

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

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

SECRET

Reviewed
9-5-69 1964

Official Personnel Folder

SECRET

QUALIFICATIONS
for

CODED

KENNETH THOMAS J
305-262591

NOV 06 1964



UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



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

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

SUBJECT: STATEMENT CONCERNING CHRISTMAS ASSISTANT EMPLOYMENT

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

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

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

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

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

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

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

REC'D INR

APR 24 1978

GSA FORM 6094
MAY 66

APR 6 1978

Standard Form 127
July 1967 edition
General Instructions for Administration
FPMR (41 CFR) 101-11.7

REQUEST FOR OFFICIAL PERSONNEL FOLDER
(SEPARATED EMPLOYED)

1. DATE OF REQUEST
23 February 1978

Section I—TO BE COMPLETED BY REQUESTING AGENCY

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

2A. BASIC AGENCY WHICH FORMERLY EMPLOYED (FD-302)
From 23

C4F

3. DATE OF BIRTH
05 29 30

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

SUBMIT IN DUPLICATE FOR EACH FOLDER REQUESTED
Original will be used as mail folder or 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 | Milwaukee, Wis | 11/52 | 12/52 |
| United States Post Office | Milwaukee, Wis | 11/51 | 12/51 |

4. REASON FOR REQUEST (Check appropriate box)
 a. Currently employed. b. Temporary use. c. Pre-employment consideration. Will retain folder if hired.

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

Section II—FOR USE BY RECORDS CENTER

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

a pay transcript is furnished on the attached DSB Form 1894

Date: 4-17-78 Initials: 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
W. J. Sullivan

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

UNCLASSIFIED

INTERNAL USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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

| | | | |
|--|----------|-----------------------|--|
| FROM: OP/CD/TRB Files Section 5 E 13 HQS | | EXTENSION NO. 6141 | DATE 23 February 1978 |
| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS |
| | RECEIVED | FORWARDED | |
| 1. CCS/CSB 6H 44 HQS Attn: Mr. MacKinnon | 2/28/78 | | <p>COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment)</p> <p>It is requested that your office obtain the Official Records Indicated on the attached Form III - 502 and forward them to the OP FILES SECTION. For further information or if the request cannot be honored, please contact G/TRB on extension 7465.</p> <p>SUBJECT: Mr. Thomas Keenan</p> <p>EDD:</p> <p>COVER: (circle one) YES NO IN PROCESS</p> <p>CCS/CSB - Request the Official Personnel Folder from:</p> <p>FEDERAL RECORDS CENTER X</p> <p>LAST EMPLOYING AGENCY</p> |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. OS/CSD/EAB 4 E 33 HQS Attn: Mr. Daly | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. OS/CSD/EAB 4 E 33 HQS Attn: Mr. Daly | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. OP/CD/TRB Files Section 5 E 13 HQS | | | |

FORM 1-67

610

USE PREVIOUS EDITIONS

SECRET

CONFIDENTIAL

INTERNAL USE ONLY

UNCLASSIFIED

Standard Form 117
July 1964 Edition
GSA FPMR (41 CFR) 101-11.4

REQUEST FOR OFFICIAL PERSONNEL FOLDER (SEPARATED EMPLOYEE)

DATE OF REQUEST
23 February 1978

Section I—TO BE COMPLETED BY REQUESTING AGENCY

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

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

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

3. DATE OF BIRTH
06 29 30

4. SOCIAL SECURITY NUMBER

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

B. PREVIOUS FEDERAL EMPLOYMENT

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

6. REASON FOR REQUEST (Circle appropriate one(s))

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

7. REMARKS

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

Section II—FOR USE BY RECORDS CENTER

8.

a. Folder enclosed.

b. Folder was sent to your agency on _____

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

d. Folder not received. Suggest you contact last employing office.

e. Folder not located. Suggest further search of your agency. If still unlocated, verify correctness of name, and furnish date forwarded and several names of other folders in same shipment.

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

Date: _____ Initial: _____

Section III—TO BE COMPLETED BY REQUESTING AGENCY

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

18 March 1977

Thomas Keenan (LA)

Dear Tom,

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

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

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

Sincerely,

J. Stanley Wells

William W. Wells
Deputy Director for Operations

CONFIDENTIAL
(When Filled In)

NOTICE OF CREDITABLE SERVICE
(FOR LEAVE PURPOSES)

NAME (Last, First, Middle)

Keenan, Thomas J.

OFFICE (and Division)

DDO/LA

VOUCHERED

UNVOUCHERED

SERIAL NO.

026090

ORIGINAL
XX CORRECTION
THIS DATE

October 25, 1977

SERVICE COMPUTATION DATE (MO - DA - YR)

January 19, 1954

SIGNATURE (Office of Personnel)

K. M. Cargile
Kont M. Cargile

CONFIDENTIAL

U.S. GOVERNMENT PRINTING OFFICE: 1975 O 171-1000

Handwritten initials

X 1/8/77

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED
8 February 1977

1. SERIAL NUMBER: 026090
2. NAME (Last-First-Initial): Keenan, Thomas J.

3. NATURE OF PERSONNEL ACTION: Reassignment and change of NOCA
4. EFFECTIVE DATE REQUESTED: MONTH 02, DAY 08, YEAR 77
5. CATEGORY OF EMPLOYMENT: Regular

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

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

11. POSITION TITLE: Operations Officer (15)
12. POSITION NUMBER: CN55
13. CAREER SERVICE DESIGNATION: D/B D/B

14. CLASSIFICATION SCHEDULE (GS, LS, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 15 4
17. SALARY OR RATE: \$ 37167.

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

18A. SIGNATURE OF PREPARING OFFICER: [Signature]
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [Signature]
DATE SIGNED: 8 Feb 77 / 2/15/77

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|--|------------------------|----------------------|-------------------------|-----------------------------------|-------------------------|-----------------------------|--------------------|----------------------|
| 19. ACTION CODE: 3710 | 20. EMPLOY CODE: 37065 | 21. OFFICE CODES: LA | 22. STATION CODE: 75013 | 23. ETHNIC CODE: | 24. MIDDLE CODE: | 25. DATE OF BIRTH: 06/29/30 | 26. DATE OF GRAD: | 27. DATE OF LH: |
| 28. MTR LEAVES: | 29. SPECIAL REFERENCE: | 30. RETIREMENT DATA: | 31. SEPARATION DATA: | 32. CORRECTION/CANCELLATION DATA: | KOD DATA | | | |
| 33. MTR PREFERENCE: | 34. MTR COMP DATE: | 35. LOCS COMP DATE: | 36. CAREER CATEGORY: | 37. FEDERAL HEALTH INSURANCE: | 38. SOCIAL SECURITY NO: | | | |
| 39. PERIODS CIVILIAN GOVERNMENT LEAVE: | | | 40. LEAVE CAT: | 41. FEDERAL PAY DATA: | | 42. HEALTH INSURANCE: | | 43. SOCIAL SECURITY: |
| 44. POSITION CONTROL CERTIFICATION: | | | 45. OP APPROVAL: | | 46. DATE APPROVED: | | 47. DATE APPROVED: | |

FORM 1152 USE PREVIOUS EDITIONS

SECRET

F. I. IMPDET CL BY 007A22

C-NO money
AP 5/4/75

SECRET
(When Filled In)

| | | | | | | |
|---|-------------------------|--|--|---|---|-------------------------------|
| REQUEST FOR PERSONNEL ACTION | | | | | | DATE PREPARED 22 June 1976 |
| 1. OFFICE NUMBER 026090 | | 2. NAME (Last-First-Middle) Keenan, Thomas J. | | | | |
| 3. NATURE OF PERSONNEL ACTION Reassignment and Delegation of NSCA | | | 4. EFFECTIVE DATE REQUESTED 06 21 76 | | 5. CATEGORY OF EMPLOYMENT Regular | |
| 6. GRADE | | 7. PAY PLAN (Anti-NSCA) | | 8. LEGAL AUTHORITY (Compliment to OASD/Personnel) | | |
| | | 135-4528-0001 | | | | |
| 9. ORGANIZATIONAL DESIGNATION DDO/LA Division Mexico/Central America Branch | | | 10. LOCATION OF OFFICE SEARCH Wash., D.C. | | | |
| 11. POSITION TITLE Officer, Ch (15) | | | 12. POSITION NUMBER CP25 | | 13. CAREER SERVICE DESIGNATION DOB | |
| 14. CLASSIFICATION SCHEME (GS, LS, etc.) GS | | 15. OCCUPATIONAL SERIES 0136.01 | | 16. GRADE AND STEP 15 4 | | |
| 17. SALARY OR RATE \$ 34,441.50 | | | | | | |
| 18. REMARKS DDO Memo attached | | | | | | |
| 19a. SIGNATURE OF REQUESTING OFFICER H. L. Berthold, C/LA/Pers | | | 19b. DATE SIGNED 22 Jun 76 | | 19c. SIGNATURE OF CAREER SERVICE APPROVING OFFICER A. Bandy, NM/CS | |
| 19d. DATE SIGNED 6/28/76 | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | |
| 19. ACTION CODE 37 | 20. EMPLOY CODE 10 | 21. OFFICE LOCATION 51300 LA | 22. SIBLING CODE 75013 | 23. REGIONAL CODE L | 24. BIRTH DATE 06/22/36 | 25. DATE OF GRADE |
| 26. ETHNICITY | 27. PAY PLAN | 28. RETIREMENT DATE | 29. SPECIAL CODE | 30. LOCATION (ANTILIA) DATE | 31. UTILITY | 32. LID |
| 33. VET PREFERENCE | 34. SER. LEAF. DATE | 35. LEAF. DATE | 36. LEAF. DATE | 37. LEAF. DATE | 38. SOCIAL SECURITY NO. | 39. SOCIAL SECURITY NO. |
| 40. PERSONAL DATA | | 41. LEAF. DATE | | 42. LEAF. DATE | | 43. LEAF. DATE |
| 44. POSITION CONTROL CERTIFICATION 29 JUN 1976 | | | 45. APPROVAL | | 46. DATE APPROVED | |

SECRET

11 IMPDET CL BY 007027

76-1372

19 MAR 1976

MEMORANDUM FOR: Deputy Director for Operations

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

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

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

Attachments
 Biographic Profile
 Fitness Reports
 Photograph

The recommendation in paragraph 1 is (APPROVED)

Daniel H. Kelly
 Deputy Director for Operations

27 March 1976
 Date

E2 IMPDET
 CL BY 055762

147 12/30/74 - NO STATE(S)

SECRET
(When Filled In)

| REQUEST FOR PERSONNEL ACTION | | | | | | DATE PREPARED | |
|---|--|--|--|--|--|---|--|
| 1. SERIAL NUMBER 026090 | | | | | | 2. NAME (Last-First-Middle) Keenan, Thomas J. | |
| 3. NATURE OF PERSONNEL ACTION Change of Functional Category | | | | 4. EFFECTIVE DATE REQUESTED 01/02/75 | | 5. CATEGORY OF EMPLOYMENT Regular | |
| 6. RACE A | | 7. V TO V O TO V | | 8. FAN AND WSCA 5135 0984 0001 | | 9. LEGAL AUTHORITY (Complained by Office of Personnel) | |
| 10. ORGANIZATIONAL DESIGNATION DDO/LA Division Foreign Field Kingston, Jamaica Station | | | | 11. LOCATION OF STATION Kingston, Jamaica | | | |
| 12. POSITION TITLE Chief of Station | | | | 13. POSITION NUMBER 0660 | | 14. CAREER SERVICE DESIGNATION DOB | |
| 15. CLASSIFICATION SCHEDULE (GS, ZS, etc.) GS | | 16. OCCUPATIONAL SERIES 0136-05 | | 17. GRADE AND STEP 15-2 | | 18. SALARY OR RATE \$ 30,812. | |
| 19. REMARKS Kingston, Jamaica | | | | | | | |
| 20. SIGNATURE OF REQUESTING OFFICIAL H. Berthold, CCA/Pers | | | | 21. DATE SIGNED 30 Dec 74 | | 22. SIGNATURE OF CAREER SERVICE APPROVING OFFICER E. W. P. [Signature] | |
| 23. DATE SIGNED 12/31/74 | | 24. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | |
| 25. ACTION CODE 37 | | 26. EMPLOY CODE 10 | | 27. OFFICE CODING 5135 LA | | 28. STATION CODE 37043 | |
| 29. INTEGR. CODE 5 | | 30. DATE OF BIRTH 06/29/30 | | 31. DATE OF GRACE | | 32. DATE OF LEI | |
| 33. RET. CODE | | 34. SPECIAL DIFFERENCE S-1 | | 35. RETIREMENT DATA | | 36. SEPARATION DATA | |
| 37. VET. PREFERENCE | | 38. SERV. COMP. DATA | | 39. CAREER (A) CODE | | 40. HEALTH INSURANCE | |
| 41. PREVIOUS FEDERAL GOVERNMENT SERVICE | | 42. LEAVE BAL. | | 43. FINGER IMP. DATA | | 44. SOCIAL SECURITY NO. | |
| 45. POSITION CONTROL CERTIFICATION | | | | 46. O/P APPROVAL | | 47. DATE APPROVED | |

5/57

1152 USE PREVIOUS EDITION

SECRET

FORM 1001-101 (Rev. 1-74)

SECRET

(When Filled In)

| REQUEST FOR PERSONNEL ACTION | | | | | | | | | | DATE PREPARED | | | | | | | | | |
|---|--|-----------------------|--|----------------------|----------------------------------|--------------------------|--------------------|--|--------------------|-----------------------|--|----------------------|--|---------------------------|--|-------------------------|--|--|--|
| 1. SPECIAL AGENDA | | | | | | | | | | 22 May 1974 | | | | | | | | | |
| 2. NAME (Last-First-Initial) | | | | | | | | | | | | | | | | | | | |
| 026090 Keenan, Thomas John | | | | | | | | | | | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | | | | 4. EFFECTIVE DATE REQUESTED | | | 5. CATEGORY OF EMPLOYMENT | | | | | | | | | | | |
| Promotion | | | | | MONTH DAY YEAR 25 26 74 | | | Regular | | | | | | | | | | | |
| 6. AGENCY | | V TO V | | V TO O | | 7. PAY AND POCA | | 8. LEGAL AUTHORITY (Complied by Office of Personnel) | | | | | | | | | | | |
| ▶ | | O TO V | | X O TO O | | 4135-0984 0001 | | | | | | | | | | | | | |
| 9. ORGANIZATIONAL DESIGNATION | | | | | 10. LOCATION OF OFFICIAL STATION | | | | | | | | | | | | | | |
| DDO/WH Division Foreign Field Branch 7- Kingston, Jamaica Station | | | | | Kingston, Jamaica | | | | | | | | | | | | | | |
| 11. POSITION NUMBER | | | | | 12. POSITION NUMBER | | | 13. CAREER SERVICE DESIGNATION | | | | | | | | | | | |
| Chief of Station | | | | | 0660 | | | D | | | | | | | | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, FS, etc.) | | | | | 15. OCCUPATIONAL SERIES | | 16. GRADE AND STEP | | 17. SALARY OR RATE | | | | | | | | | | |
| GS | | | | | 0136.05 | | 15 2 | | \$29,205 | | | | | | | | | | |
| 18. REMARKS | | | | | | | | | | | | | | | | | | | |
| From GS - 14/4 Home Base WH | | | | | | | | | | | | | | | | | | | |
| PRA in accordance with (1) (d) | | | | | | | | | | | | | | | | | | | |
| MTE two years Kingston, Jamaica | | | | | | | | | | | | | | | | | | | |
| 19. SIGNATURE OF REQUESTING OFFICIAL | | | | DATE SIGNED | | | | 20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | | | | DATE SIGNED | | | | | | | |
| H. L. Berthold, C/WH/Pers | | | | 22 May 74 | | | | Paul B. Bretner | | | | 22 MAY 1974 | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | | | | | | | | | |
| 19. ACTION CODE | | 20. EMPLOY CODE | | 21. OFFICE CODE | | 22. STATION CODE | | 23. INTEGRITY CODE | | 24. ROOTS CODE | | 25. DATE OF BIRTH | | 26. DATE OF GRADE | | 27. DATE OF LEI | | | |
| 22 10 | | 51875 | | WH | | 37043 | | | | 3 | | MO DA YR 06 29 30 | | MO DA YR 05 16 74 | | MO DA YR 05 16 74 | | | |
| 28. RET. DEFER. | | 29. SPECIAL REFERENCE | | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | | 32. CORRECTION / CANCELLATION DATA | | 33. SECURITY REL. NO. | | 34. SER. | | | | | | | |
| MO DA YR 05 12 76 | | NY | | | | | | EOD DATA | | | | | | | | | | | |
| 35. MIL. PREFERENCE | | | | 36. SERV. COMP. DATE | | | | 37. LOSS COMP. DATE | | | | 38. CAREER CATEGORY | | 39. FEELI/HEALTH UPGRADER | | 40. SOCIAL SECURITY NO. | | | |
| CODE | | | | MO DA YR | | | | MO DA YR | | | | CODE | | CODE | | CODE | | | |
| 0 - NONE | | | | | | | | | | | | 1 - WHITE | | HEALTH INS. CODE | | | | | |
| 1 - 5 PT | | | | | | | | | | | | 2 - 100% gen. | | | | | | | |
| 2 - 10 30 | | | | | | | | | | | | 3 - 100% mil. | | | | | | | |
| 41. FEDERAL CIVILIAN GOVERNMENT SERVICE | | | | 42. LEAVE CAT. CODE | | | | 43. FEDERAL TAX DATA | | | | 44. STATE TAX DATA | | | | | | | |
| CODE | | | | CODE | | | | CODE | | | | CODE | | | | | | | |
| 0 - NO PREVIOUS SERVICE | | | | | | | | FORM EXECUTED CODE | | | | FORM EXECUTED | | | | | | | |
| 1 - 60 FEDERAL SERVICE | | | | | | | | 1 - YES | | | | 1 - YES | | | | | | | |
| 2 - 60 STATE OR SERVICE (LESS THAN 3 YEARS) | | | | | | | | 2 - NO | | | | 2 - NO | | | | | | | |
| 3 - 60 STATE OR SERVICE (MORE THAN 3 YEARS) | | | | | | | | | | | | | | | | | | | |
| 45. POSITION CONTROL CERTIFICATION | | | | | 46. O.P. APPROVAL | | | | | DATE APPROVED | | | | | | | | | |
| 5-23-74/16 | | | | | R. H. J. J. J. | | | | | 22 May 74 | | | | | | | | | |

FORM 1152

USE PREVIOUS EDITION

SECRET

CLASSIFIED BY 01-0112

11-2 PAGE

161

SECRET
EYES ONLY

13

MEMORANDUM FOR: Deputy Director for Operations

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

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

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

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

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EYES ONLY

2

023345

SECRET
EYES ONLY

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


David A. Phillips
Chief
Western Hemisphere Division

2
SECRET
EYES ONLY

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED
31 July 1973

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

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

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

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

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

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

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

HOME BASE: WH

* Salary Bank

- 1 - Security
- 1 - Finance

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

SPACE BELOW FOR EXCLUSIVITY OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|---------------------------|-------------------|---------------------|----------------------------|-------------------------------|---------------------|------------------|------------------|-----------------|
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFER CODES | 22. STATION CODE | 23. UTILITY CODE | 24. NOTES CODE | 25. DATE OF SEPA | 26. DATE OF SEAS | 27. DATE OF LEI |
| 37 | 10 | 518 | 57048 | | 3 | 06-18-73 | | |
| 28. RET. CODES | 29. VET. CODES | 30. RETIREMENT DATA | 31. SEPARATION DATA (CODE) | 32. LIBERTY/REGISTRATION DATA | EOO DATA | | | 33. MISC. DATA |
| | | | | | | | | |
| 34. RET. PREFERENCE | 35. RET. CODE | 36. LANG. CODE | 37. CAREER CATEGORY | 38. FOLLOWS/GRANTS | 39. SOCIAL SECURITY | | | |
| | | | | | | | | |
| 40. SPECIAL EMPLOY STATUS | 41. LEAVE | 42. SPECIAL DATA | 43. MISC. DATA | | | | | |
| | | | | | | | | |
| 44. POSITION CONTROL | 45. DATE APPROVED | [Signature] | | | | | | |
| | 10-31-73 | | | | | | | |

SECRET

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

FORM 259a USE PREVIOUS EDITIONS

SECRET

SECRET

Executive Registry
173-4252

73-4127

26 JUL 1973

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

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

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

James E. Shannon
David A. Phillips
Chief,
Western Hemisphere Division

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

SECRET

SECRET

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

The recommendation in paragraph 1 is APPROVED DISAPPROVED

William E. Nelson
Deputy Director for Operations

31 July 1973
Date

The recommendation in paragraph 1 is APPROVED DISAPPROVED:

Kevin Wallis
Acting Director of Central Intelligence

3 Aug 1973
Date

SECRET

14-00000
LIMITED OFFICIAL USE

THE WHITE HOUSE

WASHINGTON

Keenan, Thomas J.

June 12, 1972

MEMORANDUM FOR JIM LUDLUM

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

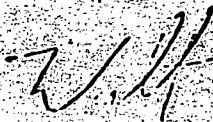
I want to thank you most sincerely for the courtesies extended by your Station Chiefs and other personnel during my recent visit to Latin America.

Without exception, your people were most gracious and helpful.

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

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

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



Walter C. Minnick

LIMITED OFFICIAL USE

SECRET

(When Filled In)

| REQUEST FOR PERSONNEL ACTION | | | | | | DATE PREPARED | | |
|---|----------------------------------|---|---|--|----------------------------------|---|-------------------------------|-----------------------------|
| 1. SERIAL NUMBER 026090 | | | | | | 2. NAME (Last-First-Middle) KEENAN, THOMAS J. | | |
| 3. NATURE OF PERSONNEL ACTION REASSIGNMENT (CORRECTION) | | | | 4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 30 71 | | 5. CATEGORY OF EMPLOYING REGULAR | | |
| 6. FUNDS | | 7. FINANCIAL ANALYSIS NO. CHARGEABLE 2135 1084 | | 8. LEGAL AUTHORITY (Complied by Office of Personnel) | | | | |
| 9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION | | | | 10. LOCATION OF OFFICIAL STATION LIMA, PERU | | | | |
| 11. POSITION TITLE OPS OFFICER/DCOS | | | | 12. POSITION NUMBER 0135 | | 13. CAREER SERVICE DESIGNATION D | | |
| 14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS | | 15. OCCUPATIONAL SERIES 0136.01 | | 16. GRADE AND STEP 14 2 | | 17. SALARY OR RATE \$ 21509 | | |
| 18. REMARKS HB WH This action to correct Item 11 to Read Ops Officer/DCOS | | | | | | | | |
| 19. SIGNATURE OF REQUESTING OFFICIAL Henry L. Berthold | | | | DATE SIGNED 8 Nov 71 | | 20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Gregory W. Smith | | |
| DATE SIGNED 11 Nov 71 | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | |
| 19. ACTION CODE 38 | 20. EMPLOY CODE 10 | 21. OFFICE CODES NUMERIC ALPHABETIC 51760101 | 22. STATION CODE 3102 | 23. INTERSEE CODE | 24. NOTES CODE 3 | 25. DATE OF BIRTH MO DA YE 06 29 30 | 26. DATE OF GRADE MO DA YE | 27. DATE OF LEI MO DA YE |
| 28. BTE CODES MO DA YE | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA 1-CC 2-ORCA 3-ENL 4-NOT | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA TYPE 37 | 33. DATE MO DA YE 09 30 71 | EOD DATA | | 34. SECURITY REG. NO. |
| 35. VET PREFERENCE CODE 0-NONE 1-1YR 2-5YR | 36. SERV. COMP. DATE MO DA YE | 37. LONG COMP. DATE MO DA YE | 38. CAREER CATEGORY CODE 1-FT 2-PT | 39. LEGAL/HEALTH INSURANCE CODE 0-NETTER 1-ETS 2-TRICARE 3-TRAVELER | 40. SOCIAL SECURITY NO. | | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-1YR 2-2YR 3-3YR 4-4YR 5-5YR 6-6YR 7-7YR 8-8YR 9-9YR | | | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA FORM EXECUTED CODE 1-FT 2-PT | | 44. STATE TAX DATA FORM EXECUTED CODE 1-FT 2-PT | | |
| 45. POSITION CONTROL CERTIFICATION | | | | 46. O/P APPROVAL R. Berthold | | DATE APPROVED 11/17/71 | | |

FORM 1152 USE PREVIOUS EDITION

SECRET

CONTROL CENTER

SECRET

(When Filled In)

| REQUEST FOR PERSONNEL ACTION | | | | | | | | | | DATE PREPARED | | | |
|--|-----------------------|--|---|--|---|---|--|--|---|---|----------|-----------------|--|
| 1. SERIAL NUMBER 026090 | | | | | | | | | | NAME (Last-First-Initial) KEENAN, THOMAS J. | | 13 October 1971 | |
| 2. NATURE OF PERSONNEL ACTION REASSIGNMENT | | | | | | 4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 30 71 | | 5. CATEGORY OF EMPLOYMENT REGULAR | | | | | |
| 6. FUNDS V TO V O TO V X O TO O | | | | | | 7. FINANCIAL ANALYSIS NO. CHARGEABLE 2135 1084 | | 8. LEGAL AUTHORITY (Controlled by Office of Personnel) | | | | | |
| 9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION | | | | | | 10. LOCATION OF OFFICIAL STATION LIMA, PERU | | | | | | | |
| 11. POSITION TITLE OPS OFFICER | | | | | | 12. POSITION NUMBER 0135 | | 13. CAREER SERVICE DESIGNATION D | | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, FE, etc.) | | | | 15. OCCUPATIONAL SERIES 0136.01 | | 16. GRADE AND STEP 14 2 | | 17. SALARY OR RATE \$21,509 | | | | | |
| 18. REMARKS From: DDP/WH/FE/Bogota, Colombia Station *HB WH Approved 259a attached * Bogota, Colombia Via Charles Dickins Remarks regarding language requirements on 259a 2 Security 1 Payroll Ops Officer occupying an Ops Officer DCOS position Henry L. Berthold DATE SIGNED 13 Oct 71 CAREER SERVICE APPROVING OFFICER DATE SIGNED [Signature] 15 Oct 71 | | | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | | | |
| 19. ACTION CODE 37 | 20. EMPLOY CODE 10 | 21. OFFICE CODES NUMERIC ALPHABETIC 051160 104 | | 22. STATION CODE 37085 | 23. INTEGRAL CODE | 24. MEDIES CODE 3 | 25. DATE OF BIRTH MO. DA. YR. 06 29 30 | 26. DATE OF GRADE MO. DA. YR. | 27. DATE OF LEI MO. DA. YR. | 28. SECURITY REG. NO. | 29. SEC. | | |
| 30. DATE EXPIRES MO. DA. YR. | | 31. SPECIAL REFERENCE | 32. RETIREMENT DATA 1-CHC 2-CHC 3-CHC 4-BOB | 33. SEPARATION DATA (CODE) | 34. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR. | | 35. SECURITY REG. NO. | | 36. SEC. | | | | |
| 37. VET. PREFERENCE CODE 1-1 PT. 2-10 PT. | | 38. SERV. CODE MO. DA. YR. | 39. LOSS CODE MO. DA. YR. | 40. CAREER CATEGORY CODE 1-115 2-83 | | 41. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS | | 42. SOCIAL SECURITY NO. | | 43. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS | | | |
| 44. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1-NO PREVIOUS SERVICE 2-NO BREAK IN SERVICE 3-BREAK IN SERVICE (LESS THAN 3 YEARS) 4-BREAK IN SERVICE (MORE THAN 3 YEARS) | | | | 45. LEAVE CAT. CODE | 46. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS | | 47. SOCIAL SECURITY NO. | | 48. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS | | | | |
| 49. POSITION CONTROL CERTIFICATION | | | | | | 50. OP APPROVAL [Signature] | | | 51. DATE APPROVED 10/15/71 | | | | |

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FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

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 existing cover if lateral assignment) DDP/WH/Bogota | | 5. PRESENT POSITION Ops Officer | 6. EMPLOYEE EXTENSION 7431 |
| 7. PR. POSID. STATION Lima, Peru | | 8. PROPOSED POSITION (Title, Number, Grade) Ops Off DCOS/0135/GS-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: Charles Dickens 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 requirements of the Station. <i>(Signature: Gregory W. Wright)</i> | | | |
| 13. DATE OF REQUEST 19 Mar 71 | 14. SIGNATURE OF REQUESTING OFFICIAL <i>(Signature: Joan Wright)</i> Joan Wright | 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 17 MAR 71 QUALIFIED FOR PROMOTION TO POST OVERSEAS F. E. L. Chairman | | | |
| REQUEST FOR PCS OVERSEAS EVALUATION | | | |

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

25 January 1971

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

3 NATURE OF PERSONNEL ACTION: REASSIGNMENT

4 EFFECTIVE DATE REQUESTED:
MONTH: 02, DAY: 07, YEAR: 71

5 CATEGORY OF EMPLOYMENT: REGULAR

6 PAPER: V TO V, V TO O, O TO V, O TO O

7 FINANCIAL ANALYSIS NO. CHARGEABLE: 1135 0834

8 LEGAL AUTHORITY (Complied by Office of Personnel)

9 ORGANIZATIONAL DESIGNATION: DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION

10 LOCATION OF OFFICIAL STATION: BOGOTA, COLOMBIA

11 POSITION TITLE: OPS OFFICER

12 POSITION NUMBER: 1792

13 CAREER SERVICE DESIGNATION: D

14 CLASSIFICATION SCHEDULE (GS, LS, AF): GS

15 OCCUPATIONAL SERIES: 0136.01

16 GRADE AND STEP: 1

17 SALARY GRADE: 5-20,815

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

19A SIGNATURE OF REQUESTING OFFICIAL: Henry L. Berthold

DATE SIGNED: 25 Jan 71

19B SIGNATURE OF CAREER SERVICE APPROVING OFFICER: W. J. Scherman

DATE SIGNED: 1-27-71

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|--|-----------------------|---|-------------------------|---------------------------------|------------------------|----------------------------|---------------------|----------------|
| 19 ACTION CODE: 37 | 20 EMPLOY CODE: 10 | 21 OFFICE CODES: NUMERIC: 01700, ALPHABETIC: WJ | 22 STATION CODE: 15605 | 23 INTEGRITY CODE | 24 RECORDS CODE: 3 | 25 DATE OF BIRTH: 06/29/30 | 26 DATE OF GRADE: 1 | 27 DATE OF LEI |
| 28 BTE EMPLOY | 29 SPECIAL EMPLOYMENT | 30 RETIREMENT DATA | 31 SEPARATION DATA CODE | 32 CORRECTION/CANCELLATION DATA | 33 SECURITY EOD-80 | 34 SEX | EOD DATA | |
| 35 VET PREFERENCE | 36 STEY COMP DATE | 37 LONG COMP DATE | 38 CAREER CATEGORY | 39 FEIGI HEALTH INSURANCE | 40 SOCIAL SECURITY NO. | | | |
| 41 PERS/CS (MILITARY GOVERNMENT SERVICE) | 42 LEAVE CAT | 43 FEDERAL TAX DATA | 44 STATE TAX DATA | | | | | |

45 POSITION CONTROL CERTIFICATION: 11 11/29/71

46 OFF APPROVAL: E. Beck

DATE APPROVED: 1-29-71

1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

1-0763

28 FEB 1971

MEMORANDUM FOR: Deputy Director for Plans

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

1. The appointment of Mr. Thomas J. Keenan, GS-14, as Deputy Chief of Station, Lima, Peru, effective on or about 15 October 1971, is recommended. Mr. Keenan would replace Mr. Charles B. Dickens.

2. Mr. Keenan has been an employee of the Agency since May 1957. He is currently assigned as an operations officer in Bogota. Mr. Keenan has also served a tour in Mexico City. He has an excellent command of the Spanish language.

3. A biographic profile, including information concerning his Agency experience and training, is attached.

William V. Broe

William V. Broe
Chief

Western Hemisphere Division

1 Attachment
Biographic Profile (Parts 1 & 2)

The recommendation in paragraph is APPROVED:

T. J. Keenan
Deputy Director for Plans

28 Feb 71
Date

SECRET



SECRET

(When Filled In)

| REQUEST FOR PERSONNEL ACTION | | | | DATE PREPARED | | | | | |
|--|-------------------------------------|---------------------------------------|---|--|-------------------------------------|----------|--|--|--|
| 1. SERIAL NUMBER | | 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. CATEGORICAL | 8. LEGAL AUTHORITY (Completed by Office of Personnel) | | | | | | |
| <table border="1"> <tr> <td>V TO V</td> <td>V TO C</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table> | | V TO V | V TO C | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 135-0834 | | | |
| V TO V | V TO C | | | | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | 10. LOCATION OF OFFICIAL STATION | | | | | | |
| DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION | | | BOGOTA, COLOMBIA | | | | | | |
| 11. POSITION TITLE | | | 12. POSITION NUMBER | 13. CAREER SERVICE DESIGNATION | | | | | |
| QRS OFFICER | | | 0327 | D | | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, LB, etc.) | | 15. OCCUPATIONAL SERIES | 16. GRADE AND STEP | 17. SALARY OR RATE | | | | | |
| GS | | 0136.01 | 14 1 | \$ 19,643 | | | | | |
| 18. REMARKS | | | | | | | | | |
| FROM: GS-13 step 4 \$18,437 HB/WH | | | | | | | | | |
| <i>in accordance with HR 20-17e(1)a Bogota, Colombia</i> | | | | | | | | | |
| 18A. SIGNATURE OF REQUESTING OFFICER | | DATE SIGNED | | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | | | | | |
| <i>[Signature]</i> | | 7/23/70 | | <i>[Signature]</i> | | | | | |
| HENRY L. BERTHOLD C/WH/Per | | | | 7-24 | | | | | |
| 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. ROOTS CODE | | | | |
| 2 | 1A | 51700 WH | 15105 | | 3 | | | | |
| 25. DATE OF BIRTH | 26. DATE OF GRASS | 27. DATE OF LEI | 28. DATE OF LAST | 29. DATE OF LAST | 30. DATE OF LAST | | | | |
| MO DA YR | MO DA YR | MO DA YR | MO DA YR | MO DA YR | MO DA YR | | | | |
| 07 29 70 | 07 26 70 | 07 26 70 | 07 26 70 | 07 26 70 | 07 26 70 | | | | |
| 31. RET. PREFERENCE | 32. SUPP. COMP. DATE | 33. LONG. COMP. DATE | 34. CAREER CATEGORY | 35. FEGLI HEALTH INSURANCE | 36. SOCIAL SECURITY NO. | | | | |
| CODE | MO DA YR | MO DA YR | CODE | CODE | CODE | | | | |
| | | | | | | | | | |
| 37. PREVIOUS (FEDERAL GOVERNMENT) SERVICE | 38. LEAVE CAT. CODE | 39. FEDERAL TAX DATA | 40. STATE TAX DATA | 41. FEDERAL TAX DATA | 42. STATE TAX DATA | | | | |
| CODE | CODE | CODE | CODE | CODE | CODE | | | | |
| 1-NO PREVIOUS SERVICE | 1-NO | 1-NO | 1-NO | 1-NO | 1-NO | | | | |
| 2-STATE SERVICE (FEDERAL EMPLOYMENT) | 2-NO | 2-NO | 2-NO | 2-NO | 2-NO | | | | |
| 3-STATE SERVICE (FEDERAL EMPLOYMENT) | 3-NO | 3-NO | 3-NO | 3-NO | 3-NO | | | | |
| 45. POSITION CONTROL CERTIFICATION | 46. O.P. APPROVAL | 47. DATE APPROVED | 48. O.P. APPROVAL | 49. DATE APPROVED | 50. O.P. APPROVAL | | | | |
| | <i>[Signature]</i> | 7/24/70 | <i>[Signature]</i> | 7/24/70 | <i>[Signature]</i> | | | | |

FORM 1152 USE PREVIOUS EDITION

SECRET

REASON FOR REJECTION OF APPLICATION

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/WR
- 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 (OAS 0015). 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 |
| 06 | 28 | 67 | | | | 1 | | Colombia | 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 | | | | |
| 25-26 | 27-28 | 29-30 | 31-32 | 33-34 | 35-36 | 1 - TDY (Basic) 2 - CORRECTION 3 - CANCELLATION | 37 38 39 | | 40-42 |
| | | | | | | | | | |

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

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

| | | |
|---------------------|--------------------------------------|--|
| PREPARED BY OCD | REPORT ANNOTATED ON CONTROL DOCUMENT | ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED |
| C & S DIVISION, CFB | DATE 2/20/68 | SIGNATURE Dawn R. [unclear] |

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

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

14 JUNE 67

| | | | |
|---|--|---|--|
| 1. SERIAL NUMBER 026090 | | 2. NAME (Last-First-Middle) KEENAN, THOMAS J. | |
| 3. NATURE OF PERSONNEL ACTION PROMOTION (CORRECTION) | | 4. EFFECTIVE DATE REQUESTED 05 OCT 67 | |
| 5. FUNDS V TO V O TO V XX O TO O | | 6. LEGAL AUTHORITY (Completed by Office of Personnel) | |
| 9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION | | 10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA | |
| 11. POSITION TITLE OPS OFFICER | | 12. POSITION NUMBER 0327 | |
| 13. EVALUATION SCHEDULE (GS, EA, etc.) GS | | 14. OCCUPATIONAL SERIES 0136.01 | |
| 15. GRADE AND STEP 13 1 | | 17. SALARY OR RATE \$11885 12873 | |

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

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

DATE SIGNED
14 June

20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER
P.M. Baker

DATE SIGNED
14 June 67

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | | |
|---|-------------------------------------|---|---|---|---|------------------|--|----------------------------------|--------------------------------|
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODES NUMERIC ALPHABETIC | | 22. STATION CODE | 23. INTEGRAL CODE | 24. REGIONS CODE | 25. DATE OF BIRTH MO. DA. YR. 06/29/30 | 26. DATE OF GRADE MO. DA. YR. | 27. DATE OF LEI MO. DA. YR. |
| 28. INT. EXP. DTS MO. DA. YR. | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA 1-CM 3-FRA 5-BOB | | 31. SEPARATION DATA CODE | 32. CANCEL/ENR 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. LOBS. COMP. DATE MO. DA. YR. | 38. CAREER CATEGORY (AP. DTS. PROB. TEMP.) | 39. FEGLI HEALTH INSURANCE CODE CODE 1-BAIVER 2-HEALTH INS. CODE | 40. SOCIAL SECURITY NO. | | | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-NO PREVIOUS SERVICE 2-SEAS. OF SERVICE (LESS THAN 5 YEARS) 3-SEAS. OF SERVICE (MORE THAN 5 YEARS) | | 42. LEAVE CAT. CODE | 43. FORM EXECUTED 1-91 2-90 | 44. FEIN/RS. DTS. DATA | 45. STATE TAX DATA FORM EXECUTED 1-91 2-90 | | 46. TAX STATE CODE | | |

46. POSITION CONTROL CERTIFICATION
06-16-67N

47. APPROVAL
Amato
DATE APPROVED
06-16-67

FORM 1152

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

C. Morley

SECRET
(When Filled In)

| | | | | | | | |
|---|--|--|--|---|--|--|--|
| REQUEST FOR PERSONNEL ACTION | | | | | | DATE PREPARED 10 May 67 | |
| 1. SERIAL NUMBER 026090 | | 2. NAME (Last-First-Middle) KEENAN, THOMAS J. | | | | <i>mf</i> | |
| 3. NATURE OF PERSONNEL ACTION PROMOTION | | | | 4. EFFECTIVE DATE REQUESTED 05 21 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 BRANCH 3 BOGOTA, COLOMBIA STATION | | | | 10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA | | | |
| 11. POSITION TITLE OPS OFFICER | | | | 12. POSITION NUMBER (13) 0327 | | 13. CAREER SERVICE DESIGNATION D | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS | | 15. OCCUPATIONAL SERIES G136.01 | | 16. GRADE AND STEP 13 1 | | 17. SALARY OR RATE 12,873 | |
| 18. REMARKS FROM: GS-12 Step 3 at \$11,685 to GS-13 Step 1 at \$12,873. | | | | | | | |
| 18A. SIGNATURE OF REQUESTING OFFICER <i>Robert D. Cashman</i> Robert D. Cashman C/WH/Pers | | | | DATE SIGNED 11 May | | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i> | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | |
| 19. ACTION CODE 22 | | 20. EMPLOY CODE 10 | | 21. OFFICE CODING NUMERIC - ALPHABETIC 51700 WH | | 22. STATION CODE 15005 | |
| 23. INTEGRAL CODE 3 | | 24. DATE OF BIRTH MO DA YR 06 29 30 | | 25. DATE OF GRADE MO DA YR 05 21 67 | | 26. DATE OF LEI MO DA YR 05 21 67 | |
| 27. DATE EXPIRES MO DA YR | | 28. SPECIAL REFERENCE | | 29. RETIREMENT DATA 1-EX 2-INA 3-NON | | 30. SEPARATION DATA CODE | |
| 31. CORRECTION-CANCELLATION DATA TYPE MO DA YR | | 32. SOCIAL SECURITY NO EOD DATA | | 33. VET PREFERENCE CODE B-NONE 1-5 (PL) 2-10 (PL) | | 34. SEPT. COMP. DATE MO DA YR | |
| 35. LONG. COMP. DATE MO DA YR | | 36. CAREER CATEGORY CODE 1-MS 2-NS | | 37. FEELT HEALTH INSURANCE CODE 1-YES 2-NO | | 38. SOCIAL SECURITY NO | |
| 39. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE B-NO PAYROLL SERVICE 1-NO PAYROLL SERVICE 2-LESS THAN 3 YEARS 3-3 TO 5 YEARS (NOT LESS THAN 3 YEARS) | | 40. LEAVE CAT. CODE | | 41. FEDERAL TAX DATA FORM 1040 CODE 1-YES 2-NO | | 42. STATE TAX DATA FORM 1040 CODE 1-YES 2-NO | |
| 43. POSITION CONTROL CERTIFICATION 05-16-67 | | | | 44. DATE APPROVAL 5/16/67 | | 45. DATE APPROVED 5/16/67 | |

SECRET

FORM 1152 USE PREVIOUS EDITION

SECRET

Ysk

Supplement to Staff Employee Personnel

Action for [redacted] Mr. Thomas J. Keenan

Effective May 3, 1967

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

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

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

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

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

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

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

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

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

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

SECRET

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

6. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

UNITED STATES GOVERNMENT

James O. [redacted]
Personnel Office

ACCEPTED:

[Handwritten Signature]

130

SECRET
(When Filled In)

| | | | | | | | |
|--|---|--|---|--|---|--|--|
| REQUEST FOR PERSONNEL ACTION | | | | | | DATE PREPARED 2 MAY 1967 | |
| 1. SERIAL NUMBER 026090 | | 2. NAME (Last-First-Middle) KUWAN, THOMAS J. | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | | 4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR MAY 03 67 | | 5. CATEGORY OF EMPLOYMENT REGULAR | | |
| 6. FUNDS | | 7. FINANCIAL ANALYSIS NO CHARGEABLE 7135 0834 | | 8. LEGAL AUTHORITY (Completed by Office of Personnel) | | | |
| 9. ORGANIZATIONAL DEMONSTRATIONS DDP/WII FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION | | | 10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA | | | | |
| 11. POSITION TITLE OFFICER | | | 12. POSITION NUMBER 0327 | | 13. CAREER SERVICE DESIGNATION D | | |
| 14. CLASSIFICATION (GRADE) (GS, LR, etc.) GS | | 15. OCCUPATIONAL SERIES 0136.01 | | 16. GRADE AND STEP 12 3 | | 17. SALARY OR RATE \$ 11,685 | |
| 18. REMARKS All SICK AND All HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE | | | | | | | |
| 19. MARITAL STATUS: MARRIED | | | | | | | |
| DAU DOB | | DAU DOB | | DAU DOB | | DAU DOB | |
| DAU DOB | | DAU DOB | | DAU DOB | | DAU DOB | |
| SON DOB | | SON DOB | | SON DOB | | SON DOB | |
| DAU DOB | | DAU DOB | | DAU DOB | | DAU DOB | |
| 19A. SIGNATURE OF REQUESTING OFFICER <i>[Signature]</i> | | DATE SIGNED 5/10/67 | | 19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i> | | DATE SIGNED | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | |
| 20. ACTION CODE 55 | 21. EMPLOY CODE 10 | 22. OFFICE CODES NUMERIC ALPHABETIC 5700 WII | | 23. STATION CODES 15005 | 24. HOURS CODE 3 | 25. DATE OF BIRTH MO DA YR 06 29 30 | |
| 26. DATE OF GRAIN MO DA YR | 27. DATE OF LD MO DA YR | 28. SPECIAL REFERENCE 1-14 2-14 3-14 | 29. SEPARATION DATA CODE | 30. CORRELATION CANCELLATION DATA EOD DATA | | 31. SECURITY RSG-80 | |
| 32. PREVIOUS MILITARY GOVERNMENT SERVICE | 33. MILITARY COMP DATA MO DA YR | 34. CIVILIAN COMP DATA MO DA YR | 35. CAREER CATEGORY CAREER PROB TEMP | 36. HEALTH INSURANCE MO DA YR | 37. SOCIAL SECURITY NO. | 38. TAX DATA | |
| 39. POSITION CONTROL CERTIFICATION CS-1104N | 40. D.P. APPROVAL <i>[Signature]</i> | DATE APPROVED 25/11/67 | | | | | |

SECRET

FORM 100-1 (Rev. 1-67)

SECRET

| | | | |
|--|--|--|--|
| 1. NAME (Last, First, Middle) Keenan, Thomas John | | 2. DATE OF BIRTH 29 June 1930 | 3. GRADE GS-12 |
| 4. OFFICE, DIVISION, BRANCH (or overseas station and rotating cover if lateral assignment) DDP/WH/CA | | 5. PRESENT POSITION Ops Officer | 6. EMPLOYEE EXTENSION 6815 |
| 7. PROPOSED STATION Bogota, Colombia | | 8. PROPOSED POSITION (Title, Number, Grade) Ops Officer/0327/GS-13 | |
| 9. TYPE OF COVER AT NEW STATION <div style="border: 1px solid black; width: 100px; height: 20px;"></div> | | 10. ESTIMATED DATE OF DEPARTURE May 1967 | 11. NO. OF DEPENDENTS TO ACCOMPANY Seven (7) |
| 12. COMMENTS Form 89 is attached. | | | |
| 13. DATE OF REQUEST 13 February 67 | 14. SIGNATURE OF REQUESTING OFFICIAL <i>Kenneth L. Wambold</i> Kenneth L. Wambold | 15. ROOM NUMBER AND BUILDING 3 D 5309 | 16. EXTENSION 6815 |
| 17. OFFICE OF MEDICAL SERVICES DISPOSITION | | | |
| 18. OFFICE OF SECURITY DISPOSITION | | | |
| 19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION <div style="text-align: center;"><i>25 FEB 67</i> <i>25 FEB 67</i> <i>25 FEB 67</i></div> | | | |
| REQUEST FOR PCS OVERSEAS EVALUATION | | | |

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 APRIL 67

| | | | | | | | |
|--|--|---|--|--|--|---|--|
| 1. SERIAL NUMBER 026090 | | 2. NAME (Last-First-Middle) KEENAN, THOMAS J. | | 3. EFFECTIVE DATE REQUESTED MONTH: 05 DAY: 07 YEAR: 67 | | 4. CATEGORY OF EMPLOYMENT REGULAR | |
| 5. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS | | 6. FINANCIAL ANALYSIS NO. CHARGABLE 7135-0834 | | 7. LEGAL AUTHORITY (Completed by Office of Personnel) | | 8. ORGANIZATIONAL DESIGNATIONS DDP/NH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION | |
| 9. FUNDS Y TO V: <input type="checkbox"/> C TO V: <input type="checkbox"/> Y TO C: <input checked="" type="checkbox"/> C TO C: <input type="checkbox"/> | | 10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA | | 11. POSITION TITLE OPS OFFICER | | 12. POSITION NUMBER 0327 | |
| 13. CLASSIFICATION SCHEDULE (GS, ZB, etc.) GS | | 14. OCCUPATIONAL SERIES 0136.01 | | 15. GRADE AND STEP 12 3 | | 16. SALARY OR RATE \$ 11,685 | |

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

1. Finance

10A. SIGNATURE OF REQUESTING OFFICIAL: *Robert D. Cashman*
 DATE MOVED: *25 April 67*
 10B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: *Robert D. Cashman*
 DATE SIGNED: *25 April 67*

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|------------------------------------|------------------------------------|---|---|---|---|--|--------------------------------------|---|
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODES NUMERIC ALPHABETIC | 22. STATION CODE | 23. INTEREST CODE | 24. GRADES CODE | 25. DATE OF BIRTH MO. DA. YR. | 26. DATE OF GRADE MO. DA. YR. | 27. DATE OF TEST MO. DA. YR. |
| <i>20</i> | <i>10</i> | <i>5160</i> | <i>614</i> | <i>XSC05</i> | | <i>06/29/30</i> | | |
| 28. AIG. EXP. NO. | 29. SPECIAL PAYMENTS | 30. RETIREMENT DATA 1-401 3-PAY 1-5000 | 31. APPROPRIATION DATA CODE | 32. CANCELLATION/RECALLATION DATA TYPE | 33. FEDERAL EMPLOYMENT DATA 1-01 2-01 | 34. HEALTH INSURANCE 8-0015 1-01 | 35. SOCIAL SECURITY NO. | 36. SECURITY RES. NO. |
| | | | | | | | | |
| 37. VET. PREFERENCE CODE | 38. LEAF COMP. DATE MO. DA. YR. | 39. LEAF COMP. DATE MO. DA. YR. | 40. TABLE CATEGORY LEAF PLAN PERS. PLAN | 41. FEDERAL EMPLOYMENT DATA 1-01 2-01 | 42. STATE OF SERVICE 1-01 2-01 | 43. STATE OF SERVICE 1-01 2-01 | 44. STATE OF SERVICE 1-01 2-01 | 45. STATE OF SERVICE 1-01 2-01 |
| | | | | | | | | |
| 46. POSITION CONTROL CERTIFICATION | | | | 47. OFF. APPROVAL <i>[Signature]</i> | | | | 48. DATE APPROVED <i>24 April 67</i> |

SECRET

FORM 1157 (Rev. 11-65)

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. He operated against Soviet Bloc and related targets, ran support projects, surveillance teams, and technical operations. The experience he gained was broad in nature. Also involved was the supervision of up to [redacted] people, including other officers [redacted] and agents. Mr. Keenan himself responds extremely well to enlightened supervision and is quick to profit from the guidance of his supervisors.

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

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

YES ONLY
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[redacted]

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

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

William V. Broe

William V. Broe

Chief

Western Hemisphere Division

SECRET

27

| REQUEST FOR PERSONNEL ACTION | | | | | | DATE PREPARED | |
|--|-----------------------|--|------------------------------------|---|--|---|----------------------------------|
| 1. SERIAL NUMBER 026090 | | | | | | 2. NAME (Last-First-Middle) KEENAN, THOMAS J. | |
| 3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM | | | | 4. EFFECTIVE DATE REQUESTED MONTH: 09 DAY: 11 YEAR: 66 | | 5. CATEGORY OF EMPLOYMENT REGULAR | |
| 6. PAGES <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> O TO V <input type="checkbox"/> V TO O <input type="checkbox"/> O TO O | | | | 7. COST CENTER NO. CHANGEABLE 7235-0620 | | 8. LEGAL AUTHORITY (Cite by Office of Personnel) PL 88-645 Sect. 203 | |
| 9. ORGANIZATIONAL DESIGNATION | | | | 10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C. | | | |
| 11. POSITION TITLE | | | | 12. POSITION NUMBER | | 13. CAREER SERVICE DESIGNATION D | |
| 14. CLASSIFICATION SCHEDULE (53, 48, 49, 50) | | 15. OCCUPATIONAL SERIES | | 16. GRADE AND STEP 12 | | 17. SALARY OR RATE | |
| 18. REMARKS YOU ARE HEREBY NOTIFIED OF YOUR RIGHT TO APPEAL THIS ACTION TO THE DIRECTOR OF CENTRAL INTELLIGENCE IN ACCORDANCE WITH THE PROVISIONS OF HR 20-30. SUCH APPEAL MUST BE RECEIVED IN THE OFFICE OF THE DIRECTOR WITHIN 30 CALENDAR DAYS FROM THE EFFECTIVE DATE OF THIS ACTION. | | | | | | | |
| 18A. SIGNATURE OF REQUESTING OFFICIAL | | | | DATE SIGNED | | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | |
| | | | | | | | |
| 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. RETIRE CODE | 24. REENTRY CODE | 25. DATE OF BIRTH MO. DA. YR. |
| | | | | | | | |
| 26. WFE EXPIRY MO. DA. YR. | 27. SPECIAL REFERENCE | 28. RETIREMENT DATA 1-CK 2-FHS 3-NOSE | | 29. SEPARATION DATA CODE | 30. CORRECTION CANCELLATION DATA TYPE MO. DA. YR. | | 31. SECURITY REG. NO. |
| | | | 2 | | | | |
| 32. VET. PREFERENCE COOP. 1-100% 2-75% 3-50% | | 33. SERV. COMP. DATE MO. DA. YR. | 34. 100% COMP. DATE MO. DA. YR. | 35. CAREER CATEGORY CODE | 36. MILITARY HEALTH INSURANCE COOP. 1-0% 2-10% 3-20% | | 37. SOCIAL SECURITY NO. |
| 38. PREVIOUS GOVERNMENT SERVICE DATA CODE 1-NO PREVIOUS SERVICE 2-LESS THAN 3 YEARS 3-MORE THAN 3 YEARS | | 39. LEAVE CAT. CODE | | 40. FUNERAL EXP. DATE | 41. STATE TAX DATA NO. TAX EXEMPTIONS NO. TAX STATE CODE | | |
| 42. POSITION CONTROL CERTIFICATION | | | | 43. OFF. APPROVAL | | DATE APPROVED | |
| 05-16-66N | | | | See memo signed by D/Pors dated 22 Aug | | | |

FORM 1152
2-64-7-44
USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

S-E-C-R-E-T

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

TO : Thomas Keenan

SUBJECT: TDY in the Dominican Republic

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

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

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

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



Richard Helms
Deputy Director of Central Intelligence

S-E-C-R-E-T

SECRET
(When Filled In)

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|--|------------------|--|--|---|------------------|---|-------------------|----------------------------------|-----------------|
| REQUEST FOR PERSONNEL ACTION | | | | | | DATE PREPARED 3 DECEMBER 1964 | | | |
| 1. SERIAL NUMBER 026090 | | 2. NAME (Last-First-Initial) KEENAN, THOMAS J. | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION CONVERSION FROM STATUS | | | | 4. EFFECTIVE DATE REQUIRED MONTH DAY YEAR 10 10 64 | | 5. CATEG. OF EMPLOYMENT REGULAR | | | |
| 6. FORMS <input type="checkbox"/> TO V <input type="checkbox"/> TO Y | | 7. V TO O <input checked="" type="checkbox"/> TO O | | 8. COMP CENTER NO. CHANGED 5135-C990 | | 9. LEGAL AUTHORITY (Completed by Office of Personnel) | | | |
| 10. ORGANIZATIONAL DESIGNATION DOP WH BRANCH 3 MEXICO CITY, MEXICO STATION | | | | 11. LOCATION OF OFFICE SEARCH MEXICO CITY, MEXICO | | | | | |
| 12. POSITION TITLE OPS OFFICER | | | | 13. POSITION NUMBER 0489 | | 14. CAREER SERVICE DESIGNATION D | | | |
| 15. CLASSIFICATION SYMBOL (GS, LA, etc.) GS | | 16. OCCUPATIONAL SERIES 0136-01 | | 17. GRADE AND STEP 12. 1 | | 18. SALARY GRADE 10,250 | | | |
| 19. REMARKS CHANGE EFFECTIVE DATE TO READ: 10 OCTOBER 1964. <i>Thomas J. Keenan</i> | | | | | | | | | |
| 20. SIGNATURE OF REQUESTING OFFICER <i>Robert D. Cashman</i> | | | | 21. DATE SIGNED <i>12/3/64</i> | | 22. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Joseph H. Stewart</i> | | | |
| 23. DATE SIGNED <i>12/3/64</i> | | | | 24. DATE SIGNED | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | |
| 25. METHOD CODE | 26. DISPLAY CODE | 27. OFFICE CODES NUMERIC ALPHABETIC | | 28. STATION CODE | 29. OFFICER CODE | 30. MOOTIES CODE | 31. DATE OF BIRTH | 32. DATE OF GRADE | 33. DATE OF LEI |
| | | | | | | | | | |
| 34. SER. CODES | | 35. SPECIAL REFERENCE | | 36. RETURN DATA | | 37. SEPARATION DATA CODE | | 38. CORRECTION/CANCELLATION DATA | |
| | | | | | | | | | |
| 39. GEN. REFERENCE | | 40. SER. COMP. DATE | | 41. LEAV. COMP. DATE | | 42. CAREER CATEGORY | | 43. PHYS. HEALTH (DISCLAIM) | |
| | | | | | | | | | |
| 44. FEDERAL GOVERNMENT SERVICE DATA | | | | 45. LEAVE CAT. | | 46. FEDERAL TAX DATA | | 47. STATE TAX DATA | |
| | | | | | | | | | |
| 48. POSITION CONTROL CERTIFICATION | | | | 49. OP APPROVAL | | | | DATE APPROVED | |
| | | | | <i>Joseph H. Stewart</i> | | | | <i>12/3/64</i> | |

RECEIVED BY
CSPD
CK

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USE PREVIOUS EDITION

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FORM 1
15 JULY 1959
GPO

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

28 OCTOBER 1964

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

| | | |
|---|--|-------------------------------------|
| 3 NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS | 4 EFFECTIVE DATE REQUESTED MONTH: 11 DAY: 22 YEAR: 64 | 5 CATEGORY OF EMPLOYMENT REGULAR |
|---|--|-------------------------------------|

| | | | |
|-----------------------------|------------------|---|---|
| 6 FUNDS V TO V C TO V | V TO O C TO O | 7 COST CENTER NO. CHARGE ABLE 5235-0620 | 8 LEGAL AUTHORITY (Complete by Office of Personnel) |
|-----------------------------|------------------|---|---|

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|---|---|
| 9 ORGANIZATIONAL DESIGNATION DDP WH PLANS & OPERATIONS STAFF SECTION A | 10 LOCATION OF OFFICIAL STATION WASH., D. C. |
|---|---|

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|----------------------------------|----------------------------|------------------------------------|
| 11 POSITION TITLE OPS OFFICER | 13 POSITION NUMBER 0641 | 12 CAREER SERVICE DESIGNATION D |
|----------------------------------|----------------------------|------------------------------------|

| | | | |
|--|-----------------------------------|---------------------------|--------------------------------|
| 14 CLASSIFICATION SCHEDULE (GS, LA, etc.) GS (22) | 15 OCCUPATIONAL SERIES 0156.01 | 16 GRADE AND STEP 12 1 | 17 SALARY OR RATE \$ 10,250 |
|--|-----------------------------------|---------------------------|--------------------------------|

18 REMARKS
FROM: DDP/WH/3/0489/MEXICO CITY, Texas 470
Security Approval Granted by Pers. SO/OS 10/30/64
11/16/64
I-SECURITY

Recorded By:
CSPD
[Signature]

| | | | |
|---|------------------------|---|------------------------|
| 18A SIGNATURE OF REQUESTING OFFICIAL <i>[Signature]</i> D. CASHMAN, C/WH/PERS | DATE SIGNED 11/4/64 | 18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i> | DATE SIGNED 11-6-64 |
|---|------------------------|---|------------------------|

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|--|---------------------------------------|---|--------------------------|---|---|--|-------------------------------------|-----------------------------------|
| 19 ACTION CODE 16 | 20 EMPLOY CODE 10 | 21 OFFICE CODING NUMERIC: 51075 ALPHABETIC: WPH | 22 STATION CODE 75013 | 23 INTEGRAL CODE | 24 ROOTS CODE 1 | 25 DATE OF BIRTH MO: 06 DA: 29 YR: 30 | 26 DATE OF GRADE MO: DA: YR: | 27 DATE OF LER MO: DA: YR: |
| 28 NTE EXPIRES MO: DA: YR: | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA 1-CM 2-FED 3-BOON | 31 SEPARATION DATA CODE | 32 CORRECTION/CANCELLATION DATA TYPE: MO: DA: YR: | 33 SECURITY REG. NO. | 34 SER | EOD DATA | |
| 35 PFT PREFERENCE | 36 SERV COMP. DATE MO: DA: YR: | 37 LONG COMP. DATE MO: DA: YR: | 38 CAREER CATEGORY | 39 FEHLT/HEALTH INSURANCE CODE: CODE: HEALTH INS. CODE: | 40 SOCIAL SECURITY NO. | | | |
| 41 PREVIOUS GOVERNMENT SERVICE DATA CODE: NO. PREVIOUS SERVICE: NO. YEARS IN SERVICE: | | | 42 LEAVE CAT. CODE | 43 FEDERAL TAX DATA FORM EXECUTED: CODE: NO. TAX EXEMPTIONS: | 44 STATE TAX DATA FORM EXECUTED: CODE: NO. TAX STATE CODE: | | | |

| | | |
|---|---|--------------------------|
| 45 POSITION CONTROL CERTIFICATION <i>[Signature]</i> 11/9/64 | 46 OFF. OF APPROVAL <i>[Signature]</i> | DATE APPROVED 11-6-64 |
|---|---|--------------------------|

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

8 OCTOBER 1964

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

3. NATURE OF PERSONNEL ACTION: PROMOTION
4. EFFECTIVE DATE REQUESTED: MONTH 10, DAY 25, YEAR 64
5. CATEGORY OF EMPLOYMENT: REGULAR

6. PANS: V TO V, V TO O, O TO V, O TO O. Marked with 'X' in O TO O.
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: \$10,250

18. REMARKS: (Empty)

Recorded By
CSPD
JMB

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

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|---|-----------------------------------|--|--|---|-------------------------|--------------------------------|--------------------------------|------------------------------|
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING (NUMERIC, ALPHABETIC) | 22. STATION CODE | 23. INTEGRITY CODE | 24. ROUTES CODE | 25. DATE OF BIRTH (MO, DA, YR) | 26. DATE OF GRADE (MO, DA, YR) | 27. DATE OF LEI (MO, DA, YR) |
| 22 | 10 | 57700 WH | 15275 | | 3 | 10/29/30 | | |
| 28. NET LEAVES (MO, DA, YR) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1-CR, 2-FEA, 3-ROTS) | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA (TYPE, MO, DA, YR) | 33. SECURITY REG. NO. | 34. SER. | EOD DATA | |
| | | | | | | | | |
| 35. VET. PREFERENCE CODES (0-NO, 1-5YR, 2-10YR) | 36. SERV. COMP. DATE (MO, DA, YR) | 37. LONG. COMP. DATE (MO, DA, YR) | 38. CAREER CATEGORY | 39. LEGAL HEALTH INSURANCE (1-YES, 2-NO) | 40. SOCIAL SECURITY NO. | | | |
| | | | | | | | | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA (0-NO, 1-10 YRS, 2-15 YRS, 3-20 YRS) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED, CODE, NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED, CODE, NO. TAX EXEMPTIONS) | | | | | |
| | | | | | | | | |

45. POSITION CONTROL CERTIFICATION: *Rearney 10/23/64*
46. OFF. APPROVAL: *L. P. Carbo*
DATE APPROVED: 22 Oct 64

FORM 6-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

(U.S. GOVERNMENT PRINTING OFFICE: 1964 O - 21152)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

24 SEPTEMBER 1964

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

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

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

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

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

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

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

Recorded By
 CSPD
JMB

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

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|--------------------------------------|------------------------|-----------------------|--------------------------|---------------------------------|-------------------------|-------------------|-------------------|-----------------|
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING | 22. SECTION CODE | 23. BRIDGE CODE | 24. ROOTS CODE | 25. DATE OF BIRTH | 26. DATE OF GRADE | 27. DATE OF LSI |
| 56 | 16 | 21700 | 45075 | | 3 | 06/29/30 | | |
| 28. WTE EMPLOY | 29. SPECIAL DEFERRANCE | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 32. CORRECTION / AMENDMENT DATA | 33. SECURITY REG NO | 34. SER | EOD DATA | |
| | | | | | | | | |
| 35. WTE PREFERENCE | 36. SERV. COMP. DATE | 37. LONG. COMP. SERV. | 38. CAREER CATEGORY | 39. FEELT / HEALTH INSURANCE | 40. SOCIAL SECURITY NO. | | | |
| | | | | | | | | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA | | | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA | | | |
| | | | | | | | | |

45. POSITION CONTROL CERTIFICATION: *T. Keenan* 09/29/64
 46. OP APPROVAL: *J. J. Carhart*
 DATE APPROVED: 28 Sept 64

FORM 2-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

30 JUL 1964

MEMORANDUM FOR: Secretary, CSCS Panel (Section B)
SUBJECT : Recommendation for Promotion to Grade GS-12
Mr. Thomas J. Keenan

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

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

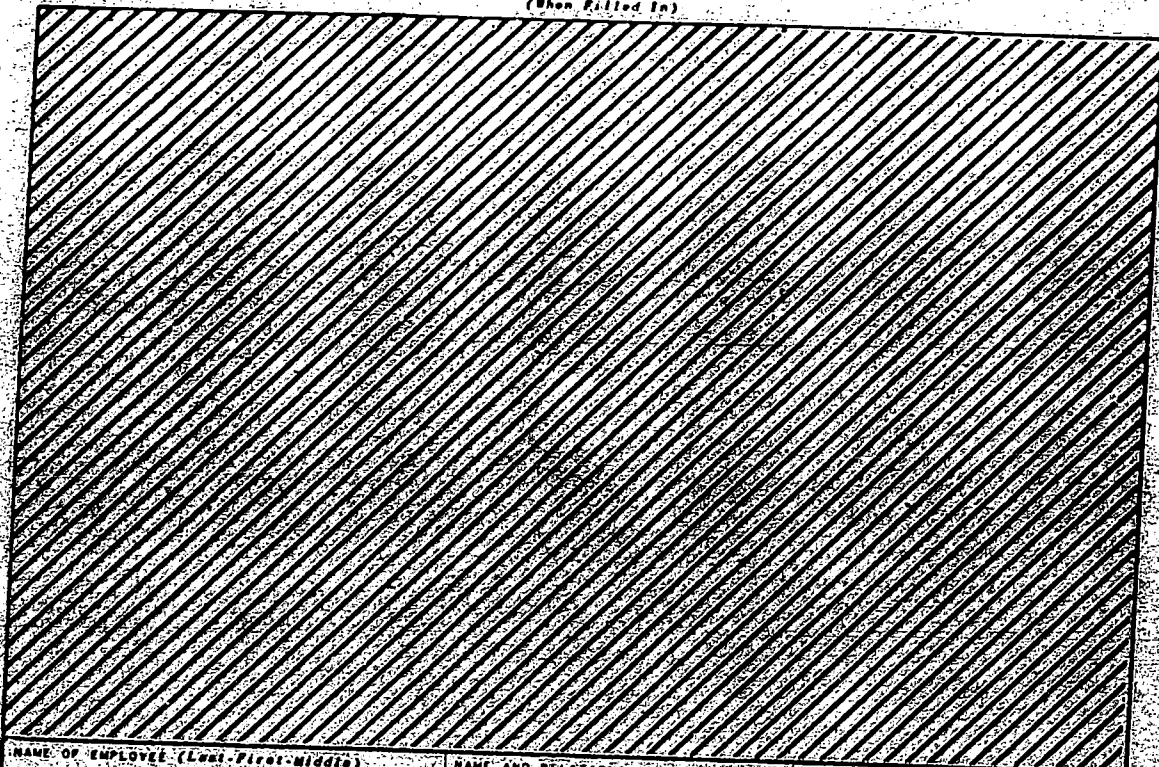
3. The following quotation from the latest annual fitness report represents the best justification for this request:

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

R. W. Herbert
Desmond FitzGerald
Chief
Western Hemisphere Division

Approved
1964

SECRET
(When Filled In)



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

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

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

| | |
|-------------------------------|--|
| DATE OF NOTICE 14 JUL 1964 | SIGNATURE OF BSD REPRESENTATIVE <i>B. De Felice</i> |
|-------------------------------|--|

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

DISPATCH

CLASSIFICATION
SECRET

PROCESSING ACTION

TO Chief, WI Division

MARKED FOR INDEXING

INFO

NO INDEXING REQUIRED

FROM Chief of Station, Mexico City

ONLY QUALIFIED DESK
CAN JUDGE INDEXING

SUBJECT Dependent Daughter -

MICROFILM

Thomas J. Keenan

ACTION REQUIRED - REFERENCES

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

Willard C. Curtis
WILLARD C. CURTIS

Distribution:
3 - WID

CROSS REFERENCE TO

SECRET
NO FOREIGN DISSEM
EXCEPT BY AUTHORITY

DISPATCH SYMBOL AND NUMBER

WMT-4581

DATE

19 May 1964

CLASSIFICATION

SECRET

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. | | 8 APRIL 1963 | |
| 3. NATURE OF PERSONNEL ACTION PROMOTION | | | 4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 4 14 63 | | 5. CATEGORY OF EMPLOYMENT REGULAR |
| 6. FUNDS V TO V CF TO V X CF TO CF | | 7. COST CENTER NO. CHARGEABLE 3135 5700 1000 | | 8. LEGAL AUTHORITY (Completed by Office of Personnel) | |
| 9. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION | | | 10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO | | |
| 11. POSITION TITLE OPS OFFICER | | | 12. POSITION NUMBER 480 | 13. CAREER SERVICE DESIGNATION D | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS | | 15. OCCUPATIONAL SERIES 0136.01 | 16. GRADE AND STEP 11 B 2 | 17. SALARY OR PAY RATE 8,045 - 8,310 | |
| 18. REMARKS FROM: SAME | | | | | |
| Recorded by CSPD <i>JM</i> | | | | | |
| 19. SIGNATURE OF REQUESTING OFFICIAL <i>Robert D. Castman</i> ROBERT D. CASTMAN C/WH/PER | | | DATE SIGNED 4/8/63 | 100. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Paul R. Wilson</i> | |
| | | | | DATE SIGNED 9 Apr 63 | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | |
| 21. EMPLOY CODE 22 | 23. OFFICE CODE 10 | 24. SYMBOLIC ALPHABETIC 64700 WH | 25. STATION CODE 45015 | 26. INTEREST CODE | 27. DATE OF BIRTH 3 06 129130 |
| 28. SPECIAL REFERENCE | 29. DEPARTMENT USE CSC PFCB | 30. SEPARATION DATA CODE | 31. CORRECTION/CANCELLATION CODE | 32. SECURITY REQ. NO. | 33. SEA |
| 34. NET. PRESENCE | 35. SERV. COMP. CAT. | 36. CAREER CATEGORY | 37. REG. Y. HEALTH INS. RANGE | 38. SOCIAL SECURITY NO. | 39. STATE TAX DATA |
| 40. POS. DEV. SERVICE DATA | 41. LEARN. CAT. CODE | 42. FEDERAL TAX DATA | 43. STATE TAX DATA | 44. STATE CODE | 45. STATE CODE |
| 46. POSITION CONTROL CERTIFICATION <i>T. Keenan</i> 4/11/63 | | | 47. O.P. APPROVAL <i>Paul R. Wilson</i> | | DATE APPROVED |

FORM 1152 (REVISED 1-1963)

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET

| REQUEST FOR PERSONNEL ACTION | | | | | | DATE PREPARED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------|--|--------------------|--|--------------|--|--------------|-----------------|-----------------|-------------------|--------------------|--------------|--------------|---------------|--------------|--|--|--|--|--|--|--|--|-------------------------|--|--|--|-------------------------|--|-------------------------|--|--|--|--|--|--|--|--|--|--------------------|--|--------------------|--|--------------------|--|--------------------|--|--|--|--|--|--|--|--|--|------------------------------------|--|--|--|-------------------|--|--|--|---------------|--|--|--|---------------------|--|--|--|
| 1. SERIAL NUMBER 626090 | | | | | | 2. NAME (Last-First-Middle) KEENAN, THOMAS J. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION PROMOTION | | | | 4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 29 61 | | 5. CATEGORY OF EMPLOYMENT REGULAR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. FUNDS | | 7. COST CENTER NO. CHARGE | | 8. LEGAL AUTHORITY (Completed by Office of Personnel) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| V. TO V | | V. TO CF | | 2135-5700-1000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CF TO V | | CF TO CF | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. ORGANIZATIONAL DESIGNATIONS DDP MB BRANCH 3 MEXICO CITY, MEXICO STATION | | | | 10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. POSITION TITLE OPS OFFICER | | | | 12. POSITION NUMBER DDP-189 | | 13. CAREER SERVICE DESIGNATION D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, LD, etc.) GS | | 15. OCCUPATIONAL SERIES 12 0136.01 | | 16. GRADE AND STEP 10 2 | | 17. SALARY OR RATE \$7,160. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. REMARKS FROM: SAME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19. SIGNATURE OF REQUESTING OFFICIAL <i>P. O. Powers</i> P. O. POWERS C/HR/PERSONNEL | | | | | | 20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>P. O. Powers</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>21. ACTION CODE</td> <td>22. OFFICE CODE</td> <td>23. POSITION CODE</td> <td>24. GRADE AND STEP</td> <td>25. PAY PLAN</td> <td>26. PAY RATE</td> <td>27. PAY GRADE</td> <td>28. PAY RATE</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">29. EMP. RES. REFERENCE</td> <td colspan="2">30. EMP. RES. DATA CODE</td> <td colspan="2">31. EMP. RES. DATA CODE</td> </tr> <tr> <td colspan="4"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">32. HR. PREFERENCE</td> <td colspan="2">33. EMP. RES. DATA</td> <td colspan="2">34. EMP. RES. DATA</td> <td colspan="2">35. EMP. RES. DATA</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="4">36. POSITION CONTROL CERTIFICATION</td> <td colspan="4">37. O.P. APPROVAL</td> </tr> <tr> <td colspan="4"><i>Keenan</i></td> <td colspan="4"><i>P. O. Powers</i></td> </tr> </table> | | | | | | | | 21. ACTION CODE | 22. OFFICE CODE | 23. POSITION CODE | 24. GRADE AND STEP | 25. PAY PLAN | 26. PAY RATE | 27. PAY GRADE | 28. PAY RATE | | | | | | | | | 29. EMP. RES. REFERENCE | | | | 30. EMP. RES. DATA CODE | | 31. EMP. RES. DATA CODE | | | | | | | | | | 32. HR. PREFERENCE | | 33. EMP. RES. DATA | | 34. EMP. RES. DATA | | 35. EMP. RES. DATA | | | | | | | | | | 36. POSITION CONTROL CERTIFICATION | | | | 37. O.P. APPROVAL | | | | <i>Keenan</i> | | | | <i>P. O. Powers</i> | | | |
| 21. ACTION CODE | 22. OFFICE CODE | 23. POSITION CODE | 24. GRADE AND STEP | 25. PAY PLAN | 26. PAY RATE | 27. PAY GRADE | 28. PAY RATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 29. EMP. RES. REFERENCE | | | | 30. EMP. RES. DATA CODE | | 31. EMP. RES. DATA CODE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 32. HR. PREFERENCE | | 33. EMP. RES. DATA | | 34. EMP. RES. DATA | | 35. EMP. RES. DATA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 36. POSITION CONTROL CERTIFICATION | | | | 37. O.P. APPROVAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>Keenan</i> | | | | <i>P. O. Powers</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Recorded by
CSPD.
vs

SECRET

SECRET

29 December 1960

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

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

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He served ably as operations officer on the Nicaraguan and Costa Rican desk. Since 3 February 1960 he has been an Operations Officer at the Mexico City Station.
2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.
3. The above recommendation has been submitted previously under the dates of 12 August 1959, 5 January 1960 and 30 June 1960. An efficiency report from the Mexico City Station dated 12 December 1960 states that Mr. Keenan is an unusually effective case officer and is making an outstanding contribution to CIA operations in that area. This report further indicates that Keenan has been assigned duties which would normally be performed by a much senior officer and has carried them out in a most commendable manner.
4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to Grade GS-10.

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

SECRET

SECRET

APPLICATION FOR MEMBERSHIP IN THE CAREER STAFF

To the Chief, KUBARK

Sir:

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

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

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

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

MEMBERSHIP IN THE CAREER STAFF

APPROVED, TO TAKE EFFECT 2-0

FOR THE CHIEF, KUBARK,
EXECUTIVE DIRECTOR
KUBARK SELECTION BOARD

Thomas J. Keenan SD1D 5-16

(Signature)

Eligibility Date: 20 May 1960

(Date)

Daniel C. Krupp

SECRET

John J. ...

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

DEPARTMENT OF STATE
 WASHINGTON 25, D. C.

NOTIFICATION OF PERSONNEL ACTION

55003

CLASSIFICATION
 PS DTFL

| | | | |
|---|------------------------------------|-------------------------------------|----------------------------|
| 1. NAME (Mr., Mrs., Miss, etc. One given name, initials and surname) Mr. Eugene J. Kocuna | 2. DATE OF BIRTH 6-29-30 | 3. FEDERAL OR ACTION NO. | 4. DATE 12-11-59 |
|---|------------------------------------|-------------------------------------|----------------------------|

Tab. to be filled out by the individual 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 AGENCY PL 724 79th so awarded |
|--|------------------------------------|---|

| | |
|---|--|
| 8. PRESENT TITLE Political Assistant | 9. GRADE OR CLASSIFICATION GS-10 |
| 10. ORGANIZATIONAL INFORMATION PL | 11. HEADQUARTERS 10100 (1)-k |
| 12. FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i> | 13. IN CATEGORY <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/> <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i> |

| | |
|---|---|
| 14. VETERAN'S PREFERENCE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i> | 15. POSITION CLASSIFICATION AGENCY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i> |
|---|---|

| | | | |
|--|--|--|--|
| 16. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F | 17. AUTHORITY LAW <input checked="" type="checkbox"/> 5 USC <input type="checkbox"/> 51 <input type="checkbox"/> 52 <input type="checkbox"/> 53 | 18. DATE OF BIRTH <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>Rec'd</i> <input type="checkbox"/> <i>Rec'd</i> | 19. LEGAL RESIDENCY <input type="checkbox"/> MAILED <input type="checkbox"/> PROVED 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 in accordance with I IV 293. Previous Federal Government salary \$5135, GS-9, earned with Department of Army.

LEASANT WASHINGTON 25, D. C. 20540
 20. SIGNATURE OF STATE AUTHORITY

EMPLOYEE COPY

SECRET

30 June 1960

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

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

1. Thomas J. Keenan entered on duty with CIA on 20 May 1957 as a Junior Officer Trainee. He was assigned to WH Division for a one year tour effective 6 January 1958 and was changed to staff employee on 25 January 1959. He served ably as Operations Officer on the Nicaragua and Costa Rica Desk. Since 3 February 1960 he has been an Operations Officer at the Mexico City Station.
2. Keenan is equipped intellectually and emotionally to do fine work, and his potential for a good career is high. He is alert and conscientious. He takes on new tasks readily and accomplishes his objectives with thoroughness and dispatch. He is enthusiastic and imaginative. He gets on well with his co-workers and is highly motivated. Keenan always makes a good impression and works diligently. He is a very pleasant individual, interested and cooperative, and gives promise of being a sound intelligence officer.
3. The above recommendation has been submitted previously under the dates 12 August 1959 and 5 January 1960. The memorandum of 5 January 1960 added that since 12 August 1959 Mr. Keenan's performance continued to be of a high caliber. Although Subject's personnel file contains no evaluation yet of his work at the Mexico City Station, the Headquarters Section Chief, who visited the Station in April 1960 observed that Subject was doing excellent work.
4. On the basis of his qualifications and past performance, it is recommended that Mr. Keenan be promoted to grade GS-10.

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

SECRET

SECRET

5 January 1960

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

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

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

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

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

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



J. C. KING

Chief

Western Hemisphere Division

SECRET

SECRET
(When Filled In)

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

CURRENT ASSIGNMENT

| | | | | | | | | | | | |
|--|-------|--------------------|----|--------|----|----------------------------------|----|-------------|----|--------------------------|----|
| 14. Organizational Designations | | | | Code | | 15. Location Of Official Station | | | | Station Code | |
| DDP/WR Branch III Mexico City Mexico Station | | | | | | Mexico City, Mexico | | | | | |
| 16. Dept. Field | | 17. Position Title | | | | 18. Position No. | | 19. Serv. | | 20. Occup. Series | |
| Dept. | Field | Operations Officer | | | | WR | | G5 | | 0136.01 | |
| Utiliz. | Code | | | | | | | | | | |
| Fragn. | X | | | | | | | | | | |
| 21. Grade & Step | | 22. Salary Or Rate | | 23. SD | | 24. Date Of Grad | | 25. PSI Due | | 26. Appropriation Number | |
| 9-2 | | 6135 | | D. | | 6/15/58 | | 6/12/60 | | 0135-5700-3000 | |
| Mo | Da | Yr | Mo | Da | Yr | Mo | Da | Yr | Mo | Da | Yr |

ACTION

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

PROPOSED ASSIGNMENT

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

SOURCE OF REQUEST

| | | | | | |
|--|--|--|--|---------------|--|
| A. Requested By (Name And Title) | | C. Request Approved By (Signature And Title) | | Date Approved | |
| OPSER/CCD/OEL | | <i>Marguerite Kroy</i> | | | |
| B. For Additional Information Call (Name & Telephone Ext.) | | | | | |
| M. Roney, x910 | | | | | |

CLEARANCES

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

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

Continued on reverse side.

REQUEST FOR PERSONNEL ACTION

| | | | | | | | | | | | | | | |
|---|--|---|--|---|---|----------------------------------|--|--|---|--------------------|--|---|--------------|--|
| 1. Serial No. 526090 | | 2. Name (Last-First-Middle) KEENAN THOMAS J | | | 3. Date Of Birth Mo. 06 Da. 29 Yr. 30 | | | 4. Vac. Prof. Niche Code 5. Pr. 1 10. Pr. 2 1 M 1 | | 5. Sex M | | 6. CS: EOD Mo. 05 Da. 20 Yr. 57 | | |
| 7. SCD Mo. 01 Da. 29 Yr. 53 | | 8. CSC Reim. Yes - 1 No - 2 1 | | 9. CSC Or Other Legal Authority 50 USCA 303 | | 10. Appt. Aff'day Mo. Da. Yr. | | | 11. FEGLI Yes - 1 No - 2 05 | | 12. LCD Mo. 05 Da. 20 Yr. 57 | | 13. 2 | |

PREVIOUS ASSIGNMENT

| | | | | | | | | | | | |
|---|--|--------------------------------------|--|---------------------|--|--|--|--|--|--|--|
| 14. Organizational Designations CS/CS DEVELOPMENT COMPLIMENT DDP WH | | | | Code 4680 | | 15. Location Of Official Station WASH., D. C. | | | | Station Code 75013 | |
| 16. Dept. Field Dept. US/Id. Frgn. 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. 06 Da. 15 Yr. 58 | | 25. PSI Due Mo. 06 Da. 12 Yr. 60 | | 26. Appropriation Number 0320 1998 | |

ACTION

| | | | | | | | | | | | |
|---|--|-------------------|--|--|--|--|--|-------------------|--|---------------------|--|
| 27. Nature Of Action REASSIGNMENT | | Code 67 | | 28. Eff. Date Mo. 12 Da. 31 Yr. 59 | | 29. Type Of Employee REGULAR | | Code 01 | | 30. Separation Data | |
|---|--|-------------------|--|--|--|--|--|-------------------|--|---------------------|--|

PRESENT ASSIGNMENT

| | | | | | | | | | | | |
|---|--|--|--|---------------------|--|--|--|----------------------------|--|---|--|
| 31. Organizational Designations DDP WH BRANCH III MEXICO CITY, MEXICO STATION | | | | Code 4680 | | 32. Location Of Official Station MEXICO CITY, MEXICO | | | | Station Code 45075 | |
| 33. Dept. Field Dept. US/Id. Frgn. - X 5 | | 34. Position Title OPS OFFICER | | | | 35. Position No. 189 | | 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. | | 42. PSI Due Mo. Da. Yr. | | 43. Appropriation Number 0135-5700-3000 | |

SOURCE OF REQUEST

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

CLEARANCES

| | | | | | |
|-----------------------------------|--|-----------|--|-----------------------|--|
| Clearance | | Signature | | Date | |
| A. Career Board | | Signature | | Date | |
| B. Post Control | | Signature | | Date | |
| C. Classification | | Signature | | Date | |
| Approved By: John Washinko | | | | Date: 12/11/59 | |

2 copies to Security Office.

* subject previously listed in Personnel Clearance Category 10 (U.S.)

SECRET

12 August 1959

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

SUBJECT: Recommendation for Promotion - Thomas J. KEENAN

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

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

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


Rudolph E. Gomez
AC/MHD

SECRET

SECRET
(When Filled In)

| | | | | | | | | | | | | | | | | | |
|---------------|---------|----------|-------------------------------------|------|---------------------------------|--|--|-------------------|----|----|---------------|------|----------------------|----|----------------|-------|------|
| X | V to V | V to UV | 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 | | |
| | | | KEEMAN, THOMAS J. | | | | | Mo | Da | Yr | None-0 | Code | N | 1 | Mo | Da | Yr |
| 7. SCD | | | 8. CSC Rating | | 9. CSC Or Other Legal Authority | | | 10. Appt. Affidav | | | 11. FEGLI | | 12. LCD | | 13. Contin. In | | |
| Mo | Da | Yr | Yes-1 | Code | | | | Mo | Da | Yr | Yes-1 | Code | Mo | Da | Yr | Yes-1 | Code |
| | | | No-2 | 1 | | | | | | | No-2 | / | | | | No-2 | |

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. | Code | OPS OFF | | | 670 | GS | 0136.01 | | |
| Valid | Prin. | | | | | | | | |
| 2 | | | | | | | | | |
| 21. Grade & Step | | 22. Salary Or Rate | | 23. SD | 24. Date Of Grade | | 25. PSI Due | | 26. Appropriation Number |
| 9 | 2 | \$6135 | D | Mo | Da | Yr | Mo | Da | Yr |
| | | | | 6 | 15 | 58 | 6 | 12 | 61 |
| | | | | | | | | | 0235-1000-1000 |

ACTION

| | | | | | | | | |
|----------------------|--|------|---------------|----|----------------------|---------|------|---------------------|
| 27. Nature Of Action | | Code | 28. Eff. Date | | 29. Type Of Employee | | Code | 30. Separation Date |
| REASSIGNMENT | | | Mo | Da | Yr | REGULAR | 22 | |
| To Comptrol | | | 6 | 15 | 58 | | | |

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. | Code | | | | 890659 | | | | | |
| Valid | Prin. | | | | | | | | | |
| 1 | | | | | | | | | | |
| 38. Grade & Step | | 39. Salary Or Rate | | 40. SD | 41. Date Of Grade | | 42. PSI Due | | 43. Appropriation Number | |
| | | | | | Mo | Da | Yr | Mo | Da | Yr |
| | | | | | 6 | 15 | 58 | 6 | 12 | 60 |
| | | | | | | | | | 0420-1998 | |

SOURCE OF REQUEST

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

CLEARANCES

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

Remarks: *EXTENDED TRAINING. Completed training for 2 weeks and then returning to his duty.*
2 copies to Security Office. *Wanhinko X6342*

SECRET

2407

KEENAN

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

Desk Reporting: WH/MEXICO

JOT's Specific Duties Now: Presently in training

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

GS Level of His Performance: GS-7 For How Long: Approximately two months

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

Attitudes:

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

Supervisory Ability (if demonstrated): NA

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

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

John Keenan, Trainers

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

SECRET
SECURITY

REQUEST FOR PERSONNEL ACTION

| | | | | | |
|-------------------------|-----------------------------|---------------------------------|----------------------------------|--------------------------------|-------------------------|
| 1. Serial No. | 2. Name (Last-First-Middle) | 3. Date Of Birth | 4. Vet. Pref. | 5. Sex | 6. CS-100 |
| 126090 | KEENAN THOMAS J. | Mo. Da. Yr. 07 23 30 | None-0 5 Pt-1 10 Pt-2 1 | M | Mo. Da. Yr. 05 20 57 |
| 7. CSC | 8. CSC Reim. | 9. CSC Or Other Legal Authority | 10. Appt. Authority | 11. FEGLI | 12. LCD |
| Mo. Da. Yr. 01 29 53 | Yes-1 Code No-2 1 | 50 USCA 303 J | Mo. Da. Yr. Mo. Da. Yr. | Yes-1 Code No-2 05 20 57 | Yes-1 Code No-2 2 |

PREVIOUS ASSIGNMENT

| | | | |
|---|--------------------|----------------------------------|--|
| 14. Organizational Designations | Code | 15. Location Of Official Station | Station Code |
| ODS OTR JUNIOR OFFICER TRAINEE CORPS | 2810 | WASH., D.C. | 75013 |
| 16. Dept. Field | 17. Position Title | 18. Position No. | 19. Serv. 20. Occup. Series |
| Dept. USM'd. Frgn. Code 2 | JOT | 0748.16 | 05 0090.01 |
| 21. Grade & Step | 22. Salary Or Rate | 23. SD | 24. Date Of Grade 25. PSI Due |
| 09-1 | \$ 5985 | ST | Mo. Da. Yr. Mo. Da. Yr. 06 15 58 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 <i>Change of Branch Designation</i> | 57 | Mo. Da. Yr. 1 25 59 | Regular | 01 | |

PRESENT ASSIGNMENT

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

SOURCE OF REQUEST

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

CLEARANCES

| | | | | | |
|--|--------------------|----------|----------------|--------------------|----------|
| Clearance | Signature | Date | Clearance | Signature | Date |
| A. Career Board | <i>[Signature]</i> | 1-14-59 | D. Placement | | |
| B. Pos. Control | <i>[Signature]</i> | 12-18-58 | E. | | |
| C. Classification | | | F. Approved By | <i>[Signature]</i> | 12-18-58 |
| Remarks: 2 copies Security (forwarded by CS, OP) → 5 JAN 59 | | | | | |
| VICE: Security vacancy | | | | | |
| CONCUR: <i>[Signature]</i> Willet L. Eccles, Chief/JOT/PR | | | | | |

Security Approval Stamp: [Stamp]
 Security Approval Stamp: [Stamp]
 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 Mo: 06, Da: 27, Yr: 30 | | | 4. Vol. Prof. None-0, Code: 1 | | 5. Sex M | | 6. CS - EOD Mo, Da, Yr | | |
| 7. SCD Mo, Da, Yr | | 8. CSC Reinst Yes - 1, Code, No - 2 | | 9. CSC Or Other Legal Authority | | | | 10. Appt. Affidav. Mo, Da, Yr | | 11. FECL Yes - 1, Code, No - 2 | | 12. LCD Mo, Da, Yr | | 13. ... Yes - 1, Code, No - 2 | |

PREVIOUS ASSIGNMENT

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

ACTION

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

PRESENT ASSIGNMENT

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

SOURCE OF REQUEST

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

CLEARANCES

| | | | | | | | | | | | |
|-------------------|--|-----------|--|------|--|----------------|--|-------------------------|--|--------|--|
| Clearance | | Signature | | Date | | Clearance | | Signature | | Date | |
| A. Career Board | | | | | | D. Placement | | | | | |
| B. Pos. Control | | | | | | E. | | | | | |
| C. Classification | | | | | | F. Approved By | | <i>Willet L. Eccles</i> | | June 3 | |

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

FORM 1152a
3-57

SECRET

SECRET
(When Filled In)

PERSONNEL DATA SHEET

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|--|---|--|----------------------------------|------------------|------------|--|--------------------------|------------|---------------------|----------------------|---------------------------------|--|---------------------|-----------|---------------------|-----------------------------|------------------------------------|--|-------------------------------|---------------------|---|----------------------------|-------------------------------------|--|-----------------|---|--|---------------------------|--------------|--|
| NAME (LAST) KEENAN | | MIDDLE JOHN | | FIRST THOMAS | | DATE 15 May 1958 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DATE OF BIRTH 24 June 1930 | | UNIT JOTP/TR | | MONTHS IN PRESENT POSITION 12 | | SERVICE DESIGNATION ST | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PRESENT GRADE OS-7 | EFFECTIVE DATE 20 May 1957 | PRESENT T/O SLOT U 748.16 | | POSITION TITLE JOT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROPOSED GRADE OS-9 | PROPOSED T/O SLOT U 748.16 | POSITION TITLE JOT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CIA TRAINING | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| See "Chronological Summary of Experience with CIA and Its Antecedents" | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EDUCATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BS Marquette University 1953 English and History | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPERIENCE OTHER THAN WITH CIA AND ITS ANTECEDENTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1953-1956 Lt(jg) Commo Officer U.S. Navy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CHRONOLOGICAL SUMMARY OF EXPERIENCE WITH CIA AND ITS ANTECEDENTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td>20 May 57</td> <td>EOD</td> <td></td> </tr> <tr> <td>27 May-21 June 57</td> <td>IOG</td> <td>2 Excellents</td> </tr> <tr> <td>24-28 June 57</td> <td colspan="2">Interim assignment, FBID</td> </tr> <tr> <td>1-26 July 57</td> <td>IT</td> <td>3 Excellents</td> </tr> <tr> <td>29 July-23 August 57</td> <td colspan="2">Interim assignment, W/Spain</td> </tr> <tr> <td>26 Aug-27 September 57</td> <td>TSS Training</td> <td>12 Good, 1 Aver, 1 Sat, 1 Fair, 16 Ex.</td> </tr> <tr> <td>30 Sept 57-7 Jan 58</td> <td colspan="2">Interim assignment, CI Staff</td> </tr> <tr> <td>8 Jan 58</td> <td colspan="2">Temporary attachment to W/3 for on-the-desk training</td> </tr> <tr> <td>3 Mar 58 - present</td> <td>OC #6</td> <td></td> </tr> </table> | | | | | | | 20 May 57 | EOD | | 27 May-21 June 57 | IOG | 2 Excellents | 24-28 June 57 | Interim assignment, FBID | | 1-26 July 57 | IT | 3 Excellents | 29 July-23 August 57 | Interim assignment, W/Spain | | 26 Aug-27 September 57 | TSS Training | 12 Good, 1 Aver, 1 Sat, 1 Fair, 16 Ex. | 30 Sept 57-7 Jan 58 | Interim assignment, CI Staff | | 8 Jan 58 | Temporary attachment to W/3 for on-the-desk training | | 3 Mar 58 - present | OC #6 | |
| 20 May 57 | EOD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 May-21 June 57 | IOG | 2 Excellents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24-28 June 57 | Interim assignment, FBID | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1-26 July 57 | IT | 3 Excellents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 July-23 August 57 | Interim assignment, W/Spain | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 Aug-27 September 57 | TSS Training | 12 Good, 1 Aver, 1 Sat, 1 Fair, 16 Ex. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 Sept 57-7 Jan 58 | Interim assignment, CI Staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 Jan 58 | Temporary attachment to W/3 for on-the-desk training | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Mar 58 - present | OC #6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CAREER DEVELOPMENT PLAN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RECOMMENDED BY: WILLIAM J. BOGGS, Chief/JOTP/TR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CONCURRENCES: | | | | DATE OF ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RECOMMENDATION OF PERSONNEL OFFICER OR APPROPRIATE PANEL | | | | DATE OF ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

SECRET

15 May 1958

NARRATIVE STATEMENT FOR THE PROMOTION OF THOMAS J. KEENAN

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

Walter J. Reche/CO
WILLIAM L. HOOVER

SECRET

Attn : C/SH
: C/SH/1

14 January 1958

C/Junior Officer Training Program/TR

Attachment of Junior Officer Trainee THOMAS J. KEENAN

1. As agreed by Mr. Brady of your Division and Mr. O'Gara of the JOT Program, JOT Thomas J. Keenan is attached to SH/1 for a one-year tour effective 6 January 1958. Administrative instructions are attached. At the conclusion of this tour, we will decide mutually whether or not to continue this attachment.
2. The purpose of this on-the-job tour is to train Keenan in Headquarters procedures and the duties of a Headquarters case officer, the ultimate objective being to prepare him for an overseas assignment.
3. It is understood that after a JOT has been attached to the desk for six months as a trainee, the supervisor will provide C/JOTP with a critical evaluation of the subject's performance in those elements listed in paragraph 2.
4. Keenan has attended ICC and ETC. It is understood that he will attend the Operations Course beginning 3 March. The JOTP will consider supporting any additional training necessary for Keenan's anticipated assignment.
5. Please send to the C/JOTP as quickly as convenient an outline of the activities the JOT will pursue as suggested by the appended sample. It is understood that the program for the JOT is flexible and may be altered from time to time to meet your operating needs, after consultation with the JOT Program.

FOR THE DIRECTOR OF TRAINING:

Attachments: 3

WILLET L. ECCLES

WHL 4034

JAN 1 20 1958

OFFICE OF THE DIRECTOR OF TRAINING

STANDARD FORM 52
 FORM 52 OF THE
 U. S. GOVERNMENT PRINTING OFFICE
 1957 O - 7673

REQUEST FOR PERSONNEL ACTION

VOUCHERED

rc 17 L
e 7673

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

| | | | |
|--|---|--|--|
| 1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname) Mr. Thomas John Keenan | 2. DATE OF BIRTH 29 June 1930 | 3. REQUEST NO. C-7673 | 4. DATE OF REQUEST 8 Feb 57 |
| 5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Excepted Appointment | | 6. EFFECTIVE DATE A. PROPOSED: ASAP | 7. C. S. OR OTHER LEGAL AUTHORITY 56 USC 9 |
| 8. POSITION (Specify whether establish, change grade or title, etc.) | | 9. APPROVED: 21 May 57 | |

| | | | | |
|--------------------------------|--|---|---|---|
| 10. FROM— | 11. POSITION TITLE AND NUMBER 301 I.O. (Gen) | 12. SERVICE, GRADE, AND SALARY GS-0132, 06-7 \$4525 | 13. ORGANIZATIONAL DESIGNATIONS DDS/OTR | 14. HEADQUARTERS Junior Officer Trainee Program Junior Officer Trainee Corps Washington, D.C. |
| <input type="checkbox"/> FIELD | <input type="checkbox"/> DEPARTMENTAL | <input type="checkbox"/> FIELD | <input checked="" type="checkbox"/> DEPARTMENTAL | |

15. REMARKS (Use reverse if necessary)

**Subject is quintuple slotted for recruiting purposes.*

Temporary action subject to confirmation by DTR.

| | |
|---|--|
| 16. REQUESTED BY (Name and title) Dr. Willet L. Eccles C/JOTP | 17. REQUEST APPROVED BY <i>Matthew Baird</i> Signature: <i>for</i> MATTHEW BAIRD Title: Director of Training |
| 18. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) Henry L. Parthold 2433 | |

| | | | |
|------------------------|------|--|----------------------|
| 19. VETERAN PREFERENCE | | 20. POSITION CLASSIFICATION ACTION | |
| None | With | Other | Special |
| | | <input checked="" type="checkbox"/> | |
| 21. LEGAL RESIDENCE | | 22. DATE OF APPOINTMENT/AFFIDAVITS (Accessions Only) | |
| NEW | VICE | L.A. | REAL |
| | | | 10C SD-ST |

| | | | | | |
|---------------------|---|--|--|--|--|
| 23. SEX M | 24. RACE <input checked="" type="checkbox"/> | 25. APPROPRIATION FROM: 7-7507-20 | 26. SUBJECT TO C. S. RETIREMENT ACT (YES-NO) YES | 27. DATE OF APPOINTMENT/AFFIDAVITS (Accessions Only) 20 May 57 | 28. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Wisconsin DOC: <i>05/27/57</i> |
|---------------------|---|--|--|--|--|

21. STANDARD FORM 52 REMARKS
rc-078
Subject to final approval and medical.
CSEOD: *05/27/57*
LCD: *05/27/57*
SCD: *01/29/53*

| | | | |
|--------------------------|----------------------|------------------|---------|
| 29. CLEARANCES | INITIAL OR SIGNATURE | DATE | REMARKS |
| A. | | | |
| B. CEIL. OR POS. CONTROL | <i>WLP</i> | 12 FEB 57 | |
| C. CLASSIFICATION | | | |
| D. PLACEMENT OR ENPL. | | | |
| E. | | | |

OFFICE/DIVISION WITHHOLDING
10 MAY 1957
 Date
9B
 Fourteen Con. C.W.

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

2 May 1957

Mr. Thomas J. Keenan

Dear Mr. Keenan:

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

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

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

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

The gross salary quoted will be subject to deductions for Federal income tax and 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/CORRES/dm(Phillips)

EMPLOYMENT INFORMATION

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

RESULTS OF CALL:

Subject will EOD 20 May 1957

Subject will write and advise us of date of EOD.

Subject declined offer of Appointment.

REASON FOR DECLINATION:

Subject advised to send letter of declination.

OTHER:

Explain other questions raised, commitments made, etc.

4/26

DATE

Wey

APPOINTMENT CLERK

7/10 **WESTERN UNION** *7/10* 

SENDING BLANK

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

MR. THOMAS JOYCE

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

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

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

PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD
1200-10-2-503

8 April 1957

Mr. Thomas John Keenan

Dear Mr. Keenan:

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

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

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

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

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

Very truly yours,

G. M. Stewart
Director of Personnel

OP/CORRES/bjs(Phillips)

4 March 1967

Mr. Thomas John Keenan

Dear Mr. Keenan:

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

We have scheduled the necessary interviews and pre-employment medical examination, which will include determination of physical health and emotional stability, for you on Wednesday and Thursday, 13 and 14 March. We ask that you call Mr. Henry Berthold on EXecutive 3-8115, extension 4331, on the morning of 13 March to arrange an interview for that afternoon. Please report to our Medical Office which is located on Central Building, 2430 E Street, N. W., at 8:30 a.m. on 14 March.

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

Thank you for your interest and cooperation.

Very truly yours,

G. M. Stewart
Director of Personnel

OP/CORRE s/bjs(Berthold)

CONFIDENTIAL
(When Filled In)

PERSONNEL ACTION ROUTING SHEET

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

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

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

REMARKS CONTINUED

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

CONFIDENTIAL

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE

| | | | |
|--|--|--|--|
| NAME (LAST - FIRST - MIDDLE) KEECHAN, THOMAS JOHN | | 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 (18-20) 1930 | |
| POSITION NUMBER (37-56) U-748-16 | | GRADE (147-48) 05-07 | |
| DECLASS. CODE (07-48) 0070,01 | | ORGN. CODE (48-48) | |
| ASSIGNMENT OFFICE (DIVISION, BRANCH) DIS/OTR/307C | | TYPE OF APPL. (81) 1 | |
| TYPE OF APPLICANT: <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONSULTANT <input type="checkbox"/> CONTRACT <input type="checkbox"/> MILITARY | | CONVERSION ACTION | |
| NAME OF REQUESTER (OR OFFICIAL) O. V. Stewart | | IF OTHER, SPECIFY | |
| TYPE OF ASSIGNMENT AND FUNDS <input checked="" type="checkbox"/> POS <input type="checkbox"/> SUP <input type="checkbox"/> PP <input checked="" type="checkbox"/> V <input type="checkbox"/> UV | | NUMBER & FUND (80) 2 | |
| CLEARANCE REQUIRED | | PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP) | |
| <input checked="" type="checkbox"/> FULL | | <input checked="" type="checkbox"/> SECRET | |
| ATTACHMENTS: <input checked="" type="checkbox"/> PERSONAL HISTORY STATEMENT <input checked="" type="checkbox"/> PHOTOGRAPH(S) | | REQUEST FOR WAIVER | |
| <input checked="" type="checkbox"/> APPENDIX I | | <input checked="" type="checkbox"/> APPENDIX II | |
| <input checked="" type="checkbox"/> REPORT OF INTERVIEW | | SECRETARY CODE (88-88) 078 | |
| VETERANS STATUS: <input checked="" type="checkbox"/> MALE - VETERAN <input type="checkbox"/> MALE - NON-VETERAN | | VET. PREF. S. SER. (88) | |
| <input type="checkbox"/> FEMALE - VETERAN <input type="checkbox"/> FEMALE - NON-VETERAN | | 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: *IO/JTP* **JOT** NO: _____

DATE: **11 February 1957**

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

| 1. | TO | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|-----|----------------------|-------------------|-------------|---------------------|---|
| | | RECD | FWD'D | | |
| 1. | <i>Chief/JTP</i> | | | | 1. & 2. For signature. |
| 2. | <i>IO/JTP</i> | | <i>2/11</i> | <i>D</i> | |
| 3. | <i>IFS</i> | | | | 3. For processing. |
| 4. | <i>AZRO</i> | <i>2/18</i> | <i>2/18</i> | <i>CO</i> | |
| 5. | <i>Berthold</i> | | | | 5. IF tests. <i>16 Feb</i> |
| 6. | <i>JOT/PE</i> | <i>2/19</i> | <i>2/21</i> | <i>80</i> | |
| 7. | <i>JOT/PO</i> | | | | 6. Please bring to DC at 9:00 + arrange for PZMT interview! |
| 8. | <i>Corres.</i> | <i>4</i> | <i>4</i> | <i>Man Man logs</i> | |
| 9. | <i>Berthold</i> | <i>3/5</i> | <i>3/11</i> | <i>WTF</i> | 7. Please confirm telecon re he is to call Berthold EX...4321 on morning of wednes. 13 March to arrange interviews for that afternoon PE: Thurs., 14 March Travel at govt exp (per Jot EX...) |
| 10. | <i>Anna Phillips</i> | <i>use 2/14/4</i> | | <i>CO</i> | |
| 11. | | | | | 8. SP interview. JOT |
| 12. | | | | | |
| 13. | <i>Carver</i> | <i>5</i> | <i>8</i> | <i>Man Man logs</i> | 9. <i>Initiation letter (Buell)</i> A3 |
| 14. | <i>Phillips</i> | <i>8</i> | <i>11/6</i> | <i>(log)</i> | |
| 15. | | | | | |

4 February 1957

Mr. Thomas John Keenan

Dear Mr. Keenan:

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

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

Very truly yours,

G. M. Stewart
Director of Personnel

OF/CORRES/lap(Hogan)

CONFIDENTIAL
(When Filled In)

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

CONFIDENTIAL

10-101

CONFIDENTIAL
(When Filled In)

19. AREA KNOWLEDGE (Areas 19a of 19b)
(Judge: How Acquired, etc.)

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

| LANGUAGE | NATIVE FLUENCY | FLUENT BUT LIMITED | ADEQUATE FOR TRANSLATED | ADEQUATE FOR RESEARCH | ADEQUATE FOR TRAVEL | LIMITED | ACQUIRED BY |
|----------|----------------|--------------------|-------------------------|-----------------------|---------------------|---------|-------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

21. SALARY REQUESTED: 05-7

23. ACCEPTABLE STATION: WASHINGTON, D.C. YES NO
ANYWHERE IN U.S. YES NO
OVERSEAS YES NO

22. POOL INTEREST: YES NO

PREFERENCE LIMITATIONS: YES NO

24. HEALTH: Good

20. FORMS GIVEN: YES NO
25. EVALUATION AND RECOMMENDATION (Appearance, manners, personality, maturity, motivation, flexibility, intelligence, emotional stability, qualifications for intelligence work, career planning, over-all impression, pertinent unfavorable factors): YES NO

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 ~~good~~ satisfactory level of maturity and discretion, I have no doubt. He has humility and poise. He is now at a critical juncture in his life--just out of service, with an optimistic outlook on life, and anxious to enter into career employment. His attitude toward govt. and CIA in particular is entirely favorable. After our initial interview he wanted some time to think it over, and to have other interviews. He called me within a matter of days, saying he was ready to make formal application. Both he and his wife are enthusiastic over the JOT program. She is an attractive young lass who has lived most of her life in S. America where her father is an engineer for GMC. She is bi-lingual. Keenan asked searching but discreet questions about conditions of employment, career development, and the like. He is familiar with the security environment, and anticipates no difficulty adapting himself to our requirements. Note his steady progress in the Navy. He appears to be a natural for career training. He is a likeable fellow, full of curiosity and ambition, and I believe he has a good mind. Participation in the mission of the agency appeals to him very strongly. Presently not employed, he is prepared to seek temporary work if available, or simply to wait out the processing period. His interest is centered wholly in this application. In fairness to him an early decision on eligibility is advised. I regard him as a wholesome, disciplined, energetic fellow, with real potential for us. Self-administered tests will be forwarded soon.

27. RECOMMENDED FOR: OTR/JOT

28. SERIAL NUMBERS:

29. TESTS: To be tested in Madison 16 Feb 1957

30. Signature: JHC
Date: 28 Jan 1957

CONFIDENTIAL

1500 Sunday Jan 13

January 3, 1957

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

Dear Sir:

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

Sincerely,


Thomas J. Keenan

TJK:mk

Acknowledged 1-7 with
suggestion to come to Helen.

Age: 26

Married: no children

Height: 5'11" Weight: 175

Job Interest

Career position with the Central Intelligence Agency.

Education

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

Military status

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

Hobbies and Interests

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

References

Furnished upon request.

Interview

At your convenience.

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

Applicant Information
Sheet No. 1

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

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

General Considerations:

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

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

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


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

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

Statement of Understanding
and Agreement

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

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


(Signature of Applicant)

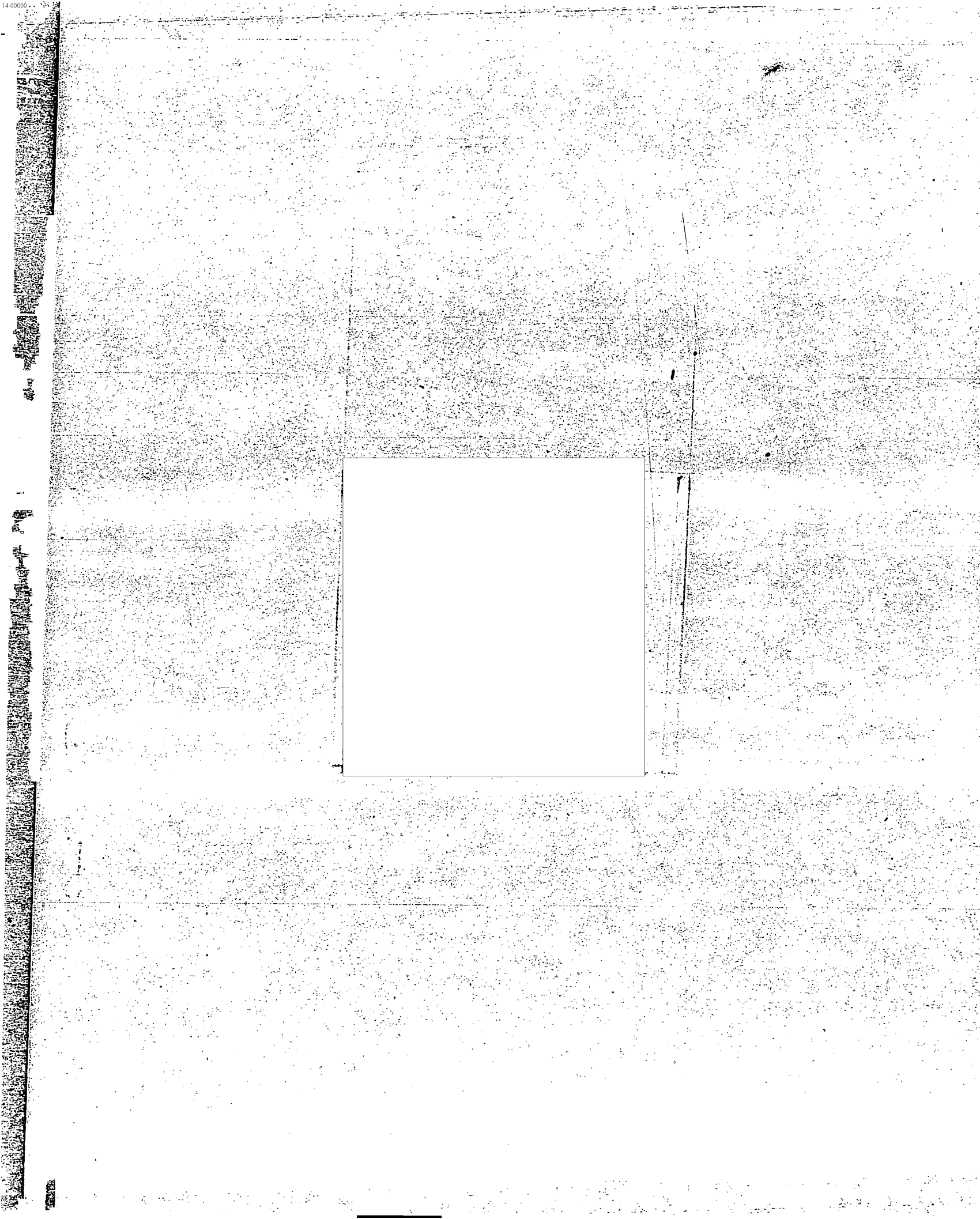
SECRET

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

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

SECRET



ALL

L48 100 020

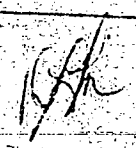
PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5 U.S.C. AND EXECUTIVE ORDER 12010 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 09 OCTOBER 1977

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

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

SECRET
(When Filled In)

| NOTIFICATION OF PERSONNEL ACTION | | | |
|--|------------------------------------|--|---------------------------------------|
| 1. SERIAL NUMBER 0126040 | | 2. NAME (LAST, FIRST, MIDDLE) KEFNAN THOMAS J | |
| 3. NATURE OF PERSONNEL ACTION REASSIGNMENT | | 4. EFFECTIVE DATE MO DA YR 01 01 77 | |
| 5. CATEGORIES OF EMPLOYMENT | | 6. CSC OR OTHER LEGAL AUTHORITY | |
| 7. FUNDS V TO V CF TO V X | | 8. CF TO CF X | |
| 9. ORGANIZATIONAL DESIGNATIONS DDO/LA DIVISION | | 10. LOCATION OF OFFICIAL STATION WASH., D.C. | |
| 11. POSITION TITLE OPS OFFICER CH | | 12. POSITION NUMBER CP25 | 13. CAREER SERVICE DESIGNATION DYB |
| 14. CLASSIFICATION SCHEDULE (GS, etc.) GS | 15. OCCUPATIONAL SERIES 0130-01 | 16. GRADE AND STEP 15 | 17. SALARY OR RATE |
| 18. REMARKS CHANGE OF SERVICE DESIGNATION FROM DGB TO DYB | | | |
| SIGNATURE OR OTHER AUTHENTICATION  | | | |

FORM 1100B
8-72 (REV. 3-75)

Use Previous
Edition

SECRET

USE PREVIOUS EDITION (8-511)

A 0:22 FEB 77

SECRET
(When Filled In)

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | |
|--------------------------------------|--|-----------------------------|--|----------------------------------|--|---------------------------|--|
| 1. OFFICIAL NUMBER | | 2. NAME (LAST FIRST MIDDLE) | | | | | |
| 020090 | | KEENAN, THOMAS, J. | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | | | 4. EFFECTIVE DATE | | 5. CATEGORY OF EMPLOYMENT | |
| REASSIGNMENT AND CHANGE OF NSCA | | | | 02 01 77 | | REGULAR | |
| 6. FUNDS | | 7. PAY AND NSCA | | 8. CK OR OTHER LEGAL AUTHORITY | | | |
| V. TO V. | | V. TO CF | | 7135 4525 0002 | | 50 USC 403 J | |
| CF. TO V. | | CF. TO CF | | | | | |
| 9. ORGANIZATIONAL OPERATIONS | | | | 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 OR GRADE | | 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. MONTHS Code | 25. DATE OF BIRTH | 26. DATE OF GRAIN | 27. DATE OF L1 |
| 37 | 10 | 31065 | LA | 75013 | | | 06 29 30 | | |
| 28. DATE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | 32. Correction / Contribution Data | | 33. SECURITY RIG NO | | 34. SSN |
| | | | | | | | IOD DATA | | |
| 35. VET PREFERENCE | 36. MILITARY COMP DATE | 37. LONG COMP DATE | 38. CAREER CATEGORY | | 39. LEGAL / HEALTH INSURANCE | | 40. SOCIAL SECURITY NO. | | |
| | | | | | | | | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA | | 44. STATE TAX DATA | | | | |
| 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS 3 - BREAK IN SERVICE MORE THAN 3 YRS | | | | | | | | | |

FORM 1150
574 MAR 1974

USE PREVIOUS EDITION

SECRET

FORM 1150 (1-77)

PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11541 PURSUANT TO AUTHORITY OF E.O. AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND E.O. DIRECTIVE CATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1976

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

DLM: 6 JUL 76

SECRET
(When Filled In)

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 FUNDS | V TO V | V TO CP | 7 PAY AND NSCA T135 4528 0001 | 8 CSC OF OTHER LEGAL AUTHORITY 50 USC 403 J |
|---------|--------|---------|----------------------------------|--|

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

| | | |
|-------------------------------------|----------------------------|-------------------------------|
| 11 POSITION TITLE OPS OFFICER CH | 12 POSITION NUMBER CP25 | 13 SERVICE DESIGNATION DOB |
|-------------------------------------|----------------------------|-------------------------------|

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

18 REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | |
|---|-------------------------------|--|---|--|------------------------------|------------------------------|----------------------------|
| 19 ACTION CODE 37 | 20 EMPLOY CODE 10 | 21 OFFICE CODE 51300 LA | 22 STATION CODE 75013 | 23 PAY CODE 1 | 24 DATE OF BIRTH 06 29 30 | 25 DATE OF GRADE MO DA YR | 26 DATE OF LEI MO DA YR |
| 28 VET PREFERENCE | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA 1 CW 2 CA 3 PE B 4 NAME | 31 SEPARATION DATA CODE | 32 Correction/Concurrent Code TYPE MO DA YR | 33 SECURITY REG NO | 34 SEX | 35 SOCIAL SECURITY NO |
| 36 VET PREFERENCE | 36 SERV COMP DATE MO DA YR | 37 ICMS COMP DATE MO DA YR | 38 CAREER CATEGORY LAP GRV PSP CLAP | 39 HEALTH INSURANCE FEDERAL HEALTH INSURANCE 1 YES 2 NO | 40 SOCIAL SECURITY NO | | |
| 41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE | 42 LEAVE CAS CODE | 43 FEDERAL TAX DATA CODE NO TAX EMPLOYER | | 44 STATE TAX DATA CODE NO TAX EMPLOYER | | | |

SIGNATURE OR OTHER AUTHENTICATION

Signature area with handwritten initials and a date stamp.

| | | | | | | | | | | |
|---|------|-----------------|---------------|--------------------|------|-----------|----------------|-----------------|-----|------|
| 1. SERIAL NO. | | 7. NAME | | 3. ORGANIZATION | | 4. FUNDS | | 5. IWOP NO. (S) | | |
| 026040 | | KEELAN THOMAS J | | 51-557 | | CF | | | | |
| 6. OLD SALARY RATE | | | | 7. NEW SALARY RATE | | | | | | |
| Grade | Step | Salary | Last EM. Date | Grade | Step | Salary | EFFECTIVE DATE | WGI | QSI | ADJ. |
| GS-15 | 3 | \$336,357 | 05/25/75 | GS-15 | 4 | \$346,441 | 05/23/76 | | | |
| CERTIFICATION AND AUTHENTICATION | | | | | | | | | | |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE | | | | | | | | | | |
| SIGNATURE | | | | | | DATE | | | | |
| R. S. Soren | | | | | | 11/15/76 | | | | |
| <input checked="" type="checkbox"/> NO EXCESS IWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IWOP STATUS AT END OF WAITING PERIOD | | | | | | | | | | |
| CLERK'S INITIALS: <i>JVS</i> | | | | | | | | | | |
| FORM 50E (REV. 10-73) U.S. GOVERNMENT PRINTING OFFICE: 1975 O-250-000 | | | | | | | | | | |

PAY CHANGE NOTIFICATION

(4-51)

REF: 15 JAN 76

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

| | | | |
|---|------------------------------------|--|---|
| 1. SERIAL NUMBER 26099 | | 2. NAME LAST-FIRST-MIDDLE KEENAN THOMAS J | |
| 3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND CANCELLATION OF NSCA | | | 4. EFFECTIVE DATE MO DA YR 01 13 76 |
| 5. FUNDS V TO V CF TO V | | V TO CF CF TO CF | 6. CATEGORY OF EMPLOYMENT REGULAR |
| 7. PAN AND NSCA 0135 0623 | | 8. CSC OR OTHER LEGAL AUTHORITY 5 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 DCS |
| 14. CLASSIFICATION SYMBOL (A, B, C, 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. EMPLOYER CODE 13 | 21. OFFICE CODES SUMMARY: 51337 ALPHABETIC: LA | 22. STATION CODE 75015 | 23. INTEROFFICE CODE | 24. HOURS CODE 1 | 25. DATE OF BIRTH MO DA YR 10 29 38 | 26. DATE OF GRADE MO DA YR | 27. DATE OF LEI MO DA YR | |
| 28. NTE EXPIRES MO DA YR XX XX | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA CODE | 31. SEPARATION DATA CODE | 32. Correction/Correction Date TYPE MO DA YR | 33. SECURITY REQ. NO. | | 34. SEX | | |
| 35. VET. PREFERENCE CODE 0 NONE 1 5 PT 2 10 PT | 36. SERV. COMP. DATE MO DA YR | 37. LONG. COMP. DATE MO DA YR | 38. CAREER CATEGORY CAR RESV CODE ENR USR | 39. LEGAL / HEALTH INSURANCE CODE 0: WAIVER HEALTH INS CODE 1: YES | | 40. SOCIAL SECURITY NO. | | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0 NO PREVIOUS SERVICE 1 NO BREAK IN SERVICE 2 BREAK IN SERVICE LESS THAN 3 YRS 3 BREAK IN SERVICE MORE THAN 3 YRS | | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA FORM EXECUTED CODE 1: YES 2: NO | | 44. STATE TAX DATA FORM EXECUTED CODE 1: YES 2: NO | | 45. STATE CODE | | |

EOD DATA

20
AOS

FORM 1150
574 MAY 1974

Use Previous
Edition

SECRET

OFFICIAL USE ONLY

15 JAN 1976

MP: 04 AUG 75

SECRET
(When Filled In)

| OCF NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | | |
|---|-----------------------|--|--|-------------------------------------|--|---|---------------------|--|-------------------------------|------------------------|--------------------|-----------------|
| 1. SERIAL NUMBER 026090 | | 2. NAME (LAST, FIRST, MIDDLE) KEENAN THOMAS J | | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION CONVERSION FROM <input type="checkbox"/> STATUS | | | | | | 4. EFFECTIVE DATE 08 02 75 | | 5. CATEGORY OF EMPLOYMENT REGULAR | | | | |
| 6. FUNDS | | V TO V <input type="checkbox"/> | | V TO CF <input type="checkbox"/> | | 7. FAN AND NSCA 6135 0984 | | 8. CSC OR OTHER LEGAL AUTHORITY 0001 50 USC 463 J | | | | |
| 9. ORGANIZATIONAL DESIGNATIONS DDO/LA DIVISION FOREIGN FIELD KINGSTON, JAMAICA STATION | | | | | | 10. LOCATION OF OFFICIAL STATION KINGSTON, JAMAICA | | | | | | |
| 11. POSITION TITLE CHIEF OF STATION | | | | | | 12. POSITION NUMBER CT28 | | 13. SERVICE DESIGNATION DOB | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS | | | | 15. OCCUPATIONAL SERIES 0136.05 | | 16. GRADE AND STEP 15 3 | | 17. SALARY OR RATE 31806 | | | | |
| 18. REMARKS KINGSTON, JAMAICA | | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | | |
| 19. ACTION CODE 56 | 20. EMPLOY CODE 10 | 21. OFFICE CODING 51875 LA | | 22. STATION CODE 37043 | | 23. PAY GRADE CODE 3 | 24. HOURS CODE 3 | | 25. DATE OF BIRTH 06 29 30 | | 26. DATE OF CHANGE | 27. DATE OF LEI |
| 28. PAY SERIES | | 29. SPECIAL REFERENCE 84 | | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | | 32. CORRECTION / CONVERSION DATA | | 33. SECURITY REG NO | | 34. SER |
| 35. VET PREFERENCE | | 36. SERV COMP DATE | | 37. LONG COMP DATE | | 38. CAREER CATEGORY | | 39. REGU / HEALTH INSURANCE | | 40. SOCIAL SECURITY NO | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | | | | 42. LEAVE CAT CODE | | 43. FEDERAL TAX DATA | | | | 44. STATE TAX DATA | | |
| 45. NO PERSONAL SERVICE 46. NO STATE IN SERVICE 47. SERVED IN SERVICE OVER 3 YRS 48. SERVED IN SERVICE UNDER 3 YRS | | | | 49. LEAVE CAT CODE | | 50. FED TAX DATA | | 51. STATE TAX DATA | | 52. STATE COMP | | |
| SIGNATURE OR OFFICER AUTHENTICATION | | | | | | | | | | | | |
| <div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0; font-size: 1.2em;">KLN</p> </div> | | | | | | | | | | | | |

FORM 1123
D-75: May 8-78

Use Previous
Edition

DIM

POSTED
KLN

14-00000

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

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

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

| | |
|------------------|-----------------------------|
| 1. SERIAL NUMBER | 2. NAME (LAST FIRST MIDDLE) |
| | WELLS, THOMAS J. |

| | | |
|--|-------------------------|---------------------------|
| 3. NATURE OF PERSONNEL ACTION | 4. EFFECTIVE DATE | 5. CATEGORY OF EMPLOYMENT |
| REASSIGNMENT - CHANGE OF FUNCTIONAL CATEGORY | NO DA MO YR 10 01 75 | |

| | | |
|------------------|------------------|---------------------------------|
| 6. PARDES | 7. FAN AND NSCA | 8. CSC OR OTHER LEGAL AUTHORITY |
| V TO V C TO V | V TO C C TO C | |

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

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

| | | | |
|---|-------------------------|--------------------|--------------------|
| 14. CLASSIFICATION SCHEDULE (Ref. 15 CFR 1) | 15. OCCUPATIONAL SERIES | 16. GRADE AND STEP | 17. SALARY OR RATE |
| 35 | 0155-05 | 15-21 | 210012 |

18. REMARKS
JAMOSTON, JAMAICA

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|--|-----------------------|-------------------------------|--------------------------|-------------------------------------|-------------------------|-----------------------|----------------------|----------------------|
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING | 22. STATION CODE | 23. INITIATE CODE | 24. MOPS CODE | 25. DATE OF BIRTH | 26. DATE OF GRADE | 27. DATE OF USR |
| 37 | 10 | PURPOSE ALPHABETIC 1-72 LA | 704 | | 3 | NO DA MO YR 0 2 50 | NO DA MO YR | NO DA MO YR |
| 28. NTE RANGES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 32. CORRECTION / COMPLETION DATE | 33. SECURITY REG. NO. | 34. SER. | EOD DATA | |
| NO DA MO YR | C4 | CSC CPL NSCA NSCA | | NO DA MO YR | | | | |
| 35. VET PREFERENCE | 36. SERV COMP DATE | 37. LONG COMP DATE | 38. CAREER CATEGORY | 39. REGAL / HEALTH INSURANCE | 40. SOCIAL SECURITY NO. | | | |
| CODE | NO DA MO YR | NO DA MO YR | CAP NSA TR-08 | GROUP HEALTH HEALTH INS. CODE | | | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. FEDERAL TAX DATA | 45. FEDERAL TAX DATA | 46. FEDERAL TAX DATA | 47. FEDERAL TAX DATA | 48. FEDERAL TAX DATA | 49. FEDERAL TAX DATA |
| CODE | NO DA MO YR | NO DA MO YR | NO DA MO YR | NO DA MO YR | NO DA MO YR | NO DA MO YR | NO DA MO YR | NO DA MO YR |

SIGNATURE OR OTHER AUTHENTICATION

POSTED
OK 1/1/75

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

EFFECTIVE DATE OF DESIGNATION: 01 MAY 1974.

KEENAN THOMAS J

026090

41350984

| | | | | | | | | | |
|---|------|---|-----------|-----------------|------|----------|----------------|----------------|------|
| 1. SERIAL NO. | | 2. NAME | | 3. ORGANIZATION | | 4. FUNDS | | 5. LWOP HOURS | |
| C2065C | | KEENAN THOMAS J | | S.I. 875 | | CF | | | |
| 6. OLD SALARY RATE | | | | | | | | | |
| Grade | Step | Salary | Exp. Date | Grade | Step | Salary | Effective Date | 7. TYPE ACTION | |
| GS 19 | 2 | 830,812 | CS/26/74 | GS 19 | 3 | 831,600 | CS/25/75 | WOP | ADJ. |
| 8. CERTIFICATION AND AUTHENTICATION | | | | | | | | | |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE | | | | | | | | | |
| SIGNATURE | | | | | | | DATE | | |
| <i>Gregory J. Williams</i> | | | | | | | 1/7/75 | | |
| <input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF RATING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF RATING PERIOD | | | | | | | | | |
| CLERK'S INITIALS | | | | | | | | | |
| FORM 10-73 560E | | Use previous editions PAY CHANGE NOTIFICATION (6-51) | | | | | | | |

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 OCTOBER 1974

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

CS: 30 MAY 74

SECRET
(When Filled In)

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | |
|--|-----------------------|--|------------------------|---------------------------------------|--------------------------|---|---|---|---|---------|--|
| 1. SERIAL NUMBER 025190 | | 2. NAME (LAST, FIRST, MIDDLE) KEEHAN THOMAS J | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION PROMOTION | | | | | | 4. EFFECTIVE DATE MO DA YR 05 20 74 | | 5. CATEGORY OF EMPLOYMENT REGULAR | | | |
| 6. FUNDS | | V TO V | | V TO CP | | 7. PAY AND NSCA 4135 0924 0001 | | 8. CSC OR OTHER LEGAL AUTHORITY SJ USC 423 J | | | |
| 9. ORGANIZATIONAL DESIGNATIONS DDO/WH DIVISION FOREIGN FIELD BRANCH 7-KINGSTON, JAMAICA STATION | | | | | | 10. LOCATION OF OFFICIAL STATION KINGSTON, JAMAICA | | | | | |
| 11. POSITION TITLE CHIEF OF STATION | | | | | | 12. POSITION NUMBER 2663 | | 13. SERVICE DEMONSTRATION D | | | |
| 14. CLASSIFICATION SCHEDULE (GS, AF, etc.) GS | | | | 15. OCCUPATIONAL SERIES 0136.05 | | 16. GRADE AND STEP 15 2 | | 17. SALARY OR RATE 29205 | | | |
| 18. REMARKS KINGSTON, JAMAICA HOME BASE: WH | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | |
| 19. ACTION CODE 22 | 20. EMPLOY CODE 10 | 21. OFFICE CODE NUMBER: 51275 ALPHABETIC: WH | | 22. STATION CODE 37043 | 23. INFLYER CODE | 24. MONTH CODE 3 | 25. DATE OF BIRTH MO DA YR 06 29 30 | 26. DATE OF GRADE MO DA YR 05 26 74 | 27. DATE OF LEI MO DA YR 05 26 74 | | |
| 28. TIME PERIOD MO DA YR 35 25 76 | | 29. SPECIAL REFERENCE 84 | 30. ESTABLISHMENT DATA | | 31. SEPARATION DATA CODE | 32. CANCELLATION / CONCLUSION DATE | | 33. SECURITY RTO NO | | 34. SER | |
| 35. PREFERENCE | | 36. SERV COMP DATE | 37. LONG COMP DATE | 38. CAREER CATEGORY | | 39. FEGLI - HEALTH INSURANCE | | 40. SOCIAL SECURITY NO | | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | | | | 42. LEAVE CAT CODE | 43. RESERVE FILE DATA | | 44. STATE TAX DATA | | | | |
| 45. NO PREVIOUS SERVICE 1. NO 2. BEARS IN SERVICE (LESS THAN 5 YRS) 3. BEARS IN SERVICE (MORE THAN 5 YRS) | | | | 46. LEAVE EXEMPTED 1. YES 2. NO | 47. TAX EXEMPTIONS | | 48. FORM EXECUTED 1. YES 2. NO | | 49. STATE CODE | | |
| SIGNATURE OR OTHER AUTHENTICATION | | | | | | | | | | | |

POSTED

[Signature]

PERSONNEL OFFICER

FORM 110
3-71 USE 11-72

Use Previous
Edition

[Handwritten Markings]

[Handwritten Markings]

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 OCTOBER 1973

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

KHN 7 DEC 73

SECRET
(When Filled In)

OCF NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT
4. EFFECTIVE DATE: 09 15 73
5. CATEGORY OF EMPLOYMENT: REGULAR

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

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

11. POSITION TITLE: CHIEF OF STATION
12. POSITION NUMBER: 0660
13. SERVICE DESIGNATION: D

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

THIS ACTION REFLECTS NEW LEGISLATIVE PAY INCREASE EFFECTIVE 14 OCT. 1973.

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | | |
|-------------------------|-----------------------|--|---------------------|---------------------------|--------------------------|------------------------------------|-------------------------------|------------------------------|-----------------|
| 19. ACTION CODE 37 | 20. EMPLOY CODE 10 | 21. OFFICE CODING 51875 WH | | 22. STATION CODE 37043 | 23. INTEGREE CODE 3 | 24. MGRS CODE | 25. DATE OF BIRTH 06 29 30 | 26. DATE OF GRADE | 27. DATE OF LEI |
| 28. INT. EXPRES. | | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | 32. CORRECTION / CANCELLATION DATA | | 33. SECURITY REQ. NO. | |
| 35. VET PREFERENCE | | 36. SERV. COMP. DATE | | 37. LONG COMP. DATE | | 38. CAREER CATEGORY | | 39. FEGLI / HEALTH INSURANCE | |
| 40. SOCIAL SECURITY NO. | | 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | | 42. LEAVE CAT. CODE | | 43. FEDERAL TAX DATA | | 44. STATE TAX DATA | |

LOST ID
URB 12-11-73

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

Use Previous Edition

SECRET KHN

4-7 IMPDET CL 07 007827 (10-31)

16

G-55

COMMUNICATIONS
& DATA DIVISION
JUL 10 1973

| | | | | | | | | | |
|---|------|-----------------|-----------------|--------------------|--------------------|-------------|----------------|----------------|------|
| 1. SERIAL NO. | | 2. NAME | | 3. ORGANIZATION | | 4. FUNDS | | 5. LWOP HOURS | |
| 026090 | | KEENAN THOMAS J | | 51 760 | | CF | | | |
| A. OLD SALARY RATE | | | | | B. NEW SALARY RATE | | | | |
| Grade | Step | Salary | Inst. Eff. Date | Grade | Step | Salary | Effective Date | C. TYPE ACTION | |
| GS 14 | 3 | \$24,628 | 07/23/72 | GS 14 | 4 | \$25,398 | 07/22/73 | SI | ADJ. |
| CERTIFICATION AND AUTHENTICATION | | | | | | | | | |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE. | | | | | | | | | |
| SIGNATURE | | | | | | DATE | | | |
| <i>Richard L. Conolly</i> | | | | | | 15 May 1973 | | | |
| <input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD | | | | | | | | | |
| CLERK'S INITIALS | | | | AUDITED BY | | | | | |
| <i>AK</i> | | | | <i>[Signature]</i> | | | | | |
| FORM 560 E Use previous editions | | | | | | | | | |
| PAY CHANGE NOTIFICATION (4-71) | | | | | | | | | |

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

CS 0-11177

| | |
|----------------------------|--|
| 1. SERIAL NUMBER 026090 | 2. NAME (LAST FIRST MIDDLE) LEE ANN THOMPSON J. |
|----------------------------|--|

| | | |
|---|---|---------------------------|
| 3. NATURE OF PERSONNEL ACTION RELOCATION OF H.S.C.P. | 4. EFFECTIVE DATE MO DA YR 09 01 72 | 5. 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. CSC OR OTHER LEGAL AUTHORITY |
|-------------------------------|---------------------|---|---------------------------------|

| | |
|--|--|
| 9. ORGANIZATIONAL DESIGNATION DDP/44 DIVISION | 10. LOCATION OF OFFICIAL STATION LHM-2 PERM |
|--|--|

| | | |
|---------------------------------------|-----------------------------|------------------------------|
| 11. POSITION TITLE NPS OFFICER DCO | 12. POSITION NUMBER 0129 | 13. SERVICE DESIGNATION U |
|---------------------------------------|-----------------------------|------------------------------|

| | | | |
|---|------------------------------------|--------------------------|--------------------|
| 14. CLASSIFICATION SCHEDULE (GS 15, etc.) GS | 15. OCCUPATIONAL SERIES C130.01 | 16. GRADE AND STEP 14 | 17. SALARY OR RATE |
|---|------------------------------------|--------------------------|--------------------|

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|--|---|--|--|--|-------------------------|-------------------------------|-------------------------------|-----------------------------|
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING NUMERIC ALPHABETIC | 22. STATION CODE | 23. INTIFORE CODE | 24. INTRA CODE | 25. DATE OF BIRTH MO DA YR | 26. DATE OF GRADE MO DA YR | 27. DATE OF LEI MO DA YR |
| 28. NTE EXPIRES MO DA YR | 29. SPECIAL REFERENCE 1. CC 2. CA 3. PFA 4. PFA | 30. RETIREMENT DATA CODE | 31. SEPARATION DATA CODE | 32. CORRECTION / CANCELLATION DATA TYPE MO DA YR | 33. SECURITY REQ. NO. | 34. SER | BOD DATA | |
| 35. VET. PREFERENCE CODE 0 NONE 1. 5 PF 2. 10 PF | 36. SERV. COMP. DATE MO DA YR | 37. LONG. COMP. DATE MO DA YR | 38. CAREER CATEGORY SAR BSV CODE PROV. TEMP. | 39. REG. HEALTH INSURANCE CODE 0. WAIVER 1. YES HEALTH INS. CODE | 40. SOCIAL SECURITY NO. | | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0: NO PREVIOUS SERVICE 1: NO BREAK IN SERVICE 2: BREAK IN SERVICE (LESS THAN 9 YRS.) 3: BREAK IN SERVICE (MORE THAN 9 YRS.) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA FORM EXECUTED 1. YES 2. NO | 44. STATE TAX DATA FORM EXECUTED 1. YES 2. NO | | | | | |

SIGNATURE OR OTHER AUTHENTICATION

11-20-72 [Signature]

FORM 5-66 1110 11-71

SECRET

Excluded from automatic downgrading and declassification

(When Filled In)

C-53

| 1. SERIAL NO. | | 2. NAME | | 3. ORGANIZATION | | 4. FUNDS | | 5. LWOP HOURS | |
|---|------|-------------------------|----------------|--------------------|------|-------------------------------|----------------|----------------|-----|
| 026090 | | KEENAN THOMAS J | | 91 700 | | CP | | | |
| 6. OLD SALARY RATE | | | | 7. NEW SALARY RATE | | | | 8. TYPE ACTION | |
| Grade | Step | Salary | Last Eff. Date | Grade | Step | Salary | EFFECTIVE DATE | SI | ADL |
| GS 14 | 1 | \$20,815 | 07/26/70 | GS 14 | 2 | \$21,909 | 07/29/71 | | |
| CERTIFICATION AND AUTHENTICATION | | | | | | | | | |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE. | | | | | | | | | |
| SIGNATURE <i>Richard L. Conolly</i> | | | | | | DATE <i>6 May 1971</i> | | | |
| <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD | | | | | | | | | |
| CLERK'S INITIALS <i>R L C</i> | | | | | | AUDITED BY <i>[Signature]</i> | | | |
| FORM 560 E Use previous editions | | PAY CHANGE NOTIFICATION | | | | | | (4-51) | |

JUL 19 11 47 AM '71

1880

537

4

BBC: 16 Nov 71

SECRET
(When Filled In)

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | |
|--|-----------------|--|------------------------------------|---------------------|--|--------------------------------|--------------------------------------|----------------------------------|-------------------|-------------------------|----------|
| 1. SER. NO. NUMBER 026090 | | 2. NAME (LAST, FIRST, MIDDLE) KEENAN THOMAS J | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION REASSIGNMENT - CORRECTION | | | | | 4. EFFECTIVE DATE 09 30 71 | | 5. CATEGORY OF EMPLOYMENT REGULAR | | | | |
| 6. FUNDS | | V TO V | | V TO CF | | 7. FUNDING AND/OR No. (Agency) | | 8. USC OF OTHER LEGAL AUTHORITY | | | |
| | | CF TO V | | CF TO CF | | 2135 1084 (XXX) | | 50 USC 403 J | | | |
| 9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION | | | | | 10. LOCATION OF OFFICIAL STATION LIMA, PERU | | | | | | |
| 11. POSITION TITLE OPS OFFICER DCOS | | | | | 12. POSITION NUMBER 0135 | | 13. SERVICE DESIGNATION D | | | | |
| 14. CLASSIFICATION (SP-1, GS, etc.) GS | | | 15. OCCUPATIONAL SERIES 0136.01 | | 16. GRADE AND STEP 14-2 | | 17. SALARY GRADE 21509 | | | | |
| 18. REMARKS THIS ACTION CORRECTS FORM 1150, EFFECTIVE DATE 03/30/71 AS FOLLOWS: ITEM NUMBER 11, POSITION TITLE WHICH READ OPS OFFICER TO READ OPS OFFICER DCOS. | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | |
| 19. ACTING CLASS | 20. EMPLOY CODE | 21. OFFICE CODING | | 22. STATION CODE | 23. INITIAL CODE | 24. HOURS CODE | 25. DATE OF BIRTH | | 26. DATE OF GRADE | 27. DATE OF LEI | |
| 58 | 10 | 51760 WH | | 57085 | | 3 | 06 29 30 | | | | |
| 28. TIME TABLES | | 29. SPECIAL REFERENCE | | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | | 32. CORRECTION-CANCELLATION CODE | | 33. SECURITY REQ NO. | 34. SER. |
| | | | | | | 37 | | 09 30 71 | | EOD DATA | |
| 35. VET PREFERENCE | | 36. SERV. COMP. DATE | | 37. LONG COMP. DATE | | 38. CAREER CATEGORY | | 39. REG. HEALTH INSURANCE | | 40. SOCIAL SECURITY NO. | |
| | | | | | | | | | | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | | | | 42. LEAVE CAT. CODE | | 43. FEDERAL TAX DATA | | | | 44. STATE TAX DATA | |
| 0 - NO PREVIOUS SERVICE 1 - 1 YEAR IN SERVICE 2 - 2 TO 5 YEARS IN SERVICE (1 YEAR MORE THAN 1 YEAR) 3 - MORE THAN 5 YEARS IN SERVICE (MORE THAN 5 YEARS) | | | | | | 1 - YES 2 - NO | | | | 1 - YES 2 - NO | |
| SIGNATURE OR OTHER AUTHENTICATION | | | | | | | | | | | |

POSTED

16 NOV 1971

(When Filled In)

FORM 1150
1-66
MAY 6-73

Use Previous Edition

SECRET

VED

BBC: 01 NOV 71

SECRET

NOTIFICATION OF PERSONNEL ACTION

| | | | |
|--|-----------------------|--|--|
| 1. SERIAL NUMBER 026090 | | 2. NAME (LAST FIRST MIDDLE) KEENAN THOMAS J | |
| 3. NATURE OF PERSONNEL ACTION REASSIGNMENT | | | 4. EFFECTIVE DATE 09 30 71 |
| | | | 5. CATEGORY OF PERSONNEL REGULAR |
| 6. FUNDS | V TO V | V TO CF | 7. Financial Analysis No. Chargeable |
| | CF TO V | CF TO CF | 2135 1084 0000 |
| 9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION | | | 10. LOCATION OF OFFICIAL STATION LIMA, PERU |
| 11. POSITION TITLE OPS OFFICER | | 12. POSITION NUMBER 0135 | 13. SERVICE DESIGNATION D |
| 14. CLASSIFICATION AUTHORITY (DA, IS, etc.) GS | | 15. OCCUPATIONAL SERIES 0136.01 | 16. GRADE 14 2 |
| 17. REMARKS BOGOTA, COLOMBIA OPS OFFICER OCCUPYING OPS OFFICER DCOS POSITION. HOME BASE: WH | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | |
| 19. ACTION CODE 37 | 20. EMPLOY CODE 10 | 31. OFFICE CODING 51760 WH | 22. STATION CODE 57085 |
| 23. INT. EXP. REF. | 24. SPECIAL REFERENCE | 25. REQUIREMENT DATA | 26. SPECIAL DATA CODE |
| 27. VET. PREFERENCE | 28. SERV. COMP. DATE | 29. LONG. COMP. DATE | 30. CAREER CATEGORY |
| 32. FEDERAL CIVILIAN GOVERNMENT SERVICE | | 33. LEAVE CAT. CODE | 34. FEDERAL TAX DATA |
| 35. STATE TAX DATA | | 36. SIGNATURE OR OTHER AUTHENTICATION | |

103.1.0

11 NOV 71

103.1.0

FORM 1150-3a May 6-73

Use Previous Edition

SECRET

BBC

103.1.0

(FORM Filled in)

10 MAR 71

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

| | | | |
|---|--|---|--|
| 1. SERIAL NUMBER 021000 | | 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 V-TO-CF CF-TO-CF | | 7. Employer Action No. Chargeable 1135 0234 0000 | |
| 9. ORGANIZATIONAL DESIGNATIONS DDP/WI FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION | | 8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J | |
| 11. POSITION TITLE OPS OFFICER | | 10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA | |
| 14. CLASSIFICATION (REMARKS (A, B, etc.)) GS | | 13. SERVICE DESIGNATION D | |
| 15. OCCUPATIONAL SERIES 0136.01 | | 16. GRADE AND STEP 14 1 | |
| 18. REMARKS BOGOTA, COLOMBIA | | 17. SALARY OR RATE 20615 | |

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|--|------------------------------|---|----------------------------------|----------------------------------|--|--------------------------------------|-------------------|------------------|
| 19. ACTION CODE 37 | 20. EMPLOY CODE 10 | 21. OFFICE CODING 10-10000 11-10000 12-10000 13-10000 14-10000 15-10000 16-10000 17-10000 51700 WFI | 22. STATION CODE 15005 | 23. INTELLIGENCE CODE | 24. MESSAGES CODE 3 | 25. DATE OF BIRTH 05 29 30 | 26. DATE OF GRACE | 27. DATE OF DEPT |
| 28. NIS SERIES XX XX XX | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 32. CORRECTION / CORRECTION DATA | 33. SOCIAL SECURITY NO. FOOD DATA | | | |
| 34. VET PREFERENCE | 35. SERV COMP DATE | 36. LEAVG COMP DATE | 37. CAREER CATEGORY | 38. FEDERAL HEALTH INSURANCE | | 39. SOCIAL SECURITY NO. | | |
| 40. PREVIOUS CIVILIAN / MILITARY SERVICE | | 41. APPLICAT | | 42. FEDERAL TAX DATA | | 43. STATE TAX DATA | | |

SIGNATURE OR OTHER AUTHENTICATION

POSTED
3.11.71
4.

FORM 1180
1-64
10-6-72

SECRET

1. PREVIOUS TO 10-1-70
2. APPLYING THE
3. 10-1-70

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

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

FVD: 5 AUG 70

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

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

3 NATURE OF PERSONNEL ACTION: PROMOTION

4 EFFECTIVE DATE: 07 26 70
 5 CATEGORY OF EMPLOYMENT: REGULAR

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

7 Financial Analysis No. Charged: 1135 0834 0000
 8 CSC OR OTHER LEGAL AUTHORITY: 50 USC 403 J

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

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

14 CLASSIFICATION SCHEDULE (GS, LR, W-2): GS
 15 OCCUPATIONAL SERIES: 0136.01
 16 GRADE AND STEP: 14 1
 17 SALARY OR RATE: 19543

18 REMARKS: BOGOTA, COLOMBIA
 HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE: 22
 20 EMPLOY CODE: 10
 21 OFFICE CODING: NUMERIC 51700 WH ALPHABETIC
 22 STATION CODE: 15005
 23 INDICATE CODE
 24 MGR CODE: 3
 25 DATE OF BIRTH: 07 29 30
 26 DATE OF GRADE: 07 26 70
 27 DATE OF LEI: 07 26 70

28 NTE EXPIRES: MO DA YR 07 25 72
 29 SPECIAL REFERENCE: 61
 30 RETIREMENT DATA: 1. CODE 2. CA 3. SA 4. WDA
 31 SEPARATION DATA CODE
 32 Correction / Conciliation Data: TYPE MO DA YR
 33 SECURITY REQ NO
 34 SEA

35 VET PREFERENCE: 0 NONE 1 5 PT 2 10 PT
 36 SERV COMP DATE: MO DA YR
 37 LONG COMP DATE: MO DA YR
 38 CAREER CATEGORY: CAP 1. YES 2. NO
 39 FEGLI / HEALTH INSURANCE: CODE 0 WAIVER 1 YES HEALTH INS CODE
 40 SOCIAL SECURITY NO

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE: 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 EA: CODE
 43 FEDERAL TAX DATA: HOW EXECUTED 1 YES 2 NO
 44 STATE TAX DATA: FORM EXECUTED 1 YES 2 NO CODE STATE CODE



SIGNATURE OR OTHER AUTHENTICATION

POSTED
08-06-70
[Signature]

SECRET

FORM 100-100
1-68
1130
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| | | | | | | | | | |
|---|------|-----------------|----------------|-----------------|------|---|----------------|----------------|--|
| 1. SERIAL NO. : 2. | | NAME | | 3. ORGANIZATION | | 4. FUNDS | | 5. LWOP HOURS | |
| 026090 | | KEEVAN THOMAS I | | 51 700 | | CF | | | |
| 6. OLD SALARY RATE | | | | | | | | | |
| Grade | Step | Salary | Last Eff. Date | Grade | Step | Salary | EFFECTIVE DATE | B. TYPE ACTION | |
| GS-13 | 1 | \$17,878 | 05/18/69 | GS-13 | 4 | \$18,137 | 05/17/70 | | |
| 7. CERTIFICATION AND AUTHENTICATION | | | | | | | | | |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE | | | | | | | | | |
| SIGNATURE | | | | | | DATE | | | |
| <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD | | | | | | | | | |
| CLERK'S INITIALS | | | | | | APPROVED BY | | | |
|  | | | | | |  | | | |
| FORM 7-66 560 E Use previous editions | | | | | | | | | |
| PAY CHANGE NOTIFICATION (4-51) | | | | | | | | | |

COMPENSATION DIVISION

MAY 11 1970

1537

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

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

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME
KEENAN THOMAS J

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

NEW
SALARY
\$16,866

653

Pp. 3

| | | | | | | | | | |
|--|------|-----------------|----------------|--------------------|-------------------------|----------|----------------|----------------|-----|
| 1. SERIAL NO. | | 2. NAME | | 3. ORGANIZATION | | 4. FUNDS | | 5. LWOP HOURS | |
| 026090 | | KEENAN THOMAS J | | 91 700 | | CF | | | |
| 6. OLD SALARY RATE | | | | 7. NEW SALARY RATE | | | | 8. TYPE ACTION | |
| Grade | Step | Salary | Last Eff. Date | Grade | Step | Salary | EFFECTIVE DATE | SI | ADJ |
| GS 13 | 2 | \$14,889 | 03/19/68 | GS 13 | 3 | \$15,369 | 03/18/69 | | |
| CERTIFICATION AND AUTHENTICATION | | | | | | | | | |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE. | | | | | | | | | |
| SIGNATURE | | | | | | | DATE | | |
| | | | | | | | | | |
| <input type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD | | | | | | | | | |
| CLERK'S INITIALS | | | | | APPROVED BY | | | | |
| FORM 7-64 560 E Use previous editions | | | | | PAY CHANGE NOTIFICATION | | | | |

COMPENSATION DIVISION

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"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1969

| | | | | | | |
|-----------------|--------|-------|-------|------------|------------|------------|
| NAME | SERIAL | ORGN. | FUNDS | GR-STEP | OLD SALARY | NEW SALARY |
| KEENAN THOMAS J | 026090 | 91 | 700 | CF GS 13 2 | \$13,737 | \$14,889 |

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

| NAME | SERIAL | ORGN. | FUNDS | GR-STEP | OLD SALARY | NEW SALARY |
|-----------------|--------|-------|-------|------------|------------|------------|
| KEENAN THOMAS J | 126090 | 51 | 700 | CF GS 13 1 | \$12,873 | \$13,507 |

PLW: 20 JUN 67

SECRET

OKF NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION: PROMOTION CORRECTION
4. EFFECTIVE DATE: 05 21 67
5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: [arrow] V TO V
7. Fundamental Authority No. Changeable: 7135 0834 0000
8. CXC OR OTHER LEGAL AUTHORITY: 50 USC 403 J

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

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

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

18. REMARKS: THIS ACTION CORRECTS FORM 1150 EFFECTIVE DATE 05/21/67 AS FOLLOWS:
TO ADD: [redacted]

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|-----------------------------|-------------------------|---|--|--|---|--|---|-----------------------------|
| 19. ACTION CODE 58 | 20. EMPLOY CODE 10 | 21. OFFICE CODING NUMERIC: 51700 ALPHABETIC: WH | 22. STATION CODE 15005 | 23. INTEROFFICE CODE | 24. REPORT CODE 3 | 25. DATE OF BIRTH 06 29 30 | 26. DATE OF GRADE 05 21 67 | 27. DATE OF LEI 05 21 67 |
| 28. VET. EXPIRES NO. DA | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA CIC CEN PIC NVA | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA TYPE NO. DA | 33. SECURITY REQ. NO. | 34. SER. | 35. VET. PREFERENCE 36. SERV. COMP. DATE 37. LOSS COMP. DATE | |
| 38. CAREER CATEGORY CODE | 39. SOCIAL SECURITY NO. | 40. SOCIAL SECURITY NO. | 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE LESS THAN 3 YRS 3. BREAK IN SERVICE MORE THAN 3 YRS | 42. LEAVE CAT. CODE | 43. FEES FORWARDED CODE 1. YES 2. NO | 44. HEALTH INSURANCE SICKLEAVE HEALTH INSURANCE CODE YES HEALTH INSURANCE CODE | 45. STATE TAX DATA NO. TAX EXEMPTIONS FOR EXEMPTED 1. YES 2. NO | |

SIGNATURE OF OTHER AUTHORITY

POSTED
06-26-67

FORM 1150
6-66

Use Previous Edition

SECRET

(When Filled In)

PLW: 10 MAY 67

SECRET
(When Filled In)

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | | | |
|---|-----------------|--------------------------------------|-------------------------|---------------------------------|----------------------------------|--------------------------|---------------------------|------------------------------------|-------------------|-------------------------|-----------------|----------|--|
| 1. SERIAL NUMBER | | 2. NAME (LAST-FIRST-MIDDLE) | | | | | | | | | | | |
| 026090 | | KEENAN THOMAS J | | | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | | | | 4. EFFECTIVE DATE | | 5. CATEGORY OF EMPLOYMENT | | | | | | |
| PROMOTION | | | | | 05 21 67 | | REGULAR | | | | | | |
| 6. FUNDS | | 7. Financial Analysis No. Chargeable | | 8. USE OF OTHER LEGAL AUTHORITY | | | | | | | | | |
| <table border="1"> <tr> <td>V TO V</td> <td>V TO O</td> </tr> <tr> <td>O TO V</td> <td>O TO O</td> </tr> </table> | | V TO V | V TO O | O TO V | O TO O | X | | 7135 0834 0000 | | 50 USC 403 J | | | |
| V TO V | V TO O | | | | | | | | | | | | |
| O TO V | O TO O | | | | | | | | | | | | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | | | 10. LOCATION OF OFFICIAL STATION | | | | | | | | |
| DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION | | | | | BOGOTA, COLOMBIA | | | | | | | | |
| 11. POSITION TITLE | | | | 12. POSITION NUMBER | | 13. SERVICE DESIGNATION | | | | | | | |
| OPS OFFICER | | | | 0327 | | D | | | | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, LO, etc.) | | | 15. OCCUPATIONAL SERIES | | 16. GRADE AND STEP | | 17. SALARY OR RATE | | | | | | |
| GS | | | 0136.01 | | 13 1 | | 12873 | | | | | | |
| 18. REMARKS | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | | | |
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING | | 22. STATION CODE | 23. INTEGRATE CODE | 24. RACIAL CODE | 25. DATE OF BIRTH | | 26. DATE OF GRADE | | 27. DATE OF LES | | |
| 22 | 10 | 51700 WH | | 15005 | | 3 | 06 29 30 | | 05 21 67 | | 05 21 67 | | |
| 28. WFE EXPIRES | | 29. SPECIAL REFERENCE | | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | | 32. CANCELLATION/CANCELLATION DATA | | 33. SECURITY REQ. NO. | | 34. SER. | |
| | | | | | | | | EOD DATA | | | | | |
| 35. VET PREFERENCE | | 36. SERV. COMP. DATE | | 37. LONG COMP. DATE | | 38. CAREER CATEGORY | | 39. FEGLI/HEALTH INSURANCE | | 40. SOCIAL SECURITY NO. | | | |
| | | | | | | | | | | | | | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | | | | 42. LEAVE CAT. CODE | | 43. FEDERAL TAX DATA | | 44. STATE TAX DATA | | | | | |
| | | | | | | | | | | | | | |
| SIGNATURE OF OFFER AUTHORITY | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

POSTED
 060267N

FORM 1150

Use Previous Edition

SECRET

PLW

When Filled In

KJM: 17 MAY 67

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

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

3. NATURE OF PERSONNEL ACTION

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

6. FUNDS: V TO V, U TO U, X, U TO U

7. Financial Analysis No. (Chargeable): 7135 0834 0000
8. USE OF OTHER LEGAL AUTHORITY: 50 USC 403 J

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

10. LOCATION OF OFFICIAL STATION: BOGOTA, COLOMBIA

11. POSITION TITLE: OPS OFFICER

12. POSITION NUMBER: 0327
13. SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LS, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 12 3
17. SALARY OR RATE: 11685

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

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|----------------------------------|-----------------------------------|---|--|--|---------------------------------|---------------------------------|-------------------------------|------------------------------------|
| 19. ACTION CODE: 55 | 20. EMPLOY CODE: 10 | 21. OFFICE CODING: NUMERIC 51700, ALPHABETIC WH | 22. STATION CODE: 15005 | 23. INTEGER CODE: [REDACTED] | 24. MONTH CODE: 3 | 25. DATE OF BIRTH: 06 29 30 | 26. DATE OF GRADE: [REDACTED] | 27. DATE OF LEI: [REDACTED] |
| 28. NTE EXPIRES: [REDACTED] | 29. SPECIAL REFERENCE: [REDACTED] | 30. RETIREMENT DATA: [REDACTED] | 31. SEPARATION DATA CODE: [REDACTED] | 32. CORRECTION/CANCELLATION DATA: [REDACTED] | 33. SECURITY REG NO. [REDACTED] | | 34. SER: [REDACTED] | 35. SOCIAL SECURITY NO. [REDACTED] |
| 36. SERV. COMP. DATE: [REDACTED] | 37. LONG. COMP. DATE: [REDACTED] | 38. CAREER CATEGORY: [REDACTED] | 39. FECLT/HEALTH INSURANCE: [REDACTED] | 40. FEDERAL TAX DATA: [REDACTED] | | 41. STATE TAX DATA: [REDACTED] | | |
| 42. LEAVE CAT. CODE: [REDACTED] | | 43. GANBREQUTED CODE: [REDACTED] | | 44. FEDERAL TAX DATA: [REDACTED] | | 45. STATE TAX DATA: [REDACTED] | | |

SIGNATURE OR OTHER AUTHENTICATION

POSTED
[Signature]

FORM 1150

Use Previous Edition

SECRET

FORM 1150-1
FEBRUARY 1964 EDITION
GPO: 1964 O-348-700

(When Filled In)

BJT: 12 MAY 67

SECRET
(When Filled In)

105

NOTIFICATION OF PERSONNEL ACTION

(NF)

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

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

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

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

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

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

14. CLASSIFICATION: SCHEDULE (GS, FS, GS): GS 15. OCCUPATIONAL SERIES: 0138.01 16. GRADE AND STEP: 12 3 17. SALARY OR RATE: 11685

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

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | |
|-----------------------------|-------------------------|--|--------------------------|----------------------------------|---------------------|----------------------|----------------------|---------------------|
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING: SYMBOLIC ALPHABETIC | 22. STATION CODE | 23. INTEGRITY CODE | 24. MONTH CODE | 25. DATE OF BIRTH | 26. DATE OF GRADE | 27. DATE OF LEI |
| 58 | 10 | 51700 WH | 15005 | | 3 | 06 29 30 | | |
| 28. DATE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | 33. VET. PREFERENCE | 34. SERV. COMP. DATE | 35. LONG. COMP. DATE | 36. CAREER CATEGORY |
| | | | | 20 05 07 67 | | | | |
| 37. REGS / HEALTH INSURANCE | 38. SOCIAL SECURITY NO. | 39. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 40. LEAVE CAT CODE | 41. FEDERAL TAX DATA | 42. STATE TAX DATA | 43. FORM EXEMPTED | 44. STATE CODE | 45. STATE CODE |
| | | | | | | | | |

SIGNATURE OF OTHER AUTHENTICATION

POSTED

05-15-67

Form 1150 1-60

Use Previous Edition

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When Filled In

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COMPENSATION
& TAX DIVISION

MAY 11 8 37 AM '68

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|---|------|------------------|----------------|-----------------|--------------------|----------|----------------|----------------|-----|
| 1. SERIAL NO. | | 2. NAME | | 3. ORGANIZATION | | 4. FUNDS | | 5. LWOP HOURS | |
| 026090 | | MEENAN, THOMAS J | | 51,700 | | CF | | | |
| 6. OLD SALARY RATE | | | | | 7. NEW SALARY RATE | | | | |
| Grade | Step | Salary | Exp. Eff. Date | Grade | Step | Salary | EFFECTIVE DATE | 8. TYPE ACTION | |
| GS 13 | 1 | \$13,507 | 09/21/67 | GS 13 | 2 | \$13,957 | 09/19/68 | SI | ADD |
| CERTIFICATION AND AUTHENTICATION | | | | | | | | | |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE. | | | | | | | | | |
| SIGNATURE | | | | | | | DATE | | |
| <i>[Signature]</i> | | | | | | | 11 May 68 | | |
| <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD | | | | | | | | | |
| CLERK'S INITIALS | | | | | | | | | |
| <i>[Initials]</i> | | | | | | | | | |
| FORM 7-66 560 E Use previous editions | | | | | | | | | |
| PREPARED BY PAY CHANGE NOTIFICATION (4-31) | | | | | | | | | |

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SECRET
(When Filled In)

BJT: 3 MAY 67

NOTIFICATION OF PERSONNEL ACTION

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| | | | | | | | | | | | | | | | |
|---|-------------------------------------|---|--|--------|---|---------|--------------------------|-------------------------------------|--------------------------|--------|--|--------|--------------------------|--|--------------------------|
| 1. SERIAL NUMBER 026090 | | 7. NAME (LAST-FIRST-MIDDLE) KEENAN THOMAS J | | | | | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS | | | 4. EFFECTIVE DATE MO DA YR 04 23 67 | | | | | | | | | | | | |
| 5. CATEGORY OF EMPLOYMENT REGULAR | | | 6. FUNDS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>V TO V</td> <td>X</td> <td>V TO LF</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>U TO V</td> <td></td> <td>U TO U</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> </tr> </table> | V TO V | X | V TO LF | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | U TO V | | U TO U | <input type="checkbox"/> | | <input type="checkbox"/> |
| V TO V | X | V TO LF | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | |
| U TO V | | U TO U | | | | | | | | | | | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> | | | | | | | | | | | | | |
| 9. ORGANIZATIONAL DESIGNATIONS DOP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION | | 7. Financial Analysis No. Chargeable 7135 0834 0000 | 8. CSC OR OTHER LEGAL AUTHORITY 50 USE 403 J | | | | | | | | | | | | |
| 11. POSITION TITLE OPS OFFICER | | 10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA | | | | | | | | | | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, BR, etc.) GS | | 15. OCCUPATIONAL SERIES 0136.01 | 12. POSITION NUMBER 0327 | | | | | | | | | | | | |
| 18. REMARKS | | 16. GRADE AND STEP 12 3 | 13. SERVICE DESIGNATION D | | | | | | | | | | | | |
| | | 17. SALARY OR RATE 11685 | | | | | | | | | | | | | |

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | | |
|---|------------------------------|--|----------------------------------|---|---|--|---|-------------------------------|-----------------------------|
| 19. ACTION CODE 20 | 20. EMPLOY CODE 10 | 21. OFFICE CODING NUMERIC ALPHABETIC 51700 WH | | 22. STATION CODE 15005 | 23. INTEGREE CODE 3 | 24. MONTH CODE 06 | 25. DATE OF BIRTH MO DA YR 06 29 30 | 26. DATE OF GRADE MO DA YR | 27. DATE OF LEI MO DA YR |
| 28. NTE EXPIRES MO DA YR | | 29. SPECIAL REFERENCE | | 30. RETIREMENT DATA 1. CSC 2. CR 3. FIC 4. NONE | 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. SERV. COMP. DATE NO DA YR | 37. LONG. COMP. DATE NO DA YR | 38. CAREER CATEGORY CAP DEF. CODE PROV TEMP | | 39. FIGHT / HEALTH INSURANCE CODE 0. WAIVED 1. YES | | 40. SOCIAL SECURITY NO. | |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE (LESS THAN 3 YRS) 3. BREAK IN SERVICE (MORE THAN 3 YRS) | | | | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA FORM EXECUTED CODE 1. YES 2. NO | | 44. STATE TAX DATA FORM EXECUTED CODE 1. YES 2. NO | | |

SIGNATURE OR OTHER AUTHENTICATION

POSTED

0583624

(When Filled In)

FORM 1150
5-66

Use Previous Edition

SECRET

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 |

927

| | | | | | | | | | | |
|---|------|-----------------|----------------|-----------------------|------|---------------|----------------|----------------|----------|------|
| 1. Serial No. | | 2. Name | | 3. Cost Center Number | | 4. LWOP Hours | | | | |
| 026090 | | KEENAN THOMAS J | | 51 075 V | | | | | | |
| 5. OLD SALARY RATE | | | | 6. NEW SALARY RATE | | | | 7. TYPE ACTION | | |
| Grade | Step | Salary | Last Eff. Date | Grade | Step | Salary | Effective Date | PSI | LSM | ADJ. |
| GS | 12 | 2 | \$11,306 | 10/24/65 | GS | 12 | 3 | \$11,069 | 10/23/66 | |
| 8. Remarks and Authorizations | | | | | | | | | | |
| / ✓/ NO EXCESS LWOP / ✓/ IN PAY STATUS AT END OF WAITING PERIOD / ✓/ LWOP STATUS AT END OF WAITING PERIOD CLERK'S INITIALS: <i>JK</i> AUDITED BY: <i>J</i> | | | | | | | | | | |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. | | | | | | | | | | |
| SIGNATURE: _____ DATE: <i>1 August 66</i> | | | | | | | | | | |
| PAY CHANGE NOTIFICATION | | | | | | | | | | |

DET 17 12 32 1966

FJH: 13 SEP 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

| | | | |
|--|---|--|--|
| 1. SERIAL NUMBER 026090 | 2. NAME (LAST FIRST MIDDLE) KEENAN THOMAS J. | 4. EFFECTIVE DATE MO. DA. YR. 09 11 66 | 5. CATEGORY OF EMPLOYMENT REGULAR |
| 3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM | | 7. COST CENTER NO. CHARGEABLE 7235 0620 0000 | 8. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 203 |
| 6. FUNDS X V 10 V CF 10 V | | | |

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

| | | |
|--|-------------------------|------------------------------|
| 11. POSITION TITLE | 12. POSITION NUMBER | 13. SERVICE DESIGNATION D |
| 14. CLASSIFICATION SCHEDULE (GS, LO, etc.) | 15. OCCUPATIONAL SERIES | 16. GRADE AND STEP 12 |
| 17. SALARY OR RATE | | |

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

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | | | | | |
|---|-----------------|--|--|-------------------------------------|------------------|---|----------------------------------|---|----------------------------------|---|--------------------------------|---------|
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING NUMERIC ALPHABETIC | | 22. STATION CODE | 23. INTEGER CODE | 24. NADEL CODE | 25. DATE OF BIRTH MO. DA. YR. | | 26. DATE OF GRADE MO. DA. YR. | | 27. DATE OF LEI MO. DA. YR. | |
| 28. NTC EXPIRES MO. DA. YR. | | 29. SPECIAL REFERENCE 1 - LNC 2 - PICA 3 - NONE | | 30. RETIREMENT DATA CODE 2 | | 31. SEPARATION DATA CODE | | 32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR. | | 33. SECURITY REG. NO. | | 34. SEX |
| 35. VET. PREFERENCE CODE 10 - NONE 1 - 5 PT. 2 - 10 PT. | | 36. SEPT. COMP. DATE MO. DA. YR. | | 37. LONG. COMP. DATE MO. DA. YR. | | 38. CAREER CATEGORY CAN. RESV. PROV. TEMP. | | 39. FECLIP/HEALTH INSURANCE CODE CODE 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 | | | | 44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPT. STATE CODE | | |

EOD DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
09 20 66

Label
Adhere to Security
Instructions and
Requirements
When Filled In

FORM 1150 11-62

Use Previous Edition

SECRET

(4-5)

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

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

6-27

| | | | | | | | |
|---|------|-----------------|----------------|-----------------------|------|---------------|----------------|
| 1. Serial No. | | 2. Name | | 3. Org. Center Number | | 4. LWOP Hours | |
| 026090 | | KEENAN THOMAS J | | 51 075 V | | | |
| 5. OLD SALARY RATE | | | | 6. NEW SALARY RATE | | | |
| Grade | Step | Salary | Last Eff. Date | Grade | Step | Salary | Effective Date |
| GS 12 | 1 | \$10,250 | 10/29/64 | GS 12 | 2 | \$10,619 | 10/24/65 |
| 7. TYPE ACTION | | | | | | | |
| PM LSI ADJ. | | | | | | | |
| 8. Remarks and Authentication | | | | | | | |
| // NO EXCESS LWOP // IN PAY STATUS AT END OF WAITING PERIOD // LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>S.Y.</i> AUDITED BY | | | | | | | |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. | | | | | | | |
| SIGNATURE: <i>[Signature]</i> DATE: <i>11/1/65</i> | | | | | | | |
| PAY CHANGE NOTIFICATION | | | | | | | |

OCT 29 9 08 AM '65

NJML 16 DEC 64

SECRET
(When Filled In)

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | |
|--|----------------------|-----------------------------|-------------------------|--------------------------|----------------------------------|----------------------------------|------------------------------|---------------------------------|-------------------------|-------------------|-----------------|
| OCF | | | | | | | | | | | |
| 1. SERIAL NUMBER | | 2. NAME (LAST-FIRST MIDDLE) | | | | | | | | | |
| 026090 | | KEENAN THOMAS J | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION (CORRECTION/STATUS) | | | | | 4. EFFECTIVE DATE | | 5. CATEGORY OF EMPLOYMENT | | | | |
| CONVERSION FROM <input type="checkbox"/> STATUS | | | | | NO. 60B 10 10 64 | | REGULAR | | | | |
| 6. FUNDS | | V TO V | | V TO CF | | 7. COST CENTER NO. CHARGEABLE | | 8. CSC OR OTHER LEGAL AUTHORITY | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> | | <input type="checkbox"/> | | 5135 0990 0000 | | 50 USC 403 J | | | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | | | 10. LOCATION OF OFFICIAL STATION | | | | | | |
| DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION | | | | | MEXICO CITY, MEXICO | | | | | | |
| 11. POSITION TITLE | | | | 12. POSITION NUMBER | | 13. SERVICE DESIGNATION | | | | | |
| OPS OFFICER | | | | 0489 | | D | | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, LO, etc.) | | | 15. OCCUPATIONAL SERIES | | 16. GRADE AND STEP | | 17. SALARY OR RATE | | | | |
| GS | | | 0136.01 | | 12-1 | | 10250 | | | | |
| 18. REMARKS MEXICO CITY, MEXICO THIS ACTION CORRECTS FORM 1150 TO CHANGE THE EFFECTIVE DATE, WHICH READ, 10/12/64, TO READ 10/10/64. | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | |
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING | | 22. STATION CODE | 23. INTEGER CODE | 24. REQTS. CODE | | 25. DATE OF BIRTH | | 26. DATE OF GRADE | 27. DATE OF LES |
| 57 | 10 | 51700 WH | | 45075 | 3 | 06 29 30 | | | | | |
| 28. NTE EXPIRES | | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | | 33. SECURITY REG. NO. | | 34. SER. NO. | |
| | | | | | | 56 10 10 64 | | EOD DATA | | | |
| 35. VLT. PREFERENCE | 36. SERV. COMP. DATE | | 37. LONG. COMP. DATE | | 38. CAREER CATEGORY | | 39. FEGLI / HEALTH INSURANCE | | 40. SOCIAL SECURITY NO. | | |
| | | | | | | | | | | | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA | | | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | | 44. STATE TAX DATA | | | | | |
| | | | | | | | | | | | |
| SIGNATURE OF OTHER AUTHENTICATION | | | | | | | | | | | |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>10 DEC 1964</p> <p><i>[Signature]</i></p> </div> | | | | | | | | | | | |

FORM 1150 11-62

Use Previous Edition

SECRET *[Signature]*

FORM 1150-1
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

(When Filled In)

DLB: 20 NOV 64

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

| | | | |
|---|---|--|---|
| 1. SERIAL NUMBER 526090 | | 2. NAME (LAST-FIRST-MIDDLE) KEENAN THOMAS J | |
| 3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS | | | 4. EFFECTIVE DATE 11 22 64 |
| | | | 5. CATEGORY OF EMPLOYMENT REGULAR |
| 6. FUNDS | V TO V | V TO CP | 7. COST CENTER NO. CHARGEABLE 5235 0620 0000 |
| | X CP TO V | CP TO CP | |
| 9. ORGANIZATIONAL DESIGNATIONS 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. SERVICE DESIGNATION D |
| 14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS | 15. OCCUPATIONAL SERIES 0138.01 | 16. GRADE AND STEP 12 1 | 17. SALARY OR RATE 10250 |
| 18. REMARKS | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | |
| 19. ACTION CODE 1E | 20. EMPLOY CODE 10 | 21. OFFICE CODING NUMERIC: 51075 ALPHABETIC: WH | 22. STATION CODE 75013 |
| 23. INTEGRAL CODE | 24. MONTH CODE 1 | 25. DATE OF BIRTH 06 29 30 | 26. DATE OF GRADE |
| 27. DATE OF LEI | 28. U.S. EMPLOY | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA 1. CBC 2. FICA 3. NONE |
| 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | 33. SECURITY REQ. NO. | 34. SER |
| 35. PREFERENCE | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY |
| 39. FEELTY / HEALTH INSURANCE | 40. SOCIAL SECURITY NO. | 41. PREVIOUS GOVERNMENT SERVICE DATA 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS) | |
| 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO | 44. STATE TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO | 45. STATE CODE |
| SIGNATURE OR OTHER AUTHENTICATION | | | |
| <div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0; font-size: 1.5em;">11/24/64</p> </div> | | | |

197 1150
47

Use Previous Edition

SECRET

Jgd

11/24/64

(When Filled In)

RZK: 23 OCT 64

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

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

3 NATURE OF PERSONNEL ACTION: PROMOTION 4 EFFECTIVE DATE: 10 25 64 5 CATEGORY OF EMPLOYMENT: REGULAR

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

9 ORGANIZATIONAL DESIGNATIONS: DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION 10 LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO

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

14 CLASSIFICATION SCHEDULE (GS, LO, etc.): GS 15 OCCUPATIONAL SERIES: 0136.01 16 GRADE AND STEP: 12 1 17 SALARY OR RATE: 10250

18 REMARKS:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

| | | | | | | | | | |
|--------------------------------------|-----------------------|----------------------|---------------------|--------------------------|----------------------------------|--------------------|-------------------------|-------------------|-----------------|
| 19. ACTION CODE | 20. Empl. Code | 21. OFFICE CODING | | 22. STATION CODE | 23. INTEGREE CODE | 24. Negr. Code | 25. DATE OF BIRTH | 26. DATE OF GRADE | 27. DATE OF LEF |
| 22 | 10 | NUMERIC: 51700 | ALPHABETIC: WH | 45675 | | 3 | 10 23 30 | 10 25 64 | 10 25 64 |
| 28. HIF EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | | 33. SECURITY REG. NO. | | 34. SER. |
| | | | | | | | EOD DATA | | |
| 35. PFT PREFERENCE | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY | | 39. PEST/HEALTH INSURANCE | | 40. SOCIAL SECURITY NO. | | |
| | | | | | | | | | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA | | 42. LEAVE CAT. CODE | | 43. FEDERAL TAX DATA | | 44. STATE TAX DATA | | | |
| | | | | | | | | | |

SIGNATURE OF OTHER AUTHORITY:

POSTED

10/28/64 RZK

FORM 1150 11-62

Use Previous Edition

SECRET

Jgd

1150-101
When Filled In

(When Filled In)

DLB: 13 OCT 64

SECRET
(When Filled In)

| OCF | | NOTIFICATION OF PERSONNEL ACTION | | | |
|---|-----------------|--------------------------------------|----------------------------------|---------------------------------|-------------------|
| 1. SERIAL NUMBER | | 2. NAME (LAST-FIRST-MIDDLE) | | | |
| 026090 | | KEENAN THOMAS J | | | |
| 3. NATURE OF PERSONNEL ACTION | | | 4. EFFECTIVE DATE | 5. CATEGORY OF EMPLOYMENT | |
| CONVERSION FROM <input type="checkbox"/> STATUS | | | 10 1 121 64 | REGULAR | |
| 6. FUNDS | | V TO V | V TO CF | 7. COST CENTER NO. CHARGEABLE | |
| <input checked="" type="checkbox"/> | | CF TO V | CF TO CF | 5135 0990 0000 | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | 8. CSC OR OTHER LEGAL AUTHORITY | | |
| DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION | | | 50 USC 403 J | | |
| 11. POSITION TITLE | | | 10. LOCATION OF OFFICIAL STATION | | |
| OPS OFFICER | | | MEXICO CITY, MEXICO | | |
| 14. CLASSIFICATION SCHEDULE (GS, LS, etc.) | | 15. OCCUPATIONAL SERIES | | 16. GRADE AND STEP | |
| GS | | 0136.01 | | 11 3 | |
| 17. SALARY OR RATE | | 12. POSITION NUMBER | | | |
| 9240 | | 0489 | | | |
| 13. REMARKS | | 19. SERVICE DESIGNATION | | | |
| STATE: MEXICO CITY, MEXICO | | D | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | |
| 18. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING | | 22. STATION CODE | 23. INTEGREE CODE |
| 56 | 10 | NUMERIC: 51700 | ALPHABETIC: WH | 45075 | |
| 24. MONTH CODE | | 25. DATE OF BIRTH | | 26. DATE OF GRADE | |
| 3 | | MO. DA. YR. 06 29 130 | | MO. DA. YR. | |
| 28. NTE EXPIRES | | 29. SPECIAL REFERENCE | | 30. RETIREMENT DATA | |
| MO. DA. YR. | | 1 - CSC 2 - PICA 3 - NONE | | 31. SEPARATION DATA CODE | |
| 32. CORRECTION/CANCELLATION DATA | | 33. SECURITY RFS. NO. | | | |
| TYPE MO. DA. YR. | | EOD DATA | | | |
| 35. VET. PREFERENCE | | 36. SERV. COMP. DATE | | 37. LOWR. COMP. DATE | |
| CODE 0 - NONE 1 - 5 PT. 2 - 10 PT. | | MO. DA. YR. | | MO. DA. YR. | |
| 38. CAREER CATEGORY | | 39. FEGLI / HEALTH INSURANCE | | 40. SOCIAL SECURITY NO. | |
| CAN. RESV. CODE | | CODE 0 - WAIVER 1 - YES | | HEALTH INS. CODE | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA | | 42. LEAVE CAT. CODE | | 43. FEDERAL TAX DATA | |
| CODE 0 - NO PREVIOUS SERVICE 1 - BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 2 YRS.) 3 - BREAK IN SERVICE (MORE THAN 2 YRS.) | | FORM EXECUTED CODE 1 - YES 2 - NO | | NO TAX EXEMPTIONS | |
| 44. STATE TAX DATA | | FORM EXECUTED CODE 1 - YES 2 - NO | | STATE TAX DATA | |
| CODE NO. YRS. STATE CODE EXEMP. | | CODE NO. YRS. STATE CODE EXEMP. | | CODE NO. YRS. STATE CODE EXEMP. | |
| SIGNATURE OF OTHER AUTHORITY | | | | | |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0; font-family: cursive;">10/13/64 WK</p> </div> | | | | | |

FORM 11-62 1130

Use Previous Edition

SECRET

SP-7
EXEMPT FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(When Filled In)

| | | | | | | | |
|---|------|-----------------|---------------|-----------------------|------|--------------|----------------|
| 1 Serial No. | | 2 Name | | 3 Cost Center Number | | 4 LWOP Hours | |
| 026090 | | KEENAN THOMAS J | | 51 700 | | 456 CF | |
| 5 OLD SALARY RATE | | | | 6 NEW SALARY RATE | | | |
| Grade | Step | Salary | Last EM. Date | Grade | Step | Salary | Effective Date |
| GS 11 | 2 | \$ 8,090 | 04/14/63 | GS 11 | 3 | \$ 8,970 | 04/12/64 |
| 7 TYPE ACTION | | | | | | | |
| PSI | | | | | | | |
| LSI | | | | | | | |
| 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 AUDITED BY | | | | | | | |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. | | | | | | | |
| SIGNATURE: <i>J. L. [Signature]</i> | | | | DATE: <i>12/21/64</i> | | | |
| PAY CHANGE NOTIFICATION | | | | | | | |

Form 941, 560

Obsolete Previous Edition

(4-51)

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

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

BAB: 12 APR 63

SECRET
(When Filled In)

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | |
|--|-----------------|-------------------------------|------------------------------|---------------------------------|----------------------------------|--|---------------------------|---------------------------------|--|-------------------------|--|
| 1. SERIAL NUMBER | | 2. NAME (LAST-FIRST-MIDDLE) | | | | | | | | | |
| 026090 | | KEENAN THOMAS J | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | | | | 4. EFFECTIVE DATE | | 5. CATEGORY OF EMPLOYMENT | | | | |
| PROMOTION | | | | | MO. DA. YR. 04 14 63 | | REGULAR | | | | |
| 6. FUNDS | | 7. COST CENTER NO. CHARGEABLE | | 8. CSC OR OTHER LEGAL AUTHORITY | | | | | | | |
| <input type="checkbox"/> TO V <input type="checkbox"/> TO V <input checked="" type="checkbox"/> TO V | | 3135 5700 1000 | | 50 USC 403 J | | | | | | | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | | | 10. LOCATION OF OFFICIAL STATION | | | | | | |
| DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION | | | | | MEXICO CITY, MEXICO | | | | | | |
| 11. POSITION TITLE | | | | | 12. POSITION NUMBER | | 13. SERVICE DESIGNATION | | | | |
| OPS OFFICER | | | | | 0489 | | D | | | | |
| 14. CLASSIFICATION SCHEDULE (GS, GS-10, etc.) | | | 15. OCCUPATIONAL SERIES | | 16. GRADE AND STEP | | 17. SALARY OR RATE | | | | |
| GS | | | 0136.01 | | 11 2 | | 8310 | | | | |
| 18. REMARKS | | | | | | | | | | | |
| MEXICO CITY, MEXICO | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | |
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODING | | 22. STATION CODE | 23. INTEGREE CODE | 24. HOURS CODE | 25. DATE OF BIRTH | | 26. DATE OF GRADE | 27. DATE OF LEI | |
| 22 | 10 | 64700 WH | | 45075 | | 3 | MO. DA. YR. 05 29 30 | | MO. DA. YR. 04 14 63 | MO. DA. YR. 04 14 63 | |
| 28. HIRE EXPIRES | | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA | | | 33. SECURITY REQ. NO. | 34. SER. NO. | |
| MO. DA. YR. | | | 1. CSC 2. FICA 3. NONE | | | TYPE MO. DA. YR. | | | EOD DATA | | |
| 35. VET PREFERENCE | | 36. SERV. COMP. DATE | | 37. LONG. COMP. DATE | | 38. CAREER CATEGORY | | 39. FEGLI / HEALTH INSURANCE | | 40. SOCIAL SECURITY NO. | |
| CODE | | MO. DA. YR. | | MO. DA. YR. | | CODE | | CODE 0 - WAIVER 1 - YES 2 - YES | | HEALTH INS. CODE | |
| 41. PREVIOUS GOVERNMENT SERVICE DATA | | | | 42. LEAVE CAT. | | 43. FEDERAL TAX DATA | | | 44. STATE TAX DATA | | |
| CODE | | | | CODE | | FORM EXECUTED CODE NO. TAX EXEMPT CODE | | | FORM EXECUTED CODE NO. TAX EXEMPT 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 | | 1 - YES 2 - NO | | | 1 - YES 2 - NO | | |
| SIGNATURE OR OTHER AUTHENTICATION | | | | | | | | | | | |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0;">POSTED</p> <p style="margin: 0;">04/23/63 JK</p> </div> | | | | | | | | | | | |

FORM 1150 11 62

Use Previous Edition

SECRET

17

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

| | | | | | | | |
|--|------------|-----------------|-----------------|---|----------------------|-----------------|----------------|
| 1 | Serial No. | 2 | Name | 3 | Comp. Control Number | 4 | LWOP Status |
| | 026090 | | KEENAN THOMAS J | | 64 700 CP | | |
| 5 | | OLD SALARY RATE | | 6 | | NEW SALARY RATE | |
| 7 | Grade | 8 | Step | 9 | Salary | 10 | Effective Date |
| | GS-10 | | 2 | | 7,939 | | 10/29/61 |
| | GS-10 | | 3 | | 7,780 | | 10/28/62 |
| 11. Remarks and Authorization NO EXCESS LWOP IN PAY STATUS AT END OF WAITING PERIOD 559 LWOP STATUS AT EN. OF WAITING PERIOD CLERKS INITIALS AUDITED BY I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: <i>Red P. Holman</i> DATE: 26- 11 -62 AG 11/7/62 WK | | | | | | | |
| PAY CHANGE NOTIFICATION | | | | | | | |

Form 9-61 560

Obsolete Form
FPMR

(4-51)

100

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

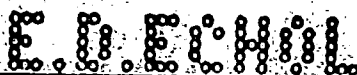
| | | | | | |
|-----------------|--------|-------|---------|-----------------|-----------------|
| NAME | SERIAL | ORGN | FUNDS | OLD ORG. SALARY | NEW ORG. SALARY |
| KEENAN THOMAS J | 026090 | 64700 | CP 10 2 | 7,2160 | 7,799 |

AES: 27 OCT 61

SECRET
(When Filled In)

| NOTIFICATION OF PERSONNEL ACTION | | | | | | | | | | | |
|--|-----------------|-------------------------------|-------------------------|---------------------------------|-------------|---|-------------------|------------------------------------|-------------------|---|-----------------|
| 1. SERIAL NUMBER | | 2. NAME (LAST FIRST MIDDLE) | | | | | | | | | |
| 020000 | | KEFNAN THOMAS J | | | | | | | | | |
| 3. NATURE OF PERSONNEL ACTION | | | | | | 4. EFFECTIVE DATE | | 5. CATEGORY OF EMPLOYMENT | | | |
| PROMOTION | | | | | | 10 29 61 | | REGULAR | | | |
| 6. FUNDS | | 7. COST CENTER NO (CHARGABLE) | | 8. CSC OR OTHER LEGAL AUTHORITY | | | | | | | |
| V TO V | | V TO CF | | CF TO V | | X | | CF TO CF | | 2135 5700 1000 50 USC 403 J | |
| 9. ORGANIZATIONAL DESIGNATIONS | | | | | | 10. LOCATION OF OFFICIAL STATION | | | | | |
| DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION | | | | | | MEXICO CITY MEXICO | | | | | |
| 11. POSITION TITLE | | | | | | 12. POSITION NUMBER | | 13. CAREER SERVICE DESIGNATION | | | |
| CPS OFFICER | | | | | | 0489 | | D | | | |
| 14. CLASSIFICATION SCHEDULE (SEE HR. 403) | | | 15. OCCUPATIONAL SERIES | | | 16. GRADE AND STEP | | 17. SALARY OR RATE | | | |
| GS | | | 0136.01 | | | 10-2 | | 7160 | | | |
| 18. REMARKS | | | | | | | | | | | |
| | | | | | | | | | | | |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL | | | | | | | | | | | |
| 19. ACTION CODE | 20. EMPLOY CODE | 21. OFFICE CODES | | 22. STATION CODE | 23. ENTERED | 24. MEDICAL CODE | 25. DATE OF BIRTH | | 26. DATE OF GRADE | | 27. DATE OF LET |
| 22 | 10 | 64700 WH | | 45075 | | 3 | 06 29 30 | | 10 29 61 | | 10 29 61 |
| 28. HRS. EXPIRES | | 29. SPECIAL REFERENCE | | 30. RETIREMENT DATA | | 31. SEPARATION DATA CODE | | 32. CANCELLATION/CANCELLATION DATA | | 33. SECURITY REG. NO. | |
| | | | | | | | | | | EOD DATA | |
| 34. VET. PREFERENCE | | 35. SERV. COMP. DATE | | 36. LONG COMP. DATE | | 37. MIL. SERV. CREDIT/LED | | 38. FEELS / HEALTH INSURANCE | | 39. SOCIAL SECURITY NO. | |
| | | | | | | | | | | | |
| 40. PREVIOUS GOVERNMENT SERVICE DATA | | | | 41. LEAVE CAT. | | 42. FEDERAL TAX DATA | | | | 43. STATE TAX DATA | |
| CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 18 MOS) 3 - BREAK IN SERVICE (MORE THAN 18 MOS) | | | | CODE | | FORM EXECUTED CODE 1 - YES 2 - NO | | | | STATE TAX DATA CODE NO. TAX STAMP STATE CODE | |
| SIGNATURE OR OTHER AUTHENTICATION | | | | | | | | | | | |
| [Signature] - 11/10/61 | | | | | | | | | | | |

| | | | | | | | | | | | |
|---|------|-----------------|---------------------|--------------------|----|-------------------------|------|----------|----------------|----|----|
| 7. 2721 | | KEENAN THOMAS J | | DD/WH | | UV | | | | | |
| 6. OLD SALARY RATE | | | | 7. NEW SALARY RATE | | | | | | | |
| GRADE | STEP | SALARY | LAST EFFECTIVE DATE | | | GRADE | STEP | SALARY | EFFECTIVE DATE | | |
| | | | MO | DA | YO | | | | MO | DA | YO |
| GS 09 | 2 | \$ 6,175 | 06 | 14 | 59 | GS 09 | 3 | \$ 6,285 | 6 | 12 | 60 |
| TO BE COMPLETED BY THE OFFICE OF COMPTROLLER | | | | | | | | | | | |
| 8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP | | | | | | 9. NUMBER OF HOURS LWOP | | | | | |
| 10. IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD | | | | | | 11. INITIALS OF CLERK | | | 12. AUDITED BY | | |
| TO BE COMPLETED BY THE OFFICE OF PERSONNEL | | | | | | | | | | | |
| 13. TYPE OF ACTION <input type="checkbox"/> P.O.S. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT | | | | | | 14. REMARKS | | | | | |
| 15. AUTHENTICATION | | | | | | | | | | | |



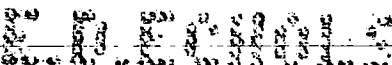
 PAY CHANGES NOTIFICATION

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

| SD | NAME | SERIAL | ORGN | GR-ST | OLD SALARY | NEW SALARY |
|----|-----------------|--------|-------|---------|------------|------------|
| D | KEENAN THOMAS J | 526090 | 46 52 | GS-09 3 | \$ 6,285 | \$ 6,765 |

/s/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

| | | | | | | | | | | |
|---|-----------------|-----------------------|----------------|--------------------|------|--------|----------------|----------------|-----|-----|
| 1. Serial No. | 2. Name | 3. Cost Center Number | 4. LWOP Hours | | | | | | | |
| 526090 | KEENAN THOMAS J | DD/WH 8 UV | | | | | | | | |
| 5. OLD SALARY RATE | | | | 6. NEW SALARY RATE | | | | 7. TYPE ACTION | | |
| Grade | Step | Salary | Last Eff. Date | Grade | Step | Salary | Effective Date | CEL | SAI | ADJ |
| GS | 09 | 6,765 | 06/12/60 | 09 | 6 | 6,930 | 06/11/61 | | | |
| 8. Remarks and Authentication | | | | | | | | | | |
| / / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / IN LWOP STATUS AT END OF WAITING PERIOD | | | | | | | | | | |
|  PAY CHANGE NOTIFICATION | | | | | | | | | | |

SECRET

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ARE: 13 JAN 1960

| | | | | | | | | | | | | | | | | |
|--------------|-----|-----------------------------|-------|----------------------------------|---------------|--------------------|-----|-----|----------------|-------|-----------|-----|----------------|-----|-------|------|
| 1. Serial No | | 8. Name (Last-First-Middle) | | | | 19. Date Of Birth | | | 12. Vets. Crd. | | 13. Serv. | | 14. C. Code | | | |
| 526090 | | KEENAN THOMAS J | | | | Mo. | Da. | Yr. | Nov. | Code | Mo. | Da. | Yr. | Mo. | Da. | Yr. |
| 7. SCD | | 9. CSC Rating | | 10. CSC Or Other Legal Authority | | 20. Appt. Affidav. | | | 11. Flight | | 12. CCB | | 13. Prod. Code | | | |
| Mo. | Da. | Yr. | Yes-1 | Code | 50 USCA 403 J | | Mo. | Da. | Yr. | Yes-1 | Code | Mo. | Da. | Yr. | Yes-1 | Code |
| 01 | 29 | 53 | No-9 | 1 | | | | | | No-2 | | 05 | 20 | 57 | No-8 | 2 |

PREVIOUS ASSIGNMENT

| | | | | | | | |
|---|--|---------------------|--|----------------------------------|--|-------------------------|--|
| 14. Organizational Designations | | Code | | 15. Location Of Official Station | | Station Code | |
| DDP WH BRANCH III MEXICO CITY, MEXICO STATION | | 4652 | | MEXICO CITY, MEXICO | | 45075 | |
| 10. Dept. Field | | 17. Position Title | | 18. Position No. | | 19. Serv. | |
| DDP - 1 USIA - 3 Fgn - 5 | | OPS OFFICER | | 0489 | | GS | |
| 21. Grade & Step | | 22. Salary Or Rate | | 24. Date Of Grade | | 25. PSI Date | |
| 09 2 | | \$ 6135 | | Mo. Da. Yr. 06 15 58 | | Mo. Da. Yr. 06 12 60 | |
| | | 30. Separation Date | | 26. Appraisal Number | | | |
| | | | | 0135 5700 3000 | | | |

ACTION

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

PRESENT ASSIGNMENT

| | | | | | | | |
|--|--|--------------------|--|----------------------------------|--|-------------------------|--|
| 31. Organizational Designations | | Code | | 32. Location Of Official Station | | Station Code | |
| DDP WH BRANCH III MEXICO CITY, MEXICO STATION | | 4652 | | MEXICO CITY, MEX. | | 45075 | |
| 33. Dept. Field | | 34. Position Title | | 35. Position No. | | 36. Serv. | |
| DDP - 1 USIA - 3 Fgn - 5 | | OPS OFFICER | | 0489 | | GS | |
| 38. Grade & Step | | 39. Salary Or Rate | | 41. Date Of Grade | | 42. PSI Date | |
| 09 2 | | \$ 6135 | | Mo. Da. Yr. 06 15 58 | | Mo. Da. Yr. 06 12 60 | |
| | | 40. SD | | 43. Appraisal Number | | | |
| | | D | | 0135 5700 3000 | | | |
| 44. Remarks | | | | | | | |
| SUBJECT IS TO BE PAID THE [REDACTED] SALARY OF \$6135 [REDACTED] AND ALLOWANCES IN ACCORDANCE THEREWITH. ALL SICK AND 80 HOURS ANNUAL LEAVE TO BE TRANSFERRED [REDACTED] | | | | | | | |

*Posted
PCS
SR*

FORM NO. 1 MAR 57 1150e

SECRET

(4)

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ALS: 12 DEC 1959

| | | | | | | | | | | | | | | | | | |
|---------------|-----|------------------------------|-------|------|---------------------------------|-----|-----|---------------------|------|----------|-------|-----------|-----|----------------|-----|-------|------|
| 1. Serial No. | | 2. Name (Last, First-Middle) | | | 3. Date Of Birth | | | 4. Vet. Pref. | | 5. Ser. | | 6. CS-ECB | | | | | |
| 526090 | | KEENAN THOMAS J | | | Mo. | Da. | Yr. | None-0 | Code | M | 1 | Mo. | Da. | Yr. | | | |
| 7. SCB | | 8. CSC Permit | | | 9. CSC Or Other Legal Authority | | | 10. Appt. Authority | | 11. FLCL | | 12. LCD | | 13. Encl. Code | | | |
| Mo. | Da. | Yr. | Yes-1 | Code | 50 USCA 403 | | | Mo. | Da. | Yr. | Yes-1 | Code | Mo. | Da. | Yr. | Yes-1 | Code |
| 01 | 29 | 53 | | 1 | | | | | | | | | 05 | 20 | 57 | | 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 | Code | OPS OFF | | | | 090659 | | GS | | 0136.01 | |
| USld - 3 | | | | | | | | | | | |
| Frqn - 5 | | | | | | | | | | | |
| 21. Grade & Step | | 22. Salary Or Rate | | 23. SD | | 24. Date Of Grade | | 25. PSI Date | | 26. Appropriation Number | |
| 09 2 | | \$ 6135 | | 0 | | Mo. | Da. | Yr. | Mo. | Da. | Yr. |
| | | | | | | 06 | 15 | 58 | 06 | 12 | 60 |
| | | | | | | | | | | 0320 1998 | |

ACTION

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

PRESENT ASSIGNMENT

| | | | | | | | | | | | |
|---|------|--------------------|--|--------|--|----------------------------------|-----|--------------|-----|--------------------------|-----|
| 31. Organizational Designations | | | | Code | | 32. Location Of Official Station | | | | Station Code | |
| DOP WH BRANCH III MEXICO CITY, MEXICO STATION | | | | 4652 | | MEXICO CNTY, MEXICO | | | | 15075 | |
| 33. Dept. - Field | | 34. Position Title | | | | 35. Position No. | | 36. Serv. | | 37. Occup. Series | |
| Dept. - 1 | Code | OPS OFFICER | | | | 0489 | | GS | | 0136.01 | |
| USld - 3 | | | | | | | | | | | |
| Frqn - 5 | | | | | | | | | | | |
| 38. Grade & Step | | 39. Salary Or Rate | | 40. SD | | 41. Date Of Grade | | 42. PSI Date | | 43. Appropriation Number | |
| 09 2 | | \$ 6135 | | 0 | | Mo. | Da. | Yr. | Mo. | Da. | Yr. |
| | | | | | | 06 | 15 | 58 | 06 | 12 | 60 |
| | | | | | | | | | | 0135 5700 3000 | |

44. Remarks

1-6-60
RAH

12-18-59

SECRET

(When Filled In)

DEC 4 SEPT 59 NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | |
|-----------------|-----|-----------------|--------|---------------------------------|---------------|-----|--------------------|------|----------|-----|------------|------|---------------|---|
| 1. Employee No. | | 2. Full Name | | 3. Date of Birth | | | 4. Vol. Cont. | | 5. Sex | | 6. CS. FOD | | | |
| 526090 | | KEENAH THOMAS J | | Mo. | Da. | Yr. | 1 | 2 | M | 1 | Mo. | Da. | Yr. | |
| | | | | 06 | 29 | 53 | 30 | 1 | | | 05 | 20 | 57 | |
| 7. SCID | | 8. CSC Rating | | 9. CSC Or Other Legal Authority | | | 10. Appt. Allodge. | | 11. TCUJ | | 12. LCD | | 13. Ext. Code | |
| Mo. | Da. | Yr. | Yes. 1 | Code | | | | Mo. | Da. | Yr. | Yes. 1 | Code | | |
| 01 | 29 | 53 | No. 2 | 1 | 50 USCA 403 J | | | 11-2 | 1 | 05 | 20 | 57 | No. 2 | 2 |

PREVIOUS ASSIGNMENT

| | | | | | | | | | | | | | |
|---|------|--------------------|--|------------------|--|----------------------------------|-----|-------------------|-----|--------------------------|-----|---------------|--|
| 14. Organizational Designations | | | | Code | | 15. Location Of Official Station | | | | Station Code | | | |
| DDP WH BRANCH III CENTRAL AMERICA SECTION | | | | 4613 | | WASH., D. C. | | | | 75013 | | | |
| 16. Dept. - Field | | 17. Position Title | | 18. Position No. | | 19. Serv. | | 20. Occup. Series | | | | | |
| Dept. - 1 | Code | OPS OFF PP. | | 0070 | | GS | | 0136.31 | | | | | |
| USAD - 3 | | | | | | | | | | | | | |
| Frpn. - 5 | 2 | | | | | | | | | | | | |
| 21. Grade & Step | | 22. Salary Or Rate | | 23. SD | | 24. Date Of Grade | | 25. PSI Day | | 26. Appropriation Number | | | |
| 09.2 | | \$ 6135 | | D | | Mo. | Da. | Yr. | Mo. | Da. | Yr. | 9 3500 20 001 | |
| | | | | | | 06 | 15 | 59 | 06 | 14 | 59 | | |

ACTION

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

PRESENT ASSIGNMENT

| | | | | | | | | | | | | | |
|--|------|--------------------|--|------------------|--|----------------------------------|-----|-------------------|-----|--------------------------|-----|-----------|--|
| 31. Organizational Designations | | | | Code | | 32. Location Of Official Station | | | | Station Code | | | |
| CS/CS DEVELOPMENT COMPLEMENT DDP WH | | | | 4688 | | WASH., D. C. | | | | 75013 | | | |
| 33. Dept. - Field | | 34. Position Title | | 35. Position No. | | 36. Serv. | | 37. Occup. Series | | | | | |
| Dept. - 1 | Code | OPS OFF | | 090659 | | GS | | 0136.01 | | | | | |
| USAD - 3 | | | | | | | | | | | | | |
| Frpn. - 5 | 1 | | | | | | | | | | | | |
| 38. Grade & Step | | 39. Salary Or Rate | | 40. SD | | 41. Date Of Grade | | 42. PSI Day | | 43. Appropriation Number | | | |
| 09.2 | | \$ 6135 | | D | | Mo. | Da. | Yr. | Mo. | Da. | Yr. | 0320 1998 | |
| | | | | | | 06 | 15 | 58 | 06 | 12 | 60 | | |
| 44. Remarks | | | | | | | | | | | | | |
| EXTENDED TRAINING. | | | | | | | | | | | | | |

FOIA
15 JUL 1978
A/H

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

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

SECRET
(WHEN FILLED IN)

| | | | | | | | | | | | |
|---|------|----------------------------|---------------------|--------------------|--------------------------------|--|------------------|----------------------|----------------|-----|-----|
| 1. EMP. SERIAL NO. 126090 | | 2. NAME KEFNAN THOMAS J | | | 3. ASSIGNED ORGAN. DDP/WH 3 | | 4. FUNDS V-20 | 5. ALLOTMENT 3531 | | | |
| 8. OLD SALARY RATE | | | | 7. NEW SALARY RATE | | | | | | | |
| GRADE | STEP | SALARY | LAST EFFECTIVE DATE | | | GRADE | STEP | SALARY | EFFECTIVE DATE | | |
| GS 9 | 1 | 8 5,985 | MO. | DA. | YR. | GS 9 | 2 | 6 135 | MO. | DA. | YR. |
| | | | 06 | 15 | 50 | | | | 06 | 14 | 59 |
| TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER | | | | | | | | | | | |
| 9. 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. TO BE COMPLETED BY THE OFFICE OF PERSONNEL | | | | | |
| PROJECTED SALARY RATE AND EFFECTIVE DATE | | | | | | | | | | | |
| GRADE | STEP | SALARY | MO. | DA. | YR. | 13. REMARKS | | | | | |
| | | | | | | | | | | | |
| 14. AUTHENTICATION | | | | | | | | | | | |
| 65. W. J. S. C. G. MC PERIODIC STEP INCREASE AUTHENTICATION SECRET | | | | | | | | | | | |

FORM 1150 5600

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. Prod. | | 5. Sex. | | 6. GS - EOD | | |
| 126090 | | KEENAN THOMAS J | | | | Mo. | Da. | Yr. | None-0 5 Pt-1 10 Pt-2 | Code | M | I | Mo. | Da. | Yr. |
| 7. SCD | | 8. CSC Perm. | | 9. CSC Or Other Legal Authority | | 10. Appt. A/H Adv. | | | 11. FEGLI | | 12. LCD | | 13. Prom. Lev. | | |
| Mo. | Da. | Yr. | Yes-1 No-2 | Code | 50 USCA 403 J | | Mo. | Da. | Yr. | Yes-1 No-2 | Code | Mo. | Da. | Yr. | Yes-1 No-2 |
| 01 | 29 | 53 | | 1 | | | | | | | | 05 | 20 | 57 | |

PREVIOUS ASSIGNMENT

| | | | | | | | | | | |
|---|------|--------------------|--|--------|----------------------------------|-----|-------------|-------------------|--------------------------|-----|
| 14. Organizational Designations | | | | Code | 15. Location Of Official Station | | | | Station Code | |
| DDS OTR JUNIOR OFFICER TRAINEE CORPS | | | | 2810 | WASH., D.C. | | | | 75013 | |
| 16. Dept. - Field | | 17. Position Title | | | 18. Position No. | | 19. Serv. | 20. Occup. Series | | |
| Dept - 9 USfld - 4 Frgn - 6 | Code | 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. | Mo. | Da. | Yr. |
| | | | | | 06 | 15 | 58 | 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. | REGULAR | | 01 | |
| | | | 01 | 25 | 59 | | | | |

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 Frgn - 6 | Code | 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. | Mo. | Da. | Yr. |
| | | | | | 06 | 15 | 58 | 06 | 14 | 59 |
| | | | | | | | | | 9 3500 20 001 | |

44. Remarks

POSTED
11/15/59
[Signature]

FORM NO 1150
1 MAR 57

ad 11-8/59

SECRET

(4)

S E C R E T

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

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

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET
(When Filled In)

| | | | | | | | | | | | | | | | | | | | |
|-------------------------|--|-----------------------------|---------------|--|---------------------------------|-------------------------|--|----------------------------|-----------------------------|--|---------------|---|-------------------------|-----------------------------------|--|--|-----------|--|--|
| LVL 1: JUNE 58 | | | | | | | | | | | | NOTIFICATION OF PERSONNEL ACTION | | | | | | | |
| 1. Serial No. | | 2. Name (Last-First-Middle) | | | | 3. Date Of Birth | | | 4. Vac. Prd. | | 5. Sex | | 6. CS - EOB | | | | | | |
| 126090 | | KEENAN THOMAS J | | | | Mo. Da. Yr. 06 29 30 | | | None-0 5 Pr-1 10 Pr-9 | | Code M 1 | | Mo. Da. Yr. 05 20 57 | | | | | | |
| 7. SCD | | | 8. CSC Rating | | 9. CSC Or Other Legal Authority | | | 10. Apmt. Affidav. | | | 11. FLGLI | | | 12. LCD | | | 13. ... | | |
| Mo. Da. Yr. 01 29 53 | | | Yes-1 No-2 | | Code 1 50 USCA 403 | | | Mo. Da. Yr. Mo. Da. Yr. | | | Yes-1 No-2 | | | Code 05 20 57 Yes-1 No-2 | | | Code 2 | | |

PREVIOUS ASSIGNMENT

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

ACTION

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

PRESENT ASSIGNMENT

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

44. Remarks

POSTED
17 JUN 58
CF

SECRET
(WHEN FILLED IN)

| 1. EMP. SERIAL NO. 126090 | | 2. NAME KEENAN THOMAS J | | | 3. ASSIGNED ORGAN DDS/JOTC | | 4. FUNDS V-20 | 5. ALLOTMENT | | | | | | | | | | | | | | | |
|--|------|----------------------------|---------------------|-----|-------------------------------|--------------------|------------------|--------------|----------------|-----|-----|-------|------|--------|-----|-----|-----|--|--|--|--|--|--|
| 6. OLD SALARY RATE | | | | | | 7. NEW SALARY RATE | | | | | | | | | | | | | | | | | |
| GRADE | STEP | SALARY | LAST EFFECTIVE DATE | | | GRADE | STEP | SALARY | EFFECTIVE DATE | | | | | | | | | | | | | | |
| GS | 7 | \$ 4,525 | NO. | DA. | YR. | GS | 7 | \$ 4,660 | NO. | DA. | YR. | | | | | | | | | | | | |
| | | | | | | | | | 06 | 01 | 58 | | | | | | | | | | | | |
| <p align="center">TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER</p> <p>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</p> <p>9. NUMBER OF HOURS LWOP</p> <p>10. INITIALS OF CLERK</p> <p>11. ACCRUED BY</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p align="center">TO BE COMPLETED BY THE OFFICE OF PERSONNEL</p> <p>12. PROJECTED SALARY RATE AND EFFECTIVE DATE</p> <table border="1"> <tr> <th>GRADE</th> <th>STEP</th> <th>SALARY</th> <th>NO.</th> <th>DA.</th> <th>YR.</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table> <p>13. REMARKS</p> | | | | | | | | | | | | GRADE | STEP | SALARY | NO. | DA. | YR. | | | | | | |
| GRADE | STEP | SALARY | NO. | DA. | YR. | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | |
| <p>14. AUTHENTICATION</p> <p align="center">SECRET</p> <p align="center">PERIODIC STEP INCREASE - AUTHENTICATION</p> | | | | | | | | | | | | | | | | | | | | | | | |

FORM NO. 560b
1 MAR. 58

SECRET

PERSONNEL FOLDER (4)

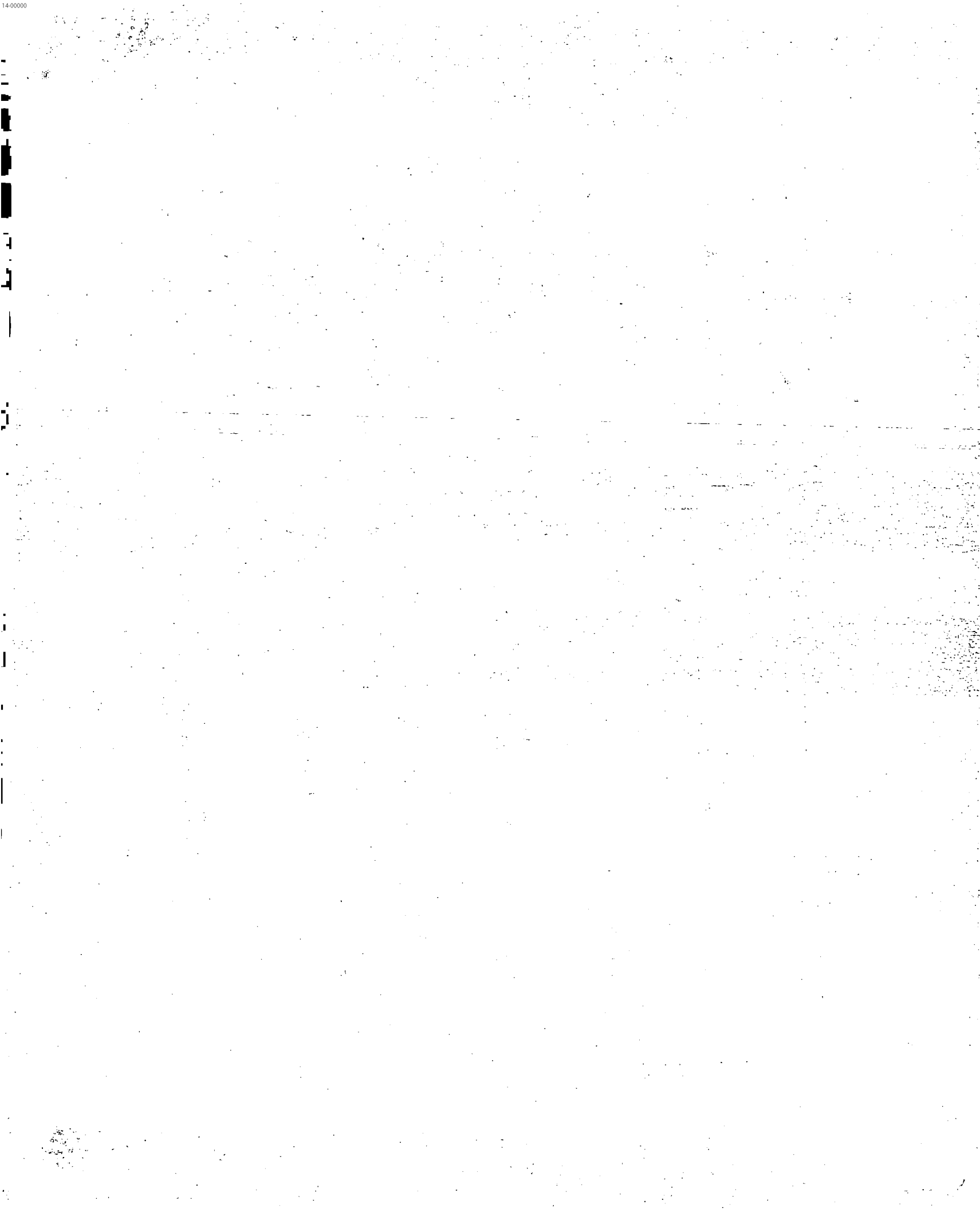
SECRET
(WHEN FILLED IN)

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

FORM NO. 560
1 MAR. 58

SECRET

PERSONNEL FOLDER (4)



CENTRAL INTELLIGENCE AGENCY

F.C. 19 Apr 57
 lvl C-7613

NOTIFICATION OF PERSONNEL ACTION

| | | | |
|---|--|--------------------------|-------------------------------|
| 1. NAME (Last - first - middle - last given name, initials, and surname) MR. THOMAS J. DEHRAN 126070 | 2. DATE OF BIRTH 29 Jun 1930 | 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 |
|---|---|--|

| | |
|--|--|
| 8. POSITION TITLE JOC U-748.16 | 9. SERVICE, SERIES, GRADE, SALARY OS-0090.01-7 \$4525.00 per annum |
| 10. ORGANIZATIONAL DESIGNATIONS 281000 | 11. HEADQUARTERS Washington, D. C. |
| 12. FIELD OR DEPT'L 2 | |

| | |
|--|---|
| 13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> 5-PT <input checked="" type="checkbox"/> 10-POINT <input type="checkbox"/> 10-POINT: <input type="checkbox"/> 10 <input type="checkbox"/> 7 <input type="checkbox"/> 5 | 14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> IOC SD/GT |
|--|---|

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

20. REMARKS:
RC-078
2 EOD 05/20/57
 Subject to the satisfactory completion of a medical examination.
 Subject to the satisfactory completion of a trial period of one year.
 DOG: 05/20/57
 CREOD: 05/20/57
 LCD: 05/20/57
 SCD: 01/29/53
 PSI due 06/01/58

POSTED
 13 MAY 1957

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 | | 2. NAME (Last, first, middle) Keenan, Thomas J. | | 3. DATE OF BIRTH 29 Jun 30 | 5. GRADE GS-15 | |
| 4. OFFICIAL POSITION Ops Officer, DChief | | 6. DEPARTMENT OR ASSIGNMENT DDO/LA/OIS | | 7. OFFICE LOCATION Headquarters | 8. DQB | |
| 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"/> ASSIGNMENT | <input type="checkbox"/> SPECIAL |
| <input type="checkbox"/> CONTRACT | <input type="checkbox"/> SPECIAL | <input type="checkbox"/> OTHER | 13. REPORTING PERIOD (FROM-TO) 1 Jan 77 - 3 Dec 77 | | 14. 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 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. | RATING LETTER |
|--|---------------|
| 1 SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |

OVERALL PERFORMANCE IN CURRENT POSITION

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

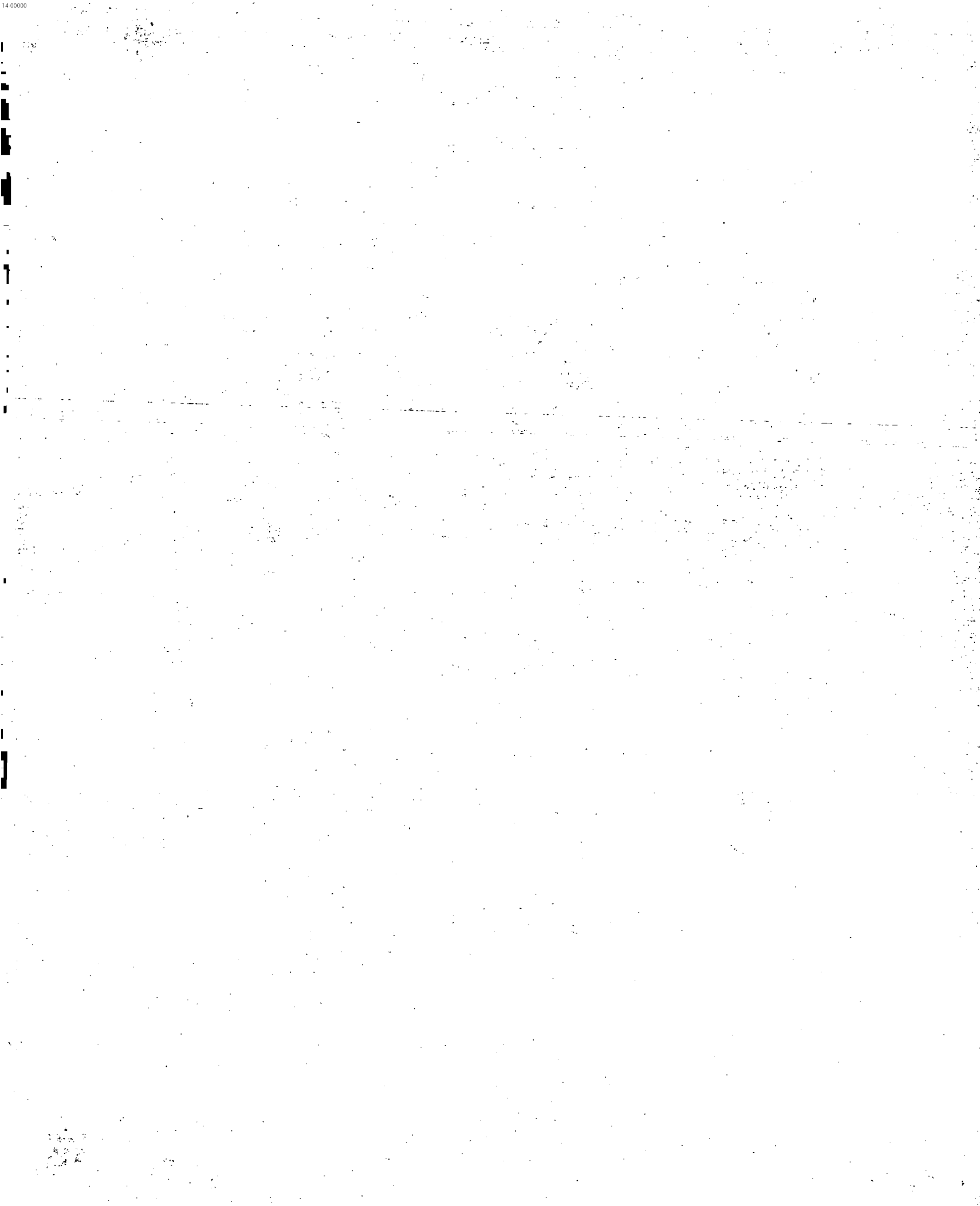
RATING LETTER

FORM 45 USE PREVIOUS EDITIONS

CONFIDENTIAL CLASSIFICATION

E2, UNPDET CL BY 19812

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DUB
0278



CLASSIFICATION

SECTION D **NARRATIVE COMMENTS**

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

SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT

SECTION E **CERTIFICATION AND COMMENTS**

1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: _____

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

DATE: 41 January 1978

OFFICIAL TITLE OF SUPERVISOR: Deputy Chief, LA Southern Region

TYPED OR PRINTED NAME AND SIGNATURE: Joseph Di Stefano

2. BY EMPLOYEE

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

DATE: 11 Jan 1978

SIGNATURE OF EMPLOYEE: [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

TYPED OR PRINTED NAME AND SIGNATURE: George V. Lauder

4. BY EMPLOYEE

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

DATE: 17 Jan 78

SIGNATURE OF EMPLOYEE: [Signature]

CLASSIFICATION
CONFIDENTIAL

CONFIDENTIAL

4 JAN 1978

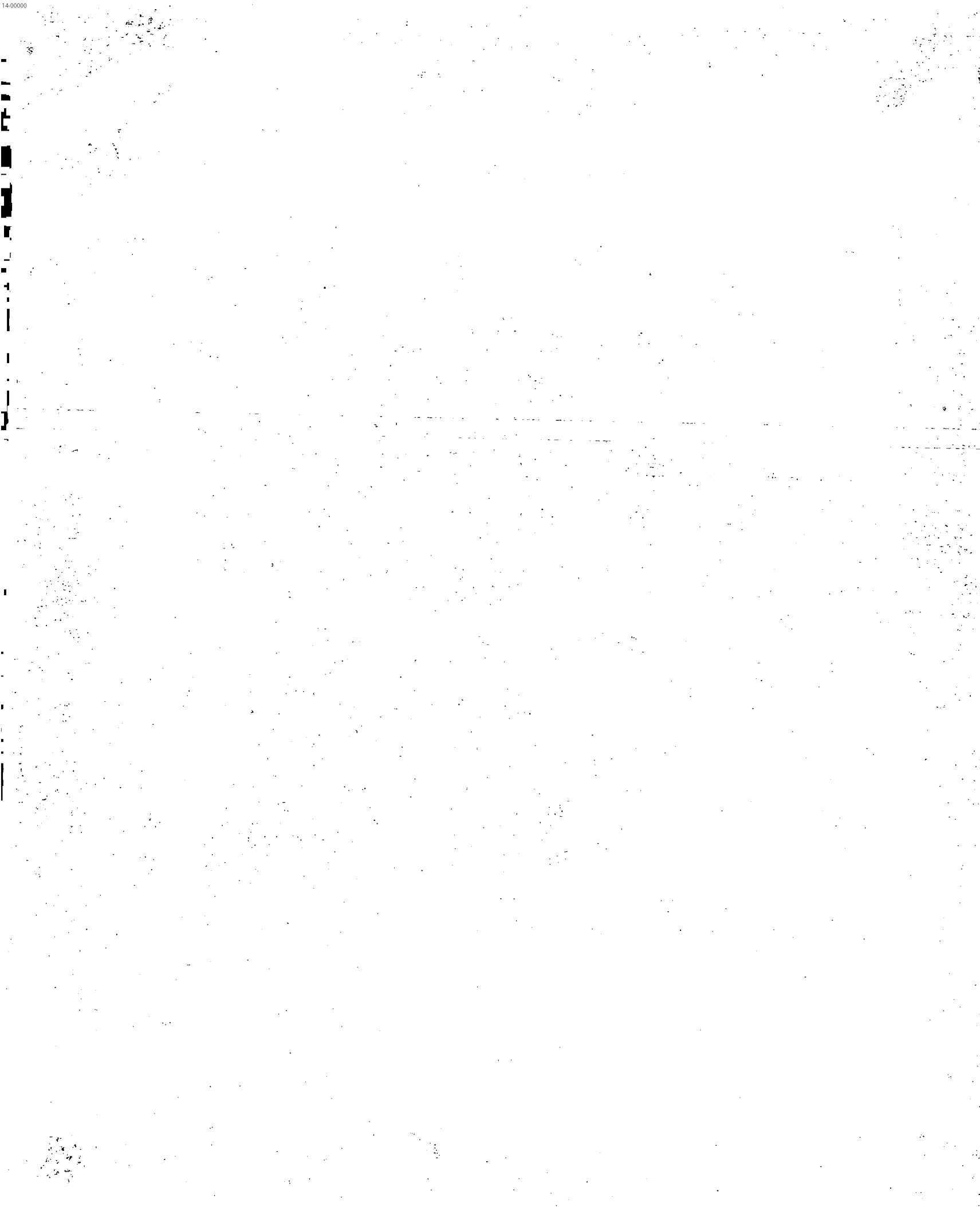
MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan

1. During the first six weeks of the reviewing period, Mr. Keenan continued as Chief of the Mexico and Central America Branch, the Division's most demanding geographic unit. His performance during this period continued at the same Strong level detailed in the last Fitness Report.
2. During February, as part of a determined effort to strengthen the Division's Operations Staff, Mr. Keenan was moved up to fill one of the two Deputy Chief slots in that unit. As of 1 July, he was the sole Deputy of the Staff. As set up in Latin America Division, the Operations Staff had both staff and line functions. It had broad coordinating responsibilities with all elements outside the Division, served as the focal point for all senior staff requests for studies and reports, stimulated and coordinated Division operational activities and reviewed the effectiveness of Division programs. All Division operational traffic flowed through the Ops Staff where better than 80 per cent of the traffic was released.
3. Mr. Keenan was assigned primary responsibility for close review and staff action relating to the northern area (Mexico, Central America, the Caribbean plus Guyana and Surinam in South America). In addition, he served as the staff referent [redacted] throughout the Division [redacted].
4. I consider myself singularly fortunate to have had Mr. Keenan as my Deputy. I assumed the Chief/Ops responsibility in April 1977 and immediately discovered that ground rules were different, legal strictures impinged on many operational decisions, and the almost constant senior staff requests affected one's ability to concentrate on operations. Mr. Keenan was extremely helpful in providing substantive briefings, guiding me through the legal and policy complications and pointing out the shoals. He made many valuable suggestions on how to handle the work load without drowning in paper.

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

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

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

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

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

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

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

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

Thomas J. Keenan
Thomas J. Keenan

41 January 1978
Date

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COMMENTS OF REVIEWING OFFICIAL continued

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

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

Although he was the junior member of the [redacted] Operations Staff, on occasion he served as the Acting Chief. He handled the 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 | | 2. NAME (Last, First, Middle) | | | | 3. DATE OF BIRTH | | 4. SEX | 5. GRADE | 6. BU | |
| 026090 | | Keenan, Thomas J. | | | | 29 Jun 30 | | M | GS-15 | DQB | |
| 7. OFFICIAL POSITION TITLE | | | | 8. OFF/DIV/BR OF ASSIGNMENT | | 9. CURRENT STATION | | 10. CODE (SEE I) | | | |
| Operations Officer, Ch | | | | DDO/LA/MCA | | Headquarters | | X NOS. OF | | | |
| 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) | | 14. DATE REPORT DUE IN O.P. | | | |
| | | | | | | 1 Jan 76-31 Dec 1976 | | January 1977 | | | |

SECTION B QUALIFICATIONS UPDATE

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

SECTION C PERFORMANCE EVALUATION

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

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

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

S - Strong Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

| | |
|---|----------------------|
| SPECIFIC DUTY NO. 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, personal traits or habits, and particular limitations or defects. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER

S

CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

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

MR. KEENAN

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 <i>George V. Lauder</i> George V. Lauder |

2. BY EMPLOYEE

| | | |
|---|----------------------------|--|
| I HAVE <input checked="" type="checkbox"/> OR HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE SUPERVISOR'S EVALUATION OF MY PERFORMANCE. | DATE <i>11 April 77</i> | SIGNATURE OF EMPLOYEE <i>George V. Lauder</i> |
|---|----------------------------|--|

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 <i>7 APR 1977</i> | OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, Latin America Division | TYPED OR PRINTED NAME AND SIGNATURE <i>Raymond A. Warren</i> Raymond A. Warren |
|---------------------------|--|---|

4. BY EMPLOYEE

| | | |
|---|----------------------------|--|
| WHETHER I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT, I HAVE <input type="checkbox"/> HAVE NOT <input checked="" type="checkbox"/> ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE. | DATE <i>11 April 77</i> | SIGNATURE OF EMPLOYEE <i>George V. Lauder</i> |
|---|----------------------------|--|

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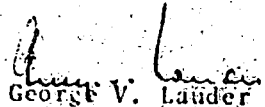
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Branch Chief's attention, the other Stations, particularly [redacted] which has an active operational program, and

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

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

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


George V. Lauder
Deputy Chief
Latin America Division


Thomas J. Keenan

4/12/77
Date

SECRET

FITNESS REPORT

| SECTION A GENERAL INFORMATION | | | | | | | | | |
|---|--|-----------------------------------|--|---|---|---------------------------------------|----------------------------------|-----------------|--------------|
| 1. EMPLOYEE NUMBER 026090 | 2. NAME (Last, First, Middle) Keenan, Thomas J. | | | 3. DATE OF BIRTH 29 Jun 30 | 4. SEX M | 5. GRADE GS-15 | 6. SD D | | |
| 7. OFFICIAL POSITION TITLE Chief of Station | | | | 8. OFF/DIV/BR OF ASSIGNMENT DDO/LA/CAR | | 9. CURRENT STATION Kingston | | 10. CODE HCO | 11. OF OF |
| 11. TYPE OF APPOINTMENT | | | | | 12. TYPE OF REPORT | | | | |
| <input checked="" type="checkbox"/> CAREER | <input type="checkbox"/> RESERVE | <input type="checkbox"/> CONTRACT | <input type="checkbox"/> OTHER (Specify) | <input type="checkbox"/> TEMPORARY | <input checked="" type="checkbox"/> ANNUAL | <input type="checkbox"/> REASSIGNMENT | <input type="checkbox"/> SPECIAL | | |
| 13. REPORTING PERIOD (From-To) 1 January 1975 - 31 December 1975 | | | | | 14. DATE REPORT DUE IN O.P. January 1976 | | | | |

SECTION B QUALIFICATIONS UPDATE

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

SECTION C PERFORMANCE EVALUATION

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

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

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

S—Strong Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

| | |
|--|---------------|
| SPECIFIC DUTY NO. 1 See attached memorandum | RATING LETTER |
| SPECIFIC DUTY NO. 2 | RATING LETTER |
| SPECIFIC DUTY NO. 3 | RATING LETTER |
| SPECIFIC DUTY NO. 4 | RATING LETTER |
| SPECIFIC DUTY NO. 5 | RATING LETTER |
| SPECIFIC DUTY NO. 6 | RATING LETTER |

OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER

CLASSIFICATION SECRET

ST. REPORT CI 27 002094

80 5/10

CLASSIFICATION

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

| | | | | | |
|---|--------------------------------------|---|-----------------------------------|--|--|
| SECTION E | | | CERTIFICATION AND COMMENTS | | |
| 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 | | |
| <input type="checkbox"/> HAVE ATTACHED <input type="checkbox"/> 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, Kingston. In addition to himself there were [redacted] other case officers at the Station. Its total complement was [redacted] persons. Mr. Keenan entered the Army War College in July 1975.

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

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

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

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

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

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

SECRET

E2 IMPDET
CL BY 009560

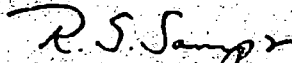
SECRET

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

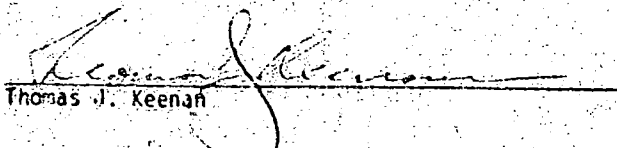
COMMENTS OF REVIEWING OFFICIAL

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

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


Richard S. Sampson
Chief
Latin America Division

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


Thomas J. Keenan


Date: 11/26/75

2

SECRET

CLASSIFICATION

FITNESS REPORT

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

SECTION B QUALIFICATIONS UPDATE

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

SECTION C PERFORMANCE EVALUATION

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

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

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

S-Strong Performance is characterized by exceptional proficiency.

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

SPECIFIC DUTIES

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

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

OVERALL PERFORMANCE IN CURRENT POSITION

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

CLASSIFICATION

SECRET

RE. IMPDET CL BY

(4)

CLASSIFICATION

SECTION D

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position, keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section C (4); 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 THE SECTIONS OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

CLASSIFICATION

SECRET

13 January 1975

MEMORANDUM IN LIEU OF FITNESS REPORT

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

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

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

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

[redacted]

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

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

SECRET


E2 IMPDET
CL BY 009560

SECRET

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

COMMENTS BY REVIEWING OFFICIAL:

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



David A. Phillips, Chief, LA Division

14 January 1975
Date

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

/s/Thomas J. Keenan
Thomas J. Keenan

HJKT-1902, 24 Jan 75
24 January 1975
Date

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

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 29 Jun 30 | | 4. SEX M | 5. GRADE & SO GS-14 D | | |
| 7. OFFICIAL POSITION TITLE Ops Officer, DCOS | | | | 8. OFF/DIV/BR OF ASSIGNMENT DDO/WH/3 | | | 9. CURRENT STATION Lima, Peru | | | | |
| 10. TYPE OF APPOINTMENT | | | | | | 11. TYPE OF REPORT | | | | | |
| <input type="checkbox"/> CAREER | <input type="checkbox"/> CAREER PROVISIONAL | <input type="checkbox"/> RESERVE | <input checked="" type="checkbox"/> ANNUAL | <input type="checkbox"/> 31-MONTH | <input type="checkbox"/> 30-MONTH | <input checked="" type="checkbox"/> REASSIGNMENT | <input type="checkbox"/> SPECIAL | | | | |
| <input type="checkbox"/> CONTRACT | <input type="checkbox"/> SPECIAL | <input type="checkbox"/> TEMPORARY | 12. REPORTING PERIOD (From-To) 1 Nov 1972 - 14 Sept 73 | | | | 13. DATE REPORT DUE IN O.P. | | | | |
| SECTION B. PERFORMANCE EVALUATION | | | | | | | | | | | |
| U—Unsatisfactory | Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. | | | | | | | | | | |
| M—Marginal | Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described. | | | | | | | | | | |
| P—Proficient | Performance is satisfactory. Desired results are being produced in the manner expected. | | | | | | | | | | |
| S—Strong | Performance is characterized by exceptional proficiency. | | | | | | | | | | |
| O—Outstanding | Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. | | | | | | | | | | |
| SPECIFIC DUTIES | | | | | | | | | | | |
| List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised). | | | | | | | | | | | |
| SPECIFIC DUTY NO. 1 | DCOS | | | | | | | | | | RATING LETTER S |
| SPECIFIC DUTY NO. 2 | ACOS | | | | | | | | | | RATING LETTER S |
| SPECIFIC DUTY NO. 3 | Senior Station Case Officer | | | | | | | | | | RATING LETTER O |
| SPECIFIC DUTY NO. 4 | | | | | | | | | | | RATING LETTER |
| SPECIFIC DUTY NO. 5 | | | | | | | | | | | RATING LETTER |
| SPECIFIC DUTY NO. 6 | | | | | | | | | | | RATING LETTER |
| 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, keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

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

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

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

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

/CONTINUED/

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

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

2. BY SUPERVISOR

| | |
|--|--|
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 15 | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: |
|--|--|

| | | |
|------------------------------------|---|--|
| DATE: Not Dated o/a 10 Sep 1973 | OFFICIAL TITLE OF SUPERVISOR: Chief of Station | TYPED OR PRINTED NAME AND SIGNATURE: /s/ Richard S. Welch |
|------------------------------------|---|--|

3. BY REVIEWING OFFICIAL

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

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

CONFIDENTIAL

SECTION C continued....

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

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

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

CONFIDENTIAL

SECRET
(When Filled In)

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | |
|--|----------------------------------|------------------------------------|---|--|--|
| | | | | 026090 | |
| SECTION A GENERAL | | | | | |
| 1. NAME (Last) (First) (Middle) Keenan, Thomas J. | | | 2. DATE OF BIRTH 29 Jun 1930 | 3. SEX M | 4. GRADE 5. SD GS-14 D |
| 6. OFFICIAL POSITION TITLE Deputy Chief of Station | | | 7. OFF/DIV/BR OF ASSIGNMENT DDP/WII/3 | 8. CURRENT STATION Lima | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | 10. CHECK (X) TYPE OF REPORT | | |
| <input type="checkbox"/> CAREER | <input type="checkbox"/> RESERVE | <input type="checkbox"/> TEMPORARY | <input type="checkbox"/> INITIAL | <input type="checkbox"/> REASSIGNMENT SUPERVISOR | <input type="checkbox"/> REASSIGNMENT EMPLOYEE |
| <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) | | | <input checked="" type="checkbox"/> ANNUAL | | |
| <input type="checkbox"/> SPECIAL (Specify) | | | <input type="checkbox"/> SPECIAL (Specify) | | |
| 11. DATE REPORT DUE IN O.P. 31 December 1972 | | | 12. REPORTING PERIOD (From - to) 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 Deputy Chief of Station | | | | | RATING LETTER S |
| SPECIFIC DUTY NO. 2 Acting Chief of Station | | | | | RATING LETTER S |
| SPECIFIC DUTY NO. 3 Senior Station Case Officer | | | | | RATING LETTER O |
| SPECIFIC DUTY NO. 4 | | | | | RATING LETTER |
| SPECIFIC DUTY NO. 5 | | | | | RATING LETTER |
| SPECIFIC DUTY NO. 6 | | | | | RATING LETTER |
| | | | | | NOV 16 1972 M/1 |
| 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

SECTION C

NARRATIVE COMMENTS

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

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

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

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

SECTION D

CERTIFICATION AND COMMENTS

| | | |
|--|---|-------------------------------------|
| 1. BY EMPLOYEE | | |
| I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT. | | |
| DATE | SIGNATURE OF EMPLOYEE | |
| 20 October 1972 | /s/ Thomas J. Keenan | |
| 2. BY SUPERVISOR | | |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION | |
| 20 October 1972 | | |
| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE |
| 4 | Chief of Station | /s/ Richard S. Welch |
| 3. BY REVIEWING OFFICIAL | | |
| COMMENTS OF REVIEWING OFFICIAL | | |
| I fully concur in the comments and ratings given in the basic report. There is little to add to what has been said above or previously about this officer. | | |
| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE |
| 13 November 1972 | Deputy Chief, WH Division | James E. Flannery |

SECRET

SECRET

Section C continued.....

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

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

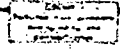
[REDACTED]
important cases require quick thinking, gentle persuasion, and an adroit persistence in pushing BKCROWN's interests (offensive and defensive) in the midst of a welter of competing factors. Where a light but firm touch is needed, this officer cannot have many equals.

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

SECRET

SECRET
(When Filled In)

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | | |
|--|--|------------------|----------------------------------|--|--------------------|---------------------------|
| | | | | 026090 | | |
| SECTION A GENERAL | | | | | | |
| 1. NAME (Last) (First) (Middle) | | 2. DATE OF BIRTH | | 3. SEX | 4. GRADE | 5. SD |
| Keenan, Thomas J. | | 29 Jun 1930 | | M | GS-14 | D |
| 6. OFFICIAL POSITION TITLE | | | 7. OFF/DIV/BR OF ASSIGNMENT | | 8. CURRENT STATION | |
| Deputy Chief of Station | | | DDP/WII/3 | | Lima, Peru | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | | 10. CHECK (X) TYPE OF REPORT | | |
| <input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY | | | | <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR | | |
| <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) | | | | <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE | | |
| <input type="checkbox"/> SPECIAL (Specialty) | | | | <input type="checkbox"/> SPECIAL (Specialty) | | |
| 11. DATE REPORT DUE IN G.P. | | | 12. REPORTING PERIOD (From - to) | | | |
| | | | 1 January 1972 - 18 May 1972 | | | |
| 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 | | | | | | 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 |



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 | SIGNATURE OF EMPLOYEE |
| 16 May 1972 | /s/ Thomas J. Keenan |

2. BY SUPERVISOR

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

| | | |
|-------------|------------------------------|-------------------------------------|
| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE |
| 16 May 1972 | COS | /s/ Stewart Burton |

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

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

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

SECRET

SECRET

FITNESS REPORT, Reviewing Official's Comments - continued:

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

SECRET

SECRET
(When Filled In)

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | |
|---|--|---|---------|--|---------------------------|
| SECTION A GENERAL | | | | 026090 | |
| 1. NAME (Last) (First) (Middle) | | 2. DATE OF BIRTH | 3. SER. | 4. GRADE | 5. SD |
| Keenan, Thomas J. | | 29 June 1930 | M | GS-14 | D |
| 6. OFFICIAL POSITION TITLE | | 7. OFF. DIV./OR. OF ASSIGNMENT | | 8. CURRENT STATION | |
| Ops officer DCOS | | DDP/KH/5 | | Lima, Peru | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | 10. CHECK (X) TYPE OF REPORT | | 11. REASSIGNMENT SUPERVISOR | |
| <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"/> SPECIAL (Specify): | | <input type="checkbox"/> REASSIGNMENT EMPLOYEE | |
| 11. DATE REPORT DUE IN O.P. | | 12. REPORTING PERIOD (From - to) | | | |
| 29 Feb 72 | | 1 October 1971 - 31 December 1971 | | | |
| SECTION B PERFORMANCE EVALUATION | | | | | |
| <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-Proicient 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 the [redacted] Case officer for some of the agents in the project. | | | | | RATING LETTER S |
| SPECIFIC DUTY NO. 3 | | | | | RATING LETTER |
| SPECIFIC DUTY NO. 4 | | | | | RATING LETTER |
| SPECIFIC DUTY NO. 5 | | | | | RATING LETTER |
| SPECIFIC DUTY NO. 6 | | | | | RATING LETTER |
| 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 of or noted in this position keeping in proper perspective their relationship to overall performance. Make suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> | | | |
| <p>In the brief three months Subject has been at the Station, he has moved rapidly not only to thoroughly acquaint himself with his specific responsibilities but also with all aspects of the Station's activities. His equable nature, ability to deal successfully with people of all descriptions and dispositions and solid operational background make him a most welcome member of the Station staff. As COS, I am particularly grateful for his services.</p> | | | |
| <p>Among his duties is that of supervising closely the activities of junior officers - which he does extremely well. Being one who readily commands respect, they readily seek him out for advise and consultation and are learning much under his masterly tutelage.</p> | | | |
| <p>Subject is also coordinating Station efforts and is already achieving some positive results. [redacted] was made by another officer closely assisted and encouraged by Subject. The latter is now [redacted]</p> | | | |
| <p>Subject has clearly demonstrated his managerial talent and acuity in the handling of funds and other resources. I would predict a most successful tour of duty for this fine officer in Lima and foresee marked progress toward Station operational objectives as a result of his presence.</p> | | | |
| SECTION D | | CERTIFICATION AND COMMENTS | |
| 1. BY EMPLOYEE | | | |
| I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT. | | | |
| DATE | SIGNATURE OF EMPLOYEE | | |
| 7 January 1972 | /s/ Thomas Keenan | | |
| 2. BY SUPERVISOR | | | |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION | | |
| 3 | | | |
| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE | |
| 7 Jan 77 | COS | /s/ Stewart Purton | |
| 3. BY REVIEWING OFFICIAL | | | |
| COMMENTS OF REVIEWING OFFICIAL | | | |
| <p>I concur in the above ratings and comments. While it is indeed a little early to make truly valid and perceptive remarks, we have also noticed from our vantage point back here the steady influence Mr. Keenan has exerted on highly imaginative and active but relatively inexperienced Station members to which the COS alludes in his commentary. We too foresee a very successful tour for this talented officer and agree that the Station is indeed fortunate to have him present at this important time when operational prospects in Peru are so rapidly improving.</p> | | | |
| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE | |
| 14 February 1972 | Deputy Chief, WH/3 | Richard L. Conolly Richard L. Conolly | |

SECRET

SECRET
(When Filled In)

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | | | |
|---|--|---|--|--|----------|---|--|
| | | | | 026090 | | | |
| SECTION A | | | | GENERAL | | | |
| 1. NAME (Last) (First) (Middle) | | 2. DATE OF BIRTH | | 3. SEX | 4. GRADE | 5. SB | |
| Keenan, Thomas J. | | 29 Jan 30 | | M | GS 14 | B | |
| 6. OFFICIAL POSITION TITLE | | | | 7. OFFICE OR ASSIGNMENT | | 8. CURRENT STATION | |
| Ops Officer | | | | DDP/WH/3 | | Bogota, Colombia | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | | 10. CHECK (X) TYPE OF REPORT | | | |
| <input checked="" type="checkbox"/> CAREER | | <input type="checkbox"/> RESERVE | | <input type="checkbox"/> TEMPORARY | | <input checked="" type="checkbox"/> INITIAL | |
| <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) | | <input type="checkbox"/> SPECIAL (Specify): | | <input type="checkbox"/> ANNUAL | | <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR | |
| | | | | | | <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE | |
| 11. DATE REPORT DUE IN O.P. | | | | 12. REPORTING PERIOD (From - to) | | | |
| | | | | 1 April 1971 to 13 July 1971 | | | |
| SECTION B | | | | PERFORMANCE EVALUATION | | | |
| <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 one case officer and intel assistant | | RATING LETTER S | |
| SPECIFIC DUTY NO. 6 | | | | Liaison with other INPURE components | | RATING LETTER 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 | |

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. | | | 29 Jun 1930 | | M | GS-14 | D |
| 6. OFFICIAL POSITION TITLE | | | 7. OFF/DIV/BR OF ASSIGNMENT | | 8. CURRENT STATION | | |
| Ops Officer | | | DDP/WH | | Bogota | | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | | 10. CHECK (X) TYPE OF REPORT | | | |
| <input checked="" type="checkbox"/> CAREER | <input type="checkbox"/> RESERVE | <input type="checkbox"/> TEMPORARY | <input type="checkbox"/> INITIAL | <input type="checkbox"/> REASSIGNMENT SUPERVISOR | <input type="checkbox"/> REASSIGNMENT EMPLOYEE | <input type="checkbox"/> SPECIAL (Specify): | <input type="checkbox"/> SPECIAL (Specify): |
| <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) | <input checked="" type="checkbox"/> ANNUAL | <input type="checkbox"/> SPECIAL (Specify): | <input type="checkbox"/> SPECIAL (Specify): | <input type="checkbox"/> SPECIAL (Specify): | <input type="checkbox"/> SPECIAL (Specify): | <input type="checkbox"/> SPECIAL (Specify): | <input type="checkbox"/> SPECIAL (Specify): |
| 11. DATE REPORT DUE IN O.P. | | | | 12. REPORTING PERIOD (From - to) | | | |
| 30 April 1971 | | | | 1 Jan 70 - 31 March 70 | | | |
| SECTION B PERFORMANCE EVALUATION | | | | | | | |
| 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 | Conduct Station REDTOP operations | | | | | | RATING LETTER |
| | DE34 | | | | | | S |
| SPECIFIC DUTY NO. 2 | Agent handling | | | | | | RATING LETTER |
| | DE62 | | | | | | O |
| SPECIFIC DUTY NO. 3 | Development of new contacts and recruitment | | | | | | RATING LETTER |
| | DE15 | | | | | | S |
| SPECIFIC DUTY NO. 4 | Operational reporting and project management | | | | | | RATING LETTER |
| | | | | | | | O |
| SPECIFIC DUTY NO. 5 | Supervise one case officer and intel assistant | | | | | | RATING LETTER |
| | | | | | | | S |
| SPECIFIC DUTY NO. 6 | Liaison with other LNPURE components | | | | | | RATING LETTER |
| | DE40 28 APR 1971 | | | | | | S |
| 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. Matters of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

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

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

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

officer's comments

12 April 1971

/s/ Thomas Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

12 April 1971

DCOS

/s/ Wallace Mills

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL I concur with the rating officer's evaluation and comment and would like to stress that the only reason his letter rating has dropped from outstanding to a solid strong is that he is now being rated as a GS-14 and not as a GS-13. A comment is also in order in regard to his possible cautiousness which is mentioned in the narrative portion of the report. Subject is a truly professional officer and especially adept at CI/FI. He is therefore able to quickly spot some weaknesses in proposed operations and quite properly and always accurately, points these out. On the other hand, in the Latin American environment some risks are acceptable which would not be tolerable in a situation where a higher degree of professionalism is mandatory. At times I have been in the anomalous position of approving an operation which Subject, perceptibly (cont)

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

12 April 1971

COS

/s/ Dino J. Pionzio

SECRET

S E C R E T

Continuation of Section C of Fitness Report on NIARCOS

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

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

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

* * *

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

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

S E C R E T

SECRET
(When Filled In)

| FITNESS REPORT | | | | | | | EMPLOYEE SERIAL NUMBER | |
|--|--|----------------------------------|-----------------------------|---|--------------------|--|------------------------|--|
| | | | | | | | 620080 | |
| SECTION A | | | | GENERAL | | | | |
| 1. NAME (Last) (First) (Middle) | | | 2. DATE OF BIRTH | 3. SEX | 4. GRADE | 5. ID | | |
| Keenan, Thomas J. | | | 06/29/30 | M | GS-13 | D | | |
| 6. OFFICIAL POSITION TITLE | | | 7. OFF/DIV/BR OF ASSIGNMENT | | 8. CURRENT STATION | | | |
| Ops Officer | | | DDP/WH/3 | | Bogota | | | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | | 10. CHECK (X) TYPE OF REPORT | | | | |
| <input type="checkbox"/> CAREER | | <input type="checkbox"/> RESERVE | | <input type="checkbox"/> TEMPORARY | | <input type="checkbox"/> INITIAL | | <input type="checkbox"/> REASSIGNMENT SUPERVISOR |
| <input 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 one 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. | | | | | | | O | |

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper. This officer continues to make an outstanding contribution to the Station. The narrative comments of the previous fitness report continue to apply to this employee who, despite the well-known frustrations of work in the REDTOP field, has maintained his drive and enthusiasm and made considerable progress.

His reporting is exceptional, always timely and complete.

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

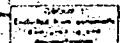
| | | | | | |
|--|---|-------------------------------------|----------------------------|--|--|
| SECTION D | | | CERTIFICATION AND COMMENTS | | |
| 1. BY EMPLOYEE | | | | | |
| I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT | | | | | |
| DATE | SIGNATURE OF EMPLOYEE | | | | |
| 13 February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

SECRET

SECRET
(When Filled In)

Reviewed by **OP/PD/EAB**

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | | | |
|---|--|--|--|---|-------------------------------------|--|--|
| | | | | 026090 | | | |
| SECTION A GENERAL | | | | | | | |
| 1. NAME (Last) (First) (Middle) Koullali, Thomas J. | | | 2. DATE OF BIRTH 06/29/30 | 3. SEX M | 4. GRADE GS-13 | 5. DO D | |
| 6. OFFICIAL POSITION TITLE Ops Officer | | | 7. DDP/DIV/BR OF ASSIGNMENT DDP/WH/3 | | 8. CURRENT STATION Bogota | | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | | 10. CHECK (X) TYPE OF REPORT | | | |
| <input type="checkbox"/> CAREER | | <input type="checkbox"/> RESERVE | | <input type="checkbox"/> TEMPORARY | | <input type="checkbox"/> INITIAL | |
| <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) | | <input checked="" type="checkbox"/> ANNUAL | | <input type="checkbox"/> REASSIGNMENT SUPERVISOR | | <input type="checkbox"/> REASSIGNMENT EMPLOYEE | |
| <input type="checkbox"/> SPECIAL (Specify): | | | | <input type="checkbox"/> SPECIAL (Specify): | | | |
| 11. DATE REPORT DUE IN O.P. | | | | 12. REPORTING PERIOD (From - to) 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 major duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

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

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

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

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
4 Feb. 1969

SIGNATURE OF EMPLOYEE
/S/ Thomas J. Keenan

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE
4 Feb. 1969

OFFICIAL TITLE OF SUPERVISOR
Ops Officer, DCOS

TYPED OR PRINTED NAME AND SIGNATURE
/S/ Wallace A. Mills

3. BY REVIEWING OFFICIAL

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

DATE
4 Feb. 1969

OFFICIAL TITLE OF REVIEWING OFFICIAL
Chief of Station

TYPED OR PRINTED NAME AND SIGNATURE
/S/ Dino J. Pionzio

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

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

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

Continuation of Fitness Report - Comments by Reviewing Official

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

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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. | | | June 1930 | M | GS-13 | D | |
| 6. OFFICIAL POSITION/TITLE | | | | 7. OFF/DIV/BR OF ASSIGNMENT | | 8. CURRENT STATION | |
| Ops Officer | | | | DDP/WH/3 | | Bogota, Colombia | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | | 10. CHECK (X) TYPE OF REPORT | | | |
| <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY | | | | <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR | | | |
| <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) | | | | <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE | | | |
| SPECIAL (Specify): | | | | SPECIAL (Specify): | | | |
| 11. DATE REPORT DUE IN O.P. | | | | 12. REPORTING PERIOD (From - to) | | | |
| 31 May 1968 | | | | 1 January - 20 May 1968 | | | |
| 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 | |
| Agent handling and exploitation | | | | | | S | |
| SPECIFIC DUTY NO. 2 | | | | | | RATING LETTER | |
| Management of and guidance to teams | | | | | | S | |
| SPECIFIC DUTY NO. 3 | | | | | | RATING LETTER | |
| Operational management of project activities | | | | | | S | |
| SPECIFIC DUTY NO. 4 | | | | | | RATING LETTER | |
| Operational (including contact) reporting | | | | | | S | |
| SPECIFIC DUTY NO. 5 | | | | | | RATING LETTER | |
| Contact and Cultivation Activities | | | | | | P | |
| SPECIFIC DUTY NO. 6 | | | | | | RATING LETTER | |
| 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.

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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 | | | |
|--|--|------------------|--|--|--|----------|---------------|
| SECTION A | | | | GENERAL | | | |
| 1. NAME (Last) (First) (Middle) | | 2. DATE OF BIRTH | | 3. SEX | | 4. GRADE | |
| Keenan, Thomas J. | | June 1930 | | M | | GS-13 | |
| 5. OFFICIAL POSITION TITLE | | | | 7. OFF/DIV/BR OF ASSIGNMENT | | 8. SD | |
| Ops Officer | | | | WB | | D | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | | 10. CHECK (X) TYPE OF REPORT | | | |
| <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY | | | | <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR | | | |
| CAREER-PROVISIONAL (See Instructions - Section C) | | | | REASSIGNMENT EMPLOYEE | | | |
| SPECIAL (Specify): | | | | SPECIAL (Specify): | | | |
| 11. DATE REPORT DUE IN O.P. | | | | 12. REPORTING PERIOD (From - to) | | | |
| 28 February 1968 | | | | 1 July - 31 December 1967 | | | |
| 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 |
| Agent handling and exploitation | | | | | | | B |
| SPECIFIC DUTY NO. 2 | | | | | | | RATING LETTER |
| Direction of Covert Action [redacted] activities | | | | | | | B |
| SPECIFIC DUTY NO. 3 | | | | | | | RATING LETTER |
| Operational management of project activities | | | | | | | B |
| SPECIFIC DUTY NO. 4 | | | | | | | RATING LETTER |
| Operational, including contact, reporting | | | | | | | B |
| SPECIFIC DUTY NO. 5 | | | | | | | RATING LETTER |
| Contact and cultivation activities | | | | | | | P |
| SPECIFIC DUTY NO. 6 | | | | | | | RATING LETTER |
| [redacted] | | | | | | | B |
| OVERALL PERFORMANCE IN CURRENT POSITION | | | | | | | |
| Take into account everything about the employee which influences his effectiveness in his current position, such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. | | | | | | | RATING LETTER |
| | | | | | | | B |

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. Modes of performance of major duties or responsibilities and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> | | | |
| <p>This employee has been at this station since June 1967 and has been assigned the following operational duties: he has started from scratch the organization of a second, [redacted] consisting of [redacted] and [redacted] he is giving guidance and direction to one WOLADY contract agent who, in turn, handles Station's WOLIME programs in the press [redacted] he also gives guidance and additional on-the-job training [redacted] nationality who is used in recruitment approaches, and in a support the [redacted] capacity.</p> <p>This employee carries out the above cited tasks with initiative, alacrity and with common sense. He requires the absolute minimum of supervision. His extensive experience in his previous assignment abroad has helped greatly in getting the new [redacted] and investigative team organized quickly. The direction he has given in the WOLIME field, where a reorganization was called for and is being carried out under his supervision and guidance, has been excellent, especially considering the fact that this is his first experience in the WOLIME field. The [redacted] has carried out a number of recruitment pitches (including [redacted] under the close supervision of this employee, who demonstrated a fine knowledge of technique and a good sense of counter intelligence procedures.</p> <p>This employee is an extremely hard worker, writes well and has a well organized mind. His operational reporting is extensive and invariably on time.</p> <p style="text-align: right;">(Continued on annex)</p> | | | |
| SECTION D | | CERTIFICATION AND COMMENTS | |
| 1. BY EMPLOYEE | | | |
| I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT | | | |
| DATE | SIGNATURE OF EMPLOYEE | | |
| 5 February 1968 | /s/ Thomas J. Keenan | | |
| 2. BY SUPERVISOR | | | |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION | | |
| 7 | XXXXXXXXXXXX | | |
| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE | |
| 5 February 1968 | Deputy Chief of Station | [redacted] | |
| 3. BY REVIEWING OFFICIAL | | | |
| COMMENTS OF REVIEWING OFFICIAL | | | |
| I concur with the narrative comments and numerical ratings given by the Rating Officer. I have found this employee to be a particularly mature case officer who possesses an excellent knowledge of tradecraft and requires little or no supervision to carry out his assignments. His work is of an excellent quality and he has proved to be a definite asset to this station. His only area of weakness is that he must be more assertive and aggressive in developing operational contacts of use to the Station. This has been discussed with him and he is planning to devote more effort in the future to correct this weakness. | | | |
| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE | |
| 5 February 1968 | Chief of Station, Bogota | Richard Sampson | |

SECRET

SECRET

Annex to Fitness Report

Section C. continued

He has demonstrated an excellent sense of cost consciousness.

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

SECRET

SECRET
(When Filled In)

| FITNESS REPORT | | | | | | EMPLOYEE SERIAL NUMBER | |
|--|--|--|-----------------------------|---|--------------------|------------------------|--|
| | | | | | | 026090 | |
| SECTION A GENERAL | | | | | | | |
| 1. NAME (Last) (First) (Middle) | | | 2. DATE OF BIRTH | 3. SEX | 4. GRADE | 5. SD | |
| Keenan, Thomas J. | | | June 1930 | M | GS-12 | D | |
| 6. OFFICIAL POSITION TITLE | | | 7. OFF/DIV/ON OF ASSIGNMENT | | 8. CURRENT STATION | | |
| Ops Officer | | | DDP/WH/FI | | HQ | | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | | 10. CHECK (X) TYPE OF REPORT | | | |
| <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY | | | | <input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR | | | |
| <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) | | | | <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE | | | |
| <input type="checkbox"/> SPECIAL (Specify) | | | | <input type="checkbox"/> SPECIAL (Specify) | | | |
| 11. DATE REPORT DUE IN O.P. | | | | 12. REPORTING PERIOD (From - to) | | | |
| 31 January 1967 | | | | 1/66 - 12/66 | | | |
| 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 | |
| Assists C/WH/FI in providing day-to-day staff supervision and guidance to FI/CI activities in the WH area. | | | | | | S | |
| SPECIFIC DUTY NO. 2 | | | | | | RATING LETTER | |
| Reviews and analyzes CI/FI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division. | | | | | | O | |
| SPECIFIC DUTY NO. 3 | | | | | | RATING LETTER | |
| On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements. | | | | | | O | |
| SPECIFIC DUTY NO. 4 | | | | | | RATING LETTER | |
| Drafts guidances and other correspondence. | | | | | | P | |
| SPECIFIC DUTY NO. 5 | | | | | | RATING LETTER | |
| Represents C/WH/FI in meetings and on committees. | | | | | | S | |
| SPECIFIC DUTY NO. 6 | | | | | | RATING LETTER | |
| | | | | | | | |
| 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 by giving basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, equipment and funds, must be commented on, if applicable. If further space is needed to complete Section C, attach a separate sheet of paper.

This officer's duties remained the same as during the ^{11 05 11 67} rating period and he has continued to discharge with the same high degree of effectiveness, industriousness and cheerfulness. Now that he has been under my supervision for 16 months, I find my first impressions - reflected in last year's fitness report - confirmed to the effect that subject is a strong officer possessing all the necessary qualifications for exceptional growth potential.

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

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

SECTION D

CERTIFICATION AND COMMENTS

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

SECRET

SECRET
(When Filled In)

| FITNESS REPORT | | | | CSP FORM NUMBER | |
|---|---|----------------------------------|--|----------------------------------|--|
| | | | | 026090 | |
| SECTION A GENERAL | | | | | |
| 1. NAME (Last) (First) (Middle) | | | 2. DATE OF BIRTH | 3. SEA | 4. GRADE 5. SD |
| KEENAN, Thomas J. | | | 29 Jun 30 | M | GS-12 D |
| 6. OFFICIAL POSITION TITLE | | | 7. OFF/DIV/DR OF ASSIGNMENT 8. CURRENT STATION | | |
| Ops Officer | | | DDP/WH/CI FI Headquarters | | |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | 10. CHECK (X) TYPE OF REPORT | | |
| <input checked="" type="checkbox"/> | CAREER | <input type="checkbox"/> RESERVE | <input type="checkbox"/> TEMPORARY | <input type="checkbox"/> INITIAL | <input type="checkbox"/> REASSIGNMENT SUPERVISOR |
| <input type="checkbox"/> | CAREER-PROVISIONAL (See Instructions - Section C) | | <input checked="" type="checkbox"/> | ANNUAL | <input type="checkbox"/> REASSIGNMENT EMPLOYEE |
| <input type="checkbox"/> | SPECIAL (Specify): | | <input type="checkbox"/> | SPECIAL (Specify): | |
| 11. DATE REPORT DUE IN O.P. | | | 12. REPORTING PERIOD (From - to) | | |
| | | | 1 Jan - 31 December 1965 | | |
| SECTION B PERFORMANCE EVALUATION | | | | | |
| <p>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)

OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

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

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

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

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

The nature of a Headquarters staff assignment precludes spectacular achievements. The excitement and glamor which make field assignments challenging and rewarding are absent here. Instead, there is a routine and sometimes almost overwhelming flow of paper which has to be massaged and managed, dull as it may be. Many a young officer's motivation did not measure up to this test. Those officers who work on a desk or a staff as effectively and cheerfully as they do in the field are the ones who are likely to possess and develop the qualities needed for senior positions. Mr. Keenan is in this category. He has considerable growth potential.

BY EMPLOYEE

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

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

BY SUPERVISOR

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

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

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I am not personally acquainted with this Officer's work. However, inquiries have borne out the rater's high regard for his work and prospects. I concur in full with this report.

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

SECRET

SECRET
(When Filled In)

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | |
|---|---|----------------------------------|------------------------------------|--|---|
| | | | | --026090 | |
| SECTION A GENERAL | | | | | |
| 1. NAME (Last) (First) (Middle) | | | 2. DATE OF BIRTH | 3. SEX | 4. GRADE |
| KEENAN, Thomas J. | | | June 1930 | M | GS-12 P |
| 5. OFFICIAL POSITION TITLE | | | 7. OFF/DIV/DR OF ASSIGNMENT | | 8. CURRENT STATION |
| Op Officer | | | DDP/WH/P&O/A | | Headquarters |
| 9. CHECK (X) TYPE OF APPOINTMENT | | | 10. CHECK (X) TYPE OF REPORT | | |
| <input checked="" type="checkbox"/> | CAREER | <input type="checkbox"/> RESERVE | <input type="checkbox"/> TEMPORARY | <input type="checkbox"/> INITIAL | <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR |
| | CAREER-PROVISIONAL (See instructions - Section C) | | | <input checked="" type="checkbox"/> ANNUAL | <input type="checkbox"/> REASSIGNMENT EMPLOYEE |
| | SPECIAL (Specify) | | | SPECIAL (Specify) | |
| 11. DATE REPORT DUE IN O.P. | | | 12. REPORTING PERIOD (From to) | | |
| 31 January 1965 | | | 30 November-31 December 1964 | | |
| 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 |
| Reading in to CI work in WH and reading in to operational support (audio, surveillance, intercept) work in WH. | | | | | S |
| SPECIFIC DUTY NO. 2 | | | | | RATING LETTER |
| SPECIFIC DUTY NO. 3 | | | | | RATING LETTER |
| SPECIFIC DUTY NO. 4 | | | | | RATING LETTER |
| SPECIFIC DUTY NO. 5 | | | | | RATING LETTER |
| SPECIFIC DUTY NO. 6 | | | | | RATING LETTER |
| 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. | | | | | RATING LETTER |
| 20 JAN 1965 | | | | | S |

SECTION C **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping overall performance. State suggestions made for improvement of work performance on foreign language competence, if required for current position. Amplify or explain basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

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

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

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

SECTION D **CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

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

| | |
|---|--|
| <small>DATE</small> 31 December 1964 | <small>SIGNATURE OF EMPLOYEE</small> Thomas J. Keenan |
|---|--|

2. **BY SUPERVISOR**

| | |
|---|---|
| <small>MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION</small> 1 | <small>IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:</small> |
|---|---|

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

3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

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

SECRET
(When Filled In)

Label
2-13

| FITNESS REPORT | | | | EMPLOYEE SERIAL NUMBER | |
|---|--|--|--|------------------------|--------------------|
| SECTION A GENERAL | | | | | |
| 1. NAME (Last) (First) (Middle) Keenan, Thomas J. | | | 2. DATE OF BIRTH 29 June 1930 | 3. SEX M | 4. GRADE GS-10 |
| 5. OFFICIAL POSITION TITLE Ops Officer | | | 7. OFF/DIV/BR OF ASSIGNMENT 66P, Wd 3 | | |
| 9. CHECK (X) TYPE OF APPOINTMENT CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify): | | | 8. CURRENT STATION Mexico | | |
| | | | 10. CHECK (X) TYPE OF REPORT INITIAL <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> SPECIAL (Specify): | | |
| 11. DATE REPORT DUE IN O.P. | | | 12. REPORTING PERIOD (From - to) 1 Oct, 1961 to 30 September 1962 | | |
| 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 | | Complete responsibility for a highly sensitive, unilateral technical operation which involves supervision of [redacted] agents, including [redacted] senior (CS-13) career agent. | | | RATING LETTER S |
| SPECIFIC DUTY NO. 2 | | Supervisory responsibility for a technical and investigating operation targeted primarily against the local Soviet official delegation. (Supervision of [redacted] agents.) | | | RATING LETTER S |
| SPECIFIC DUTY NO. 3 | | Responsibility for sensitive double agent operation targeted against the Soviets. | | | RATING LETTER P |
| SPECIFIC DUTY NO. 4 | | Responsibility in Mexico for an operation involving a singleton agent operating as a third national. This operation includes responsibility for maintaining an [redacted] with the agent during those periods he is not in Mexico. | | | RATING LETTER S |
| SPECIFIC DUTY NO. 5 | | Alternate (to COS) Case Officer for a LAURICLE project of continuing importance; also alternate Case Officer (to DCOS) for two important support projects. | | | RATING LETTER P |
| SPECIFIC DUTY NO. 6 | | Preparation of necessary memoranda, dispatches, project actions, and other correspondence attendant to the operations assigned. | | | RATING LETTER P |
| 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 | SIGNATURE OF EMPLOYEE | |
| 15 Nov 62 | /S/ Thomas J. Keenan | |
| 2. BY SUPERVISOR | | |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION | |
| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE |
| 15 Nov 62 | Chief of Station | /S/ Winston M. Scott |
| 3. BY REVIEWING OFFICIAL | | |
| COMMENTS OF REVIEWING OFFICIAL | | |
| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE |
| | | |

SECRET

CONFIDENTIAL

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

SUBJECT [redacted] Promotion of
Thomas J. Keenan

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

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

J. Manshous
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) KEEHAN (First) Thomas (Middle) J. | | | 2. DATE OF BIRTH 29 June 1930 | | 3. SEX Male | 4. GRADE GS-9 | | | | | |
| 5. SERVICE DESIGNATION FI (Career) | | 6. OFFICIAL POSITION TITLE Ops Officer | | | 7. OFF/DIV/GR OF ASSIGNMENT WH/III/DEXT | | | | | | |
| 8. CAREER STAFF STATUS | | | | 9. TYPE OF REPORT | | | | | | | |
| NOT ELIGIBLE <input checked="" type="checkbox"/> | | MEMBER <input type="checkbox"/> | | DEFERRED <input type="checkbox"/> | | INITIAL <input type="checkbox"/> | | | | | |
| PENDING <input type="checkbox"/> | | DECLINED <input type="checkbox"/> | | DENIED <input type="checkbox"/> | | REASSIGNMENT/SUPERVISOR <input type="checkbox"/> | | | | | |
| 10. DATE REPORT DUE IN O.P. 30 November 1961 | | 11. REPORTING PERIOD From 1 Dec 60 To 30 Sept 61 | | 12. SPECIAL (Specify) | | | | | | | |
| SECTION B | | | | | | | | | | | |
| EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES | | | | | | | | | | | |
| List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised). | | | | | | | | | | | |
| 1 - Unsatisfactory | | 2 - Barely adequate | | 3 - Acceptable | | 4 - Competent | | | | | |
| 5 - Excellent | | 6 - Superior | | 7 - Outstanding | | | | | | | |
| SPECIFIC DUTY NO. 1 Assistant Case Officer in supervision of sensitive technical operation involving approximately persons | | | | RATING NO. 7 | SPECIFIC DUTY NO. 4 Alternate Case Officer for surveillance operation | | | | | | |
| SPECIFIC DUTY NO. 2 Case Officer for operation covering instructing and directing a REDCAP candidate | | | | RATING NO. 7 | SPECIFIC DUTY NO. 5 Alternate Case Officer for technical project supporting overall Station operations | | | | | | |
| SPECIFIC DUTY NO. 3 Alternate Case Officer for LAURICLE Project | | | | RATING NO. 7 | SPECIFIC DUTY NO. 6 Case Officer for double agent operation | | | | | | |
| | | | | | RATING NO. 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 falls to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. | | | | | | | RATING NO. 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 by PERSONNEL of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS 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 MAUBORN of a considerably higher grade.

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

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

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

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

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

2. BY SUPERVISOR

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

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

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

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

3. BY REVIEWING OFFICIAL

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL
I would strongly recommend that this officer be given an immediate promotion.

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

SECRET

217

SECRET
(When Filled In)

| FITNESS REPORT | | | | | | EMPLOYER SERIAL NUMBER | | | | |
|--|---------------------|---|---|-----------------------------------|------------------------|--|---|---|---|---|
| SECTION A | | | | | | GENERAL | | | | |
| 1. NAME (Last) Keenan (First) Thomas (Middle) J. | | | 2. DATE OF BIRTH 29 June 1930 | | 3. SEX Male | 4. GRADE GS-9 | | | | |
| 5. SERVICE DESIGNATION FI (Career) | | 6. OFFICIAL POSITION TITLE Intelligence Officer | | | | 7. OFF/DIV/BR OF ASSIGNMENT WIID/3 | | | | |
| 8. CAREER STAFF STATUS | | | | | | 9. TYPE OF REPORT | | | | |
| NOT ELIGIBLE <input checked="" type="checkbox"/> | | MEMBER <input type="checkbox"/> | | DEFERRED <input type="checkbox"/> | | INITIAL <input checked="" type="checkbox"/> | | | | |
| PENDING <input type="checkbox"/> | | DECLINED <input type="checkbox"/> | | DENIED <input type="checkbox"/> | | REASSIGNMENT/SUPERVISOR <input type="checkbox"/> | | | | |
| | | | | | | REASSIGNMENT/EMPLOYEE <input type="checkbox"/> | | | | |
| 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 surveillance 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. 3 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 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree | | | | | | |
| CHARACTERISTICS | | | | NOT APPLICABLE | NOT OBSERVED | RATING | | | | |
| | | | | | | 1 | 2 | 3 | 4 | 5 |
| GETS THINGS DONE | | | | | | | | | | X |
| RESOURCEFUL | | | | | | | | | | X |
| ACCEPTS RESPONSIBILITIES | | | | | | | | | | X |
| CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | | | | | | | | | X | |
| DOES HIS JOB WITHOUT STRONG SUPPORT | | | | | | | | | X | |
| FACILITATES SMOOTH OPERATION OF HIS OFFICE | | | | | | | | | | X |
| WRITES EFFECTIVELY | | | | | | | | | X | |
| SECURITY CONSCIOUS | | | | | | | | | X | |
| THINKS CLEARLY | | | | | | | | | X | |
| DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS | | | | | | | | | X | |
| OTHER (Specify): | | | | | | | | | | X |

SEE SECTION "E" ON REVERSE SIDE

SECRET

OFFICE OF PERSONNEL

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is a young, aggressive Case Officer assigned in his position since 3 February 1960. Prior to his assignment to this post, he was a JUI. Subject's greatest strength lies in the fact that he is extremely willing to undertake any task assigned to him regardless of its desirability, difficulty or the project's time consuming properties. Once given an assignment, Subject requires a minimum of supervision. Subject is especially suited to new assignments because of his adaptability to new circumstances. Subject's worst handicap is his youth coupled with his low grade in respect to the supervisory responsibilities assigned him. It is believed this person is a good candidate for advancement in view of his outstanding performance at this Station.

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

SECTION F CERTIFICATION AND COMMENTS

| | | |
|--|---|-------------------------------------|
| 1. BY EMPLOYEE | | |
| I certify that I have seen Sections A, B, C, D and E of this Report. | | |
| DATE | SIGNATURE OF EMPLOYEE | |
| 19 December 1960 | /s/ Thomas J. Keenan | |
| 2. BY SUPERVISOR | | |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION | |
| 10 months. | | |
| IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. | | |
| EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS | REPORT MADE WITHIN LAST 90 DAYS | |
| OTHER (Specify) | | |
| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE |
| 19 December 1960 | IO/PI | /s/ Frank R. Estancos |
| 3. BY REVIEWING OFFICIAL | | |
| <input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. | | |
| <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. | | |
| <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. | | |
| <input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE. | | |
| COMMENTS OF REVIEWING OFFICIAL | | |
| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE |
| 19 December 1960 | Chief of Station | /s/ Winston M. SCOTT |

SECRET

DEPARTMENT OF STATE
FOREIGN SERVICE INSTITUTE
LANGUAGE PROFICIENCY REPORT
ACHIEVEMENT RATING

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

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

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

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

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

OTHER MATERIALS COMPLETED:
Special Program

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

SPOKEN LANGUAGE

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

WRITING SYSTEM

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

GENERAL ACHIEVEMENT RATING

| | | | | | | | | | | | | |
|---------------------------|-------------------------------------|---|-------------------------------------|---|---|---------------------|-------------------------------------|---|-------------------------------------|---|---|---|
| NATURAL LANGUAGE APTITUDE | A | B | <input checked="" type="checkbox"/> | D | E | APPLICATION | <input checked="" type="checkbox"/> | B | C | D | E | |
| MOTIVATION | <input checked="" type="checkbox"/> | D | C | D | E | OVERALL ACHIEVEMENT | A | B | <input checked="" type="checkbox"/> | C | D | E |

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

REASON(S) FOR IRREGULAR ATTENDANCE:

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

REVIEWED BY: **Frank A. Rice**
Head, Language Testing Unit

DATED BY: **David A. Griffin**
Linguistic Scientist

(See reverse side)

LANGUAGE PROFICIENCY REPORT
ABSOLUTE RATING

1977

Foreign destination, etc.

76

Rating based on classroom performance.

ABSOLUTE CATEGORIES

- N1. No practical application of the Spanish language.
- N2. Able to use elementary phrases and expressions in simple situations.
- N3. Able to understand and use simple phrases and expressions in simple situations.
- N4. Able to understand and use simple phrases and expressions in simple situations.
- N5. Able to understand and use simple phrases and expressions in simple situations.

- N6. Able to understand and use simple phrases and expressions in simple situations.
- N7. Able to understand and use simple phrases and expressions in simple situations.
- N8. Able to understand and use simple phrases and expressions in simple situations.
- N9. Able to understand and use simple phrases and expressions in simple situations.
- N10. Able to understand and use simple phrases and expressions in simple situations.

Frank A. ...
Language Testing Unit

4 21 1977
Language Scientist

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 | | | | | | | | |
| KEEMAN, Thomas J. | | 29 June 1930 | | Male | GS-9 | | | | | | | | |
| 5. SERVICE DESIGNATION | | 6. OFFICIAL POSITION TITLE | | 7. OFF/DIV/OR OF ASSIGNMENT | | | | | | | | | |
| D | | Ops Officer | | DDP/WH/III/C-A/DO | | | | | | | | | |
| 8. CAREER STAFF STATUS | | | | 9. TYPE OF REPORT | | | | | | | | | |
| NOT ELIGIBLE | | MEMBER | DEFERRED | INITIAL | REASSIGNMENT/SUPERVISOR | | | | | | | | |
| PENDING | | DECLINED | DENIED | <input checked="" type="checkbox"/> ANNUAL | REASSIGNMENT/EMPLOYEE | | | | | | | | |
| 10. DATE REPORT DUE IN O.P. | | 11. REPORTING PERIOD | | | | | | | | | | | |
| 31 October 1959 | | 23 Jan 59 to Sep 59 | | | | | | | | | | | |
| 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). | | | | | | | | | | | | | |
| <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>1 - Unsatisfactory</td> <td>2 - Barely adequate</td> <td>3 - Acceptable</td> <td>4 - Competent</td> <td>5 - Excellent</td> <td>6 - Superior</td> <td>7 - Outstanding</td> </tr> </table> | | | | | | | 1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding |
| 1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding | | | | | | | |
| SPECIFIC DUTY NO. 1 | | RATING NO. | SPECIFIC DUTY NO. 4 | | RATING NO. | | | | | | | | |
| Prepare draft replies for Stations' operational guidance. | | 4 | Contact other Headquarters components in assisting the Stations operations. | | 5 | | | | | | | | |
| SPECIFIC DUTY NO. 2 | | RATING NO. | SPECIFIC DUTY NO. 5 | | RATING NO. | | | | | | | | |
| Process project renewals. | | 5 | Process FGA's and OA's for Code. Sign and clear gun and make necessary follow-ups. | | 5 | | | | | | | | |
| SPECIFIC DUTY NO. 3 | | RATING NO. | SPECIFIC DUTY NO. 6 | | RATING NO. | | | | | | | | |
| Lead 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. | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> 1 - Performance in many important respects falls to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. | | | | | | RATING NO. 5 | | | | | | | |
| SECTION D DESCRIPTION OF THE EMPLOYEE | | | | | | | | | | | | | |
| In the rating boxes below, check (X) the degree to which each characteristic applies to the employee | | | | | | | | | | | | | |
| 1 - Least possible degree | | 2 - Limited degree | | 3 - Normal degree | | 4 - Above average degree | | | 5 - Outstanding degree | | | | |
| CHARACTERISTICS | | | | | | NOT APPLICABLE | NOT OBSERVED | RATING | | | | | |
| | | | | | | | | 1 | 2 | 3 | 4 | 5 | |
| GETS THINGS DONE | | | | | | | | | | | | | |
| RESOURCEFUL | | | | | | | | | | | | X | |
| ACCEPTS RESPONSIBILITIES | | | | | | | | | | | | X | |
| CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES | | | | | | | | | | | | X | |
| DOES HIS JOB WITHOUT STRONG SUPPORT | | | | | | | | | | | | X | |
| FACILITATES SMOOTH OPERATION OF HIS OFFICE | | | | | | | | | | | | X | |
| WRITES EFFECTIVELY | | | | | | | | | | | | X | |
| SECURITY CONSCIOUS | | | | | | | | | | | | X | |
| THINKS CLEARLY | | | | | | | | | | | | X | |
| DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS | | | | | | | | | | | | X | |
| OTHER (Specify): | | | | | | | | | | | | X | |
| SEE SECTION "E" ON REVERSE SIDE | | | | | | | | | | | | | |

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION E

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

2 17 PA '59

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

SECTION F

CERTIFICATION AND COMMENTS

| | | |
|---|---|-------------------------------------|
| 1. BY EMPLOYEE | | |
| I certify that I have seen Sections A, B, C, D and E of this Report: | | |
| DATE | SIGNATURE OF EMPLOYEE | |
| | | |
| 2. BY SUPERVISOR | | |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION | |
| 6 months | This employee has been in training since 21 September, 1959. | |
| IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. | | |
| EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS | REPORT MADE WITHIN LAST 90 DAYS | |
| OTHER (Specify): | | |
| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE |
| 30 September 1959 | Ops Officer - Plans, Ops A | Walter Tranta Walter Tranta |
| 3. BY REVIEWING OFFICIAL | | |
| I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. | | |
| I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. | | |
| I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. | | |
| I CANNOT JUDGE THESE EVALUATIONS; I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE. | | |
| COMMENTS OF REVIEWING OFFICIAL | | |
| | | |
| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE |
| 1 Oct 1959 | CAR/IST | Robert H. Dalgron |

SECRET

CONFIDENTIAL
(When Filled In)

FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

DATE OF TESTING

NAME

OFFICE

WAVE

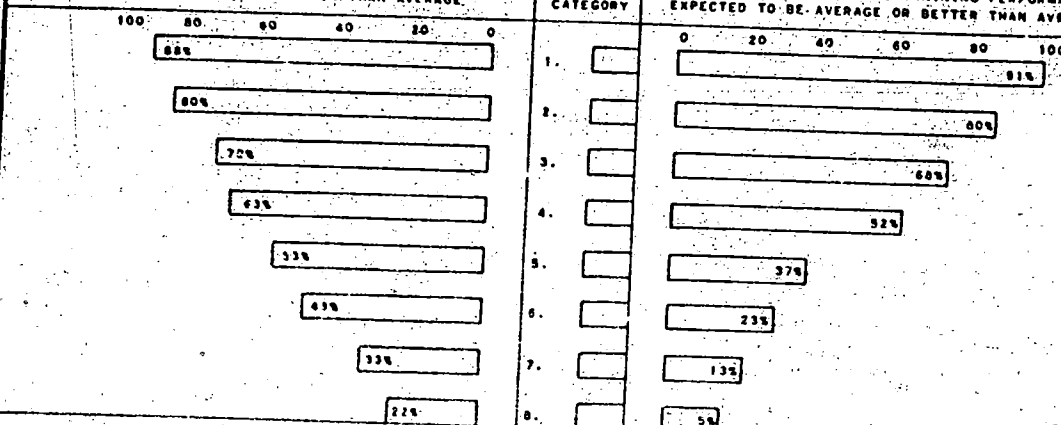
PERIOD

The category checked below is an interpretation of the scores made by the person named above on a battery of foreign language aptitude tests. The relationships between test performance and subsequent training performance of trainees in Agency language training courses are indicated by the graphs next to the aptitude categories. The graphs to the left are for women and the graphs to the right are for men. From these graphs you can read for each aptitude category the probability that a person in that category will perform in an Agency foreign language training course at an average or better-than-average level. For example, 22 percent of the women who obtain an aptitude rating of "8" can be expected to be average or better in course performance, while 5 percent of the men with ratings of "8" can be expected to be average or better in course performance. A man needs an aptitude rating of "6" to have about the same expectation of success in language training as a woman with a rating of "8." At the other end of the scale, 80 percent of either men or women who obtain aptitude ratings of "2" can be expected to do average or better-than-average work in training. The differences in relationship are due to differences between men and women in both training performance and test scores. On the average women are somewhat higher on both.

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

APTITUDE CATEGORY

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



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

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL

| MONTHS OF ACADEMIC TRAINING | | | NONACADEMIC EXPERIENCE (1 YEAR OR MORE) | |
|-----------------------------|---------|---------------------------------|---|----------|
| LESS GENERAL | SPECIAL | OTHER | READING OR WRITING | SPEAKING |
| | | | | |
| DATE | | SIGNATURE OF CHIEF, A & E STAFF | | |
| | | W. EDWARDS A. ... | | |

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

FORM 1674

CONFIDENTIAL

1493

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Personnel

DATE: 3 MAR 1959

FROM : Director of Training

SUBJECT: Summary of JOT Career of Thomas J. Keenan

1. Statement of Transfer

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

2. Basis for Selection by JOTP

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

3. Formal Training

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

4. On-the-Desk Training

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

14-00000

-2-

5. Evaluation of the Subject's Training

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

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

6. JOTF Opinion of the subject.

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

Matthew Baird

MATTHEW BAIRD

59-1-7A-3680

SECRET

(When Filled In)

FITNESS REPORT (Part II) PERFORMANCE

INSTRUCTIONS

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

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

SECTION A.

GENERAL

| | | | | |
|---|--|---|---------------------|-------------------------------------|
| 1. NAME (Last) KEENAN, (First) Thomas (Middle) J. | | 2. DATE OF BIRTH 29 June 1930 | 3. SER. M | 4. SERVICE DESIGNATION ST |
| 5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT OTR/JOTP | | 6. OFFICIAL POSITION TITLE JOT | | |
| 7. GRADE GS-7 | 8. DATE REPORT DUE IN OP. 20 February 1958 | 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 20 May 1957 - 20 February 1958 | | |
| 10. TYPE OF REPORT (Check one) | | 11. SPECIAL (Specify) | | |
| <input checked="" type="checkbox"/> INITIAL | | <input type="checkbox"/> REASSIGNMENT SUPERVISOR | | |
| <input type="checkbox"/> ANNUAL | | <input type="checkbox"/> REASSIGNMENT EMPLOYEE | | |

SECTION B.

CERTIFICATION

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

A. CHECK (X) APPROPRIATE STATEMENTS:

| | |
|---|---|
| <input type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL. | <input type="checkbox"/> IF INDIVIDUAL IS RATED "C" OR "D," A WARNING LETTER HAS SENT TO HIM OR A COPY ATTACHED TO THIS REPORT. |
| <input checked="" type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS. | <input type="checkbox"/> I CANNOT CERTIFY THAT THE RATED INDIVIDUAL SHOULD BE EVALUATED 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 3 Feb 1958 | C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR Willet L. Eccles | D. SUPERVISOR'S OFFICIAL TITLE C/JOTP/TR |
|-----------------------------------|---|--|

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

BY *MA* DATE **24 FEB 58**

Posted For. Cost *MA*

Reviewed by *WLE 2/24/58*

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

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

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

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

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

REMARKS:

4

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OFFICE OF PERSONNEL

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

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

- | | | |
|-------------------------------|--------------------------------|--------------------------------|
| ORAL BRIEFING | HAS AND USES AREA KNOWLEDGE | CONDUCTS INTERROGATIONS |
| GIVING LECTURES | DEVELOPS NEW PROGRAMS | PREPARES SUMMARIES |
| CONDUCTING SEMINARS | ANALYZES INDUSTRIAL REPORTS | TRANSLATES GERMAN |
| WRITING TECHNICAL REPORTS | MANAGES FILES | DISPERSES SOURCES |
| CONDUCTING EXTERNAL RELATIONS | OPERATES RADIO | KEEPS BOOKS |
| Typing | COORDINATES WITH OTHER OFFICES | DRIVES TRUCK |
| TAKING DICTATION | WRITES REGULATIONS | MAINTAINS AIR CONDITIONING |
| SUPERVISING | PREPARES CORRESPONDENCE | EVALUATES SIGNIFICANCE OF DATA |

g. For some jobs, duties may be broken down even further if supervisor considers it advisable. e.g., combined key and phone operation, in the case of a radio operator.

FEB 13 10 3 09 PM '58

MAIL ROOM

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

| | | | |
|---|--------------------|---------------------|---------------|
| SPECIFIC DUTY NO. 1 Training Courses | RATING NUMBER 5 | SPECIFIC DUTY NO. 6 | RATING NUMBER |
| SPECIFIC DUTY NO. 2 Research on Communist Party Activities | RATING NUMBER 5 | SPECIFIC DUTY NO. 8 | RATING NUMBER |
| SPECIFIC DUTY NO. 3 | RATING NUMBER | SPECIFIC DUTY NO. 9 | RATING NUMBER |

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

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

- 1 - DEFINITELY UNSUITABLE... HE SHOULD BE SEPARATED
- 2 - OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- 3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- 6 - AN UNUSUALLY STRONG PERFORMER IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 7 - EXCELLED BY ONLY A FEW IN THE ORGANIZATION

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

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(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

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

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

SECTION E.

GENERAL

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

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED
2. THIS DATE 3. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR 4. SUPERVISOR'S OFFICIAL TITLE
3 Feb 1958 Willet L. Eccles C/JOTP/TR
5. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.
6. THIS DATE 7. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL 8. 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.

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

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.

Table with columns: ACTUAL, POTENTIAL, DESCRIPTIVE SITUATION. Rows describe various supervisory situations from basic job to executive level.

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(When Filled In)

OFFICE OF PERSONNEL

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

eight

Feb 13 3 04 PM '58

A. COMMENTS CONCERNING POTENTIAL

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

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

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

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

SECTION I. DESCRIPTION OF INDIVIDUAL

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

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

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

SECRET

ADMINISTRATIVE — INTERNAL USE ONLY

TRAINING REPORT
OFFICE OF TRAINING
FUNCTIONAL TRAINING DIVISION

This certifies that Thomas J. Keenan (00600) has completed the two day Equal Employment Opportunity (EEO) Seminar for Supervisors held 28 - 29 March 1977. At the conclusion of this two-day session, each participant will be able to describe the following:

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

FOR THE DIRECTOR OF TRAINING:

Donald R. Heady
DONALD R. HEADY
Course Administrator

ADMINISTRATIVE — INTERNAL USE ONLY

KEENAN, THOMAS J

| | | | | | | | | | |
|---|--|--|--|---|--|--------------------------|--|--|--|
| 1. NAME (Last, First, Middle Initial) KEENAN, THOMAS J | | 2. SOCIAL SECURITY NUMBER | | 3. GRADE OR RATE | | 4. DATE OF BIRTH | | 5. DATE OF ENTRY INTO CURRENT ACTIVE SERVICE | |
| 6. CHARACTER OF SERVICE | | 7. TYPE OF CATERING SERVICE | | 8. DATE RECEIVED | | 9. MONTH | | 10. YEAR | |
| 11. SELECTIVE SERVICE NUMBER | | 12. SELECTIVE SERVICE LOCAL BOARD NUMBER (City, County and State) | | 13. DATE RECEIVED | | 14. MONTH | | 15. YEAR | |
| 16. TRAINING COURSE (If completed) | | 17. GRADE, RATE OR RANK AT TIME OF ENTRY INTO CURRENT ACTIVE SERVICE | | 18. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City and State) | | 19. STATEMENT OF SERVICE | | 20. DATE OF ENTRY | |
| 21. STATEMENT OF SERVICE | | 22. STATEMENT OF SERVICE | | 23. STATEMENT OF SERVICE | | 24. STATEMENT OF SERVICE | | 25. STATEMENT OF SERVICE | |
| 26. GOVERNMENT LIFE INSURANCE IN FORCE | | 27. AMOUNT OF ALLOTMENT | | 28. VA BENEFITS RECEIVED OR ANTICIPATED FOR THIS YEAR | | 29. VA CLAIM NUMBER | | 30. VA CLAIM NUMBER | |
| 31. SIGNATURE | | 32. SIGNATURE | | 33. SIGNATURE | | 34. SIGNATURE | | 35. SIGNATURE | |

DD FORM 214

OFFICE OF THE CHIEF OF STATE

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

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

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

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 50, REVISED.

PCS DATES OF SERVICE

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

TDY DATES OF SERVICE

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

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

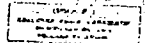
DOCUMENT IDENTIFICATION NO. LA 21-77 DOCUMENT DATE/PERIOD 10/29-11/11/76

REMARKS

PREPARED BY: [Signature] REPORT ANNOTATED OR CONTROL DOCUMENT: [Signature] ABOVE DATA CERTIFIED CORRECT BASED UPON SOURCE DOCUMENT CITED

DATE: 11/77 SIGNATURE: Mike M... [Signature]

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



10

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

| | | | |
|-------------------|--------|--------|--------|
| SERIAL NO. 1-6 | NAME | | |
| | LAST | FIRST | MIDDLE |
| 026090 | KEENAN | THOMAS | J |

INSTRUCTIONS

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

PCS DATES OF SERVICE

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

TDY DATES OF SERVICE

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

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

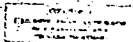
| | |
|---|---|
| TRAVEL VOUCHER | DISPATCH |
| <input checked="" type="checkbox"/> CABLE | DUTY STATUS OR TIME AND ATTENDANCE REPORT |
| OTHER (Specify) | |

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

REMARKS

| | | |
|-------------|--------------------------------------|--|
| PREPARED BY | REPORT ANNOTATED ON CENTRAL DOCUMENT | ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED |
| DCO | DATE | SIGNATURE |

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



DEPUTY DIRECTOR FOR OPERATIONS
ROUTING SHEET

| TO: | ACTION | INFO | DATE | INITIALS |
|--|--------|------|-------------|--------------------|
| 1. DDO | | | | |
| 2. ADDO | | | | |
| 3. C/PLANS | | | | |
| 4. C/GPS | | | | |
| 5. C/SS | | | | |
| 6. C/CCS | | | | |
| 7. C/CI | | | | |
| 8. C/AF | | | | |
| 9. C/ICD | | | | |
| 10. C/DIVD | | | | |
| 11. C/EA | | | | |
| 12. C/EUR | | | | |
| 13. C/FR | | | | |
| 14. C/NE | | | | |
| 15. C/IA | | | | |
| 16. <u>C/IA</u> <u>PT-3</u> <u>C/IA/MCA</u> <u>Tom Keenan</u> <u>C/PERL</u> - <u>cy filed</u> | X | | 13 JUL 1976 | <i>[Signature]</i> |

SUSPENSE DATE cy stat OTR

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

SIGNATURE: FA/DDO DATE: 13 Jul 76

DCI/DDCI
Routing slip

DDO

TO:

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

SUSPENSE _____

Date

Remarks:

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

E. H. Roche

DCI/DDCI



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

Executive Registry

76-2746

76 4568

Office of the Commandant

25 JUN 76

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

Dear Mr. Bush:

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

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

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

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



Office of the Commandant
Mr. George Bush

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

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

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

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

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

Office of the Commandant
Mr. George Bush

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

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

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

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

Sincerely,



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



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

Execution Registry
 76-5240

43712 76 452

23 JUL 76

Office of the Commandant

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

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, he has 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

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

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

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

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

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

Office of the Commandant
Mr. George Bush

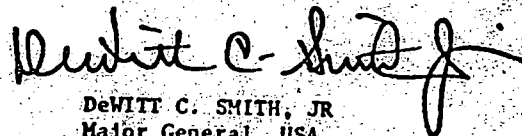
from the beginning. Somewhat quiet and reticent by nature, Mr. Keenan nonetheless was enthusiastic about the College's many offerings in his own low-keyed way. This soft-spoken demeanor masked a tough competitor, whether it was in seminar discussions or on the tennis courts, where he was a member of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

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

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

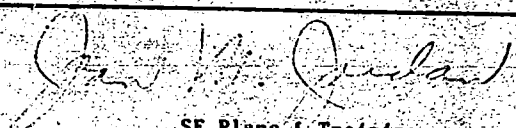
A statement specifically regarding estimated "general officer or equivalent civilian supergrade" potential has been intentionally omitted from this and all AY 76 reports. The evaluation system for USAWC students is designed principally to portray the student's aptitudes, capabilities, accomplishments,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

Sincerely,



DeWITT C. SMITH, JR
Major General, USA
Commandant

CONFIDENTIAL

| | | | |
|--|------------------|---|-----------------------|
| SE TRAINING REPORT | | SOVIET/EAST EUROPEAN OPERATIONS COURSE No. | |
| STUDENT Keenan, Thomas J. | | YEAR OF BIRTH 1930 | GRADE GS-15 |
| COB DATE May 1957 | OFFICE DDO/LA | SERVICE DESIGNATION D | NO. OF STUDENTS 28 |
| COURSE OBJECTIVES To orient the student on the special nature of the Directorate of Operation's Soviet/East European target and to train him in the application of clandestine methods for collecting information on assessing and preparing recruitment operations against Soviet/East European personalities. | | | |
| ACHIEVEMENT RECORD This is a certificate of attendance. No evaluation is made of individual performance in the course. | | | |
| FOR THE DIRECTOR OF TRAINING: | |  SE Plans & Training | |

FORM 3687 USE PREVIOUS EDITIONS

CONFIDENTIAL

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

ADMINISTRATIVE
Internal Use Only

REPORT OF SERVICE ABROAD

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

SERIAL NO. **026090** LAST (Print) **Keenan** NAME **Thomas** MIDDLE **J**

**FILED
PUNCHED
BY**

INSTRUCTIONS
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only) REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI NO. 59, REVISED.

PCS DATES OF SERVICE

| ARRIVAL O/S | | | DEPARTURE O/S | | | TYPE OF DATA | O/P USE ONLY | | COUNTRY | CODE |
|-------------|-----|------|---------------|-----|------|------------------|--------------|-------|---------|-------|
| MONTH | DAY | YEAR | MONTH | DAY | YEAR | | 37 | 38-39 | | |
| | | | 07 | 04 | 75 | 1 - PCS (Basic) | 1 | | Jamaica | 40-42 |
| | | | | | | 2 - CORRECTION | | | | |
| | | | | | | 3 - CANCELLATION | | | | |

TDY DATES OF SERVICE

| ARRIVAL O/S | | | DEPARTURE O/S | | | TYPE OF DATA | O/P USE ONLY | | AREA(S) | CODE |
|-------------|-----|------|---------------|-----|------|------------------|--------------|-------|---------|------|
| MONTH | DAY | YEAR | MONTH | DAY | YEAR | | 37 | 38-39 | | |
| | | | | | | 1 - TDY (Basic) | | | | |
| | | | | | | 2 - CORRECTION | | | | |
| | | | | | | 3 - CANCELLATION | | | | |

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

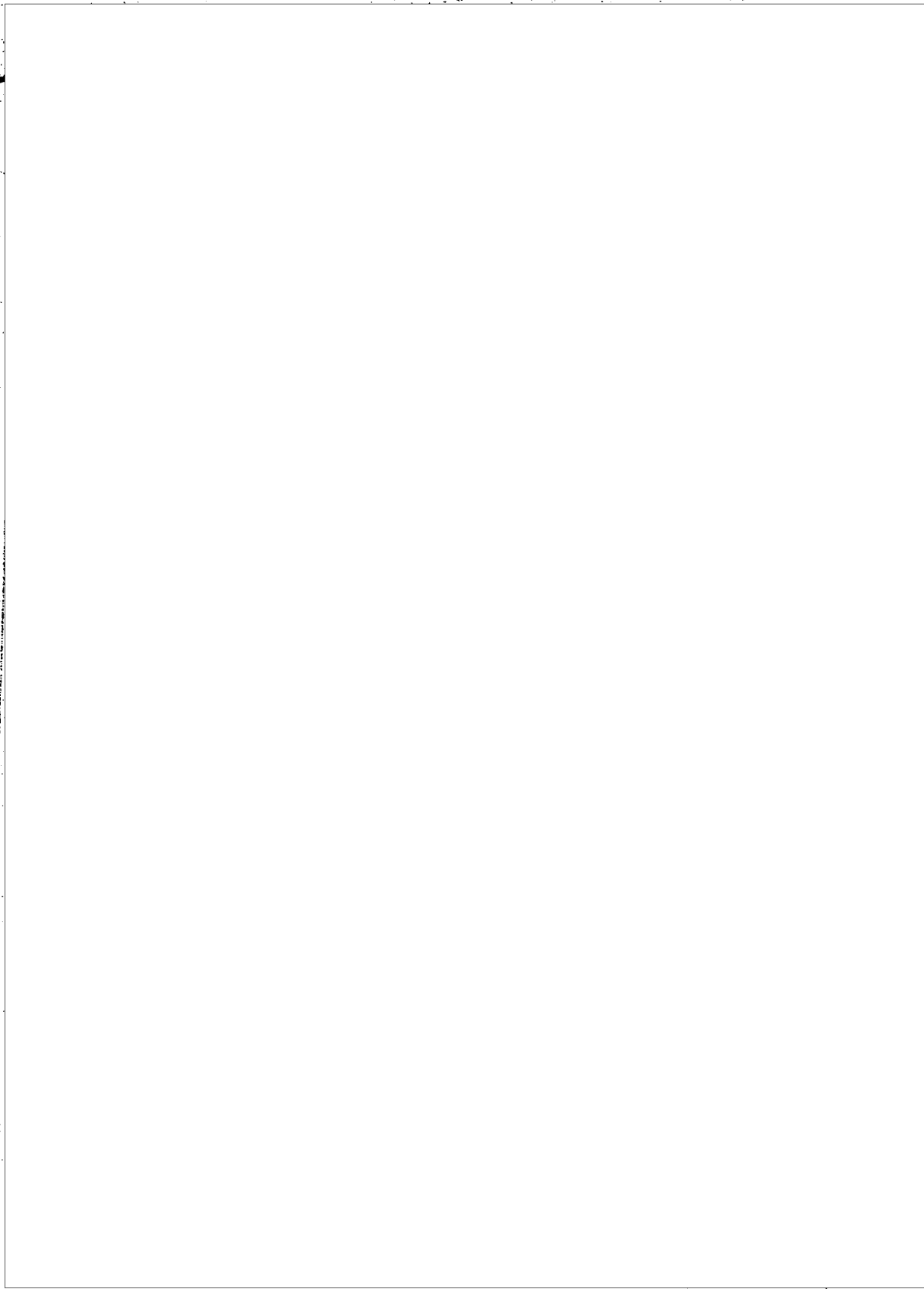
SOURCE DOCUMENT AND CERTIFICATION

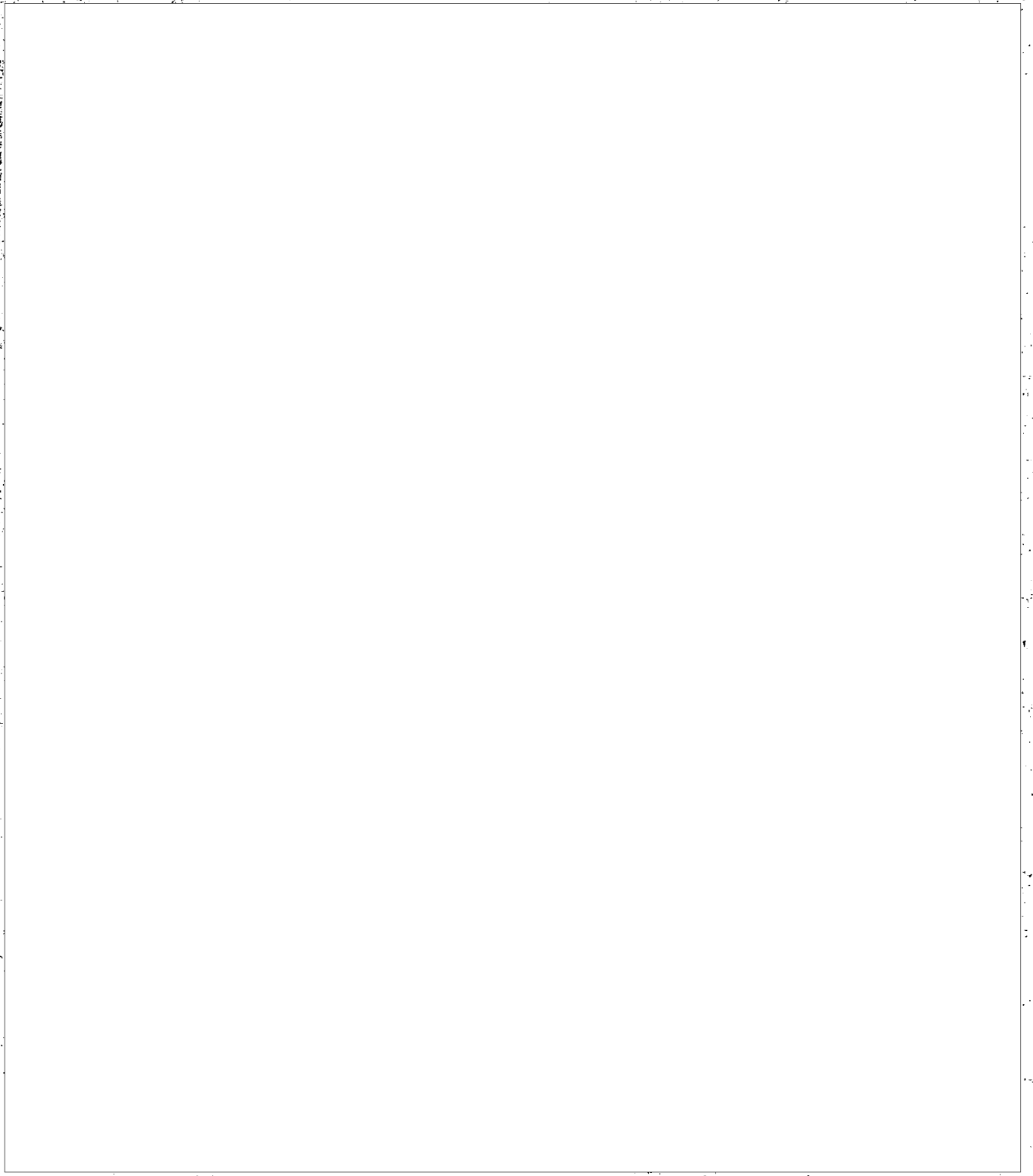
TRAVEL VOUCHER
DISPATCH
CABLE
DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)

DOCUMENT IDENTIFICATION NO. **IN 623200**
DOCUMENT DATE/PERIOD **July 1975**
REMARKS

PREPARED BY
REPORT ANNOTATED ON CONTROL DOCUMENT
DATE **7/15/75**
SIGNATURE *Thomas J. Keenan*
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

FIELD REASSIGNMENT QUESTIONNAIRE

| DO NOT COMPLETE FOR HEADQUARTERS USE ONLY | | | | |
|--|---|---|---|----------------------------------|
| NAME OF EMPLOYEE Thomas J. Koonan | | DATE (From Item 8-1) 26 Aug 74 | NAME OF SUPERVISOR | DATE (From Item 8-2) |
| DATE RECEIVED AT HEADQUARTERS: 10 September 1974 | | DISPATCH NUMBER: HJKT-1801 | DATE RECEIVED BY CAREER SERVICE: | HOME BASE COMPONENT WH |
| DATE OF BIRTH 29 June 30 | SERVICE DESIGN D | CURRENT POSITION AND GRADE COS, Kingston GS-15 | STATION OR BASE Kingston | CURRENT COVER |
| TO BE COMPLETED BY EMPLOYEE | | | | |
| 14. DATE OF PCS ARRIVAL IN FIELD 14 Sep 73 | 18. REQUESTED DATE OF DEPARTURE 14 Sep 75 | 16. EXPECTED DATE OF FIRST CHECK-IN AT HQ 15 Sep 75 | 19. 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 | | | | |
| 4. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form) their formative years Chief of Station with responsibility for liaison with senior level of local service, as well as with [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 HQ/AS FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE EUR

BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

RETURN TO MY CURRENT STATION.

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

TO BE COMPLETED BY FIELD STATION

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

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

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

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

DATE 19 Feb 75 TITLE C/LA/Pers SIGNATURE Henry E. Berthold

FOR USE BY CAREER SERVICE

9. APPROVED ASSIGNMENT:

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

CAREER SERVICE REPRESENTATIVE _____

DATE _____

SECRET

SECRET
(When Filled In)

FILE
PUNCHED
BY

REPORT OF SERVICE ABROAD

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

| | | | |
|-----------------------------|---------------------------|-------------------------|-------------|
| SERIAL NO. 1-6 026090 | NAME | | |
| | LAST (Point) KEENAN | FIRST 7-24 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. 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 | | 37 | 38-39 | | |
| 09 | 14 | 73 | | | | 1 1. PCS (Basic) | | | JAMAICA | 370 |

TDY DATES OF SERVICE

| ARRIVAL O/S | | | DEPARTURE O/S | | | TYPE OF DATA | O/P USE ONLY | | AREA(S) | CODE |
|-------------|-----|------|---------------|-----|------|--------------|--------------|-------|---------|------|
| MONTH | DAY | YEAR | MONTH | DAY | YEAR | | 37 | 38-39 | | |
| | | | | | | | | | | |

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

| | |
|--|---------------------------------|
| DOCUMENT IDENTIFICATION NO. RMS 18650 | DOCUMENT DATE/PERIOD 9/15/73 |
| REMARKS | |

| | | |
|------------------------------------|-----------------|------------------------------------|
| PREPARED BY C & A DIVISION, CDR | DATE 11/6/73 | SIGNATURE Thomas E. [Signature] |
|------------------------------------|-----------------|------------------------------------|

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

SECRET

187

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

| | | | |
|---|--|--|--|
| NAME OF EMPLOYEE (use pseudo only if SA) Thomas J. Keenan | DATE (from item 5-1) 9 Oct. 70 | NAME OF SUPERVISOR (ICOM) Wallace A. Nills | DATE (from item 5-2) 9 Oct. 70 |
| DATE RECEIVED AT HEADQUARTERS: 15 Oct. 1970 | DISPATCH NUMBER: HLBT 4677 | DATE RECEIVED BY CAREER SERVICES: 5 Nov 1971 | |

TO BE COMPLETED BY EMPLOYEE

| | | | | |
|---|---|--|--|---|
| 1. DATE OF BIRTH 29/6/30 | 2. SERVICE DESIGN | 3. YOUR CURRENT POSITION, TITLE AND GRADE Ops Officer, GS-14 | 4. STATION OR BASE Bogota | 5. COVER FOR CURRENT COVER LNCUFF |
| 6a. DATE OF PCS ARRIVAL IN FIELD 30 July 1969 | 6b. REQUESTED DATE OF DEPARTURE 20 Aug 1971 | 6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ 28 Aug 1971 | 6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE 29 October 1971 | |

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:
Total, 7 dependents: Ages 36,13,12,10,9,8,6

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

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

10. TRAINING DESIRED:
INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS.
Clandestino services review, Mid-career, short reports writing courses

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

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

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

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

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

TO BE COMPLETED BY FIELD STATION

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

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

ONE.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

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

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

DATE 4 Mar 71 TITLE C/WH/Pers SIGNATURE H. L Berthold

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. _____ DATED: _____
CABLE NO. _____ DATED: _____

CAREER SERVICE REPRESENTATIVE: _____ DATE: _____

SECRET

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

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

| | | | |
|-----------------------------|-----------------------|---------------------------|--------------------|
| SERIAL NO. <i>026090</i> | NAME | | |
| | LAST <i>KEENAN</i> | FIRST <i>J. Thomas</i> | MIDDLE <i>J</i> |

INSTRUCTIONS
USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 55, REVISED.

PCS DATES OF SERVICE

| ARRIVAL O/S | | | DEPARTURE O/S | | | TYPE OF DATA | O/P USE ONLY | COUNTRY | CODE |
|-------------|-----|------|---------------|-----|------|------------------|--------------|---------|------|
| MONTH | DAY | YEAR | MONTH | DAY | YEAR | | | | |
| | | | 09 | 14 | 73 | 1 - PCS (Basic) | 37 | PERU | 570 |
| | | | | | | 2 - CORRECTION | 38 | | |
| | | | | | | 3 - CANCELLATION | 39 | | |

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 | | | | |
| | | | | | | 2 - TDY (Basic) | 37 | | |
| | | | | | | 4 - CORRECTION | 38 | | |
| | | | | | | 5 - CANCELLATION | 39 | | |

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

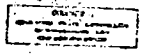
SOURCE DOCUMENT AND CERTIFICATION

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

| | |
|---|--|
| DOCUMENT IDENTIFICATION No. <i>APLT-6764</i> | DOCUMENT DATE/PERIOD <i>9/14/73</i> |
| REMARKS | |

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

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



SECRET
(When Filled In)

SERVICE ABROAD AGREEMENT

I. GENERAL

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

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

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 18 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

NAME OF EMPLOYEE: Thomas J. Kennan GS-14 SO D

1. NAME OF POST OF ASSIGNMENT: KINGSTON, JAMAICA

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

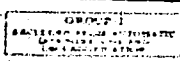
A. STANDARD TOUR OF DUTY OF 24 MONTHS C. NONSTANDARD TOUR OF DUTY OF _____ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-18)

B. NONSTANDARD TOUR OF DUTY OF _____ MONTHS PREVIOUSLY APPROVED PER HR 20-18. OPERATING OFFICIAL: _____ CONCURRED BY: CAREER SERVICE _____ DEPUTY DIRECTOR _____ APPROVED BY: 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 COLLECTED IN THE UNITED STATES, ITS POSSESSIONS OR THE COMMONWEALTH OF PUERTO RICO AT THE TIME OF YOUR PCS TRANSFER TO A POST ABROAD. YOU MAY REQUEST IN ITEM 6 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DWELLING PLACE IS (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

(When Filled In)

| | | | |
|---|--|--|--|
| <p>3. PHYSICAL DWELLING PLACE (Permanent Place of Residence unless address in item 5 is approved in item thereof)</p> <p>FULL ADDRESS</p> <p>Mr. Keenan is TDY in the Washington, D. C. Area between tours. He is presently staying at the Holiday Inn at Tysons Corner</p> | | <p>5. OTHER PLACE REQUESTED (Requested Permanent Place of Residence if different from item 3)</p> <p>FULL ADDRESS</p> <p>Voting registration</p> | |
| <p>DEPUTY DIRECTOR</p> <p>APPROVED</p> | | <p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p> <p>10/3/53</p> | |
| <p>DEPUTY DIRECTOR</p> <p>DATE</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 20-30B(3)(C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.</p> | | | |
| <p>9. DESIGNATION PER ITEM 7 ABOVE</p> <p>FULL ADDRESS</p> | | <p>10. DESIGNATION PER ITEM 8 ABOVE</p> <p>FULL ADDRESS</p> | |
| <p>RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT</p> <p>FATHER AND MOTHER</p> | | <p>CONCUR</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p> | |
| <p>APPROVED</p> <p>DEPUTY DIRECTOR</p> <p>DATE</p> <p>10-2-53</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>Sept 21, 53</p> | |

SECRET

SECRET

1400

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

| | | | |
|---|---|--|---|
| NAME OF EMPLOYEE (use pseudo only if SA) Thomas J. Keenan | DATE (from item 5-2) 1 Feb 1973 | NAME OF SUPERVISOR (if any) Richard S. Welch | DATE (from item 5-2) 1 Feb 1973 |
| DATE RECEIVED AT HEADQUARTERS: 9 February 1973 | DISPATCH NUMBER: HPLT-6460 | DATE RECEIVED BY CAPLEN SERVICE: | |

TO BE COMPLETED BY EMPLOYEE

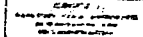
| | | | | |
|---|--|--|---|--|
| 1. DATE OF BIRTH 29 Jun 30 | 2. SERVICE DESIGN D | 3. YOUR CURRENT POSITION, TITLE AND GRADE DCOS, GS-14 | 4. STATION OR BASE Lima, Peru | 5. CRYPT FOR CURRENT COVER LNBZZ |
| 8a. DATE OF PCS ARRIVAL IN FIELD 30 Sept 71 | 8b. REQUESTED DATE OF DEPARTURE 1 Aug 1974 | 8c. EXPECTED DATE OF FIELD CHECK-IN AT HQ 20 Sept 1974 | 8d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE 20 Sept 1974 | |

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:
Total 7: Ages 38, 16, 15, 13, 12, 11, 9

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

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

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



SECRET

10. PREFERENCE FOR NEXT ASSIGNMENT.

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

In Field: DCOS at large Station or COS at smaller Station.

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

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

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

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

BE ASSIGNED TO ANOTHER FIELD STATION; INDICATE CHOICE OF GEOGRAPHIC AREA OF
1ST CHOICE Buenos Aires 2ND CHOICE Caracas 3RD CHOICE

RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

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

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

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

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

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

DATE 29 Mar 73 TITLE C/WH/Pers. SIGNATURE [Signature]
FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

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

CABLE NO. _____ DATE: _____

CAREER SERVICE REPRESENTATIVE: _____

(1375-107-001)

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

1-6
026090 LAST (NAME) Keanon FIRST 7-88 SHAWA 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 | 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 | Peru | 40-42 570 |
| 01 | 09 | 50 | 07 | 01 | | | 1 | | |

TDY DATES OF SERVICE

| ARRIVAL O/S | | | DEPARTURE O/S | | | TYPE OF DATA | O/P USE ONLY | AREAS | CODE |
|-------------|-------|-------|---------------|-------|-------|---|--------------|-------|-------|
| MONTH | DAY | YEAR | MONTH | DAY | YEAR | | | | |
| 25-26 | 27-28 | 29-30 | 31-32 | 33-34 | 35-36 | 2 - TDY (Basic) 4 - CORRECTION 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. 435675 DOCUMENT DATE/PERIOD 30 Sept 1978

REMARKS

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

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

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

FILE
PUNCHED
BY

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

SERIAL NO. 026090
 LAST NAME (Prefix) RECNAW
 FIRST NAME THOMAS
 MIDDLE

INSTRUCTIONS

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

PCS DATES OF SERVICE

| ARRIVAL O/S | | | DEPARTURE O/S | | | TYPE OF DATA | CODE | O/P USE ONLY | COUNTRY | CODE |
|-------------|-------|-------|---------------|-------|-------|---|------|--------------|----------|------|
| MONTH | DAY | YEAR | MONTH | DAY | YEAR | | | | | |
| 25-26 | 27-28 | 29-30 | 31-32 | 33-34 | 35-36 | 1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION | 1 | | Columbia | 150 |

TDY DATES OF SERVICE

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

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

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

DOCUMENT IDENTIFICATION NO. 16241
 DOCUMENT DATE/PERIOD 21 July 1971

REMARKS

PREPARED BY
 DATE 8/12/71
 SIGNATURE [Signature]

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

14-00000
-O-N-F-I-D-E-N-T-I-A-L

TRAINING REPORT

Chiefs of Station Seminar No. 3-71

Participant: Keenan, Thomas

Office: WH

Grade : 14

COURSE OBJECTIVES, CONTENT AND METHODS

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

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

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

ACHIEVEMENT RECORD

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

FOR THE DIRECTOR OF TRAINING:


ALAN P. WHITE

6 JUL 1971

DATE

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

SECRET
(When Filled In)

SERVICE ABROAD AGREEMENT

I. GENERAL

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

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

IF ELIGIBLE UNDER THE TERMS OF HR 20-30, YOU WILL BE GRANTED HOME LEAVE AS SOON AS IT CAN BE ARRANGED AT GOVERNMENT CONVENIENCE AFTER COMPLETION OF YOUR PRESCRIBED TOUR OF DUTY, PROVIDED YOU HAVE SERVED AT LEAST 18 MONTHS OF CONTINUOUS CREDITABLE SERVICE OUTSIDE THE UNITED STATES. HOME LEAVE AND HOME LEAVE TRAVEL ARE CONTINGENT UPON YOUR WILLINGNESS TO RETURN, AND CONTEMPLATION BY AGENCY OFFICIALS THAT YOU WILL RETURN TO SERVICE OUTSIDE THE UNITED STATES IMMEDIATELY AFTER HOME LEAVE OR UPON COMPLETION OF AN ASSIGNMENT IN THE UNITED STATES.

YOU ARE ADVISED THAT ANY MONIES DUE YOU FROM THE GOVERNMENT MAY BE APPLIED IN LIQUIDATION OF ANY INDEBTEDNESS ARISING FROM VIOLATION OF THIS AGREEMENT. YOU WILL BE AFFORDED ALL NORMAL RECOURSE IN APPEALING DECISIONS MADE PURSUANT TO THIS AGREEMENT.

NAME OF EMPLOYEE **Thomas J. Keenan** SO **D**

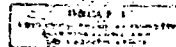
II. TOUR OF DUTY ABROAD

| | |
|---|--|
| 1. NAME OF POST OF ASSIGNMENT Lima, Peru | |
| 2. PERIOD OF SERVICE ABROAD AS PRESCRIBED IN A, B, OR C BELOW | |
| A. STANDARD TOUR OF DUTY OF 24 MONTHS <input checked="" type="checkbox"/> | C. NONSTANDARD TOUR OF DUTY OF _____ MONTHS FOR THIS TOUR ONLY FOR THE EMPLOYEE SIGNING THIS AGREEMENT. (See HR 20-15) |
| REQUESTED (Memo attached) | |
| OPERATING OFFICIAL | |
| B. NONSTANDARD TOUR OF DUTY OF _____ MONTHS PREVIOUSLY APPROVED PER HR 20-15. | CONCUR |
| OPERATING OFFICIAL <i>[Signature]</i> | 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 DOMICILE OR HAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DWELLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO: STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.



CONFIDENTIAL
(When Filled In)

RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH EMPLOYEE AT THE TIME OF HIS APPOINTMENT AND WHEN A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW. ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE BLOCKS WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 8 ALSO COMPLY WITH MHR 10-7, PERSONNEL EMERGENCY AND LOCATOR RECORDS. THIS FORM WILL BE COMPLETED ONLY BY HEADQUARTERS PERSONNEL AND NOT SENT TO THE FIELD. FORM WILL BE FILED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

GENERAL

NAME OF EMPLOYEE (Last) **Kocnan** (First) **Thomas** (Middle) **John** SOCIAL SECURITY NUMBER

1. MARITAL STATUS (Check one)

SINGLE MARRIED SEPARATED DIVORCED WIDOWED ANNULLED

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

IF DIVORCED, PLACE OF DIVORCE DECREE

2. MEMBERS OF FAMILY

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

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

Father and Mother

3. OTHER RELATIVES WHO ARE DEPENDENT UPON ME FOR AT LEAST 5% OF THEIR SUPPORT AND MEET OTHER REQUIREMENTS IN TRAVEL REGULATIONS (HR 22-15). SPECIFY NAMES AND RELATIONSHIPS.

| NAME | DATE OF BIRTH | RELATIONSHIP |
|-----------|---------------|--------------|
| NA | | |

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

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

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

YES NO

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

My wife, YES NO

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

YES NO

The persons named in item 2 or 3 above may also be notified in case of emergency. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE IN ITEM 8 ON THE REVERSE SIDE OF THIS FORM.

CONFIDENTIAL
(When Filled In)

5. VOLUNTARY ENTRIES

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

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

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

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

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

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

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

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

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

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

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

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

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

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

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

CONFIDENTIAL

CONFIDENTIAL
(When Filled In)

1070

Complete in original. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. This form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) (First) (Middle) SOCIAL SECURITY NUMBER
KEENEAN **Thomas** **Julius**

1. RESIDENCE DATA
 PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED BY AGENCY LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)

PLACE IN CONTINENTAL U.S. DESIGNATED AS PERMANENT RES. HOME-LEAVE RESIDENCE
GENC **Virginia** **Wisconsin**

2. MARITAL STATUS (If former wife)
 SINGLE MARRIED SEPARATED DIVORCED WIDOWED ANNULLED

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

IF DIVORCED, PLACE OF DIVORCE DECREE DATE OF DECREE

IF WIDOWED, PLACE SPOUSE DIED DATE SPOUSE DIED

IF PREVIOUSLY MARRIED, INDICATE NAME(S) OF SPOUSE, REASON(S) FOR TERMINATION, AND DATE(S)

3. MEMBERS OF FAMILY

NAME OF SPOUSE ADDRESS (No., Street, City, Zone, State) TELEPHONE NO.
MARGARET Jane (WALSH) KEENEAN **VA** **532-1738**

NAME(S) OF CHILDREN ADDRESS SEX DATE OF BIRTH
 SAME SAME F
 SAME SAME F
 SAME SAME F
 SAME SAME F

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

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

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

4. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

NAME (Last, First, Middle) RELATIONSHIP
KEENEAN MARGARET JANE **Wife**

HOME ADDRESS (No., Street, City, State, Zip Code) HOME TELEPHONE NUMBER
VA **532-1738**

BUSINESS ADDRESS (If applicable) BUSINESS TELEPHONE & EXTENSION
None

IS THE INDIVIDUAL NAMED ABOVE WITTING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization from which you wish for.)

YES X
 NO

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

YES X
 NO

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

YES X
 NO

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

CONTINUED ON REVERSE SIDE

CURRENT RESIDENCE AND DEPENDENCY REPORT

CONFIDENTIAL
(When Filled In)

VOLUNTARY ENTRIES

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

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

FALLS CHURCH BANK, FALLS PLAZA BLDG N, FALLS CHURCH, VA
SAVINGS & CHECKING ACCTS
JOINT WITH WIFE.

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

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

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

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

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

ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

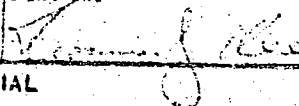
SIGNED BY

W. H. HILL, JR.

DATE

14 MAR 69

SIGNATURE



CONFIDENTIAL

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

| | | | |
|--|----------------------|-----------------------------------|----------------------|
| NAME OF EMPLOYEE (use pseudo only if 3A) | DATE (from item 5.2) | NAME OF SUPERVISOR (true) | DATE (from item 5.2) |
| Thomas J. Keenan | 25 Nov. 1968 | Dino Pionzio | 25 Nov. 1968 |
| DATE RECEIVED AT HEADQUARTERS: | DISPATCH NUMBER: | DATE RECEIVED BY CARRIER SERVICE: | |
| | HLBT-3912 | 10 Dec 68 | |

TO BE COMPLETED BY EMPLOYEE

| | | | | |
|----------------------------------|---------------------------------|---|--|----------------------------|
| 1. DATE OF BIRTH | 2. SERVICE DESIGN | 3. YOUR CURRENT POSITION, TITLE AND GRADE | 4. STATION OR BASE | 5. CRYPT FOR CURRENT COVER |
| 29 June 1930 | | Ops Officer, GS-13 | Bogota | LMPURE |
| 6A. DATE OF PCS ARRIVAL IN FIELD | 6B. REQUESTED DATE OF DEPARTURE | 6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ | 6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE | |
| 28 June 1967 | | | | |

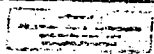
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:
Total 7 dependents: Ages- 34, 11, 10, 8, 7, 6, 4

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

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

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

Clandestine Services Review, Short report writing review course



SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

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

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

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

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

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

BE ASSIGNED TO ANOTHER FIELD STATION; INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.
1ST CHOICE Buenos Aires 2ND CHOICE Montevideo 3RD CHOICE Quito

RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

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

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

(contd on attached sheet)

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

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

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

forward

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

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

Advised subject

15. EMPLOYEE NOTIFIED BY DISPATCH NO. 1000-1000 DATED: _____

CABLE NO. _____ DATED: _____

CAREER SERVICE REPRESENTATIVE: _____

SECRET

SECRET

Continuation of [] - Jeremy L. NIARCOS - (Section 12)

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

SECRET

SECRET

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

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:

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

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

| | | | | |
|--------------------------------|---------|----------|----------------------------------|------------------------|
| NAME (last) | (first) | (middle) | DATE OF BIRTH (month, day, year) | SOCIAL SECURITY NUMBER |
| KEEHAN | Thomas | John | June 29, 1930 | |
| EMPLOYING DEPARTMENT OR AGENCY | | | LOCATION (City, State, ZIP Code) | |
| 026090 | | | | |

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

Mark here if you WANT BOTH optional and regular insurance

(A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

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

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

(B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

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

Mark here if you WANT NEITHER regular nor optional insurance

(C)

WAIVER OF LIFE INSURANCE COVERAGE

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

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

SIGNATURE (do not print)

Thomas J. KEEHAN

DATE

February 19, 1968

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

RECEIVED
FEB 20 1968

See Table of Effective Dates on Back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

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

CONFIDENTIAL
(When Filled In)

IMPORTANT

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

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 22-4, Employee Conduct, dated 30 July 1962.

Thomas J. Keenan
Signature

17 March 67
Date

THOMAS J. KEENAN

CONFIDENTIAL
(When Filled In)

ADMINISTRATIVE - INTERNAL USE ONLY

27 May 1966

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

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

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

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

ROBERT M. GAYNOR
Recorder

Honor and Merit Awards Board

Distribution:

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

ADMINISTRATIVE - INTERNAL USE ONLY

REPORT OF HONOR AND MERIT AWARDS BOARD

DATE 66 APR 19
19 April 1966

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

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

BE AWARDED: **Certificate of Merit**

- FOR HEROIC ACTION, OR
- FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD
- APPROVES THE RECOMMENDATION DISAPPROVES THE RECOMMENDATION
- APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:

CITATION: **UNCLASSIFIED**

Mr. Thomas J. Keenan is hereby awarded the Certificate of Merit to recognize his sustained superior performance as assistant to the principal officer in handling matters of great complexity in an overseas area. In the face of overwhelming pressures, Mr. Keenan demonstrated uncommonly good judgment and decisiveness in channeling resources toward the accomplishment of operational assignments, thereby helping to attain Agency objectives during a period of turmoil.

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

REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD

APPROVED:
707 Richard Holm
DIRECTOR OF CENTRAL INTELLIGENCE
24 MAY 1966
DATE

SIGNATURE: */s/ Robert S. Wattles*
TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD: **ROBERT S. WATTLES**

SIGNATURE: */s/ Robert M. Gaynor*
TYPED NAME OF RECORDER: **ROBERT M. GAYNOR**

SECRET

(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY

| | | | | | | | | | | | | | |
|---|----|--|----|---------------|---|----------|-----------------------|-------------------------------------|--|--|--|--|--|
| 1. EMPLOYEE NO. <i>021090</i> | | 2. NAME (LAST-FIRST-MIDDLE) Keenan, Thomas John | | | 3. TYPE CHANGE A=ADD C=CHANGE D=DELETE | | CODE | 4. LANGUAGE DATA PRIOR TO TEST | | | | | |
| 5. LANGUAGE DATA AFTER TEST | | 6. DATE TESTED <i>08/04/65</i> | | | 7. DATE OF BIRTH <i>06/29/30</i> | | 8. GRADE <i>12</i> | 9. OFFICE OR DIVISION <i>WH</i> | | | | | |
| LAN. CODE | R. | W. | P. | S. | U. | I/T | YEAR | | | | | | |
| 10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN <u>SPANISH (NEW WORLD) B118</u> AND YOUR TEST SCORES ARE AS FOLLOWS: (NAME OF LANGUAGE) | | | | | | | | | | | | | |
| READING | | WRITING | | PRONUNCIATION | | SPEAKING | | UNDERSTANDING | | TEST RATINGS | | | |
| + | | + | | E | | E | | I | | 0 = ZERO I = INTERMEDIATE 2 = SLIGHT H = HIGH E = ELEMENTARY N = NATIVE | | | |
| 11. REMARKS <i>11/26/65</i> | | | | | | | | 12. SIGNATURE <i>[Signature]</i> | | | | | |
| | | | | | | | | 13. LD NUMBER <i>10674</i> | | | | | |

FORM 11-64 1273

OBsolete PREVIOUS EDITIONS

(110-45)

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

1 - OP/QAB

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

567507 JUN 765

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

| EMPLOYEE SERIAL NO. 1-6 | NAME OF EMPLOYEE | | | OFFICE/COMPONENT 25-26 |
|----------------------------|------------------|--------|--------|---------------------------|
| | LAST (Print) | FIRST | MIDDLE | |
| 026090 | Keenan | Thomas | J. | WH 51 |

INSTRUCTIONS

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

PCS DATES OF SERVICE

| TYPE OF DATA | CODE | ARRIVAL | | | DEPARTURE | | | COUNTRY | OMIT |
|------------------|------|---------|-------|-------|-----------|-------|-------|---------|------|
| | | MONTH | DAY | YEAR | MONTH | DAY | YEAR | | |
| 1 - PCS (Basic) | 27 | 20-29 | 30-31 | 32-33 | 34-35 | 36-37 | 38-39 | 40-42 | |
| 3 - CORRECTION | | | | | | | | | |
| 5 - CANCELLATION | | | | | | | | | |

TDY DATES OF SERVICE

| TYPE OF DATA | CODE | DEPARTURE | | | RETURN | | | AREA(S) | OMIT |
|------------------|------|-----------|-------|-------|--------|-------|-------|---------|------|
| | | MONTH | DAY | YEAR | MONTH | DAY | YEAR | | |
| 2 - TDY (Basic) | 27 | 20-29 | 30-31 | 32-33 | 34-35 | 36-37 | 38-39 | 40-42 | |
| 4 - CORRECTION | 2 | 04 | 30 | 65 | 05 | 28 | 65 | WH 211 | |
| 6 - CANCELLATION | | | | | | | | | |

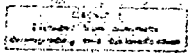
SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO. _____ DOCUMENT DATE/PERIOD _____

REMARKS

| | | |
|---|---|---|
| PREPARED BY | <input checked="" type="checkbox"/> REPORT ANNOTATED ON SOURCE DOCUMENT | ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED |
| <input checked="" type="checkbox"/> S.A. DIVISION | DATE | SIGNATURE |
| <input type="checkbox"/> C.S.T. DIVISION | 4 June 65 | <i>[Signature]</i> |



SECRET
(*Non Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

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

| EMPLOYEE SERIAL NO. 1-6 | NAME OF EMPLOYEE | | | OFFICE/COMPONENT 28-28 |
|----------------------------|------------------|--------|--------|---------------------------|
| | LAST (Print) | FIRST | MIDDLE | |
| 26090 | KEEVAR | THOMAS | J | 51 |

INSTRUCTIONS

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

PCS DATES OF SERVICE

| TYPE OF DATA | CODE | ARRIVAL | | | DEPARTURE | | | COUNTRY | OMIT |
|------------------|------|---------|-----|------|-----------|-----|------|---------|-------|
| | | MONTH | DAY | YEAR | MONTH | DAY | YEAR | | |
| 1 - PCS (Basic) | 27 | 02 | 03 | 60 | 10 | 05 | 64 | MEXICO | 40-42 |
| 3 - CORRECTION | | | | | | | | | |
| 5 - CANCELLATION | | | | | | | | | |

TDY DATES OF SERVICE

| TYPE OF DATA | CODE | DEPARTURE | | | RETURN | | | AREA(S) | OMIT |
|------------------|------|-----------|-----|------|--------|-----|------|---------|-------|
| | | MONTH | DAY | YEAR | MONTH | DAY | YEAR | | |
| 2 - TDY (Basic) | 27 | 02 | 03 | 60 | 10 | 05 | 64 | | 40-42 |
| 4 - CORRECTION | | | | | | | | | |
| 5 - CANCELLATION | | | | | | | | | |

SOURCE OF RECORD DOCUMENT

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

Return Payroll Information

| | |
|--------------------------------------|-------------------------------------|
| DOCUMENT IDENTIFICATION NO. J400C | DOCUMENT DATE/PERIOD 30 Nov 1964 |
|--------------------------------------|-------------------------------------|

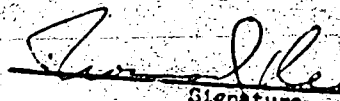
REMARKS

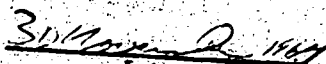
| | | | | |
|-------------------------------|-------------------------------------|------|---|-----------|
| PREPARED BY C & L DIVISION | REPORT ANNOTATED ON SOURCE DOCUMENT | DATE | ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED | SIGNATURE |
|-------------------------------|-------------------------------------|------|---|-----------|

CONFIDENTIAL
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.


Signature
THOMAS J. KEENE


Date

CONFIDENTIAL
(When Filled In)

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

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

| EMPLOYEE SERIAL NO. 1-8 | NAME OF EMPLOYEE | | | OFFICE/COMPONENT 29-36 |
|----------------------------|------------------|--------|--------|---------------------------|
| | LAST (Print) | FIRST | MIDDLE | |
| 26090 | KEENAN | THOMAS | J | 51 |

INSTRUCTIONS

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

PCS DATES OF SERVICE

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

TDY DATES OF SERVICE

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

SOURCE OF RECORD DOCUMENT

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

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

REMARKS

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

SECRET

(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA

| | | | | |
|--|---------------------------|---|------------------------------------|------------------------------|
| 1. PERSONNEL SERIAL NO. (1-6) 2000 | | 2. LD NO. 028 | | |
| 3. NAME (7-24) LAST Kearns, Thomas J. | | 4. OFFICE OR DIVISION WH | 5. LANGUAGE Spanish | 6. LANG. CODE (25-27) 120 |
| 7. DATE OF TEST (45-51) JUL 13, 1962 | 8. ANNIVERSARY DATE -- | 9. GRADE 10 | 10. DATE OF BIRTH June 29, 1930 | |
| 11. REASON FOR TAKING TEST 11.1 APPLY FOR AWARD | | 12. TEST SCORES | | |
| ESTABLISH SKILL LEVEL | | READING (34) I | WRITING (35) 7 | PROFICIATION (36) 7 |
| 13. ELIGIBILITY (39) A | | SPEAKING (37) 7 | | |
| 14. UNDERSTANDING (38) II | | TYPE OF AWARD | | |
| ACHIEVEMENT (A) M | | ELEMENTARY (E) INTERMEDIATE (I) BOB (B) | | |
| MAINTENANCE (M) A | | READING (R), SPEAKING (S) COMPREHENSIVE (C) BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V) D | | |
| 15. BELIEVABLE (REASON) | | 16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 57.50 (40-45) SIGNATURE DATE | | |
| REMARKS | | 17. I CERTIFY THAT FUNDS ARE AVAILABLE OBLIGATION RES. NO. CHARGE ALLOTMENT NO. SIGNATURE | | |

FORM 1273
1-60

DISCARD PREVIOUS EDITIONS

SECRET

(10-45)

MRD COPY

JISPATCH

SECRET/RYBAT

DISPATCH SYMBOL AND NO. 1500-2320 - RYBAT 01744

Chief, WH Division

HEADQUARTERS FILE NO.

Chief of Station, Mexico City

DATE

13 October 1961

Annual Fitness Report - [redacted]

REG. 413 - CHECK THE OFFICE

MARKED FOR INDEXING

NO INDEXING REQUIRED

ACTION REQUIRED

See paragraph 2 below

Palma, [unclear]

INDEXING CAN BE JUDGED BY QUALIFIED HQ DESK ONLY

1. Forwarded herewith is Subject's Annual Fitness Report.
2. It is strongly recommended that this outstanding young officer be promoted immediately as suggested in Section E of the attached report.

Willard C. CURTIS

12 October 1961

Attachments:

As stated

Distributions:

3 - WHD, w/att

2 - Files

245

OFFICE OF PERSONNEL

OCT 25 2 32 PM '61

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 |
|---------------------|------------------|--------|--------|------------------|
| | LAST | FIRST | MIDDLE | |
| 26070 | KEENAN | THOMAS | J. | 46 |

INSTRUCTIONS

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

PCS DATES OF SERVICE

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

TDY DATES OF SERVICE

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

SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD

REMARKS

PREPARED BY

RECORDS ANNOUNCED ON SOURCE DOCUMENT

ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED

PREPARED BY

DATE 7-20-64

SIGNATURE

FORM 1851a

SECRET

18-51

HEALTH BENEFITS REGISTRATION FORM
AN EMPLOYERS HEALTH BENEFITS ACT OF 1959
 (Read Instructions on back of last page. The only requirement of this form is to fill it out.)

400
011123

PART A
ALL WHO REGISTER MUST FILL IN THIS PART.

1. NAME (LAST) (FIRST) (MIDDLE INITIAL) (DATE OF BIRTH)
 KRISHAN Thomas J. 6 29 30

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

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

5. SEX (M) (F)

6. Are you covered by, or is any family member listed below covered by or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or annuitant)? YES NO

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

PART B
FILL IN THIS PART IF YOU WISH TO ENROLL IN A HEALTH BENEFITS PLAN.

1. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary, compensation, or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from article cover of brochure of the plan you select.)

NAME OF PLAN: Association Benefit Plan
 DEDUCTION RATE: High
 PAYROLL DEDUCTION NUMBER: 4 2 2

2. In space below list all eligible family members without exception. List your wife or husband first, then your unmarried children under age 19, including legally adopted children and stepchildren and illegitimate children who live with you in a regular parent-child relationship. Include also any unmarried child over 19 who became disabled before age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child age 19 or over.)

| NAME OF FAMILY MEMBER | DATE OF BIRTH (Month, Day, Year) | NAME OF FAMILY MEMBER | DATE OF BIRTH (Month, Day, Year) |
|-----------------------|----------------------------------|-----------------------|----------------------------------|
| Wife or husband | | | |
| | | | |
| | | | |
| | | | |
| | | | |

3. If you are a female (employee or annuitant)—does the family listed above include a husband who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (If answer is "Yes," attach a doctor's certificate.) YES NO

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

PLACE AN "X" IN ITEM 1 OR ITEM 2, WHICHEVER APPLIES AND ANSWER ITEM 3.

1. I elect not to enroll in any plan under the Health Benefits Act.

2. I elect to cancel my present enrollment under the Health Benefits Act.

3. The reason for my election is (Place an "X" in proper box):
 (a) I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or parent. (1)
 (b) I am covered by a health insurance plan which is not under the Health Benefits Act. (2)
 (c) Any other reason. (3)

PART D
FILL IN THIS PART IF YOU WISH TO CHANGE YOUR ENROLLMENT.

I elect to change my enrollment as shown by the enrollment number and other information in Part B.

1. Enrollment code number of present plan: [Blank]

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

3. Date of event which permits change: [Blank]

PART E
ALL WHO REGISTER MUST FILL IN THIS PART.

13 May 1960

WARNING—Any intentional false statement in this application or a willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 3 years, or both. (18 U.S.C. 1001.)

PART F
TO BE COMPLETED BY AGENT.

1. NAME AND ADDRESS OF EMPLOYER'S OFFICE: [Blank]

2. DATE RECEIVED BY EMPLOYER'S OFFICE: 12/1/60

3. EFFECTIVE DATE OF ENROLLMENT: 7/1/60

REMARKS
 FOR USE ONLY BY ADMINISTRATOR AND AGENT: [Blank]

11713

SECRET

Supplement to Staff Employee Personnel

Thomas J. Keenan

Effective 6 January 1960

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

1. As an employee of this organization, at the present grade and salary of GS-9- \$4135 per annum, you will accept [redacted] employment with another [redacted] entity of the Government (hereinafter referred to as [redacted]) effective as of 6 January 1960. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your [redacted] in order to appear as a conventional member of that establishment. Your appointment to your [redacted] is being effected at [redacted] and salary of \$5540 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid [redacted].

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

SECRET

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

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

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

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

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

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

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

SECRET

e. A portion of your annual and all of your sick leave which has accrued to your credit at the time of your [redacted] shall be transferred to your [redacted]. The remainder of your annual leave will be held by this organization in escrow pending the completion of your [redacted]. If the sum of your accumulated annual leave with your [redacted] and this organization exceeds the maximum accumulation entitlement afforded you under the regulations of this organization, the excess will be forfeited. If possible, such forfeiture will be accomplished by reducing the leave credit in your escrow account with this organization. While integrated, you will be permitted annual leave, sick leave, home leave, and leave without pay in accordance with the regulations of your [redacted] in lieu of the leave benefits of this organization. Upon completion of your integration, your accrued annual and sick leave will be transferred to your credit with this organization. If security conditions require that your [redacted] make a lump-sum payment for accrued annual leave, you will be required to pay the gross amount thereof to this organization including income taxes withheld by your [redacted].

6. You will be required to keep forever secret this agreement and all other information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1948, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY *Arthur J. Sullivan*
Personnel Office

ACCEPTED:

Thomas J. Keenan
Thomas J. Keenan

SECRET

(When Filled In)

| 126090 | | LANGUAGE DATA RECORD | | |
|---|-------------------------|--------------------------|--------------|--|
| PART I-GENERAL | | | | |
| 1. NAME (Last-First-Middle) (17-24) | | 2. DATE OF BIRTH (25-30) | | |
| KEENAN, Thomas John | | Month June | Day 29 | Year 1930 |
| 3. LANGUAGE (31-33) | 4. TODAY'S DATE (34-39) | | 5. | |
| 000 | Month March | Day 27 | Year 1938 | <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 | | | | |

FORM NO. 444C
1 FEB 52

SECRET

(4-51)

CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D.

Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E.

Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKE AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPANISH LANGUAGE.

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

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

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

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 23.316, PAR. 1C(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 AWARD BILL OF CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED
27 March 1958

SIGNATURE

[Handwritten Signature]

S-E-C-R-E-T

TRAINING EVALUATION

Operations Course No. 6

I. IDENTIFYING INFORMATION:

| | | | | |
|--|---------------------------|------------------------|---|--------------------------|
| Name: KEENEY, Thomas John | | Sex M | Dates of Course: 3 Mar. - 27 June 58 | No. of Students 27 |
| Date of Birth: 24 June 1930 | ECB Dates: 20 May 1957 | Grade or Rank: GS-7 | | Office: OTR/JOTP |
| Projected or Present Position (From Request for Training dated 16/10/57) Junior Officer Trainee | | | | |

II. DESCRIPTION OF COURSE:

The Operations Course runs for sixteen weeks and is designed as an introduction to the basic fundamentals of clandestine operations in the field. The course objective is to help the student learn and apply the principles and skills demanded of the field case officer. Emphasis is, therefore, placed on a practical work approach to clandestine tradecraft, agent handling, reporting and project management. The course also provides the student familiarity with the operational programs; i.e., FI, CI and PP, as well as with organizational support services.

III. PERFORMANCE RECORD:

The student's evaluation in the Operations Course is based on his understanding of clandestine operations as well as on his ability to perform field case officer tasks as observed by the staff over a period of sixteen weeks.

The standards set by the Staff for Satisfactory performance are high. Moreover, each Operations Course class is a carefully selected group of mature, intelligent, and able persons. Thus, it should be recognized that a grade of Satisfactory indicates that in the training situation the student understood or applied that subject of instruction in a competent manner.

The preponderance of grades fall within the Satisfactory range.

The performance of this student in each category of grading is indicated on the following page by the stamped X's.

S-E-C-R-E-T

S-E-C-R-E-T

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

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

FOR THE DIRECTOR OF TRAINING

Ernest W. Sparks

Chief Instructor, Operations Course

Spencer P. Toppert

Chief/Field Training

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 JOFF | PRESENT POSITION JOF |

I. Course Objectives: Increase awareness of the CI mission in relation to the Clandestine Services and the national security; provide an introduction to foreign intelligence services and to CI operations; give theory and practice in CI methods.

II. Course Characteristics: The course is intended for junior personnel in the CI field, supervisory personnel who direct the work of CE officers, and all other personnel who need orientation in CI. The material is presented by means of lectures, seminars, directed reading, and practical exercises. Emphasis is on methods. Course content is as follows:

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

III. Certification of Course Completion

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

FOR THE DIRECTOR OF TRAINING:

Harold E. Boyer
Chief Instructor
CI Familiarization Course

S-E-C-R-E-T

SECRET

TSS/PB/TRAINING DIVISION EVALUATION

DARKROOM

BASIC PHOTOGRAPHY No. 1

NAME WYMAN, THOMAS JOHN

DIV JSTP BR 179

DATES TRAINED: from 9/2/57 to 9/26/57

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

| | None | Unsat. | Fair | Good | Excellent | Superior |
|---|------|--------|------|------|-----------|----------|
| I. Manipulation of camera. | | | | | | |
| a. Leica | | | | | X | |
| b. Retina II C | X | | | | | |
| c. Recordak | | | X | | | |
| II. Processing and printing. | | | | | | |
| a. Film loading | | | | X | | |
| b. Film processing | | | | X | | |
| c. Enlarging | | | | | X | |
| d. Reflex and contact printing | | | X | | | |
| III. Use of accessory equipment. | | | | | | |
| a. Exposure meter | | | | X | | |
| b. Filters | X | | | | | |
| c. Telephoto and wide angle lenses | | | | X | | |
| IV. Document copy and small objects. | | | | | | |
| a. Available light | | | | | X | |
| b. Accessory illumination | | | | | X | |
| c. BOOWU, portra lens, focus slide | | | | | X | |
| V. Ground photography. | | | | | | |
| a. Coverage | | | | | X | |
| b. Report | | | | | X | |
| VI. Casing. | | | | | | |
| a. Coverage | | | | | X | |

S-E-C-R-E-T

TSS EVALUATION

NAME Thomas J. FITZ DIVISION OTR/OTR
SUBJECT Audio Surveillance (Basic)
DATES TRAINED 3-13 September 1957

EVALUATION:

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

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

Ratings: Poor, Average, Good, Excellent

Edward Sivik
Instructor

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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 commercial point of view, and, at the same time, to have the student acquire an operational degree of proficiency in the three

[REDACTED]

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

The performance of Mr. Egan was SATISFACTORY.

INSTRUCTOR:
J. V. ZATAS

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- 1 - Office of Personnel

TSS/TD file

CONFIDENTIAL DISTRIBUTION:

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

SECRET

SECTION I: IDENTIFYING INFORMATION

6

SECTION I: IDENTIFYING INFORMATION

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

Junior Officer Trainee

SECTION II: OBJECTIVES OF THE COURSE

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

SECTION III: BREVITIC CHARACTERISTICS OF THIS COURSE

Intelligence techniques in a four week (thirty hour) course designed for Junior Officer trainees but available to personnel who are or will be engaged in the processing of intelligence. Emphasis is on "learning by doing." Course consists of a series of integrated written exercises that require processing of actual intelligence documents. Emphasis is also placed on the oral presentation of intelligence through a series of briefings before the class. A staff brief is assigned a specific research problem. Students are assigned to the course according to the results are presented to the class. Students and instructor of so called briefings and other reports. The student also prepares an analytical bibliography and writes a report on the conclusions of his research.

The course is designed adaptively for the level of the skill the student has in the requirements of intelligence, organization, analysis, synthesis, and ability of the student to handle the available material. The use of actual intelligence documents and other intelligence materials are used in the course. The course is designed to be a practical course in intelligence processing. The course is designed to be a practical course in intelligence processing. The course is designed to be a practical course in intelligence processing.

The course is designed to be a practical course in intelligence processing. The course is designed to be a practical course in intelligence processing. The course is designed to be a practical course in intelligence processing.

0-800-4-4-7

...the student has demonstrated that he has met the objective in an extremely effective manner in this area. The student met this objective in a consistent and adequate manner. He demonstrated a good understanding of the information presented, and all skills are involved. He demonstrated sufficient competence to operate effectively in this area.

Although the student may have met some of the standards set for this achievement of this course goal or objective, he demonstrated serious gaps in knowledge or sufficient lack of skill to be of doubtful competence.

SECTION VI: REPORT ON STUDENT ASSIGNMENT

...The student has made a contribution. The student has made a grade like student.

| Category | 0 | 1 | 2 | 3 |
|---------------------|---|---|----|---|
| Mathematical | 0 | 0 | 13 | 0 |
| Writing/Reading | 0 | 2 | 11 | 0 |
| Language/Arithmetic | 0 | 1 | 8 | 4 |

SECTION VII: INSTRUMENTS FOR ALL EVALUATION

...The student has made a contribution. The student has made a grade like student.

...The student has made a contribution. The student has made a grade like student.

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

6

| | | | | | | | |
|---|---|----|----|----|---|----|----|
| 2 | 7 | 13 | 12 | 19 | 6 | 17 | 12 |
|---|---|----|----|----|---|----|----|

JHC

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 <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE | DATE OF COURSE 27 May - 21 June 1957 | NO. OF STUDENTS 63 |
| DATE OF BIRTH 24 June 1930 | EDU. DATE May '57 | GRADE OR RANK OS-7 | OFFICE OTR/JOFP | |
| 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 | RATING | | |
| | | UNSATISFACTORY | SATISFACTORY | EXCELLENT |
| INTRODUCTION TO INTELLIGENCE | 80 | 0 | 37 | 28* |
| INTRODUCTION TO COMMUNISM | 80 | 1 | 23 | 36* |
| 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 | | SIGNATURE OF CHIEF INSTRUCTOR/INTELLIGENCE PHASE <i>J. W. Hunsbelle Jr.</i> | | |
| | | SIGNATURE OF CHIEF INSTRUCTOR/COMMUNISM PHASE <i>Henry M. Schreiber</i> | | |

PERSONNEL QUALIFICATION QUESTIONNAIRE

Ma

| | | |
|--|---|--|
| 1. Serial No. (no entry) | 2. NAME: (last) (first) (middle) <i>KEENE JAMES JR</i> | 3. Office |
| 4. Date of Birth <i>30 June 1930</i> | 5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2) | Marital Status <i>M</i> Nr. Dependents <i>1</i> |
| 7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other | | 6. Employment Date: <i>30 May 1952</i> |
| 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 Rec'd | | Sem Hrs. |
|--|-------------|-------------|-------------|-----------|-----------|----------|--------------------|---------------------------------|----------|
| | | | From | To | Day | Night | Title | Date | |
| <i>Univ of Wisc. CRT at Madison</i> | <i>Hist</i> | <i>Geol</i> | <i>1948</i> | <i>50</i> | <i>2</i> | <i>-</i> | <i>TRANSFERRED</i> | <i>63</i> | |
| <i>Marquette Univ</i> | <i>HIST</i> | <i>-</i> | <i>1950</i> | <i>53</i> | <i>3</i> | <i>-</i> | <i>BS</i> | <i>June 1953</i> <i>1912</i> | |

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 | |
| <i>Staff Officer Course</i> | <i>July 1953</i> | <i>Nov 1953</i> | <i>4</i> | <i>GENERAL AID COURSE IN INTELLIGENCE</i> |

CODED
FOR
QUALIFICATIONS
DATE *22 APR 1957*

SEC. II. WORK EXPERIENCE

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

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

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

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

| | |
|--|--|
| From <u>1/1/54</u> To <u>11/1/54</u> Tot. mo's <u>10</u> Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3845</u> Number and Class of Employees Supervised: <u>2 OFFICERS</u> Employer <u>U.S. NAVY</u> Kind of Business or organization (i.e., paper products mfr, public utility) | Exact Title of your position <u>OFFICER IN CHARGE</u> <u>U.S. NAVAL RADIO STATION, DANVILLE, VIRGINIA</u> Description of Duties: <u>Complete Control of Radio C.D. UNCOMMINT</u> <u>RECORDING & JOE ADMINISTRATOR AND</u> <u>OPERATIONAL PROCEDURES AT THE STATION</u> Duty Station if overseas: |
| From <u>1/1/54</u> To <u>11/1/54</u> Tot. mo's <u>10</u> Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3845</u> Number and Class of Employees Supervised: <u>2 OFFICERS</u> Employer <u>U.S. NAVY</u> Kind of Business or organization (i.e., paper products mfr, public utility) | Exact Title of your position <u>ASST OFFICER IN CHARGE</u> <u>COMMUNICATIONS SECTION</u> Description of Duties: <u>RESponsible TO OIC FOR STATION OPERATIONS</u> <u>AND OPERATIONAL MAINTENANCE OF STATION</u> <u>EQUIPMENT & PERSONNEL</u> Duty Station if overseas: |
| From <u>1/1/54</u> To <u>11/1/54</u> Tot. mo's <u>10</u> Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3173</u> Number and Class of Employees Supervised: <u>11 OFFICERS</u> Employer <u>U.S. NAVY</u> Kind of Business or organization (i.e., paper products mfr, public utility) | Exact Title of your position <u>COMMUNICATIONS</u> <u>OFFICER & COMMUNICATIONS SECTION OFFICER</u> Description of Duties: <u>RESponsible FOR OPERATION OF STATION</u> <u>EQUIPMENT & PERSONNEL</u> Duty Station if overseas: |
| From <u>1/1/54</u> To <u>11/1/54</u> Tot. mo's <u>10</u> Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3615</u> Number and Class of Employees Supervised: <u>1 OFFICER</u> Employer <u>U.S. NAVY</u> Kind of Business or organization (i.e., paper products mfr, public utility) | Exact Title of your position <u>COMMUNICATIONS</u> <u>OFFICER (SUBSTITUTED)</u> Description of Duties: <u>RESponsible FOR OPERATION OF STATION</u> <u>EQUIPMENT & PERSONNEL</u> Duty Station if overseas: |
| From <u>1/1/54</u> To <u>11/1/54</u> Tot. mo's <u>10</u> Classification Grade (if in Federal Service) <u>GS-11</u> Salary <u>3615</u> Number and Class of Employees Supervised: <u>1 OFFICER</u> Employer <u>U.S. NAVY</u> Kind of Business or organization (i.e., paper products mfr, public utility) | Exact Title of your position <u>COMMUNICATIONS</u> <u>OFFICER</u> Description of Duties: <u>RESponsible FOR OPERATION OF STATION</u> <u>EQUIPMENT & PERSONNEL</u> Duty Station if overseas: |

SEC. II. WORK EXPERIENCE (CONT'D)

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

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

SEC. III. FOREIGN LANGUAGES

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

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

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

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

SEC. IV. AREA KNOWLEDGE

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

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

2. Specialized Knowledge of Area

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

| Country | Type of Knowledge | How and When Gained |
|---------|-------------------|---------------------|
| | | |
| | | |
| | | |
| | | |

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

| Skill | Per Cent of Time Used | Not Used | WPM (Approximate Proficiency) | Prefer Assignment Using Skill Oftener | |
|---|-----------------------|----------|-------------------------------|---------------------------------------|-------|
| | | | | 1. Yes | 2. No |
| Typing | 1. 5 | 2. | 20-30 | 1. Yes | 2. No |
| Shorthand | 1. | 2. | | 1. Yes | 2. No |
| Shorthand System: 1. Manual 2. Machine 3. Speedwriting. | | | | | |

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

| | |
|---|---|
| 1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. | 2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. |
| | |
| | |

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

| |
|--|
| List any professional or academic associations or honorary societies in which you hold membership. |
| |
| |

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

| |
|--|
| |
| |
| |
| |

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

| Device | Patented | |
|--------|----------|--------|
| | (1) Yes | (2) No |
| | (1) Yes | (2) No |
| | (1) Yes | (2) No |

SEC. X. TESTS (Within present organization)

Describe below the type of tests which you have taken,

| Type of Test | Date Taken |
|--------------|------------|
| | |
| | |

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

| |
|-------------|
| <i>NONE</i> |
| |
| |

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

| |
|--|
| (1) 2 year Tour <input checked="" type="checkbox"/> (2) 4 year Tour <input type="checkbox"/> (3) Not interested <input type="checkbox"/> |
|--|

SEC. XIII. WORK ASSIGNMENT

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

| |
|--|
| |
| |
| |
| |

SEC. XIV. MILITARY STATUS

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

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

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

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

Reserve Unit with which currently affiliated ADMIN ONLY - CON VICE

Service Mobilization Assignment, if any _____

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

SEC. XV. TRAINING

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

| Course or Subject | (from) Dates | (to) | Hours |
|-------------------|--------------|------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

SEC. XVI. REMARKS

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

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| |
| |

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)

(State)

[SEAL]

Walter C. [Signature]
(Signature of officer)

(Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

STATEMENT OF PRIOR FEDERAL, ITALIAN AND MILITARY SERVICE
 AND DETERMINATION OF COMPETITIVE STATUS

IMPORTANT: The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

PART I—EMPLOYEE'S STATEMENT

PART II—THIS COLUMN IS FOR PERSONNEL OFFICE USE

1. NAME (Last, first, middle initial)

2. DATE OF BIRTH

KEENE, THOMAS J

29 June 1930

9. RETENTION GROUP

10. A. CSC STATUS: YES NO

B. TYPE OF PRESENT APPOINTMENT

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENT (Do not include military service.)

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

SCD
 Jan 19 1954
 JH 14/2/54

11. SERVICE

| YEAR | MONTH | DAY |
|------|-------|-----|
| 56 | 10 | 32 |
| 53 | 7 | 12 |

4. LIST PERIODS OF ACTIVE SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO ACTIVE MILITARY SERVICE, WRITE "NONE."

| BRANCH | FROM— | | | TO— | | | DISCHARGE (Hon. or dishon.?) |
|-----------|-------|-------|-----|------|-------|-----|------------------------------|
| | YEAR | MONTH | DAY | YEAR | MONTH | DAY | |
| U.S. ARMY | 1953 | July | 12 | 1956 | NOV | 11 | HON. |

| | | | |
|-------------------|----|------|----|
| 3 | 3 | 2011 | 21 |
| DD-214 Active imp | | | |
| 3 | 04 | 01 | |

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? YES NO. IF ANSWER IS "YES," LIST FOLLOWING INFORMATION.

| TYPE IF KNOWN (LWOP, Fuel, Surs, AWOL, Mar Mar) | FROM— | | | TO— | | | TOTAL | | |
|---|-------|-------|-----|------|-------|-----|-------|--------|------|
| | YEAR | MONTH | DAY | YEAR | MONTH | DAY | YEARS | MONTHS | DAYS |
| | | | | | | | | | |

12. TOTAL SERVICE

| | | |
|---|---|----|
| 3 | 3 | 21 |
|---|---|----|

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?)

13. NONCREDITABLE SERVICE (Leave purposes only)

14. NONCREDITABLE SERVICE (RIF purposes only)

7. ARE YOU:

- A. THE WIFE OF A DISABLED VETERAN? YES NO
- B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? YES NO
- C. THE UNREHARRIED WIDOW OF A VETERAN? YES NO

15. REEMPLOYMENT RIGHTS YES NO

16. RETENTION RIGHTS YES NO

17. EXPIRATION DATE OF RETENTION RIGHTS

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS. I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

20 May 1957
 (DATE)

Thomas J. Keene
 (SIGNATURE)

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

S R A L

Maitha J. [Signature]
 (SIGNATURE)

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

INSTRUCTIONS: File this form on the personnel side of the employee's official personnel folder immediately before or after the personnel action involved.

Part III.—DETERMINATION OF COMPETITIVE STATUS. (Complete for noncompetitive hires based on competitive status as required by instructions in FPM Chapter 53.) Employee has a competitive status. This determination is based upon the following evidence:

| NAME OF AGENCY | SIGNATURE AND OFFICIAL TITLE | DATE |
|----------------|------------------------------|------|
| | | |
| | | |
| | | |

PART IV.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES

| | TOTAL SERVICE (Item 12) | NONCREDITABLE SERVICE (Item 13) | CREDITABLE SERVICE (Leave Purpose) | ENTRANCE ON DUTY DATE (Present Agency) | LESS CREDITABLE SERVICE (Leave Purpose) | SERVICE COMPUTATION DATE (Leave Purpose) |
|--------------|----------------------------|------------------------------------|---------------------------------------|---|--|---|
| Years | | | | 05/14/05 | 3 | 29/1/05 |
| Months | | | | | | |
| Days | | | | | | |

PART V.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION IN FORCE PURPOSES. (Complete only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes.)

| | TOTAL SERVICE (Item 12) | NONCREDITABLE SERVICE (Item 14) | CREDITABLE SERVICE (RIF Purpose) | ENTRANCE ON DUTY DATE (Present Agency) | LESS CREDITABLE SERVICE (RIF Purpose) | SERVICE COMPUTATION DATE* (RIF Purpose) |
|--------------|----------------------------|------------------------------------|-------------------------------------|---|--|--|
| Years | | | | | | |
| Months | | | | | | |
| Days | | | | | | |

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

REMARKS:

SECRET

MEMORANDUM FOR: THOMAS J. KEENAN

SUBJECT: Credit Reference

1. You are advised that the position for which you have been hired is of a sensitive nature and that YOU ARE NOT TO IDENTIFY YOURSELF WITH THIS AGENCY for credit reference or for any other purpose.

2. You are to disregard that portion of the Monday morning Personnel EOD Orientation and the Thursday afternoon Security Introduction which authorizes certain personnel to identify themselves with this Agency, when necessary, for credit, rental agreement, and like purposes.

3. You will be advised by your Placement Officer as to the cover information necessary for proper job identification. If at any time cover difficulties are encountered you may arrange an appointment through your Placement Officer to use the Security Officer responsible for your activity.

G. M. Stewart

G. M. STEWART
Director of Personnel

I have read the above and understand that I am not to associate myself with the Central Intelligence Agency for credit reference or for any other purpose.

20 MAY 1957
Date

Thomas J. Keenan
Signature of Employee

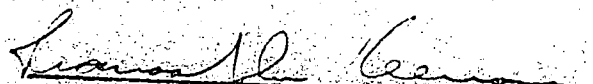
SECRET

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

Testing Secrecy Agreement

I shall be participating in a testing program administered by the National Security Agency (NSA). I understand that other government agencies, including the Central Intelligence Agency (CIA), are associated with the NSA testing program and that this information is not for public use. Therefore, I agree to the following conditions with regard to this testing:

1. I will not divulge or reveal under any circumstances whatsoever any information with respect to testing procedures of CIA. Such information will include, but will not be limited to, the types and contents of tests and questionnaires, and information disclosed by examiners.
2. I will not reveal the fact that CIA is associated with the NSA testing program. I will not mention the name of the Central Intelligence Agency or any part of its program to the examiner or to any other person, including those participating in the testing. (The examiner is not a CIA official.)
3. If I am asked by a CIA official whether I have been tested, I will indicate only the date and purpose of the testing.
4. If inquiry is made by anyone other than a CIA official, I will give no information whatsoever about testing procedures. I will not even mention the fact that I signed this agreement.
5. If I am asked what government agencies I am being tested for, I will reveal only that I took the NSA tests.
6. This agreement is perpetually binding whether or not I am employed by CIA.


Signature of Agreement

26 June 1952
Date

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



SECURITY AGREEMENT

13 Jan 1956
Date

1. I am aware of the fact that the Central Intelligence Agency by reason of the sensitive nature of its work, must observe very strict security measures.
2. I agree to honor the requests of the Central Intelligence Agency relative to my application for employment or rendition of services whether it be accepted or rejected.
3. I agree not to inform anyone that I am being considered for a position in the Central Intelligence Agency, unless specifically authorized by a representative of the Central Intelligence Agency.
4. I agree not to disclose processing procedures I have observed in the Central Intelligence Agency.
5. I agree not to discuss by name or otherwise, any individuals with whom I have talked in the course of my application for employment to the Central Intelligence Agency.

Thomas J. Keenan
Signature

J. H. Gege
Witness

SECRET
(When Filled In)

| REQUEST FOR MEDICAL EVALUATION | | 1. DATE OF REQUEST | | | | | | |
|---|--|---|-----|---------|------------|---------------|--------------------------------|--|
| 2. NAME (Last, First, Middle) Koonan, Thomas J. 29 June 30 | | 21 June 1976 | | | | | | |
| 3. OFFICE, DIVISION, BRANCH DDO/LA/NRCAM | | 3. POSITION TITLE Ops Officer | | | | | | |
| | | 4. GRADE GS-15 | | | | | | |
| | | 6. EMPLOYEE'S EXT. 7375 | | | | | | |
| 7. PURPOSE OF EVALUATION | | | | | | | | |
| <input type="checkbox"/> PRE-EMPLOYMENT | <input type="checkbox"/> HQS/TDY | <table border="1"><tr><td>ETO</td></tr><tr><td>STATION</td></tr><tr><td>TDY OR PCS</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 ATTACHED</td></tr></table> | ETO | STATION | TDY OR PCS | TYPE OF COVER | NO. OF DEPENDENTS TO ACCOMPANY | NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED |
| ETO | | | | | | | | |
| STATION | | | | | | | | |
| TDY OR PCS | | | | | | | | |
| TYPE OF COVER | | | | | | | | |
| NO. OF DEPENDENTS TO ACCOMPANY | | | | | | | | |
| NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED | | | | | | | | |
| <input type="checkbox"/> ENTRANCE ON DUTY | <input type="checkbox"/> OVERSEAS ASSIGNMENT | | | | | | | |
| <input checked="" type="checkbox"/> TDY STANDBY | <input type="checkbox"/> RETURN FROM OVERSEAS | | | | | | | |
| <input type="checkbox"/> SPECIAL TRAINING | | | | | | | | |
| <input type="checkbox"/> ANNUAL | | | | | | | | |
| <input type="checkbox"/> RETURN TO DUTY | | | | | | | | |
| <input type="checkbox"/> FITNESS FOR DUTY | | | | | | | | |
| <input type="checkbox"/> MEDICAL RETIREMENT | | | | | | | | |
| 8. OVERSEAS PLANNING EVALUATION (One block must be checked) | | 9. REQUESTING OFFICER | | | | | | |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | SIGNATURE Kathy Hill | | | | | | |
| | | Kathy Hill, LA/Trog | | | | | | |
| | | ROOM NO. & BUILDING 303113 Hqs | | | | | | |
| | | EXT. 6270 | | | | | | |
| 10. COMMENTS | | | | | | | | |
| 11. REPORT OF EVALUATION | | | | | | | | |
| Qualified for TDY Standby until 1 July 1978. | | | | | | | | |
| DATE 6 August 1976 | SIGNATURE FOR CHIEF OF MEDICAL STAFF Harry C. Gordon, OMS/Registrar | | | | | | | |

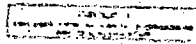
FORM 259 USE PREVIOUS EDITIONS

SECRET

GPO : 1975 O-274-124

SECRET

| | | | | | |
|---|--|---|--|--|------------------------------|
| 1. NAME (Last, First, Middle) Acenan, Thomas J. | | 2. DATE OF BIRTH 29 June 1930 | | 3. GRADE GS 14 | |
| 4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) WH/ Lima | | 5. PRESENT POSITION | | 6. EMPLOYEE EXTENSION 681C | |
| 7. PROPOSED STATION WH/ Kingston, Jamaica | | 8. PROPOSED POSITION (Title, Number, Grade) COS 088 GS 14 | | | |
| 9. TYPE OF COVER AT NEW STATION | | 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. SIGNATURE OF REQUESTING OFFICIAL J. Torres | | 15. ROOM NUMBER AND BUILDING 3D6317 | 16. EXTENSION 6815 |
| 17. OFFICE OF MEDICAL SERVICES DISPOSITION Qualified overseas PCS. 23 October 1973 William T. Golder, OMS/pro | | | | | |
| 18. OFFICE OF SECURITY DISPOSITION | | | | | |
| 19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION | | | | | |
| REQUEST FOR PCS OVERSEAS EVALUATION | | | | | |



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 existing cover if later) DDP/WH/Dogota | | 5. PRESENT POSITION Ops Officer | | 6. EMPLOYEE EXTENSION 7431 | |
| 7. PROPOSED STATION Lima, Peru | | 8. PROPOSED POSITION (Title, Number, Grade) Ops Off DCOS/0138/GS-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: Charles Dickens 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 Joan Wright | | 15. ROOM NUMBER AND BUILDING 3D 5309 Hqs | |
| 16. EXTENSION 7431 | | 17. OFFICE OF PERSONNEL SERVICES DISPOSITION Qualified Overseas PCS 12 May 1971 Peter Zrowka, 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. EMPLOYER'S EXT. 6816 |
| 6. OFFICE, DIVISION, BRANCH DDP/WH/S/Bogota | | |
| 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 | | |
| ETD | | |
| STATION Bogota | | |
| TDY OR PCS PCS | | |
| TYPE OF COVER | | |
| NO. OF DEPENDENTS TO ACCOMPANY | | |
| NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SP 89) ATTACHED | | |
| <input checked="" type="checkbox"/> RETURN FROM OVERSEAS | | |
| MEDICALLY QUALIFIED FOR PROPOSED OS PCS. <input checked="" type="checkbox"/> | | |
| DONALD FARR | | |
| ETA 9 June 1969 | | |
| STATION Bogota | | |
| NO. OF DEP.'S | | |
| 16 13 69 | | |
| 8. OVERSEAS PLANNING EVALUATION (One block must be checked) | | 9. REQUESTING OFFICER |
| <input checked="" type="checkbox"/> YES | | SIGNATURE <i>PF MacDougall</i> |
| <input type="checkbox"/> NO | | ROOM NO. & BUILDING 306302 Hqs. |
| | | EXT. 6816 |
| 10. COMMENTS | | |
| Mr. Keenan will be in Washington TDY during the week of 9 June. He is then scheduled for home leave and return to Bogota for another two year tour. It is requested that arrangements be made for a physical examination at Hqs. during the week of 9 June 1969. His family will have their physicals in Bogota. | | |
| 11. REPORT OF EVALUATION | | |
| DATE | | SIGNATURE FOR CHIEF OF MEDICAL STAFF |

SECRET
(When Filled In)

| REQUEST FOR MEDICAL EVALUATION | | 1. DATE OF REQUEST |
|---|--|--|
| 2. NAME (Last, First, Middle) Keenan, Thomas John (Dependents of) | | 13 February 67 |
| 3. POSITION TITLE Ops Officer | | 4. GRADE GS-12 |
| 5. OFFICE, DIVISION, BRANCH DDP/WH/CA | | 6. 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 checked="" type="checkbox"/> OVERSEAS ASSIGNMENT | | |
| RTU May 1967 | | |
| STATION Bogota, Colombia | | |
| TDY OR PCS PCS | | |
| TYPE OF COVER | | |
| NO. OF DEPENDENTS TO ACCOMPANY Seven (7) | | |
| NO. OF DEPENDENT REPORTS OF MEDICAL HISTORY (See 4) CHECKED Seven (7) | | |
| <input type="checkbox"/> RETURN FROM OVERSEAS | | |
| I.T.A. | | |
| STATION | | |
| NO. OF D.U.'s | | |
| 8. OVERSEAS PLANNING EVALUATION (One block must be checked) | | 9. REQUESTING OFFICER |
| <input checked="" type="checkbox"/> YES | | SIGNATURE Kenneth L. Wambold |
| <input type="checkbox"/> NO | | ROOM NO. & BUILDING 3 D 3309 |
| | | EXT. 6315 |
| 10. COMMENTS Forms 39 are attached. Please schedule during April 1967. Margaret Jane Wife | | |
| 11. REPORT OF EVALUATION <i>W. H. ...</i> <i>W. H. ...</i> | | |
| DATE PROPOSED BY | | |
| SIGNATURE FOR CHIEF OF MEDICAL STAFF | | |

SECRET

| | | | |
|---|--|--|--|
| 1. NAME (Last, First, Middle) Keenan, Thomas John | | 2. DATE OF BIRTH 29 June 1930 | 3. GRADE GS-12 |
| 4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover, if lateral assignment) DDP/WH/CA | | 5. PRESENT POSITION Ops Officer | 6. EMPLOYEE EXTENSION 6615 |
| 7. PROPOSED STATION Bogota, Colombia | | 8. PROPOSED POSITION (Title, Number, Grade) Ops Officer/0327/GS-13 | |
| 9. TYPE OF COVER AT NEW STATION | | 10. ESTIMATED DATE OF DEPARTURE May 1967 | 11. NO. OF DEPENDENTS TO ACCOMPANY Seven (7) |
| 12. COMMENTS Form 88 is attached. | | | |
| 13. DATE OF REQUEST 13 February 67 | 14. SIGNATURE OF REQUESTING OFFICER Kenneth L. Bamford | 15. ROOM NUMBER AND BUILDING 3 D 5309 | 16. EXTENSION 6815 |
| 17. OFFICE OF MEDICAL SERVICES DISPOSITION | | | |
| 18. OFFICE OF SECURITY DISPOSITION P 2 15 67 | | | |
| 19. OVERSEAS CANDIDATE REVIEW LABEL DISPOSITION | | | |
| REQUEST FOR PCS OVERSEAS EVALUATION | | | |

FORM 259a USE PREVIOUS EDITIONS

SECRET

SECRET
(When Filled In)

| REQUEST FOR MEDICAL EVALUATION | | DATE OF REQUEST | | | | | | |
|---|---|---|-----|---------|--------------------------|---------------|--------------------------------|---|
| 1. NAME (Last, First, Middle) KEENAN, Thomas | | 2. GRADE GS-12 | | | | | | |
| 3. OFFICE, DIVISION, BRANCH DDP/WH | | 4. EMPLOYEE'S SER. | | | | | | |
| 7. PURPOSE OF EVALUATION | | | | | | | | |
| <input type="checkbox"/> PRE-EMPLOYMENT | <input type="checkbox"/> HQS/TDY | <input type="checkbox"/> OVERSEAS ASSIGNMENT | | | | | | |
| <input type="checkbox"/> ENTRANCE ON DUTY | <table border="1"><tr><td>RTD</td></tr><tr><td>STATION</td></tr><tr><td>TDY OR PCS 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 (OF 8) ATTACHED</td></tr></table> | | RTD | STATION | TDY OR PCS TDY | TYPE OF COVER | NO. OF DEPENDENTS TO ACCOMPANY | NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (OF 8) ATTACHED |
| RTD | | | | | | | | |
| STATION | | | | | | | | |
| TDY OR PCS TDY | | | | | | | | |
| TYPE OF COVER | | | | | | | | |
| NO. OF DEPENDENTS TO ACCOMPANY | | | | | | | | |
| NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (OF 8) ATTACHED | | | | | | | | |
| <input checked="" type="checkbox"/> TDY STANDBY Latin America | <input type="checkbox"/> RETURN FROM OVERSEAS | <table border="1"><tr><td>LTA</td></tr><tr><td>STATION</td></tr><tr><td>NO. OF DEP.'S</td></tr></table> | LTA | STATION | NO. OF DEP.'S | | | |
| LTA | | | | | | | | |
| STATION | | | | | | | | |
| NO. OF DEP.'S | | | | | | | | |
| <input type="checkbox"/> SPECIAL TRAINING | | | | | | | | |
| <input type="checkbox"/> ANNUAL | | | | | | | | |
| <input type="checkbox"/> RETURN TO DUTY | | | | | | | | |
| <input type="checkbox"/> FITNESS FOR DUTY | | | | | | | | |
| <input type="checkbox"/> MEDICAL RETIREMENT | | | | | | | | |
| 8. OVERSEAS PLANNING EVALUATION (One block must be checked) | | 9. REQUESTING OFFICER | | | | | | |
| <input type="checkbox"/> YES | SIGNATURE <i>H.C. Yornig</i> H.C. Yornig | | | | | | | |
| <input type="checkbox"/> NO | ROOM NO. & BUILDING 3D5313 | EXT. 6815 | | | | | | |
| 10. COMMENTS | | | | | | | | |
| 11. REPORT OF EVALUATION | | | | | | | | |
| DATE | | | | | | | | |
| QUALIFIED FOR TDY STANDBY UNTIL <i>Nov 67</i> BY REX HARRIS CHIEF OF MEDICAL STAFF | | | | | | | | |

SECRET
(When Filled In)

| REQUEST FOR MEDICAL EVALUATION | | 1. DATE OF REQUEST |
|--|--|--|
| 2. NAME (Last, First, Middle) KEENAN, Thomas J. | | 6 April 66 |
| 3. OFFICE, DIVISION, BRANCH DDP/JH/PO | | 4. GRADE GS-12 |
| | | 5. EMPLOYEE'S EXT. 7811 |
| 7. PURPOSE OF EVALUATION | | |
| <input type="checkbox"/> PRE-EMPLOYMENT | <input checked="" type="checkbox"/> TDY | NO. OF DEP.'S |
| <input type="checkbox"/> ENTRANCE ON DUTY | <input type="checkbox"/> OVERSEAS ASSIGNMENT | ETA |
| <input checked="" type="checkbox"/> TDY STANDBY Latin America | | STATION |
| <input type="checkbox"/> SPECIAL TRAINING | | TDY OR PCS |
| <input type="checkbox"/> ANNUAL | | TDY |
| <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) | | 9. REQUESTING OFFICER |
| <input checked="" type="checkbox"/> YES | SIGNATURE Mary C. Bernig | ROOM NO. & BUILDING 3-56 |
| <input type="checkbox"/> NO | | EXT. 6815 |
| 10. COMMENTS | | |
| 11. REPORT OF EVALUATION | | |
| QUALIFIED FOR TDY STANDBY UNTIL | | |
| PETER ZRONK | | |
| SIGNATURE FOR CHIEF OF MEDICAL CENTER | | |

SECRET
(When Filled In)

| REQUEST FOR MEDICAL EVALUATION | | 1. DATE OF REQUEST |
|---|---|---|
| 2. NAME (Last, First, Middle) <i>KEEPIAN, THOMAS J.</i> | | 30 NOVEMBER 1964 |
| 3. OFFICE, DIVISION, BRANCH <i>DDP/MIV/3</i> | | 4. POSITION TITLE <i>OPS OFFICER</i> |
| | | 5. GRADE <i>GS-12</i> |
| 7. PURPOSE OF EVALUATION | | 8. EMPLOYEE'S EXT. |
| <input type="checkbox"/> PRE-EMPLOYMENT | <input type="checkbox"/> MEDS TOY | |
| <input type="checkbox"/> ENTRANCE ON DUTY | <input type="checkbox"/> OVERSEAS ASSIGNMENT | |
| <input type="checkbox"/> TOY STANDBY | <input type="checkbox"/> RETURN FROM OVERSEAS | |
| <input type="checkbox"/> SPECIAL TRAINING | | |
| <input type="checkbox"/> ANNUAL | | |
| <input type="checkbox"/> RETURN TO DUTY | | |
| <input type="checkbox"/> FITNESS FOR DUTY | | |
| <input type="checkbox"/> MEDICAL RETIREMENT | | |
| 8. OVERSEAS PLANNING EVALUATION (One block must be checked) | | 9. REQUESTING OFFICER |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | SIGNATURE |
| | | ROOM NO. & BUILDING |
| | | EXT. |
| 10. COMMENTS | | |
| <i>18 AND 21 DEC. 0900 1245</i> | | |
| <i>CLASSIFIED FOR CURRENT DUTIES</i> | | |
| <i>308 Y. C. 1245</i> | | |
| 11. REPORT OF EVALUATION | | |
| DATE <i>12 29 64</i> | | |
| SIGNATURE POS. DIRECTOR OF MEDICAL STAFF | | |

SECRET
(When Filled In)

| REQUEST FOR MEDICAL EVALUATION | | 1. DATE OF REQUEST |
|---|--|-----------------------------------|
| 2. NAME (Last, First, Middle) KEENAN, Thomas John | | 8 April 65 |
| 3. POSITION TITLE Ops Officer | | 4. GRADE GS-10 |
| 5. OFFICE, DIVISION, BRANCH DDP/WIV/RSO | | 6. EMPLOYEE'S EXT. 6576 |
| 7. PURPOSE OF EVALUATION | | |
| <input type="checkbox"/> PRE-EMPLOYMENT | <input checked="" type="checkbox"/> TDY | TDY OR PCS TDY |
| <input type="checkbox"/> ENTRANCE ON DUTY | <input type="checkbox"/> OVERSEAS ASSIGNMENT | TYPE OF COVER |
| <input checked="" type="checkbox"/> TDY STANDBY | Please re-evaluate | |
| <input type="checkbox"/> SPECIAL TRAINING | ETD | |
| <input type="checkbox"/> ANNUAL | STATION | |
| <input type="checkbox"/> RETURN TO DUTY | NO. OF DEPENDENTS TO ACCOMPANY | |
| <input type="checkbox"/> FITNESS FOR DUTY | NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED | |
| <input type="checkbox"/> MEDICAL RETIREMENT | <input type="checkbox"/> RETURN FROM OVERSEAS | ETA |
| 8. OVERSEAS PLANNING EVALUATION (One block must be checked) | | STATION |
| <input checked="" type="checkbox"/> YES | NO. OF DEP.'S | |
| <input type="checkbox"/> NO | 9. REQUESTING OFFICER | |
| SIGNATURE | | |
| Mary C. Wornig | | |
| ROOM NO. & BUILDING | | EXT. |
| | | 6576 |
| 10. COMMENTS | | |
| 11. REPORT OF EVALUATION | | |
| DATE | | |
| 4 13 65 | | |
| SIGNATURE FOR CHIEF OF MEDICAL STAFF | | |
| JOE W. CLINE | | |

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 J. Washburn, WH/Pers | | 7. BUILDING AND ROOM NO. 1104 Barton | 8. EXTENSION 8242 | | | | | | | |
| TYPE OF EVALUATION AND REPORT | | | | | | | | | | |
| 9. TYPE OF EVALUATION <input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input checked="" type="checkbox"/> OVERSEAS <table border="1" style="margin-left: 20px;"><tr><td>ETD</td><td>e/a 15 February 1959</td></tr><tr><td>STATION</td><td>Mexico City, Mexico</td></tr><tr><td>TOY-PCS</td><td>PCS</td></tr></table> <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 | | ETD | e/a 15 February 1959 | STATION | Mexico City, Mexico | TOY-PCS | PCS | 10. OVERSEAS PLANNING EVALUATION DESIRED IN ACCORDANCE WITH R 18-200 <input type="checkbox"/> YES <input type="checkbox"/> NO Subject will be <table border="1" style="display: inline-table; width: 150px; height: 20px;"><tr><td> </td></tr></table> <i>Approved by [Signature]</i> | | |
| ETD | e/a 15 February 1959 | | | | | | | | | |
| STATION | Mexico City, Mexico | | | | | | | | | |
| TOY-PCS | PCS | | | | | | | | | |
| | | | | | | | | | | |
| 9A. REPORT OF MEDICAL EVALUATION <input checked="" type="checkbox"/> QUALIFIED <input type="checkbox"/> DISQUALIFIED | | 10A. REPORT OF OVERSEAS PLANNING EVALUATION <input type="checkbox"/> QUALIFIED <input type="checkbox"/> DISQUALIFIED | | | | | | | | |
| 11. COMMENTS Dependants to accompany Subject's and dependent 89's attached. Wife - Margaret J. Daughter - <table border="1" style="display: inline-table; width: 150px; height: 20px;"><tr><td> </td></tr></table> Daughter - <table border="1" style="display: inline-table; width: 150px; height: 20px;"><tr><td> </td></tr></table> | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| DATE OF EVALUATION 14 - 10 - 1959 | | SIGNATURE FOR CHIEF, MEDICAL STAFF <i>[Signature]</i> | | | | | | | | |

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

| | | |
|--|---|-------------|
| I REQUEST FOR PHYSICAL EXAMINATION BY | | |
| 1. NAME (Last) | 1. (First) | 2. DATE |
| KEFNAH | THOMAS | 21 Jan 1958 |
| 3. IO POSITION | 4. OFFICE, DIVISION, BRANCH | 5. GRADE |
| JOT | JOTP/TR | OS-7 |
| 6. TYPE OF POSITION | 7. EVALUATE JOB | |
| <input type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas | <input type="checkbox"/> EGO <input type="checkbox"/> Overseas <input type="checkbox"/> Returned Re-evaluation | |
| <input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify) 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 23 1958 <i>Walter J. ...</i> MEDICAL OFFICER | | |

SECRET

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

| | | |
|--|--|----------------|
| I REQUEST FOR PHYSICAL EXAMINATION BY | | |
| 1. NAME (Last) | 1. (First) | 2. DATE |
| KEFNAH | THOMAS | 9 October 1957 |
| 3. IO POSITION | 4. OFFICE, DIVISION, BRANCH | 5. GRADE |
| Junior Officer Trainee | JOTP/TR | OS-7 |
| 6. TYPE OF POSITION | 7. EVALUATE JOB | |
| <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas | <input type="checkbox"/> EGO <input type="checkbox"/> Overseas <input type="checkbox"/> Returned | |
| <input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify) Training - OS Fan 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 <i>Walter J. ...</i> MEDICAL OFFICER | | |

SECRET

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : C/Records & Services Division/OP
ATTN : Mrs. Anna Phillips
FROM : Director of Training

DATE: 2 APR 1957

SUBJECT: KEENAN, Thomas John - Confirmation of Request for Action at GS-7

The Medical Office has granted Thomas J. Keenan Full Duty/
General status. Please confirm the request dated 8 February 1957
to initiate action on Mr. Keenan.

M Baird
MATTHEW BAIRD

CONFIDENTIAL

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY

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

II. REPORT OF MEDICAL EVALUATION

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

Remarks:

FULL DUTY/GENERAL ~~GENERAL~~

Please send copy to JOTP, 2413 Alcott.

Vincent J. Ford

MEDICAL OFFICE

SECRET

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY

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

II. REPORT OF MEDICAL EVALUATION

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

Remarks:

FULL DUTY/GENERAL ~~GENERAL~~

Please send copy to JOTP, 2413 Alcott.

Vincent J. Ford

SECRET

CONFIDENTIAL
SECURITY INFORMATION
SECURITY APPROVAL

Date: 19 April 1957

TO: Chief, Records & Services Division
Personnel Office
FROM: Chief, Security Division
Personnel
SUBJECT: KEENEAN, Thomas John

Your Reference: C-7673 OTR

Case Number: 131716

1. This is to advise you of security action in the subject case as indicated below:
 - Security approval is granted the subject person for access to classified information.
 - Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
 - The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.
2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
3. Subject is to be polygraphed as part of EOD procedures.

W. M. Knott
W. M. Knott

*From
on 4/21/57
ap*

