANIZATIONAL DESIGNATIONS											
DOP/WH											
10. LOCATION OF OFFICIAL STATION											
STATION											
11. POSITION TITLE											
OPS OFFICER											
12. SERVICE DESIGNATION											
D											
14. CLASSIFICATION SCHEDULE (GS, BR, 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		22. STATION CODE		23. INTEGREE CODE		24. HOURS CODE	
20		10		51700 WH		15005		3			
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI		28. RETIREMENT DATA		29. SPECIAL REFERENCE		30. SEPARATION DATA CODE	
31. VET. PREFERENCE		32. SERV. COMP. DATE		33. LONG. COMP. DATE		34. CAREER CATEGORY		35. FEGLI / HEALTH INSURANCE		36. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAC CODE				43. FEDERAL TAX DATA			
44. STATE TAX DATA				45. STATE TAX DATA				46. STATE TAX DATA			
SIGNATURE OR OTHER AUTHENTICATION											

FORM 1150
5-66

Use Previous Edition

SECRET

POSTED
05836244
(When Filled In)

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

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

G27

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
026090		KEENAN THOMAS J		51 075 V			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 12	2	\$11,306	10/24/65	GS 12	3	\$11,665	10/23/66
7. TYPE ACTION							
PSI LSI ADJ.							
8. Remarks and Authentication							
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD CLERK'S INITIALS: <i>WV</i> AUDITED BY: <i>[Signature]</i>							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>[Signature]</i>				DATE: <i>1 Aug 66</i>			
PAY CHANGE NOTIFICATION							

DET 61 12 32 1966

FJH: 13 SEP 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 2. NAME (LAST FIRST MIDDLE)

026090 KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION
DESIGNATION AS PARTICIPANT IN CIA
RETIREMENT AND DISABILITY SYSTEM4. 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

DOP/WH

10. LOCATION OF OFFICIAL STATION

WASH., D.C.

11. POSITION TITLE

12. POSITION NUMBER

13. SERVICE DESIGNATION

D

14. CLASSIFICATION SCHEDULE (SM, LG, MG)

15. OCCUPATIONAL SERIES

16. GRADE AND STEP

12

17. SALARY OR RATE

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

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

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

SIGNATURE OR OTHER AUTHENTICATION

POSTED

09206615

FORM 1150
11-62Use Previous
Edition

SECRET

1. When Filled In

2. When Filled In

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

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

6-27

1. Serial No.		2. Name		3. Org Center Number		4. LWOP Hours							
026090		KEENAN THOMAS J		51 075 V									
5. OLD SALARY RATE				6. NEW SALARY RATE									
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date						
GS 12	1	\$10,250	10/25/64	GS 12	2	\$10,619	10/24/65						
7. TYPE ACTION													
<table border="1"> <tr> <td>PM</td> <td>LSI</td> <td>ADJ</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>								PM	LSI	ADJ			
PM	LSI	ADJ											
8. Remarks and Authentication													
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>BY</i> AUDITED BY													
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.													
SIGNATURE: <i>[Signature]</i> DATE: <i>11/1/65</i>													
PAY CHANGE NOTIFICATION													

Form 9-61 360

SECRET
(When Filled In)

NUM 16 DEC 64

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST MIDDLE)							
026090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION CONVERSION FROM <input type="checkbox"/> STATUS					4. EFFECTIVE DATE MO <u>10</u> DA <u>10</u> YR <u>64</u>		5. CATEGORY OF EMPLOYMENT REGULAR		
6. FUNDS		V TO V		V TO CP		7. COST CENTER NO. CHARGEABLE		8. USC OR OTHER LEGAL AUTHORITY	
<input checked="" type="checkbox"/>		U TO V		CP TO CP		5135 0990 0000		50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION				
DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION					MEXICO CITY, MEXICO				
11. POSITION TITLE OPS OFFICER					12. POSITION NUMBER 0489		13. SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LO, etc.) GS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 12-1		17. SALARY OR RATE 10250		
18. REMARKS MEXICO CITY, MEXICO THIS ACTION CORRECTS FORM 1150 TO CHANGE THE EFFECTIVE DATE, WHICH READ, 10/12/64, TO READ 10/10/64.									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE 57	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC <u>51700</u> ALPHABETIC <u>WH</u>		22. STATION CODE 45075	23. INTEGER CODE	24. HOURS CODE 3	25. DATE OF BIRTH	26. DATE OF GRADE MO DA YR	27. DATE OF LES MO DA YR
28. NTE EXPIRES MO DA YR		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CUC 2. FICA 3. NONE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO DA YR 56 10 10 64		33. SECURITY REG. NO.		34. SER.
35. VLT. 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	CAN - YES NO - NO	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 AGENCY IN SERVICE 2 - AGENCY IN SERVICE MORE THAN 3 YRS 3 - AGENCY IN SERVICE MORE THAN 3 YRS	45. FEDERAL TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS	46. STATE TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS			47. STATE TAX DATA	
SIGNATURE OF OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 10/10/64 rjg/ky2k </div>									

FORM 1150
11-62

Use Previous
Edition

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

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

[illegible]

DLB: 20 NOV 64

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
166090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
ASSIGNMENT AND TRANSFER				11 22 64		REGULAR			
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. USE OR OTHER LEGAL AUTHORITY					
X		5235 0620 0000		50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION					
DDP WH PLANS & OPERATIONS STAFF SECTION A				WASH., D. C.					
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION			
OPS. OFFICER				0641		D			
14. CLASSIFICATION SCHEDULE (GS, LB, WH)		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		22. STATION CODE	23. INTEGRAL CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
16	10	51075 WH		75013					
28. VES. EMPLOY		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA	
								33. SECURITY REQ. NO.	
								34. SFA	
35. VES. PREFERENCE		36. SERV. COMP. DATA		37. LONG. COMP. DATA		38. CAREER CATEGORY		39. PERS. / HEALTH INSURANCE	
								40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.		43. FEDERAL TAX DATA		44. STATE TAX DATA	
SIGNATURE OR OTHER AUTHENTICATION									
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 11/24/64 </div>									

197 1150

Use Previous
Edition

SECRET

11/24/64
11/24/64
11/24/64

(When Filled In)

RZK: 23 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 PROMOTION		4. EFFECTIVE DATE 10 25 64	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V CF TO V	V TO V X CF TO CF	7. COST CENTER NO. CHARGEABLE 5135 0930 0000	8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION		10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO	
11. POSITION TITLE OPS OFFICER		12. POSITION NUMBER 0489	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LO, WH) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 12 1	17. SALARY OR RATE 10250
18. REMARKS			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 22	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 51700 WH ALPHABETIC 45675		22. STATION CODE 45675	23. INTEGREE CODE 3	24. HOURS Code	25. DATE OF BIRTH 10 25 64	26. DATE OF GRADE 10 25 64	27. DATE OF LES 10 25 64
28. MIF EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE 1. CSC 2. FICA 3. NONB.	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE TYPE	32. CORRECTION/CANCELLATION DATA MO. DA. YR.		33. SECURITY REQ. NO.		34. SEX
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.		36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR. SERV. CODE PROV. TEMP.		39. PEST/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 CODE 1 - YES 2 - NO		44. STATE TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO		45. STATE CODE	

SIGNATURE OF OTHER AUTHORIZATION

POSTED

10/28/64 RZK

FORM 1150
11-62Use Previous
Edition

SECRET

11-62
Include this space
except as
indicated

(When Filled In)

DLB: 13 OCT 64

SECRET
(When Filled In)

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

FORM 11-62 1150

Use Previous Edition

SECRET

SP-7
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(When Filled In)

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
026090		KEENAN THOMAS J		51 700		456 CF	
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last EM. Date	Grade	Step	Salary	Effective Date
GS 11	2	\$ 8,690	04/14/63	GS 11	3	\$ 8,970	04/12/64
7. TYPE ACTION							
PSI LS AD							
8. Remarks and Authentication							
/ NO EXCESS LWOP / IN PAY STATUS AT END OF WAITING PERIOD / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: <i>[Signature]</i> DATE: <i>[Date]</i> PAY CHANGE NOTIFICATION							

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

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

BAB: 12 APR 63

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
026090		KEENAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						MO. DA. YR. 04 14 63		REGULAR			
6. FUNDS		7. TO V		8. TO V		9. COST CENTER NO. CHARGEABLE		10. CSC OR OTHER LEGAL AUTHORITY			
CF TO V		X		CF TO V		3135 5700 1000		50 USC 403 J			
11. ORGANIZATIONAL DESIGNATIONS						12. LOCATION OF OFFICIAL STATION					
DDP WH						STATION					
13. POSITION TITLE						14. POSITION NUMBER		15. SERVICE DESIGNATION			
OPS OFFICER						0489		D			
16. CLASSIFICATION SCHEME (PER 18 USC)				17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR RATE			
GS				0136.01		11 2		8310			
20. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE		22. EMPLOY CODE		23. OFFICE CODING		24. STATION CODE		25. INTEREST CODE		26. HOURS CODE	
22		10		64700 WH		45075		3		3	
27. DATE OF BIRTH		28. DATE OF GRADE		29. DATE OF 1st		30. DATE OF 2nd		31. DATE OF 3rd		32. DATE OF 4th	
MO. DA. YR. 04 14 63		MO. DA. YR. 04 14 63		MO. DA. YR. 04 14 63		MO. DA. YR. 04 14 63		MO. DA. YR. 04 14 63		MO. DA. YR. 04 14 63	
33. DATE EXPIRES		34. SPECIAL REFERENCE		35. RETIREMENT DATA		36. SEPARATION DATA CODE		37. CORRECTION/CANCELLATION DATA		38. SECURITY REQ. NO.	
MO. DA. YR.		1. CSC 2. FICA 3. NONE		CODE		DATA CODE		TYPE MO. DA. YR.		39. SECURITY REQ. NO.	
39. VET PREFERENCE		40. SERV. COMP. DATE		41. LONG. COMP. DATE		42. CAREER CATEGORY		43. PEGLI / HEALTH INSURANCE		44. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		CODE		CODE		CODE	
0 - NONE 1 - 5 PT 2 - 10 PT		MO. DA. YR.		MO. DA. YR.		CAN. BENEF. CODE 1 - YES 2 - NO		1 - YES 2 - NO		HEALTH INS. CODE	
45. PREVIOUS GOVERNMENT SERVICE DATA				46. LEAVE CAT.				47. FEDERAL TAX DATA			
CODE				CODE				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)				1 - YES 2 - NO				NO. TAX EXEMPT. EXONS			
48. STATE TAX DATA				49. STATE TAX DATA				50. STATE TAX DATA			
CODE				CODE				CODE			
1 - YES 2 - NO				1 - YES 2 - NO				1 - YES 2 - NO			
SIGNATURE OR OTHER AUTHENTICATION											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 04/23/63 JK </div>											

FORM 1150
11 62Use Previous
Edition

SECRET

17

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

1. Serial No.		2. Name		3. Civil Service Number		4. LWOP Status	
026090		KEENAN THOMAS J		64 700 CP			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Step	Salary	Effective Date	Grade	Step	Salary	Effective Date	7. TYPE ACTION
GS-10 2	\$ 7,939	10/29/61	GS-10 3	\$ 7,780	10/28/62		PSA 121 ADJ
8. Remarks and Authorization							
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 OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE				DATE: 26-11-62			
PAY CHANGE NOTIFICATION Form 9-61 500 Obsolete Previous Edition (4-61)							

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-794 AND
 DCI MEMORANDUM DATED 1 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS:
 EFFECTIVE 18 OCTOBER 1962

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

AES: 27 OCT 61

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)									
020000		KEFNAN THOMAS J									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						10 29 61		REGULAR			
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO (CHARGEABLE)		8. CSC OR OTHER LEGAL AUTHORITY			
CF TO V		X		CF TO CF		2135 5700 1000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP WH [REDACTED]						[REDACTED] STATION [REDACTED]					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
CPS OFFICER						0489		D			
14. CLASSIFICATION SCHEDULE (GS, WS, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		10 2		7160			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODE		22. STATION CODE	23. INITIATED	24. REASON 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. HRS. EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/COMPLETION DATA		33. SECURITY REQ. NO.	
NO DA YES				1 - CSC 2 - WS 3 - WS		CODE		TYPE NO DA YES		EOD DATA	
34. VET. PREFERENCE		35. SERV. COMP. DATE		36. LONG COMP. DATE		37. MIL. SERV. CREDIT/LED		38. HEALTH / HEALTH INSURANCE		39. SOCIAL SECURITY NO.	
CODE		NO DA YES		NO DA YES		CODE		CODE		CODE	
40. PREVIOUS GOVERNMENT SERVICE DATA		41. LEAVE CAT.		42. FEDERAL TAX DATA		43. STATE TAX DATA		44. SOCIAL SECURITY NO.		45. STATE TAX DATA	
CODE		CODE		CODE		CODE		CODE		CODE	
1 - NO PREVIOUS SERVICE 2 - NO DATA IN SERVICE 3 - BREAK IN SERVICE (LESS THAN 18 MOS) 4 - BREAK IN SERVICE (MORE THAN 18 MOS)		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO	
SIGNATURE OR OTHER AUTHENTICATION											
[REDACTED]											

FORM 8-60

110 (Temporary Printing)

SECRET

10-55

1. NAME		KEENAN THOMAS J		2. ASSIGNED GRADE		GS-09		3. PAY GRADE		UV		4. ACCOUNTING	
5. OLD SALARY RATE						6. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE				
GS 09	2	\$ 6,135	06	14	59	GS 09	3	\$ 6,285	06	12	60		
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER													
7. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						8. NUMBER OF HOURS LWOP							
IF EXCESS LWOP, CHECK FOLLOWING:						9. INITIALS OF CLERK							
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						10. AUDITED BY							
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD													
TO BE COMPLETED BY THE OFFICE OF PERSONNEL													
11. TYPE OF ACTION						12. REMARKS							
<input type="checkbox"/> P.O.S. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT													
13. AUTHENTICATION													
<div style="text-align: center;"> EMMETT D. ECHOLS PAY CHANGES NOTIFICATION DATED 10/1/60 </div>													

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 Status
526090	KEENAN THOMAS J	DD/WH 8	UV
5. OLD SALARY RATE		6. NEW SALARY RATE	
Grade	Step	Salary	Last Eff Date
GS 09	3	\$ 6,765	06/12/60
Grade	Step	Salary	Effective Date
GS 09	4	\$ 6,930	06/11/61
7. TYPE ACTION			
SEL	SAT	ADJ	
8. Remarks and Authentication			
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / IN LWOP STATUS AT END OF WAITING PERIOD			
<div style="text-align: center;"> EMMETT D. ECHOLS PAY CHANGE NOTIFICATION </div>			

SECRET

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION															
ARE: 113 JAN 1960															
1. Serial No		2. Name (Last-First-Middle)				3. Date Of Birth		4. Vets. Code		5. Sex		6. C-Code			
526090		KEENAN THOMAS J				Mo. Da. Yr.		Non-6 5 Pt 1 10 Pt 2		Code 1 M 1		Mo. Da. Yr. 05 20 57			
7. SCD		8. CSC Rating		9. CSC Or Other Legal Authority				10. Appt. Affidavit		11. Flight		12. LCO		13. E-Code	
Mo. Da. Yr. 01 29 53		Yes-1 No-2 1		Code 1		50 USCA 403 J				Yes-1 No-2 05		Code 20		Mo. Da. Yr. 57	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP WH				4652		[Redacted]				45075	
STATION				[Redacted]		STATION				[Redacted]	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. - 1 USld. - 3 Frgr. - 5		Code 5		OPS OFFICER		0489		GS		0136.01	
21. Grade & Step		22. Salary Or Rate		23. SO		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
09 2		\$ 6135		D		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 12 60		0135 5700 3000	

ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
DDP WH				4652		[Redacted]				45075	
STATION				[Redacted]		STATION				[Redacted]	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept. - 1 USld. - 3 Frgr. - 5		Code 5		OPS OFFICER		0489		GS		0136.01	
38. Grade & Step		39. Salary Or Rate		40. SO		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
09 2		6135		D		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 12 60		0135 5700 3000	

44. Remarks
 SUBJECT IS TO BE PAID THE [Redacted] SALARY OF \$6135 [Redacted]
 AND ALLOWANCES IN ACCORDANCE THEREWITH.
 ALL SICK AND 80 HOURS ANNUAL LEAVE TO BE TRANSFERRED [Redacted]

Post 1
 PCS
 BR

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION															
ALS: 12 DEC 1959															
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS-ECB		
526090		KEENAN THOMAS J				Mo. Da. Yr.			None-0 3 Pr. 1 10 Pr. 9		M 1		Mo. Da. Yr. 05 20 57		
7. SCD		8. CSC Permit		9. CSC Or Other Legal Authority		10. Appt. Authority			11. FLCL		12. LCD		13. Encl. Code		
Mo. Da. Yr. 01 29 53		Yr. 1 112-2		Code 1		50 USCA 403 J			Mo. Da. Yr. Mo. Da. Yr. No. 8		Yes. 1 Code 05 20 57		Yes. 1 Code No. 9 2		
PREVIOUS ASSIGNMENT															
14. Organizational Designations					Code		15. Location Of Official Station					Station Code			
CS/CS DEVELOPMENT COMPLEMENT DOP WH					1688		WASH., D. C.					75013			
16. Dept. - Field		17. Position Title				18. Position No.			19. Serv.		20. Occup. Series				
Dept. - 1 USld - 3 Fign - 5		Code 1 OPS OFF				090659			09		0136.01				
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Day		26. Appropriation Number					
09 2		\$ 6135		0		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 12 60		0320 1998					
ACTION															
27. Nature Of Action				Code		28. Eff. Date			29. Type Of Employee			Code		30. Separation Date	
REASSIGNMENT				67		12 27 59			REGULAR			01			
PRESENT ASSIGNMENT															
31. Organizational Designations					Code		32. Location Of Official Station					Station Code			
DOP WH					4652							15075			
33. Dept. - Field		34. Position Title				35. Position No.			36. Serv.		37. Occup. Series				
Dept. - 1 USld - 3 Fign - 5		Code 5 OPS OFFICER				0489			GS		0136.01				
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Day		43. Appropriation Number					
09 2		\$ 6135		0		Mo. Da. Yr. 06 15 58		Mo. Da. Yr. 06 12 60		0135 5700 3000					
44. Remarks															
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 1-6-60 RAH </div>															

FORM NO 1150a

1 MAR 57

12-18-57

SECRET

(4)

SECRET

(When Filled In)

DEC:4 SEPT 59

NOTIFICATION OF PERSONNEL ACTION

1. Action No.		2. Full Name of Employee		3. Date of Birth		4. Vol. Ind.		5. Sex		6. CS. FOD			
526090		KEENAN THOMAS J		Mo. Da. Yr.		1. 5 Pt. 1 2. 10 Pt. 2		M		Mo. Da. Yr.			
7. SCID		8. CSC Rating		9. CSC Or Other Legal Authority		10. Appt. Allotment		11. TCU		12. LCD		13. Ext. No.	
Mo. Da. Yr.		Yes. 1 No. 2		Code		Mo. Da. Yr.		Yes. 1 No. 2		Mo. Da. Yr.		Yes. 1 No. 2	
01 29 53		1		50 USCA 403 J		Mo. Da. Yr.		1		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		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. - 1 USAF - 3 Fgh - 5		Code		OPS OFF PP		0070		GS		0136.31	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
09 2		\$ 6135		D		Mo. Da. Yr.		Mo. Da. Yr.		9 3500 20 001	
06 15 50						06 14 59					

ACTION

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

PRESENT ASSIGNMENT

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

FOOTED

15 MAY 60

JH

Form No. 1150a

SECRET

(4)

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

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

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 126090		2. NAME KEFNAN THOMAS J			3. ASSIGNED ORG. DDP/WH 3		4. FUNDS V-20	5. ALLOTMENT 3531
6. OLD SALARY RATE					7. NEW SALARY RATE			
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY
GS 9	1	5,985	MO.	DA.	YR.	GS 9	2	6,135
			06	15	50			
			MO.	DA.	YR.	EFFECTIVE DATE		
			06	14	59			
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP								
IF EXCESS LWOP, CHECK FOLLOWING:								
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD								
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD								
9. NUMBER OF HOURS LWOP								
10. INITIALS OF CLERK								
11. AUDITED BY								
12. PROJECTED SALARY RATE AND EFFECTIVE DATE								
GRADE	STEP	SALARY	MO.	DA.	YR.	13. REMARKS		
14. AUTHENTICATION								
<p style="text-align: center;">65. H/154 C 9 MO</p> <p style="text-align: center;">PERIODIC STEP INCREASE AUTHENTICATION</p>								

SECRET

PERSONNEL FOLDER 101

SECRET
(When Filled In)

ARE: 23 JAN 1959												NOTIFICATION OF PERSONNEL ACTION											
1. Serial No.			2. Name (Last-First-Middle)						3. Date Of Birth			4. Vet. Prof.		5. Sex		6. GS - EOD							
126090			KEENAN THOMAS J						Mo. Da. Yr.			None-0 5 Pt-1 10 Pt-2		1 M 1		Mo. Da. Yr. 05 20 57							
7. SCD			8. CSC Rmt.			9. CSC Or Other Legal Authority			10. Apmt. Adv.			11. FEGLI		12. LCO		13. With. Serv. Sep.							
Mo. Da. Yr. 01 29 53			Yes-1 No-2 1			50 USCA 403 J			Mo. Da. Yr.			Yes-1 No-2 05 20 57		Mo. Da. Yr. 05 20 57		Yes-1 No-2 2							

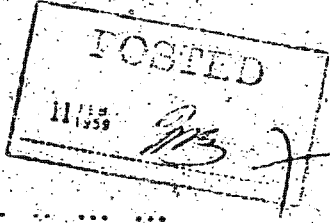
PREVIOUS ASSIGNMENT

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

ACTION

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

PRESENT ASSIGNMENT

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

FORM NO 1150
1 MAR 57

SECRET

(4)

S E C R E T

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

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

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET
(When Filled In)

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

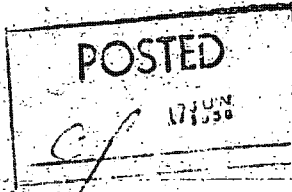
PREVIOUS ASSIGNMENT

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

ACTION

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

PRESENT ASSIGNMENT

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

SECRET
(WHEN FILLED IN)


1. EMP. SERIAL NO. 126090		2. NAME KEENAN THOMAS J		3. ASSIGNED ORGAN DDS/JOTC		4. FUNDS V-20		5. ALLOTMENT	
6. OLD SALARY RATE					7. NEW SALARY RATE				
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO. DA. YR.			GRADE	STEP	SALARY	EFFECTIVE DATE 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 <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD					9. NUMBER OF HOURS LWOP				
					10. INITIALS OF CLERK				
					11. ACCEPTED 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									
<div style="position: relative; height: 100px;"> <div style="position: absolute; top: 0; left: 0; transform: rotate(-45deg); font-size: small;"> 86 MAY 27 11 05 AM '58 PAYROLL BRANCH </div> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); font-size: 2em; font-weight: bold;"> AUTHENTICATION </div> </div>									
PERIODIC STEP INCREASE - AUTHENTICATION									

FORM NO. 560b
1 MAR. 58

SECRET

PERSONNEL FOLDER (4)

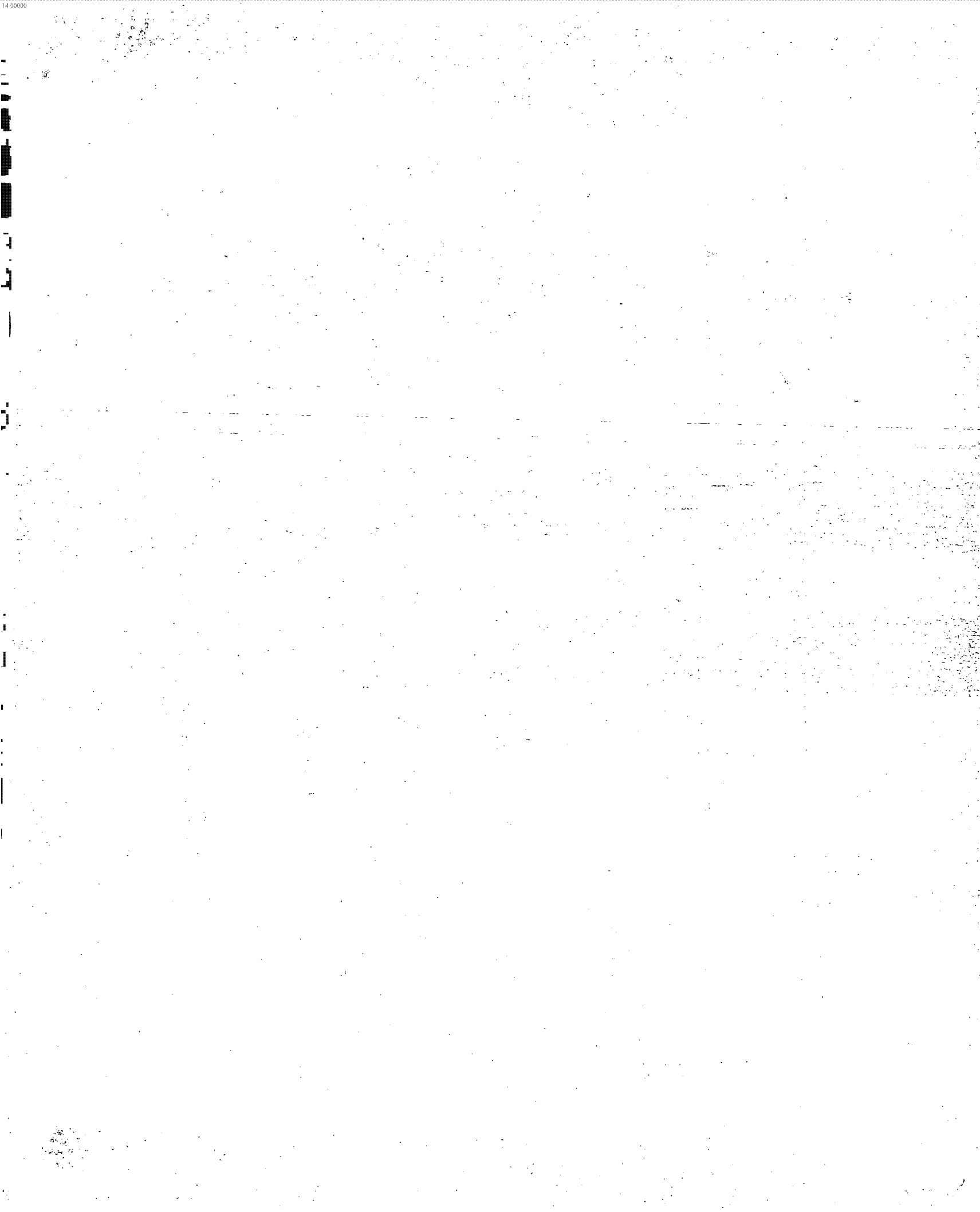
SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 126090		2. NAME KEENAN THOMAS J		3. ASSIGNED ORGAN DDS/JOTC 3A		4. FUNDS V-20		5. ALLOTMENT	
6. OLD SALARY RATE					7. NEW SALARY RATE				
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO. DA. YR.			GRADE	STEP	SALARY	EFFECTIVE DATE 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.									
TYPE			DATE		SIGNATURE				
			23 MAR 58						
PERIODIC STEP INCREASE - CERTIFICATION									

FORM NO. 560
1 MAR. 58

SECRET

PERSONNEL FOLDER (4)

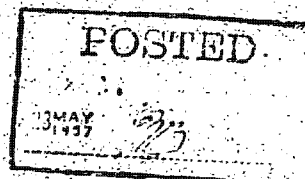


CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

F.C. 19 Apr 57
lvl C-7613

1. NAME (Last - First - Middle - One Given Name, Initials, and Surname) MR. THOMAS J. KEZMAN 126070		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE 20 May 1957
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (Use Standard Terminology) EXCEPTED APPOINTMENT		6. EFFECTIVE DATE 20 May 1957	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USCA 403-j	
FROM		TO		
8. POSITION TITLE		JOE U-748.16		
9. SERVICE, SERIES, GRADE, SALARY		GS-0090.01-7 \$4225.00 per annum		
10. ORGANIZATIONAL DESIGNATIONS		DDO/OER		
11. HEADQUARTERS		Junior Officer Trainee Corps		
12. FIELD OR DEPT'L		Washington, D. C.		
13. VETERAN'S PREFERENCE NONE WWII OTHER 5-PT 10-POINT <input checked="" type="checkbox"/> 5-PT <input type="checkbox"/> 10-POINT		14. POSITION CLASSIFICATION ACTION NEW VICE I. A. REAL IOC SD/GT		
15. SEX M		16. APPROPRIATION FROM: 7-7501-20 TO: 750-13		17. SUBJECT TO C. 3 RETIREMENT ACT (YES, NO) Yes
18. DATE OF APPOINTMENT, AFFIDAVIT, FACILITIES (ONLY) 20 May 1957		19. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:		
20. REMARKS: 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. DOG: 05/20/57 CHOD: 05/20/57 LCD: 05/20/57 SCD: 01/29/53 PSI due 06/01/58				
ENTRANCE PERFORMANCE RATINGS: Director of Personnel				
4. PERSONNEL FOLDER COPY.				



773 5/21/57

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER

026090

NAME (Last, first, middle)
Keenan, Thomas J.

10. OFFICIAL POSITION
Ops Officer, DChief

11. OFFICIAL ASSIGNMENT
DDO/LA/OPS

12. TYPE OF REPORT
Headquarters

13. GRADE
N GS-15 DQB
14. DATE REPORT DUE IN O.P.
X 15. MONTH
16. YEAR

17. TYPE OF APPOINTMENT

18. TYPE OF REPORT
☒ CAREER ☐ RESERVE ☐ TEMPORARY
☐ CONTRACT ☐ SPECIAL ☐ OTHER

19. REPORTING PERIOD (FROM-TO)
1 Jan 77 - 3 Dec 77

20. DATE REPORT DUE IN O.P.
January 1978

SECTION B

QUALIFICATIONS UPDATE

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

SECTION C

PERFORMANCE EVALUATION

U - Unsatisfactory

Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or recommended should be described.

M - Marginal

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

P - Proficient

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

S - Strong

Performance is characterized by exceptional proficiency.

O - Outstanding

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1

SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT

RATING LETTER

SPECIFIC DUTY NO. 2

RATING LETTER

SPECIFIC DUTY NO. 3

RATING LETTER

SPECIFIC DUTY NO. 4

RATING LETTER

SPECIFIC DUTY NO. 5

RATING LETTER

SPECIFIC DUTY NO. 6

RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

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

FORM 45 USE PREVIOUS EDITIONS

CLASSIFICATION
CONFIDENTIAL

E2, UNPDEI CL BY 19812

0
DQB
0278

SECTION D

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Of a recommendation for continuing in the position, if required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manager of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT

SECTION E

CERTIFICATION AND COMMENTS

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

1. BY SUPERVISOR
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

41 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

11 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

17 Jan 1978

OFFICIAL TITLE OF REVIEWING OFFICIAL
Deputy Chief,
Latin America Division

4. BY EMPLOYEE

I CERTIFY I HAVE BEEN SHOWN THE ENTIRE CONTENTS OF THIS REPORT. I HAVE ☒ OR HAVE NOT ☐ ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.

DATE

17 Jan 78

SIGNATURE OF EMPLOYEE

[Signature]

CLASSIFICATION

CONFIDENTIAL

CONFIDENTIAL

4 JAN 1978

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan

1. During the first six weeks of the reviewing period, Mr. Keenan continued as Chief of the [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. All Division operational traffic flowed through the Ops Staff where better than 80 per cent of the traffic was released.

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

[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

CONFIDENTIAL

CONFIDENTIAL

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

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

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

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

9. In addition to his Operations Staff responsibilities, Mr. Keenan served as the Division EEO Officer. He also served for nine months on a time-consuming DDO task force concerned with a [redacted]

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

CONFIDENTIAL

CONFIDENTIAL

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

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

[redacted]
Deputy Chief,
LA Southern Region

Thomas J. Keenan
Thomas J. Keenan

4/1
Date

1978

CONFIDENTIAL

COMMENTS OF REVIEWING OFFICIAL continued

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

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

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

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

CONFIDENTIAL
CLASSIFICATION

FITNESS REPORT									
SECTION A GENERAL INFORMATION									
1. EMPLOYEE NUMBER 026090		2. NAME (Last, first, middle) Keenan, Thomas J.		3. DATE OF BIRTH M		4. SEX M		5. GRADE GS-15	
6. BU DQB		7. OFFICIAL POSITION TITLE Operations Officer, Ch		8. OFF/DIV/BR OF ASSIGNMENT DDO/LA		9. CURRENT STATION Headquarters		10. CODE (See 1)	
11. TYPE OF APPOINTMENT		12. TYPE OF REPORT							
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT	<input type="checkbox"/> SPECIAL			
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> OTHER	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									
<p>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.</p> <p>M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial action taken or recommended should be described.</p> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>O-Outstanding Performance is exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>									
SPECIFIC DUTIES									
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated as their ability to supervise (indicate number of employees supervised).									
SPECIFIC DUTY NO. 1								RATING LETTER	
SEE MEMORANDUM IN LIEU OF FITNESS REPORT.									
SPECIFIC DUTY NO. 2								RATING LETTER	
SPECIFIC DUTY NO. 3								RATING LETTER	
SPECIFIC DUTY NO. 4								RATING LETTER	
SPECIFIC DUTY NO. 5								RATING LETTER	
SPECIFIC DUTY NO. 6								RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION									
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, responsiveness, pertinent personal traits or habits, and pertinent 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

CLASSIFICATION

12. EMPLOY CL BY 056582

CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, may be commented on, if applicable. If extra space is needed to complete Section D, attach a separate sheet of paper.

SEE MEMORANDUM IN LIEU OF FITNESS REPORT.

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

8

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

DATE

31 March 1977

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief, Latin America Division

TYPED OR PRINTED NAME AND SIGNATURE

George V. Lauder

2. BY EMPLOYEE

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

DATE

11 April 77

SIGNATURE OF EMPLOYEE

George V. Lauder

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

7 April 77

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Latin America Division

TYPED OR PRINTED NAME AND SIGNATURE

Raymond A. Warren

4. BY EMPLOYEE

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

DATE

11 April 77

SIGNATURE OF EMPLOYEE

George V. Lauder

CLASSIFICATION

CONFIDENTIAL

CONFIDENTIAL

Branch Chief's attention, the other Stations, particularly [redacted] which has an active operational program, and

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

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

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

[redacted]
Deputy Chief
Latin America Division


Thomas J. Keenan

4/2/77
Date

SECRET

FITNESS REPORT

SECTION A

GENERAL INFORMATION

1. EMPLOYEE NUMBER 026090 2. NAME (Last, first, and last) Keenan, Thomas J. 3. DATE OF BIRTH [redacted] 4. SEX M 5. GRADE GS-15 6. SD D
 7. OFFICIAL POSITION TITLE Chief of Station 8. OFF/DIV/BR OF ASSIGNMENT & CURRENT STATION DDO/LA [redacted] 9. [redacted] 10. [redacted] 11. [redacted] 12. [redacted]

11. TYPE OF APPOINTMENT

X CAREER RESERVE CONTRACT OTHER (Specify) TEMPORARY X ANNUAL REASSIGNMENT SPECIAL

12. TYPE OF REPORT

13. REPORTING PERIOD (From-To)

1 January 1975 - 31 December 1975

14. DATE REPORT DUE IN O.P.

January 1976

SECTION B

QUALIFICATIONS UPDATE

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

SECTION C

PERFORMANCE EVALUATION

U-Unsatisfactory

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

M-Marginal

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

P-Profitant

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

S-Strong

Performance is characterized by exceptional proficiency.

O-Outstanding

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

SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1

See attached memorandum

RATING LETTER

SPECIFIC DUTY NO. 2

RATING LETTER

SPECIFIC DUTY NO. 3

RATING LETTER

SPECIFIC DUTY NO. 4

RATING LETTER

SPECIFIC DUTY NO. 5

RATING LETTER

SPECIFIC DUTY NO. 6

RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER

SECRET

80
5/10

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

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 BEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

1 July 1976

/s/Thomas J. Keenan

CLASSIFICATION

SECRET

SECRET

20 April 1976

MEMORANDUM IN LIEU OF FITNESS REPORT

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

From January to July of this reporting period Mr. Keenan finished his tour as Chief of Station [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.

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
Raymond A. Warren
Deputy Chief
Latin America Division

SECRET

E2 IMPDET
CL BY 009560

SECRET

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

COMMENTS OF REVIEWING OFFICIAL

Mr. Keenan had departed Station [redacted] shortly after [redacted] 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
Thomas J. Keenan

11 Aug 1976
Date

CLASSIFICATION

FITNESS REPORT

SECTION A

GENERAL INFORMATION

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

SECTION B

QUALIFICATIONS UPDATE

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

SECTION C

PERFORMANCE EVALUATION

U-Unsatisfactory	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section D.
M-Marginal	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and remedial actions taken or recommended should be described.
P-Proficient	Performance is satisfactory. Desired results are being produced in the manner expected.
S-Strong	Performance is characterized by exceptional proficiency.
O-Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

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

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

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER

S

FORM 45
9-73

CLASSIFICATION

SECRET

12. IMPDET C1-01

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

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

SECTION E

CERTIFICATION AND COMMENTS

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE

DATE

SIGNATURE OF EMPLOYEE

HAVE ATTACHED

HAVE NOT ATTACHED

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

4. BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

CLASSIFICATION

SECRET

13 January 1975

MEMORANDUM IN LIEU OF FITNESS REPORT

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

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

[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
Raymond A. Warren
Deputy Chief
Latin America Division

SECRET

E2 IMPDET
CL BY 009560

SECRET

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

COMMENTS BY REVIEWING OFFICIAL:

I concur in the evaluation of strong. It should be pointed out that Mr. Keenan has been operating under very difficult circumstances for which I am responsible. It was on my recommendation that he was pulled out [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 large family of small girls. Given this personal problem, it is understandable that Mr. Keenan did not perform in a more dramatic manner. He did quite well and will, I think, benefit from his upcoming war college stint.


David A. Phillips, Chief, LA Division

14 January 1975
Date

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

/s/Thomas J. Keenan
Thomas J. Keenan

HJKT-1902, 24 Jan 75
24 January 1975
Date

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

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 026090		2. NAME (last, first, middle) Keenan, Thomas J.		3. DATE OF BIRTH [REDACTED]	4. SEX M
		5. GRADE & SO GS-14 D			
7. OFFICIAL POSITION/TITLE Ops Officer, DCOS		8. OFF/DIV/BR OF ASSIGNMENT DDO/WH		9. CURRENT STATION [REDACTED]	
10. TYPE OF APPOINTMENT			11. TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> CAREER PROVISIONAL	<input type="checkbox"/> RESERVE	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> 31-MONTH	<input type="checkbox"/> 30-MONTH
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> REASSIGNMENT		<input type="checkbox"/> SPECIAL
			12. REPORTING PERIOD (From-To) 1 Nov 1972 - 14 Sept 73		13. DATE REPORT DUE IN O.P. [REDACTED]
SECTION B. PERFORMANCE EVALUATION					
<p>U—Unsatisfactory Performance is unsatisfactory. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>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> <p>P—Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S—Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					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					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

FORM 45N
3-71

CONFIDENTIAL

E. J. IMPDET CL BY 00762

(4)

CONFIDENTIAL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position bearing in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This report is occasioned by Subject's early departure [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 indispensable 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 [redacted] /CONTINUED/

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE Not Dated o/a 10 Sep 1973	SIGNATURE OF EMPLOYEE /s/ Thomas J. Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 15	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE Not Dated o/a 10 Sep 1973	OFFICIAL TITLE OF SUPERVISOR Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /s/ Richard S. Welch
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
<p>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.</p>		
DATE 12 November 1973	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, WH [redacted]	TYPED OR PRINTED NAME AND SIGNATURE [redacted]

CONFIDENTIAL

CONFIDENTIAL

SECTION C continued....

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

In running his own cases, Subject is meticulous and very thorough, preparing himself for eventualities as well as maximum disseminable information. He has personally handled two difficult cases while here and has gotten what there was to

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

CONFIDENTIAL

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL				026090	
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. DIVISION OF ASSIGNMENT		8. CURRENT STATION	
Deputy Chief of Station		DDP/WH			
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify)			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
31 December 1972			19 May 1972 - 31 October 1972		
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>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> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Deputy Chief of Station					S
SPECIFIC DUTY NO. 2					RATING LETTER
Acting Chief of Station					S
SPECIFIC DUTY NO. 3					RATING LETTER
Senior Station Case Officer					O
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

[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

SECRET

SECRET

Section C continued.....

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

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

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

Subject is, as would be expected, held in high regard by his LNFALL colleagues and also [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

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
Keenan, Thomas J.				M	GS-14
5. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
Deputy Chief of Station		DDP/WI			
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN G.P.			12. REPORTING PERIOD (From - to)		
			1 January 1972 - 18 May 1972		
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>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> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Deputy Chief of Station and Acting Chief of Station in absence of the COS					RATING LETTER S
SPECIFIC DUTY NO. 2 Supervision of Project covering [redacted] [redacted] Case officer for some of the agents in the project.					RATING LETTER S
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

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

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

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

16 May 1972

SIGNATURE OF EMPLOYEE

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

7

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

DATE

16 May 1972

OFFICIAL TITLE OF SUPERVISOR

COS

TYPED OR PRINTED NAME AND SIGNATURE

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]

DATE

13 November 1972

OFFICIAL TITLE OF REVIEWING OFFICIAL

Deputy Chief, WH Division

TYPED OR PRINTED NAME AND SIGNATURE

James E. Flannery

SECRET

SECRET

FITNESS REPORT, Reviewing Official's Comments - continued:

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

SECRET

EMPLOYEE SERIAL NUMBER

SECTION A

GENERAL

2000-1-18 2000-1-18 2000-1-18

SECRET

Page: 1. 10/10/1919

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses by or in the report, keeping in proper perspective their relationship to overall performance. Make suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

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 advice 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]

[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

7 January 1972

SIGNATURE OF EMPLOYEE

/s/ Thomas Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

3

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

DATE

7 Jan 72

OFFICIAL TITLE OF SUPERVISOR

COS

TYPED OR PRINTED NAME AND SIGNATURE

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

14 February 1972

OFFICIAL TITLE OF REVIEWING OFFICIAL

Deputy Chief, WH/3

TYPED OR PRINTED NAME AND SIGNATURE

Richard L. Conolly
Richard L. Conolly

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				026090	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX
Keenan, Thomas J.			[]		Y
4. GRADE			5. ID		
GS 14			B		
6. OFFICIAL POSITION TITLE			7. OFFICIAL OR ASSIGNMENT CURRENT STATION		
Ops Officer			DDP/WL []		
8. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN G.P.			12. REPORTING PERIOD (From - to)		
			1 April 1971 to 13 July 1971		
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>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> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Conduct Station REDTOP operations					S
SPECIFIC DUTY NO. 2					RATING LETTER
Agent handling					O
SPECIFIC DUTY NO. 3					RATING LETTER
Development of new contacts and recruitment					S
SPECIFIC DUTY NO. 4					RATING LETTER
Operational reporting and project management					O
SPECIFIC DUTY NO. 5					RATING LETTER
Supervise [] case officer and intel assistant					S
SPECIFIC DUTY NO. 6					RATING LETTER
Liaison with other LNPURE components					S
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

FORM 45 1-69 (When Filled In)

SECRET

Reviewed by OASD/PP

SECRET
(When Filled In)

FIRES REPORT				EMPLOYEE SERIAL NUMBER 026090	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) Keenan, Thomas J.			2. DATE OF BIRTH M	3. GRADE GS-14	4. SD D
5. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 30 April 1971			12. REPORTING PERIOD (From - to) 1 Jan 70 - 31 March 70		
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>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> <p>P-Proficient Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p>S-Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Conduct Station REDTOP operations					RATING LETTER S
SPECIFIC DUTY NO. 2 Agent handling					RATING LETTER O
SPECIFIC DUTY NO. 3 Development of new contacts and recruitment					RATING LETTER S
SPECIFIC DUTY NO. 4 Operational reporting and project management					RATING LETTER O
SPECIFIC DUTY NO. 5 Supervise case officer and intel assistant					RATING LETTER S
SPECIFIC DUTY NO. 6 Liaison with other LNPURE components					RATING LETTER S
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Mention of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

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

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

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

officer's comments

12 April 1971

/s/ Thomas Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

12 April 1971

DCOS

/s/ Wallace Mills

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL I concur with the rating officer's evaluation and comment and would like to stress that the only reason his letter rating has dropped from outstanding to a solid strong is that he is now being rated as a GS-14 and not as a GS-13. A comment is also in order in regard to his possible cautiousness which is mentioned in the narrative portion of the report. Subject is a truly professional officer and especially adept at CI/FI. He is therefore able to quickly spot some weaknesses in proposed operations and quite properly and always accurately, points these out. On the other hand, [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

SECRET

S E C R E T

Continuation of Section C of Fitness Report on NIARCOS

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

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

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

* * *

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

and correctly, has indicated as having some rather strong weaknesses. However, this comment should not be construed as indicating lack of aggressiveness in Subject. He is, in fact, very aggressive in developing operational contacts and in making recruitments. In sum, Subject is one of our best all-around officers with a great breadth of experience, a fine potential for growth, 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.

S E C R E T

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				626080			
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. APP/DIV/OP OF ASSIGNMENT			
Ops Officer				DDP/WIL			
8. CHECK (X) TYPE OF APPOINTMENT				9. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input checked="" type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
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. 1						RATING LETTER	
Conduct Station REDTOP Operations						O	
SPECIFIC DUTY NO. 2						RATING LETTER	
Agent Handling						O	
SPECIFIC DUTY NO. 3						RATING LETTER	
Development of New Contacts and Recruitment						S	
SPECIFIC DUTY NO. 4						RATING LETTER	
Operational Reporting and Project Management						O	
SPECIFIC DUTY NO. 5						RATING LETTER	
Supervise [] case officer and intel assistant						S	
SPECIFIC DUTY NO. 6						RATING LETTER	
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	

SECRET

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 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

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

SECRET

SECRET

Reviewed by OP/PD/EAB

(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. DO
Kouliath, Thomas J.				M	GS-13 D
6. OFFICIAL POSITION TITLE			7. DFP/DIV/BR OF ASSIGNMENT 8. CURRENT STATION		
Ops Officer			DDP/WH		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
			1 April 1968 - 31 March 1969		
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Conduct Station REMTOP Operations					O
SPECIFIC DUTY NO. 2					RATING LETTER
Assists COS as DeFacto Ops Chief					O
SPECIFIC DUTY NO. 3					RATING LETTER
Supervise one Intel Assistant					S
SPECIFIC DUTY NO. 4					RATING LETTER
Agent Handling					O
SPECIFIC DUTY NO. 5					RATING LETTER
Development of new contacts and Recruitment					S
SPECIFIC DUTY NO. 6					RATING LETTER
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

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

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

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

Subject's greatest strengths are good judgement, enthusiasm, dynamism and an ability to grasp the major elements of any task and handle them quickly and intelligently. He is personable and mixes well. During the year he has made excellent progress in expanding his contacts throughout [redacted] and selecting and developing those that can be of use to the Station.

SECTION D

CERTIFICATION AND COMMENTS

Cont'd.....

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		
<p>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]</p> <p>[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 [redacted]</p>		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	SIGNATURE
4 Feb. 1969	Chief of Station	[redacted]

SECRET

SECRET

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 is a major step forward, but we have just completed the preparation stage. With the success we expect him to have during the remainder of his tour, Subject should be ready to assume a position as deputy chief of an equivalent Station. At this time there are no apparent limitations to Subject's prospects. In recognition of his outstanding performance and solid potential subject is strongly recommended for early promotion from GS-13 to GS-14.

Continuation of Fitness Report - Comments by Reviewing Official

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

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				026090	
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 DDP/WH		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 31 May 1968			12. REPORTING PERIOD (From - to) 1 January - 20 May 1968		
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Agent handling and exploitation					S
SPECIFIC DUTY NO. 2 Management of and guidance to teams					S
SPECIFIC DUTY NO. 3 Operational management of project activities					S
SPECIFIC DUTY NO. 4 Operational (including contact) reporting					S
SPECIFIC DUTY NO. 5 Contact and Cultivation Activities					P
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

MAIL ROOM

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

14 May 68

SIGNATURE OF EMPLOYEE

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION:

11 months

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

DATE

14 May 68

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur with the letter rating of the rating officer.

DATE

14 May 68

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Richard Sampson

SECRET

SECRET

(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

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/DIVISION OF ASSIGNMENT	8. CURRENT STATION		
Ops Officer	WB			
9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)	<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
<input type="checkbox"/> SPECIAL (Specify):	<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From - to)			
28 February 1968	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 NO. 1

Agent handling and exploitation

RATING LETTER

S

SPECIFIC DUTY NO. 2

Direction of Covert Action [] activities

RATING LETTER

S

SPECIFIC DUTY NO. 3

Operational management of project activities

RATING LETTER

S

SPECIFIC DUTY NO. 4

Operational, including contact, reporting

RATING LETTER

S

SPECIFIC DUTY NO. 5

Contact and cultivation activities

RATING LETTER

P

SPECIFIC DUTY NO. 6

RATING LETTER

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

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify as required by Section B to provide basis for determining future personnel action. Report of performance of manager or supervisor must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>This employee has been at this station since June 1967. He 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 WOLINE programs in the press [redacted] he also gives guidance and additional on-the-job training [redacted] nationality who is used in recruitment approaches, and in a support capacity.</p> <p>This employee carries out the above cited tasks with initiative, alacrity and with common sense. He requires the absolute minimum of supervision. His extensive experience in his previous assignment abroad has helped greatly in getting the new [redacted] and investigative team organized quickly. The direction he has given in the WOLINE 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 WOLINE field. The [redacted] has carried out a number of recruitment pitches (including [redacted] under the close supervision of this employee, who demonstrated a fine knowledge of technique and a good sense of counter intelligence procedures.</p> <p>This employee is an extremely hard worker, writes well and has a well organized mind. His operational reporting is extensive and invariably on time.</p> <p style="text-align: right;">(Continued on annex)</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
5 February 1968	/s/ Thomas J. Keenan		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
7	XXXXXXXXXXXX		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
5 February 1968	Deputy Chief of Station	[redacted]	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>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.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
5 February 1968	Chief of Station, [redacted]	Richard Sampson	

SECRET

SECRET

Annex to Fitness Report

Section C. continued

He has demonstrated an excellent sense of cost consciousness.

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

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL				026090	
1. NAME (Last) (First) (Middle)		2. SEX	3. GRADE	4. SD	
Keenan, Thomas J.		M	GS-12	D	
5. OFFICIAL POSITION TITLE		6. OFF/DIV/OF ASSIGNMENT		7. CURRENT STATION	
Ops Officer		DDP/WH/FI		HQ	
8. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
XX CAREER		INITIAL			
CAREER-PROVISIONAL (See Instructions - Section C)		XX ANNUAL			
SPECIAL (Specify)		REASSIGNMENT SUPERVISOR			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - to)			
31 January 1967		1/66 - 12/66			
SECTION B PERFORMANCE EVALUATION					
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Assists C/WH/FI in providing day-to-day staff supervision and guidance to FI/CI activities in the WH area.					RATING LETTER S
SPECIFIC DUTY NO. 2 Reviews and analyzes CI/FI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.					RATING LETTER O
SPECIFIC DUTY NO. 3 On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements.					RATING LETTER O
SPECIFIC DUTY NO. 4 Drafts guidances and other correspondence.					RATING LETTER P
SPECIFIC DUTY NO. 5 Represents C/WH/FI in meetings and on committees.					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER S
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.					

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B by giving basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, supplies, equipment and funds, must be commented on, if applicable. If further space is needed to complete Section C, attach a separate sheet of paper.

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

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

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

SECTION D

CERTIFICATION AND COMMENTS

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

SECRET

SECRET
(When Filled In)

FITNESS REPORT				CSP-1075 (Rev. 1-65)	
SECTION A				GENERAL	
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. GRADE	4. SO
KEENAN, Thomas J.				M	GS-12 D
5. OFFICIAL POSITION TITLE			6. OFFICE DIVISION OF ASSIGNMENT		
Ops Officer			DDP/WH/FI		
7. CHECK (X) TYPE OF APPOINTMENT			8. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> SPECIAL (Specify): <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
9. DATE REPORT DUE IN O.P.			10. REPORTING PERIOD (From - to)		
			1 Jan - 31 December 1965		
SECTION B					
PERFORMANCE EVALUATION					
<p>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.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>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.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Assists C/WH/FI in providing day-to-day staff supervision and guidance to FI/CI activities in the WH area.					RATING LETTER S
SPECIFIC DUTY NO. 2 Reviews and analyzes FI/CI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.					RATING LETTER S
SPECIFIC DUTY NO. 3 On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements.					RATING LETTER S
SPECIFIC DUTY NO. 4 Drafts guidances and other correspondence.					RATING LETTER P
SPECIFIC DUTY NO. 5 Represents C/WH/FI in meetings and on committees.					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
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					

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

OFFICE OF PERSONNEL

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

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

Mr. Keenan is an exceptionally strong officer. Following a successful tour in Mexico, he was assigned to the WH Division Staff in a capacity which required not only intelligence and a knowledge of operational procedures, but also a good measure of tact and perception in dealing with Branch personnel senior to him in rank and experience. Mr. Keenan adapted himself to the requirements of this assignment to our complete satisfaction.

Subject is industrious, fast in his work, and enthusiastic. Despite the inevitable demands of a large, young family, he has not permitted his domestic responsibilities to interfere with his official duties. His performance on temporary duty in [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.

BY EMPLOYEE

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

DATE

16 Dec 65

SIGNATURE OF EMPLOYEE

[Signature]

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

3

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

DATE

16 Dec '65

OFFICIAL TITLE OF SUPERVISOR

C/WH/PI

TYPED OR PRINTED NAME AND SIGNATURE

Thomas Polgar

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

16 December 1965

OFFICIAL TITLE OF REVIEWING OFFICIAL

WH/Executive Officer for/
DC/HRD

TYPED OR PRINTED NAME AND SIGNATURE

Donald C. Marcus for/

SECRET

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-12	P
6. OFFICIAL POSITION TITLE			7. OFF/DIV/DR OF ASSIGNMENT		8. CURRENT STATION		
Op Officer			DDP/WH/P&O/A		Headquarters		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> SPECIAL (Specify): <input type="checkbox"/> REASSIGNMENT EMPLOYEE				
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)				
31 January 1965			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 NO.	DUTY DESCRIPTION	RATING LETTER
1	Reading in to CI work in WH and reading in to operational support. [redacted] work in WH.	S
2		RATING LETTER
3		RATING LETTER
4		RATING LETTER
5		RATING LETTER
6		RATING LETTER

OVERALL PERFORMANCE IN CURRENT POSITION

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

22 JAN 1965

RATING LETTER
S

SECRET

SECRET

OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in mind overall performance. State suggestions made for improvement of work performance. Amplify or explain as given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

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

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

He has a good manner, is energetic, responsive, and bright, and his attitude is thoughtful and perceptive. I would assume that he would be a year or so in his present position and his assignment after that should be tied to his next overseas post. I feel he shows the qualities and interest 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

SECRET

SECRET

(When Filled In)

FITNESS REPORT

EMPLOYEE'S SERIAL NUMBER

SECTION A

GENERAL

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Keenan, Thomas J.				M	GS-10	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/RR OF ASSIGNMENT			
Ops Officer			DDP, WJ			
8. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
CAREER	RESERVE	TEMPORARY				
CAREER-PROVISIONAL (See Instructions - Section C)			11. REASSIGNMENT SUPERVISOR			
SPECIAL (Specify)			12. REASSIGNMENT EMPLOYEE			
			X			
			SPECIAL (Specify)			
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 NO. 1	Complete responsibility for a highly sensitive, unilateral technical operation which involves supervision of [] agents, including [] senior (CS-13) career agent.	RATING LETTER S
SPECIFIC DUTY NO. 2	Supervisory responsibility for a technical and investigating operation targeted primarily against the local Soviet official delegation. (Supervision of [] agents.)	RATING LETTER S
SPECIFIC DUTY NO. 3	Responsibility for sensitive double agent operation targeted against the Soviets.	RATING LETTER P
SPECIFIC DUTY NO. 4	Responsibility [] for an operation involving a singleton agent operating as a third national. This operation includes responsibility for maintaining an [] with the agent during those periods he is not []	RATING LETTER S
SPECIFIC DUTY NO. 5	Alternate (to COS) Case Officer for a LAURICEL project of continuing importance; also alternate Case Officer (to DCOS) for two important support projects.	RATING LETTER P
SPECIFIC DUTY NO. 6	Preparation of necessary memoranda, dispatches, project actions, and other correspondence attendant to the operations assigned.	RATING LETTER P

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER

S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

15 Nov 62

SIGNATURE OF EMPLOYEE

/S/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

15 Nov 62

OFFICIAL TITLE OF SUPERVISOR

Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE

/S/ Winston M. Scott

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

SECRET

CONFIDENTIAL

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

SUBJECT

Promotion of

Thomas J. Keenan

1. [redacted] effective

5 August 1962 subject employee was promoted from

[redacted]

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

[redacted]

Chief, Central Cover Group

cc: Operating Component Compensation
and Tax Accounts Branch

CONFIDENTIAL

SECRET
(When Filled In)

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

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Ocr 25 2 32 PM '61

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

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

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

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

SECTION F

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

10 October 1961

SIGNATURE OF EMPLOYEE

/s/ Thomas J. Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

20 Months

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

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

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE

10 October 1961

OFFICIAL TITLE OF SUPERVISOR

Case Officer

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Frank P. Estancena

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

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

DATE

10 October 1961

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief of Division

TYPED OR PRINTED NAME AND SIGNATURE

/s/

J. King

SECRET

217

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYER SERIAL NUMBER	
SECTION A					
1. NAME (Last) Keenan (First) Thomas (Middle) J.		2. GRADE OR RANK		3. SEX Male	4. GRADE GS-9
5. SERVICE DESIGNATION FI (Career)		6. OFFICIAL POSITION TITLE Intelligence Officer		7. OFF/DIV/BR OF ASSIGNMENT WHID	
8. CAREER STAFF STATUS			9. TYPE OF REPORT		
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DEFERRED <input type="checkbox"/> DENIED			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
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 Asst. Case Officer in Supervision of sensitive technical operation involving approx. 10 persons		RATING NO. 7	SPECIFIC DUTY NO. 4 Alternate Case officer for [redacted] operation		RATING NO. 6
SPECIFIC DUTY NO. 2 Case officer for operation covering, instructing and directing a REDCAP candidate.		RATING NO. 6	SPECIFIC DUTY NO. 3 Alternate Case officer for technical project supporting overall Station operations.		RATING NO. 6
SPECIFIC DUTY NO. 5 Alternate Case officer for LAURICLE Project		RATING NO. 7	SPECIFIC DUTY NO. 6		RATING NO.
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 - Lowest possible degree 2 - Limited degree 3 - Normal degree 4 - Above average degree 5 - Outstanding degree					
CHARACTERISTICS		NOT APPL- CABLE	NOT OB- SERVED	RATING	
				1	2
GETS THINGS DONE					
RESOURCEFUL					
ACCEPTS RESPONSIBILITIES					
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					
DOES HIS JOB WITHOUT STRONG SUPPORT					
FACILITATES SMOOTH OPERATION OF HIS OFFICE					
WRITES EFFECTIVELY					
SECURITY CONSCIOUS					
THINKS CLEARLY					
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					
OTHER (Specify):					

SEE SECTION "E" ON REVERSE SIDE

SECRET

OFFICE OF PERSONNEL

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE		
<p>Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee in improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for advancement and his potential for 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.</p> <p>Subject is a young, aggressive Case Officer assigned to [redacted] since 3 February 1960. Prior to his assignment to this post, he was a JUT. Subject's greatest strength lies in the fact that he is extremely willing to undertake any task assigned to him regardless of its desirability, difficulty or the project's time consuming properties. Once given an assignment, Subject requires a minimum of supervision. Subject is especially suited to new assignments because of his adaptability to new circumstances. Subject's worst handicap is his youth coupled with his low grade in respect to the supervisory responsibilities assigned him. It is believed this person is a good candidate for advancement in view of his outstanding performance at this Station.</p> <p>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.</p>		
SECTION F CERTIFICATION AND COMMENTS		
1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
19 December 1960	/s/ Thomas J. Keenan	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
10 months.		
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
19 December 1960	IO/PI	/s/ Frank R. Estancona
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
19 December 1960	Chief of Station	/s/ Winston M. SCOTT

SECRET

DEPARTMENT OF STATE FOREIGN SERVICE INSTITUTE LANGUAGE PROFICIENCY REPORT ACHIEVEMENT RATING		NAME KEENAN, Thomas J. AGENCY <input type="text"/> PLACE <input type="text"/> Washington, D.C.		GRADE GS-9 DATE 1-10-60	
LANGUAGE COURSE Spoken Spanish		DATES COVERED BY COURSE FROM 9-21-59 TO 1-5-60			
CLASS HOURS PER WEEK 30	LENGTH OF COURSE 18 WEEKS MONTHS	AMOUNT COMPLETED 15 1/2 WEEKS MONTHS	NO. OF CLASS HOURS COMPLETED 408	NO. OF LAB HOURS COMPLETED	
COURSE MATERIAL PYI Spanish - Basic Course		NO. OF UNITS TO COURSE 60	NO. OF UNITS COMPLETED 45		
COURSE MATERIAL		NO. OF UNITS TO COURSE	NO. OF UNITS COMPLETED		
OTHER MATERIALS COMPLETED Special Program					
EVALUATION A. EXCELLENT B. VERY GOOD C. GOOD D. FAIR E. POOR					
SPOKEN LANGUAGE					
PRONUNCIATION	A	B	<input checked="" type="radio"/> C	D E	VERSATILITY: A <input checked="" type="radio"/> B C D E
GRAMMATICAL ACCURACY	A	B	<input checked="" type="radio"/> C	D E	COMPREHENSION A <input checked="" type="radio"/> B C D E
ASSIMILATION OF VOCABULARY	A	B	<input checked="" type="radio"/> C	D E	OVERALL FLUENCY A <input checked="" type="radio"/> B C D E
CONTROL OF FIXED UTTERANCES	A	<input checked="" type="radio"/> B	C	D E	
WRITING SYSTEM					
SIGHT READING OF MATERIAL COVERED	A	B	C	D E	AIDED READING OF NEW MATERIAL ON NEXT LEVEL A <input checked="" type="radio"/> B C D E
SIGHT READING OF NEW MATERIAL ON SAME LEVEL	A	B	C	D E	GENERAL COMPREHENSION A <input checked="" type="radio"/> B C D E
GENERAL ACHIEVEMENT RATING					
NATURAL LANGUAGE ABILITY	A	B	<input checked="" type="radio"/> C	D E	APPLICATION <input checked="" type="radio"/> A B C D E
MOTIVATION	<input checked="" type="radio"/> A	B	C	D E	OVERALL ACHIEVEMENT A <input checked="" type="radio"/> B C D E
NO. OF STUDENTS IN CLASS	STANDING OF STUDENT IN CLASS 11 lower third		ATTENDANCE OF STUDENT <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> IRREGULAR		
REASON(S) FOR IRREGULAR ATTENDANCE					
TO ACHIEVE MINIMUM ABSOLUTE RATING OF B-3 AND D-3 (SEE REVERSE SIDE) THE FOLLOWING ADDITIONAL TRAINING OR EXPERIENCE IS NEEDED					
REVIEW <input type="text"/> Head, Language Testing Unit		SIGNATURE <input type="text"/> Linguistic Scientist			

(See Reverse Side)

LANGUAGE PROFICIENCY REPORT
ABSOLUTE RATING

1. NAME, TITLE

2. GRADE

3. SCHOOL, DISTRICT, STATE

4. DATE

76

REMARKS

Rating based on classroom performance.

COMMENTS

ABSOLUTE CATEGORIES

- 1. No practical knowledge of the Spanish language.
- 2. Able to use elementary phrases and words, but cannot understand or be understood.
- 3. Able to understand and use simple phrases and words.
- 4. Sufficient control of the Spanish language to be able to understand and use simple phrases and words.
- 5. Able to understand and use simple phrases and words.
- 6. Sufficient control of the Spanish language to be able to understand and use simple phrases and words.

- 7. Sufficient control of the Spanish language to be able to understand and use simple phrases and words.
- 8. Sufficient control of the Spanish language to be able to understand and use simple phrases and words.
- 9. Sufficient control of the Spanish language to be able to understand and use simple phrases and words.
- 10. Sufficient control of the Spanish language to be able to understand and use simple phrases and words.
- 11. Sufficient control of the Spanish language to be able to understand and use simple phrases and words.
- 12. Sufficient control of the Spanish language to be able to understand and use simple phrases and words.

GRADE A 100
100% - 100% Testing Unit

100% - 100% Testing Unit
Language - 100%

100% - 100% Testing Unit

SECRET
(When Filled In)

OCT 1959

FITNESS REPORT						EMPLOYEE SERIAL NUMBER			
SECTION A GENERAL									
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX		4. GRADE		
KEENAN, Thomas J.					Male		GS-9		
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE			7. OFF/DIV/OR OF ASSIGNMENT				
D		One Officer			DDP/WH/III/C-A/DO				
8. CAREER STAFF STATUS				9. TYPE OF REPORT					
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> INITIAL <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED <input checked="" type="checkbox"/> ANNUAL				<input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> REASSIGNMENT/EMPLOYEE					
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD							
31 October 1959		23 Jan 59 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 NO. 1			RATING NO.		SPECIFIC DUTY NO. 4			RATING NO.	
Prepare draft replies for Stations' operational guidance.			4		Contact other Headquarters components in assisting the Stations' operations.			5	
SPECIFIC DUTY NO. 2			RATING NO.		SPECIFIC DUTY NO. 5			RATING NO.	
Process project renewals.			5		Process FGA's and OAs for [redacted] and make necessary [redacted]			5	
SPECIFIC DUTY NO. 3			RATING NO.		SPECIFIC DUTY NO. 6			RATING NO.	
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. <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; margin: 0 auto;">5</div>		
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									
RESOURCEFUL									
ACCEPTS RESPONSIBILITIES									
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES									
DOES HIS JOB WITHOUT STRONG SUPPORT									
FACILITATES SMOOTH OPERATION OF HIS OFFICE									
WRITES EFFECTIVELY									
SECURITY CONSCIOUS									
THINKS CLEARLY									
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS									
OTHER (Specify):									

SEE SECTION "E" ON REVERSE SIDE

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

This individual is alert, conscientious and readily takes **MAIL ROOM** and accomplished his objectives with thoroughness and dispatch. He is a valuable asset and gets on well with his co-workers. He demonstrates the traits 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

6 months

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

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

30 September 1959

OFFICIAL TITLE OF SUPERVISOR

Ops Officer

TYPED OR PRINTED NAME AND SIGNATURE

Walter Threlk

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

1 Oct 1959

OFFICIAL TITLE OF REVIEWING OFFICIAL

CARI/TIT

SECRET

CONFIDENTIAL
(When Filled In)

FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

DATE OF TESTING

NAME

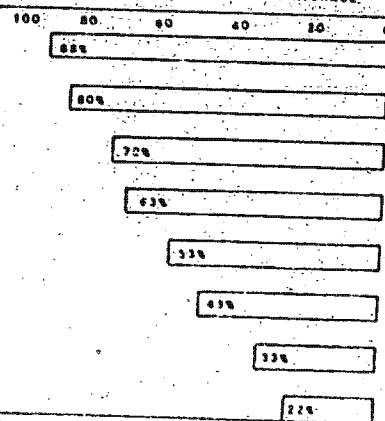
OFFICE

MALE

FEMALE

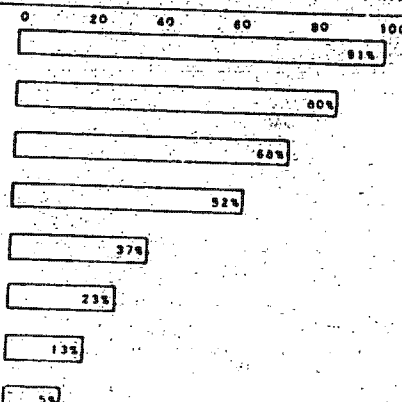
The category checked below is an interpretation of the scores made by the person named above on a battery of foreign language aptitude tests. The relationships between test performance and subsequent training performance of trainees in Agency language training courses are indicated by the graphs next 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.

% OF WOMEN WHOSE LANGUAGE TRAINING PERFORMANCE IS EXPECTED TO BE AVERAGE OR BETTER THAN AVERAGE



APTITUDE CATEGORY

% OF MEN WHOSE LANGUAGE TRAINING PERFORMANCE IS EXPECTED TO BE AVERAGE OR BETTER THAN AVERAGE



Since many things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be some whose performance will be better than would be expected from their test scores, just as there will likely be some whose performance is poorer than expected. STRENGTH OF MOTIVATION, PRIOR EXPERIENCE WITH A FOREIGN LANGUAGE, and other factors should be considered in selecting people for language training and in interpreting language training results. For example, the number of languages previously studied or learned and the amount of academic and nonacademic language-learning experience are factors not measured by the tests but are indicative of probable success in learning a foreign language. Whether such experience was in the same language as the one to be studied or in a different one is, of course, an additional relevant factor.

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL

MONTHS OF ACADEMIC TRAINING			NONACADEMIC EXPERIENCE (1 YEAR OR MORE)	
LESS THAN 12	12-24	25-36	READING OR WRITING	SPEAKING

DATE

SIGNATURE OF CHIEF, A & E STAFF

14 APR 1964

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

FORM 1674

CONFIDENTIAL

1497

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 FI Officer. In January 1959 he took over as Chief of the Costa Rican desk.

5. Evaluation of the Subject's Training

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

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

6. 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

59-1-7K-3680

SECRET

(When Filled In)

FITNESS REPORT (Part II) PERFORMANCE

INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20.370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the office of Personnel no later than 30 days after the date indicated in Item A. of Section A below.

SECTION A.

GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SER	4. SERVICE DESIGNATION
KEENAN,	Thomas	J.		M	ST
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
OTR/JOTP			JOT		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
GS-7	20 February 1958	20 May 1957 - 20 February 1958			
10. TYPE OF REPORT (Check one)		11. REASSIGNMENT SUPERVISOR			
<input checked="" type="checkbox"/> INITIAL		<input type="checkbox"/> REASSIGNMENT EMPLOYEE			
<input type="checkbox"/> ANNUAL		SPECIAL (Specify)			

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

<input type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	<input type="checkbox"/> IF INDIVIDUAL IS RATED "C" OR "D," A WARNING LETTER HAS BEEN SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.
<input checked="" type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	<input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW TO EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
3 Feb 1958	Willet L. Eccles	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
Ported For. Cont. <i>MA</i>	24 FEB 58
Reviewed by <i>Willet L. Eccles</i>	

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

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

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.

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

REMARKS:

FORM NO. 45 (Part I)

U.S. GOVERNMENT PRINTING OFFICE: 1954 O 250472

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Performance

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OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p>DIRECTIONS:</p> <p>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.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>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).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL RELATIONS</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>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.</p>				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 RELATIONS	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
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SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
<p>DESCRIPTIVE RATING NUMBER</p> <table border="0"> <tr> <td>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</td> <td>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</td> </tr> <tr> <td>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</td> <td>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</td> </tr> <tr> <td>3 - PERFORMS THIS DUTY ACCEPTABLY</td> <td></td> </tr> <tr> <td>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</td> <td></td> </tr> <tr> <td>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</td> <td></td> </tr> </table>				1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY	3 - PERFORMS THIS DUTY ACCEPTABLY		4 - PERFORMS THIS DUTY IN A COMPETENT MANNER		5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB															
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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																								
<p>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</p> <p>DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>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.</p>																											
<p>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</p> <p>DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work at about the same level.</p> <table border="0"> <tr> <td>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</td> <td></td> </tr> <tr> <td>2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE RECOMMENDED HIM IF I HAD ANYDUTY WHAT I KNOW NOW</td> <td></td> </tr> <tr> <td>3 - A BARELY ACCEPTABLE EMPLOYEE - BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</td> <td></td> </tr> <tr> <td>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> <td></td> </tr> <tr> <td>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</td> <td></td> </tr> <tr> <td>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</td> <td></td> </tr> <tr> <td>7 - EXCELLED BY ONLY A FEW IN THE ORGANIZATION</td> <td></td> </tr> </table> <p>IS THIS INDIVIDUAL BETTER SUITED FOR SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p>				1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED		2 - OF DOUBTFUL SUITABILITY - WOULD NOT HAVE RECOMMENDED HIM IF I HAD ANYDUTY 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 THE ORGANIZATION											
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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 (B) no later than 30 days after the due date indicated in item 8 of Section "C" below.

SECTION E.

GENERAL

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

SECTION 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/IR
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.

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

2. SUPERVISORY POTENTIAL

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

DESCRIPTIVE RATING NUMBER	0	1	2	3
	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 CLOSE COORDINATION		
0	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX		
0		OTHER (Specify)		

SECRET

(When Filled In)

OFFICE OF PERSONNEL

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

eight

Feb 13 3-04 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 II.

FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

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

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

SECTION I.

DESCRIPTION OF INDIVIDUAL

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

1. HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL.

2. APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE

3. APPLIES TO INDIVIDUAL TO A LIMITED DEGREE

4. APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE

5. APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

6. APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

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

SECRET

ADMINISTRATIVE — INTERNAL USE ONLY

TRAINING REPORT
OFFICE OF TRAINING
FUNCTIONAL TRAINING DIVISION

This certifies that Thomas J. Keenan (006000) has completed the two day Equal Employment Opportunity (EEO) Seminar for Supervisors held 28 - 29 March 1977. At the conclusion of this two-day session, each participant will be able to describe the following:

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

FOR THE DIRECTOR OF TRAINING:

Course Administrator

ADMINISTRATIVE — INTERNAL USE ONLY

1. NAME (Last, first, middle initial) 2. DATE OF BIRTH (Month, day, year) 3. PLACE OF BIRTH (City, county, state) 4. SOCIAL SECURITY NUMBER		5. GRADE 6. MONTH 7. YEAR	
8. SELECTIVE SERVICE NUMBER 9. SELECTIVE SERVICE LOCAL BOARD (City, county, and state)		10. CHARACTER OF SERVICE 11. DATE OF ENTRY INTO SERVICE (Month, day, year)	
12. FORMER OFFICE (If any) 13. DATE OF ENTRY INTO SERVICE (Month, day, year)		14. DATE OF ENTRY INTO SERVICE (Month, day, year)	
15. STATE OF ENTRY INTO SERVICE (If any) 16. DATE OF ENTRY INTO SERVICE (Month, day, year)		17. DATE OF ENTRY INTO SERVICE (Month, day, year)	
18. STATE OF ENTRY INTO SERVICE (If any) 19. DATE OF ENTRY INTO SERVICE (Month, day, year)		20. DATE OF ENTRY INTO SERVICE (Month, day, year)	
21. STATE OF ENTRY INTO SERVICE (If any) 22. DATE OF ENTRY INTO SERVICE (Month, day, year)		23. DATE OF ENTRY INTO SERVICE (Month, day, year)	
24. STATE OF ENTRY INTO SERVICE (If any) 25. DATE OF ENTRY INTO SERVICE (Month, day, year)		26. DATE OF ENTRY INTO SERVICE (Month, day, year)	
27. STATE OF ENTRY INTO SERVICE (If any) 28. DATE OF ENTRY INTO SERVICE (Month, day, year)		29. DATE OF ENTRY INTO SERVICE (Month, day, year)	
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54. STATE OF ENTRY INTO SERVICE (If any) 55. DATE OF ENTRY INTO SERVICE (Month, day, year)		56. DATE OF ENTRY INTO SERVICE (Month, day, year)	
57. STATE OF ENTRY INTO SERVICE (If any) 58. DATE OF ENTRY INTO SERVICE (Month, day, year)		59. DATE OF ENTRY INTO SERVICE (Month, day, year)	
60. STATE OF ENTRY INTO SERVICE (If any) 61. DATE OF ENTRY INTO SERVICE (Month, day, year)		62. DATE OF ENTRY INTO SERVICE (Month, day, year)	
63. STATE OF ENTRY INTO SERVICE (If any) 64. DATE OF ENTRY INTO SERVICE (Month, day, year)		65. DATE OF ENTRY INTO SERVICE (Month, day, year)	
66. STATE OF ENTRY INTO SERVICE (If any) 67. DATE OF ENTRY INTO SERVICE (Month, day, year)		68. DATE OF ENTRY INTO SERVICE (Month, day, year)	
69. STATE OF ENTRY INTO SERVICE (If any) 70. DATE OF ENTRY INTO SERVICE (Month, day, year)		71. DATE OF ENTRY INTO SERVICE (Month, day, year)	
72. STATE OF ENTRY INTO SERVICE (If any) 73. DATE OF ENTRY INTO SERVICE (Month, day, year)		74. DATE OF ENTRY INTO SERVICE (Month, day, year)	
75. STATE OF ENTRY INTO SERVICE (If any) 76. DATE OF ENTRY INTO SERVICE (Month, day, year)		77. DATE OF ENTRY INTO SERVICE (Month, day, year)	
78. STATE OF ENTRY INTO SERVICE (If any) 79. DATE OF ENTRY INTO SERVICE (Month, day, year)		80. DATE OF ENTRY INTO SERVICE (Month, day, year)	
81. STATE OF ENTRY INTO SERVICE (If any) 82. DATE OF ENTRY INTO SERVICE (Month, day, year)		83. DATE OF ENTRY INTO SERVICE (Month, day, year)	
84. STATE OF ENTRY INTO SERVICE (If any) 85. DATE OF ENTRY INTO SERVICE (Month, day, year)		86. DATE OF ENTRY INTO SERVICE (Month, day, year)	
87. STATE OF ENTRY INTO SERVICE (If any) 88. DATE OF ENTRY INTO SERVICE (Month, day, year)		89. DATE OF ENTRY INTO SERVICE (Month, day, year)	
90. STATE OF ENTRY INTO SERVICE (If any) 91. DATE OF ENTRY INTO SERVICE (Month, day, year)		92. DATE OF ENTRY INTO SERVICE (Month, day, year)	
93. STATE OF ENTRY INTO SERVICE (If any) 94. DATE OF ENTRY INTO SERVICE (Month, day, year)		95. DATE OF ENTRY INTO SERVICE (Month, day, year)	
96. STATE OF ENTRY INTO SERVICE (If any) 97. DATE OF ENTRY INTO SERVICE (Month, day, year)		98. DATE OF ENTRY INTO SERVICE (Month, day, year)	
99. STATE OF ENTRY INTO SERVICE (If any) 100. DATE OF ENTRY INTO SERVICE (Month, day, year)		101. DATE OF ENTRY INTO SERVICE (Month, day, year)	

00-22-219

SECRET

For convenience, a Certificate of
Eligibility No. 111 111 111 has
been issued by the Veterans Administration
to be used for the future request of any
Guaranty or Insurance Benefit under Title
38, United States Code that may be available
to the person to whom this separation paper
was issued.

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

SERIAL NO. 026090
NAME: LAST (Print) KEENAN FIRST THOMAS MIDDLE J.

INSTRUCTIONS

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

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA		O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	CODE	37	38 39		CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - CORRECTION					40-42
						3 - CANCELLATION					

TDY DATES OF SERVICE

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

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

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

REMARKS

PREPARED BY: [Signature]
REPORT APPROVED OR CONTROL: [Signature]
DATE: 11/77
ABOVE DATA CERTIFIED CORRECT BASED UPON SOURCE DOCUMENT CITED

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

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

SERIAL NO.

LAST

FIRST

MIDDLE

1-6

(Print)

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. 38, 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	1 - PCS (Basic)	CODE	37	38	39	CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - CORRECTION					40-42
						3 - CANCELLATION					
11	04	76					1				300

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	1 - TDY (Basic)	CODE	37	38	39	CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - CORRECTION					40-42
						3 - CANCELLATION					

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER

DISPATCH

CABLE

DUTY STATUS OR TIME AND ATTENDANCE REPORT

OTHER (Specify)

INV090210

DOCUMENT DATE/PERIOD

4 NOV 76

REMARKS

PREPARED BY

REPORT ANNOTATED ON
CENTRAL DOCUMENT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE
"DOCUMENT CITED"

DCO

C & L DIVISION, CTAB

C & L DIVISION

DATE

11-5-76

THIS REPORT WILL BE FILE
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

UNCLASSIFIED CONFIDENTIAL SECRET

DEPUTY DIRECTOR FOR OPERATIONS
ROUTING SHEET

TO:	ACTION	INFO	DATE	INITIALS
1. DDO				
2. ADDO				
3. C/PLANS				
4. C/OPS				
5. C/SS				
6. C/CCS				
7. C/CI				
8. C/AF				
9. C/ICD				
10. C/DIVD				
11. C/EA				
12. C/EUR				
13. C/FR				
14. C/NE				
15. C/PA				
16. C/LA	X		13 JUL 1976	KA
Tom Keenan				
C/PEIS - Cy filed				

SUSPENSE DATE Cy stat OTR

REMARKS:

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

Congratulations!

Thanks,

Ray

SIGNATURE

DATE

FA/DDO

13 Jul 76

DCI/DDCI
Routing Slip

DDO

TO:

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

SUSPENSE

Date

Remarks:

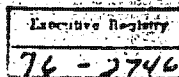
Please add my thanks to Mr. Keenan for a
job well done.

E. H. Knoche

DDCI/DDCI



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



76 4568

Office of the Commandant

25 JUN 75

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

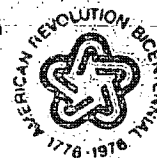
Dear Mr. Bush:

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

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

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

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



Office of the Commandant
Mr. George Bush

25

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

Among the objectives of the curriculum is enhancing the competence of selected officers to assume command and leadership responsibilities and to function in key staff assignments in major Army, joint, and combined headquarters and in planning and policymaking positions at the seat of government. To achieve this and related objectives, the curriculum consists of three major segments: The Common Overview, the Electives Phase, and the Military Studies Program. The Common Overview segment includes four courses: The United States and the World Environment, Command and Management, Strategic Military Studies, and the Military Strategy Seminar. In the Elective Phase, students take at least four elective courses out of an offering of 54 courses. The large number of selections provides an opportunity for students to tailor the curriculum to meet professional needs. Participation in the Military Studies Program is optional and can be substituted for one or more electives, depending on the scope of the research subject selected. In addition, the ten-month curriculum includes voluntary programs and field trips.

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

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

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

Office of the Commandant
Mr. George Bush

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

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

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

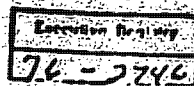
Sincerely,



DEWITT C. SMITH, JR.
Major General, USA
Commandant



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



43714 76 452

Office of the Commandant

28 JUL 78

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Director
Central Intelligence Agency
Washington, DC 20505

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Office of the Commandant
Mr. George Bush

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Office of the Commandant
Mr. George Bush

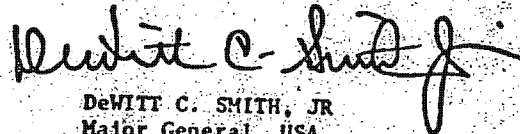
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Sincerely,



DeWITT C. SMITH, JR
Major General, USA
Commandant

CONFIDENTIAL

SE TRAINING REPORT		SOVIET/EAST EUROPEAN OPERATIONS COURSE No.	
STUDENT Keenan, Thomas J.		YEAR OF BIRTH [REDACTED]	GRADE GS-15
COO DATE May 1957	OFFICE DDO/LA	SERVICE DESIGNATION D	NO. OF STUDENTS 28
<p align="center">COURSE OBJECTIVES</p> <p>To orient the student on the special nature of the Directorate of Operation's Soviet/East European target and to train him in the application of clandestine methods for collecting information on assessing and preparing recruitment operations against Soviet/East European personalities.</p>			
<p align="center">ACHIEVEMENT RECORD</p> <p>This is a certificate of attendance. No evaluation is made of individual performance in the course.</p>			
FOR THE DIRECTOR OF TRAINING:		[REDACTED]	
SE Plans & Training			

FORM 3687 USE PREVIOUS EDITIONS

CONFIDENTIAL

8-2 IMPDET CL BY: 11/1/67 104-651

ADMINISTRATIVE
Internal Use Only

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Control, Statistical Reporting Branch

SERIAL NO.

LAST

(Print)

NAME

MIDDLE

026090

Keenan

Thomas

J

FILE
PUNCHED
BY

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 55, 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	1 - PCS (Basic)	CODE	37	38-39		CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - CORRECTION					40-42
						3 - CANCELLATION					
			07	04	75		1				320

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	1 - TDY (Basic)	CODE	37	38-39		CODE
25-26	27-28	29-30	31-32	33-34	35-36	2 - CORRECTION					40-42
						3 - CANCELLATION					

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL VOUCHER

DISPATCH

CABLE

DUTY STATUS OR TIME AND ATTENDANCE REPORT

OTHER (Specify)

DOCUMENT IDENTIFICATION NO.

IN 623200

DOCUMENT DATE/PERIOD

July 1975

REMARKS

PREPARED BY

REPORT SUBMITTED ON
CONTROL DOCUMENT

ABOVE DATA CORRECTED BY

UPON SOURCE

200

1 & 2 DIVISION, CTR.

DATE

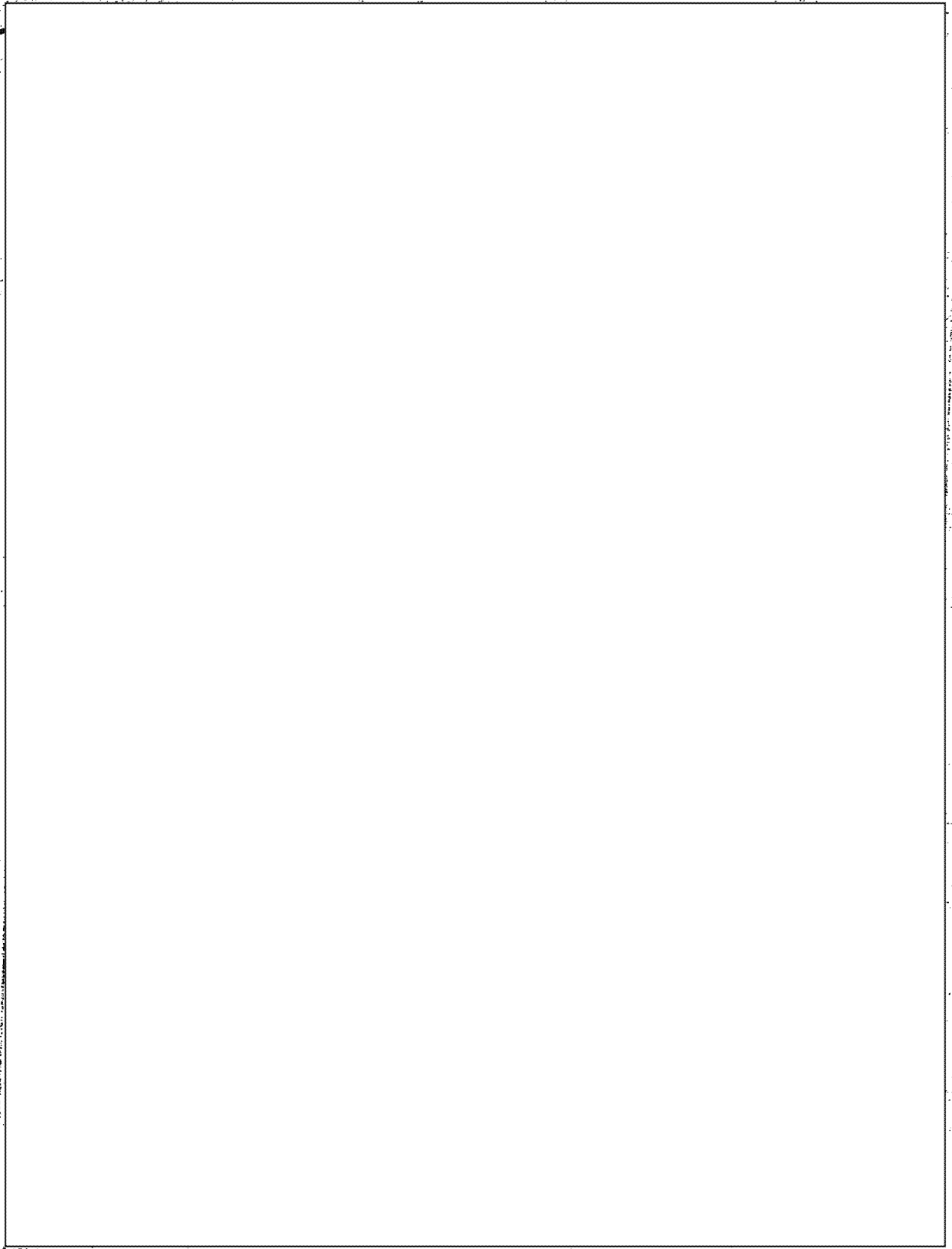
7/15/75

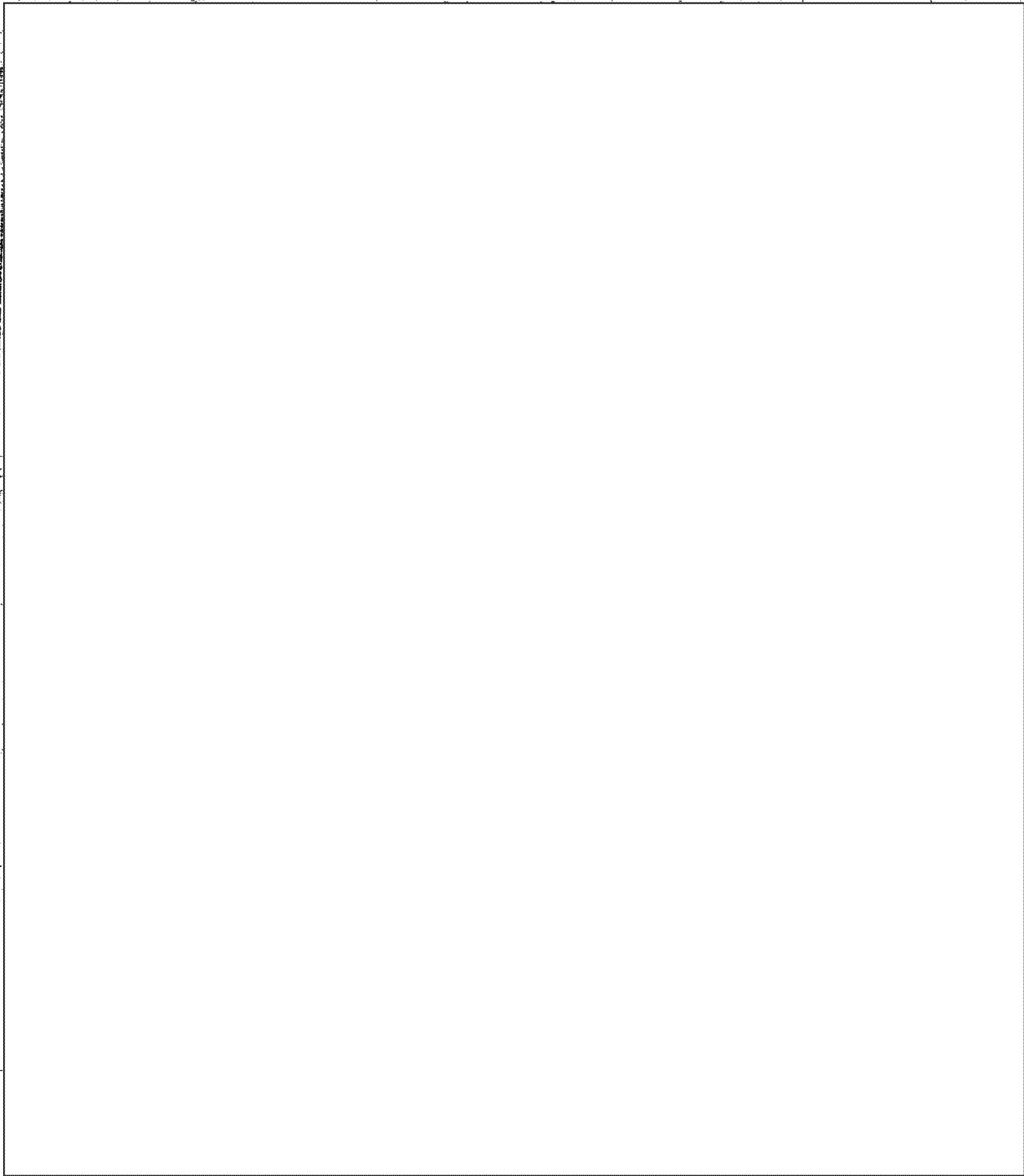
THIS REPORT WILL BE FILED
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 1451a

ADMINISTRATIVE-Internal Use Only

14-101





SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY				
NAME OF EMPLOYEE Thomas J. Kuonan		DATE (from item 8-1) 26 Aug 74		NAME OF SUPERVISOR
DATE RECEIVED AT HEADQUARTERS 10 September 1974		DISPATCH NUMBER HJKT-1801		DATE RECEIVED BY CAREER SERVICE WH
DATE OF BIRTH 29 June 30	SERVICE DESIGN D	CURRENT POSITION AND GRADE COS, [REDACTED] GS-15	STATION OR CASE [REDACTED]	CURRENT COVER [REDACTED]
TO BE COMPLETED BY EMPLOYEE				
1A. DATE OF PCS ARRIVAL IN FIELD 14 Sep 73	1B. REQUESTED DATE OF DEPARTURE 14 Sep 75	1C. EXPECTED DATE OF FIRST CHECK-IN AT HQ 15 Sep 75	1D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE 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 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 2-73

SECRET

U.S. GOVERNMENT PRINTING OFFICE: 1973

SECRET

6. PREFERENCE FOR NEXT ASSIGNMENT

6A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT.

Operations supervisory position in Headquarters or training assignment as noted in item 5 above. A rotational assignment which would broaden my professional experience would be welcomed at Headquarters.

6B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, 3 OR 4 (for 1st, 2nd, 3rd and 4th choices) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

- ☒ EXTEND TOUR _____ MONTHS AT CURRENT STATION TO _____ (DATE)
- ☐ BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE EUR
- ☒ BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH
- ☒ RETURN TO MY CURRENT STATION.

PREPARE UPDATING OF PERSONAL SECURITY INFORMATION IN ACCORDANCE WITH DOI-F 240-8 AND FORWARD UNDER SEPARATE COVER. INDICATE DATE FORWARDED OR TO BE FORWARDED.

TO BE COMPLETED BY FIELD STATION

7. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

8. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Subject has been approved to attend the Army War College from August 1975 to June 1976.

DATE 19Feb75 TITLE C/LA/Pers SIGNATURE Henry E. Berthold

FOR USE BY CAREER SERVICE

9. APPROVED ASSIGNMENT

10. EMPLOYEE NOTIFIED BY DISPATCH NO. HJKS-1096 DATED 1 Oct 1974
CABLE NO. _____ DATED _____

CAREER SERVICE REPRESENTATIVE

DATE

SECRET

SECRET
(When Filled In)

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	(Point) KEENAN	7-24 THOMAS	J

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDV. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 99, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	1. PCS (Basic) 2. CORRECTION 3. CANCELLATION	37	38-39	40-42
09	14	73					1		370

TDV DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	1. TDV (Basic) 2. CORRECTION 3. CANCELLATION	37	38-39	40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO. KNGS 18650	DOCUMENT DATE/PERIOD 9/15/73
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REMARKS

PREPARED BY	REPORT APPROVED BY CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT BASED ON SOURCE
CCO	DATE	
C & A DIVISION, CDR.	11/6/73	
C & F DIVISION		

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

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

202 50161878 70511245
0.22 40191408

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 8 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

For career development based on my age, grade and experience I would prefer that my next assignment be that of a Deputy Chief of Station.

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

- ☐ EXTEND TOUR _____ MONTHS AT CURRENT STATION TO _____ (DATE)
- ☒ BE ASSIGNED TO DUTY FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH
- ☒ BE ASSIGNED _____ DIVISION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.
1ST CHOICE _____ 2ND CHOICE _____ 3RD CHOICE _____
- ☒ RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

The Station heartily endorses this employee's preference statement in item 11 above. This man is an experienced, professional and highly motivated officer who has now proven his ability many times over. In the interest of his own continued development as well as that of the organization he merits consideration for assignment as a DCOS at a _____ station or a very senior executive position _____ one.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Mr. Keenan has been approved per DDP 26 Feb 1971 for assignment as Deputy Chief of Station _____

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 BY

SERIAL NO. <u>026090</u>	NAME		
	LAST <u>KEENAN</u>	FIRST <u>T. D.</u>	MIDDLE <u>J</u>

INSTRUCTIONS

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

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38	39
			<u>09</u>	<u>14</u>	<u>73</u>		<u>1</u>		
									<u>570</u>

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	1 - TDY (Basic) 2 - CORRECTION 3 - CANCELLATION	37	38	39

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO. <u>APLT-6764</u>	DOCUMENT DATE/PERIOD <u>9/14/73</u>
REMARKS	

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT BY SOURCE
DEC	DATE	
C & L DIVISION, CYR.	<u>10/5/73</u>	
C & T DIVISION		

THIS REPORT WILL BE FILE
IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

SECRET
(When Filled In)

SERVICE ABROAD AGREEMENT

I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS, OR FOR PERSONAL REASONS OF SIGNIFICANT INTEREST TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES ALREADY INCURRED, OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, WHICHEVER IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF [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 AGREEMENT.

NAME OF EMPLOYEE

THOMAS J. KENNAN GS-14

SO

D

II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT

2. PERIOD

A. STANDARD TOUR OF DUTY OF 24 MONTHS ☒

C. NONSTANDARD TOUR OF DUTY OF _____ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-18)

REQUESTED (Name attached)

OPERATING OFFICIAL

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

CONCUR

CAREER SERVICE

DEPUTY DIRECTOR

OPERATING OFFICIAL

APPROVED

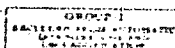
DIRECTOR OF PERSONNEL

III. PERMANENT PLACE OF RESIDENCE

3. YOUR PERMANENT PLACE OF RESIDENCE IS A PLACE TO WHICH ALLOWABLE TRAVEL AND TRANSPORTATION EXPENSES MAY BE INCURRED UNDER CERTAIN CIRCUMSTANCES PURSUANT TO HR 22. ITS DESIGNATION WILL BE KEPT IN YOUR OFFICIAL PERSONNEL FOLDER.

4. IN REQUESTING YOUR PERMANENT PLACE OF RESIDENCE IN ITEM 5 ON THE REVERSE SIDE, YOU WILL (as prescribed in HR 22-3) NORMALLY INDICATE THE PLACE WHERE YOU PHYSICALLY 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 (OF 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.

SECRET



(12-71-37)

CONTINUED ON THE REVERSE

SECRET

(When Filled In)

3. PHYSICAL DWELLING PLACE (Permanent Place of Residence - unless address in item 6 is approved in item thereof)		6. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 3)	
FULL ADDRESS Mr. Keenan is TDY in the Washington, D. C. Area between tours. He is presently staying at the Holiday Inn at Tysons Corner		FULL ADDRESS Voting registration [redacted] WISCONSIN	
APPROVED [redacted]		DATE 10/3/73	
DEPUTY DIRECTOR	DATE	DEPUTY DIRECTOR	DATE
IV. HOME LEAVE POINT			
7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.			
8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-30B(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.			
9. DESIGNATION PER ITEM 7 ABOVE		10. DESIGNATION PER ITEM 8 ABOVE	
FULL ADDRESS [redacted] WISCONSIN		FULL ADDRESS [redacted]	
RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT FATHER AND MOTHER		CONCUR [redacted]	
DEPUTY DIRECTOR	DATE	DEPUTY DIRECTOR	DATE
	10-2-73		
APPROVED [redacted]		APPROVED [redacted]	
DEPUTY DIRECTOR	DATE	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 [Signature]		DATE Sept 21, 73	

SECRET

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if SA)	DATE (from item 5-2)	NAME OF SUPERVISOR (if any)	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 CAPED 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		LNBUEZ
6A. DATE OF PCS ARRIVAL IN FIELD	6B. REQUESTED DATE OF DEPARTURE	6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
EX 30 Sept 71	1 Aug 1974	20 Sept 1974	20 Sept 1974	

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

Total 7: Ages

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CFI-P 240-8)

DCOS and senior ops officer

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

SECRET

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 Station or COS at Station.

At Hqs : Rotational assignment to another component or Deputy Branch Chief in WHD

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

☒ **EXTEND TOUR** 10 MONTHS AT CURRENT STATION TO 1 August 1974.
(DATE)

☒ **BE ASSIGNED TO STATION FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.**
1ST CHOICE WHD 2ND CHOICE EUR 3RD CHOICE AF

☒ **BE ASSIGNED TO STATION. INDICATE CHOICE OF GEOGRAPHIC AREA.**
1ST CHOICE 2ND CHOICE 3RD CHOICE

☐ **RETURN TO MY CURRENT STATION**

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Concur in Subject's extension here as DCOS until August 1974. He is doing an effective job at this level and the extra time at it will be good for both his growing capabilities and for the Station's operational program.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

WH Division concurs in Mr. Keenan's request for a ten month extension of his current tour to 1 August 1974. He was notified of this approval by HPLS-3216.

DATE 29 Mar 73 TITLE C/WH/Pers SIGNATURE

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

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

CABLE NO. _____ **DATE:** _____

CAREER SERVICE REPRESENTATIVE: _____ **DATE:** _____
(SIGNED)

SECRET

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

FILE
FILED
15
BY

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

SERIAL NO.	NAME		
1-6	LAST	FIRST	MIDDLE
026090	(PRINT) Kearney	Thomas	J

INSTRUCTIONS:

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

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	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	50	7	1			1			570

TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	AREAS	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	2 - TDY (Basic) 4 - CORRECTION 9 - 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
SEN	DATE	
A & B DIVISION, CTRD.	1/21/72	
C & D DIVISION		

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

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

FILE
PUNCHED
BY

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

SERIAL NO.

LAST

NAME

FIRST

MIDDLE

1-6

(Prefix)

7-20

024090

KECNAW

THOMAS

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 88, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	CODE	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR					
25-26	27-28	29-30	31-32	33-34	35-36	1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	37	38	39	40-42
			0	7	3		1			50

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

REMARKS

16241

21 July 1971

PREPARED BY

REPORT ASSOCIATED OR
CONTROL DOCUMENT

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE
DOCUMENT CITED

DATE

8/12/71

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

C-O-N-F-I-D-E-N-T-I-A-L

TRAINING REPORT

Chiefs of Station Seminar No. 3-71

Participant: Keenan, Thomas

Office: WH

Grade : 14

COURSE OBJECTIVES, CONTENT AND METHODS

The purpose of the COS Seminar is to assist newly designated Chiefs of Station, Deputy Chiefs of Station and Chiefs of Base to prepare themselves for their field assignment.

The Seminar is conducted as a series of open discussions with senior officers drawn from the offices, staffs and operating elements of all Directorates of the Agency. The intent is to provoke an exchange of views and sharing of experiences as well as to provide information on current policies, procedures, services and operational goals.

A folder of selected reading material is provided to each participant in advance of the Seminar, which is designated as related reading in preparation for specific sessions in the schedule.

ACHIEVEMENT RECORD

This is a certificate of attendance. No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:



6 JUL 1971

DATE

C-O-N-F-I-D-E-N-T-I-A-L

SECRET
(When Filled In)

SERVICE ABROAD AGREEMENT

I. GENERAL

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION II BELOW AND THAT THE GOVERNMENT IS OBLIGATED TO RETURN YOU, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS UPON THE SATISFACTORY COMPLETION OF THIS PERIOD. YOUR ALLOWABLE EXPENSES WILL BE DETERMINED IN ACCORDANCE WITH AGENCY REGULATIONS.

IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, YOUR HOUSEHOLD AND PERSONAL EFFECTS TO YOUR POST. IF YOU FAIL TO COMPLETE YOUR PRESCRIBED TOUR OF DUTY ABROAD YOU WILL NOT BE ENTITLED TO THE RETURN TRAVEL AND TRANSPORTATION OF YOURSELF, YOUR DEPENDENTS AND YOUR HOUSEHOLD AND PERSONAL EFFECTS TO THE UNITED STATES. IF, HOWEVER, AGENCY OFFICIALS DETERMINE THAT YOUR EARLY DEPARTURE IS NECESSARY FOR OFFICIAL REASONS, OR FOR PERSONAL REASONS OF SIGNIFICANT INTEREST TO THE GOVERNMENT, THEY MAY WAIVE THE REIMBURSEMENT OF EXPENSES ALREADY INCURRED, OR AUTHORIZE YOUR RETURN TRAVEL AND TRANSPORTATION, WHICHEVER IS APPLICABLE.

IF ELIGIBLE UNDER THE TERMS OF [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 AGREEMENT.

NAME OF EMPLOYEE

Thomas J. Keenan

SO

D

II. TOUR OF DUTY ABROAD

1. NAME OF POST OF ASSIGNMENT

2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW

A. STANDARD TOUR OF DUTY OF 24 MONTHS ☒

C. NONSTANDARD TOUR OF DUTY OF _____ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-15)

REQUESTED (When attached)

OPERATING OFFICIAL

B. NONSTANDARD TOUR OF DUTY OF _____ MONTHS PREVIOUSLY APPROVED PER HR 20-15.

CONCUR

CAREER SERVICE

DEPUTY DIRECTOR

APPROVED

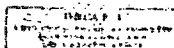
DIRECTOR OF PERSONNEL

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 DWELL IN THE UNITED STATES, ITS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO AT THE TIME OF YOUR PCS TRANSFER TO A POST ABROAD. YOU MAY REQUEST IN ITEM 6 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DWELLING PLACE IS YOUR HOME TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR DWELLING OR HAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DWELLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO: STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.

SECRET



SECRET

(When filled in)

<p>6. PHYSICAL DRILLING PLACE (Permanent Place of Residence unless address in item 5 is approved in lieu thereof)</p> <p>FULL ADDRESS</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<p>9. OTHER PLACE REQUESTED (Resubstituted Permanent Place of Residence if different from item 5)</p> <p>FULL ADDRESS</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
<p>APPROVED</p> <p>DATE 6-24-71</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>APPROVED</p> <p>DATE 6-24-71</p>		<p>APPROVED</p> <p>DIRECTOR OF PERSONNEL</p> <p>DATE</p>	
<p>IV. HOME LEAVE POINT</p>			
<p>7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.</p>			
<p>8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR. 20-308(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.</p>			
<p>9. DESIGNATION PER ITEM 7 ABOVE</p> <p>FULL ADDRESS</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Wisconsin</p>		<p>10. DESIGNATION PER ITEM 8 ABOVE</p> <p>FULL ADDRESS</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
<p>RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT</p> <p>Father</p>		<p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p>	
<p>APPROVED</p> <p>DATE 6-24-71</p>		<p>APPROVED</p> <p>DIRECTOR OF PERSONNEL</p> <p>DATE</p>	
<p>EMPLOYEE CERTIFICATION</p>			
<p>I have read and understand my service obligations and travel entitlements as described in this agreement.</p>			
<p>SIGNATURE OF EMPLOYEE</p> <p><i>[Signature]</i></p>		<p>DATE</p> <p>6/24/71</p>	

SECRET

CONFIDENTIAL
(When Filled In)

RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WHEN A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW. ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE BLOCKS WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 3 ALSO COMPLY WITH HMD 20-7, PERSONNEL EMERGENCY AND LOCATOR RECORDS. THIS FORM WILL BE COMPLETED ONLY BY HEADQUARTERS PERSONNEL AND NOT SENT TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

GENERAL

NAME OF EMPLOYEE (Last)	(First)	(Middle)	SOCIAL SECURITY NUMBER
Koonen	Thomas		
1. MARITAL STATUS (Check one)			
<input type="checkbox"/> SINGLE	<input checked="" type="checkbox"/> MARRIED	<input type="checkbox"/> SEPARATED	<input type="checkbox"/> DIVORCED
IF MARRIED, PLACE OF MARRIAGE			DATE OF MARRIAGE
Rhode Island			1956
IF DIVORCED, PLACE OF DIVORCE DECREE			DATE OF DECREE

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.
NAME OF MOTHER, INCLUDING MARDEN NAME (or female guardian)	ADDRESS	TELEPHONE NO.
	Same as father	414 921-4483

WHAT MEMBERS OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.

Father and Mother

3. OTHER RELATIVES WHO ARE DEPENDENT UPON ME FOR AT LEAST 51% OF THEIR SUPPORT AND MEET OTHER REQUIREMENTS IN TRAVEL REGULATIONS (HR 22-15). SPECIFY NAMES AND RELATIONSHIPS.

NAME	DATE OF BIRTH	RELATIONSHIP
NA		

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

NAME (Mr. Mrs. Miss)	RELATIONSHIP
	Father
HOME ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE	HOME TELEPHONE NUMBER
Same as above	
BUSINESS ADDRESS (No. Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE	BUSINESS TELEPHONE & EXTENSION
None	

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

IS THE INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPABLE? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)

My wife, [redacted]

DON'T FILL IN THESE UNLESS THEY HAVE BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEES (If answer is "No" explain why in item 6.)

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
1-70

CONFIDENTIAL

143

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(When Filled In)

5. VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS AND THE NAMES IN WHICH THE ACCOUNTS ARE CARRIED.

Thomas J. Keenan
 Joint with Margaret J. Keenan

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? ☒ YES ☐ NO

IF YES, DO YOU HAVE A JOINT ACCOUNT? ☐ YES ☐ NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? ☐ YES ☐ NO. (If "Yes" where is document located?)

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? ☐ YES ☒ NO. (If "Yes" give name(s) and address)

HAVE YOU EXECUTED A POWER OF ATTORNEY? ☐ YES ☒ NO. (If "Yes", who possesses the power of attorney?)




6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

Notes: has been named executor in both the will of my wife and my will. He is in possession of one copy of our latest wills. He is witting of my agency affiliation.

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

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

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

FULL ADDRESS	DEPUTY DIRECTOR OR DESIGNEE	DATE
SIGNED BY	DATE	SIGNATURE
		

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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)
KEENAN THOMAS J

1. RESIDENCE DATA
BY AGENCY WISC LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)
PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RES. WISCONSIN HOME LEAVE RESIDENCE WISCONSIN

2. MARITAL STATUS (Check one)
☐ SINGLE ☒ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED ☐ ANNULLED

IF MARRIED, PLACE OF MARRIAGE RHODE ISLAND DATE OF MARRIAGE 1956

IF DIVORCED, DATE OF 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) VA. TELEPHONE NO. 532-1738

NAME OF YOUR FATHER (If male, insert name) _____ ADDRESS _____ SEX F DATE OF BIRTH _____

NAME OF YOUR MOTHER (If female, insert name) _____ ADDRESS _____ SEX F DATE OF BIRTH _____

NAME OF YOUR FATHER (If male, insert name) _____ ADDRESS _____ TELEPHONE NO. WA 1-4183

NAME OF YOUR MOTHER (If female, insert name) _____ ADDRESS _____ TELEPHONE NO. WA 1-4183

WHY MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY. Wife, Father, Mother

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Last, First, Middle) _____ RELATIONSHIP Wife

HOME ADDRESS (No., Street, City, State, Zip Code) _____ HOME TELEPHONE NUMBER _____

BUSINESS ADDRESS _____ BUSINESS TELEPHONE & EXTENSION _____

IS THE INDIVIDUAL NAMED ABOVE HITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization you work for.) YES ☒ 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 ☒ NO ☐

DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in item 6.) YES ☒ NO ☐

The persons named in item 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 6 ON THE REVERSE SIDE OF THIS FORM.

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

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(When Filled In)

VOLUNTARY ENTRIES

Experience in the handling of employee emergencies has shown that the absence of certain personal data often delays and complicates the settlement of estate and financial matters. The information requested in this section may prove very useful to your family or attorney in the event of your disability or death and will be disclosed only when circumstances warrant.

INDICATE NAME AND ADDRESS OF ANY BANKING INSTITUTIONS WITH WHICH ACCOUNTS ARE CARRIED.

NAME	ADDRESS	THE ACCOUNTS ARE CARRIED AT
BANK		

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION? ☒ YES ☐ NO

IF YES, DO YOU HAVE A JOINT ACCOUNT? ☐ YES ☒ NO

HAVE YOU COMPLETED A LAST WILL AND TESTAMENT? ☐ YES ☒ NO. (If "Yes" where is document located?)

HAVE YOU PREPLANNED AN ARRANGED GUARDIANSHIP OF YOUR CHILDREN IN CASE OF COMMON DISASTER TO BOTH PARENTS? ☐ YES ☒ NO. (If "Yes" give name(s) and address)

HAVE YOU EXECUTED A POWER OF ATTORNEY? ☐ YES ☒ NO. (If "Yes", who possess the power of attorney?)

ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED BY W. H. H. H. H. H.	DATE 11 Nov 69	SIGNATURE <i>[Signature]</i>
--------------------------------	-------------------	---------------------------------

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FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if SA)	DATE (from item 5.1) NAME OF SUPERVISOR (true)	DATE (from item 5.2)
Thomas J. Keenan	25 Nov. 1968	Dino Pionzio
DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CARRIER SERVICE:
	HLBT-3912	10 Dec 68

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
		Ops Officer, GS-13		LMPURE
6a. DATE OF PCS ARRIVAL IN FIELD	6b. REQUESTED DATE OF DEPARTURE	6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
28 June 1967				

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

Total 7 dependents: Ages-

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-P 240.6)

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

Clandestine Services Review, Short report writing review course

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11a. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I would prefer to continue Operation Officer work but with opportunity of acquiring greater experience in a supervisory capacity.

11b. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

☒ EXTEND TOUR twelve MONTHS AT CURRENT STATION TO 1 July 1969 (DATE)

☒ BE ASSIGNED TO HQ FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF, OR OFFICE.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

☒ BE ASSIGNED TO ON. INDICATE YOUR CHOICE OF DIVISION, STAFF, OR OFFICE.
1ST CHOICE 2ND CHOICE 3RD CHOICE

☐ RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Fully concur in subjects request to return to station for a second tour. He is the most valuable officer in the station and is laying the ground work for operations that will require an additional tour to bring to full fruition. His wish to acquire greater supervisory responsibilities is not only entirely reasonable but desirable from the WOFIRM point of view. He has already

(contd on attached sheet)

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

WH recommends Mr. Keenan be approved for home leave in June 1969 by a second tour in

forward

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

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT

15. EMPLOYEE NOTIFIED BY DISPATCH NO. DATED:

CABLE NO. DATED:

CAREER SERVICE REPRESENTATIVE:

SECRET

SECRET

Continuation of

(Section 12)

demonstrated considerable planning and leadership ability which the station has tried to develop by placing him in charge of Soviet and Bloc operations and using him as our informal Chief of Ops. His excellent judgement and professionalism has already earned him the respect and confidence of his colleagues as well as that of COS who values subject's advice greatly.

SECRET

SECRET

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

**IMPORTANT
AGENCY INSTRUCTIONS
ON BACK OF ORIGINAL**

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
KEEHAN	Thomas	J		
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	
020090				

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here
if you
WANT BOTH
optional and
regular
insurance

☒
(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here
if you
DO NOT WANT
OPTIONAL but
do want
regular
insurance

☐
(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here
if you
WANT NEITHER
regular nor
optional
insurance

☐
(C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4 SIGN AND DATE IF YOU MARKED BOX "A" OR "C".
COMPLETE THE "STATISTICAL STUB." THEN RETURN
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)

Thomas J. KEEHAN

DATE

February 10, 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

RECEIVED
94 FEB 10 1968

See Table of Effective Dates on Back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM NO. 178-1
MAY 1962 EDITION
GSA GEN. REG. NO. 27
5010-108-01

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(When Filled In)

IMPORTANT

Central Processing Branch has been charged with responsibility (CPB 20-6-1 dated October 1961) for ensuring that all employees processing PC to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 22-1, Employee Conduct, dated 30 July 1962.

Thomas J. Keenan
Signature

17 March 67
Date

THOMAS J. KEENAN
CONFIDENTIAL
(When Filled In)

ADMINISTRATIVE - INTERNAL USE ONLY

27 May 1966

MEMORANDUM FOR: Mr. Thomas J. Keenan
THROUGH : Chief, WH Division
THROUGH : Deputy Director for Plans
SUBJECT : Certificate of Merit

1. The Honor and Merit Awards Board is pleased to notify you that the award named above will be conferred on you in recognition of the excellent service you have rendered this Agency. Security considerations relevant to the award are explained in the attached memorandum from the Office of Security.

2. The award will be presented to you at a ceremony to be held in the near future. Members of your family, Agency associates, and intimate friends who are aware of your Agency affiliation may attend the ceremony, although space may limit the number of guests to be invited.

3. A list of guests whom you would like to have attend the presentation ceremony and an indication of any specific time when you could not be present at such a ceremony should be forwarded through your Deputy Director to the Secretariat, Honor and Merit Awards Board, Office of Personnel.

ROBERT M. GAYNOR
Recorder

Honor and Merit Awards Board

Distribution:

Orig - Addressee
1 - C/WH
1 - D/Pers Reader Chrono/OPF
1 - Sec't, HMAB
1 - Recorder, HMAB

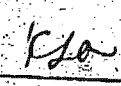
ADMINISTRATIVE - INTERNAL USE ONLY

REPORT OF HONOR AND MERIT AWARDS BOARD		DATE <u>19 April 1966</u>
The Honor and Merit Awards Board having considered a recommendation that:		
NAME: KEENAN, Thomas J	POSITION: Operations Officer	
PRESIDENT GRADE: GS-12	OFFICE ASSIGNED TO: DDP/WH	
BE AWARDED:		
Certificate of Merit		
<input type="checkbox"/> FOR HEROIC ACTION, OR <input checked="" type="checkbox"/> FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD		
<input checked="" type="checkbox"/> APPROVES THE RECOMMENDATION <input type="checkbox"/> DISAPPROVES THE RECOMMENDATION <input type="checkbox"/> APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:		
CITATION: UNCLASSIFIED		
<p>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 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.</p>		
(Recommendation approved by DD/P on 16 March 1966)		
REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD		
APPROVED: <u>707 Richard Holza</u> DIRECTOR OF CENTRAL INTELLIGENCE 24 MAY 1966 DATE	SIGNATURE: <u>/s/ Robert S. Wattles</u> TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD: ROBERT S. WATTLES SIGNATURE: <u>/s/ Robert M. Gaynor</u> TYPED NAME OF RECORDER: ROBERT M. GAYNOR	

SECRET

(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY

1. EMPLOYEE NO.		NAME (LAST-FIRST-MIDDLE)		3. TYPE CHANGE		4. LANGUAGE DATA PRIOR TO TEST										
026090		Keenan, Thomas J		A-ADD C-CHANGE D-DELETE		CODE	LAN. CODE	H	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	
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN <u>SPANISH (NEW WORLD)</u> <u>EL18</u> AND YOUR TEST SCORES ARE AS FOLLOWS: (NAME OF LANGUAGE)																
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						

FORM 11-64 1273

OBsolete PREVIOUS EDITIONS

(10-45)

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

1 - OP/QAB

(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			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 1062, MASTER QUALIFICATIONS CODING RECORD.		
MO DA YR				MO DA YR					

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		WHEN FORM 444c DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO+LANGUAGE" (12-DIGITS)							
MO	DA	YR	MO								

LANGUAGE PROFICIENCY TEST DATA																	
1. ID	2. EMPLOYEE NO.	3. NAME	4. CODE	5. LANGUAGE DATA BEFORE TEST													
		3-LETTERS	C-A-D	BASE CODE	R	W	P	S	U	T	YR						
65	026090	KEE	C	BL18	1	E	E	E	I	H	4	62					
6. LANGUAGE DATA AFTER TEST												7. DATE OF TEST			DATA FOR TESTS THRU 7 IS EXTRACTED FROM FORM 1273, LANGUAGE PROFICIENCY AND AWARDS DATA.		
BASE CODE	R	W	P	S	U	T	YR	MO	DA	YR							
BL18	1	E	E	E	I	4	65	08	04	65							

[illegible]

10-14 1962a

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4-23)

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

567507 JUN 765

TO:

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

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
026090	Keenan	Thomas	J.	WH 51

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TOY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL				DEPARTURE			COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39		40-42
2 - CORRECTION									
3 - CANCELLATION									

TOY DATES OF SERVICE

TYPE OF DATA	DEPARTURE				RETURN			AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - TOY (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39		40-42
2 - CORRECTION	2	04	30	65	05	28	65	WH	211
3 - CANCELLATION									

SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY

☒ REPORT ANNOTATED ON SOURCE DOCUMENT

ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE

☒ C.S.T. DIVISION

DATE
4 June 65

SECRET

SECRET

(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

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

EMPLOYEE SERIAL NO. 1-6	NAME OF EMPLOYEE			OFFICE/COMPONENT 28-28
	LAST (Print)	FIRST	MIDDLE	
26090	KEE NAR	THOMAS	J	SI

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA 1. PCS (Basic) 2. CORRECTION 3. CANCELLATION	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT 40-42
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
	27	28-29	30-31	32-33	34-35	36-37	38-39	MEXICO	450
	1	02	03	60	10	05	64		

TDY DATES OF SERVICE

TYPE OF DATA 2. TDY (Basic) 4. CORRECTION 5. CANCELLATION	CODE	DEPARTURE			RETURN			AREA(S)	OMIT 40-42
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
	27	28-29	30-31	32-33	34-35	36-37	38-39		

SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT

OTHER (Specify)

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

J400C

30 Nov 1964

REMARKS

PREPARED BY

REPORT ANNOTATED ON
SOURCE DOCUMENTABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE
DOCUMENT CITED

C & L DIVISION

DATE

SIGNATURE

C & L DIVISION

FORM 10-14 1451a USE PREVIOUS EDITIONS.

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

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. KLINE


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	
1-8 26090	(Print) KEENAN	7-26 THOMAS	 J	25-26 51

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL			DEPARTURE			COUNTRY	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
1 - PCS (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42	
3 - CORRECTION									
5 - CANCELLATION	1	28-29			07	31	62	450	

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE			RETURN			AREA(S)	OMIT
		MONTH	DAY	YEAR	MONTH	DAY	YEAR		
2 - TDY (Basic)	27	28-29	30-31	32-33	34-35	36-37	38-39	40-42	
4 - CORRECTION									
6 - CANCELLATION									

SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO. FM-T-3009	DOCUMENT DATE/PERIOD 8/24/62
--	-------------------------------------

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ADDS DATA VERIFIED CORRECT. DATES UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE 8/24/62	SIGNATURE
FINANCE DIVISION		

FORM 1451a DECEMBER 1959 EDITION

SECRET

(10-10)

SECRET

(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SERIAL NO. (1-6) 2000		2. ID NO. 928	
3. NAME (7-24) LAST Koenig, Thomas J.		4. OFFICE OR DIVISION WH	5. LANGUAGE Spanish
7. DATE OF TEST (6-8) JUL 13, 1962		8. ANNIVERSARY DATE --	9. GRADE 10
11. REASON FOR TAKING TEST 11.1 APPLY FOR AWARD 11.2 ESTABLISH SKILL LEVEL		10. DATE OF AWARD	
12. READING (34) I		13. WRITING (35) 7	
14. ELIGIBILITY (39) A		15. TYPE OF AWARD 15.1 READING (36) SPEAKING (37) 15.2 COMPREHENSIVE (C)	
16. ACHIEVEMENT (A) ELEMENTARY (B) INTERMEDIATE (C) HIGH (D) MAINTENANCE (M)		17. BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
18. BELIEVABLE (REASON)		19. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 57.50 (40-45) SIGNATURE DATE	
REMARKS		20. I CERTIFY THAT FUNDS ARE AVAILABLE OBLIGATION REF. NO. CHARGE ALLOTMENT NO. SIGNATURE	

FORM 1273
1-60

OR CALL PREVIOUS EDITIONS

SECRET

(10-45)

MRD COPY

JISPATCH

SECRET/RYBAT

DISPATCH SYMBOL AND NO. 12901-2310 - RYBAT 01744

Chief, WD Division

HEADQUARTERS FILE NO.

Chief of Station

DATE

13 October 1961

Annual Fitness Report - [REDACTED]

RE: 413 - (CHECK "X" OFF)

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.

12 October 1961

Attachments:

As stated

Distribution:

3 - WED, w/att

2 - Files

OFFICE OF PERSONNEL

OCT 25 2 32 PM '61

MAIL ROOM

SECRET/RYBAT

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
1-8	LAST	FIRST	MIDDLE	25-28
26070	KEENAN	THOMAS	J.	46

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER DISMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	ARRIVAL				DEPARTURE				COUNTRY	QUIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			
1 - PCS (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39		40-42	
2 - CORRECTION										
3 - CANCELLATION										
	1	02	03	60					450	

TDY DATES OF SERVICE

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

SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY

RECORDS ANNOTATED ON SOURCE DOCUMENT

ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED

TRIPAL NUMBER

DATE

SIGN

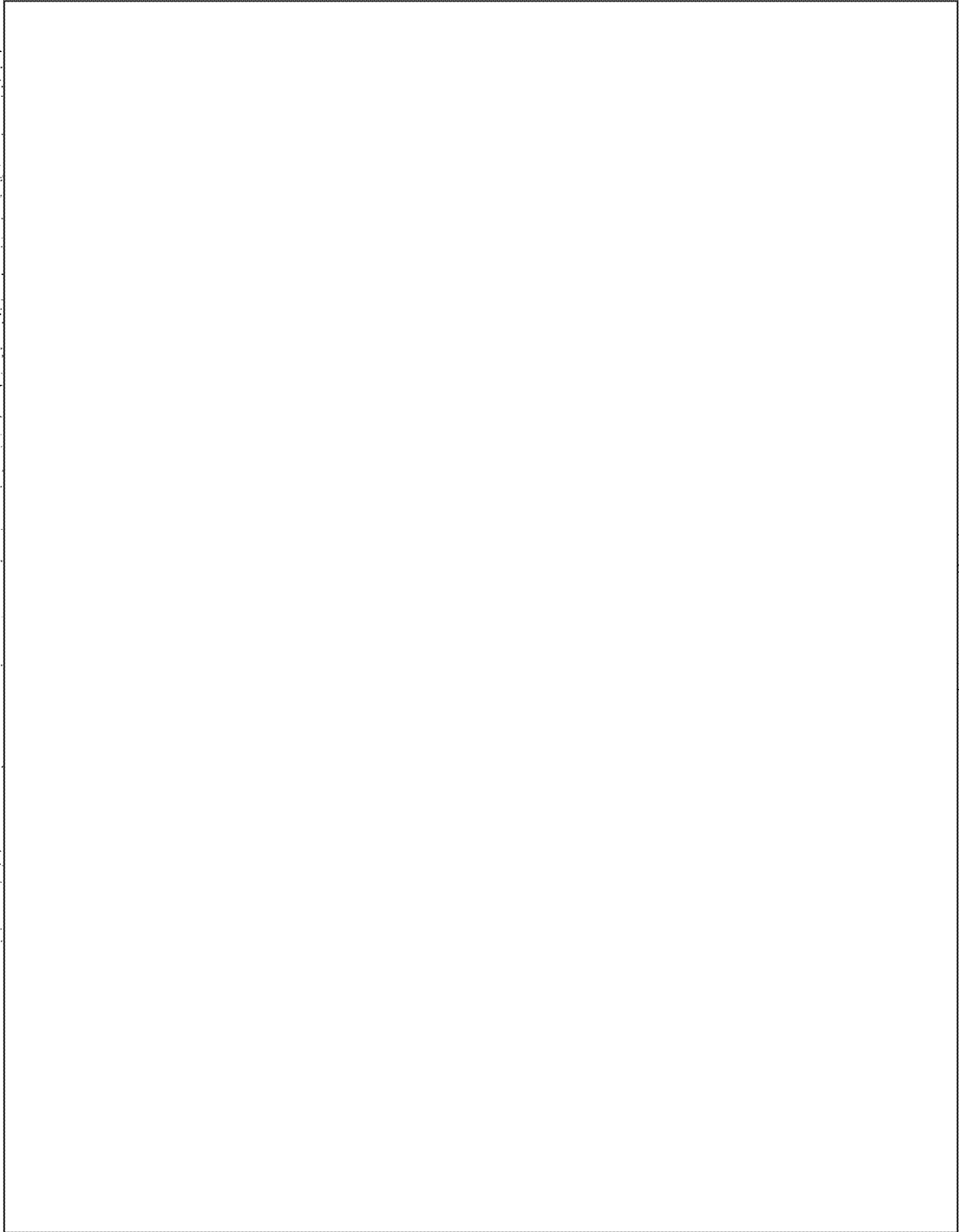
14510

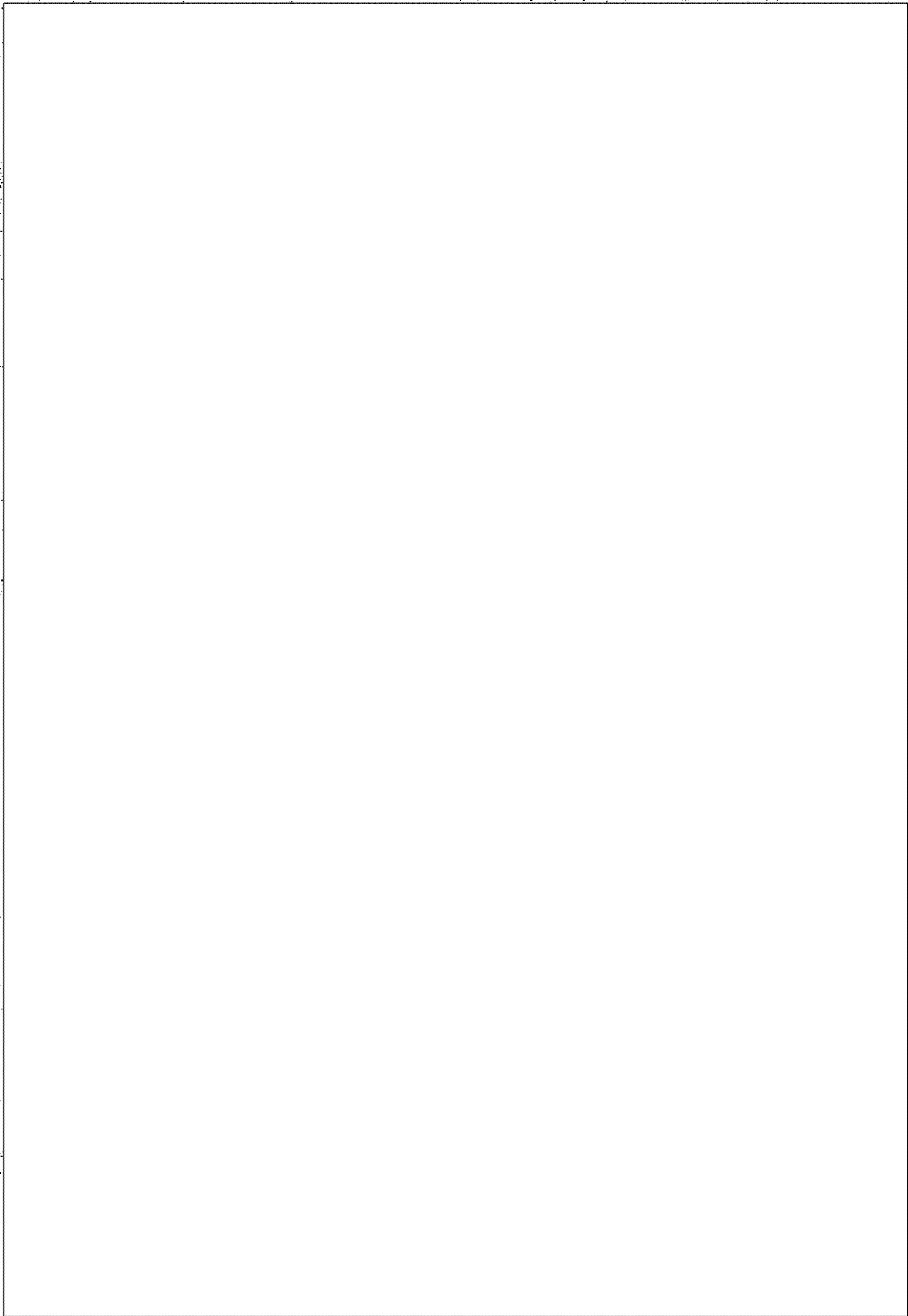
14510

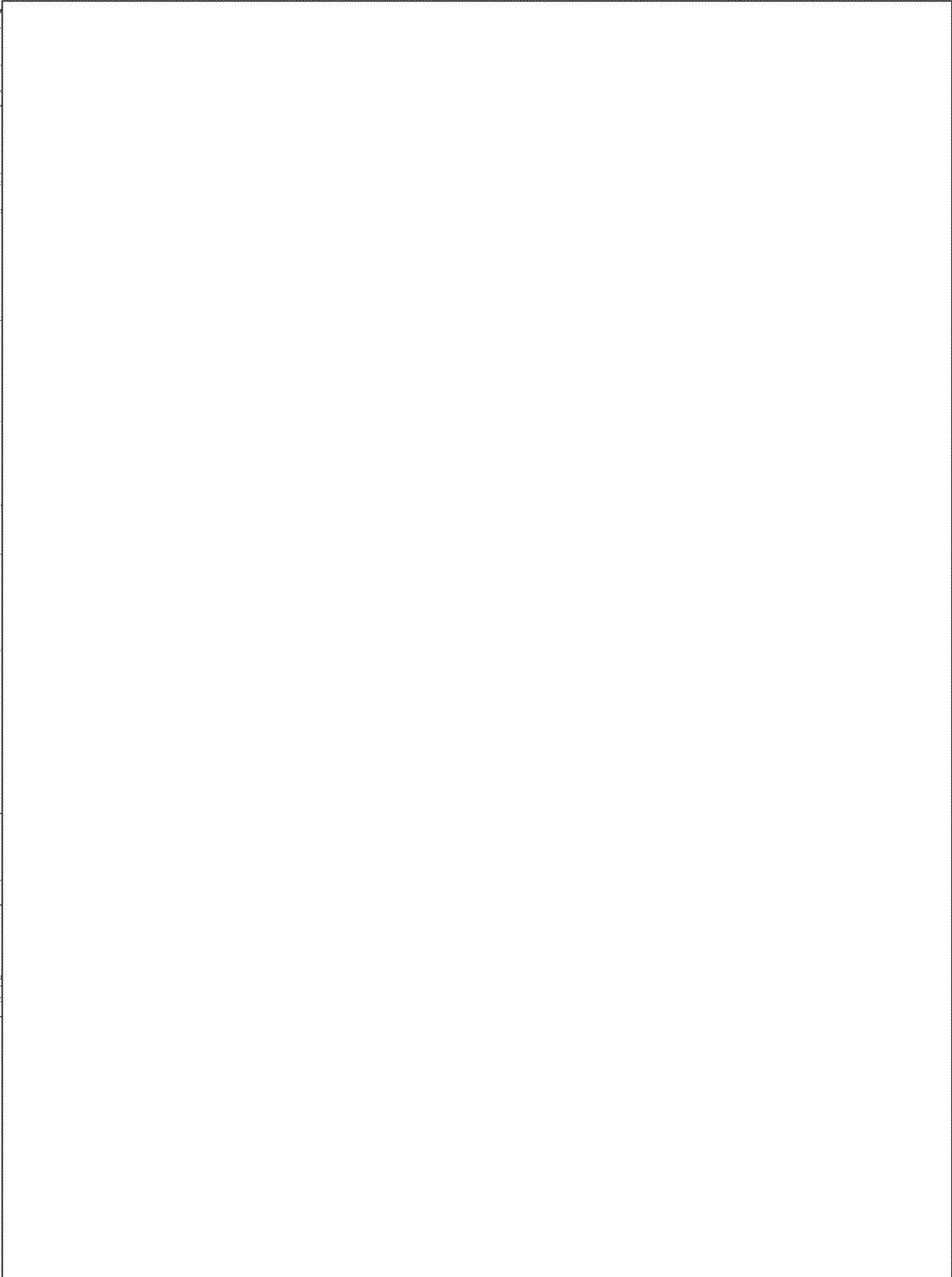
SECRET

Social Security Form 1040 CHAPTER 1-153 PM 6 CASE 1000		HEA-1 BENEFITS REGISTRATION FORM AN EMPLOYER'S HEALTH BENEFITS ACT OF 1959 (Read instructions on back of this page. The only exception is for certain plans.)		400 0711123																												
PART A ALL WHO REGISTER MUST FILL IN THIS PART.	1. NAME (LAST) (FIRST) (MIDDLE INITIAL) (SUFFIX) <div style="display: flex; justify-content: space-between;"> KREHAN Thomas J. <div style="border: 1px solid black; width: 100px; height: 30px;"></div> </div>		3. Are you now married? <div style="display: flex; justify-content: space-between;"> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> </div>																													
	4. YOUR MARITAL ADDRESS (NUMBER AND STREET) (CITY AND FORM NUMBER) (STATE) <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 100px; height: 30px;"></div> </div>		5. SEX <div style="display: flex; justify-content: space-between;"> MALE <input checked="" type="checkbox"/> FEMALE <input type="checkbox"/> </div>																													
	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)? <div style="display: flex; justify-content: space-between;"> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> </div>		7. Place an "X" in the proper box to show your annual basic salary range. <div style="display: flex; justify-content: space-between;"> UNDER \$4,000 <input type="checkbox"/> \$4,000 TO \$5,999 <input checked="" type="checkbox"/> \$6,000 TO \$7,999 <input type="checkbox"/> \$8,000 OR OVER <input type="checkbox"/> </div>																													
	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 back cover of brochure of the plan you select.) <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 60%;"> NAME OF PLAN Association Benefit Plan </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> COVERAGE CLASS (1-4) High </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> INSTALLMENT (1-3) PER MONTH <div style="display: flex; justify-content: space-around;"> 4 2 2 </div> </div> </div>																																
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.) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">NAME OF FAMILY MEMBER</th> <th style="width: 20%;">DATE OF BIRTH (Month, Day, Year)</th> <th style="width: 30%;">NAME OF FAMILY MEMBERS</th> <th style="width: 20%;">DATE OF BIRTH (Month, Day, Year)</th> </tr> </thead> <tbody> <tr> <td>Wife or Husband</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					NAME OF FAMILY MEMBER	DATE OF BIRTH (Month, Day, Year)	NAME OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)	Wife or Husband																							
NAME OF FAMILY MEMBER	DATE OF BIRTH (Month, Day, Year)	NAME OF FAMILY MEMBERS	DATE OF BIRTH (Month, Day, Year)																													
Wife or Husband																																
3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) <div style="display: flex; justify-content: space-between;"> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> </div>																																
PART C FILL IN THIS PART IF YOU HAVE NOT TO CANCEL OR IF YOU WISH TO CANCEL YOUR ENROLLMENT.																																
PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. I elect not to enroll in any plan under the Health Benefits Act. <input type="checkbox"/> </div> <div style="width: 45%;"> 3. The reason for my election is (Place an "X" in proper box): <div style="display: flex; justify-content: space-between;"> (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. <input type="checkbox"/> (b) I am covered by a health insurance plan which is not under the Health Benefits Act. <input type="checkbox"/> (c) Any other reason. <input type="checkbox"/> </div> </div> </div>																																
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. <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> 1. Enrollment code number of present plan. <div style="border: 1px solid black; width: 100px; height: 30px;"></div> </div> <div style="width: 30%;"> 2. Number of event which permits change (See table on back of brochure for proper codes) <div style="border: 1px solid black; width: 100px; height: 30px;"></div> </div> <div style="width: 40%;"> 3. Code of event which permits change <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>MONTH</th> <th>DAY</th> <th>YEAR</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> </div>					MONTH	DAY	YEAR																									
MONTH	DAY	YEAR																														
PART E ALL WHO REGISTER MUST FILL IN THIS PART.																																
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Signature: _____ Date: 13 May 1960 </div> <div style="width: 40%;"> WARNING—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 3 years, or both. (18 U.S.C. 1001) </div> </div>																																
PART F TO BE COMPLETED BY AGENCY.																																
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> 1. NAME AND ADDRESS OF EMPLOYER'S OFFICE <div style="border: 1px solid black; width: 100px; height: 30px;"></div> </div> <div style="width: 30%;"> 2. DATE RECEIVED BY EMPLOYER'S OFFICE <div style="border: 1px solid black; width: 100px; height: 30px;"></div> </div> <div style="width: 40%;"> 3. INITIAL DATE OF EFFECTIVE <div style="border: 1px solid black; width: 100px; height: 30px;"></div> </div> </div>																																
REMARKS <div style="border: 1px solid black; height: 50px;"></div>																																

SECRET







SECRET

(When Filled In)

126090		LANGUAGE DATA RECORD	
PART I-GENERAL			
1. NAME (Last-First-Middle) (17-24)		2. DATE OF BIRTH (25-30)	
KEENAN, Thomas J.			
3. LANGUAGE (31-33)	4. TODAY'S DATE (34-39)		5.
000	MONTH	DAY	YEAR
	March	27	1958
<input checked="" type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE.			
PART II-LANGUAGE ELEMENTS			
SECTION A. Reading (40)			
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.			
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.			
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.			
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.			
5. I HAVE NO READING ABILITY IN THE LANGUAGE.			
SECTION B. Writing (41)			
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.			
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.			
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.			
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.			
5. I CANNOT WRITE IN THE LANGUAGE.			
SECTION C. Pronunciation (42)			
1. MY PRONUNCIATION IS NATIVE.			
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.			
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.			
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.			
5. I HAVE NO SKILL IN PRONUNCIATION.			
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 JOKE AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPoken LANGUAGE.

BEFORE CONTINUING - CHECK PART IV TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3. BOTH OF THE ABOVE STATEMENTS APPLY.
4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 23.315, 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

27 March 1958

SIGNATURE

[Handwritten Signature]

S-E-C-R-E-T

	FAIL	POOR	LOW SAT	MID SAT	HIGH SAT	EXC	SUP
1. Agent Acquisition and Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interviewing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Clandestine Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Clandestine Service Operations FI/CI/PP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mr. Keenan's performance in the course was highly satisfactory. His performance in Clandestine Communications, Project Management and Clandestine Services Operations were just short of excellent. In face-to-face practical exercises he was effective, and was one of the best students of the class in a ZOMBIE agent-recruitment exercise. In simpler, controlled interviewing and debriefing sessions he was more effective than in exercises requiring more subtle directing and control of the agent. He developed a good understanding of field procedures, more particularly of project management, where he ranked in the upper one-third of the class. His operational reporting was better than his information reporting which was acceptable, but he made little improvement in it during the course. Mr. Keenan acquired a highly satisfactory understanding of the various kinds of Agency operations, revealing a particularly thorough knowledge of CI concepts and methods. He tied with one other student for the top grade on the CI examination.

FOR THE DIRECTOR OF TRAINING

[Redacted Signature]

Chief Instructor

[Redacted Signature]

S-E-C-R-E-T

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 OTB JOTP	PRESENT POSITION JOT

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 both. Course content is as follows:

- A. Introduction: definition of terms, history and legal authority; CI responsibilities and relationships of DD/P to the intelligence community, the CI Staff
- B. Foreign intelligence services: includes brief treatment of liaison
- C. Methods: the means of investigating and verifying; includes sources, reporting, records and records exploitation, analysis and assessment, etc.
- D. CI operations: types, basic principles, examples
- E. Panel discussion (questions and summary)

III. Certification of Course Completion

Mr. KEEHAN was present throughout the course and submitted all papers required for the practical exercises. These showed considerable effort and a good beginning for one with little or no actual experience. He was an attentive listener and seemed to gain a good deal from the course.

FOR THE DIRECTOR OF TRAINING:

--

S-E-C-R-E-T

Familiarization Course

SECRET

TSS/PB/TRAINING DIVISION EVALUATION

DARKROOM _____

BASIC PHOTOGRAPHY No. 1

NAME SPRAN, THOMAS J DIV. JATP BR DATES TRAINED: from 9/12/57 to 9/26/57

This course is primarily designed to develop the following skills: Use of 35 mm cameras with accessories, document copy, processing and printing.

	None	Unsat.	Fair	Good	Excellent	Superior
I. Manipulation of camera.						
a. Leica					A	
b. Retina II C	X					
c. Recordak			X			
II. Processing and printing.						
a. Film loading				X		
b. Film processing				X		
c. Enlarging					A	
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. FITZB DIVISION OTR/OTR
SUBJECT [Redacted] (Basic)
DATES TRAINED 3-13 September 1957

EVALUATION:

- | | |
|--|---------|
| 1. Comprehension of Principles | Good |
| 2. Alertness and Interest | Good |
| 3. Operational Appreciation of Subject | Good |
| 4. Manual Dexterity | Good |
| 5. Care in Work | Good |
| 6. Aptitude | Good |
| 7. Technician Potential | Average |

NOTE: "Technician Potential" is an estimate of the technical ability the student might acquire after advanced instruction and practice—it is not an estimate of his current level of technique.

Ratings: Poor, Average, Good, Excellent

[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

SECRET

TSS EVALUATION

NAME Thomas J. Egan DIVISION JOT
SUBJECT [REDACTED]
DATES TRAINED 26 - 30 August 1957

In this course an effort was made to acquaint the student with all aspects of the subject, stressing the operational point of view, and, at the same time, to have the student acquire an operational degree of proficiency in the three

The broad coverage given in this course allowed little time for systematic and comprehensive evaluation of the performance of each student. For this reason evaluations have been made only in terms of [REDACTED]

The performance of Mr. Egan was SATISFACTORY.

INITIALS: [REDACTED]

Please return ~~two~~ copies of this form to TSS/ID for overt distribution.
Please return ~~two~~ copies of this form to TSS/ID for overt distribution.

OVERT DISTRIBUTION:

- 1 - Senior Staff Training Officer
- 1 - Division Training Liaison Officer
- 1 - CTV/Registrar
- 1 - Office of Personnel

TSS/ID file

CONFIDENTIAL DISTRIBUTION:

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

SECRET

15-2-1-1-1

15-2-1-1-1

15-2-1-1-1 6

SECTION I: IDENTIFYING INFORMATION

NAME	SEX	DATES ON COURSE	OFFICE
Roosan, Thomas J.	M	1 - 26 July 1957	13
DATE OF BIRTH	1ST DATE	GRADE OR RANK	OFFICE
24 June 1930	May 1957	OS-7	OTS/JOTP

Junior Officer Trainee

SECTION II: OBJECTIVES OF THE COURSE

To provide students with the skills and techniques involved in the processing of intelligence materials;

To provide practice in the oral written presentation of intelligence.

SECTION III: SUMMARY CHARACTERIZATION OF THE COURSE

Intelligence Techniques is a four week (thirty hour) course designed for Junior Officer Trainees but available to personnel who are or will be engaged in the processing of intelligence. The course is on "learning by doing," through the solution of a series of integrated written exercises that require processing of actual intelligence documents. The course is also joined in the oral presentation of intelligence through a series of briefings before the class. A student is assigned a specific research problem throughout the course. The results are presented in a final report and abstract. The results are presented in a final report and abstract. The results are presented in a final report and abstract.

The course is designed to provide the student with the skills and techniques involved in the processing of intelligence materials. The course is designed to provide the student with the skills and techniques involved in the processing of intelligence materials. The course is designed to provide the student with the skills and techniques involved in the processing of intelligence materials.

The course is designed to provide the student with the skills and techniques involved in the processing of intelligence materials. The course is designed to provide the student with the skills and techniques involved in the processing of intelligence materials. The course is designed to provide the student with the skills and techniques involved in the processing of intelligence materials.

5-K-0-4-E-7

...the student has demonstrated that he is capable of understanding and applying the principles of the organization of the ... The student met this objective in a consistent and adequate manner. He demonstrated a good understanding of the organization of the ... He demonstrated sufficient competence to operate effectively in this area. Although the student has not met some of the standards set for ... he demonstrated serious lack of knowledge or sufficient lack of skill to be of doubtful competence.

SECTION VI: REPORT ON STUDENT ACHIEVEMENT

...The student has demonstrated that he is capable of understanding and applying the principles of the organization of the ...

...
...	0	0	13.	0
...	0	2	11.	0
...	0	1	8.	4

SECTION VII: INSTRUCTIONS FOR ALL EVALUATION

...The student has demonstrated that he is capable of understanding and applying the principles of the organization of the ...

...The student has demonstrated that he is capable of understanding and applying the principles of the organization of the ...

1	1	3	02	1	1	2	2
---	---	---	----	---	---	---	---

6

2	7	13	12	19	6	17	12
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77C

Mr. Keenan was a bit slow in adjusting to the requirements of the course, but during the last two weeks he showed definite progress in his grasp of the production problems. His oral presentations improved steadily, and his final briefing was excellent, both in substance and in presentation. Mr. Keenan is a very pleasant young man, interested and cooperative, and gives promise of being a sound intelligence officer.

SECRET

TRAINING EVALUATION -- INTELLIGENCE ORIENTATION				COURSE NO. 10	
SECTION I IDENTIFYING INFORMATION					
NAME OF STUDENT Keenan, Thomas J.		SEX M	DATES OF COURSE 27 May - 21 June 1957		NO. OF STUDENTS 61
DATE OF BIRTH	EDD DATE May '57	GRADE OR RANK OS-7	OFFICE 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:					
<ol style="list-style-type: none"> 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 U.S.P.					
SECTION IV STUDENT ACHIEVEMENT RATINGS					
The numbers placed in the columns below show how many students received each rating. An asterisk(*) shows the rating this student received.					
SUBJECT	HOURS	UNSATISFACTORY	SATISFACTORY	EXCELLENT	
INTRODUCTION TO INTELLIGENCE	80	0	37	28*	
INTRODUCTION TO COMMUNISM	80	1	23	34*	
SECTION V COMMENTS					
INDICATE ANY STRENGTH AND WEAK POINTS OF THE STUDENT, OR ANYTHING THAT MAY HAVE INFLUENCED HIS PERFORMANCE IN THE COURSE.					
CONTINUE COMMENTS ON REVERSE SIDE <input type="checkbox"/>					
FOR THE DIRECTOR OF TRAINING					

PERSONNEL QUALIFICATION QUESTIONNAIRE

Ma

1. Serial No. (no entry)	2. NAME: (last) (first) (middle) <u>KEENE</u> <u>THOMAS</u> <u>J</u>			3. Office
4. Date of Birth	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	Marital Status <u>M</u> Nr. Dependents <u>1</u>	6. Employment Date: <u>30 May 1952</u>	
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) <input checked="" type="checkbox"/> Birth (2) <input type="checkbox"/> Marriage (3) <input type="checkbox"/> Naturalization (4) <input type="checkbox"/> Other (specify) Year U.S. citizenship acquired, if not by birth _____			

SEC. I. EDUCATION

1. Extent: (circle one)

1. Less than high school	4. Two years college, or less	8. Masters degree
2. High school graduate	5. Over two years, no degree	9. Doctors degree
3. Trade, Business or Commercial school graduate	(6) Bachelor degree	
	7. Post-graduate study (minimum 8 sem. hrs.)	

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	
UNIV OF WIS. CRT. AT MADISON	HIST	GERM	1948	50	2		TRANSFERRED		63
MAQUETTE UNIV	HIST		1950	53	3		BS	JUNE 1955	79
								1954	142

3. Trade, Commercial, and Specialized Training:

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

4. Military, Intelligence or Investigative training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
JOINT OFFICE CWD, DAID	JULY 1952	NOV 1952	4	GENERAL LINE OFFICER TRAINING

CODED
FOR
QUALIFICATIONS
DATE 22 APR 1957

SEC. II. WORK EXPERIENCE

1. State the nature of duties performed with this organization, starting with your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____
From _____ To _____ Tot. mos. _____	Description of Duties: _____
Grade _____ Salary _____	
Office _____	
Position _____	
Title: _____	
Duty _____	
Title: _____	Duty Station, if overseas: _____

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

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

From <u>1941</u> To <u>1944</u> Tot. mo's <u>4</u> Classification Grade (if in Federal Service) <u>ATOL</u> Salary <u>3845</u> Number and Class of Employees Supervised: <u>65 military, 3 civilians</u> Employer <u>U.S. NAVY</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>OFFICE IN CHARGE</u> <u>U.S. NAVAL RADIO STATION, DANIELSON PT, DANIELSON, CT</u> Description of Duties: <u>Complete Control Charge - C.D. UNCOMM-INT.</u> <u>RECEIVING, R.T. OF ADMINISTRATIVE AND</u> <u>OPERATIONAL PROCEDURES OF THE STATION</u>
From <u>1944</u> To <u>1946</u> Tot. mo's <u>3</u> Classification Grade (if in Federal Service) <u>ATOL</u> Salary <u>3845</u> Number and Class of Employees Supervised: <u>20 civilians</u> Employer <u>U.S. NAVY</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas: Exact Title of your position <u>ASST. OFFICER IN CHARGE</u> <u>COMM. & COMMUNICATIONS SECTION</u> Description of Duties: <u>RES. IN CH. TO OIC FOR STATION ASSIGNMENT</u> <u>AND TO PREPARE & MAINTAIN - PL. RADIO</u> <u>EQUIPMENT & PERSONNEL</u>
From <u>1946</u> To <u>1948</u> Tot. mo's <u>2</u> Classification Grade (if in Federal Service) <u>ATOL</u> Salary <u>3193</u> Number and Class of Employees Supervised: <u>11 civilians</u> Employer <u>U.S. NAVY</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas: Exact Title of your position <u>COMMUNICATIONS</u> <u>OFFICER & COMMUNICATION WITH OFFICERS</u> Description of Duties: <u>RES. IN CH. FOR OPERATION OF RADIO</u> <u>EQUIPMENT & PERSONNEL</u>
From <u>1948</u> To <u>1950</u> Tot. mo's <u>2</u> Classification Grade (if in Federal Service) <u>ATOL</u> Salary <u>3615</u> Number and Class of Employees Supervised: <u>10 civilians</u> Employer <u>U.S. NAVY</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas: Exact Title of your position <u>COMMUNICATIONS</u> <u>OFFICER (RECEIVING)</u> Description of Duties: <u>RECEIVING & TRANSMITTING OF COMMUNICATIONS</u> <u>OFFICER AT RADIO STATION, DANIELSON PT, DANIELSON, CT</u> <u>RECEIVING & TRANSMITTING OF COMMUNICATIONS</u> <u>OFFICER AT RADIO STATION, DANIELSON PT, DANIELSON, CT</u>
From <u>1950</u> To <u>1951</u> Tot. mo's <u>1</u> Classification Grade (if in Federal Service) <u>ATOL</u> Salary <u>3615</u> Number and Class of Employees Supervised: <u>10 civilians</u> Employer <u>U.S. NAVY</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas: Exact Title of your position <u>COMMUNICATIONS</u> <u>OFFICER (RECEIVING)</u> Description of Duties: <u>RECEIVING & TRANSMITTING OF COMMUNICATIONS</u> <u>OFFICER AT RADIO STATION, DANIELSON PT, DANIELSON, CT</u> <u>RECEIVING & TRANSMITTING OF COMMUNICATIONS</u> <u>OFFICER AT RADIO STATION, DANIELSON PT, DANIELSON, CT</u>

SEC. II. WORK EXPERIENCE (CONT'D)

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

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

SEC. III. FOREIGN LANGUAGES

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

LANGUAGE	COMPETENCE						HOW ACQUIRED			
	Equivalent to Native Fluency *	Fluent: but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge		Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic Study
FRANCIS										
SPANISH										

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

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

SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Acquired (check (X) one)		
		Residence	Travel	Study

2. Specialized Knowledge of Area

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

Country	Type of Knowledge	How and When Gained

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

Skill	Per Cent of Time Used	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 <input checked="" type="checkbox"/>	(2) 4 year Tour <input type="checkbox"/>	(3) Not interested <input type="checkbox"/>
---	--	---

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment do you think you are best qualified?

SEC. XIV. MILITARY STATUS

1. Present Draft Status

Have you registered under the Selective Service Act of 1948? ☒ Yes ☐ No.

If yes, indicate your present draft classification 4-F

2. Present Reserve or National Guard Status

Do you now have Reserve or National Guard Status ☒ Yes ☐ No.

If yes, complete the following.

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

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

Reserve Unit with which currently affiliated ADMIN ONLY - CON VICE

Service Mobilization Assignment, if any

Location of Service Records, if known U.S. ARMY RESERVE OFFICE, DANA, MO.
2 H.Q. COMMAND - 27th INF DIVISION, ST. LOUIS, MO.

SEC. XV. TRAINING

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

Course or Subject	(from) Dates (to)	Hours

SEC. XVI. REMARKS

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

DATE 24 May 1952

SIGNATURE [Signature]

APPOINTMENT AFFIDAVITS

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

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

.....
(Bureau or division)

Washington, D.C.
(Place of employment)

I, THOMAS J. KEENAN....., do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I knowingly a member of any organization that advocates the overthrow of the constitutional form of the Government of the United States, or which seeks by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) that I will not so advocate, nor will I knowingly become a member of such organization during the period that I am an employee of the Federal Government or any agency thereof.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof. I do not and will not assert the right to strike against the Government of the United States or any agency thereof while an employee of the Government of the United States or any agency thereof. I do further swear (or affirm) that I am not knowingly a member of an organization of Government employees that asserts the right to strike against the Government of the United States or any agency thereof and I will not, while an employee of the Government of the United States or any agency thereof, knowingly become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing such appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

20 May 1957
(Date of retirement on duty)

Thomas J. Keenan
(Signature of appointee)

Subscribed and sworn before me this 20th day of MAY A. D. 1957.

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.

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)
 [Redacted] Virginia

2. PLACE OF BIRTH (city and state, or city and foreign country)
WISCONSIN

3. (a) STREET AND NUMBER, CITY AND STATE (b) TELEPHONE NO.
WISCONSIN TA 5-0228

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 12 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. STAT. (Check one)
KOENIG	WIFE			

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN		YES	NO	INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN		YES	NO
1. (A) ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA, OR (B) AS A NATIVE OF AMERICA, DO YOU OWE ALLEGIANCE TO THE UNITED STATES OF AMERICA?				<input checked="" type="checkbox"/>			
2. 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?				<input checked="" type="checkbox"/>			
3. (A) HAVE YOU EVER FILED A WAIVER OF LIFE INSURANCE COVERAGE UNDER THE FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ACT?				<input checked="" type="checkbox"/>			
4. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?				<input checked="" type="checkbox"/>			
5. (B) IF YOU HAVE FILED SUCH A WAIVER, HAS IT BEEN CANCELED OR REVOKED?				<input checked="" type="checkbox"/>			
6. 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 \$15 OR LESS WAS IMPOSED. ALL OTHER CHARGES MUST BE INCLUDED EVEN IF THEY WERE DISMISSED.				<input checked="" type="checkbox"/>			
7. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT, HAVE YOU BEEN DISCHARGED FROM THE ARMED SERVICES UNDER OTHER THAN HONORABLE CONDITIONS?				<input checked="" type="checkbox"/>			
8. IF YOUR ANSWER IS "Yes," give details in Item 13.							
9. IF YOUR ANSWER IS "Yes," give details in Item 13 for each case: (1) approximate date, (2) charge, (3) place, (4) action taken.							
10. IF YOUR ANSWER IS "Yes," give details of and reasons for such disbarment in Item 13.							

11. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS (Indicate item numbers to which answers apply.)

ITEM NO.	ANSWER
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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.

STANDARD FORM 144
REVISED SEPTEMBER 1954
U.S. CIVIL SERVICE COMMISSION
FPM CHAPTERS 41, 42, AND 43

STATEMENT OF PRIOR FEDERAL, MILITARY 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)

KEENE, 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—

TO—

TYPE OF APPOINTMENT IF KNOWN

YEAR

MONTH

DAY

YEAR

MONTH

DAY

SCD
Jan 19 1954
JH 1/14/54

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

BRANCH

FROM—

TO—

DISCHARGE (Hon. or dishon.)

YEAR

MONTH

DAY

YEAR

MONTH

DAY

U.S. ARMY

1953

July

12

1956

Nov

11

HON.

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, Fuel, Susp, AWOL, Mer Mar)

FROM—

TO—

TOTAL

YEAR

MONTH

DAY

YEAR

MONTH

DAY

YEARS

MONTHS

DAYS

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS? ☐ 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 UNREMARKED 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. Keene
(SIGNATURE)

Subscribed and sworn to before me on this 20th day of May 1957 at Washington, D.C.

S E A L

NOTE: If oath is taken before a Notary Public, the date of expiration of the seal should be indicated.

INSTRUCTIONS: Fill this form on the personnel side of the employee's official personnel folder immediately before or after the personnel action involved.

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

2011

DD

214

Active

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

(OVER)

16-51600-4

Part III.—DETERMINATION OF COMPETITIVE STATUS. (Complete for noncompetitive hires based on competitive status as required by instructions in FPM Chapter S3.) 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 Purpose)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (Leave Purpose)	SERVICE COM- PUTATION DATE (Leave Purpose)
Years				95/11/28	3	29/11/25
Months				10/11/25	3	29/11/25
Days				10/11/25	3	29/11/25

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

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

REMARKS:

SECRET

MEMORANDUM FOR: THOMAS J. KEENAN

SUBJECT: Credit Reference

1. You are advised that the position for which you have been hired is of a sensitive nature and that YOU ARE NOT TO IDENTIFY YOURSELF WITH THIS AGENCY for credit reference or for any other purpose.
2. You are to disregard that portion of the Monday morning Personnel EOD Orientation and the Thursday afternoon Security Introduction which authorizes certain personnel to identify themselves with this Agency, when necessary, for credit, rental agreement, and like purposes.
3. You will be advised by your Placement Officer as to the cover information necessary for proper job identification. If at any time cover difficulties are encountered you may arrange an appointment through your Placement Officer to use the Security Officer responsible for your activity.

G. M. Stewart

G. M. STEWART
Director of Personnel

I have read the above and understand that I am not to associate myself with the Central Intelligence Agency for credit reference or for any other purpose.

20 MAY 1957
Date

Thomas J. Keenan
Signature of Employee

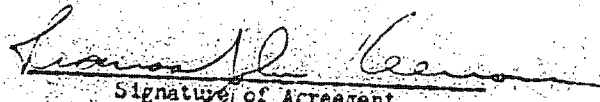
SECRET

C-O-N-F-I-D-E-N-T-I-A-L

Testing Secrecy Agreement

I shall be participating in a testing program administered by the National Security Agency (NSA). I understand that other government agencies, including the Central Intelligence Agency (CIA), are associated with the NSA testing program and that this information is not for public use. Therefore, I agree to the following conditions with regard to this testing:

1. I will not divulge or reveal under any circumstances whatsoever any information with respect to testing procedures of CIA. Such information will include, but will not be limited to, the types and contents of tests and questionnaires, and information disclosed by examiners.
2. I will not reveal the fact that CIA is associated with the NSA testing program. I will not mention the name of the Central Intelligence Agency or any part of its program to the examiner or to any other person, including those participating in the testing. (The examiner is not a CIA official.)
3. If I am asked by a CIA official whether I have been tested, I will indicate only the date and purpose of the testing.
4. If inquiry is made by anyone other than a CIA official, I will give no information whatsoever about testing procedures. I will not even mention the fact that I signed this agreement.
5. If I am asked what government agencies I am being tested for, I will reveal only that I took the NSA tests.
6. This agreement is perpetually binding whether or not I am employed by CIA.


Signature of Agreement

26 Jan 1952
Date

C-O-N-F-I-D-E-N-T-I-A-L

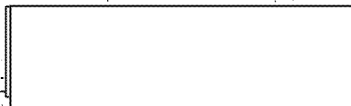


SECURITY AGREEMENT

13 Jan 1956
Date

1. I am aware of the fact that the Central Intelligence Agency by reason of the sensitive nature of its work, must observe very strict security measures.
2. I agree to honor the requests of the Central Intelligence Agency relative to my application for employment or rendition of services whether it be accepted or rejected.
3. I agree not to inform anyone that I am being considered for a position in the Central Intelligence Agency, unless specifically authorized by a representative of the Central Intelligence Agency.
4. I agree not to disclose processing procedures I have observed in the Central Intelligence Agency.
5. I agree not to discuss by name or otherwise, any individuals with whom I have talked in the course of my application for employment to the Central Intelligence Agency.

Thomas J. Keenan
Signature



Witness

SECRET

(When Filled In)

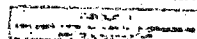
REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST	
2. NAME (Last, First, Middle) Koonan, Thomas J.		21 June 1976	
3. OFFICE, DIVISION, BRANCH DDO/LA		4. GRADE Ops Officer GS-15	
5. PURPOSE OF EVALUATION		6. EMPLOYEE'S EXT. 7375	
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input checked="" type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> HQS/TDY <input type="checkbox"/> OVERSEAS ASSIGNMENT <div>ETO STATION TDY OR PCS TYPE OF COVER NO. OF DEPENDENTS TO ACCOMPANY NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED</div> <input type="checkbox"/> RETURN FROM OVERSEAS <div>ETA STATION NO. OF DEP'S</div>	
8. OVERSEAS PLANNING EVALUATION (One block must be checked) <input type="checkbox"/> YES <input type="checkbox"/> NO		9. REQUESTING OFFICER SIGNATURE ROOM NO. & BUILDING 303113 Hqs EXT. 5270	
10. COMMENTS			
11. REPORT OF EVALUATION Qualified for TDY Standby until 1 July 1978. DATE 6 August 1976 SIGNATURE FOR CHIEF OF MEDICAL STAFF S SIS/Registrar			

SECRET

1. NAME (Last, First, Middle) Acenan, Thomas J.		2. DATE OF BIRTH [REDACTED]		3. GRADE GS 14	
4. OFFICE, DIVISION, BRANCH (or overseas station and assignment) WH/ [REDACTED]		5. PRESENT POSITION		6. EMPLOYEE EXTENSION 681C	
7. PROPOSED STATION WH/ [REDACTED]		8. PROPOSED POSITION (Title, Number, Grade) COS J88 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 28 July 1973		14. OFFICIAL [REDACTED]		15. ROOM NUMBER AND BUILDING 3D6317	
16. EXTENSION 681B					
17. OFFICE OF MEDICAL SERVICES DISPOSITION Qualified overseas PCS. 23 October 1973 [REDACTED] OAS/pro					
18. OFFICE OF SECURITY DISPOSITION					
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION					
REQUEST FOR PCS OVERSEAS EVALUATION					

FORM 259a USE PREVIOUS EDITIONS

SECRET



(2)

SECRET

1. NAME (Last, First, Middle) Keenan, Thomas J.		2. DATE OF BIRTH		3. GRADE GS-14	
4. OFFICE, DIVISION, BRANCH (or overseas station and existing) DDP/VI		5. PRESENT POSITION Ops Officer		6. EMPLOYEE EXTENSION 7431	
7. PROPOSED STATION		8. PROPOSED POSITION (Title, Number, Grade) Ops Off DCOS/0138/02-14			
9. TYPE OF COVER AT NEW STATION		10. ESTIMATED DATE OF DEPARTURE Oct-71		11. NO. OF DEPENDENTS TO ACCOMPANY seven (7)	
12. COMMENTS Vice: 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		15. ROOM NUMBER AND BUILDING 3D 5309 Hqs	
16. EXTENSION 7431		17. OFFICE OF PERSONNEL SERVICES Qualified Overseas PCS 12 May 1971 <div style="display: inline-block; border: 1px solid black; width: 100px; height: 40px; vertical-align: middle;"></div> CMS/pro			
18. OFFICE OF SECURITY DISPOSITION					
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION					
REQUEST FOR PCS OVERSEAS EVALUATION					

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) KEENAN, Thomas J.		3. POSITION/TITLE Ops Officer
4. GRADE GS-13		5. OFFICE, DIVISION, BRANCH DDP/WIL
6. EMPLOYER'S EXT. 6816		7. PURPOSE OF EVALUATION
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> HQS/TDY <input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT <div>ETO STATION TOY OR PCS PCS NO. OF DEPENDENTS TO ACCOMPANY NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SP 89) ATTACHED</div> <input checked="" type="checkbox"/> RETURN FROM OVERSEAS <div>STA 9 June 1969 STATION NO. OF DEP'S</div>
8. OVERSEAS PLANNING EVALUATION (One block must be checked) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		9. REQUESTING OFFICER <div>SIGNATURE ROOM NO. & BUILDING 306302 Hqs.</div> <div>EXT. 6816</div>
10. COMMENTS Mr. Keenan will be in Washington TDY during the week of 9 June. He is then scheduled for home leave and return [redacted] 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 [redacted]		
11. REPORT OF EVALUATION <div>DATE</div> <div>SIGNATURE FOR CHIEF OF MEDICAL STAFF</div>		

SECRET

then P , that in

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST	
2. NAME (Last, First, Middle) Keenan, Thomas J. [redacted] (Dependents of)		13 February 87	
3. OFFICE, DIVISION, BRANCH DDP/WL [redacted]		3. POSITION TITLE Ops Officer	4. GRADE GS-12
		5. EMPLOYEE'S EXT. 6818	
7. PURPOSE OF EVALUATION			
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> NDQS/TDY <input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT	
		RTU May 1987 STATION [redacted] PCS TYPE OF COVER [redacted] NO. OF DEPENDENTS TO ACCOMPANY Seven (7) NO. OF PREVIOUS REPORTS OF MEDICAL HISTORY (If any) CHECKED Seven (7)	
		<input type="checkbox"/> RETURN FROM OVERSEAS STA STATION NO. OF DEPTS	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE [redacted] ROOM NO. & BUILDING 3 D 5309 EXT. 6818	
10. COMMENTS Forms 39 are attached. Please schedule during April 1987. [redacted] [redacted] [redacted]			
11. REPORT OF EVALUATION [redacted] [redacted] [redacted]			

SECRET

1. NAME (Last, First, Middle) Keenan, Thomas J		2. DATE OF BIRTH [REDACTED]	3. GRADE GS-12
4. OFFICE, DIVISION, BRANCH (Of overseas station and existing cover, if internal assignment) DDP/BI		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 88 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 [REDACTED] P 2 15 67			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION [REDACTED]			
REQUEST FOR PCS OVERSEAS EVALUATION			

FORM 259a USE PREVIOUS EDITIONS

SECRET

141

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) KEENAN, Thomas		3. GRADE GS-12
4. OFFICE, DIVISION, BRANCH DDP/WH		5. EMPLOYEE'S BAY
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input checked="" type="checkbox"/> TDY STANDBY Latin America <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT	<input type="checkbox"/> HQS/TDY <input type="checkbox"/> OVERSEAS ASSIGNMENT <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> RTD STATION TDY OR PCS TDY NO. OF DEPENDENTS TO ACCOMPANY NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (CP 8V) ATTACHED </div> <input type="checkbox"/> RETURN FROM OVERSEAS <div style="border: 1px solid black; padding: 5px;"> LTA STATION NO. OF DEPS </div>	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER
<input type="checkbox"/> YES <input type="checkbox"/> NO		<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
10. COMMENTS		
11. REPORT OF EVALUATION		
QUALIFIED FOR TDY STANDBY UNTIL Nov 65 REX HARRIS		

SECRET
(When Filled In)

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

10. COMMENTS	
11. REPORT OF EVALUATION	
QUALIFIED FOR TDY STANDBY UNTIL PETER	
DATE 3-56	

SECRET

(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) KEELEN, THOMAS J.		30 NOVEMBER 1964
3. OFFICE, DIVISION, BRANCH DDP/MW/3		4. GRADE GS-12
5. POSITION TITLE OPS OFFICER		6. EMPLOYEE'S EXT.
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input type="checkbox"/> MEDS TOY	
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> OVERSEAS ASSIGNMENT	
<input type="checkbox"/> TOY STANDBY	ETO	
<input type="checkbox"/> SPECIAL TRAINING	STATION	
<input type="checkbox"/> ANNUAL	TOY OR PCS	
<input type="checkbox"/> RETURN TO DUTY	TYPE OF COVER	
<input type="checkbox"/> FITNESS FOR DUTY	NO. OF DEPENDENTS TO ACCOMPANY	
<input type="checkbox"/> MEDICAL RETIREMENT	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		<input checked="" type="checkbox"/> RETURN FROM OVERSEAS
<input type="checkbox"/> YES	ETA	
<input type="checkbox"/> NO	STATION	
9. REQUESTING OFFICER		
SIGNATURE		
ROOM NO. & BUILDING		EXT.
10. COMMENTS		
18 AND 21 DEC. 0900 1245		
OBTAINED FOR CURRENT		
11. REPORT OF EVALUATION		
12-29-64		
DATE		SIGNATURE POS. CHIEF OF MEDICAL STAFF

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) KEENAN, Thomas J.		8 April 65
3. POSITION TITLE Ops Officer		4. GRADE GS-10
5. OFFICE, DIVISION, BRANCH DDP/WIU		6. EMPLOYEE'S EXT. 6576
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input checked="" type="checkbox"/> TDY	MDOS/TDY
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> OVERSEAS ASSIGNMENT	Please re-evaluate
<input checked="" type="checkbox"/> TDY STANDBY	ETD	
<input type="checkbox"/> SPECIAL TRAINING	STATION	
<input type="checkbox"/> ANNUAL	TDY OR PCS	
<input type="checkbox"/> RETURN TO DUTY	TDY	
<input type="checkbox"/> FITNESS FOR DUTY	TYPE OF COVER	
<input type="checkbox"/> MEDICAL RETIREMENT	NO. OF DEPENDENTS TO ACCOMPANY	
	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SP 8P) ATTACHED	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		9. REQUESTING OFFICER
<input checked="" type="checkbox"/> YES	SIGNATURE	
<input type="checkbox"/> NO	ROOM NO. & BUILDING	
	EXT.	
10. COMMENTS		
QUALIFIED FOR TDY STANDBY		
11. REPORT OF EVALUATION		
DATE		
SIGNATURE OF MEDICAL STAFF		

SECRET
(WHEN FILLED IN)

REQUEST FOR MEDICAL EVALUATION

1. NAME (LAST) KEEHAN		(FIRST) Thomas	(MIDDLE) J.	2. DATE OF REQUEST 15 September 1959
3. POSITION TITLE Ops Officer		4. OFFICE, DIVISION AND BRANCH DDP/WH/III		5. GRADE 08-9
6. REQUESTING OFFICER <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> WH/Pers		7. BUILDING AND ROOM NO. 1401 Barton		8. EXTENSION 8242
TYPE OF EVALUATION AND REPORT				
9. TYPE OF EVALUATION			10. OVERSEAS PLANNING EVALUATION DESIRED IN ACCORDANCE WITH R 18-200	
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input checked="" type="checkbox"/> OVERSEAS <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> ETD e/a 15 February 1959 STATION <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> PCS </div> <input type="checkbox"/> OVERSEAS RETURN <input type="checkbox"/> TOY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT			<input type="checkbox"/> YES <input type="checkbox"/> NO <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Subject will be <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 100px; height: 40px; display: inline-block;"></div> </div>	
9A. REPORT OF MEDICAL EVALUATION			10A. REPORT OF OVERSEAS PLANNING EVALUATION	
<input checked="" type="checkbox"/> QUALIFIED <input type="checkbox"/> DISQUALIFIED			<input type="checkbox"/> QUALIFIED <input type="checkbox"/> DISQUALIFIED	
11. COMMENTS				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Dependents to accompany Wife - <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> Daughter - <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> Daughter - <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> </div> <div style="width: 45%;"> Subject's and dependent 39's attached. </div> </div>				
DATE OF EVALUATION			MIL. MEDICAL STAFF	
<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>				

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	1. (First)	2. DATE	3. GRADE
KEEFNAH	THOMAS	21 Jan 1958	OS-7
4. TO POSITION	5. OFFICE, DIVISION, BRANCH		
JOT	JOTP/TR		
6. TYPE OF POSITION	7. EVALUATE FOR		
<input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<input type="checkbox"/> SOO <input type="checkbox"/> Overseas <input type="checkbox"/> Returned <input type="checkbox"/> Re-evaluation		
		<input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify) Training at ISOLATION beginning 3 March 1958	
II. REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified	
Remarks:			
Send reports to JOTP/TR, 2518 C. Eye Make appointments with JOTP/TR, Extension 3514 QUALIFIED FOR PROPOSED TRAINING			
		JAN 22 1958 <div style="border: 1px solid black; width: 200px; height: 50px; margin-top: 5px;"></div>	

SECRET

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MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	1. (First)	2. DATE	3. GRADE
KEEFNAH	THOMAS	9 October 1957	OS-7
4. TO POSITION	5. OFFICE, DIVISION, BRANCH		
Junior Officer Trainee	JOTP/TR		
6. TYPE OF POSITION	7. EVALUATE FOR		
<input checked="" type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	<input type="checkbox"/> SOO <input type="checkbox"/> Overseas <input type="checkbox"/> Returned		
		<input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify) Training - Ops Fam Course #11 beginning 4 November 1957	
II. REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified	
Remarks:			
Send reports to JOTP/TR, 2518 Quarters Eye Make appointments with JOTP/TR, Extension 3514 QUALIFIED FOR PROPOSED TRAINING			
		OCT 11 1957 <div style="border: 1px solid black; width: 200px; height: 50px; margin-top: 5px;"></div>	

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MEDICAL ACTION REQUEST AND REPORT			
I. REQUEST FOR PHYSICAL EXAMINATION BY			
1. NAME (Last)	First	Middle	2. DATE
KEEMAN	Thomas		16
3. TO POSITION	4. OFFICE, DIVISION, BRANCH	5. GRADE	
JOT	OTR/JOTP	OSR-7	
6. TYPE OF POSITION	7. EVALUATE FOR		
<input checked="" type="checkbox"/> Departmental	<input type="checkbox"/> EOD		
<input type="checkbox"/> U.S. Field	<input type="checkbox"/> Overseas		
<input type="checkbox"/> Overseas	<input type="checkbox"/> Returned		
			<input type="checkbox"/> Pre-Employment
			<input type="checkbox"/> Annual
			<input checked="" type="checkbox"/> Special (Specify)
Re-evaluated for ISO Trng - 9/30/57 - OC			
II. REPORT OF MEDICAL EVALUATION			
<input type="checkbox"/> Qualified for Full Duty (General)		<input type="checkbox"/> Qualified for Full Duty (Special)	
<input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Disqualified	
Remarks:			
<p>Send reports to JOTP/TR, 2413 Alcott.</p> <p>Make appointments with JOTP/TR, X3514.</p> <p>QUALIFIED FOR PROPOSED TRAINING</p> <p>SEP 1</p>			

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Office Memorandum • UNITED STATES GOVERNMENT

TO : C/Records & Services Division/OP
ATTN :
FROM : Director of Training

DATE: 2 APR 1957

SUBJECT: KEENAN, Thomas J. - 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

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MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY

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

II. REPORT OF MEDICAL EVALUATION

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

Remarks:

FULL DUTY/GENERAL ~~26 MAR 1957~~

Please send copy to JOTP, 2413

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MEDICAL OFFICE

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(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY

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

II. REPORT OF MEDICAL EVALUATION

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

Remarks:

FULL DUTY/GENERAL ~~26 MAR 1957~~

Please send copy to JOTP, 2413

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SECURITY INFORMATION
SECURITY APPROVAL

Date: 19 April 1957

TO: Chief, Records & Services Division
Personnel Office
FROM: Chief, Security Division
Personnel
SUBJECT: KEENAN, Thomas J [redacted]

Your Reference: C-7673 OTR

Case Number: 131718

1. This is to advise you of security action in the subject case as indicated below:
 - ☒ Security approval is granted the subject person for access to classified information.
 - ☐ Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
 - ☐ The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of EOD procedures.



*from
as 4/21/57
ap*

