

diff-jfk: record 104-10222-10005 - Page 1 - (diff between 2025 and 2023)

Highlighted changes between 2025/104-10222-10005.pdf and 2023/104-10222-10005.pdf

STANDARD FORM G-1  
January, 1972  
PREScribed BY U.S. CIVIL SERVICE COMMISSION  
Federal Personnel Manual Ch. 293  
68-104

SECRET

Official Personnel Folder

SECRET

for  
COPIED

QUALIFICATIONS

KENNAN THOMAS  
395-26-2581

06/29/30



UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION



DATE: 4-17-78  
REPLY TO:  
ATTN OF: NUPCR-CA  
SUBJECT: STATEMENT CONCERNING CHRISTMAS ASSISTANT EMPLOYMENT

National Personnel Records Center  
(Custodian Personnel Records)  
111 Winthrop Street  
St. Louis, Missouri 63118

Minister of Adjutuation  
Central Personnel Investigators  
U.S. Civil Service Commission  
Washington, D.C. 20415  
attn: L. Schiff

(Last, First, Middle)		DATE OF BIRTH	SOCIAL SECURITY NUMBER
<i>Freeman Thomas</i>		6-29-30	<i>395-11-3991</i>

The enclosed statement is furnished for your information. The payroll records for the period(s) involved have not been received. Please furnish the following information as to the number of hours worked and rate of pay for the period(s) involved:

Official personnel folders are established for表面 assignments. Payroll records show the number of hours worked but not the actual employment and separation dates. The payroll records show the following information for the表面 assignments.

PERIOD	HOURS WORKED	RATE OF PAY	POST OFFICE
1-51 to 12-0	AS SERVICE		
12-1-51 to 1-15-52	12	\$1.50/Hr	San Francisco, Calif.
12-1-52 to 12-31-52	NO SERVICE		

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

*for 5th Inf*  
*E. L. Price*  
E. L. Price  
Chief, Civ. Ser. Pr.

RECEIVED USA APR 24 1978

GSA FORM 6060  
GSA GEN. REG.

APR 6 1978

Standard Form 127 Date 2/6/70 GSA GEN. REG. NO. 27-100 2745-101-1700 REPLACES EDITION OF 1-65	<b>REQUEST FOR OFFICIAL PERSONNEL FOLDER (SEPARATED EMPLOYEE)</b>	1. DATE OF REQUEST 23 February 1978
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Section I—TO BE COMPLETED BY REQUESTING AGENCY	
2. CURRENT NAME (Last, first, middle)  KEENAN, THOMAS	3. NAME, GRADE, PAY GRADE, EMPLOYED SINCE from 12

C4F

1. DATE OF BIRTH  
05 29 302. SSN OR CAGE NUMBER  
395 26 2991

SUBMIT IN DUPLICATE FOR  
EACH FOLDER REQUESTED  
Original will be used as  
basis or reply to your agency.  
Duplicate will be used as  
reference record by the  
Records Center.

## 3. PREVIOUS FEDERAL EMPLOYMENT

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

## 4. REASONS FOR REQUEST (Check appropriate box)

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

## 5. REMARKS

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

## Section II—FOR USE BY RECORDS CENTER

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

*I pay through my furnish  
 on the attached 980 Form 1994*

Date:

4-17-78

Initials:

130

## Section III—TO BE COMPLETED BY REQUESTING AGENCY

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

*Mr. L. J. Stapp*

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

SF 147

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 MOS

DIRECT TO:

6141

DATE: 23 February 1973

TO: (Office designation, room number and building)

DATE:

OFFICER'S  
INITIALS

RECD TO:

FORWARDED:

1. CCS/CSB 61 44 MOS Attn: Mr. MacKinnon	2/23/73	<i>J</i>	It is requested that your office obtain the Official Records indicated on the attached form (M - 502) and forward them to the OP FILES SECTION. For further information or if the request cannot be honored, please contact C/TB on extension 7165.
2.			SUBJECT: Mr. Thomas Keenan
3.			ROUTER:
4.			
5. OS/CSD/EAB 4 E 33 MOS Attn: Mr. Daly			
6.			
7.			
8.			
9.			
10. OS/CSD/EAB 4 E 33 MOS Attn: Mr. Daly			COVER: (circle one) <i>YES</i> NO IN PROCESS
11.			
12.			CCS/CSB - Request the Official Personnel Folder from
13.			FEDERAL RECORDS CENTER X
14.			LAST EMPLOYING AGENCY
15. OP/CD/TRB Files Section 5 E 13 MOS			

FORM

610 USE PREVIOUS

 SECRET CONFIDENTIAL INTERNAL  
USE ONLY UNCLASSIFIED

Standard Form 101  
GSA GEN. REG. NO. 27  
GSA GEN. REG. NO. 27  
FEB 1964 EDITION  
GSA GEN. REG. NO. 27

REQUEST FOR OFFICIAL PERSONNEL FOLDER  
(SEPARATED EMPLOYEE)

1. DATE OF REQUEST

03 February 1970

2. CURRENT NAME (Last, First, Middle)

KERSEY, THOMAS

3. NAME, GRADE, BRANCH, EMPLOYED, PERIODICALLY, IN WHICH CASE

NATIONAL PERSONNEL RECORDS CENTER, GSA  
(Civilian Personnel Records)  
111 MINNEHAHA STREET  
ST. LOUIS, MISSOURI 63138

4. DATE OF BIRTH

06 29 30

5. ADDRESS

SUBMIT OR DUPLICATE ONE  
EACH FOLDER REQUESTED.  
Original will be sent to your  
agency or ready to your agency.  
Duplicates will be used as  
information forwarded by the  
Records Center.

6. PREVIOUS FEDERAL EMPLOYMENT

AGENCY AND DIVISION	LOCATION	FROM	TO
United States Post Office	Minneapolis, Minn.	11/70	12/70
United States Post Office	Minneapolis, Minn.	11/70	12/70

7. REASONS FOR REQUEST (Check appropriate box)

a. Currently employed:

b. Temporary use.

c. Pre-employment consideration. Will retain folder if hired.

8. REMARKS

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

Section II—FOR USE BY RECORDS CENTER

- a. Folder enclosed.  
 b. Folder was sent to your agency.  
  
 c. Folder forwarded in place of information requested. Retain if person is retired.  
 d. Folder not received. Suggest you contact last employing office.  
 e. Folder not located. Suggest further search of your agency. If still unlocated, verify correctness of name, and furnish date forwarded and several names of other folders in same envelope.
- Date: \_\_\_\_\_
- Remarks: \_\_\_\_\_

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

Section III—TO BE COMPLETED BY REQUESTING AGENCY

Enter complete  
address to which  
holder or ready  
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 CS-13 Evaluation Board.

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

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

Sincerely,

J. Stanley

William W. Wells  
Deputy Director for Operations

CONFIDENTIAL  
(This will be initialed)

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	SERVICE COMPUTATION DATE (Mo. - Da. - Yr.) January 19, 1954 SIGNATURE (Officer in Charge of Personnel) Kont H. Cargile DATE 10-72
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CONFIDENTIAL

U.S. GOVERNMENT PRINTING OFFICE: 1976: 21-11-12

~~SECRET~~

Digitized by srujanika@gmail.com

## **REQUEST FOR PERSONNEL ACTION**

**DANTE PERPATERO**

8 February 1977

SECRET

C-NO money

AB 5405

SECRET

DATE PREPARED

22 June 1976

REQUEST FOR PERSONNEL ACTION											
1. SYMBOL NUMBER 026090		2. NAME (Last-First-Middle) Keenan, Thomas J.		3. EFFECTIVE DATE REQUESTED 06 21 76							
4. POSITION OF REQUESTING OFFICIAL Reassignment and Delegation of NSCA										5. CATEGORY OF EMPLOYMENT Regular	
6. PAY GRADE O-10		7. PAY GRADE O-10		8. PAY GRADE X-000		9. PAY GRADE 135 4528 0001		10. LOCATION OF OFFICIAL SIGNATURE Wash., D.C.			
11. POSITION CP2S Officer, Ch (15)										12. POSITION NUMBER CP2S	
13. CLASSIFICATION NUMBER (CS-1B-1C) GS										14. OCCUPATIONAL SERIES 0136.01	
15. GRADE AND STEP 15 4										16. SALARY OR RATE \$ 34,441	
17. REMARKS											
DDO/Memo attached											
18. SIGNATURE OF REQUESTING OFFICIAL <i>T. Keenan, C/LA/Pots</i>				19. DATE REQUESTED 22 Jun 76		20. SIGNATURE OF COMPTD. APPROVING OFFICER <i>G. Brown, NM/CS</i>				21. DATE APPROVED 6/25/76	
SPACES BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
22. ACTIV. CODE 37		23. EMPLOY. CODE 1051300		24. OFFICE CODE ADMINISTRATIVE		25. STATION LH		26. RECORD 002		27. COMM. (OOI)	
28. PFT. CODES 00		29. PFT. CODES 000000		30. CITIZENSHIP DATA CITIZEN		31. EDUCATION 000000		32. WORKING CAPACITIES PPR		33. DATE OF DATA 00 00 00	
34. PFT. PREFERENCE 000000		35. SUB. CODE 000000		36. PFT. DATA 000000		37. PFT. DATA 000000		38. PFT. DATA 000000		39. PFT. DATA 000000	
40. PFT. DATA 000000		41. PFT. DATA 000000		42. PFT. DATA 000000		43. PFT. DATA 000000		44. PFT. DATA 000000		45. PFT. DATA 000000	
46. POSITION CERTIFIED CERTIFICATION 29 JUN 1976											
47. APPROVAL <i>John J. Deakins</i>						48. APPROVAL 29 Jun 76					
49. APPROVAL 29 Jun 76											

SECRET

12 MAY 1976 007433

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. Sawyer*  
Richard S. Sampson  
Chief  
Latin America Division

Attachments

Biographic Profile  
Fitness Reports  
Photograph

The recommendation in paragraph 1 is APPROVED

*(Signature)* 21.30  
Deputy Director for Operations

*3/7/1976*  
Date

EZ IMPDET  
CL BY OSS 762

*D-NO STATUS*

SECRET

(For Field Use)

DATE PREPARED

30 December 1974

REQUEST FOR PERSONNEL ACTION				DATE PREPARED							
1. SERIAL NUMBER 026090 ✓	2. NAME / Last-First-Middle Keenan, Thomas J.			30 December 1974							
3. NATURE OF PERSONNEL ACTION <i>Reclassification</i> Change of Functional Category				4. PROMOTION DATE REQUESTED 01/02/75	5. CATEGORY OF EMPLOYMENT Regular						
6. RANK O-5	V-ROY	X-100	7. PAY AND RANK 5135 0984 C001	8. SUPERVISORY AUTHORITY (Commander by office or functional area)							
9. OCCUPATIONAL DESIGNATIONS  DDO/LA Division Foreign Field Kingston, Jamaica Station				10. LOCATION OF STATION Kingston, Jamaica							
11. POSITION TITLE <i>Attache Political Officer</i> Chief of Station				12. POSITION NUMBER 0660	13. CAREER SERVICE DESIGNATION DOD						
14. CLASSIFICATION SCHEDULE (OF-100-100)		15. OCCUPATIONAL SERIES 0136.05		16. GRADE AND RATE 04-1	17. PAY RATE \$ 21,816.00						
18. GRADE O-5				19. GRADE 15-2	20. PAY RATE \$ 30,812.00						
14. Remarks  <i>*Kingston, Jamaica</i>											
21. SIGNATURE OF REQUESTING OFFICER <i>H. Berrishell, LMT/Poos</i>			DATE SIGNED 30 Dec 74	22. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>P. M. McLean</i>		DATE SIGNED 30 Dec 74					
SPACE BELOW FOR EXCLUSIVELY USE OF THE OFFICE OF PERSONNEL											
23. RANK O-5	24. GRADE CODE 37 10	25. GRADE SCALE 5135-1F	26. PAY RATE 31043	27. PAY RATE 5	28. PAY RATE 3	29. PAY RATE 29 70	30. PAY RATE 1	31. PAY RATE 1	32. PAY RATE 1	33. PAY RATE 1	34. PAY RATE 1
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61. POSITION CONTRACT CERTIFICATION  <i>30 Dec 74</i>						62. APPROVAL 30 Dec 74					
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EYES ONLY

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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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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  
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#### I'm Going To

# **REQUEST FOR PERSONNEL ACTION**

31 July 1973

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

31 July 1973

1. RECORD NUMBER <b>026090</b>		2. NAME (Last - First - Middle) <b>KEENAN, THOMAS JOHN</b>		3. DATE OF PERSONNEL ACTION <b>REASSIGNMENT</b>			4. EFFECTIVE DATE REQUESTED MONTH: <b>09</b> DAY: <b>15</b> YEAR: <b>73</b>			5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>					
6. PAY GRADE <b>O-5</b>		7. PAY RATE <b>\$100</b>		8. PAY AND HOUSING ALLOWANCE <b>X 000</b>			9. PAY AND HOUSING ALLOWANCE <b>4135 0984 0001</b>			10. LOCAL AUTHORITY / Command & Personnel					
11. ORGANIZATIONAL DESIGNATION <b>DDO/WH DIVISION FOREIGN FIELD BRANCH 7-KINGSTON, JAMAICA STATION</b>		12. POSITION TITLE <b>CHIEF OF STATION</b>		13. POSITION NUMBER <b>(74) 0111111 0660</b>			14. CANIED SERVICE DESIGNATION <b>0</b>			15. SALARY OR RATE <b>24698- 216-671</b>					
16. CLASSIFICATION SCHEDULE (COL 1A, 1B, 1C)		17. OCCUPATIONAL SERIES <b>GS 0136-05</b>		18. GRADE AND STEP <b>14 3-4</b>			19. GRADE AND STEP <b>14 3-4</b>			20. GRADE AND STEP <b>14 3-4</b>					
21. REASON <b>FROM: DDO/WH/BR-3/DCOS, PERU STATION</b>												<i>* Salony Blank</i>			
HOME BASE: WH															
1 - Security 1 - Finance															
16. SIGNATURE OF REQUESTING OFFICER <b>H. L. BERTHOLD, C/WH/PERS</b>				17. DATE SIGNED <b>8/17/73</b>			18. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <b>J. H. RUMM</b>				19. DATE SIGNED <b>10-30-73</b>				
20. SPACE BELOW FOR EXPLANATION OF THE OFFICE OF PERSONNEL															
21. ACTS 22. LEADERS 23. COORD.		24. OFFICE NUMBER NUMBER: <b>37</b> ALPHABETIC: <b>105</b>		25. STATION CODE: <b>SUN</b>		26. INTERVIEW CODE: <b>STORY</b>		27. DATE OF BIRTH YEAR: <b>3</b> MONTH: <b>06</b> DAY: <b>189</b>		28. DATE OF SEPARATION YEAR: <b>30</b> MONTH: <b>06</b> DAY: <b>189</b>		29. DATE OF SEPARATION YEAR: <b>30</b> MONTH: <b>06</b> DAY: <b>189</b>		30. DATE OF SEPARATION YEAR: <b>30</b> MONTH: <b>06</b> DAY: <b>189</b>	
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1. Last, First, Middle Thomas J.	2. DATE OF BIRTH 29 June 1930	3. Grade GS-14
4. OFFICE, DIVISION, BRANCH (OR OVERSEAS STATION AND REPORTING NUMBER OF INTERNAL ASSIGNMENT) WU Lima	5. PRESENT POSITION	6. EMPLOYEE EXTENSION 6815
7. PROPOSED STATION WU Kingston, Jamaica	8. PROPOSED POSITION (Title, Number, Grade) COS 0660 GS-14	
9. TYPE OF COMB AT NEW STATION State-Integree	10. ESTIMATED DATE OF EXPIRATION 1 Sept 1973	11. NO. OF EXPENDABLES TO ACCOMPLISH Seven
12. COMMENTS	<i>Paul Bartman</i>	
13. DATE OF REQUEST 26 July 1973	14. NAME OF REQUESTING OFFICIAL JO Torres	15. ROOM NUMBER AND BUREAU OR EXTENSION 3D5317 6815
16. OFFICE OF MEDICAL SERVICES DISPOSITION		
17. OFFICE OF SECURITY DISPOSITION		
18. OVERSEAS CANDIDATE SECURITY PANEL DISPOSITION PCO 000 3373 QUALIFIED FOR FORWARD ASSISTANCE C-1000 <i>100%</i> Signature: <i>[Signature]</i> [Signature]		
REQUEST FOR PCS OVERSEAS EVALUATION		

**SECRET**

Executive Registry

573-9253

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. Flanagan*  
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

*John E. Miller*  
Deputy Director for Operations

*31 June 1973*  
Date

The recommendation in paragraph 1 is  APPROVED  DISAPPROVED

*Thomas J. Keenan*  
Acting Director of Central Intelligence

*3 Aug 1973*  
Date

SECRET

LIMITED OFFICIAL USE  
THE WHITE HOUSE  
WASHINGTON

*Keenan, Horwitz*

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 Millian.



Walter C. Minnick

LIMITED OFFICIAL USE

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FPMR F-204 G-2

DATE PREPARED:

XX 4 Nov 71

REQUEST FOR PERSONNEL ACTION							
				DATE PREPARED:			
1. SERIAL NUMBER		2. NAME (Last-First-Middle)					
026090		KEENAN, THOMAS J.					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT (CORRECTION)				09 30 71		REGULAR	
6. RATES		> TO *		* TO *		7. FINANCIAL ALLOWANCES AND CHARGES MADE	
		OF TO *		X OF TO *		2135 1034	
8. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICE OR STATION			
DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION				LIMA, PERU			
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
ATTACHES POLITICAL OFFICER				0135		D	
14. CLASSIFICATION NUMBER (GAG, GS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
FSR		0136.01		04 1		17761	
GS				14 2		21509	
18. REMARKS							
HB 6/4 This action to correct Item 11 to Read Ops Officer/DCOS							
19. SIGNATURE OF REQUESTING OFFICER				DATE SIGNED		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
Henry L. Berthold				11 Nov 71		George W. Lindell	
21. SPACES BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
22. ACTION		23. DEPT/COMP		24. STATION		25. DATES	
58		10 51760		1988		26. ID NUMBER	
27. PAY GRADE		28. GRADE/STEP		29. INCREMENT DATE		30. GRADE/STEP	
GS-11		GS-11		1988		31. DATE OF BIRTH	
32. PAY PERIOD		33. PAY COM. DATE		34. USE OF PAY COM. DATE		35. DATE OF DECE	
OCT		NOV 1988		NOV 1988		NOV 1988	
36. PERSONNEL GOVERNMENT SERVICE		37. LEAVE DATE		38. CAREER SERVICE		39. PAYABLE	
OCT		NOV 1988		NOV 1988		NOV 1988	
40. POSITION CONTROL CERTIFICATION							
41. APPROVED				42. APPROVED		43. APPROVED	
JUL 11 1971				R. Keenan		11/1/71	

AFM 1152 USE PREVIOUS EDITION.

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MAY 1971 EDITION  
GSA GEN. REG. NO. 27, 1971

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17 The First List

REQUEST FOR PERSONNEL ACTION							DATE PREPARED 13 October 1971
1. SERIAL NUMBER <b>026090</b>		2. NAME / Last-First-Middle <b>KEENAN, THOMAS J.</b>					
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>							4. EFFECTIVE DATE REQUESTED Month Day Year <b>09 30 71</b>
5. RANK <b>O-10 Y</b>		6. GRADE <b>O-10 Y</b>		7. PAY GRADE <b>X O-10 Y</b>		8. FINANCIAL ANALYST TWO CHARACTER <b>2135 1084</b>	
9. ORGANIZATIONAL DESIGNATIONS <b>DPP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION</b>							10. LOCATION OF OFFICIAL STATION <b>LIMA, PERU</b>
11. POSITION TITLE <b>ATTACHE, POLITICAL OFFICER</b>				12. POSITION NUMBER <b>0135</b>			13. CAREER SERVICE DESIGNATION <b>D</b>
14. CLASSIFICATION BONDED VOL/24 WHU <b>FSR</b>				15. OCCUPATIONAL CODES <b>0136.01</b>			16. GRADE AND STEP <b>04 1</b>
17. SALARY GRADE <b>121.509</b>				18. SALARY CUTOFF <b>17.761</b>			19. CARRIED OVER <b>121.509</b>
<p>From: DPP/WH/FE/Bogota, Colombia Station <i>+ HB WH</i>          Approved 259a attached <i>+ Bogota, Colombia</i>  <i>Via Charlie Dickens</i>  <i>Remarks regarding language requirements on 259a</i>          2 Security 1 Payroll <i>Op Office occupying an Op. Office</i>  <i>DOB: 10-10-1940</i>  <i>SSN: 37-10-551144</i>  <i>Address: 57 W 25th Street, New York, NY 10010</i>  <i>Phone: (212) 554-1234</i>  <i>Employment Status: Full-time</i>  <i>Employment Type: Regular</i>  <i>Employment Period: 09-30-71 to 09-30-72</i>  <i>Employment Category: Regular</i>  <i>Employment Grade: O-10 Y</i>  <i>Employment Pay Grade: X O-10 Y</i>  <i>Employment Classification: FSR</i>  <i>Employment Location: DPP/WH</i>  <i>Employment Station: Bogota, Colombia</i>  <i>Employment Position: ATTACHE, POLITICAL OFFICER</i>  <i>Employment Position Number: 0135</i>  <i>Employment Grade and Step: 04 1</i>  <i>Employment Salary Grade: 121.509</i>  <i>Employment Salary Cutoff: 17.761</i>  <i>Employment Carried Over: 121.509</i>  <i>Employment Date Signed: 10-15-71</i>  <i>Employment Signature: R. Keenan</i> </p>							

Page 1152 - 24 minutes

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**Thierry Lévy** (University of Paris)

## SECRET

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

SECRET

DATE PREPARED

25 January 1971

## REQUEST FOR PERSONNEL ACTION

1. SERIAL NUMBER <b>026090</b>	2. NAME (Last-First-Middle) <b>KEENAN, THOMAS J.</b>	3. DATE REQUESTED		
4. EFFECTIVE DATE REQUESTED <b>02 07 71</b>			5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>	
6. POSITION ANALYSIS NO. <b>1135 0834</b>			7. LEGAL AUTHORITY (Completed by Office of Personnel)	
8. ORGANIZATIONAL DESIGNATIONS:  <b>DDP/WB FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION</b>			9. LOCATION OF OFFICIAL STATION  <b>BOGOTA, COLOMBIA</b>	
11. POSITION TITLE <b>POL OFF ATTACHE</b>			12. POSITION NUMBER <b>1792</b>	
14. CLASSIFICATION SCHEDULE FOR GS-12 <b>FSR</b>			15. OCCUPATIONAL SERIES <b>GS 0136.01</b>	
16. GRADE AND STEP <b>04 1</b>			17. SALARY OF GS-12 <b>17,781</b>	
18. RATES  <i>+ Bogota, Colombia</i>			19. RATES  <i>Leave arrangements for one 4 hour per week.</i>	
20. SIGNATURE OF REQUESTING OFFICER <i>Henry L. Berthold</i>			21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>N. J. [Signature]</i>	
22. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL				
23. ACTION <b>REPLACED</b>		24. OFFICE CODE <b>1135</b>	25. DIVISION <b>1000</b>	26. DATE <b>1-10-71</b>
27. BY OFFICE <b>1135</b>		28. SPECIAL <b>0136.01</b>	29. DIVISION DATA <b>1000</b>	30. DATE <b>1-10-71</b>
31. BY PERSONNEL <b>1135</b>		32. SPECIAL DATA <b>0136.01</b>	33. DIVISION DATA <b>1000</b>	34. DATE <b>1-10-71</b>
35. POSITION OTHER AGREEMENT SERIES <b>1135</b>		36. DIVISION <b>1000</b>	37. DATE <b>1-10-71</b>	38. SOCIAL SECURITY NO. <b>00-00-0000</b>
39. POSITION OTHER AGREEMENT SERIES <b>1135</b>		40. DIVISION <b>1000</b>	41. DATE <b>1-10-71</b>	42. SOCIAL SECURITY NO. <b>00-00-0000</b>
43. POSITION CONTROL CERTIFICATION <b>11</b>		44. O.P. APPROVAL <i>C. B. [Signature]</i>		45. DATE APPROVED <b>1-10-71</b>

Form 1152 VM PREVIOUS EDITION

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FEB 1971 EDITION  
GSA GEN. REG. NO. 27  
MAY 1971 EDITION  
GSA GEN. REG. NO. 28

SECRET

1-0763

23 Feb 1971

MEMORANDUM FOR: Deputy Director for Plans

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

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

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

1 Attachment  
Biographic Profile (Parts 1 & 2)

The recommendation in paragraph is APPROVED:

*T. Keenan*  
Deputy Director for Plans

*16 Feb 71*  
Date

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*18 New Zealand*

**REQUEST FOR PERSONNEL ACTION**

DATA FUSION

23 July 1970

1. SERIES NUMBER 026090	2. NAME / Last-First-Middle Keenan, Thomas J.	
3. NATURE OF PERSONNEL ACTION <b>Promotion</b>		
4. PAY GRADE <b>O-10 F</b>		5. PAY GRADE <b>O-10 G</b>
6. DATES <b>07 26 70</b>		
7. FINANCIAL ANALYSTS HQ CRAZEBEAR		
8. FINANCIAL ANALYSTS HQ CRAZEBEAR		
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION</b>		
10. LOCATION OF OFFICER STATION <b>BOGOTA, COLOMBIA</b>		
11. POSITION NUMBER <b>0327</b>		
12. CAREER SERVICE INFORMATION <b>D</b>		
13. CLASSIFICATION INFORMATION (G-2, ZR, WH) <b>EXR</b>		
14. OCCUPATIONAL SERIES <b>0136.01</b>		
15. GRADE AND PAY <b>041</b>		
16. PAY PERIOD <b>19, 643</b>		

FROM: GS-13 STEP 4 \$18,437

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TRA in accordance with NR20-178 (1) a

Bogota, Colombia

100 SIGNATURE OF DIRECTORATE OFFICER				DATE SIGNED		100 SIGNATURE OF COMPT CIVILIAN APPROVING OFFICER				DATE SIGNED			
<b>HENRY L. BERTROD</b> C/W/Pers				7/23/70		<i>A. R. S.</i>				7-24			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL													
1000	1000	11. SP-01-CODES		12. STATION CODE		13. APPROVAL CODE	14. MONTH		15. DATE OF BIRTH		16. DATE OF ISSUE	17. DATE OF EXPIRE	
		CLASSIFICATION	AUTHORITY	CODE			MM DD YY		MM DD YY				
1000	1A	51700		MMH		14115		06 29 30		07234170		1731170	
18. SITE NUMBER		19. WORK ADDRESS		20. ALIENAGE DATE		21. APPROVAL DATA CODE		22. COMMUNICANT INFORMATION DATE		23. SECURITY		24. SECURITY	
MM DD YY		ADDRESS		CODE		TYPE		MM DD YY		MM DD YY		MM DD YY	
07234170		97		0048									
25. PAY PERIOD		26. PAY COMP EAD		27. PAY COMP DATE		28. PAYROLL NUMBER		29. MEDICAL INSURANCE		30. HIGH SECURITY		31. HIGH SECURITY	
CODE		AMT. DUE		MO. PAY. PER.		CODE		CODE		CODE		CODE	
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32. PREVIOUS CIVILIAN GOVERNMENT SERVICE				33. LEAVE CODE		34. FEDERAL PAY DATA				35. STATE TAX DATA			
CODE				CODE		CODE				CODE			
0000 PREVIOUS 100-XXXX				1000		0000 APPROVED DATE				0000 APPROVED DATE			
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45. POSITION CONTROL CERTIFICATION				46. O.P. APPROVING				47. O.P. APPROVING					

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

17 JUL 1967

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

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

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

*Ellin B. Glenn*

ELLIN B. GLENN

Distribution:

- Original - Subject's OP File  
1 - C/Support Staff/MR  
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.	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 code). REPORT DATE BY USING THE NUMBER FOR THE MONTH AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OFI RD 08 REVISED.

PCS DATES OF SERVICE

ARRIVAL D/S			DEPARTURE D/S			TYPE OF DATA		O/P	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (BASIC)	2 - TDY (BASIC)	3 - CORRECTION	4 - CANCELLATION	5 - 60-48
01-62	27-28	60-30	01-63	01-34	60-30			37	38-39	Colombia
0	6	2	9	6	7			1		150

TDY DATES OF SERVICE

ARRIVAL D/S			DEPARTURE D/S			TYPE OF DATA		O/P	AREA(S)	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - TDY (BASIC)	2 - CORRECTION	3 - CANCELLATION	4 - 60-48	5 -
01-62	27-28	60-30	01-63	01-34	60-30			37	38-39	

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. 1002253	DOCUMENT DATE/PERIOD 30 June 1967	
REMARKS		
PREPARED BY O/C C & R DIVISION, CTRB	REPORT ANNOTATED OR CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DATE 6-67	210162	SIGNATURE R. J. Keenan

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

SECRET

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REQUEST FOR PERSONNEL ACTION							DATE PREPARED		
1. SERIAL NUMBER 026090		2. NAME / THOMAS J. KEENAN, THOMAS J.					14 JUNE 67		
3. NATURE OF PERSONNEL ACTION <b>PROMOTION (CORRECTION)</b>							4. EFFECTIVE DATE REQUESTED 05 21 67		
5. RANKS OF POW		X TO OF OF POW XX OF TO OF		6. FINANCIAL STATUS NO CHARGEABLE 7135-0834			7. CATEGORY OF EMPLOYMENT REGULAR		
8. OCCUPATIONAL DESIGNATIONS <b>DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION</b>							9. LOCATION OF OFFICIAL STATION <b>BOGOTA, COLOMBIA</b>		
10. POSITION TITLE <b>POLITICAL OFFICER ATTACHER UPS OFFICER</b>							11. POSITION NUMBER 0327		
12. GRADE PAY CODE <b>FSR GS</b>		13. OCCUPATIONAL SERIES 0136.01		14. GRADE PAY STEP 06 6		15. SALARY PAY RATE 10363			
16. REMARKS <b>FROM: SAME. ADDITION OF INTEGRATED INFO.</b>							17. SALARY PAY RATE 12873		
<p><i>Finance</i></p> <p><i>Searched, D. Cashman, 14 June 1967</i></p> <p><i>Robert D. Cashman C/WH/Pers</i></p>							<p>DATE SIGNED 14 June 1967</p> <p><i>D. Cashman</i></p>		
18. SIGNATURE OF REQUESTING OFFICER							19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		
Robert D. Cashman C/WH/Pers							<i>D. Cashman</i>		
20. SPACE BELOW FOR EXCLUSIVE USE OF THE DIRECTOR OF PERSONNEL									
21. ACTION CODE	22. EMPLOY. CODE	23. TITLE CODES	24. STATION CODE	25. INTRASERVICE CODE	26. CODE	27. BIRTH DATE	28. DEATH OR DISCHARGE DATE	29. RATE OF PAY	30. DATE OF PAY
20. RPT. REPORTS W/ W/	21. UNITS SIXTH	22. EMPLOYEE DATA C/WH/PERS	23. STATION CODE	24. INTRASERVICE CODE	25. CODE	26. NO. DA. 14	27. NO. DA. 14	28. NO. DA. 14	29. NO. DA. 14
30. RPT. PERTINENT CODE	31. TUES. 1ST PAY	32. LINC. CONF. DATE	33. CAREER CATEGORY	34. MED. AUTHORITY	35. MED. AUTHORITY	36. MED. AUTHORITY	37. MED. AUTHORITY	38. MED. AUTHORITY	39. MED. AUTHORITY
40. PERIOD OF CAREER GOVERNMENT SERVICE CODE	41. LEAVE CAT	42. LEAVE CAT	43. PAYROLL PAY DATA	44. FORM EXECUTED CODE	45. MED. AUTHORITY	46. MED. AUTHORITY	47. MED. AUTHORITY	48. MED. AUTHORITY	49. MED. AUTHORITY
40. PERIOD OF CAREER GOVERNMENT SERVICE CODE	41. LEAVE CAT	42. LEAVE CAT	43. PAYROLL PAY DATA	44. FORM EXECUTED CODE	45. MED. AUTHORITY	46. MED. AUTHORITY	47. MED. AUTHORITY	48. MED. AUTHORITY	49. MED. AUTHORITY
50. POSITION CONTROL CERTIFICATION					51. O.P. APPROVAL				
<p><i>06-16-67N</i></p> <p><i>N. M. G. 06-16-67N</i></p>					<p><i>06-16-67N</i></p> <p><i>N. M. G. 06-16-67N</i></p>				

Page 1152

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Изменение № 00000000000000000000000000000000

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Digitized by srujanika@gmail.com

REQUEST FOR PERSONNEL ACTION								DATE PREPARED			
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						10 May 67			
026090		KEENAN, THOMAS J.						<i>11/14</i>			
3. NATURE OF PERSONNEL ACTION <b>PROMOTION</b>								4. EFFECTIVE DATE REQUESTED 05 21 67			
5. FUNDS		V TO V	X	S TO S			7. FINANCIAL ANALYSIS NO CHARGEABLE		8. CATEGORY OF EMPLOYMENT <b>REGULAR</b>		
		C TO V		O TO O			7135 0834		9. 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 GPS OFFICER								12. POSITION NUMBER (13) 0327			
14. CLASSIFICATION SCHEDULE (GS, LS, RS)								15. OCCUPATIONAL SERIES GS C136.01			
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 APPROVING OFFICER ROBERT D. Cashman C/WH/Pers				DATE SIGNED 11 May		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>J. Kelly</i>				DATE SIGNED	
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. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LD			
22	10	51700 UH	15005	3	06 27 30	05 21 67	05 21 67	05 21 67			
20. RPT. DATES	21. SPECIAL REFERENCES	22. RETIREMENT DATA	23. SEPARATION DATA CODE	24. CORRECTION-CANCELLATION DATA	25. EOD DATA	26. SECURITY REG. NO.	27. SEC. LINE				
MO DA YE	1-10 1-10A 1-10M	CODE	TYPE	MO DA YE	MO DA YE	MO DA YE	MO DA YE				
28. VET PREFERENCE	29. SEPY CODE DATE	30. LONG CODE DATE	31. CAREER CODE	32. FEEL. HEALTH. INSURANCE	33. SOCIAL SECURITY NO						
CODE	MO DA YE	MO DA YE	CODE	CODE	CODE						
34. PREVIOUS GOVERNMENT SERVICE	35. LEAVE CAT CODE	36. FEDERAL TAX DATA	37. STATE TAX DATA								
CODE	CODE	ADJ. EXECUTIVE CODE	ADJ. TAX EXEMPTIONS								
1. GS-12 PAYROLL REPORT 2. GS-12 PAYROLL REPORT 3. GS-12 PAYROLL REPORT 4. GS-12 PAYROLL REPORT		1-11 1-10	1-11 1-10								
38. POSITION CONTROL CERTIFICATION	39. O.P. APPROVAL	40. DATE APPROVED									
		<i>6/1/67</i>									

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Supplement to Staff Employee Personnel

Action for **Integration of** 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 **integrated**, 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~~ \$11,685 per annum, you will accept **cover** employment with another instrumentality of the Government (hereinafter referred to as **your cover facility**) 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 cover facility**. In order to appear as a conventional member of that establishment, your appointment to **your cover facility** is being effected at ~~25B-15~~ and salary of ~~all~~ \$11,685 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid by **your cover facility**.

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 cover** 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 cover facility**. 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. Such travel will be accomplished in conformance with applicable regulations of your **cover facility** 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 **cover facility** 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 **cover** payments exceed the amount due, the overage will be remitted to this organization at designated intervals, presently. 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 **your cover facility** against the overage may be deducted. To ensure timely accuracy in your payroll account with this organization you are expected to immediately report **cover facility** 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 **cover facility** 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 **cover position**.

a. Upon **integration** into your **cover facility**, 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 **cover facility** 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 **your cover activity**, 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 **cover facility** of any status with your cover based on your services performed with that organization at the request of this organization.

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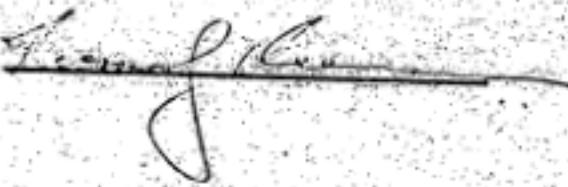
6. All annual and sick leave which is accrued to your credit at the time of **integration** will be transferred to your **cover facility**. While **integrated** you will be permitted annual leave, sick leave, home leave, and leave without pay in accordance with the regulations of your **cover facility**, 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 **cover facility** 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 **cover facility**.

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 1940, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligation of any security oath you may be required to take.

UNITED STATES GOVERNMENT

  
J. C. O'Connor  
Personnel Office

ACCEPTED:



3

SECRET

DATE PREPARED

2 JULY 1967

## REQUEST FOR PERSONNEL ACTION

1. SERIAL NUMBER 026083		2. NAME - Last - First - Middle KIRKMAN, THOMAS J.		3. EFFECTIVE DATE REQUESTED M/Y 63 67		4. CATEGORY OF EMPLOYMENT REGULAR	
5. NATURE OF PERSONNEL ACTION <b>RELATIONSHIP - DEPARTMENT OF STATE</b>		6. PAY GRADE OF 10 Y X OF 10 O		7. FINANCIAL ARRANGEMENT NO CHARGEABLE 7135 0834		8. SIGN AUTHORITY (RECORDED BY OFFICE OF Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDF/MIS FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION		10. LOCATION OF OFFICIAL STATION BOCOTA, COLOMBIA		11. POSITION NUMBER 0327 ✓		12. CAREER SERVICE DESIGNATION D	
13. POSITION TITLE <b>POLITICAL OFFICER, ATTACHE</b>		14. OCCUPATIONAL SERIES COMBINED OFFICER		15. PAY AND ALLOWANCE 06-6 12 3		16. SALARY OR RATE \$ 10,363 \$ 11,685	
17. REMARKS <i>All sick and all hours annual leave to be transferred to the DEPARTMENT OF STATE.</i>							
18. MARITAL STATUS: MARRIED		DAU DOB 6 OCT 57 DAU DOB 11 SEP 62		DAU DOB 16 SEP 58 DAU DOB 7 MAY 63		SON DOB 19 MAY 60 DPU DOB 19 AUG 61	
19. SIGNATURE OF REQUESTING OFFICER <i>WILLIAM KIRKMAN</i>		DATE SIGNED X-013		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED	
21. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
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238. 100% 20% 10% 100% 0% 0%		239. 100% 20% 10% 100% 0% 0%		240. 100% 20% 10% 100% 0% 0%		241. 100% 20% 10% 100% 0% 0%	
242. 100% 20% 10% 100% 0% 0%		243. 100% 20% 10% 100% 0% 0%		244. 100% 20% 10% 100% 0% 0%		245. 100% 20% 10% 100% 0% 0%	
246. 100% 20% 10% 100% 0% 0%		247. 100% 20% 10% 100% 0% 0%		248. 100% 20% 10% 100% 0% 0%		249. 100% 20% 10% 100% 0% 0%	
250. 100% 20% 10% 100% 0% 0%		251. 100% 20% 10% 100% 0% 0%		252. 100% 20% 10% 100% 0% 0%		253. 100% 20% 10% 100% 0% 0%	
254. 100% 20% 10% 100% 0% 0%		255. 100% 20% 10% 100% 0% 0%		256. 100% 20% 10% 100% 0% 0%		257. 100% 20% 10% 100% 0% 0%	
258. 100% 20% 10% 100% 0% 0%		259. 100% 20% 10% 100% 0% 0%		260. 100% 20% 10% 100% 0% 0%		261. 100% 20% 10% 100% 0% 0%	
262. 100% 20% 10% 100% 0% 0%		263. 100% 20% 10% 100% 0% 0%		264. 100% 20% 10% 100% 0% 0%		265. 100% 20% 10% 100% 0% 0%	
266. 100% 20% 10% 100% 0% 0%		267. 100% 20% 10% 100% 0% 0%		268. 100% 20% 10% 100% 0% 0%		269. 100% 20% 10% 100% 0% 0%	
270. 100% 20% 10% 100% 0% 0%		271. 100% 20% 10% 100% 0% 0%		272. 100% 20% 10% 100% 0% 0%		273. 100% 20% 10% 100% 0% 0%	
274. 100% 20% 10% 100% 0% 0%		275. 100% 20% 10% 100% 0% 0%		276. 100% 20% 10% 100% 0% 0%		277. 100% 20% 10% 100% 0% 0%	
278. 100% 20% 10% 100% 0% 0%		279. 100% 20% 10% 100% 0% 0%		280. 100% 20% 10% 100% 0% 0%		281. 100% 20% 10% 100% 0% 0%	
282. 100% 20% 10% 100% 0% 0%		283. 100% 20% 10% 100% 0% 0%		284. 100% 20% 10% 100% 0% 0%		285. 100% 20% 10% 100% 0% 0%	
286. 100% 20% 10% 100% 0% 0%		287. 100% 20% 10% 100% 0% 0%		288. 100% 20% 10% 100% 0% 0%		289. 100% 20% 10% 100% 0% 0%	
290. 100% 20% 10% 100% 0% 0%		291. 100%					

## SECRET

<b>NAME, FIRST, MIDDLE</b> <b>Keenan, Thomas John</b>		<b>4. DATE OF BIRTH</b> 29 June 1930	<b>5. GRADE</b> GS-12
<b>6. OFFICE (DIA CODE, BRANCH OR OVERSEAS STATION AND REPORTING NUMBER OR DIA/CODE ASSIGNMENT)</b> <b>DDP/WII/CA</b>		<b>7. PRESENT POSITION</b> Ops Officer	<b>8. EMPLOYEE EXTENSION</b> 6815
<b>9. PROPOSED STATION</b> <b>Bogota, Colombia</b>		<b>10. PROPOSED POSITION (Title, Number, Grade)</b> <b>Ops Officer/0327/GS-13</b>	
<b>11. TYPE OF COVER AT NEW STATION</b> <b>State</b>		<b>12. ESTIMATED DATE OF DEPARTURE</b> May 1967	<b>13. NO. OF DEPENDENTS TO ACCOMPANY</b> Seven (7)
<b>14. COMMENTS</b> Form 89 is attached.			
<i>(Handwritten signature)</i>		<i>as per above</i>	
<b>15. DATE OF REQUEST</b> <b>13 February 67</b>	<b>16. NAME OF REQUESTING OFFICIAL</b> <b>Kenneth L. Wambold</b>	<b>17. ROOM NUMBER AND BUILDING/CS EXTENSION</b> <b>3 D 5309</b>	<b>18. OFFICE OF MEDICAL SERVICES DISPOSITION</b>
<b>19. OFFICE OF SECURITY DISPOSITION</b>			
<b>20. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION</b>			
<b>REQUEST FOR PCS OVERSEAS EVALUATION</b>			



7123-6-14



1 March 1967

**MEMORANDUM FOR: Secretary, CSCS Panel, Section A**

**SUBJECT : Recommendation for Promotion:**  
**Thomas J. Keenan**

1. The promotion of Mr. Thomas J. Keenan to GS-13 is strongly recommended. Mr. Keenan embodies the principal qualities of the all-around operations officer. He is intelligent, perceptive and analytical. He quickly grasps the essentials of a problem. He is aggressive, very industrious, and always works effectively. His field experience consists of two tours of duty in Mexico where he began as a junior case officer and developed rapidly to the point where he was handling an extremely heavy load of important and complex cases. He operated against Soviet Bloc and related targets, ran support projects, surveillance teams, and technical operations. The experience he gained was broad in nature. Also involved was the supervision of up to 30 people, including other officers, ~~and indigenous personnel~~ and agents. Mr. Keenan himself responds extremely well to enlightened supervision and is quick to profit from the guidance of his super-visors.

2. For the past two years Mr. Keenan has worked on the FI Staff of the WII 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

7123-6-14



- 2 -

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

G 27  
24 August 1966

REQUEST FOR PERSONNEL ACTION								DATE PREPARED			
1. SERIAL NUMBER	2. NAME (Last-First-Middle)							24 August 1966			
026090	KEENAN, THOMAS J.										
3. NATURE OF PERSONNEL ACTION <b>DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM</b>				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT					
				MONTH	DAY	YEAR	REGULAR				
				09	11	66					
6. GRADES				7. COST CENTER NO. CHARGED		8. LEGAL AUTHORITY (CRAVEN) BY O.P. NO.					
<input checked="" type="checkbox"/> V-10-V <input type="checkbox"/> V-10-V				U-10-U		PL 88-643 Sect. 203					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION		11. POSITION NUMBER					
DOP/WR				WASHINGTON, D. C.		12. POSITION NUMBER					
13. CLASSIFICATION NUMBER / CSC 203 rev. 1				14. OCCUPATIONAL SERIES		15. GRADE AND STEP					
						17					
16. REMARKS <b>YOU ARE HEREBY NOTIFIED OF YOUR RIGHT TO APPEAL THIS ACTION TO THE DIRECTOR OF CENTRAL INTELLIGENCE IN ACCORDANCE WITH THE PROVISIONS OF HR 20-39. SUCH APPEAL MUST BE RECEIVED IN THE OFFICE OF THE DIRECTOR WITHIN 30 CALENDAR DAYS FROM THE EFFECTIVE DATE OF THIS ACTION.</b>											
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODES	22. STATUS	23. PAY RATE	24. RATES	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEAVE	28. SECURITY REG. NO.	29. SEC	
NO. DA	NO. DA	NUMERIC ALPHABETIC	CODE	CODE	CODE	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	REG. NO.	SEC	
30. DATE OF BIRTH	31. SPECIAL REFERENCE	32. PAYMENT DATA	33. SEPARATION DATA	34. RETIREMENT/TERMINATION DATA	35. FOD DATA	36. SECURITY REG. NO.	37. SEC	38. DATE OF LEAVE	39. DATE APPROVED	40. SOCIAL SECURITY NO.	
MO. DA. YR.	1-CIA 2-PAC 3-NSC	CODE	CODE	TYPE	MO. DA. YR.	REG. NO.	SEC	MO. DA. YR.	MO. DA. YR.	CODE	
41. PAY PERIOD	42. PAY CODE DATE	43. PAY COM. DATE	44. PAY RATE	45. PAY RATE	46. PAY RATE	47. MEDICAL INSURANCE	48. MEDICAL INSURANCE	49. STATE TAX DATA	50. STATE TAX DATA	51. SOCIAL SECURITY NO.	
CODE	1-100 1-101 1-102	MO. DA. YR.	MO. DA. YR.	CODE	CODE	1-BASIC 1-CONTR	1-BASIC 1-CONTR	CODE	CODE	CODE	
52. PREVIOUS GOVERNMENT SERVICE DATA	53. LEAVE CAT.	54. FUNERAL PAY DATA	55. PAY RATE	56. PAY RATE	57. PAY RATE	58. MEDICAL INSURANCE	59. MEDICAL INSURANCE	60. STATE TAX DATA	61. STATE TAX DATA	62. SOCIAL SECURITY NO.	
CODE	1-10 PAYROLL SERVICE 2-NO PAYROLL SERVICE 3-SEPARATE VARIOUS PAYROLLS 4-ESTATE IS SERVICE AGENT FOR 3 YEARS	CODE	1-100 1-101 1-102	CODE	1-100 1-101 1-102	1-BASIC 1-CONTR	1-BASIC 1-CONTR	CODE	CODE	CODE	
63. POSITION CONTROL CERTIFICATION					64. O.P. APPROVAL				DATE APPROVED		
See memo signed by D/Pers dated 2 Aug											

NOTE: 1152  
2-66  
CP 13-7-66

LAST PREVIOUS EDITION

SECRET

CLASSIFICATION  
REF ID: A62144

14

S-E-C-R-E-T

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20502

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 of the government 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 Communists 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. Manning the check-points under fire, flying to remote and hostile villages, moving tons of supplies through the gauntlet of the communications line, toiling over midnight reports, and keeping open our country's only commo link -- all these things were commonplace. The dedication, discipline, and routine of our personnel placed them in a class apart.

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

*Richard Helms*

Richard Helms  
Deputy Director of Central Intelligence

S-E-C-R-E-T

SECRET

18 Aug., followed by R.

Digitized by srujanika@gmail.com

**REQUEST FOR PERSONNEL ACTION**

3 DECEMBER 1964

REQUEST FOR PERSONNEL ACTION										DATE REQUESTED 3 DECEMBER 1964			
1. SERIAL NUMBER		2. NAME (Last-First-Middle Initial)											
026090		KEENAN, THOMAS J.											
3. NATURE OF PERSONNEL ACTION		4. IMMEDIATE DATE REQUESTED								5. CATEGORY OF EMPLOYMENT			
CONVERSION FROM FSS STATUS (CORRECTION)		MONTH DAY YEAR 10 10 64								REGULAR			
6. GRADE		7. TO E		8. FROM E		9. GRADE		10. COMBINED HQ CHARGE AMOUNT		11. FROM AUTHORITY EXERCISED BY OTHER Personnel			
OF 100		OF 100		X		OF 100		5135-0990					
12. ORGANIZATIONAL DESIGNATION		13. LOCATION OF OFFICE STATION											
DEP 3 BRANCH 3 MEXICO CITY, MEXICO STATION		MEXICO CITY, MEXICO											
14. POSITION TITLE					15. POSITION NUMBER			16. CAREER SERVICE DESCRIPTION					
OFS OFFICER					0489			D					
17. CLASSIFICATION NUMBER (OASIS REF.)		18. OCCUPATIONAL NUMBER		19. GRADE AND STEP		20. SALARY OR RATE							
OS		0136.01		12. 1		\$10,259							
21. REMARKS CHANGE EFFECTIVE DATE TO READ: 10 OCTOBER 1964. TYPED AND SIGNED BY: [Signature]													
22. SIGNATURE OF APPROVING OFFICER				23. DATE SIGNED [Signature] 12/1/64				24. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				25. DATE SIGNED [Signature] 12/1/64	
26. SPACES BELOW FOR EXECUTIVE USE OR THE OFFICE OF PERSONNEL													
27. GRADE		28. GRADE CHANGES		29. PAY GRADE		30. PAY GRADE		31. PAY GRADE		32. PAY GRADE			
33. PAY GRADE		34. PAY GRADE		35. PAY GRADE		36. PAY GRADE		37. PAY GRADE		38. PAY GRADE			
39. PAY GRADE		40. PAY GRADE		41. PAY GRADE		42. PAY GRADE		43. PAY GRADE		44. PAY GRADE			
45. PREVIOUS GRADE(S) AND DATE(S)		46. DATE PAY GRADE		47. DATE PAY GRADE		48. DATE PAY GRADE		49. DATE PAY GRADE		50. DATE PAY GRADE			
45. PREVIOUS GRADE(S) AND DATE(S)		46. DATE PAY GRADE		47. DATE PAY GRADE		48. DATE PAY GRADE		49. DATE PAY GRADE		50. DATE PAY GRADE			
51. POSITION CONTROL CERTIFICATION													
52. O.P. APPROVAL [Signature] 12/1/64													
53. DATE APPROVED [Signature] 12/1/64													
54. UNPAID REASON [Signature] 12/1/64													

SECRET

DATE PREPARED

28 OCTOBER 1964

## REQUEST FOR PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (Last - First - Middle)		4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT				
026090		KEENAN, THOMAS J.		MONTH	DAY	YEAR	REGULAR				
3. NATURE OF PERSONNEL ACTION		6. POSITION NUMBER			7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)				
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS		V TO V			C TO C		S 255-0620				
9. ORGANIZATIONAL DESIGNATION		10. LOCATION OF CURRENT STATION									
DDP-WH PLANS & OPERATIONS STAFF SECTION A		WASH., D. C.									
11. POSITION TITLE		12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION						
OPS. OFFICER		641			D						
14. CLASSIFICATION/SCHEDULE (GS, LS, W-1)		15. OCCUPATIONAL CODE			16. GRADE AND STEP		17. SALARY OR RATE				
GS-5		0136.01			12		\$ 10,250				
18. REASON		FROM: DDP/WH/3/0489/MEXICO CITY, <i>Tang 470</i>			Security Approval Granted by Pers. SD/OS <i>10/6/64</i> <i>Reg 11/6/64</i>						
19. SECURITY					Recorded By CSPD <i>SMP</i>						
20A. SIGNATURE OF REQUESTING OFFICIAL <i>Cashman</i>				DATE SIGNED		20B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>G. Bass</i>				DATE SIGNED	
U. CASHMAN C/VH/PERS				11-6-64		11-6-64					
SPACES BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE	22. LEAD OFFICE CODE	23. OFFICE CODING	24. STATION CODE	25. SEPARATION CODE	26. RETIREMENT DATA	27. CORRECTION/CANCELLATION DATA	28. CARRIER CATEGORY	29. FIELD/HEALTH INSURANCE	30. SOCIAL SECURITY NO.	31. SECURITY REG. NO.	32. SEL. SER. CODE
16	10	51075 W-A	20013				CAB/REG/PRO/TEP	CODE 0-WALTER	CODE 0-MARSHALL		
26. RATE DATES	27. SPECIAL ALLOWANCE	28. RETIREMENT DATA	29. CORRECTION/CANCELLATION DATA	30. CARRIER CATEGORY	31. FIELD/HEALTH INSURANCE	32. SOCIAL SECURITY NO.	33. SECURITY REG. NO.	34. SEL. SER. CODE	35. FIELD/HEALTH INSURANCE	36. SOCIAL SECURITY NO.	37. SECURITY REG. NO.
DA	DA	1-FM X-TKA X-ROB	CODE	DA	DA	DA	DA	DA	DA	DA	DA
38. PAY PERIODS	39. LEFT COMP. DATE	40. LONG COMP. DATE	41. LEAVE CAT	42. TEF/EM TAB DATA	43. FORM EXECUTED	44. STATE TAB DATA	45. FORM EXECUTED	46. STATE TAB DATA	47. FORM EXECUTED	48. STATE TAB DATA	49. FORM EXECUTED
CODE	DA	DA	DA	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE
40. POSITION CONTROL CERTIFICATION	41. O.P. APPROVAL	42. DATE APPROVED									
43. POSITION CONTROL CERTIFICATION <i>D. Cashman 11-6-64</i>											
44. FORM 1152 USE PREVIOUS EDITION											
45. GROUP 1 EXCLUDED FROM AUTOMATIC COST OF LIVING ADJUSTMENT EXCEPT FOR LIVING QUARTERS											

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC COST OF LIVING ADJUSTMENT  
EXCEPT FOR LIVING QUARTERS

SECRET  
(SAC, Filed 10)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED		
1. SERIAL NUMBER <b>026090</b>				2. NAME (Last-First-Middle) <b>KEENAN, THOMAS J.</b>				8 OCTOBER 1964		
3. NATURE OF PERSONNEL ACTION <b>PROMOTION</b>				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>10 25 64</b>				5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>		
6. FUNDS <b>➤</b>		VTOV <b>X</b>	VTOO <b>X</b>	7. COST CENTER NO CHARGE <b>5135-0990</b>				8. FEDERAL AUTHORITY (Completed by Office of Personnel) <b>DDP WH BRANCH 3</b>		
9. ORGANIZATIONAL DESIGNATIONS <b>MEXICO CITY, MEXICO STATION</b>				10. LOCATION OF OFFICIAL STATION <b>MEXICO CITY, MEXICO</b>						
11. POSITION TITLE <b>OPS OFFICER</b>				12. POSITION NUMBER <b>0489</b>				13. CAREER SERVICE DESIGNATION <b>D</b>		
14. CLASSIFICATION/ACCORDING (GS, LS, AF, etc.) <b>GS</b>				15. OCCUPATIONAL SERIES <b>0136.01</b>				16. GRADE AND STEP <b>12 1</b>		
17. REMARKS								18. SALARY OR RATE <b>\$10,950</b>		
<div style="text-align: right; border: 1px solid black; padding: 5px;">           Recorded By  <b>CSPD</b>  <i>8mB</i> </div>										
19A. SIGNATURE OF REQUESTING OFFICER <i>Robert D. Cashman</i>				DATE SIGNED <i>10/9/64</i>		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>L. P. Corbo V</i>				DATE SIGNED <i>22 Oct 64</i>
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
20. ACTION CODE <b>32</b>	21. EMPLOY CODE <b>10</b>	22. OFFICE CODING ALPHABETIC <b>51700 WPA</b>	23. STATION CODE ALPHABETIC <b>V51125</b>	24. INTRAGOV CODE <b>3</b>	25. MO. DA. YR. <b>3 26 29 30</b>	26. MO. DA. YR. <b>3 26 29 30</b>	27. MO. DA. YR. <b>3 26 29 30</b>	28. MO. DA. YR. <b>3 26 29 30</b>	29. MO. DA. YR. <b>3 26 29 30</b>	
30. RITE EXPENS MO. DA. YR.	31. SPECIAL REFERENCE CODE 1-CM 2-ELA 3-ROB	32. RETIREMENT DATA CODE 1-CM 2-ELA 3-ROB	33. SEPARATION DATA CODE TYPE 1-POLY 2-ELA 3-ROB	34. CANCELLATION DATA CODE TYPE 1-POLY 2-ELA 3-ROB	EOG DATA ➤					
35. VIT. PREFERENCE CODE 1-NO 2-YES 3-ROB	36. SELN. COMP. DATE MO. DA. YR. 10-21	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE 1-111 2-112	39. FED. HEALTH INSURANCE CODE 0-BELTA 1-ELIS 2-HELI	40. STATE SOCIAL SECURITY CODE 0-BELTA 1-ELIS 2-HELI					
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 1-NO PAST 2-NO LEAVES 10 YEARS 3-LEAVES 10 YEARS (LESS THAN 3 YEARS) 4-LEAVES 10 YEARS (MORE THAN 3 YEARS)	42. LEAVE CAT CODE 1-111 2-112	43. FEDERAL TAX DATA FORM EXECUTOR CODE 1-COM 2-ROB	44. STATE TAX DATA CODE 1-COM 2-ROB	45. O.P. APPROVAL L. P. Corbo V	46. DATE APPROVED <i>22 Oct 64</i>					
GROUP I EXCLUDED FROM AUTOMATIC APPROVAL (See Classification Chart)										

SECRET

2011-06-20 10:00:00

SECRET

**GROUP I**

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 twenty-five agents including a GS-15 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. Herkert  
Desmond Fitzgerald  
Chief  
Western Hemisphere Division

Approved  
SSA

**SECRET**

(This Field Is)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT	CLAIM NUMBER
Kenan, 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 **7 May 1964** premature birth.

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

DATE OF NOTICE: **14 June 1964**

SIGNATURE OF **B. De Felice**

**NOTICE OF OFFICIAL DISABILITY CLAIM FILE**

FORM  
GSA 1076 1st EDITION

**SECRET**

16-24-350

**DISPATCH**

CLASSIFICATION:

**SECRET**

PROCESSING ACTION

TO: Chief, MI Division

MARKS FOR INDEXING

INFO

NO INDEXING REQUIRED

FROM: Chief of Station, Mexico City

ONLY QUALIFIED INFO  
CAN HAVE INDEXED

SUBJECT: Dependent Daughter -

ROUTINE

ACTION REQUIRED: REFERRED

*James J. Kavanagh*

This is to announce the premature birth of **Carol Jane** on 7 May 1964.  
Mother and daughter are doing well.

*WILLARD C. CURTIS*  
WILLARD C. CURTISDistributions:  
3 - WID

CLASSIFICATION TO <b>SECRET</b>	DISPATCH SYMBOL AND NUMBER 151-4581	DATE 10 May 1964
CLASSIFICATION <b>SECRET</b>		HQS FILE NUMBER

SECRET

When Filled In

117. PERIOD  
8 APRIL 1963

## REQUEST FOR PERSONNEL ACTION

SERIAL NUMBER <b>26090</b>	2. NAME (Last-First-Middle) <b>KEENAN, Thomas J.</b>		3. EFFECTIVE DATE REQUESTED <b>4-14-63</b>		4. CATEGORY OF EMPLOYMENT <b>REGULAR</b>		
5. NATURE OF PERSONNEL ACTION <b>PROMOTION</b>			6. POSITION NUMBER <b>400-480</b>		7. COST CENTER NO. (Chart No.) <b>3135 5700 1000</b>		
8. PAY GRADE <b>GS-12</b>			9. GRADE AUTHORITY (Completed by Office of Personnel)		10. LOCATION OF OFFICIAL STATION <b>MEXICO CITY, MEXICO</b>		
11. POSITION TITLE <b>POA ASST. OFS. OFFICER</b>			12. POSITION NUMBER <b>400-480</b>		13. CAREER SERVICE DESIGNATION <b>D</b>		
14. CLASSIFICATION SCHEDULE (CS, GS, ETC.) <b>PSS</b>		15. OCCUPATIONAL SERIES <b>0136.01</b>		16. GRADE AND PAY <b>GS-12 118-2</b>		17. SALARY OR PAY RATE <b>6,045 8-310 V</b>	
18. REMARKS <b>FROM: SAME</b>							

Recorded by  
CSPD

JM

19. SIGNATURE OF APPROVING OFFICIAL <b>Robert D. Casdman CIVIL/PERS</b>		DATE SIGNED <b>4/6/63</b>		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICIAL <b>Paul P. Wilen</b>		DATE SIGNED <b>9 Apr 63</b>	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. OFFICE OF PERSONNEL <b>400-16 64700-AH 45075</b>		22. PAY GRADE <b>GS-12</b>		23. PAY GRADE <b>GS-12</b>		24. PAY GRADE <b>GS-12</b>	
25. PAY GRADE <b>GS-12</b>		26. PAY GRADE <b>GS-12</b>		27. PAY GRADE <b>GS-12</b>		28. PAY GRADE <b>GS-12</b>	
29. PAY GRADE <b>GS-12</b>		30. PAY GRADE <b>GS-12</b>		31. PAY GRADE <b>GS-12</b>		32. PAY GRADE <b>GS-12</b>	
33. PAY GRADE <b>GS-12</b>		34. PAY GRADE <b>GS-12</b>		35. PAY GRADE <b>GS-12</b>		36. PAY GRADE <b>GS-12</b>	
37. PAY GRADE <b>GS-12</b>		38. PAY GRADE <b>GS-12</b>		39. PAY GRADE <b>GS-12</b>		40. PAY GRADE <b>GS-12</b>	
41. POSITION CONTROL CERTIFICATION <b>T. Keeney 4/6/63</b>							
42. O.P. APPROVED <b>Paul P. Wilen</b>				43. DATE APPROVED <b>8 Apr 63</b>			

Form 1152 (Rev. 4-68) (2 pages per sheet)

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GROUP 1  
EXCLUDED FROM AUTOMATIC  
REFRESHMENT

144

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REQUEST FOR PERSONNEL ACTION								DATE PREPARED 27 October 1961	
1. SERVICE NUMBER <b>626090</b>		2. NAME (Last-First-Middle) <b>KENNAN, THOMAS J.</b>							
3. NATURE OF PERSONNEL ACTION <b>PROMOTION</b>		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>10 29 61</b>				5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>			
6. GRADE <b>OF-10-A</b>		7. TO GRADE <b>OF-10-B</b>		8. PAY GRADE <b>OF-10-CF</b>		9. PAY GRADE <b>OF-10-CF</b>			
10. ORGANIZATIONAL DESIGNATION <b>DEF ME</b> <b>BRANCH 3</b>		11. COST CENTER NO. CHARGEABLE <b>2135-5700-1000</b>				12. LOCATION OF OFFICIAL STATION <b>MEXICO CITY, MEXICO</b>			
13. POSITION TITLE <b>PL-10-A OPS OFFICER</b>		14. POSITION NUMBER <b>D</b>				15. PAY CONTROL NO. <b>REF-109</b>			
16. CLASSIFICATION NUMBER FOR LR, LR-2 <b>PS</b>		17. OCCUPATIONAL SERIES <b>12 0136.01</b>				18. GRADE AND STEP <b>10-2</b>			
19. REMARKS <b>FROM: SAME</b>						20. SECURITY RATE <b>\$5,260.00</b>			
				<i>Approved by CSPD</i>					
21. SIGNATURE OF REQUESTING OFFICER <i>P. C. Bowers</i> <b>P. C. BOWERS</b> C/MR/PERSONNEL				22. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>B. R. Kelly</i>					
SPACE HELD FOR EXCLUSIVE USE OF THE DIRECTOR OF PERSONNEL									
23. ACTION CODE		24. OFFICE NO.		25. SUBJECT NUMBER		26. SUBJECT NUMBER		27. SUBJECT NUMBER	
28. DATE APPROVED		29. APPROVAL DATE		30. APPROVAL DATE		31. APPROVAL DATE		32. APPROVAL DATE	
33. APPROVAL DATE		34. APPROVAL DATE		35. APPROVAL DATE		36. APPROVAL DATE		37. APPROVAL DATE	
38. POSITION CONTROL INFORMATION									
39. D.P. APPROVAL					40. D.P. APPROVAL				

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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

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## 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 reassessments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Organization.

MEMBERSHIP IN THE CAREER STAFF  
APPROVED TO TAKE EFFECT 20

FOR THE CHIEF, KUBARK,  
EXECUTIVE DIRECTOR  
KUBARK SELECTION BOARD

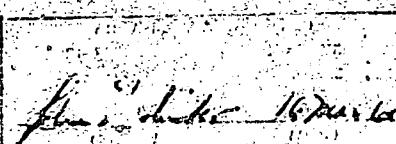
Thomas J. Keenan SDID S-16  
(Signature)

Eligibility Date: 20 May 1960

(Date)

*Daniel C. Keegan*

SECRET



DEPARTMENT OF STATE  
WASHINGTON D. C.

## NOTIFICATION OF PERSONNEL ACTION

Form No. 1070  
GSA GEN. REG. NO. 2  
Revised 1-1-59  
MAY 1964  
5010-1000

APPROVED:

 S. M. [Signature]

1. NAME (Last, first, middle name, initials and prefix)		2. DATE OF BIRTH	3. OFFICIAL GS ACTION NO.	4. DATE
MR. THOMAS J. KOONIN		6-29-30	738-10	12-11-59
Title or authority, date of the following action affecting your assignment				
5. STATUS OF ACTION (Check indicated item(s))		6. EFFECTIVE DATE	7. CIVIL SERVICE OR STATE LEGAL AUTHORITY	
738 Appointment - Regular		1/6/60	PL 724 79th as amended	
7. POSITION/TITLE		Political Assistant		
Sergeant at Arms		738-10		
8. GRADE/CLASSIFICATION		Married, D.O.		
9. COMMUNICATOR		(1)-M		
<input type="checkbox"/> FIELD	<input type="checkbox"/> REPRESENTATIVE	<input type="checkbox"/> GS-13	<input type="checkbox"/> FIELD	<input type="checkbox"/> REPRESENTATIVE
<input type="checkbox"/> Army	<input type="checkbox"/> Marine	<input type="checkbox"/> GS-12	<input type="checkbox"/> Army	<input type="checkbox"/> Marine
10. RESUME'S POSITION		11. POSITION CLASSIFIED AS PER		
ARMED FORCES		1-1012-338		
X				
12. ADDRESS		13. EMPLOYEE GS-10	14. DATE OF APPROVING AGENCY APPROVING COMMISSIONER	15. STATE/TERITORY
X	9A-3011	738-10	1/6/60	West Virginia
16. 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.				
17. Marital Status - Married - Two.				
Appointed at 738-10, \$5540, in accordance with I 738 IV 223. Previous Federal Government salary \$5135, GS-9, earned with Department of Army.				
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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 Deck. 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. J. Keeney*  
R. C. KING  
Chief  
Western Hemisphere Division

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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 MI 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)

**REQUEST FOR PERSONNEL ACTION**

V to V	V to UV	REQUEST FOR PERSONNEL ACTION						DATE PREPARED						
UV to V	UV to UV	Mo	Do	Yr	Mo	Do	Yr							
1. Serial No.		2. Name (Last-First-Middle)		3. Date Of Birth		4. Mar. Stat.		5. Sex		6. C3 - EOD				
		Thomas J.		Mo	Do	Yr	Married	1st Pt. 1	2nd Pt. 2	Mo	Do	Yr		
7. SCD		8. CSC Report		9. CSC Or Other Legal Authority		10. Agent Advisor		11. FEGL		12. LCD		13. Admin. Control		
Mo	Do	Yr	Yes - 1	Code	No - 2	Mo	Do	Yr	Yes - 1	Code	No - 2	Mo	Do	Yr

**CURRENT ASSIGNMENT**

14. Organizational Designations		Code	15. Location Of Official Station		Station Code
DEP/VR 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 : Unit : Func. : X	Administrative Officer		1000	03	0135-01
21. Grade & Step	22. Salary Or Rate	23. ID	24. Date Of Grade	25. PSID	26. Appropriation Number
9 - 2	6135	D.	Mo Do Yr	Mo Do Yr	Mo Do Yr
6135 158 6/2/69 0135-5700-3000					

**ACTION**

27. Nature Of Action	Code	28. ER. Date	29. Type Of Employee	Code	30. Separation Date
Integration		Mo Do Yr			
Department of State		1 16 160			

**PROPOSED ASSIGNMENT**

31. Organizational Designations		Code	32. Location Of Official Station		Station Code
33. Dept.- Field	34. Position Title		35. Position No.	36. Serv.	37. Occup. Series
Dept. : Field : Unit : Func. : X	POL. INTEG.		1000	03	0135-01
38. Grade & Step	39. Salary Or Rate	40. ID	41. Date Of Grade	42. PSID	43. Appropriation Number
10 - 4	5540		Mo Do Yr	Mo Do Yr	Mo Do Yr

**SOURCE OF REQUEST**

4. Requested By (Name And Title)	C. Request Approved By (Signature And Title)		Date Approved
OFSPR/OCB/OCB	Marguerite Kony		
5. For Additional Information Call (Name & Telephone Ext.)			
M. Roney, 202-350-1000			

**CLEARANCES**

Clearance	Signature	Date	Clearance	Signature	Date
A. Current Board			B. Previous		
C. Extraneous			D. Approved		

*6/6 click and 6/6 annual leave to be transferred to Department of State.*

*[Continued on reverse side]*

**REQUEST FOR PERSONNEL ACTION**

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Prof.	5. Sex	6. CS LOD
526090	KEENAN THOMAS J	Mo. 06 Da. 29 Yr. 30	No. 0 Code 5 P. 1 10 P. 2	M. I	Mo. 05 Da. 20 Yr. 57
7. SCD	8. CSC Reinst.	9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. FLCU	12. LCD
Ma. 01 Da. 29 Yr. 53	Yes - 1 No - 0	Code 1 2 50 USCA 303	Mo. 05 Da. 20 Yr. 57	Yes - 1 No - 0	Code 2

**PREVIOUS ASSIGNMENT**

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

**ACTION**

27. Nature Of Action	Code	28. Eff. Date	29. Type Of Employee	Code	30. Separation Date
REASSIGNMENT	67	Mo. 12 Da. 27 Yr. 59	REGULAR	61	

**PRESENT ASSIGNMENT**

31. Organizational Designations	Code	32. Location Of Official Station	Station Code		
DDP WH BRANCH III MEXICO CITY, MEXICO STATION	1681	MEXICO CITY, MEXICO	43073		
33. Dept. Field	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series	
Dept. USM Field X 10	OPS OFFICER	090659	GS	0136.01	
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
09 2	\$ 6135	D	Mo. 06 Da. 15 Yr. 50	Mo. 06 Da. 12 Yr. 60	0135-5700-3000

**SOURCE OF REQUEST**

A. Requester's Name And Job  
F. L. C. ROJERS HM/PERSONNEL OFFICER  
For Additional Information Call (Name & Telephone Ext.)  
John Kashinko X8212

C. Request Approved By (Signature And Title)

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			B. Vet. Control		
C. Classification			Approved By	Chairman	12/6/59
Records					

2 copies to Security Office.

FORM NO.  
1 MAR 58

**SECRET**

(4)

SLU...1

12 August 1959

MEMORANDUM FOR: Secretary, CG/CS Panel (Section C)  
SUBJECT: Recommendation for Promotion - Thomas J. KEENAN

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

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

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

R. E. Jones  
Randolph E. Jones  
AC/MHD

SLU...1

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION

X	V to Y	Y to UV	DATE PREPARED		
UV to V	UV to UV	Mo. Da. Yr.			
1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Ver. Per.	5. Sex	6. CS. EOD
	KEEAN, THOMAS J.	Mo. Da. Yr.	No. 0 S.P. 1 10 P. 2	I - N 1	Mo. Da. Yr.
7. SCD	8. CSC Refno	9. CSC Or Other Legal Authority	10. Army Altno.	11. FEGL	12. LCD
Mo. Da. Yr.	Ver. 1 Code No. 2 /	Mo. Da. Yr.	Mo. Da. Yr.	Mo. Da. Yr.	Mo. Da. Yr.

CURRENT ASSIGNMENT

14. Organizational Designations <b>DDP WH BRANCH III CENTRAL AMERICA SECTION</b>	Code:	15. Location Of Official Station <b>WASHINGTON, D. C.</b>	Station Code:		
16. Dept. Field	17. Position Title <b>OFS OFF</b>	18. Position No. <b>44-70</b>	19. Serv. 20. Occup. Series <b>GS-8 GS-08 0136.01</b>		
Dept. Valid: Firm:	Code:				
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade <b>6/1/53</b>	25. PSL Due <b>1/21/61</b>	26. Appropriation Number <b>0235-1000-1000</b>
9 2	\$6135	D			

ACTION

27. Nature Of Action <b>REASSIGNMENT</b>	Code:	28. Eff. Date <b>6/1/53</b>	29. Type Of Employee <b>REGULAR</b>	Code:	30. Separation Date <b>22</b>
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PROPOSED ASSIGNMENT

31. Organizational Designations <b>CS/CB DEVELOPMENT COMPLEMENT DDP WH</b>	Code:	32. Location Of Official Station <b>WASHINGTON, D. C.</b>	Station Code: <b>750/3</b>		
33. Dept. Field	34. Position Title	35. Position No. <b>4688</b>	36. Serv. 37. Occup. Series <b>GS-8</b>		
Dept. Valid: Firm:	Code:				
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade <b>6/1/53</b>	42. PSL Due <b>1/21/60</b>	43. Appropriation Number <b>1380 0400-1998</b>
3					

SOURCE OF REQUEST

A. Requested By Name (Last-First) <b>P/C. HOWE'S 41 PERSONNEL OFFICER</b>	C. Request Approved By (Signature And Title) <b>John Washington X-342</b>	Date Approved
B. For Additional Information Call (Name & Telephone Ext.)		

CLEARANCES

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

Remarks

EXTENDED TRAINING

2 copies to Security Office.

Form 1152a (Rev. Previous  
4-58 Edition)

SECRET

Continued on reverse side.

KEEGAN

Report to Substituted P.M. - 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 Job: Excellent

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

(c) Toward the Agency (Career): Excellent

Supervisory Ability (if demonstrated): NA

What do You estimate His Growth Potential To Be? On what he demonstrated in a short period of time Mr. Keenan should rapidly develop into a valuable employee with a high potential.

Plans for him: Upon completion of his present training he will be reassigned to WH/Mexico for approximately one year of desk training.

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

JOT Keenan, Thomas

Supervisor

Concur

John E. Brady  
John E. Brady, WH/Mexico

**GEORGE  
KEEAN  
REQUEST FOR PERSONNEL ACTION**

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth	4. Vet. Prof.	5. Sex	6. CS. IOD
126400	KEEAN THOMAS J.	Mo. Da. Yr. 09 23 20	None-O Code SP-1 10-9	M. I.	Mo. Da. Yr. 05 20 57
7. SEC	8. CSC Rating	9. CSC Or Other Legal Authority	10. Army All-Rate	11. FEGLI	12. LCD
Attn. No. 1 Mo. Da. Yr. 31 22 57	Yrs. 1 No. 2	1. 50 USCA 403	Mo. Da. Yr. 05 20 57	Yes. 1 No. 2	13. Min. Rate No. 2

**PREVIOUS ASSIGNMENT**

14. Organizational Designations:	Code	15. Location Of Official Station	Station Code
DDO OTR JUNIOR OFFICER TRAINING CORPS		2810 WASH. D.C.	75013
16. Dept. / Field	17. Position Title	18. Position No.	19. Ser. 20. Occup. Series
Dept. Code USAF Frgn. 2	JOT	0748.16	05 0090.01
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade 25. PSL Due
9-1	\$ 5985	D	Mo. Da. Yr. Mo. Da. Yr. 06 15 58 06 14 59
		ST	26. Appropriation Number
			8 7507 20

**ACTION**

27. Nature Of Action:	Code	28. ER. Date	29. Type Of Employee	Code 30. Separation Date
REASSIGNMENT <i>Change of Branch &amp; Regt.</i>	51	Mo. Da. Yr. 1 25 69	Regular	01

**PRESENT ASSIGNMENT**

31. Organizational Designations:	Code	32. Location Of Official Station	Station Code
DDP WH Branch III Central America Section	4413	Washington, D. C.	
33. Dept. / Field	34. Position Title	35. Position No.	36. Ser. 37. Occup. Series
Dept. X Code USAF Frgn. 1	Ops Off PP	34-70 12	08 0136.31
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade 42. PSL Due
9-1	\$ 5985	D	Mo. Da. Yr. Mo. Da. Yr. 1 15 69 1 14 69
			43. Appropriation Number
			9-3500-20-001

A. Requested By (Name And Title) *P. C. POWERS, W/ PERSONNEL OFC R* C. Request Approved By (Signature And Title)

B. For Additional Information Call (Name & Telephone Ext.)  
JOHN WASHINNO, X-8242

**CLEARANCES**

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	<i>OK by</i>	1-15-69	D. Placement		
B. Pos. Control	<i>OK by</i>	1-15-69	E. Appr.		
C. Classification			F. Approved By		
Remarks					

2 copies Security

VICE: *Replaced by C S, G* - 5 Jan 1969CONCUR: *Willard L. Eccles, Chief JOP/PR*FORM NO. 1152  
1 MAR 67

(4)

1126

1126

**SECRET**

14 June 1958

Classification  
Controlled**REQUEST FOR PERSONNEL ACTION**

1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth	4. Vet. Prof.	5. Sex	6. CS. EOD		
Mo	Do	Yr	Mo	Do	Yr	Mo	Do	Yr	
7. SCD	KEENAN, Thomas J.			06 27 30	None 0 Code: 10P1-2	H	Mo	Do	Yr
Mo	Do	Yr	8. CSC Reinst.	9. CSC Or Other Legal Authority	10. Army Aliagry	11. PEGU	12. LCD	13. 2nd	
No - 1	Code	No - 2	Yes - 1	Code	Mo - 0	Yr - 0	Yes - 1	Code	No - 2
<b>PREVIOUS ASSIGNMENT</b>									
14. Organizational Designations				Code	15. Location Of Official Station			Station Code	
IDS/CTR Junior Officer Trainee Corps					Washington, D.C.				
16. Dept. - Field Code	17. Position Title				18. Position No.	19. Serv.	20. Occup. Series		
Dept. Usd/ Frm	JOT				U 748.15	GS	0090.01		
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PMS Due	26. Appropriation Number				
7	2	1	Mo Do Yr	Mo Do Yr	8-7507-20				
<b>ACTION</b>									
27. Nature Of Action				Code	28. EH Date	29. Type Of Employee	Code	30. Separation Date	
PROMOTION					Mo Do Yr	(1/15/58)			
<b>PRESENT ASSIGNMENT</b>									
31. Organizational Designations				Code	32. Location Of Official Station			Station Code	
IDS/CTR Junior Officer Trainee Corps				3	Washington, D.C.				
33. Dept. - Field Code	34. Position Title				35. Position No.	36. Serv.	37. Occup. Series		
Dept. Usd/ Frm	JOT				U 748.15	GS	0090.01		
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PMS Due	43. Appropriation Number				
9	1	1	Mo Do Yr	Mo Do Yr	8-7507-20				
<b>SOURCE OF REQUEST</b>									
A. Requested By (Name And Title)				C. Request Approved By (Signature And Title)					
Willet L. Eccles C/JOTP				WILLET L. ECCLES /CJO/P/C MATTHEW FAIRD Director of Training					
<b>CLEARANCES</b>									
A. Career Board	Signature:	Date:	Clearance:	Signature:	Date:				
B. Pos. Control	(1/15/58)	1/15/58	D. Placement						
C. Classification			E.						
Remarks:	F. Approved By (Signature)								
*This action was considered and approved by the OTR/CSS on 3 June 1958.									

FORM 1152a  
5-57**SECRET**

**SECRET**  
(or Filled In)

## **PERSONNEL DATA SHEET**

FORM NO. 289 PREVIOUS EDITIONS MAY BE USED

~~SECRET~~

DATE OF ACTION

14-0077-1

SECRET

15 May 1958

NARRATIVE STATEMENT FOR THE PROMOTION OF THOMAS J. KEENAN

1. After attending IOC and IT, in which he made excellent grades, Keenan was placed on an interim basis with WE/Spanish 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 MI/3. On 3 March he entered OC and will return to MI/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 commented: "alert with definite potential for CE work - thorough and meticulous - on the Mexican desk performance was excellent - got 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 Job with MI/3, Keenan's performance was at a level comparable to that of one other JOT of higher grade.
4. Keenan came to the JOTP with a good college record and excellent experience as officer-in-charge of sixty officers and enlisted men in a Navy communications center. His rank was Lt(jg). He has a fair working knowledge of Spanish. To date he has shown high motivation, adaptability, and an intelligent approach to his job.
5. Keenan has had no opportunity to demonstrate supervisory ability.
6. WH concurs in this promotion.
7. It is recommended that Keenan be promoted from GS-7 to GS-9.

Walter J. Keehan / D  
T-1, REC'D

SECRET

14-00000  
Attn

C/JOTP  
C/JOTP/1

11 January 1958

C/Junior Officer Training Program/TR

Attachment of Junior Officer Trainee THOMAS J. KEENAN

1. As agreed by Mr. Brady of your Division and Mr. O'Gara of the JOT Program, JOT Thomas J. Keenan is attached to C/JOTP 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 EVC. 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 assignments.
5. Please send to the C/JOTP as quickly as convenient an outline of the activities the JOT will pursue as suggested by the proposed 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

W.L.E.

1-20-44-23

JOT/11/11/1958

STANDARD FORM 52  
FEBRUARY 1952  
GSA GEN. REG. NO. 27  
GSA GEN. REG. NO. 27  
GSA GEN. REG. NO. 27

## REQUEST FOR PERSONNEL ACTION

VOUCHERED

RC 17  
C 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 J. Keenan	2. DATE OF BIRTH  16-5-49	3. REQUEST NO.  29 June 1930	4. DATE OF RESIGN  C-7673
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 ITY
8. POSITION (Specify whether elevation, change grade or title, etc.)		9. APPROVED 9 May 57	50 USC 3
10. FROM:  <input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		11. POSITION TITLE AND NUMBER  J.O.T. (cont.)	12. TO:  7748-16*
		13. SERVICE GRADE AND SALARY  O-0900-01	14. ORGANIZATION OR DESIGNATIONS  GS-0132-06-7
		15. HEADQUARTERS  JOT	16. DDS/OTR  Junior Officer Trainee Program Junior Officer Trainee Corps Washington, D.C.
17. FIELD  <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		18. FIELD OR DEPARTMENTAL  X	19. FIELD  <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary):

\*Subject is quintuple slotted for recruiting purposes.

Temporary action subject to confirmation by DTR.

B. REQUESTED BY (Name and title)

Dr. Millet L. Eccles C/JOTP

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

Henry L. Barthold 74331

D. REQUEST APPROVED BY

Signature for MATTHEW BAIRD

Title

Director of Training

E. VETERAN PREFERENCE

HOME	WIFE	OTHER SPO	10-PERCENT
/			LOCAL OTHER

F. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL
10C			SD-ST

G. APPROPRIATION

FROM:  
TO: 7-7507-20

H. SUBJECT TO C.S. RETIREMENT ACT  
(YES-NO)

X-5

I. DATE OF APPOINTMENT/AFFIDAVITS  
(ACCESSORIES ONLY)

20 May 57

J. LEGAL RESIDENCE

CLAIMED  PROV'D  
STATE: 50 USC 3  
DOC: 05/29/57

K. CSEOD: 05/29/57

LCD: 05/29/57

SCD: 05/29/57

J. STANDARD FORM 50 REMARKS

Re-078

K. Subject to final confirmation.

L. CLEARANCES

M. INITIAL OR SIGNATURE

N. DATE

REMARKS:

OFFICE/DIVISION WITHIN SEC: 244468

O. CECI OR POS. CONTROL

P. CLASSIFICATION

Q. PLACEMENT OR ENPL

R. APPROVED BY

S. APPROVAL CON. C.R.

10 MAY

1957

FOURTEEN Con. C.R.

2 May 1957

Mr. Thomas J. Keenan

42 East Follett Street  
Fond du Lac, Wisconsin

Dear Mr. Keenan:

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

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

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

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

The gross salary quoted will be subject to deductions for Federal income tax and 6½ percent for the United States Civil Service Retirement Fund. In addition, the benefits of low-cost group life insurance are available to Federal civilian employees. The enclosed pamphlet

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

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

Very truly yours,

G. M. Stewart  
Director of Personnel

Enclosures (2)  
Life Insurance Pamphlet  
Map

OP/CORRES/dm(Phillips)

Play a little, & the boys call.

Kenson, Thomas John  
Franklin, New York

### ATK OF Cell

The following is an illustration of the results obtained.

V Ques. 65-7. 84525m

The appointment is subject to the following conditions as the kind of no notice in duty.

Table 64. - List of effects of some organic acids on the growth of *Escherichia coli*.

Combining complementary medical modalities at our medical center

*—* *—* *—* *—* *—*

Part 2: The *Top 100* Most Popular Books

1960-1961

Table 1. Effect of *in vitro* treatment of *Leucaspis* on the development of *Leucaspis* and *Mitodiplosis*

✓ 16. *Leucosia* sp. (Diptera: Syrphidae) was collected from a field of *Leucosia* sp. (Lamiaceae) in the same area as the *Leucosia* sp. (Diptera: Syrphidae) found in the *Leucosia* sp. (Lamiaceae) field.

*✓* 100% of the time, the subjects were able to identify the target word correctly.

It is the duty of the Board to make recommendations to the Secretary of State concerning the admission of new states.

After the meeting, the group will go to the beach to play volleyball.

$\frac{1}{2} \cdot 20 = 10$   $\text{cm}^2$   $\times$   $10 = 100$   $\text{cm}^2$

Thus,  $\Delta t = \pi R / v = 1.5 \text{ sec}$

10. The following table shows the number of hours worked by each employee in a company.

19. *Leucosia* *leucostoma* *leucostoma* *leucostoma* *leucostoma*

front 43619

at Auf-

proof. 436 K  
at. Cif-

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-roll change slip with you the day you enter on duty if you now receive a higher salary than what we are offering you.

RESULTS OF CALL:

Subject will EOD 20 May 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

*leg*

APPOINTMENT CLERK

~~WESTERN UNION~~

SENDING BLANK

CALL  
LINES QDB

CHAR 10 CENTRAL INTELLIGENCE AGENCY 25 APRIL 1957

MR. THOMAS JOHN KOBAN  
62 EAST FOLLETT STREET  
FOND DU LAC, WISCONSIN

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 *Contd*

*Send the above message, if possible, in the form as last issued, which are hereby agreed to.*  
PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD

8 April 1957

Mr. Thomas John Keenan  
42 East Follett Street  
Fond du Lac, Wisconsin

Dear Mr. Keenan:

We are pleased to inform you that your application for employment with this Agency has been reviewed with interest by appropriate officials and that actual processing has been initiated for a position at Grade GS-7, salary \$4525.00 per annum.

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

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

4 March 1957

Mr. Thomas John Keenan  
42 East Follett Street  
Fond du Lac, Wisconsin

Dear Mr. Keenan:

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

We have scheduled the necessary interviews and pre-employment medical examination, which will include determination of physical health and emotional stability, for you on Wednesday and Thursday, 13 and 14 March. We ask that you call Mr. Henry Berthold on Executive 3-6115, extension 4831, 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 **Fond du Lac** 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/CURR 5/bjs(Berthold)

CONFIDENTIAL  
(Date Filled In)

PERSONNEL ACTION ROUTING SHEET

				NEW HIRE
				PROMOTION
				TRANSFER OF FUNDS
				REASSIGNMENT
				SEPARATION
				OTHER
				REMARKS
NAME (Last-First-Middle) <i>Klein, Michael J.</i>		OFFICE <i>CTR</i>	TO BY	
ACTION OFFICE	DATE RECEIVED <i>2/13/57</i>	DATE DISPATCHED <i>3/13/57</i>	INITIALS <i>R.S.</i>	
FILES SECTION	18FEB	18FEB	<i>LAW</i>	
POSITION CONTROL				
POSITION CONTROL				
STATUS				
POSITION CONTROL				
FILES SECTION				
HOLD FOR FITNESS REPORT: SLOT 404 BLOCKED HOLD FOR 9-6		HOLD FOR SECURITY CONCURRENCE HOLD - OFFICE OVER CEILING		
REMARKS CONTINUED				

SECRET  
(For Official Use)

## REQUEST FOR SECURITY CLEARANCE

NAME (LAST - FIRST - MIDDLE)

KELMAN, THOMAS JOHN

POSITION / TITLE

JOT

LOCATION (CITY, STATE, COUNTRY)

Washington, D. C.

TYPE OF APPLICANT

 REGULAR CONTRACT CONSULTANT MILITARY

POSITION NUMBER (S) 37-81

U-748.16

OCCUP. CODE (S) 37-48

0070.01

APPOINTMENT OFFICE, DIVISION, BRANCH

DIS/OTR/JOTC

NAME OF REQUESTER (OR OFFICIAL)

Og Y. Stewart alp

CLEARANCE REQUIRED

PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP)

IF OTHER, SPECIFY

ATTACHMENTS

 PERSONAL HISTORY STATEMENT PHOTOGRAPH(S) APPENDIX I APPENDIX II

REQUEST FOR WAIVER

REPORT OF INTERVIEW

VETERAN STATUS

 MALE - VETERAN FEMALE - VETERAN MALE - NON-VETERAN FEMALE - NON-VETERAN

TYPE OF ASSIGNMENT AND FUNDS

HQZ

DIP

PP

X

UV

 SECRET FULL

REQUEST NO. 110-81

REQUEST DATE 10-11-57

13 Feb. 1957

YEAR OF BIRTH 188-801

1930

GRADE 14-881

06-07

ORIGIN CODE 48-881

TYPE OF APPL. (S)

1

MOTBS &amp; FUND (S)

2

CLEARANCE 1811

3

RECRUIT CODE 188-881

078

RET. PREP. S. SEC. (S)

1

REMARKS:

JOT-CAS PLEASE EXPEDITE

1 (SO), 1(OTR)

SPACE BELOW FOR SO USE ONLY

UNCLASSIFIED CIA INTERNAL  
USE ONLY CONFIDENTIAL SECRET

## ROUTING AND RECORD SHEET

SUBJECT: [Redacted]

FROM:

IO/JOTP

NO:

DATE:

13 February 1957

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

DATE:

OFFICER'S  
INITIALS

COMMITTEE (Number each command to direction whom to whom. Draw a line across column after each command.)

1.	RECD	FWD'D		1. & 2. For signature.
Chas/JOTP				
2. IO/JOTP		2/16	0	
3. IPS				
4. Anna	2/18	2/18	0	
5. Berthold	2/19			
6. JOT/PF	2/20	2/21	20	5. VP status. 16 Feb
7. JOT/P.O.				6. Place staying to DC at 900 + a few for PM+ interview E9
8. Corres.	4	4		
9. Berthold	2/21	2/21	1115	10. Please confirm telecon re he is to call Berthold EX...x4331 on morning of wednes. 13 March to arrange interviews for that afternoon PEM: Thurs., 14 March Travel & govt exp (per JOT EX 1101 P)
10. Anna Phillips [Redacted] 2/14/44				
11. Carras	5	8		(13) Initiation letter [Redacted] (Rec'd C.C.) A3
12. Phillips	1/8	1/16	(11)	
13.				

1000 1000 610 USE PREVIOUS EDITIONS

 SECRET CONFIDENTIAL INTERNAL  
USE ONLY UNCLASSIFIED

4 February 1957

Mr. Thomas John Keenan  
42 East Follett Street  
Fond du Lac, Wisconsin

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 (llorin)

## CONFIDENTIAL

REPORT OF INTERVIEW		DATE OF INTERVIEW 13, 26 Jan 1957	PLACE Madison, Wis.
1. PREVIOUS APPLICATION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	4. INTERVIEWER L. H. Gage	5. REFERRED BY Marquette Univ., Placement	
6. TYPE OF POINT IN CARE INTERVIEW	FIRST NAME THOMAS	MIDDLE NAME JOHN	TELEPHONE
7. PERMANENT ADDRESS			TELEPHONE
8. BUSINESS ADDRESS			TELEPHONE
9. TEMPORARY ADDRESS 42 East Follett St., Fond du Lac, Wis.			TELEPHONE 3527
10. DATE OF BIRTH 29 June 1930	CITIZENSHIP <input type="checkbox"/> U.S. <input checked="" type="checkbox"/> OTHER (Specify Country) Fond du Lac, Wis.		11. NATURALIZED INDICATE DATE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
12. EDUCATION RELATIVES: INCLUDING HIGH SCHOOL ATTENDED None	13. NO. OF depend. (including wife) 0		
14. EDUCATION (Schools, degrees, dates, major, thesis title, grade average or class standing, extra-curricular activities, etc.) Marquette Univ., Milwaukee, Wis., 1953. BS, Liberal Arts (English and History). Active in intermural sports. Part-time employment.			
15. MAJOR EMPLOYMENT HISTORY (Employers, positions, duties, salaries, reasons for leaving) Summer jobs cited in PMS.			
16. MILITARY EXPERIENCE (Branch served in, stations, training done, command responsibilities, rank held, overseas duty, current proficiency and interests. Attach one sheet for military or off-duty status) Affiliation with USNPT began May 1953. Accepted for Navy OCS. AD commenced July 1953. Commissioned Nov 1953. 2 months at HQ Eastern Sea Frontier. Dec 1953, assigned to radar facility, radio station, Beaver Tail Point, Jamestown, R. I. Duty as communications officer, course officer, cargo and electronics officer. Asst. officer in charge and officer in charge. Prom. promotion to Lt(jg). 20 Jan 1955. Just received permanent rank as Lt(jg). USNA, inactive. Separated May 1956.			

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(When Filled In)

10. AREA ENCLUSED (Area of residence or place of work)

(Leave blank if no residence or place of work)

## 10. LANGUAGE FACILITY (List those whom ability warrants and rate below)

LANGUAGE	ABILITY	FLUENT	CONVERSANT	INTERMEDIATE	CONVERSANT	LIMITED	ACQUAINTED BY

11. SALARY REQUESTED

05-7

12. ACCEPTABLE STATION

WASHINGTON, D.C.

13. POOL INTEREST

PREFERENCE LIMITATIONS

14. HEALTH

Good

15. FORMS GIVEN

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

L/C (if required)

Keenan is a really impressive fellow in all respects. His appearance is immaculate, there is a youthful charm about him, his discourse is articulate and nicely paced, and he has a very congenial disposition. He has reached a 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 GNC. She is bi-lingual. Keenan asked searching but discreet questions about conditions of employment, career development, and the like. He is familiar with the security environment, and anticipates no difficulty adapting himself to our requirements. Note his steady progress in the Navy. He appears to be a natural for career training. He is a likeable fellow, full of curiosity and ambition, and I believe he has a good mind. Participation in the mission of the agency appeals to him very strongly. Presently not employed, he is prepared to seek temporary work if available, or simply to wait out the processing period. His interest is centered wholly in this application. In fairness to him an early decision on eligibility is advised.

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

17. RECOMMENDED FOR

OTH/JOT

18. SERIAL NUMBER

19. Initials

To be tested in Madison 16 Feb 1957

23 Jan 1957

CONFIDENTIAL

1500 Sunday Jan 13

42 East Follett St.  
Fond du Lac, Wisconsin  
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 telm.

Age: 26

Married: no children

Height: 5'11" Weight: 175

**Job Interest**

Career position with the Central Intelligence Agency.

**Education**

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

**Military status**

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

**Hobbies and Interests**

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

**References**

Furnished upon request.

**Interview**

At your convenience.

14-00000

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

Applicant Information  
Sheet No. 1

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

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

General Considerations:

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

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

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

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

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

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

14-00000

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

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

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

Statement of Understanding  
and Agreement

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

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

  
(Signature of Applicant)

**SECRET**

**REPRODUCTION MASTERS**

**H a n d l e   W i t h   C a r e**

**BIOGRAPHIC PROFILE**

**SECRET**



AESCHEN, THOMAS J.  
1950

AII

L48 100 020

"PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 3305  
OF TITLE 5 U.S.C. AND EXECUTIVE ORDER 12010 PURSUANT TO AUTOMATION  
OF GCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND GCI  
DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS: 09 OCTOBER 1977

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

8561

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. RADS	5. WACR HOURS
0026090	KEENAN THOMAS J	53 LGS		
6. OLD SALARY RATE	7. NEW SALARY RATE	8. DATE OF PAY ADJUSTMENT	9. PAY ACTION	
Grade: 500 Salary: 051,370	Grade: 500 Salary: 051,370	Effective Date: 09/12/77	(WCA) GS ADJ:	
10. 15 → \$39,789	11. 5 → \$40,555	CERTIFICATION AND AUTHENTICATION:		
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.				
SIGNATURE: <i>Thomas J. Keenan</i> DATE: <i>12/12/77</i>				
<input checked="" type="checkbox"/> 1. PAY STATUS AT END OF PAYING PERIOD <input type="checkbox"/> 2. WACR STATUS AT END OF PAYING PERIOD				
CERTIFY THAT THE PAYMENT IS MADE FORM 107-350F DATE 12/12/77 BY <i>CAB</i> PAY CHANGE NOTIFICATION				

SECRET

(When filled in)

NOTIFICATION OF PERSONNEL ACTION

EFFECTIVE DATE 01 01 77		CATEGORY OF EMPLOYMENT 1. FAN AND NSCA	
SERIAL NUMBER 1026010		2. CSC OR OTHER LEGAL AUTHORITY 7135 4528 0001	
NAME OF PERSONNEL ACTION KEENAN THOMAS J		3. LOCATION OF OFFICIAL STATION WASH D.C.	
REASSIGNMENT 4. FUND SOURCE Funds → V TO V CP TO V		5. EFFECTIVE DATE MO DA YE 01 01 77	
ORGANIZATIONAL DESIGNATIONS 100/1A DIVISION		6. OCCUPATIONAL SERIES CP25	
POSITION TITLE IPS OFFICER CH		7. POSITION NUMBER U1300.01	
CLASSIFICATION NUMBER OR GS GS		8. GRADE AND RPD 15	
10. REMARKS CHANGE OF SERVICE DESIGNATION FROM DCR TO DVB		11. PAYMENT OR PAY DVB	
SIGNATURE OR OTHER AUTHENTICATION 			

Form 10-60  
8-74 MGS-121

Use Previous  
Edition

SECRET

12. APPROVED CL BY WGRZ 10-31

A O:22 FEB 77

SECRET  
When filled in

## NOTIFICATION OF PERSONNEL ACTION

1. GRADE/CLASSIFICATION CODE		2. DATE OF LAST PROMOTION		3. NATURE OF PERSONNEL ACTION	
020750		1. LNIN THOMAS J		REASSIGNMENT AND CHANG. OF NSCA	
4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT		6. RANK OR OTHER LEGAL AUTHORITY	
MO DA 1977 02 10 77		FEDERAL AND NSCA		REGULAR	
7. PAY GRADE		8. PAY RATE		9. LOCATION OF OFFICIAL STATION	
V TO V		V TO C		7135 4525 0002 WASH., D.C.	
CP TO V		X CP TO C		10. POSITION NUMBER	
11. POSITION TITLE		12. POSITION NUMBER		13. DEVICE DESIGNATION	
COMPLIANCE STAFF		CNS5		OVB	
14. CLASSIFICATION NUMBER OR GRADE		15. OCCUPATIONAL NUMBER		16. GRADE AND STEP	
CS		0135.01		15 4 37167	
18. DATES					
19. ACTION CODES					
37 10 51965 6A		21. OFFICE CODING		22. STATION CODE	
23. ALPHABETIC REFERENCE		24. INTEGRITY CODE		25. MOON CODE	
26. DATE EXPIRES		27. LEAVE DATA		28. DAY OF BIRTH	
MO DA 1978		CO04		MO DA 1978	
33. VET. PREFERENCE		34. SEPARATION DATA		29. DATE OF GRADE	
10. SEPARATION DATE		35. COORD. CODE		30. DATE OF HI	
MO DA 1978		CO04		MO DA 1978	
36. LEAVE CAP		37. LONG COMM DATE		38. CARRIER/CATEGORY	
CO04		MO DA 1978		39. HEALTH INSURANCE	
41. PREVIOUS CIVILIAN EMPLOYMENT/SERVICE		42. LEAVE CAP		40. SOCIAL SECURITY NO.	
1. NO PREVIOUS SERVICE 2. NO CIVILIAN SERVICE 3. RELATED TO CIVILIAN SERVICE 4. RELATED TO CIVILIAN SERVICE 5. RELATED TO CIVILIAN SERVICE 6. RELATED TO CIVILIAN SERVICE		CO04		41. STATE TAX DATA	
43. FORM LKUP JDU		44. NO TAX EXEMPTIONS		45. FORM LKUP JDU	
7135 4525 0002		1		7135 4525 0002	
46. SIGNATURE OR OTHER AUTHENTICATION					
FCM-1150 574 MM 10/74					

SECRET

47. PAYROLL NO. 00000000000000000000

14-00000-1

PAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 9305 OF TITLE 31, U.S.C. AND EFFECTIVE JULY 1, 1961, ELIGIBLE ALTHORITY OF CCC AS APPROVED IN THE C14-ACT OF 1965, AS AMENDED, AND CCC DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS IS OCTOBER 1976.

NAME	SERIAL NUMBER	PERIOD OF SERVICE	NEW SALARY
KENNETH THOMAS J.	C2050	51-360 CF GS 15 4	\$37,167

DLM: 6 JUL 76

SECRET

(UNCLASSIFIED)

NCF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)		3. EFFECTIVE DATE		4. CATEGORIES OF EMPLOYMENT		
026090		KEENAN THOMAS J.		06	21	76	REGULAR	
5. NATURE OF PERSONNEL ACTION				6. FAN AND NSCA				
REASSIGNMENT AND DELEGATION OF NSCA				7. CSC OR OTHER LOCAL AUTHORITY				
8. FUNDS		V TO V	V TO C	T135 4528		0001	50 USC 403 J	
		C TO V	X					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION				
DDO/LA DIVISION MEXICO/CENTRAL AMERICA BRANCH				WASH., D.C.				
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION		
OPS OFFICER CH				CP25		DQB		
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS		0136.01		15 4		34441		
18. REMARKS								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE COLLOCATE	22. PAY PLAN	23. PAY RATES	24. PAY PLAN CODE	25. DATE OF PAY	26. DATE OF GRADE	27. DATE OF RATE
37	10	51300 LA	75013	CC01	1	06 29 30	00 00 00	00 00 00
28. MTS EXPENSE	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction / Concentration Code	33. SECURITY REG. NO.	34. SEE		
NO NO NO		CK CCC		NO NO NO	NO NO NO			
35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. HIGH - HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
NO NO NO	NO NO NO	NO NO NO	NO NO NO	NO NO NO	NO NO NO			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. PAY CAT	43. FEDERAL TAX DATA	44. STATE TAX DATA					
CODE	CCC	CODE	CODE	CODE	CODE	CODE	CODE	CODE
1. NO PREV. GS SERVICE 2. NO RECALL IN SERVICE 3. RECALL IN RECENT 12 MONTHS 4. RECALL IN SERVICE MORE THAN 3 YEARS		1. NO 2. NO	1. NO 2. NO	1. NO 2. NO	1. NO 2. NO	1. NO 2. NO	1. NO 2. NO	1. NO 2. NO
SIGNATURE OR OTHER AUTHENTICATION								

FORM 1150  
9-72 MIG 6-73Use Previous  
Ed. 1-64

SECRET

EJ IMPORT CL BY CO 7522 16 VIII

1. SERIAL NO.	2. NAME	3. GRADE/RA	4. PAYUS	5. LWOP/MORES
026040	KELAN THOMAS J	SI-557	CP	
6. OLD SALARY RATE				
Grade	Step	Salary	LWOP DUE	7. NEW SALARY RATE
GS-15	3	833.59	05/25/75	8. NEW GRADE RATE GS-15 1-4 836.44 05/23/76
9. PAY ACTION				
WGL	QSI	ADJ		
CERTIFICATION AND AUTHENTICATION				
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.				
SIGNATURE	DATE			
<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				
CURRS INITIALS <i>JVS</i>				
FORM NO. 1071-3004 EDITION 10-68				
PAY CHANGE NOTIFICATION				

SER: 15 MAR 76

SECRET  
(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)		3. EFFECTIVE DATE		4. CATEGORY OF EMPLOYMENT	
26191		KEEHN THOMAS J		MO DA YR 01 19 76		REGULAR	
5. NATURE OF PERSONNEL ACTION		6. PAY AND NSCA		7. CSC OR OTHER LEGAL AUTHORITY		8. USC 413 J	
REASSIGNMENT AND CANCELLATION OF NSCA				0135 J623		5. USC 413 J	
9. RANKS		V TO V	V TO CF	10. LOCATION OF OFFICIAL STATION			
		CF TO V	X	WASH., D.C.			
11. POSITION TITLE		12. POSITION NUMBER		13. SERVICE DESIGNATION			
DOVIA DIVISION DEVELOPMENT COMPLEMENT		OPERATIONS OFFICER		DGOF		DOS	
14. CLASSIFICATION SCHEDULE GS-13-003		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		3136.01		15 3		33397	
18. REMARKS							
TRAINING							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOYMENT CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. MARS Code	25. DATE OF BIRTH	26. DATE OF GRADE
7	13	NUMBER ALPHABETIC	LA	75013	1	MO DA YR 19 00 22 34	MO DA YR 19 00 22 34
27. NTE EXPIRES	28. SPECIAL REQUESTS	29. RETIREMENT DATA	30. SEPARATION DATA CODE	31. SEPARATION DATA CODE	32. Correction/Correction Data	33. SECURITY REG NO	34. SEX
MO DA YR X X XX XX		OK CLA 3 CLA MCB	CODE	TYPE	MO DA YR		
35. VET PREFERENCE							
CODE	0 - NONE 1 - 3 PT 2 - 10 PT	NO DA YR	MO DA YR	CAR RENT EMR LMP	CODE	0 - WAIT 1 - YES	HEALTH INSURANCE HEALTH CARE
36. PREVIOUS CIVILIAN EQUIVALENT SERVICE							
CODE	0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - TOTAL MILITARY SERVICE LESS THAN 3 yrs 3 - BREAK IN SERVICE (INCLUDES LEAVES & PDS)	LEAVE CAT CODE	NOT EXECUTED TEST NO	NO TAX EXEMPTIONS	ARMED FORCES 1 - YES 2 - NO	CCW NO TAX EXEMPTION	STATE TAX DATA STATE CODE
SIGNATURE OR OTHER AUTHENTICATION							
20 DOS							

SECRET

Mo: 04 AUG 75

SECRET

(This form is to be used)

OCF		NOTIFICATION OF PERSONNEL ACTION															
SERIAL NUMBER	1. NAME (LAST FIRST MIDDLE) 026090 KEENAN THOMAS J.																
2. NATURE OF PERSONNEL ACTION CONVERSION FROM <b>FSR</b> STATUS				4. ENLISTMENT DATE 08 02 75	5. CATEGORY OF EMPLOYEE REGULAR												
<b>PROMO</b>	V TO F	V TO C/P	7. PAY AND INC.	8. EXC OF OTHER LEGAL AUTHORITY													
	C/P TO V	X	6135 0584 0001	50 USC 463 J													
9. ORGANIZATIONAL DESIGNATIONS <b>DDO/LA DIVISION FOREIGN FIELD KINGSTON, JAMAICA STATION</b>				10. LOCATION OF OFFICE/STATION <b>KINGSTON, JAMAICA</b>													
11. POSITION TITLE <b>CHIEF OF STATION</b>				12. POSITION NUMBER CT28	13. SERVICE DISCUSSION <b>DOB</b>												
14. CLASSIFICATION SCHEDULE REF. 1A, 1B, 1C GS		15. OCCUPATIONAL SERIES 0136.05		16. GRADE AND SFRT 15 3	17. SALARY OR PAY 31806												
<b>KINGSTON, JAMAICA</b>								18. ACTION CODE 56	19. OFFICE CODING 51875	20. STATION CODE LA	21. INTEGRITY CODE 37043	22. HEIGHT 64	23. WEIGHT 140	24. BIRTH DATE 06 29 30	25. GRADE OF RANK -	26. GRADE OF GRADE -	27. GRADE OF SFRT -
28. PAY EXPIRES 00 00 75		29. SPECIFIC PERIODIC 84	30. RETIREMENT DATE 1000	31. SEPARATION DATA CODE 100	32. Commission / Conscript Date 100	33. SECURITY EX-100 EX-100	34. SECURITY EX-100 EX-100										
35. PAY PERIOD 10 00 75		36. PAY COMP DATE 10 00 75	37. PAY COMP DATE 10 00 75	38. PAY CARRIER CATEGORY C/P	39. PAY PAY-HEALTH INSURANCE 1000 1000	40. LOCAL SECURITY NO. 1000											
41. PAYMENT BY GOVERNMENT SERVICE 1000		42. LEAVE CAT CODE 1000	43. FEDERAL TAX DATA 1000	44. STATE TAX DATA 1000													
45. MEDICAL RECORDS 1. NO. MEDICAL RECORD 2. DATE OF RECORD 3. DATE OF RECORD 4. DATE OF RECORD										46. PAY DESCRIPTION 1000	47. PAY DESCRIPTION 1000	48. PAY DESCRIPTION 1000	49. PAY DESCRIPTION 1000				
SIGNATURE OR OTHER AUTHENTICATION										POSTED <i>[Signature]</i>							

"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  
(Officer's Edition)

NOTIFICATION OF PERSONNEL ACTION

1. MPN NUMBER	2. DESCRIBE YOUR POSITION							
3. DATE OF THIS PERSONNEL ACTION								
4. ACTION CODE								
5. ORGANIZATIONAL DESIGNATION								
6. DDC/LA DIVISION LOCATION FILED REQUESTED JAPAN STATION								
7. POSITION TITLE <b>ATTACHED POLITICAL OFFICER</b>								
8. POSITION NUMBER								
9. SERVICE DESIGNATION								
10. CLASSIFICATION NUMBER (CLASS) <b>EX-1</b>								
11. OCCUPATIONAL SERIES <b>100</b>								
12. GRADE AND STEP <b>100-100</b>								
13. SALARY OR BASE <b>EX-100</b>								
14. REMARKS NIKUTON, JAPAN								
15. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
16. ACTION CODE	17. Grade Code	18. OFFICE CODE	19. STATION CODE	20. PAYCODE	21. Grade Code	22. DATE OF Birth	23. DATE OF COMB	24. DATE OF DEATH
10	1-7	LA	704	2	2	01-01-00	00-00-00	00-00-00
18. PAY LEVELS	19. OFFICE REFERENCE	20. RETIREMENT DATA	21. MIGRATION DATA CODE	22. Current Classification Data	23. SECURITY INFO NO.	24. SECURITY INFO NO.		
HD DM 10	100	100	100	100	100	100		
25. PAY PERIODS	26. SERV COMP DATA	27. LONG COMP DATA	28. CREDIT CATEGORY	29. MEDICAL / HEALTH INSURANCE	30. SOCIAL SECURITY NO.			
100	100	100	100	100	100			
31. PREVIOUS PAYROLLS GO TO DURING SERVICE	32. PAY CAT CODE	33. MEDICAL Tax DATA	34. SOCIAL SECURITY Tax DATA					
CODE	100	100	100					
35. SIGNATURE OR OTHER AUTHENTICATION	TO LED		OK //111					
FORM 1110 9-72 rev. 6-73	3-2000 EDITION		G-10007000 8-1972					

14-00000

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

61350984

1. SERIAL NO.	2. GRADE	3. PAY RATE	4. PAY BASIS	5. PAY PERIOD			
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE OF ACTION			
Grade	Step	Brackets	Low Point	High Point	Meeting Date	WOI	Open Adj.
GS 19-2	13C-812	(5/26/74)	GS 19-3	131-810	6/25/75	7-	
CERTIFICATION AND AUTHENTICATION							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED INDIVIDUAL IS OF ACCEPTABLE LEVEL OF COMPETENCE							
SIGNATURE				DATE	10-22-75		
<input type="checkbox"/> NO EXCESS INCOME <input type="checkbox"/> IN PAY STATUS AT END OF PAYMENT PERIOD <input type="checkbox"/> INOP STATUS AT END OF PAYMENT PERIOD							
CLERK'S INITIALS							
PAY CHANGE NOTIFICATION							
(16-51)							

FORM 10-1-360E (See previous editions)

14-0000

"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	SI 875	CF	GS 15-2	\$30,812

CS: 30 MAY 74

SECRET  
REF ID: A65901

## NOTIFICATION OF PERSONNEL ACTION

1. REF ID NUMBER		2. NAME (LAST, FIRST, MIDDLE)		3. EFFECTIVE DATE		4. CATEGORY OF EMPLOYMENT		
K25793 KEEJAHN THOMAS J				75	26	74	REGULAR	
5. TYPE OF PERSONNEL ACTION		6. GRADE AND RANK		7. PAY AND INC.		8. CMC OR OTHER WORK AUTHORITY		
PROMOTION		V TO F	V TO EF	6135 2084 1001		53 USC 433 J		
7. ORGANIZATIONAL DESIGNATIONS		C TO F	X C TO EF	9. LOCATION OF OFFICING STATION				
ODO/HII DIVISION FOREIGN FIELD BRANCH 7-KINGSTON, JAMAICA STATION		10. POSITION TITLE		KINGSTON, JAMAICA		11. SERVICE DESIGNATION		
ATTACHE POLITICAL OFFICER		12. POSITION NUMBER		13. GRADE AND RANK		14. SALARY CODE RATE		
CHIEF OF STATION		7663		74 1		28677		
15. CLASSIFICATION SCHEDULE (A) (MIL)		16. OCCUPATIONAL SERIES		17. GRADE AND RANK		18. SALARY CODE RATE		
FSR		GS		15 2		29205		
19. REASONS		KINGSTON, JAMAICA						
HOME BASE: WH								
5. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION	20. PAY CODE	21. OFFICE CODES	22. STATION CODE	23. PAYCODE	24. PAYCODE	25. DATE OF BIRTH	26. DATE OF CANDE	27. DATE OF DE
22	10	51375 WH	37343	6000	5	06 29 30 05 26 74	75 26	74
28. PAY BASIS	29. SPECIAL REFERENCE	30. REFERENCE DATA	31. SEPARATION DATA	32. Separation / Computation Data	33. Computation / Computation Data	34. SECURITY PROT NO	35. SEC	
35 25 76	84				EDD DATA			
36. REFERENCE	37. LEVY COMP DATE	38. LONG COMP DATE	39. CAPITAL CATEGORY	40. REGU / HEALTH INSURANCE	41. SOCIAL SECURITY NO			
42. PDS / OUT CIVILIAN GOVT DATES	43. LEVY CAT CODE	44. CAPITAL DATA	45. REGULAR PAY DATA	46. STATE TAX DATA				
1. NO PAY - 100% 2. NO PAY IN SERVICE 3. 100% IN SERVICE (EXCEPT PAY IN SERVICE)								
SIGNATURE OR OTHER AUTHENTICATION								
POSTED								
Form 120 GPO: 1974 O-1075	Use Previous Form							

100-1000

POSTED

PMS

14-0000

"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 ADJUSTMENTS: 14 OCTOBER 1973

NAME	SERIAL ORGN. FUNDS GR-STEP	NEW SALARY
KEENAN THOMAS J.	026090 51 760 CF GS 14 9	\$26,671

KHN 7 DEC 73

SECRET  
(When Filled In)

OCE

## NOTIFICATION OF PERSONNEL ACTION

1. SOCIAL SECURITY NUMBER		2. NAME (LAST FIRST MIDDLE)		3. EFFECTIVE DATE		4. CATEGORY OF EMPLOYMENT		
026090		KEENAN THOMAS JOHN		09	15	73	REGULAR	
5. NATURE OF PERSONNEL ACTION				6. PLANS		7. PAY AND NSCA		
REASSIGNMENT				V TO V	V TO CI	4135 0984	8. CSC OR OTHER LEGAL AUTHORITY	
				CF TO V	X CF TO CI	0001	50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION				
DDO/MH DIVISION FOREIGN FIELD BRANCH 7 - KINGSTON, JAMAICA STATION				KINGSTON, JAMAICA				
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DEMONSTRATION		
CHIEF OF STATION				0660		D		
14. CLASSIFICATION SCHEDULE (GS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE		
GS		0136.05		14 4		26671		
THIS ACTION REFLECTS NEW LEGISLATIVE PAY INCREASE EFFECTIVE 14 OCT. 1973.								
HOME BASE: MH								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
18. ACTION CODE	19. EMPLOYER CODE	20. OFFICE CODING	21. STATION CODES	22. INTEGRITY CODE	23. Grade Code	24. Date of Birth	25. Date of Grade	26. Date of Ent.
37	10	51875 WH	37043		3	06 29 30	10 04 73	10 04 73
27. MILE EXPENSES		28. SPECIAL REFERENCE	29. RETIREMENT DATA	30. SEPARATION DATA CODE	31. Correction / Compensation Data	32. SECURITY REQ. NO.		
MO DA 00			COOR		1978	MO DA 00		34. SEC. REQ. NO.
35. VET PREFERENCE		36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAMPUS CATEGORY	39. MEDICAL / HEALTH INSURANCE	40. SOCIAL SECURITY NO.		
COOR		00 00 73	00 00 73	1978	COOR	1978	HEALTH COOR	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA				
COOR		NO PREV. SERVICE NO DRAFT IN SERVICE DRAFT IN SERVICE LESS THAN 3 yrs. 3 yrs. or more in service	COOR	FORM INCLUDED 1. YES 2. NO	COOR	NO TAX EXEMPTIONS 1. YES 2. NO	FORM INCLUDED 1. YES 2. NO	COOR NO TAX EXEMPTIONS 1. YES 2. NO
SIGNATURE OR OTHER AUTHENTICATION								
KHN 1648 12-11-73								

G-55

1. SERIAL NO.	NAME		3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
026090	KEENAN, THOMAS J		\$1 760	C.F	
6. OLD SALARY RATE			7. NEW SALARY RATE		
Grade	Step	Salary	Grade	Step	Salary
GS 14	3	\$24,626	GS 15	4	\$25,396
EFFECTIVE DATE: 07/22/73					
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.					
SIGNATURE: <i>Richard L. Connolly</i>			DATE: 15 May 1973		
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD					
CLERK'S INITIALS: <i>JK</i>			AUDITED BY: <i>JK</i>		
FORM 560 E 7-66 PAY CHANGE NOTIFICATION (4-71)					

**SECRET**  
(When Filed In)

**NOTIFICATION OF PERSONNEL ACTION**

GS 04/31/72								
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)							
126000	LEONARD JAMES J.							
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT					
DELEGATION OF H.A.C.E.		MO DA YR 06 01 72	7. Length of Analysis No. Changeable 8. CSC OR OTHER LEGAL AUTHORITY 2123 14KA 0001					
6. RANK	V TO V	V TO CP						
C TO V	X	C TO CP						
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION						
1000/4H DIVISION		LIMA PERU						
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION					
IPS OFFICER 360		0130.01	Y					
14. CLASSIFICATION & MODULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP					
GS		0130.01	6 4					
17. SALARY OR RATE								
18. REMARKS								
<b>SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL</b>								
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. Height Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LES
		NUMBER ALPHABETIC				MO DA YR	MO DA YR	MO DA YR
28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction / Cancellation Data				
MO DA YR		CODE		TYPE	MO DA YR			
35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGL/HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
CODE	MO DA YR	MO DA YR	SAB BSV PROV TEMP	CODE	0-WAIVER	HEALTH INS. CODE		
1. NONE 2. 5 PT. 3. 10 PT.					1-YES 2-NO			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE PAY CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					
CODE		FORM EXECUTED CODE	FORM EXECUTED 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					
SIGNATURE OR OTHER AUTHENTICATION								
11 26 72								

**SECRET**

14-311  
EXCLUDING INFORMATION  
DETERMINED BY  
THE INSPECTOR

When filed in

C-53

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS				
026090	KEELAN, THOMAS J.	\$1 700	CP					
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION				
Grade	Step	Salary	Grade	Step	Salary	EFFECTIVE DATE	EU	ADA
GS 14	1	\$20,813	07/26/70	GS 14 2	\$21,930	07/25/71		

CERTIFICATION AND AUTHENTICATION

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

SIGNATURE *Richard L. Connolly* DATE *6 May 1971*

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

CLERK'S INITIALS  AUDITED BY 

FORM 560 E Use previous edition  
2-66 PAY CHANGE NOTIFICATION (4-71)

BBC 16 Nov 71

SECRET  
DD FORM 1 NOV 71

CWF		NOTIFICATION OF PERSONNEL ACTION					
NAME NUMBER (126090)		2. NAME (LAST FIRST MIDDLE) KEENAN THOMAS J					
3. NATURE OF PERSONNEL ACTION REASSIGNMENT - CORRECTION		4. EFFECTIVE DATE 09 30 71		5. CATALOGUE OF EMPLOYMENT REGULAR			
6. PAY GRADE <b>V TO V</b>	7. PAY GRADE <b>C TO V</b>	8. PAY GRADE <b>C TO CF</b>	9. PAY GRADE <b>C TO CF</b>	10. PAY GRADE OR OTHER LEGAL AUTHORITY 2135 1084 (XXXX)		11. PAY GRADE OR OTHER LEGAL AUTHORITY 50 USC 403 J	
12. ORGANIZATIONAL INFORMATION DDP/MH FUKUON FIELD BRANCH 3 - LIMA, PERU STATION		13. LOCATION OF OFFICE/STATION LIMA, PERU					
14. POSITION TITLE <b>ATTACHE POLITICAL OFFICER</b> OPS OFFICER DCOS		15. POSITION NUMBER 0135		16. SERVICE DESIGNATION D			
17. GRAVITY INDICATOR (A, B, C) <b>PSR</b>		18. OCCUPATIONAL SERIES GS		19. GRADE AND STEP 04 1		20. GRADE AND STEP <b>17761</b>	
		0136.01		14-2		21509	
<p>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.</p>							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
22. ACTION CODE <b>50</b>	23. PAY GRADE CODE <b>10</b>	24. OFFICE CODE <b>51760</b>	25. STATION CODE <b>MH</b>	26. PAY RATE <b>57185</b>	27. PAY RATE CODE <b>S-1</b>	28. PAY RATE CODE <b>3</b>	29. DATE OF Birth <b>06 25 30</b>
30. PAY PAPER <b>00 00 78</b>	31. PAY PAPER <b>00 00 78</b>	32. PAY PAPER <b>00 00 78</b>	33. PAY PAPER <b>00 00 78</b>	34. PAY PAPER <b>00 00 78</b>	35. PAY PAPER <b>00 00 78</b>	36. PAY PAPER <b>00 00 78</b>	37. PAY PAPER <b>09 30 71</b>
38. PAY PREFERENCE <b>1. HOME 2. DUTY 3. HOME</b>	39. PAY COMP DATE <b>00 00 78</b>	40. PAY COMP DATE <b>00 00 78</b>	41. PAY COMP DATE <b>00 00 78</b>	42. PAY COMP DATE <b>00 00 78</b>	43. PAY COMP DATE <b>00 00 78</b>	44. PAY COMP DATE <b>00 00 78</b>	45. PAY COMP DATE <b>00 00 78</b>
46. PREVIOUS CITIZEN GOVERNMENT SERVICE <b>1. TWO YEAR SERVICE 2. TWO YEAR IN SERVICE 3. DATA IN SERVICE (DATA FIELD 1-4) 4. DATA IN SERVICE (DATA FIELD 5-8)</b>	47. PAY CAP CODE <b>00000000</b>	48. PAY CAP CODE <b>00000000</b>	49. PAY CAP CODE <b>00000000</b>	50. PAY CAP CODE <b>00000000</b>	51. PAY CAP CODE <b>00000000</b>	52. PAY CAP CODE <b>00000000</b>	53. PAY CAP CODE <b>00000000</b>
SIGNATURE OR OTHER AUTHENTICATION							
<b>POSTED</b> <i>10/14/71 21</i>							

FORM 1150  
100-470Use Previous  
Edition

SECRET

WED

10/14/71 21  
1. APPROVED AND  
2. DISTRIBUTED BY  
3. FILED BY

SECRET

BGC: 01 NOV 71

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)							
026090	KELLEN THOMAS J							
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF PERSONNEL					
REASSIGNMENT		19 30 71	REGULAR					
6. RUMOS	V TO F	X TO C	7. Functional Areas No. Change(s) 8. GK OR OTHER LEGAL AUTHORITY					
	CX TO F	X CX TO CP	2135 1084 0000 50 USC 403 J					
9. ORGANIZATIONAL INFORMATION		10. LOCATION OF OFFICIAL STATION						
DDP/AH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION		LIMA, PERU						
11. POSITION NUMBER	12. POSITION NUMBER	13. SERVICE IDENTIFICATION						
ATTACHE POLITICAL OFFICER OPS OFFICER	0135	D						
14. CLASSIFICATION & GRADE WHEN ASSIGNED	15. OCCUPATIONAL SERIES	16. GRADE OR PAY GRADE WHEN ASSIGNED	17. GRADE OR PAY GRADE WHEN ASSIGNED					
FSR GS	0136.01	14 2	21509					
BOGOTA, COLOMBIA OPS OFFICER OCCUPYING OPS OFFICER DCOS POSITION.								
HOME BASE: WH								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
18. ACTION CODE	19. EMPLOYEE CODE	20. OFFICE CODING	21. DIVISION CODE	22. PAY GRADE CODE	23. GRADE OF PAY	24. DATE OF PAY	25. DATE OF PAY	26. DATE OF PAY
37	10	57760	WTI	57085	S	3	06 29 30	00 00 00
27. RATE EXPENS	28. SPECIFIC REFERENCE	29. REBURSEMENT DATE	30. CONTRACTOR DATA CODES	31. CONTRACTOR CONTRACTOR DATA	32. EOD DATA	33. SECURITY REG. NO.	34. SSN	
NO	NO	NO	NO	NO	NO	NO	NO	
35. REFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CARRIER CARRIER	39. FROM HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
1000	1000	1000	1000	1000	1000			
41. AF-COS CIVILIAN GOVERNMENTAL SERVICES	42. PAY CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					
1000	1000	1000	1000					
SIGNATURE OR OTHER AUTHENTICATION								
103.10								

RCM  
Rev. 1150  
Maj. 6-73

Use Previous Edition

SECRET

BGC

Edu-Map 71

**MONT**  
Montgomery Ward

**NOTIFICATION OF PERSONNEL ACTION**

NOTIFICATION OF PERSONNEL ACTION									
SERIAL NUMBER 127003		P. NUMBER 127003-001-000000							
NAME KEEHN THOMAS J.									
STATION OR LOCATION OF PERSONNEL ACTION DDP/MH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION		<b>EFFECTIVE DATE:</b> <b>12-17-71</b>							
		<b>CATEGORY OF EMPLOYMENT:</b> <b>REGULAR</b>							
<b>PROMO</b> ➤ <b>V TO F</b> <b>CF TO F</b>		<b>F CLASS OR PAY GRADE NO. CHANGES</b> <b>1135-1634 DEDD</b>							
<b>P. ORGANIZATIONAL DESIGNATIONS</b> <b>1. POSITION TITLE</b> <b>POL OFF ATTACHE</b> <b>OFS OFFICER</b>		<b>P. LOCATION OF OFFICING STATION</b> <b>BOGOTA, COLOMBIA</b>							
<b>2. POSITION NUMBER</b> <b>1792</b>		<b>3. SERVICE DESIGNATION</b> <b>O</b>							
<b>4. CLASSIFICATION INFORMATION (See 10 or 11)</b> <b>FSR</b> <b>G</b>		<b>5. OCCUPATIONAL SERIES</b> <b>0136.01</b>							
<b>6. GRADE AND STEP</b> <b>04 1</b>		<b>7. PAY RATE OR PAY</b> <b>1776.1</b> <b>20615</b>							
<b>8. REMARKS</b> <b>BOGOTA, COLOMBIA</b>									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
10. ACTION CODE 37	11. Employee Grade 16	12. OFFICE CODING 51700 WHI	13. PAY RATE CODE 15145	14. PAY RATE CODE S	15. PAY RATE CODE 3	16. PAY RATE CODE 101 129 30	17. DATE OF PAY 01 04 71	18. DATE OF PAY 01 04 71	19. DATE OF PAY 01 04 71
20. PAY EXPENS XX XX XX		21. SPECIAL REPRESENTATIVE		22. PAYMENT DATA		23. SEPARATION DATA CODE		24. CONVERSION INFORMATION DATA	
25. PAY PERIOD 1. MONTH 2. DAY 3. YEAR		26. PAY PERIOD 1. MONTH 2. DAY 3. YEAR		27. PAY PERIOD 1. MONTH 2. DAY 3. YEAR		28. PAY PERIOD 1. MONTH 2. DAY 3. YEAR		29. PAY PERIOD 1. MONTH 2. DAY 3. YEAR	
30. PAYMENTS & PAYMENT INFORMATION		31. PAYMENT DATA		32. PAYMENT DATA		33. PAYMENT DATA		34. PAYMENT DATA	
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SIGNATURE OF ENTITLED AUTHENTICATION									
<b>10-17-71</b> <b>3-11-71</b>									

SECRET

14-00009  
"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND  
EXECUTIVE ORDER 11376 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 ADJUSTMENTS 10 JANUARY 1971

NAME	SERIAL DRGN. FUNDS GR-STEP	NEW SALARY
KEENAN THOMAS J	026090 51 700 CF GS 14 1	\$20,615

FD-15 AUG 70

SECRET  
WFO 100-100

NOF		NOTIFICATION OF PERSONNEL ACTION													
1. SERIAL NUMBER 026050		2. NAME (LAST-FIRST-MIDDLE) KEEAN THOMAS J.													
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE 07 26 70		5. CATEGORY OF EMPLOYMENT REGULAR									
6. RANKS V TO V		V TO C/P		C/P TO V		C/P TO C/P		7. Previous Analysis No Change 1135 0834 (XXXX)		8. SEC OR OTHER HIGH 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 POL OFF ATTACHE OPS OFFICER				12. POSITION NUMBER 0327		13. SERVICE DESIGNATION D									
14. CLASSIFICATION SCHEDULE (ASA, DS, WH) FSR GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP D4 1		17. PAY RATE OR BASE 16760 19543									
18. REMARKS BOGOTA, COLOMBIA															
HOME BASE: WH															
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
19. ACTION BY Employee Code 22 10 51700 WH 15165 S		20. OFFICE CODING NATIONAL REPUBLICAN		21. STATION CODE 15165		22. HIRE/LEAVE CODE S		23. HIRE/LEAVE DATE 03 29 70		24. DATE OF BIRTH 00 00 19		25. DATE OF GRADE 07 26 70		26. DATE OF SEPARATION 07 26 70	
27. HIRE EXPRES. 07 25 72		28. SPECIAL PREFERENCE B1		29. RETIREMENT DATA 00 00 00		30. SEPARATION DATA CODE TEN		31. CP (Leave/Compensation) Date 00 00 00		32. SECURITY REG NO 00000000		33. MED. REG NO 00000000			
34. VET. PREFERENCE 00 00 00 00 00 00		35. SERV. COMP. DATA OF HOME COMP. DATA 00 00 00 00 00 00		36. CARRIER CATEGORY 00 00 00 00 00 00		37. MEDICAL INSURANCE 00 00 00 00 00 00		38. MEDICAL INSURANCE 00 00 00 00 00 00		39. SOCSEC SECURITY NO 00000000					
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE - LESS THAN 2 yrs 3. BREAK IN SERVICE - MORE THAN 2 yrs		41. SEPARATION DATA CODE 00 00 00 00 00 00		42. RETIREMENT DATA CODE 00 00 00 00 00 00		43. DATE OF SEPARATION 00 00 00 00 00 00		44. DATE OF RETIREMENT 00 00 00 00 00 00		45. DATE OF SEPARATION 00 00 00 00 00 00		46. DATE OF RETIREMENT 00 00 00 00 00 00			
SIGNATURE FOR OTHER AUTHENTICATION															
POSTED (3-26-70) W/RE															

SECRET

DSJ

Use Previous Form  
MAY 1967

G53

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS			
026090	KENNEDY THOMAS J	\$1,700	CF				
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION			
Grade	Step	Salary	Grade	Step	Salary	EFFECTIVE DATE	IN ADU
GS-15	1	\$37,878	GS-15	1	\$38,137	05/17/70	
CERTIFICATION AND AUTHENTICATION							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS AT ACCEPTABLE LEVEL OF COMPETENCE				DATE			
SIGNATURE							
<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							
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APPROVED BY							
P							
PAY CHANGE NOTIFICATION							
(4-71)							

11 MAY 1970

1537

8888

COMPENSATION

FORM 560 E  
7-64  
Use previous  
editions

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND  
EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE  
CIA ACT OF 1969, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"  
EFFECTIVE DATE OF PAY ADJUSTMENT: 20 DECEMBER 1969

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

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11976 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1969, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"  
EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL ORGN. FUNDS CR-STEP	NEW SALARY
KEENAN THOMAS J.	026090 51 700 EF GS 13 3	\$16,866

GS3

P.D. 3

1. SERIAL NO.		NAME		2. ORGANIZATION / A.		3. FUNDS		4. LWOP HOURS	
026090 KEENAN THOMAS J.				S1 700		CP			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary		EFFECTIVE DATE	SI ADJ.
GS 13 2	814,889	03/19/68	GS 13 3	815,369	03/18/69				
CERTIFICATION AND AUTHENTICATION									
SIGNATURE					DATE				
537									
<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									
SALARIES INITIALS									
PROM 560.8 the previous									
PAY CHANGE NOTIFICATION									
(4-51) MR 11/11/68 L-1									

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 213 AND 216 OF PL 93-200 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF OCT 1949 AS AMENDED, AND 4-50-1 DIRECTIVE DATED 8 OCTOBER 1962"  
 EFFECTIVE DATE OF PAY ADJUSTMENT: 26 JULY 1968

NAME

KEENAN THOMAS J.

SERIAL	ORGN.	FUNDS	GR-STEP	OLC	YRS.	SALARY
026090	S1 700	CP	GS 13 2	813,237	816,889	

14-00005

"PAY ADJUSTMENT IS 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 AP-CI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN	FUND	GR-STEP	OLD SALARY	NEW SALARY
KEENAN THOMAS J	A26090	SI 700	CF	GS 13 1	\$12,873	\$13,507

PLW 26 JULY 67

SECRET  
When Filing

OFF

## NOTIFICATION OF PERSONNEL ACTION

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

026030 KEENAN THOMAS J

3. STATUS OF PERSONNEL ACTION

PROMOTION CORRECTION

4. EFFECTIVE DATE

05/21/67

5. CATEGORY OF EMPLOYMENT

REGULAR

6. FUNDS

7. FUNDS

8. FUNDS

9. ORGANIZATIONAL DESIGNATION

10. ORGANIZATIONAL DESIGNATION

11. ORGANIZATIONAL DESIGNATION

DDP/MH  
FOREIGN FIELD  
URANCH 3  
B. COTA, COLOMBIA STATION

12. PERSONNEL ACTION OR CHANGES 13. USE OF OTHER LEGAL AUTHORITY

2135 0634 0000 30 USC 403 J

14. LOCATION OF DUTIES/STATION

15. POSITION TITLE

16. POSITION NUMBER

17. SERVICE NUMBER

POLITICAL OF ATTACHE

CPS OFFICER

0327

D

18. CLASSIFICATION NUMBER (L-1, L-2, etc.)

FSR

GS

19. ORGANIZATIONAL SERIES

0136.01

20. GRADE: GS-12

166

21. GRADE: GS-12

10363

13-1

1-573

10. REASON  
 THIS ACTION CORRECTS FORM 1150, EFFECTIVE DATE 05/21/67, AS FOLLOWS:  
 TO ADD "INTEGRATED VISITATION TIME" TO THE CITY OF BOGOTA.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
18. RETIREMENT DATE	19. SERVICE NUMBER	20. GRADE CODE	21. STATION CODE	22. PAY RATE CODE	23. PAY RATE OF PAY	24. PAY RATE	25. PAY RATE OF PAY	26. PAY RATE	27. PAY RATE OF PAY	28. PAY RATE	29. PAY RATE OF PAY
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30. PAY RATES											
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32. RETIREMENT DATE											
33. SEPARATION DATA											
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**SECRET**  
(When Filled In)

P.I.W. 10 MAY 67

**NOTIFICATION OF PERSONNEL ACTION**

1. SOCIAL SECURITY		2. NAME (LAST-FIRST-MIDDLE)		3. EFFECTIVE DATE		4. CATEGORY OF EMPLOYMENT	
026090		KEENAN THOMAS J		05	21	67	REGULAR
5. NATURE OF PERSONNEL ACTION						6. CIVILIAN AUTHORITY OR CONTRACTOR	
PROMOTION		7. FUND	8. TO	9. FROM	X	10. TO	11. CIVIC OR OTHER LEGAL AUTHORITY
12. FUNDS	13. TO	14. FROM					7135 0834 0000 50 USC 403 J
15. ORGANIZATIONAL DESIGNATIONS				16. LOCATION OF OFFICIAL STATION			
DDP/AH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION				BOGOTA, COLOMBIA			
17. POSITION TITLE		18. POSITION NUMBER		19. SERVICE DESIGNATION			
OPS OFFICER		0327		D			
20. CLASSIFICATION SCHEDULE (SS, LD, etc.)		21. OCCUPATIONAL SERIES		22. GRADE AND STEP		23. SALARY OR RATE	
GS		0136.01		13 1		12873	
24. ELEMENTS							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
25. ACTION CODE	26. ENLIST. CODE	27. OFFICE CODES	28. STATION CODE	29. INTEGEE CODE	30. RAGD	31. DATE OF BIRTH	32. DATE OF GRADE
22	10	51700	WH	15005	3	06 29 30	05 21 67
33. DTE EXPIRES	34. SPECIAL REFERENCE	35. RETIREMENT DATA	36. SEPARATION DATA	37. DISCRETION/EXEMPTION DATA	ZOD DATA	38. SECURITY REQ. NO.	39. SEC. REQ. NO.
NO. DA. YR		CODE	DATA CODE	DATA CODE	ZOD DATA		
40. VET PREFERENCE	41. SEIR COMP. DATE	42. LONG COMP. DATE	43. CAREER CATEGORIES	44. FEGL / HEALTH INSURANCE	45. SOCIAL SECURITY NO.		
CODE	NO. DA. YR	NO. DA. YR	NO. DA. YR	CODE	NO. DA. YR		
46. PREVIOUS GOVERNMENT SERVICE	47. LEAVE CAT	48. FEDERAL TAX DATA	49. STATE TAX DATA				
CODE	CODE	CODE	CODE	CODE			
0 - NO PREVIOUS SERVICE 1 - NO RECORD IN SERVICE 2 - PREVIOUS SERVICE (100% DISABILITY) 3 - RECORD IN SERVICE (OTHER THAN 100%)							
SIGNATURE OF OFFICER AUTHENTICATION							
POSTED 60267N							

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P.I.W.

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**SECRET**

BJT, 12 MAY 67

### **NOTIFICATION OF PERSONNEL ACTION**

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER 026090		2. NAME (LAST-FIRST-MIDDLE) KEENAN THOMAS J		3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS - CORRECTION		4. EFFECTIVE DATE 04 23 67		5. CATEGORIES OF EMPLOYMENT REGULAR	
6. FUNDS ►		V TO V      X		V TO C      C TO C		7. FINANCIAL ANALYSIS NO CHANGES		8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J	
9. ORGANIZATIONAL DESIGNATIONS DOP/WM 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 SENIORITY (00-10-00)		15. OCCUPATIONAL SERIES 03		16. GRADE AND STEP 0136.01		17. SALARY OR RATE 12 3		18. REMARKS THIS ACTION CORRECTS FORM 1150 TO CHANGE EFFECTIVE DATE WHICH READ 05/07/67 TO READ 04/23/67.	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE 58		20. EMPLOY. CODE 10		21. OFFICE CODING BUREAU ALPHABETIC 31700 WH		22. STATION CODE 150075		23. INTEGRITY CODE 3	
24. RITE EXPIRES NO. DD MM		25. SPECIAL REFERENCE		26. RETIREMENT DATA CODE		27. SEPARATION DATA CODE TYPE		28. DATE OF BIRTH 00 00 00	
29. VET. PREFERENCE CODE		30. SERV. COMP. DATE 00 00 00		31. LONG. COMP. DATE 00 00 00		32. CAREER CATEGORY CODE		33. DATE OF GRADE 00 00 00	
34. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE		35. LEAVE CAT CODE		36. FEDERAL TAX DATA CODE		37. STATE TAX DATA CODE		38. FEE / HEALTH INSURANCE CODE	
39. NO PRIOR GOVT. SERVICE 1 - NO PRED. GOVT. SERVICE 2 - OVER 10 YEARS IN SERVICE, NOT MORE THAN 10 yrs. 3 - OVER 10 YEARS IN SERVICE, OVER 10 yrs.		40. NO PRED. GOVT. SERVICE 1 - NO PRED. GOVT. SERVICE 2 - OVER 10 YEARS IN SERVICE, NOT MORE THAN 10 yrs. 3 - OVER 10 YEARS IN SERVICE, OVER 10 yrs.		41. NO PRED. GOVT. SERVICE 1 - NO PRED. GOVT. SERVICE 2 - OVER 10 YEARS IN SERVICE, NOT MORE THAN 10 yrs. 3 - OVER 10 YEARS IN SERVICE, OVER 10 yrs.		42. NO PRED. GOVT. SERVICE 1 - NO PRED. GOVT. SERVICE 2 - OVER 10 YEARS IN SERVICE, NOT MORE THAN 10 yrs. 3 - OVER 10 YEARS IN SERVICE, OVER 10 yrs.		43. NO PRED. GOVT. SERVICE 1 - NO PRED. GOVT. SERVICE 2 - OVER 10 YEARS IN SERVICE, NOT MORE THAN 10 yrs. 3 - OVER 10 YEARS IN SERVICE, OVER 10 yrs.	
SIGNATURE OF OTHER AUTHENTICATION									
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Form 1150 1-60		Use Previous Edition		SECRET					

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COMPENSATION  
TAX DIVISION

C/WH/3

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS			
0260070	MEENAN, THOMAS J.	51-700	CF				
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION			
Grade	Step	Step Effective Date	Grade	Step	Effective Date	SI	ADU
GS 13	1	03/22/67	GS 13	2	313,957	03/19/68	
CERTIFICATION AND AUTHENTICATION							
SIGNATURE	/Star/				DATE	May 1968	
<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							
CLERKS INITIALS							
FORM 560 E Use previous editions							
PAY CHANGE NOTIFICATION							
(4-31)							

SECRET  
(When Filled In)

DUTY 3 MAY 67

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)							
026090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION		REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS							
4. FUNDS		V TO V	X	V TO CF	6. EFFECTIVE DATE		7. CATEGORY OF EMPLOYMENT		
					MO 23	DA 67	REGULAR		
9. ORGANIZATIONAL DESIGNATIONS		7. FINANCIAL ANALYST NO. CHARGED 7135 0834 0000 50 USC 403 J							
DOP/MH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION		10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA							
11. POSITION TITLE		12. POSITION NUMBER 0327							
13. SERVICE DESIGNATION OPS OFFICER		14. GRADE AND STEP D 12 3							
15. CLASSIFICATION SCHEDULE (GS, LS, GS-L)		16. OCCUPATIONAL SERIES GS 0136.01							
18. REMARKS		17. PAY OR RATE 11685							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. HIRE CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI	
20	10	51700 WH	15005	3	W	MO 06 DA 29 YR 30	MO 06 DA 29 YR 30	MO 06 DA 29 YR 30	
28. RVE EXPRIES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG. NO.	34. SEX			
NO. DA YR		CODE	TYPE	NO. DA YR					
35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGL / HEALTH INSURANCE	40. SOCIAL SECURITY NO.				
CODE	NO. DA YR	NO. DA YR	CAR. PERIOD CODE	CODE	O - MAILED	HEALTH. INS. CODE			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAF CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA						
CODE		FORM EXECUTED CODE	NO. TAX EXEMPTIONS	FORM EXECUTED CODE	NO. TAX EXEMPTIONS				
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					
SIGNATURE OR OTHER AUTHENTICATION									
POSTED 058362A 14-00000 (When Filled In)									

FORM  
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Used Previous  
Edition

SECRET

14-00080  
• PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

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

G27

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

5. OLD SALARY RATE      6. NEW SALARY RATE      7. TYPE ACTION:

Grade	Step	Salary	Issue Eff. Date	Grade	Step	Salary	Effective Date	PSS	LSI	ADJ.
GS 12	2	\$11,306	10/24/65	GS 12	3	\$11,655	10/23/66			

8. Remarks and Authentication:

/ NO EXCESS LWOP  
IN PAY STATUS AT END OF WAITING PERIOD  
/ LWOP STATUS AT END OF WAITING PERIOD  
CLERK'S INITIALS:      AUDITED BY  
WV

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

SIGNATURE:

800 00 800 00 800 00 800 00 800 00 DATE: 11-1-66

PAY CHANGE NOTIFICATION

FJH: 13 SEP 67

SECRET  
(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)						
026090		KEEHN THOMAS J.						
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM								
4. EFFECTIVE DATE 09 00 67		5. CATEGORY OF EMPLOYMENT REGULAR						
6. FUNDS <input checked="" type="checkbox"/> X V TO V U TO V		7. COST CENTER NO. CHARGEABLE 7235 0620 0000						
8. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 203		9. LOCATION OF OFFICIAL STATION WASH., D.C.						
10. ORGANIZATIONAL DESIGNATIONS DDP/AWH								
11. POSITION TITLE		12. POSITION NUMBER						
13. CLASSIFICATION SCHEDULE (SOL, GEN.)		14. OCCUPATIONAL SERIES						
15. GRADE AND STEP 12		16. SALARY OR RATE. D						
17. 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. ENDAY 000	21. OFFICER CODE NOMERIC ALPHABETIC	22. STATION CODE	23. INTEGEE CODE	24. RAGR. CODE	25. DATE OF BIRTH MM DD YY	26. DATE OF GRADE MM DD YY	27. DATE OF LEI MM DD YY
28. RTE EXPIRES 09 00 67	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. LOC 2. FICA 3. GONE	31. SEPARATION DATA CODE CODE	32. CORRECTION/CANCELLATION DATA TYPE	33. SECURITY REG. NO.	34. SEX		
		2						
35. VET. PREFERENCE CODE	36. SERV. COMM. DATE MM DD YY	37. LONG. COMM. DATE MM DD YY	38. CAREER. CATEGORY	39. FELLI/HEALTH INSURANCE CODE	40. SOCIAL SECURITY NO.			
0 - NONE 1 - OPT 2 - 10-97	00 00 00	00 00 00	CAN PROV TEMP	0 - DRIVER 1 - VET	HEALTH INS. CODE			
41. PREVIOUS GOVERNMENT SERVICE DATA CODE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED YES NO	44. STATE TAX DATA FORM EXECUTED 1 - VET 2 - NO					
0 - NO PREVIOUS SERVICE 1 - BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 yrs 3 - BREAK IN SERVICE MORE THAN 3 yrs								
SIGNATURE OR OTHER AUTHENTICATION				POSTED 07 2006/1				

FORM 1150  
17-62

Use Previous Edition

SECRET

14-00000  
FEDERAL BUREAU OF INVESTIGATION  
U.S. DEPARTMENT OF JUSTICE

When Filled In

14-00000  
"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 AD-DCI POLICY DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS: 10 OCTOBER 1965

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

G-27

1. Serial No.	2. Name:	3. Com Center Number.	4. IWOP Hours						
026090	KEENAN THOMAS J.	51 075 V							
5. OLD SALARY RATE		6. NEW SALARY RATE							
Grade	Step	Salary	Grade	Step	Salary	Effective Date	PRI	LSI	ADJ
GS 12 1		\$10,250	GS 12 2		10987	10/24/65			
7. Remarks and Authorization									
// NO EXCESS LWOP // IN PAY STATUS AT END OF WAITING PERIOD // LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS: R.J. AUDITED BY: J.W.									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE: R.J. PAY CHANGE NOTIFICATION									
FBI - 360 - COMPTON, PRESTON - 10/24/65									

SECRET  
When Filled In

NJMK 16 DEC 64

NOTIFICATION OF PERSONNEL ACTION									
OCC									
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)							
026090		KEENAN THOMAS J							
3. NATURE OF PERSONNEL ACTION <b>CONVERSION FROM FSS STATUS</b>				4. EFFECTIVE DATE <b>608 14</b>		5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>			
6. FUNDS		Y 10 Y		Y 10 D		7. COST CENTER NO. CHARGED		8. LAW OR OTHER LEGAL AUTHORITY <b>5135 0990 0000 50 USC 403 J</b>	
9. ORGANIZATIONAL DESIGNATIONS  <b>DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION</b>				10. LOCATION OF OFFICIAL STATION  <b>MEXICO CITY, MEXICO</b>					
11. POSITION TITLE  <b>OPS OFFICER</b>				12. POSITION NUMBER <b>0489</b>		13. SERVICE DESIGNATION <b>D</b>			
14. CLASSIFICATION NUMBER GS-13-M2		15. OCCUPATIONAL SERIES <b>GS 0136.01</b>		16. GRADE AND STEP <b>12-1</b>		17. SALARY OR RATE <b>10250</b>			
18. REMARKS <b>MEXICO CITY, MEXICO THIS ACTION CORRECTS FORM 1150 TO CHANGE THE EFFECTIVE DATE, WHICH READ, 10/12/64, TO READ 10/10/64.</b>									
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE	20. Employee Code	21. OFFICE CODING		22. STATION CODE	23. INTEGRITY CODE	24. GRADE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF HIRING
57	10	517001 WH		45075		3	06 29 30		
28. RIF CODES		29. SPECIAL REFERENCE	30. RETIREMENT DATE	31. SEPARATION DATA CODE	32. CONVERSION/TERMINATION DATA	33. SECURITY REG. NO.	34. SICK	35. MED.	36. S.A.
40- 41- 42-			43- 44- 45-	46- 47- 48-	49- 50- 51-	52- 53- 54-	55- 56- 57-	58- 59- 60-	61- 62- 63-
37. VET. PREFERENCE		38. BORN COMP. DATE	39. LONG. COMB. DATE	40. CAREER CATEGORY	41. HEALTH / REAHL INSURANCE	42. SOCIAL SECURITY NO.			
43- 44- 45- 46- 47- 48-		49- 50- 51-	52- 53- 54-	55- 56- 57-	58- 59- 60-	61- 62- 63-			
46. PREVIOUS GOVERNMENT SERVICE DATA		47. LEAVE-CAT. CODE	48. FEDERAL TAX DATA	49. STATE TAX DATA					
50- 51- 52- 53- 54- 55- 56- 57- 58- 59- 60- 61- 62- 63- 64-		60- 61- 62-	63- 64- 65- 66- 67- 68- 69- 70- 71- 72- 73- 74- 75- 76- 77- 78- 79- 80- 81- 82- 83- 84- 85- 86- 87- 88- 89- 89- 90- 91- 92- 93- 94- 95- 96- 97- 97- 98- 99- 99- 100- 101- 101- 102- 103- 103- 104- 105- 105- 106- 107- 107- 108- 109- 109- 110- 111- 111- 112- 113- 113- 114- 115- 115- 116- 117- 117- 118- 119- 119- 120- 121- 121- 122- 123- 123- 124- 125- 125- 126- 127- 127- 128- 129- 129- 130- 131- 131- 132- 133- 133- 134- 135- 135- 136- 137- 137- 138- 139- 139- 140- 141- 141- 142- 143- 143- 144- 145- 145- 146- 147- 147- 148- 149- 149- 150- 151- 151- 152- 153- 153- 154- 155- 155- 156- 157- 157- 158- 159- 159- 160- 161- 161- 162- 163- 163- 164- 165- 165- 166- 167- 167- 168- 169- 169- 170- 171- 171- 172- 173- 173- 174- 175- 175- 176- 177- 177- 178- 179- 179- 180- 181- 181- 182- 183- 183- 184- 185- 185- 186- 187- 187- 188- 189- 189- 190- 191- 191- 192- 193- 193- 194- 195- 195- 196- 197- 197- 198- 199- 199- 200- 201- 201- 202- 203- 203- 204- 205- 205- 206- 207- 207- 208- 209- 209- 210- 211- 211- 212- 213- 213- 214- 215- 215- 216- 217- 217- 218- 219- 219- 220- 221- 221- 222- 223- 223- 224- 225- 225- 226- 227- 227- 228- 229- 229- 230- 231- 231- 232- 233- 233- 234- 235- 235- 236- 237- 237- 238- 239- 239- 240- 241- 241- 242- 243- 243- 244- 245- 245- 246- 247- 247- 248- 249- 249- 250- 251- 251- 252- 253- 253- 254- 255- 255- 256- 257- 257- 258- 259- 259- 260- 261- 261- 262- 263- 263- 264- 265- 265- 266- 267- 267- 268- 269- 269- 270- 271- 271- 272- 273- 273- 274- 275- 275- 276- 277- 277- 278- 279- 279- 280- 281- 281- 282- 283- 283- 284- 285- 285- 286- 287- 287- 288- 289- 289- 290- 291- 291- 292- 293- 293- 294- 295- 295- 296- 297- 297- 298- 299- 299- 300- 301- 301- 302- 303- 303- 304- 305- 305- 306- 307- 307- 308- 309- 309- 310- 311- 311- 312- 313- 313- 314- 315- 315- 316- 317- 317- 318- 319- 319- 320- 321- 321- 322- 323- 323- 324- 325- 325- 326- 327- 327- 328- 329- 329- 330- 331- 331- 332- 333- 333- 334- 335- 335- 336- 337- 337- 338- 339- 339- 340- 341- 341- 342- 343- 343- 344- 345- 345- 346- 347- 347- 348- 349- 349- 350- 351- 351- 352- 353- 353- 354- 355- 355- 356- 357- 357- 358- 359- 359- 360- 361- 361- 362- 363- 363- 364- 365- 365- 366- 367- 367- 368- 369- 369- 370- 371- 371- 372- 373- 373- 374- 375- 375- 376- 377- 377- 378- 379- 379- 380- 381- 381- 382- 383- 383- 384- 385- 385- 386- 387- 387- 388- 389- 389- 390- 391- 391- 392- 393- 393- 394- 395- 395- 396- 397- 397- 398- 399- 399- 400- 401- 401- 402- 403- 403- 404- 405- 405- 406- 407- 407- 408- 409- 409- 410- 411- 411- 412- 413- 413- 414- 415- 415- 416- 417- 417- 418- 419- 419- 420- 421- 421- 422- 423- 423- 424- 425- 425- 426- 427- 427- 428- 429- 429- 430- 431- 431- 432- 433- 433- 434- 435- 435- 436- 437- 437- 438- 439- 439- 440- 441- 441- 442- 443- 443- 444- 445- 445- 446- 447- 447- 448- 449- 449- 450- 451- 451- 452- 453- 453- 454- 455- 455- 456- 457- 457- 458- 459- 459- 460- 461- 461- 462- 463- 463- 464- 465- 465- 466- 467- 467- 468- 469- 469- 470- 471- 471- 472- 473- 473- 474- 475- 475- 476- 477- 477- 478- 479- 479- 480- 481- 481- 482- 483- 483- 484- 485- 485- 486- 487- 487- 488- 489- 489- 490- 491- 491- 492- 493- 493- 494- 495- 495- 496- 497- 497- 498- 499- 499- 500- 501- 501- 502- 503- 503- 504- 505- 505- 506- 507- 507- 508- 509- 509- 510- 511- 511- 512- 513- 513- 514- 515- 515- 516- 517- 517- 518- 519- 519- 520- 521- 521- 522- 523- 523- 524- 525- 525- 526- 527- 527- 528- 529- 529- 530- 531- 531- 532- 533- 533- 534- 535- 535- 536- 537- 537- 538- 539- 539- 540- 541- 541- 542- 543- 543- 544- 545- 545- 546- 547- 547- 548- 549- 549- 550- 551- 551- 552- 553- 553- 554- 555- 555- 556- 557- 557- 558- 559- 559- 560- 561- 561- 562- 563- 563- 564- 565- 565- 566- 567- 567- 568- 569- 569- 570- 571- 571- 572- 573- 573- 574- 575- 575- 576- 577- 577- 578- 579- 579- 580- 581- 581- 582- 583- 583- 584- 585- 585- 586- 587- 587- 588- 589- 589- 590- 591- 591- 592- 593- 593- 594- 595- 595- 596- 597- 597- 598- 599- 599- 600- 601- 601- 602- 603- 603- 604- 605- 605- 606- 607- 607- 608- 609- 609- 610- 611- 611- 612- 613- 613- 614- 615- 615- 616- 617- 617- 618- 619- 619- 620- 621- 621- 622- 623- 623- 624- 625- 625- 626- 627- 627- 628- 629- 629- 630- 631- 631- 632- 633- 633- 634- 635- 635- 636- 637- 637- 638- 639- 639- 640- 641- 641- 642- 643- 643- 644- 645- 645- 646- 647- 647- 648- 649- 649- 650- 651- 651- 652- 653- 653- 654- 655- 655- 656- 657- 657- 658- 659- 659- 660- 661- 661- 662- 663- 663- 664- 665- 665- 666- 667- 667- 668- 669- 669- 670- 671- 671- 672- 673- 673- 674- 675- 675- 676- 677- 677- 678- 679- 679- 680- 681- 681- 682- 683- 683- 684- 685- 685- 686- 687- 687- 688- 689- 689- 690- 691- 691- 692- 693- 693- 694- 695- 695- 696- 697- 697- 698- 699- 699- 700- 701- 701- 702- 703- 703- 704- 705- 705- 706- 707- 707- 708- 709- 709- 710- 711- 711- 712- 713- 713- 714- 715- 715- 716- 717- 717- 718- 719- 719- 720- 721- 721- 722- 723- 723- 724- 725- 725- 726- 727- 727- 728- 729- 729- 730- 731- 731- 732- 733- 733- 734- 735- 735- 736- 737- 737- 738- 739- 739- 740- 741- 741- 742- 743- 743- 744- 745- 745- 746- 747- 747- 748- 749- 749- 750- 751- 751- 752- 753- 753- 754- 755- 755- 756- 757- 757- 758- 759- 759- 760- 761- 761- 762- 763- 763- 764- 765- 765- 766- 767- 767- 768- 769- 769- 770- 771- 771- 772- 773- 773- 774- 775- 775- 776- 777- 777- 778- 779- 779- 780- 781- 781- 782- 783- 783- 784- 785- 785- 786- 787- 787- 788- 789- 789- 790- 791- 791- 792- 793- 793- 794- 795- 795- 796- 797- 797- 798- 799- 799- 800- 801- 801- 802- 803- 803- 804- 805- 805- 806- 807- 807- 808- 809- 809- 810- 811- 811- 812- 813- 813- 814- 815- 815- 816- 817- 817- 818- 819- 819- 820- 821- 821- 822- 823- 823- 824- 825- 825- 826- 827- 827- 828- 829- 829- 830- 831- 831- 832- 833- 833- 834- 835- 835- 836- 837- 837- 838- 839- 839- 840- 841- 841- 842- 843- 843- 844- 845- 845- 846- 847- 847- 848- 849- 849- 850- 851- 851- 852- 853- 853- 854- 855- 855- 856- 857- 857- 858- 859- 859- 860- 861- 861- 862- 863- 863- 864- 865- 865- 866- 867- 867- 868- 869- 869- 870- 871- 871- 872- 873- 873- 874- 875- 875- 876- 877- 877- 878- 879- 879- 880- 881- 881- 882- 883- 883- 884- 885- 885- 886- 887- 887- 888- 889- 889- 890- 891- 891- 892- 893- 893- 894- 895- 895- 896- 897- 897- 898- 899- 899- 900- 901- 901- 902- 903- 903- 904- 905- 905- 906- 907- 907- 908- 909- 909- 910- 911- 911- 912- 913- 913- 914- 915- 915- 916- 917- 917- 918- 919- 919- 920- 921- 921- 922- 923- 923- 924- 925- 925- 926- 927- 927- 928- 929- 929- 930- 931- 931- 932- 933- 933- 934- 935- 935- 936- 937- 937- 938- 939- 939- 940- 941- 941- 942- 943- 943- 944- 945- 945- 946- 947- 947- 948- 949- 949- 950- 951- 951- 952- 953- 953- 954- 955- 955- 956- 957- 957- 958- 959- 959- 960- 961- 961- 962- 963- 963- 964- 965- 965- 966- 967- 967- 968- 969- 969- 970- 971- 971- 972- 973- 973- 974- 975- 975- 976- 977- 977- 978- 979- 979- 980- 981- 981- 982- 983- 983- 984- 985- 985- 986- 987- 987- 988- 989- 989- 990- 991- 991- 992- 993- 993- 994- 995- 995- 996- 997- 997- 998- 999- 999- 1000- 1001- 1001- 1002- 1003- 1003- 1004- 1005- 1005- 1006- 1007- 1007- 1008- 1009- 1009- 10010- 10011- 10011- 10012- 10013- 10013- 10014- 10015- 10015- 10016- 10017- 10017- 10018- 10019- 10019- 10020- 10021- 10021- 10022- 10023- 10023- 10024- 10025- 10025- 10026- 10027- 10027- 10028- 10029- 10029- 10030- 10031- 10031- 10032- 10033- 10033- 10034- 10035- 10035- 10036- 10037- 10037- 10038- 10039- 10039- 10040- 10041- 10041- 10042- 10043- 10043- 10044- 10045- 10045- 10046- 10047- 10047- 10048- 10049- 10049- 10050- 10051- 10051- 10052- 10053- 10053- 10054- 10055- 10055- 10056- 10057- 10057- 10058- 10059- 10059- 10060- 10061- 10061- 10062- 10063- 10063- 10064- 10065- 10065- 10066- 10067- 10067- 10068- 10069- 10069- 10070- 10071- 10071- 10072- 10073- 10073- 10074- 10075- 10075- 10076- 10077- 10077- 10078- 10079- 10079- 10080- 10081- 10081- 10082- 10083- 10083- 10084- 10085- 10085- 10086- 10087- 10087- 10088- 10089- 10089- 10090- 10091- 10091- 10092- 10093- 10093- 10094- 10095- 10095- 10096- 10097- 10097- 10098- 10099- 10099- 100100- 100101- 100101- 100102- 100103- 100103- 100104- 100105- 100105- 100106- 100107- 100107- 100108- 100109- 100109- 100110- 100111- 100111- 100112- 100113- 100113- 100114- 100115- 100115- 100116- 100117- 100117- 100118- 100119- 100119- 100120- 100121- 100121- 100122- 100123- 100123- 100124- 100125- 100125- 100126- 100127- 100127- 100128- 100129- 100129- 100130- 100131- 100131- 100132- 100133- 100133- 100134- 100135- 100135- 100136- 100137- 100137- 100138- 100139- 100139- 100140- 100141- 100141- 100142- 100143- 100143- 100144- 100145- 100145- 100146- 100147- 100147- 100148-						

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

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

**GENERAL SCHEDULE RATES**  
**Federal Employees Salary Act of 1964**

DLB: 20 NOV 64

SECRET  
(When Filled In)

GOF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)									
57-6090	KEENAN THOMAS J									
3. PURPOSE OF PERSONNEL ACTION										
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS										
4. FUNDS	V TO V	V TO CP								
X	CP TO V	CP TO CP								
5. ORGANIZATIONAL DESIGNATIONS										
DOP WH PLANS & OPERATIONS STAFF SECTION A										
6. POSITION TITLE										
OPS. OFFICER										
14. CLASSIFICATION SCHEDULE (GS, LS, GS, GS)		15. OCCUPATIONAL SERIES								
GS		0136.01								
16. GRADE AND STEP										
12										
17. SALARY OR RATE										
10250										
18. REMARKS										
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL										
19. ACTION	20. EMPLOY. CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRAL CODE	24. Height	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI		
16	10	NUMERIC ALPHABETIC 51075 WH	75013		1	06 29 30	NO DA YR	NO DA YR		
28. VIE EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA	32. CORRECTION/CANCELLATION DATA	33. SECURITY REQ. NO.				
MO. DA YR		1. CSC 2. PICA 3. NONE	CODE	DATA CODE	TYPE	NO. DA YR	34. SEA			
35. VIE PREFERENCE			36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEES / HEALTH INSURANCE	40. SOCIAL SECURITY NO.			
400 1. NONE 2. O.P.T. 3. O.P.R.			NO DA YR	NO DA YR	CAP. REG. PROV. TEMP	CODE	O/WAIVED 1 YES 2 NO	HEALTH INS CODE		
PREVIOUS GOVERNMENT SERVICE DATA			42. LEAVE CAF CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA					
4. NO PREVIOUS SERVICE 5. NO BREAK IN SERVICE 6. BREAK IN SERVICE LESS THAN 1 YEAR 7. BREAK IN SERVICE MORE THAN 1 YEAR				FORM EXECUTED 1 YES 2 NO	NO TAX EXEMPTIONS	FORM EXECUTED 1 YES 2 NO	NO TAX EXEMPT 1 YES 2 NO	STATE CODE		
SIGNATURE OR OTHER AUTHENTICATION			POSTED 11-24-64 J.R.							

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144 145 146  
1. Used for previous  
posting, see  
instructions

(When Filled In)

RZK: 23 OCT 64

REFRET  
(When Filled In)

OCP

## NOTIFICATION OF PERSONNEL ACTION

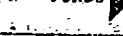
1. SERIAL NUMBER 2. NAME (LAST-FIRST-MIDDLE)

026090 KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION

PROMOTION

4. FUNDS



V TO V

CF TO V

V TO CF

CF TO CF

5. EFFECTIVE DATE

10 25 64

6. CATEGORY OF EMPLOYMENT

REGULAR

7. COST CENTER NO. CHARGEABLE

5135 11930 0000

8. CSC OR OTHER LEGAL AUTHORITY

50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS

DDP/AWH  
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, LS, 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. EMPLOY. CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. HIRING CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LES
22	10	51700 WH	45675	3	PD	20 30	10 25 64	10 25 64
28. RIF EXPIRE?		29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA			
W 0 0 0 0		1. CSC 2. FICA 3. WORM	0000		TYPE	NO. 00 00 00		
35. VET. PREFERENCE		36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEES/HEALTH INSURANCE	40. SOCIAL SECURITY NO.		
CODE 0 - NONE 1 - 10% 2 - 100%		00 00 00	00 00 00	CAPT. DIVY PROV. TEMP	CODE 0 - WAIVER 1 - YES	CODE 0 - WAIVER 1 - YES		
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA				
CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 30 DAYS 3 - BREAK IN SERVICE MORE THAN 30 DAYS			FORM EXECUTED CODE	45. TAX EXEMPTIONS	FORM EXECUTED	CODE 0 - NO 1 - YES	STATE CODE	
			1 - YES 2 - NO		1 - YES 2 - NO			

SIGNATURE OR OTHER AUTHENTICATION

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(When Filled In)10-64  
(When Filled In)

CLB: 13 OCT 64

SECRET  
(When Filled In)

OCF		NOTIFICATION OF PERSONNEL ACTION					
1. SERVICE NUMBER	2. NAME (LAST-FIRST-MIDDLE)						
026090	KEENAN THOMAS J						
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT		
CONVERSION FROM <b>FSS</b> STATUS		10/12/64			REGULAR		
6. FUNDS	V 10 V	V 10 G	7. COST CENTER NO. CHARGEABLE		8. GK OR OTHER LEGAL AUTHORITY		
	C 10 V	X 10 W	5135 0990 0000		50 USC 403 J		
9. ORIGINATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION					
DDP - WH BRANCH 3 MEXICO CITY, MEXICO STATION		MEXICO CITY, MEXICO					
11. POSITION TITLE		12. POSITION NUMBER		13. MARINE DESIGNATION			
OPS OFFICER		0483		D			
14. CLASSIFICATION NUMBER (See 15, 16)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0136.01		11 3		9240	
18. RESIDENCE STATE: MEXICO CITY, MEXICO							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTNUM 1964	20. DISPLAY CODE 56 10	21. OFFICE CODES NUMBER: 51700 SUBNUMBER: WH	22. STATUS TYPE 45075	23. INTRIGUE CODE 3	24. RANK / 25. DATE OF BIRTH CODE NO. 00 29 130	26. DATE OF SEPARATE CODE NO. 00 00 00	27. DATE OF DEATH CODE NO. 00 00 00
28. ETC EXPENSE	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. COMMUTATION/TERMINATION DATA TYPE	33. SECURITY DATA NO.	34. SEC. DATA NO.	
35. REF. PREFERENCE	36. TERM COMP. DATES	37. LONG. COMP. DATES	38. CAREER CATEGORY	39. FEU/HEALTH INSURANCE	40. SOCIAL SECURITY NO.		
4000 0-4040 0-5071 0-1071	40. 00- 20- 30- 00- 20- 30- 00- 20- 30-	41. 00- 20- 30- 00- 20- 30- 00- 20- 30-	42. CAR 0000 DRIV 0000	43. 0- WORKER 0- TEE 0- TEE	44. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA	42. SENIOR GRS	43. FEDERAL TAX DATA	44. STATE TAX DATA				
4500 0- NO PREVIOUS SERVICE 1- NO RECORD OF SERVICE 2- RECORD IN SERVICE LIST FROM 1951 3- RECORD IN SERVICE LIST FROM 1952	46. FORM NUMBER: 0004	47. TIN IDENTIFICATION 0- TEE 1- NO	48. FORM NUMBER: 0004 0- TEE 1- NO	49. OTHER STATEMENTS 0- NO 1- YES			
SIGNATURE OR OTHER AUTHENTICATION							
POSTED <i>Johnley JK</i>							

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*Johnley JK*

11-62  
Revised for simplicity  
Date 10-62  
GPO: 1962 O-1000

(When Filled In)

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

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

SECRET  
(When Filled In)

BAB: 12 APR 63

ODF

NOTIFICATION OF PERSONNEL ACTION

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

026090 KEENAN THOMAS J

3. NATURE OF PERSONNEL ACTION

PROMOTION

A. FORGS ➡

Y TO F

F TO G

Y TO F

X

Y TO G

4. EFFECTIVE DATE

04 14 63

5. CATEGORY OF EMPLOYMENT

REGULAR

6. COST CENTER NO./CHARACTER

3135 5700 1000

7. ORG OR OTHER LEGAL AUTHORITY

50 USC 403 J

8. RESIDENTIAL DESIGNATIONS

DOP WH  
BRANCH 3  
MEXICO CITY, MEXICO STATION

10. LOCATION OF SPINNED STATION

MEXICO CITY, MEXICO

11. POSITION TITLE

POL ASST  
OPS OFFICER

12. POSITION NUMBER

0489

13. SERVICE DESIGNATION

D

14. CLASSIFICATION NUMBER (US, NC, I)

FSS

GS

15. OCCUPATIONAL SERIES

0136.01

16. GRADE AND PAY

07 0

11 2

17. SALARY GRADE

6560

8310

18. ADDRESS

MEXICO CITY, MEXICO

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION	20. ENROLL	21. OFFICE CODES	22. STATION / 23. UNIT/STATE CODE	24. Grade	25. DATE OF BIRTH	26. DATE OF ISSUE	27. DATE OF ISS
22	10	64700 WH	45075	I	3 06 29 30 04 14 63	04 14 63	04 14 63
28. END EXPIRE	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA	32. COMMISSION/CANCELLATION DATA	33. SECURITY	34. SEC	35. SEC
NO. 0000	NO. 0000	Y - FRS Y - PFR Y - RRS	Y - FRS Y - PFR Y - RRS	TYPE NO. 0000	NO. 0000	NO. 0000	NO. 0000
36. RET PREFERENCE	37. LEAV. DUTY DATE	38. COMM. COMP. DATE	39. CAREER CATEGORY	40. FEGL / HEALTH INSURANCE	41. SOCIAL SECURITY NO.		
10000 1. NO PREFERENCE 2. NO PREFERENCE 3. BREAK IN SERVICE 4. BREAK IN SERVICE - USE PAY & HRS 5. BREAK IN SERVICE - USE PAY & HRS	NO. 0000						
42. PREVIOUS GOVERNMENT SERVICE DATA	43. FEDERAL TAX DATA	44. STATE TAX DATA					
10000 1. NO PREVIOUS SERVICE 2. NO SERVICE IN SERVICE 3. BREAK IN SERVICE - USE PAY & HRS 4. BREAK IN SERVICE - USE PAY & HRS	CODE PENTESTED, 0000 0 - 100 0 - 100						

SIGNATURE OR OTHER AUTHENTICATION

POSTED

4/23/63 JK

45. APPROVAL Signature Date	46. APPROVAL Signature Date	47. APPROVAL Signature Date
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APR 1962  
1142-1150

1. Serial No.	2. Name	3. Grade	4. Current Pay Rate	5. WFOB Pay Rate
026090	KEENAN THOMAS J	64 700	CP	
6. OLD SALARY RATE		7. NEW SALARY RATE		8. PAY ACTION
GS-10 2 3 7,535	10/29/61	GS-10 3 3 7,780	10/28/62	PER 10 ADJ
9. Remarks and Authorizations				
// NO EXCESS LROP // IN PAY STATUS AT END OF WAITING PERIOD // LROP STATUS AT END OF WAITING PERIOD 559 CLERKS INITIALS AUDITED BY				
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OR AN ACCEPTABLE LEVEL OF COMPETENCE.				
SIGNATURE: Ned P. Delman DATE: 26-10-62				
PAY CHANGE NOTIFICATION				

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND  
 DCI MEMORANDUM DATED 11 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS:

NAME	SERIAL ORON	OLD SALARY	NEW SALARY
KEENAN THOMAS J	026090	64700	77800

AFS: 27 OCT 61

SECRET  
WHICH PAPER

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)							
1234567		KEENAN THOMAS J							
3. CATEGORY OF PERSONNEL ACTION									
PROMOTION									
<input checked="" type="checkbox"/> FEDERAL		F-12 S		F-10 G		4. EFFECTIVE DATE 10-29-61			
<input type="checkbox"/> FEDERAL		O-10 S		X O-10 G		5. CATEGORY OF EMPLOYMENT REGULAR			
6. ORIGINATIONAL DESIGNATIONS		7. LOCATION OF OFFICIAL STATION							
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION		MEXICO CITY MEXICO							
8. POSITION TITLE		9. POSITION NUMBER		10. GRADE SERVICE DESIGNATION					
POL ASST CPS OFFICER		0489		D					
11. CLASSIFICATION DESIGNATION (AF, AFW, AFSC) <b>FSS</b>		12. ORIGINATIONAL SERIES GS		13. GRADE AND STEP 10-0		14. GRADE TIME PERIOD <b>6260-1</b>			
15. GRADE GS		16. GRADE 10-2		17. GRADE 7160		18. GRADE 7160			
19. ACTION CODE 22									
20. DATES 10-29-61									
21. OFFICE SYMBOL 64700 WH									
22. GRADE ALTERNATIVE 10-06									
23. GRADE 10-06									
24. GRADE 10-06									
25. GRADE 10-06									
26. GRADE 10-06									
27. GRADE 10-06									
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6-24-1974	KEEAN THOMAS J.	ADJUSTED DATE	14-PUNUS	5-REGULATING
6. OLD SALARY RATE		7. NEW SALARY RATE		
GRADE	STEP	SALARY	EFFECTIVE DATE	
GS-09	2	\$ 6,134.06	14	50
GS-09	3	\$ 6,285	16	12
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER				
8. CHECK ONE: <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP		9. NUMBER OF HOURS LWOP		
10. PAY STATUS AT END OF WAITING PERIOD: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD		11. INITIALS OF CLERK		
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD		12. AUDITED BY		
TO BE COMPLETED BY THE OFFICE OF PERSONNEL				
13. TYPE OF ACTION		14. REMARKS		
<input type="checkbox"/> P.O. <input type="checkbox"/> L.S. <input type="checkbox"/> PAY ENHANCEMENT		14. AUTHENTICATION		
<p style="text-align: center;"><b>PAY CHANGE NOTIFICATION</b></p> <p style="text-align: center;">MAY 1968 TJK</p>				

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	KEEAN THOMAS J.	526090	46 52	GS-09 3	\$ 6,134	\$ 6,285

/S/ EMMETT D. ECHOLS

DIRECTOR OF PERSONNEL

**SECRET**  
(When Filled In)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours							
275930	KEEAN THOMAS J.	1071WH	UV							
5. OLD SALARY RATE		6. NEW SALARY RATE								
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	EFFECTIVE DATE	TAX	SAL	ACT
GS-09	2	\$ 6,134	06/12/60	GS-09	3	\$ 6,285	06/11/60			
7. Remarks and Authorizations										

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

**PAY CHANGE NOTIFICATION**

## SECRET

(Other Information)

ARE 13 JAN 1960

## NOTIFICATION OF PERSONNEL ACTION

1. Serial No.	2. Name (Last First Middle)	7. B. Date Of Birth	8. Vtg. S. I.	9. Enr. S. I.	10. C. I. E.O.I.
526090	KEENAN THOMAS J	Mo. Da. Yr.	Non-Ex Code		Mo. Da. Yr.
1. SCD Mo. Da. Yr. 01 29 53	6. CSC Or Other Legal Authority 50 USC 403 J	06 29 30	5 P T 10 M Y	1 H 1	05 20 57
Yes - 1 Code No - 2	11. F. I. A. I. 12. F. I. A. I.	13. F. I. A. I.			
	Mo. Da. Yr. Mo. Da. Yr.	Yes - 1 Code No - 2	Mo. Da. Yr. Mo. Da. Yr.	Yes - 1 Code No - 2	

## PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Status	Station Code
DDP WH BRANCH III MEXICO CITY, MEXICO STATION	1652	MEXICO CITY, MEXICO	45075
16. Dept. - Field Dept - 1 Code Field - 3 Yrs - 5	17. Position Title OPS OFFICER	18. Position No. 0489	19. Ser. No. 0136.01
20. Grade & Step	21. Salary Or Rate \$ 6135	22. Date Of Grade 06 15 60	23. P.O. No. 06 12 60
24. Adminstration Number 0135 5700 3000		25. Adminstration Number 0135 5700 3000	

## ACTION

27. Nature Of Action	Code	28. ER. Date	29. Type Of Employee	Code	30. Separation Date
INTEGRATION DEPARTMENT OF STATE	28	01 06 60	REGULAR	04	

## PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Status	Station Code
DDP WH BRANCH III MEXICO CITY, MEXICO STATION	1652	MEXICO CITY, MEX.	45075
33. Dept. - Field Dept - 1 Code Field - 3 Yrs - 5	34. Position Title POL ASST	35. Station No.	36. Ser. No. 37. Occup. Series
38. Grade & Step 10 4	39. Salary Or Rate \$ 5540	40. Date Of Grade 06 15 60	41. P.O. No. 06 12 60
40. Adminstration Number 0135 5700 3000		42. Adminstration Number 0135 5700 3000	43. Adminstration Number 0135 5700 3000

## 44. Remarks

SUBJECT IS TO BE PAID THE DIFFERENCE BETWEEN CIX SALARY OF \$6135 AND FSS SALARY OF \$5540 TO BE PAID BY DEPT. OF STATE AND ALLOWANCES IN ACCORDANCE THEREWITH,  
ALL SICK AND 80 HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE.

Post dated  
PC's  
JL

**SECRET**

## **NOTIFICATION OF PERSONNEL ACTION**

ALS: 12 DEC 1959

1. Serial No.	2. Name (Last, First, Middle)	3. Date Of Birth	4. Vol. Prof.	5. Sex	6. CS - ECO	
526090	KEENAN THOMAS J	Mo. 06 Day 29 Yr. 30	Name-0 3 P-1 10 P-9	Code 1	Mo. 05 Day 20 Yr. 57	
7. SCD	8. C.C Reimt.	9. CC Or Other Legal Authority	10. Appn. Attdy	11. FFLU	12. ICD	13. Billing
Mo. 01 Da. 29 Yr. 53	Yrs-1 Mo-2	Code 1 1	Mo. 05 Day 20 Yr. 57	Code 1 No-2	Mo. 05 Day 20 Yr. 57	Code 1 No-2
50 USC A 403 J						

## PREVIOUS ASSIGNMENT

14. Organizational Designations		Code	15. Location Of Official Station		Station Code
<b>CS/CS DEVELOPMENT COMPLEMENT</b> DDP WH		4668	WASH., D. C.		75013
16. Dept. - Field	17. Position Title		18. Position No.	19. Serv.	20. Occup. Series
Dept - 1 Lifld - 3 Frgn - 3	Code 1	OPS OFF	090659	GS	0136.01
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. P.S. Due	26. Appropriation Number
09 2	\$ 6135	8	Mo. Da. Yr. 06 15 58	Mo. Da. Yr. 06 12 60	0320 1998

## **ACTION**

87. Nature Of Action	Code	88. EH Date Mo. Da. Yr.	89. Type Of Employee	Code	90. Separation Date
REASSIGNMENT	67	12 27 59	REGULAR	01	

## **PRESENT ASSIGNMENT**

31. Organizational Designations  DDP WH BRANCH III MEXICO CITY, MEXICO STATION		Code 4652	32. Location Of Official Station  MEXICO CITY, MEXICO		Station Code 45075		
33. Dept. - Field	34. Position Title  OPS OFFICER		35. Position No. 0489	36. Ser. No.	37. Occup. Series CS 0136.01		
Dept. - 1 Field - 3 Sign - 5	Code - 5	38. Grade & Step 09 2	39. Salary Or Rate \$ 6135	40. Mo. To 0	41. Mo. To 06 1958	42. Yr. Mo. To 06 12 60	43. Appropriation Number 0135 5700 3000
44. Remarks							

FORM 330 1150a  
1 MAR 1947

SECRET

SECRET

DEC 4 SEPT 59

## NOTIFICATION OF PERSONNEL ACTION

1. Serial No.	2. Name	3. Grade	4. Yrs. & Mo. Of Service	5. Vol. Ret.	6. Date	7. CS. FOD
526090	KEENAN THOMAS J	10. GS-11	10. 29 30 19 53	11. Yes - 1 No - 2	12. 14 1 19 57	13. Mo. 05 Yr. 20 57
7. GCD	8. C/C Rating	9. CSC Or Other Legal Authority	10. Army Allot.	11. TECU	12. LCD	13. Enr. Cde.
14.1 01 29 15.1 53	14.2 Yes - 1 No - 2	14.3 Code 1 50 USCA 403	14.4 Mo. Da. Yr. 19 57	14.5 Mo. Da. Yr. 19 57	14.6 Mo. Da. Yr. 19 57	14.7 Yes - 1 No - 2

## PREVIOUS ASSIGNMENT

14. Organizational Designations  DDP WH BRANCH 111 CENTRAL AMERICA SECTION	15. Location Of Official Station  4613 WASH., D. C.	16. Station Code  75013
16. Dept. & Field Dept. 1 Code USM& 3 2	17. Position Title OPS OFF. PP	18. Position No. 0070
19. Grade & Step 09 2	20. Salary Or Rate \$ 6135	21. Date Of Grade Mo. Da. Yr. 06 15 59
22. Date Of Grade Mo. Da. Yr. 06 15 59	23. PSI Due Mo. Da. Yr. 06 14 59	24. Appropriation Number 9 3500 20 001

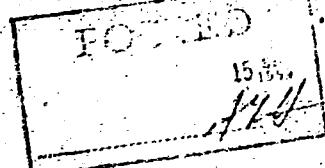
## ACTION

27. Nature Of Action  REASSIGNMENT TRANSFER TO CONFIDENTIAL FUNDS	28. EM Date Mo. Da. Yr. 05 09 60	29. Type Of Employee REGULAR	30. Separation Date Mo. Da. Yr. 12 22
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## PRESENT ASSIGNMENT

31. Organizational Designations  CS/CS DEVELOPMENT COMPLEMENT DDP WH	32. Location Of Official Station  4688 WASH., D. C.	33. Station Code  75013
33. Dept. & Field Dept. 1 Code USM& 3 1	34. Position Title OPS OFF	35. Position No. 090659
36. Grade & Step 09 2	37. Salary Or Rate \$ 6135	38. Date Of Grade Mo. Da. Yr. 106 15 59
39. Date Of Grade Mo. Da. Yr. 106 15 59	40. SD D	41. PSI Due Mo. Da. Yr. 06 12 60
42. Appropriation Number 10320 1998		43. Appropriation Number 10320 1998

44. Remarks  
EXTENDED TRAINING.



Form No. 1150a

SECRET

(4)

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

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

SECRET (WHEN FILLED IN)											
1. EMP. SERIAL NO.	NAME				ASSIGNED ORGAN.		FUND		ALLOTMENT		
126090	KEENAN THOMAS J				DDP/WH		3		V-20		
OLD SALARY RATE				NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE	GRADE	STEP	SALARY	EFFECTIVE DATE	NO.	DA.	TH.	
GS 9	1	\$ 9,985.06	15 50	GS 9	2	6,133.06	14 59				
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER											
8. CHECK ONE: <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP				9. NUMBER OF HOURS LWOP							
10. EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IS PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IS LWOP STATUS AT END OF WAITING PERIOD				11. INITIALS OF CLERK				12. AUDITED BY			
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
PROJECTED SALARY RATE AND EFFECTIVE DATE				13. REMARKS							
GRADE	STEP	SALARY	NO.	DA.	TH.						
14. AUTHENTICATION											
GS. H/57 C 9 MC											
8600 8600 8600 8600 8600 8600 8600 8600 8600 8600 8600 8600											
PERIODIC STEP INCREASE AUTHENTICATION											
SECRET											
FINGERPRINT FOLDER											

**SECRET**  
(When Filled In)

ARE: 23 JAN 1959

**NOTIFICATION OF PERSONNEL ACTION**

1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth	4. Vet. Prof.	5. Ser.	6. GS. EOD.
126090	KEENAN, THOMAS J			Mo. Da. Yr.	None 0	Code	Mo. Da. Yr.
01 29 53	7. SCD	8. CMC Permit	9. CSC Or Other Legal Authority	06 29 30	5 Pt-1 10 Pt-2	1	M 1 05 20 57
Mo. Da. Yr.	Yes - 1 No - 2	Code	No - 1 1	Mo. Da. Yr.	Yes - 1 No - 2	Code	Mo. Da. Yr.
01 29 53			50 USCA 403	05 20 57			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 - 2 USId - 4 Frqn - 6	Code 2 2	JOT	0748.16	GS 0090.01	
21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
09 1	\$ 5985	ST	Mo. Da. Yr. 06 15 58	Mo. Da. Yr. 06 14 59	8 7507 20

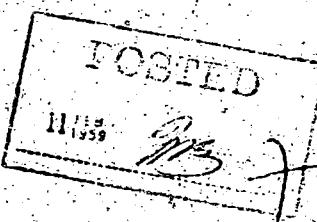
**ACTION**

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

**PRESENT ASSIGNMENT**

31. Organizational Designations	Code	32. Location Of Official Station	Station Code		
DDP WH BRANCH III. CENTRAL AMERICA SECTION	4613	WASH., D. C.	75013		
33. Dept. - Field	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series	
Dept - 2 USId - 4 Frqn - 6	Code 2 2	OPS. OFF. PP	0070	GS 0136.31	
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
09 1	\$ 5985	0	Mo. Da. Yr. 06 15 58	Mo. Da. Yr. 06 14 59	9 3500 20 001

44. Remarks:



FORM NO. 1 MAR 67 1150 Adm 8/59

**SECRET**

(4)

SECRET

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

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

GORDON M. STEWART  
/S/ DIRECTOR OF PERSONNEL

SECRET

**SECRET**

(When Filled In)

EVL 1<sup>st</sup> JUNE 58.**NOTIFICATION OF PERSONNEL ACTION**

1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth	4. Vit. Priv.	5. Sex	6. CS. EOB
126090	KEENAN THOMAS J			Mo. Da. Yr.	None 0 Code	M 1	Mo. Da. Yr.
7. SCD	8. CSC Rating			3 M-1	10 M-9	05 20 57	
Mo. Da. Yr.	Yes - 1	Code	9. CSC Or Other Legal Authority	10. Apmt. Alldow.	11. TIC	12. LCD	13. BMT
01 29 53	No - 2	1	50 USCA 403	Mo. Da. Yr.	Yes - 1	Code	Mo. Da. Yr.
				05	20	57	Yes - 1
				No - 2			Code
							2

**PREVIOUS ASSIGNMENT**

14. Organizational Designations		Code	15. Location Of Official Station	Station Code
DOS OTR JUNIOR OFFICER TRAINEE CORPS			WASH., D.C.	
16. Dept. - Field	17. Position Title		18. Position No.	19. Serv. 20. Occup. Series
Dept - 2 USMID - 4 Frpn - 6	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. FII. D-14	29. Type Of Employee	Code	30. Separation Date
PROMOTION	30	06 15 58	REGULAR	01	

**PRESENT ASSIGNMENT**

31. Organizational Designations		Code	32. Location Of Official Station	Station Code
DOS 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 USMID - 4 Frpn - 6	JOT		0748.16	GS 0090.01
38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade 42. PSI Due	43. Appropriation Number
09 1	\$ 5440	ST	Mo. Da. Yr. Mo. Da. Yr.	8 7507 20

44. Remarks



SECRET

(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN	4. FUNDS	5. ALLOTMENT
126090	KEEAN THOMAS J			DDS/JOTC	V-20	
6. OLD SALARY RATE				7. NEW SALARY RATE		
GRADE	STEP	SALARY	LAST-EFFECTIVE DATE MO. DA. YE.	GRADE	STEP	SALARY
GS 7	1	\$ 4,525		GS 7	2	\$ 4,660
EFFECTIVE DATE MO. DA. YE.						
GS 7 2 \$ 4,660 06 01 58						
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER						
8. CHECK ONE			9. NUMBER OF HOURS LWOP			
<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"/> INITIALS OF CLERK			
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD			11. AUDITED BY			
TO BE COMPLETED BY THE OFFICE OF PERSONNEL						
12. PROJECTED SALARY RATE AND EFFECTIVE DATE				13. REMARKS		
GRADE	STEP	SALARY	MO.	DA.	YE.	
14. AUTHENTICATION						
86 NY 5011 12-17- 884ROLL BRANCH						
PERIODIC STEP INCREASE - AUTHENTICATION						

SECRET

PERSONNEL FOLDER (4)

PERS. NO.  
1 MAR. 56

5600

SECRET

(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN	4. FUNDS	5. ALLOTMENT
126090	KEEAN THOMAS J			DDS/JOTC	V-20	
6. OLD SALARY RATE				7. NEW SALARY RATE		
GRADE	STEP	SALARY	LAST-EFFECTIVE DATE MO. DA. YE.	GRADE	STEP	SALARY
GS 7	1	\$ 4,525		GS 7	2	\$ 4,660
EFFECTIVE DATE MO. DA. YE.						
GS 7 2 \$ 4,660 06 01 58						
REMARKS						
CERTIFICATION						
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.						
TYPE OR PRINTED NAME OF SUPERVISOR		DATE	SIGNATURE OF SUPERVISOR			
Willie Keean		23 Mar. 56	Willie Keean			
PERIODIC STEP INCREASE - CERTIFICATION						

SECRET

PERSONNEL FOLDER

PERS. NO.  
1 MAR. 56

560



**STANDARD FORM 13 (16 PARTS)**

**CENTRAL INTELLIGENCE AGENT**

P.C. 19 Apr 57  
lwl C-7673

## **NOTIFICATION OF PERSONNEL ACTION**

PERSONNEL ACTION			
1. NAME (Last-First-Middle-Other Given Name, Initials) AND SSN/DOB		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.
MR. THOMAS J. KEEGAN 126070		29 Jun 1930	4. DATE 20 May 1957
This is to notify you of the following action affecting your employment:			
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
EXCEPTED APPOINTMENT		13 20 May 1957	50 DECA 403-3
FROM		TO	
8. POSITION TITLE		9. SERVICE SERIES, GRADE, SALARY	
JOE U-748.16		GS-0090.01-7 \$4525.00 per annum	
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS	
281000		Washington, D. C.	
12. FIELD OR DEPT'L		FIELD	
DEPARTMENTAL		X DEPARTMENTAL	
13. VETERAN'S PREFERENCE			
None	WWII	OTHER S. PT.	10 POINT
	X		
14. POSITION CLASSIFICATION ACTION		15. LEGAL RESIDENCE	
NEW	VICE	I. A.	REAL
16. APPROPRIATION		17. SUBJECT TO C. B. RETIREMENT ACT (1950)	
SEX: M	FROM: TO:	Yes	18. DATE OF APPOINT- MENT/REFUGAVIT (CLASSIFICATIONS ONLY) 21 May 1957
20. REMARKS:  AC-078 Subject to the satisfactory completion of a medical examination. Subject to the satisfactory completion of a trial period of one year.		19. LEGAL RESIDENCE <input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVOC STATE:	
DOD: 05/20/57 CHIEF: 05/20/57 LCD: 05/20/57 SCD: 01/29/53		21. EOD 05/20/57  POSTED 3 MAY 1957	
PSI due 06/01/58			
ENTRANCE PERFORMANCE RATINGS:			
Director of Personnel			
4. PERSONNEL FOLDER COPY			

## ENTRANCE PERFORMANCE RATINGS

### **Director of Personnel**

**4. PERSONNEL FOLDER COPY**

U. S. GOVERNMENT PRINTING OFFICE: 1900-1901

CONFIDENTIAL  
CLASSIFICATION

## FITNESS REPORT

## GENERAL INFORMATION

1. EMPLOYEE NUMBER <b>026090</b>	2. NAME (Last, First, Middle) <b>Keenan, Thomas J.</b>	3. DATE OF BIRTH (MM/DD/YY) <b>29 Jun 30</b>	4. GRADE/RSR <b>GS-15 DOB</b>
5. CURRENT POSITION <b>Ops Officer, DCNef</b>	6. EFFECTIVE DATE POSITION <b>DDO/LA/OIPS</b>	7. ORGANIZATION <b>Headquarters</b>	8. PERIOD OF REPORT <b>X MOS.</b>
11. TYPE OF APPOINTMENT  <input checked="" type="checkbox"/> CARRIER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY  <input type="checkbox"/> CONTRACT <input type="checkbox"/> SPECIAL <input type="checkbox"/> OTHER		12. TYPE OF REPORT  <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT  <input type="checkbox"/> REPORTING PERIOD FROM TO <input type="checkbox"/> DATE REPORT DUE TO <b>1 Jun 77 - 3 Dec 77    January 1978</b>	

## SECTION B

## QUALIFICATIONS UPDATE

If qualifications update form is being submitted with changes, and is attached to this report, place the word "YES" in the box to the right. If no changes are required, place the word "NO" in the box at right.

## SECTION C

## PERFORMANCE EVALUATION

- U- Unatisfactory**: 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 far exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

## SPECIFIC DUTIES

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

SPECIFIC DUTY NO. 1

RATING LETTER

SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT

SPECIFIC DUTY NO. 2

RATING LETTER

SPECIFIC DUTY NO. 3

RATING LETTER

SPECIFIC DUTY NO. 4

RATING LETTER

SPECIFIC DUTY NO. 5

RATING LETTER

SPECIFIC DUTY NO. 6

RATING LETTER

## OVERALL PERFORMANCE IN CURRENT POSITION

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

RATING LETTER

O

DB  
01/76FORM 45 USE PREVIOUS  
7-75 COPIESCLASSIFICATION  
CLASSIFIED

E2. IMPDET CL BY 19812



## CLASSIFICATION

## SECTION D

## NARRATIVE COMMENTS

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

SEE ATTACHED MEMORANDUM IN LIEU OF FITNESS REPORT

## SECTION E

## CERTIFICATION AND COMMENTS

## 1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

DATE  
11 January 1978OFFICIAL TITLE OF SUPERVISOR  
Deputy Chief, LA  
Southern RegionTYPED 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 1978SIGNATURE OF EMPLOYEE  
*John X. Keenan*

## 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.

(continued)

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

17 Jan 1978,

Deputy Chief,  
Latin America Division

George V. Lander

## 4. BY EMPLOYEE

I CERTIFY I HAVE SEEN THE ENTRIES IN ALL PERTINENT PARTS OF THIS REPORT. I HAVE ALSO ATTACHED A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S EVALUATION OF MY PERFORMANCE.

DATE

SIGNATURE OF EMPLOYEE

CLASSIFICATION

**CONFIDENTIAL**

4 JAN 1978

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: Thomas J. Keenan

1. During the first six weeks of the reviewing period, Mr. Keenan continued as Chief of the 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 for narcotics operations throughout the Division and for Cuba operations worldwide.

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

E2 IMPDET  
CL BY 19812

**CONFIDENTIAL**



~~CONFIDENTIAL~~

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

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

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

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

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

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

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

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

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

*Thomas J. Keenan*  
Thomas J. Keenan

*4/1 1958*  
Date

~~CONFIDENTIAL~~

COMMENTS OF REVIEWING OFFICIAL continued

While I personally handled the first week or so of the myriad problems associated with a wide-spread investigation of an alleged plot against President Carter, I subsequently turned the responsibility for it over to Mr. Keenan and he represented the Division with the DDCI, 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 three-man 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 medium-size Latin America Division Stations.

CONFIDENTIAL  
CLASSIFICATION

## FITNESS REPORT

## GENERAL INFORMATION

1. EMPLOYEE NUMBER <b>026090</b>	2. NAME (Last, First, Middle) <b>Keenan, Thomas J.</b>	3. DATE OF BIRTH <b>20 Jun 30</b>	4. SEX <b>M</b>	5. GRADE <b>GS-15</b>	6. SD <b>DQB</b>
7. OFFICIAL POSITION TITLE <b>Operations Officer, Ch</b>	8. OFF/DIV/BR OF ASSIGNMENT <b>DDO/LA/MCA</b>	9. CURRENT STATION <b>Headquarters</b>	10. TIME (EDT/ET) <b>MOS. OF</b>		
11. TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		12. TYPE OF REPORT <input checked="" type="checkbox"/> X ANNUAL <input type="checkbox"/> REASSIGNMENT <input type="checkbox"/> SPECIAL			
<input type="checkbox"/> CONTRACT <input type="checkbox"/> SPECIAL <input type="checkbox"/> OTHER		13. REPORTING PERIOD (FROM TO) <b>1 Jan 76-31 Dec 1976</b>		14. DATE REPORT DUE IN O.P. <b>January 1977</b>	

## SECTION B

## QUALIFICATIONS UPDATE

If qualifications update form is being submitted with changes and is attached to this report, place the word "YES" in the box to the right. If no changes are required, place the word "NO" in the box at right.

## 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 areas. 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 on their ability to supervise (indicate number of employees supervised).

## SPECIFIC DUTY NO. 1

RATING LETTER

SEE MEMORANDUM IN LIEU OF FITNESS REPORT.

## SPECIFIC DUTY NO. 2

RATING LETTER

## SPECIFIC DUTY NO. 3

RATING LETTER

## SPECIFIC DUTY NO. 4

RATING LETTER

## SPECIFIC DUTY NO. 5

RATING LETTER

## SPECIFIC DUTY NO. 6

RATING LETTER

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, responsiveness, pertinent personal traits or habits, and potential limitations of 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 closely reflects his level of performance.

RATING LETTER

S

ITEM 45 THIS FORM

CLASSIFICATION

13. IMPRT CL BY 056552

## SECTION D

CLASSIFICATION  
NARRATIVE COMMENTS

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

SEE MEMORANDUM IN LIEU OF FITNESS REPORT.

## SECTION E

## CERTIFICATION AND COMMENTS

## 1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

8

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

DATE

31 March 1977

OFFICIAL TITLE OF SUPERVISOR

Deputy Chief, Latin  
America Division

TYPED OR PRINTED NAME AND SIGNATURE

George V. Lauder

## 2. BY EMPLOYEE

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

DATE

11 April 77

SIGNATURE OF EMPLOYEE

*George V. Lauder*

## 3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

7/17/77

OFFICIAL TITLE OF REVIEWING OFFICIAL

Chief, Latin America  
Division

TYPED OR PRINTED NAME AND SIGNATURE

Raymond A. Barron

## 4. BY EMPLOYEE

EFFECTIVELY I HAVE SEEN THE ENTRIES IN ALL SECTIONS  
OF THIS REPORT. I HAVE  HAVE NOT  ATTACHED  
A STATEMENT CONCERNING THE REVIEWING OFFICIAL'S  
EVALUATION OF MY PERFORMANCE.

SIGNATURE OF EMPLOYEE

CLASSIFICATION

00  
11/17/77

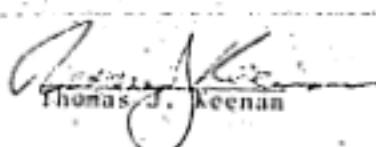
CONFIDENTIAL

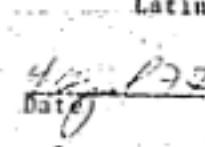
Branch Chief's attention, the other Stations, particularly Costa Rica, which has an active operational program, and the Guatemala Station, which also covers El Salvador, required regular attention and the lesser posts could not be neglected. The Branch performed well in these regards too. In short, I 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

  
Date  
4/2/77

SECRET  
CLASSIFICATION

## FITNESS REPORT

## SECTION A

## GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. DD
026090	Keenan, Thomas J.	29 Jun 30	M	GS-15	D
7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION	10. DIVISION/COM		
Chief of Station	DDO/LA/CAR	Kingston	NSC	DP	

11. TYPE OF APPOINTMENT					12. TYPE OF REPORT			
X	CAREER	RESERVE	CONTRACT	OTHER (SPM)	TEMPORARY	% ANNUAL	REASIGNMENT	SPECIAL

13. REPORTING PERIOD (FROM-TO)	14. DATE REPORT DUE IN O.P.
1 January 1975 - 31 December 1975	January 1976

## SECTION B

## QUALIFICATIONS UPDATE

If qualifications update form is being submitted with changes, and is attached to this report, place the word "YES" in the box to the right. If no changes are required, place the word "NO" in the box at right.

## SECTION C

## PERFORMANCE EVALUATION

U-Unsatisfactory

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

M-Marginal

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

P-Proficient

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

S-Strong

Performance is characterized by exceptional proficiency.

O-Outstanding

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

## SPECIFIC DUTIES

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

SPECIFIC DUTY 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

## NARRATIVE COMMENTS

## SECTION D

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

## SECTION E

## CERTIFICATION AND COMMENTS

## 1. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

20 April 1976

D/C/LA

/s/Raymond A. Warren

## 2. BY EMPLOYEE

STATEMENT CONCERNING THIS EVALUATION  
OF MY PERFORMANCE

DATE

SIGNATURE OF EMPLOYEE

HAVE ATTACHED

HAVE NOT ATTACHED

1 July 1976

/s/Thomas J. Keenan

## 3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See attached

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

20 April 1976

C/LA

/s/Richard S. Sampson

## 4. BY EMPLOYEE

I CERTIFY THAT I HAVE READ THE DISTRICT IN  
ALL PORTIONS 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 **two** other case officers at the Station. Its total complement was **7** 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; a good access agent operation against the PRC target, a one-on-one relationship between a Station officer and a Cuban Embassy officer, and further development and exploitation of a member of the ruling political party. Of these the latter turned out to be the most worthwhile. This agent provided useful information on key political developments in the Jamaican government and the government party relating to its growing relationship with the Cuban government. The relationship with the Cuban officer turned out badly since the Cuban pitched the Station officer rather than vice versa. During this period the PRC access agent was most promising and was the best operation of its kind against the PRC that the Division had.

Mr. Keenan's relations with the Embassy 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."

*Liaison 11/14/76*  
Raymond A. Warren  
Deputy Chief  
Latin America Division

SECRET

E2 1/P/ET  
CL BY 039560

14-00000  
S E C R E T

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

COMMENTS OF REVIEWING OFFICIAL

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

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

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

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

*Thomas J. Keenan*  
Thomas J. Keenan

*July 1976*  
Date

S E C R E T

## 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. GS-10 D
------------------------------	--	-------------------------------	-------------	-------------------	---------------

7. OFFICIAL POSITION TITLE  
Chief of Station8. OFF/DIV/BR OF ASSIGNMENT  
DDO/LA/CAR9. CURRENT STATION  
Kingston10. CODE (if any)  
HOB. DF.

## 11. TYPE OF APPOINTMENT

CAREER <input checked="" type="checkbox"/>	RESERVE <input type="checkbox"/>	CONTRACT <input type="checkbox"/>	OTHER (Spec.) <input type="checkbox"/>	TEMPORARY <input type="checkbox"/>	X ANNUAL <input checked="" type="checkbox"/>	REASSIGN- MENT <input type="checkbox"/>	SPECIAL <input type="checkbox"/>
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## 13. REPORTING PERIOD (7/01-10)

1 July 1974 - 31 December 1974

14. DATE REPORT DUE IN O.P.  
31 January 1975

## SECTION B

## QUALIFICATIONS UPDATE

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

## SECTION C

## PERFORMANCE EVALUATION

## U-Unsatisfactory

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

## M-Marginal

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

## P-Proficient

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

## S-Superior

Performance is characterized by exceptional proficiency.

## O-Outstanding

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

## SPECIFIC DUTIES

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

## SPECIFIC DUTY NO. 1

See Attached MEMORANDUM IN LIEU OF FITNESS REPORT

RATING LETTER

## SPECIFIC DUTY NO. 2

RATING LETTER

## SPECIFIC DUTY NO. 3

RATING LETTER

## SPECIFIC DUTY NO. 4

RATING LETTER

## SPECIFIC DUTY NO. 5

RATING LETTER

## SPECIFIC DUTY NO. 6

RATING LETTER

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance, 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 best reflects his level of performance.

RATING LETTER

S1

**SECTION D****CLASSIFICATION**  
**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 as provide best basis for determining future personnel action. Manner of performance of administrative or supervisory duties and cost consciousness in the use of personnel, 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 HAD NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION:

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
------	------------------------------	-------------------------------------

**2. BY EMPLOYEE**

STATEMENT CONCERNING THIS EVALUATION OF MY PERFORMANCE	DATE	SIGNATURE OF EMPLOYEE
---	------	-----------------------

HAVE ATTACHED     HAVE NOT ATTACHED

**3. BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

**See Attached MEMORANDUM IN LIEU OF FITNESS REPORT**

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

**4. BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN THE ENTRIES IN ALL SECTIONS OF THIS REPORT.	DATE	SIGNATURE OF EMPLOYEE
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**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 6 staff employees (including 2 communicators) and 1 contract employee for a total complement of 7.

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.

The Station has been changed from basically a liaison Station to a unilateral Station. Liaison has never been overly cooperative, but the present COS has continued to develop the liaison, and at the same time has moved out unilaterally. During the past year two access agents to the Chinese target have been recruited (one being among the best in the Division) and two access agents to the Cuban target. It has also acquired a penetration of the local service who is especially useful against the Chinese target. In addition, a surveillance team which was recruited in 1973 was developed and used to the extent possible. The Station has become more active than perhaps ever before in its history, with emphasis on the PRC and Cuban targets.

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

14-0006  
S E C R E T

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

Date

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

/s/Thomas J. Keenan

Thomas J. Keenan

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

*14 January 1975*  
HJKT-1902, 24 Jan 75

24 January 1975

Date

2  
S E C R E T

## CLASSIFICATION

## FITNESS REPORT

## GENERAL INFORMATION

## SECTION A

1. EMPLOYEE NUMBER 026090	2. NAME (last, first, middle) Keenan, Thomas J.	3. DATE OF BIRTH 30	4. SEX M	5. GRADE GS-14	6. DD FORM NO. 1610
7. OFFICIAL POSITION TITLE Chief of Station	8. OFF/DIV BR OF ASSIGNMENT DDO/NII/7	9. CURRENT STATION Kingston	10. CODE (if any) HQG	11. PERIOD OF	
12. TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> CONTRACT <input type="checkbox"/> OTHER (SPEC) 13. REPORTING PERIOD (Y/M-D) October 1973 - 30 June 1974			14. DATE REPORT DUE IN O.P. 15. TYPE OF REPORT Retirement <input checked="" type="checkbox"/> SUPERVISOR REASION MENT <input type="checkbox"/> SPECIAL		

## 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 action 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 (indicates number of employees supervised).

## SPECIFIC DUTY NO. 1

Chief of Station, Kingston

RATING LETTER

## SPECIFIC DUTY NO. 2

RATING LETTER

## SPECIFIC DUTY NO. 3

RATING LETTER

## SPECIFIC DUTY NO. 4

RATING LETTER

## SPECIFIC DUTY NO. 5

RATING LETTER

## SPECIFIC DUTY NO. 6

RATING LETTER

## OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, superordination, 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.

1 JUN 1974

RATING LETTER

S

## CONFIDENTIAL

<b>FITNESS REPORT</b>			NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.					
<b>SECTION A.</b>			<b>GENERAL INFORMATION</b>					
1. EMPLOYEE NUMBER 026090	2. NAME (last, first, middle) Keenan, Thomas J.	3. DATE OF BIRTH 29 Jun 30	4. SEX M	5. GRADE & SD GS-14 D				
7. OFFICIAL POSITION/TITLE Ops Officer, DCOS	8. OFF/DIV/SR OF ASSIGNMENT DDO/NH/3	9. CURRENT STATION Lima, Peru						
10. TYPE OF APPOINTMENT			11. TYPE OF REPORT					
CAREER CONTRACT	CAREER PROVISIONAL SPECIAL	RESERVE TEMPORARY	X ANNUAL	12. REPORTING PERIOD: (From-to) 1 Nov 1972 - 14 Sept 73	13. DATE REPORT DUE IN O.P. 18 Dec 73	REASSIGN- MENT	SPECIAL	
<b>SECTION B</b>								
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Prominent</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>								
<b>SPECIFIC DUTIES</b>								
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).								
<b>SPECIFIC DUTY NO. 1</b>							RATING LETTER S	
DCOS								
<b>SPECIFIC DUTY NO. 2</b>							RATING LETTER S	
ACOS								
<b>SPECIFIC DUTY NO. 3</b>							RATING LETTER O	
Senior Station Case Officer								
<b>SPECIFIC DUTY NO. 4</b>							RATING LETTER	
<b>SPECIFIC DUTY NO. 5</b>							RATING LETTER	
<b>SPECIFIC DUTY NO. 6</b>							RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>								
<p>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.</p> <p style="text-align: right;">18 Dec 73</p>								
							RATING LETTER S	

## CONFIDENTIAL

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position bearing in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Number of performance or 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	
DATE Not Dated o/a 10 Sep 1973		I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT <i>(Signature of Employee)</i> /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 DOOS, 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 <i>R. L. CONOLLY</i> Richard L. Connelly
--------------------------	--	--

CONFIDENTIAL

CONFIDENTIAL

SECTION C continued....

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

In running his own cases, Subject is meticulous and very thorough, preparing himself for eventualities as well as maximum disseminable information. He has personally handled two difficult cases while here and has gotten what there was to 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 cherub 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			
<b>SECTION A</b>				<b>GENERAL</b>			
1. NAME Keenan, Thomas J.	(Last) Keenan	(First) Thomas	(Middle) J.	2. DATE OF BIRTH 29 Jun 1930	3. SEX M	4. GRADE GS-14	5. SD D
6. OFFICIAL POSITION TITLE Deputy Chief of Station				7. OFF/DIV/BR. OF ASSIGNMENT DDP/WII/3	8. CURRENT STATION Lima		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY				10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (EXPLANATORY)			
11. CAREER-PROVISIONAL (See Instructions - Section C)				12. REASSIGNMENT SUPERVISION <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE			
13. SPECIAL (SPECIFIC)				14. SPECIAL (SPECIFIC)			
11. DATE REPORT DUE TO O.P. 31 December 1972				15. REPORTING PERIOD (From To) 19 May 1972 - 31 October 1972			
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b>							
<p><b>U-Unatisfactory</b>      Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b>      Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b>      Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Superior</b>      Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b>      Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Deputy Chief of Station				RATING LETTER S			
SPECIFIC DUTY NO. 2 Acting Chief of Station				RATING LETTER S			
SPECIFIC DUTY NO. 3 Senior Station Case Officer				RATING LETTER O			
SPECIFIC DUTY NO. 4				RATING LETTER			
SPECIFIC DUTY NO. 5				RATING LETTER			
SPECIFIC DUTY NO. 6				RATING LETTER 16 NOV 1972 MMI			
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
<p>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.</p>							
				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 best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, time, 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

BY SUPERVISOR

2.

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

S E C R E T

Section C continued.....

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

Subject deserves the highest marks for his handling of several of the Station's problem cases, one a high level Government penetration considerably nervous about being an agent at all, another a foot-dragging egotist. Both of these important cases require quick thinking, gentle persuasion, and an adroit persistence in pushing BECROWN's interests (offensive and defensive) in the midst of a welter of competing factors. Where a light but firm touch is needed, this officer cannot have many equals.

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

S E C R E T

## SECRET

(Date Filled Out)

## FITNESS REPORT

EMPLOYEE SERIAL NUMBER  
026090

## SECTION A

## GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. TO
Keenan, Thomas J.	29 Jun 1930	M	GS-14	D
6. OFFICIAL POSITION TITLE	7. OFFICER/TYPE OF ASSIGNMENT	8. CURRENT STATION		
Deputy Chief of Station	DDP/BII/3	Lima, Peru		
9. CHECK IN TYPE OF APPOINTMENT	10. CHECK IN TYPE OF REPORT			
CAREER	RESERVE	TEMPORARY	INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISION
CAREER-PROVISIONAL (See Instructions - Section C)			ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE
SPECIAL (Specify)			SPECIAL (Specify)	

11. DATE REPORT DUE IN GR.

12. REPORTING PERIOD (From - To)

1 January 1972 - 18 May 1972

## SECTION B

## PERFORMANCE EVALUATION

<u>Unsatisfactory</u>	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action should range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe actions taken or proposed in Section C.
<u>M Marginal</u>	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.
<u>Potential</u>	Performance is satisfactory. Desired results are being produced in the manner expected.
<u>Satisfactory</u>	Performance is characterized by exceptional proficiency.
<u>O-Exceeding</u>	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
Deputy Chief of Station and Acting Chief of Station in Absence of the COO	B
SPECIFIC DUTY NO. 2	RATING LETTER
Supervision of Project covering penetration of government military services and principal political party of the opposition. Case officer for some of the agents in the project.	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

B



**SECRET**

Form Filled Out

**SECTION C**

**NARRATIVE COMMENTS**

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

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

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

**SECTION D**

**CERTIFICATION AND COMMENTS**

1.

**BY EMPLOYEE**

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

DATE:

16 May 1972

**SIGNATURE OF EMPLOYEE**

/s/ Thomas J. Keenan

2.

**BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

7

DATE:

**OFFICIAL TITLE OF SUPERVISOR**

16 May 1972

COS

**TYPED OR PRINTED NAME AND SIGNATURE**

/s/ Stewart Burton

3.

**BY REVIEWING OFFICIAL**

**COMMENTS OF REVIEWING OFFICIAL**

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

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

DATE:

13 November 1972

**OFFICIAL TITLE OF REVIEWING OFFICIAL**

Deputy Chief, WIF Division

**TYPED OR PRINTED NAME AND SIGNATURE**

Jamen E. Flannery

*Continued*

**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  
Form 5010-102

FITNESS REPORT				EMPLOYEE SERIAL NUMBER				
SECTION A				GENERAL				
1. NAME (Last) (First) (Middle)	(Name)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. TO			
Keenan, Thomas J.		29 June 1930	M	GS-14	D			
6. OFFICIAL POSITION TITLE	DCOS	7. OFFICE/BRANCH OF ASSIGNMENT	8. CURRENT STATION					
Ops Officer	DCOS	DUP/RH/1	Lima, Peru					
9. CHECK IN TYPE OF APPOINTMENT	10. CHECK IN TYPE OF REPORT							
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	REARRANGEMENT SUPERVISOR				
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	REARRANGEMENT EMPLOYEE				
SPECIAL (Indicate)			SPECIAL (Indicate)					
11. DATE REPORT DUE IN G.P.	12. REPORTING PERIOD (From - To)							
29 Feb. 72	1 October 1971 - 31 December 1971							
SECTION B PERFORMANCE EVALUATION								
<u>Unsatisfactory</u>	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.							
<u>Marginally</u>	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.							
<u>Partially</u>	Performance is satisfactory. Desired results are being produced in the manner expected.							
<u>Satisfactory</u>	Performance is characterized by exceptional proficiency.							
<u>Outstanding</u>	Performance is at exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.							
SPECIFIC DUTIES								
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).								
SPECIFIC DUTY NO. 1	Deputy Chief of Station and Acting Chief of Station in absence of the COO							RATING LETTER
	S							
SPECIFIC DUTY NO. 2	<b>Supervision of Project covering the penetration of government military services and principal political party of the opposition. Case officer for some of the agents in the project.</b>							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 influenced his effectiveness in his current position such as performance of specific duties; productivity; conduct on job; cooperativeness; 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**

*(This Field is  
Left Blank)*

**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses for or related to present 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 better basis for determining future personnel action. Managerial performance of managerial or supervisory duties and cost consciousness in the use of personnel, money, equipment and funds must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

In the brief three months Subject has been at the Station, he has moved rapidly not only to thoroughly acquaint himself with his specific responsibilities but also with all aspects of the Station's activities. His equitable nature, ability to deal successfully with people of all descriptions and dispositions and solid operational background make him a most welcome member of the Station staff. As COS, I am particularly grateful for his services.

Among his duties is that of supervising closely the activities of **two** junior officers - which he does extremely well. Being one who readily commands respect, they readily seek him out for advise and consultation and are learning much under his masterly tutelage.

Subject is also coordinating Station efforts to penetrate the military and is already achieving some positive results. A recent military recruitment was made by another officer closely assisted and encouraged by Subject. The latter is now handling this new source, which could well become one of the Station's most productive.

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.

**SECTION D**

**CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

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

DATE

SIGNATURE OF EMPLOYEE

7 January 1972

/s/ Thomas Keenan

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

3

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

7 Jan 72

COS

/s/ Stewart Burton

4.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the above ratings and comments. While it is indeed a little early to make truly valid and perceptive remarks, we have also noticed from our vantage point back here the steady influence Mr. Keenan has exerted on **two** 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.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

14 February 1972

Deputy Chief, KH/3

*Richard L. Connolly*  
Richard L. Connolly

**SECRET**

14-00000  
SECRET  
(Data Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER
				026090
<b>SECTION A</b>				
1. NAME <b>Keenan, Thomas J.</b>		2. DATE OF BIRTH <b>29 Jan 30</b>	3. SEX <b>M</b>	4. GRADE <b>GS 14</b>
5. OFFICIAL POSITION TITLE <b>Ops Officer</b>		6. DUTY/BS OF ASSIGNMENT <b>DDP/WH/3</b>		
7. CURRENT STATION <b>Bogota, Colombia</b>				
8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):		9. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYER SPECIAL (Specify):		
10. DATE REPORT DUE IN O.P. <b>1 April 1971</b>		11. REPORTING PERIOD (From - To) <b>1 April 1971 to 13 July 1971</b>		
<b>SECTION B</b> PERFORMANCE EVALUATION				
<b>U</b> -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 actions taken or proposed in Section C.				
<b>M</b> -Marginal      Performance is deficient in some aspect. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.				
<b>P</b> -Proficient      Performance is satisfactory. Desired results are being produced in the manner expected.				
<b>S</b> -Strong      Performance is characterized by exceptional proficiency.				
<b>O</b> -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.				
<b>SPECIFIC DUTIES</b>				
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).				
SPECIFIC DUTY NO. 1 <b>Conduct Station REDTOP operations</b>		RATING LETTER <b>S</b>		
SPECIFIC DUTY NO. 2 <b>Agent handling</b>		RATING LETTER <b>O</b>		
SPECIFIC DUTY NO. 3 <b>Development of new contacts and recruitment</b>		RATING LETTER <b>S</b>		
SPECIFIC DUTY NO. 4 <b>Operational reporting and project management</b>		RATING LETTER <b>O</b>		
SPECIFIC DUTY NO. 5 <b>Supervise one case officer and intel assistant</b>		RATING LETTER <b>S</b>		
SPECIFIC DUTY NO. 6 <b>Liaison with other INTPUR components</b>		RATING LETTER <b>S</b>		
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>				
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperation, 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.				
7 AUG 1971		RATING LETTER <b>S</b>		

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>				<b>GENERAL</b>	
1. NAME (Last) (First) (Middle) Keenan, Thomas J.			2. DATE OF BIRTH [S. SER] 29 Jun 1930 M		3. GRADE S. SD CS-14 D
4. OFFICIAL POSITION/TITLE Ops Officer			5. OFF/DIV/BR OF ASSIGNMENT DDP/WH		6. CURRENT STATION Bogota
7. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)			8. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify): REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYER		
9. DATE REPORT DUE IN O.P. 30 April 1971			10. REPORTING PERIOD (From To) 1 Jan 70 - 31 March 70		
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b>					
<p><b>U-Uncsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe actions taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1		RATING LETTER S			
Conduct Station REDTOP operations		D34			
SPECIFIC DUTY NO. 2		RATING LETTER O			
Agent handling		D62			
SPECIFIC DUTY NO. 3		RATING LETTER S			
Development of new contacts and recruitment		D615			
SPECIFIC DUTY NO. 4		RATING LETTER O			
Operational reporting and project management					
SPECIFIC DUTY NO. 5		RATING LETTER S			
Supervise one case officer and intel assistant					
SPECIFIC DUTY NO. 6		RATING LETTER S			
Liaison with other LNPURE components		28 APR 1971			
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
<p>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.</p>					
FORM 45 OBSOLETE PREVIOUS EDITIONS		RATING LETTER S			

SECRET

GPO:2013-092

## SECRET

Eman Fitterer Inc.

## 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. Anybody, except those ratings given in Section B to provide best basis for determining future personnel action. General performance of managerial or supervisory duties and career development in the area of personnel, merit, responsibility, etc. must be commented on specifically. 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 Hdqrs evaluation stated: "The efforts against [PTL Soviets] show imagination and sound analysis, and reporting has improved greatly. The changes in the PTL are reasonable and the Station's support operations are well-tailored to provide information of use in programming human access to [the Soviets on the PTL]. 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

## BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE	OFFICIAL'S COMMENTS
12 April 1971	/s/ Thomas Keenan	

## 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
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## 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, percentably (cont)

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
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12 April 1971	COS	/s/ Dino J. Pionzio
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SECRET

S E C R E T

Continuation of Section C of Fitness Report on NIARCOS

enthusiasm, imagination and drive. He has built good photo and audio 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--a Soviet.

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 moderate-sized 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 JKLANC 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, 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 020080		
<b>SECTION A</b>					<b>GENERAL</b>		
1. NAME: (Last) (First) (Middle) <b>Keenan, Thomas J.</b>			2. DATE OF BIRTH <b>06/29/30</b>	3. SEX <b>M</b>	4. GRADE <b>GS-13</b>	5. RSD <b>D</b>	
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. ODP DIV/DRG OF ASSIGNMENT <b>DDP/WII/3</b>		8. CURRENT STATION <b>Bogota</b>		
9. CHECK (X) TYPE OF APPOINTMENT: <input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input checked="" type="checkbox"/> TEMPORARY <small>CAREER=PROVISIONAL (See Instructions - Section C)</small> <small>SPECIAL (Specify):</small>			10. CHECK (X) TYPE OF REPORT: <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		11. REASSIGNMENT SUPERVISOR <small>REASSIGNMENT EMPLOYEE</small>		
11. DATE REPORT DUE IN O.P. <b>15. SEPTEMBER 1968</b>			12. REPORTING PERIOD (From - To) <b>15 SEP 68 - 15 OCT 68</b>				
<b>SECTION B</b>					<b>PERFORMANCE EVALUATION</b>		
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.					
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).							
SPECIFIC DUTY NO. 1							RATING LETTER <b>O</b>
Conduct Station REDTOP Operations							RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 2							RATING LETTER <b>O</b>
Agent Handling							RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3							RATING LETTER <b>S</b>
Development of New Contacts and Recruitment							RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 4							RATING LETTER <b>S</b>
Operational Reporting And Project Management							RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5							RATING LETTER <b>S</b>
Supervise one case officer and intel assistant							RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 6							RATING LETTER <b>S</b>
Liaison with other LNPUK components							RATING LETTER <b>O</b>
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							RATING LETTER <b>O</b>
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties; productivity; conduct on job; cooperativeness; pertinent personal traits or habits; and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER <b>O</b>

## SECRET

## NARRATIVE COMMENTS

## SECTION C

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 code conscientiousness 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 in developing our REDTOP program to the point where we are promptly aware of the movements and activities of MIHARSHI personnel and now have a stable of access agents who are contributing regularly to our files of personality and vulnerability data on selected MIHARSHI targets. The files which he has set up are a model of organization and thoroughness. He has drawn on all aspects of the Station's work and potential to build his program.

During the year this officer has either personally, or through his agents, recruited five new access agents. He located, staffed and organized a new observation post. He completed work on a complicated prospective audio installation which finally aborted, due to uncontrollable factors. Meanwhile he continued to improve the production of his existing agents and the organization and smooth operation of his small section. He has done a good job of guiding another officer in his first attempts at FI work. 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)

## CERTIFICATION AND COMMENTS

## SECTION D

## BY EMPLOYEE

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

DATE	SIGNATURE OF EMPLOYEE
13 February 1970	/s/ Thomas J. Keenan

2. MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

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

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
13 February 1970	COS Officer	/s/ Wallace A. Mills

3. COMMENTS OF REVIEWING OFFICIAL. I fully concur with the rater's evaluation. Subject is the strongest officer at this Station and is one of the best operations officers I have encountered in my 18 years with the organization. We call your attention to HIBT-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. Pionzio

SECRET

SECRET

Reviewed by OP/PD/EAB

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 026090	
<b>SECTION A</b>				<b>GENERAL</b>	
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE 5. SD
KOJIIKI, Thomas J.		06/29/30		M	GS-13 D
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>		7. DPP/DIV/BR OF ASSIGNMENT <b>DDP/WH/3</b>		8. CURRENT STATION <b>Bogota</b>	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
CAREER	RESERVE	TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)			X ANNUAL	REASSIGNMENT EMPLOYEE	
SPECIAL (Specify)			SPECIAL (Specify)		
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - To) <b>1 April 1968 - 31 March 1969</b>			
<b>SECTION B: PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
<p>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 to indicate number of employees supervised.</p>					
SPECIFIC DUTY NO. 1				RATING LETTER	
<b>Conduct Station REDTOP Operations</b>				O	
SPECIFIC DUTY NO. 2				RATING LETTER	
<b>Assists COS as DeFacto Ops Chief</b>				O	
SPECIFIC DUTY NO. 3				RATING LETTER	
<b>Supervise one Intel Assistant</b>				S	
SPECIFIC DUTY NO. 4				RATING LETTER	
<b>Agent Handling</b>				O	
SPECIFIC DUTY NO. 5				RATING LETTER	
<b>Development of new contacts and Recruitment</b>				S	
SPECIFIC DUTY NO. 6				RATING LETTER	
<b>Operational Reporting</b>				- O	
<b>OVERALL PERFORMANCE IN CURRENT POSITION:</b>					
<p>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.</p>					
FORM 45 USE PREVIOUS EDITIONS 6-68		SECRET		RATING LETTER	

## SECRET

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. Also suggestions made for improvement of work performance. Give recommendations for training. Comment bears for determining future personnel action. Manner of performance of individual or organizational duties and case consciousness in the use of personal, space, equipment and tools 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 one outside contract agent, **Service as audio operation** and still found time to develop another particularly important new **audio operation** 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....

## BY EMPLOYEE

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

## DATE

SIGNATURE OF EMPLOYEE

4 Feb. 1969

/s/ Thomas J. Krenan

## BY SUPERVISOR

## 2.

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

## DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

4 Feb. 1969

Ops Officer, DCOS

BY REVIEWING OFFICIAL

/s/ Wallace A. Mills

## COMMENTS OF REVIEWING OFFICIAL

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

## DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

4 Feb. 1969

Chief of Station

/s/ Dino J. Pionzio

SECRET

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

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

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

Continuation of Fitness Report - Comments by Reviewing Official

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

SECRET

*When Fallist Fall*

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 02609C
SECTION A			GENERAL			
1. NAME <b>Keanan, Thomas J.</b>		2. DATE OF BIRTH <b>June 1930</b>		3. SEX <b>M</b>	4. GRADE <b>GS-13</b>	5. R.R. <b>D</b>
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>		7. OFF/DIVISION OF ASSIGNMENT <b>DDP/KH/3</b>		8. CURRENT STATION <b>Bogota, Colombia</b>		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (SPECIFY) <b>SPECIAL (SPECIFY)</b>			
11. DATE REPORT DUE IN O.P. <b>31 May 1968</b>			12. REPORTING PERIOD (From - To) <b>1 January - 20 May 1968</b>			
SECTION B PERFORMANCE EVALUATION						
<p><b>E - Basic</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment, or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
<b>SPECIFIC DUTIES</b>						
<p>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).</p>						
<b>SPECIFIC DUTY NO. 1</b> <b>Agent handling and exploitation</b>						
RATING LETTER <b>S</b>						
<b>SPECIFIC DUTY NO. 2</b> <b>Management of and guidance to two unilateral surveillance teams</b>						
RATING LETTER <b>S</b>						
<b>SPECIFIC DUTY NO. 3</b> <b>Operational management of project activities</b>						
RATING LETTER <b>S</b>						
<b>SPECIFIC DUTY NO. 4</b> <b>Operational (including contact) reporting</b>						
RATING LETTER						
<b>SPECIFIC DUTY NO. 5</b> <b>Contact and Cultivation Activities</b>						
RATING LETTER <b>P</b>						
<b>SPECIFIC DUTY NO. 6</b>						
RATING LETTER						
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>						
<p>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.</p>						
RATING LETTER <b>S</b>						

**SECRET**

(Rev. 1-22-64)

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

11 37 AM '68

MAIL ROOM

**SECTION D**

**CERTIFICATION AND COMMENTS**

1.

BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

14 May 68

/s/ Thomas J. Keenan

BY SUPERVISOR

2. MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

11 months

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

14 May 68

Deputy Chief of Station

/s/ Paul VanVoor

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur with the letter rating of the rating officer.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

14 May 68

Chief of Station

/s/ Richard Simpson

**SECRET**

**SECRET**

(This Form Valid To)

**FITNESS REPORT**

EMPLOYEE SERIAL NUMBER

026090

**SECTION A**

1. NAME			2. GRADE	3. SD
Keenan, Thomas J.			June 1950	M
4. OFFICIAL POSITION TITLE			5. OFFICER OR ASSIGNMENT	
Ops Officer			XX	Bogota
6. CHECK IN/TYPE OF APPOINTMENT			7. CHECK IN/TYPE OF REPORT	
XX CAREER		RESERVE	TEMPORARY	INITIAL
CAREER/PROVISIONAL (See Instructions - Section C)				ASSIGNMENT SUPERVISOR
SPECIAL (Specify)		XX ANNUAL		ASSIGNMENT EMPLOYEE
8. DATE REPORT DUE IN G.P.			9. REPORTING PERIOD (From - To)	
28 February 1968			1 July-31 December 1967	

**SECTION B**

10. RANK	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment, or to separation. Describe action taken or proposed in Section C.
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.
S - Superior	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 their duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).

SPECIFIC DUTY NO. 1

Agent handling and exploitation

RATING LETTER

B

SPECIFIC DUTY NO. 2

Direction of Covert Action (propaganda) activities

RATING LETTER

B

SPECIFIC DUTY NO. 3

Operational management of project activities

RATING LETTER

B

SPECIFIC DUTY NO. 4

Operational, including contact, reporting

RATING LETTER

B

SPECIFIC DUTY NO. 5

Contact and cultivation activities

RATING LETTER

P

SPECIFIC DUTY NO. 6

*[Signature]*

RATING LETTER

B

**OVERALL PERFORMANCE IN CURRENT POSITION**

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, co-operation, judgment, personal traits of desire, 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

## NARRATIVE COMMENTS

## SECTION C

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of weak performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify information given in section B to provide best basis for determining future personnel action. Block of performance of manager or MGR/MANAGER and cost consciousness in the use of personnel, materiel, equipment and funds must be commented on, if applicable. If every space is needed to complete section C, attach a separate sheet of paper.

This employee has been at this station since June 1967 and has been assigned the following operational duties: he has started from scratch the organization of a second, **unilateral surveillance team** consisting of **one principal agent** and **three foot surveillants and investigators**; he is giving guidance and direction to one WOLADY contract agent who, in turn, handles Station's WOLADY programs in the press and student fields; he also gives guidance and additional on-the-job training to a contract agent of Venezuelan nationality who is used in recruitment approaches, the handling of out-of-town penetrations of subversive groups, and in a support capacity.

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

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

(Continued on annex)

## SECTION D

## CERTIFICATION AND COMMENTS

## 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
NUMBER 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	Paul Van Marx

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 base officer who possesses an excellent knowledge of tradecraft and requires little or no supervision to carry out his assignments. His work is of an excellent quality and he has proved to be a definite asset to this station. His only area of weakness is that he must be more assertive and aggressive in developing operational contacts of use to the Station. This has been discussed with him and he is planning to devote more effort in the future to correct this weakness.

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

SECRET

**SECRET**

*Annex to Fitness Report*

*Section C, continued*

*He has demonstrated an excellent sense of cost consciousness.*

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

**SECRET**

SECRET

(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 026090
<b>SECTION A</b>						
<b>GENERAL</b>						
1. NAME <b>Keanan, Thomas J.</b>		2. DATE OF BIRTH <b>June 1930</b>	3. SEX <b>M</b>	4. GRADE <b>GS-12</b>	5. SD <b>D</b>	
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>		7. OFF/ DIV/ BR OF ASSIGNMENT <b>DDP/WH/FI</b>	8. CURRENT STATION <b>HO</b>			
9. CHECK (X) TYPE OF APPOINTMENT <b>CAREER</b> <input checked="" type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/>		10. CHECK (X) TYPE OF REPORT <b>INITIAL</b> <input type="checkbox"/> REASSIGNMENT SUPERVISOR <b>ANNUAL</b> <input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE <b>SPECIAL (Specify)</b> <input type="checkbox"/>				
11. DATE REPORT DUE IN O.P. <b>31 January 1967</b>		12. REPORTING PERIOD (From - To) <b>1/66 - 12/66</b>				
<b>SECTION B</b> PERFORMANCE EVALUATION						
<p><b>W - Marg.</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment, or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
<b>SPECIFIC DUTIES</b>						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1 <b>Assists C/WH/FI in providing day-to-day staff supervision and guidance to FI/CI activities in the WH area.</b>						RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 2 <b>Reviews and analyzes CI/FI projects in WH Division and prepares comments, based on his findings, for the senior officers of the Division.</b>						RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 3 <b>On basis of continuing review of operational traffic, calls attention to actual or potential difficulties and makes recommendations for improvements.</b>						RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 4 <b>Drafts guidances and other correspondence.</b>						RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 5 <b>Represents C/WH/FI in meetings and on committees.</b>						RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 6						RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER <b>S</b>

## SECRET

(This section is optional)

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

FEB 15 // 05 84

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

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

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

## SECTION D

## CERTIFICATION AND COMMENTS

1.

## BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

31 January 1967

*Thomas Polgar*

2.

## BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

18

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

31 January 1967

C/WII/PI

*Thomas Polgar*

3.

## BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

This has my full concurrence. This officer has considerable potential.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

3 February 1967

WH/EXO

*D. C. Marelius*

SECRET

SECRET

(When Filled In)

CSP 1400 FORM NUMBER

026090

## FITNESS REPORT

<b>SECTION A</b>				<b>GENERAL</b>			
1. NAME <b>KEENAN, Thomas J.</b>		2. DATE OF BIRTH <b>29 Jun 30</b>		3. SEX <b>M</b>	4. GRADE <b>GS-12 D</b>	5. SD <b>DDP/WH/</b>	6. CURRENT STATION <b>FI Headquarters</b>
7. OFFICIAL POSITION TITLE <b>Ops Officer</b>				8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY - CAREER-PROVISIONAL (See Instructions - Section C) - SPECIAL (Specify) 9. DATE REPORT DUE IN O.P. <b>1 Jan - 31 December 1965</b>			
10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify)				11. REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE			
12. REPORTING PERIOD (From- To) <b>1 Jan - 31 December 1965</b>							
<b>SECTION B</b> <b>PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b>      Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b>      Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b>      Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b>      Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b>      Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
<p>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).</p>							
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 <b>S</b>	
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 <b>S</b>	
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 <b>S</b>	
SPECIFIC DUTY NO. 4		Drafts guidances and other correspondence.				RATING LETTER <b>P</b>	
SPECIFIC DUTY NO. 5		Represents C/WH/FI in meetings and on committees.				RATING LETTER <b>S</b>	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
<p>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 assignment which most accurately reflects his level of performance.</p> <p><b>21 DEC 1965</b></p>							
Rating Letter <b>S</b>							

## SECRET

SECTION C  
NARRATIVE COMMENTS

## OFFICE OF PERSONNEL

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

## IFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.		
DATE	SIGNATURE OF EMPLOYEE	
16 Dec 65	<i>Donald C. Marelius Jr.</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
3		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
16 Dec '65	C/WH/PI	<i>Thomas Polgar</i> Thomas Polgar
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		

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

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPE OR PRINTED NAME AND SIGNATURE
16 December 1965	WH/Executive Officer for DC/BHQ	<i>D. C. Marelius Jr.</i> Donald C. Marelius Jr. Jacob D. Estesline

SECRET

SECRET

(Form Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER --026090			
<b>SECTION A</b>				<b>GENERAL</b>			
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD	
KEENAN, Thomas J.		June, 1930		M	CS-12	D	
6. OFFICIAL POSITION TITLE		7. OFF DIVISION OR ASSIGNMENT		8. CURRENT STATION			
Op Officer		DDP/TH/P&O/A		Headquarters			
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT					
<input checked="" type="checkbox"/> CAREER	RESERVE	TEMPORARY	<input checked="" type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR			
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	<input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify)			SPECIAL (Specify)				
11. DATE REPORT DUE IN O.P. 31 January 1965		12. REPORTING PERIOD (From To) 30 November-31 December 1964					
<b>SECTION B</b>				<b>PERFORMANCE EVALUATION</b>			
<p>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>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).							
SPECIFIC DUTY NO. 1		READING IN TO CI WORK IN WH AND READING IN TO OPERATIONAL SUPPORT (AUDIO, SURVEILLANCE, INTERCEPT) WORK IN WH.					RATING LETTER S
SPECIFIC DUTY NO. 2							RATING LETTER
SPECIFIC DUTY NO. 3							RATING LETTER
SPECIFIC DUTY NO. 4							RATING LETTER
SPECIFIC DUTY NO. 5							RATING LETTER
SPECIFIC DUTY NO. 6							RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the right box corresponding to the standard which best adequately reflects his level of performance.							
22 JAN 1965							RATING LETTER S

SECRET

OFFICE OF PERSONNEL

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping overall performance. State suggestions made for improvement of work performance. Note foreign language competence, if required for current position. Amplify or elaborate, as given in Section B to provide basis for determining future personnel action. Manor 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

BY EMPLOYEE

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

DATE

SIGNATURE OF EMPLOYEE

31 December 1964

Thomas J. Keenan

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

1

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

DATE

31 December 1964

OFFICIAL TITLE OF SUPERVISOR

C/WH/PO/A

TYPED OR PRINTED NAME AND SIGNATURE

John Norton

1

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

15 January 1965

Deputy Chief, WHD

Luis A. Heredia

SECRET

SECRET

(Form Filled In)

1 Oct 1962

FITNESS REPORT				PERIOD OF SERVICE NUMBER			
<b>SECTION A</b>				<b>GENERAL</b>			
1. NAME		2. GRADE	3. DATE OF BIRTH	4. GRADE		5. GRADE	6. GRADE
Keenan, Thomas J.			29 June 1930	M	GS-10		S-8D
6. OFFICIAL POSITION TITLE		7. OFFICER/ENLISTED OR ASSIGNMENT		8. CURRENT STATION			
Ops Officer		DDP WH 3		Mexico			
9. CHECKED TYPE OF APPOINTMENT		10. CHECKED TYPE OF REPORT					
CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL <input type="checkbox"/>				REASSESSMENT SUPERVISOR REASSESSMENT EMPLOYEE	
CAREER-PROVISIONAL (See instructions - Section C)							
SPECIAL (Specify)							
11. DATE REPORT DUE IN D.D.P.				12. REPORTING PERIOD (From - To)			
				1 Oct, 1961 to 30 September 1962			
<b>SECTION B</b> PERFORMANCE EVALUATION							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment, or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Superior</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1		Complete responsibility for a highly sensitive, unilateral technical operation which involves supervision of twenty-five agents, including one senior (GS-13) career agent.				RATING LETTER S	
SPECIFIC DUTY NO. 2		Supervisory responsibility for a technical and investigating operation targeted primarily against the local Soviet official delegation. (Supervision of 11 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 SW link with the agent during those periods he is not in Mexico.				RATING LETTER S	
SPECIFIC DUTY NO. 5		Alternate (to COS) Case Officer for a LAURICLE project of continuing importance; also alternate Case Officer (to DCOS) for two important SUPPORT projects.				RATING LETTER P	
SPECIFIC DUTY NO. 6		Preparation of necessary memoranda, dispatches, project actions, and other correspondence attendant to the operations assigned.				RATING LETTER P	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							
700-45 OBSOLETE PREVIOUS EDITIONS.		SECRET				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 best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

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

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

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

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

**CERTIFICATION AND COMMENTS****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

**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

**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

State Department Promotion of

Thomas J. Keenan

1. The Department has informed this office that effective  
5 August 1962 subject employee was promoted from  
FSS-10, \$6450 to FSS-9, \$6695.
2. Request this notice be placed in the official folder  
of the employee concerned.

*J. MacLennan*

Chief, Central Cover Group

cc: Operating Component Compensation  
and Tax Accounts Branch

CONFIDENTIAL

~~SECRET~~  
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 26090																																																																	
SECTION A						GENERAL																																																																	
1. NAME <b>KEEGAN</b> Thomas 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/BR OF ASSIGNMENT WH/III/REXX																																																																			
8. CAREER STAFF STATUS <input checked="" type="checkbox"/> MEMBER      DEFERRED PENDING      DECLINED      DENIED			9. TYPE OF REPORT INITIAL      REASSIGNMENT/SUPERVISOR ANNUAL      REASSIGNMENT/EMPLOYEE SPECIAL (Specify)																																																																				
10. DATE REPORT DUE IN O.P. 30 November 1961		11. REPORTING PERIOD From 1 Dec 60 - 30 Sept 61																																																																					
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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 employer or 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 SECTION S, C, and D to provide the best basis for determining future personnel actions.

Oct 25 2:32 PM '61

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

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

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

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

**SECTION F****CERTIFICATION AND COMMENTS**

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

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

2. **BY SUPERVISOR**

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

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON:  
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS  
OTHER (Specify)

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

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	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
10 October 1961	2nd Division Chief of Section	/s/ J. King

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.		29 June 1930		Male	GS-9	
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFFICER OR ASSIGNMENT		
FI (Career)		Intelligence Officer		WHD/3		
8. CAREER STAFF STATUS		9. TYPE OF REPORT				
NOT ELIGIBLE PENDING	X	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/T/SUPERVISOR	
DECLINED		UNIFIED		X	ANNUAL	REASSIGNMENT/T/EMPLOYEE
10. DATE REPORT DUE IN G.P.		11. REPORTING PERIOD		SPECIAL (Specify)		
		Feb. 1960 - Dec. 1960				
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES						
<p>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 (medium number of employees supervised).</p>						
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		
4 - Competent		5 - Excellent		6 - Superior		
7 - Outstanding						
SPECIFIC DUTY NO. 1		SPECIFIC DUTY NO. 2		SPECIFIC DUTY NO. 3		
Asst. Case Officer in Supervision of sensitive technical operation involving approx. 30 persons		Case officer for operation covering, instructing and directing a REDCAP candidate.		Alternate Case officer for surveillance operation		
RATING NO. 7		RATING NO. 6		RATING NO. 6		
SPECIFIC DUTY NO. 4		SPECIFIC DUTY NO. 5		SPECIFIC DUTY NO. 6		
Alternate Case officer for LAURICLE Project		Alternate Case officer for technical project supporting overall Station operations.				
RATING NO. 7				RATING NO.		
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION						
<p>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.</p>						
<p>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.</p>						
RATING NO. 6						
SECTION D DESCRIPTION OF THE EMPLOYEE						
<p>In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.</p>						
1 - Least possible degree		2 - Limited degree		3 - Normal degree		
4 - Above average degree		5 - Outstanding degree				
CHARACTERISTICS		NOT APPLICABLE		NOT SERVED		
GETS THINGS DONE				1	2	
RESOURCEFUL				3	4	
ACCEPTS RESPONSIBILITIES				5		
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						
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 ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS					X	
OTHERS (Specify)						

SEE SECTION "E" ON REVERSE SIDE

FORM 45 (Obsolete Previous Editions)

**SECRET**

SECRET

## OFFICE OF PERSONNEL

(When Filled In)

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is a young, aggressive Case Officer assigned to Station 6 since 3 February 1960. Prior to his assignment to this post, he was a J.O.T. 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

## BY EMPLOYEE

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

DATE 19 December 1960	SIGNATURE OF EMPLOYEE /s/ Thomas J. Keenan
--------------------------	---

2. BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 10 months.	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON	
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify)	

DATE 19 December 1960	OFFICIAL TITLE OF SUPERVISOR IO/PI	TYPED OR PRINTED NAME AND SIGNATURE /s/ Frank R. Estancons
--------------------------	---------------------------------------	---

3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I SHOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I SHOULD 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 19 December 1960	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /s/ Winston M. SCOTT
--------------------------	--	---

SECRET

DEPARTMENT OF STATE FOREIGN SERVICE INSTITUTE LANGUAGE PROFICIENCY REPORT ACHIEVEMENT RATING		NAME <b>KENNAN, Thomas J.</b>			
		GRADE <b>DS-9</b>			
		ARMED FORCES <b>Amy</b>			
		PLACE <b>PSI, Washington, D.C. 20540</b>			
LANGUAGE COURSE		DATES COVERED BY COURSE FROM <b>9-21-52</b> TO <b>1-5-60</b>			
Spoken Spanish					
CLASS HOURS PER WEEK	LENGTH OF COURSE	AMOUNT COMPLETED			
<b>30</b>	<b>16 weeks</b>	<b>15 weeks</b>			
MONTHS	MONTHS	MONTHS			
COURSE MATERIAL		NO OF UNITS TO COURSE	NO OF UNITS COMPLETED		
<b>PUI Spanish - Basic Course</b>		<b>60</b>	<b>45</b>		
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	C	D	E
GRAMMATICAL ACCURACY	A	B	C	D	E
ASSIMILATION OF VOCABULARY	A	B	C	D	E
CONTROL OF FIXED UTTERANCES	A	B	C	D	E
WRITING SYSTEM					
SIGHT READING OF MATERIAL COVERED	A	B	C	D	E
SIGHT 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 ACHIEVEMENT RATING					
NATURAL LANGUAGE APITUDE	A	B	C	D	E
MOTIVATION	F	B	C	D	E
NO OF STUDENTS IN CLASS	STANDING OF STUDENT IN CLASS	OVERALL ACHIEVEMENT			
<b>11</b>	<b>lower third</b>	<b>A</b> REGULAR <input checked="" type="checkbox"/> IRREGULAR			
REASONS FOR IRREGULAR ATTENDENCE					
TO ACHIEVE MINIMUM ABSOLUTE RATING OF B-3 AND B-3 (REVERSE SIDE) THE FOLLOWING ADDITIONAL TRAINING OR EXPERIENCE IS NEEDED					
REVIEWED BY <b>Frank A. Rice</b> Head, Language Testing Unit	RATED B-3 <b>David A. Griffin</b> Linguistic Scientist				

See reverse side!

**LANGUAGE PROFICIENCY REPORT  
ABSOLUTE RATING**

For the first time, the  
Society of the Sons of the American Revolution, N.Y.

卷之三

三

#### **• Rating based on classroom performance.**

#### **ABSOLUTE GATTING**

- 1. The president by statute may issue executive orders.
  - 2. He has the right to issue executive orders which regulate the way in which his department or agency shall discharge their responsibilities.
  - 3. He can issue such executive orders as he deems necessary.
  - 4. Executive orders of the president are issued by the president himself.
  - 5. Executive orders of the president are issued by the president in accordance with the constitution.
  - 6. Executive orders of the president are issued by the president in accordance with the law.
  - 7. Executive orders of the president are issued by the president in accordance with the constitution and the law.
  - 8. Executive orders of the president are issued by the president in accordance with the constitution and the law.

Brang & Son  
Theatre Building Boston

1888-1890

SECRET  
(When Filled In)OCT  
1959

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
<b>SECTION A</b>					<b>GENERAL</b>	
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE
KEENAN, THOMAS J.			29 June 1930		Male	GG-9
5. SERVICE DESIGNATION			6. OFFICIAL POSITION TITLE		7. OFF/ DIV/ OR OF ASSIGNMENT	
D			One Officer		DDP/WI/III/C-A/DO	
8. CAREER STAFF STATUS			9. TYPE OF REPORT			
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR		
PENDING	DECLINED	DENIED	X ANNUAL	REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)		
31 October 1959		25 Jan 59 - 30 Sep 59				
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>						
<p>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).</p>						
1. Unsatisfactory		2. Barely adequate		3. Acceptable		4. Competent
SPECIFIC DUTY NO. 1		SPECIFIC DUTY NO. 2		SPECIFIC DUTY NO. 3		RATING NO.
Prepare draft replies for Stations' operational guidance.		Contact other Headquarters components in assisting the Stations operations.		Process FOA's and OA's for Costa Rica and Nicaragua and make necessary follow-ups.		.5
SPECIFIC DUTY NO. 4		SPECIFIC DUTY NO. 5		SPECIFIC DUTY NO. 6		RATING NO.
Process project renewals.		Process FOA's and OA's for Costa Rica and Nicaragua and make necessary follow-ups.				.5
SPECIFIC DUTY NO. 7		SPECIFIC DUTY NO. 8		SPECIFIC DUTY NO. 9		RATING NO.
Lend Stations operational support.		Lend Stations operational support.		Lend Stations operational support.		
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>						
<p>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.</p>						
<p>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.</p>						
RATING NO. 5						
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>						
<p>In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.</p>						
1. Least possible degree		2. Limited degree		3. Normal degree		4. Above average degree
5. Outstanding degree						
CHARACTERISTICS				NOT APPL-CABLE	NOT DO-SHED	RATING
GETS THINGS DONE						1 2 3 4 5
RESOURCEFUL						X
ACCEPTS RESPONSIBILITIES						X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X
DOES HIS JOB WITHOUT STRONG SUPPORT						X
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X
WRITES EFFECTIVELY						X
SECURITY CONSCIOUS						X
THINKS CLEARLY						X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X
OTHER (Specify)						X
SEE SECTION #E ON REVERSE SIDE						
FORM 45 OBSOLETE PREVIOUS EDITIONS						

SECRET

SECRET

OFFICE OF PERSONNEL

(When Filled In)

## SECTION E

## NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

27 PA '59

This individual is alert, conscientious and readily takes **MAIL ROOM** tasks and accomplished his objectives with thoroughness and discretion. He is a valuable asset and gets on well with his co-workers. He demonstrates signs 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 6 MONTHS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify)

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

30 September 1959

GDS OFFICER-Name, Com R

Walter Thalma

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

CAG/ST

Robert H. Cameron

SECRET

CONFIDENTIAL  
(When Filled In)

DATE OF TESTING

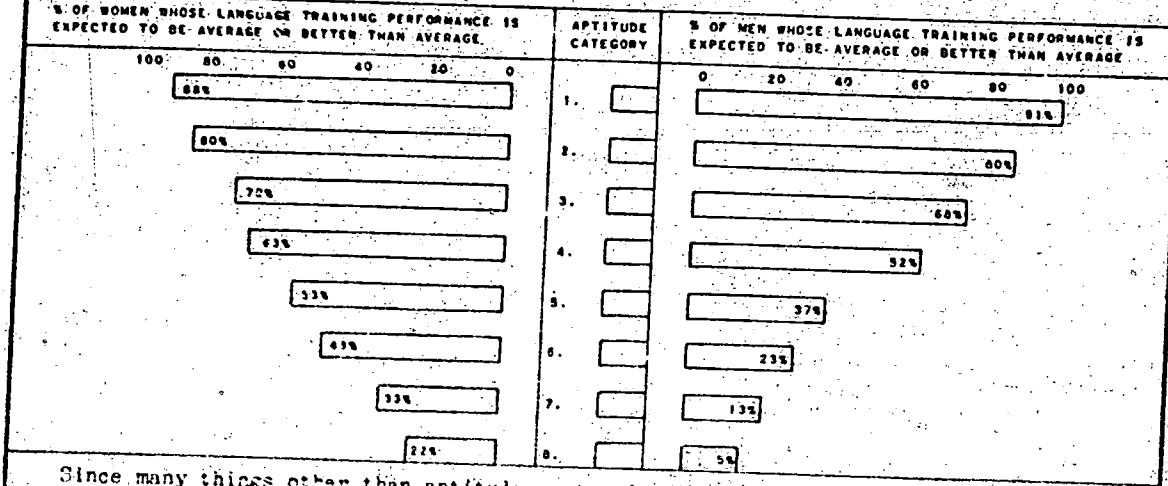
FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

NAME

OFFICE

GRADE  
PERIOD

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



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

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL			NONACADEMIC EXPERIENCE (1 year or more)	
MONTHS OF ACADEMIC TRAINING		OTHER	SUPERIOR IN WRITING	EXCELLENT IN WRITING
ONE MONTH	6 MONTHS	OTHER		
12	18			
DATE	POSITION OR CHIEF A&E STAFF 14 SEP 1969 A. E. STAFF			

Note: This report may be used as the individual's record.

13 1974

CONFIDENTIAL

STANDARD FORM NO. 64  
Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Personnel

DATE: 3 MAR 1959

FROM : Director of Training

SUBJECT: Summary of JOT Career of Thomas J. Keenan

1. Statement of Transfer

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

2. Basis for Selection by JOTP

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

3. Formal Training

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

4. On-the-Desk Training

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

5. Evaluation of the Subject's Training

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

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

6. JOTP Opinion of the subject.

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

*Matthew Baird*  
MATTHEW BAIRD

69-1-7A-368c

SECRET

(Form 5010-10)

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

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

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-170. 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.

1. NAME (Last) KEEGAN, (First) Thomas (Middle) J.		2. DATE OF BIRTH 29 June 1930	3. SEX M	4. SERVICE DESIGNATION ST
5. OFFICE/DIVISION/BRANCH OR ASSIGNMENT OTR/JOTP		6. OFFICIAL POSITION TITLE JOT		
7. GRADE OS-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) <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL		11. SUPERVISOR'S SUPERVISOR Willet L. Eccles	12. SPECIAL (Specify) C/JOPT/TR	

## SECTION B.

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

## A. CHECK (X) APPROPRIATE STATEMENTS:

THIS REPORT REFLECTS MY OWN OPINION OF THIS INDIVIDUAL.	13. INDIVIDUAL IS RATED "C" IN CT OR D. A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
X THIS REPORT REFLECTS THE COMBINED OPINION OF MYSELF AND PREVIOUS SUPERVISORS.	14. CANNOT CERTIFY THAT THE RATED INDIVIDUAL CAN BE EVALUATED HIS JOB PERFORMANCE BECAUSE (Specify).
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/JOPT/TR

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

BY	DATE
Postd Pos. Com	<i>MLA</i> 24 Feb 1958
Reviewed by	<i>MLA</i> 2/22/58

CONTINUATION ATTACHED SHEET

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

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

## SECTION C.

## JOB PERFORMANCE EVALUATION

## 1. RATING ON GENERAL PERFORMANCE OF DUTIES

SUPERVISOR: 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. HE DOES NOT PERFORM DUTIES ACCORDINGLY HE IS INCORRECT.
- 2. HE ALMOST DISAPPEARS IN PERFORMANCE, ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE OFTEN FAILS TO CARE FOR HIS RESPONSIBILITIES.
- 3. HIS PERFORMANCE OF HIS DUTIES OCCASIONALLY REVEALS SOME AREA OF DEFICIENCY.
- 4. HIS PERFORMANCE OF HIS DUTIES IS ACCEPTABLY OCCASIONALLY REVEALS SOME AREA OF DEFICIENCY.
- 5. HIS PERFORMANCE OF HIS DUTIES IS IN A COMPETENT, EFFECTIVE MANNER.
- 6. HIS PERFORMANCE OF HIS DUTIES IS OUTSTANDING IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO SUPERVISOR.

## COMMENTS:

SECRET

OFFICE OF PERSONNEL

(Form Filled In)

FEB 13, 1969 PH 58

## I. RATING OF PERFORMANCE OF SPECIFIC DUTIES

## DIRECTIONS:

- a. Rate in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include others or unimportant duties.
- b. Rate performance on each specified 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 supervisor those who supervise a secretary-only.
- d. Consider in your mind, when possible, the individual being rated with other individuals doing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING INTERNAL AUDITS	OPERATES RADIO	KEEPS DOORS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WITNESSES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

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

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
3 - PERFORMS THIS DUTY ACCEPTABLY	8 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 2	RATING NUMBER
Training Courses	5		
SPECIFIC DUTY NO. 2 Research on Communist Party Activities	5	SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 4	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 - COULD 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 TOarrant HIS SEPARATION
- 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 7 - EXCELLED BY ONLY A SLIGHT DIFFERENCE FROM OTHERS IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR SOME OTHER POSITION IN THE ORGANIZATION?  NO  YES

EXPLAIN FULLY:

SECRET

## SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

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

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

## SECTION E.

GENERAL			3. DATE OF BIRTH	4. SEX	6. SERVICE DESIGNATION
1. NAME <b>KEENAN, Thomas</b>	(Last) THOMAS	(First) Thomas	5. J.	29 June 1930	M ST
7. OFFICE/DIVISION/BRANCH OF ASSIGNMENT <b>CTR/JOTP</b>			8. OFFICIAL POSITION/TITLE <b>JOT</b>		
9. GRADE <b>GS-7</b>	10. DATE REPORT DUE IN OR <b>20 February 1958</b>		11. PERIOD COVERED BY THIS REPORT (Inclusive dates) <b>20 May 1957 - 20 February 1958</b>		
12. TYPE OF REPORT (Check one) <b>X INITIAL</b>	13. INITIAL <b>ANNUAL</b>	14. REASSIGNMENT-SUPERVISOR <b>REASSIGNMENT-EMPLOYEE</b>	15. SPECIAL (Specify)		

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED <b>AT THIS DATE</b> <b>3 Feb 1958</b>	2. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR <b>Willet L. Eccles</b>	3. SUPERVISOR'S OFFICIAL TITLE <b>C/JOTP/TR</b>
4. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO. <b>AT THIS DATE</b> <b>2/10/58</b>	5. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL <b>Robert B. Freeman</b>	6. OFFICIAL TITLE OF REVIEWING OFFICIAL <b>DDTR</b>

## SECTION G.

## ESTIMATE OF POTENTIAL

## A. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

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

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

## B. SUPERVISORY POTENTIAL

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

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

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
0	3	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professionals specialists of various kinds) where contact with immediate subordinates is frequent (First line supervisor)
0	0	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
0	0	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATIONS AND POLICY (Executive level)
0	2	OPEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
0	2	OPEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DISCRETE AND NEED CAREFUL COORDINATION
0	2	OPEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPERATING STAFF
0		OTHER (Specify)

SECRET

OFFICE OF PERSONNEL

B. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE Rated Employee HAS BEEN UNDER YOUR SUPERVISION.

Eight

Feb 13 3-04 PH '58

## C. COMMENTS CONCERNING POTENTIAL

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

## SECTION H.

## FUTURE PLANS

## 1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

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

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

## SECTION I.

## DESCRIPTION OF INDIVIDUAL

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

- 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
1	1. IS ABLE TO SEE ANOTHER'S POINT OF VIEW	2	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 RESPONSIBILITY	4	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	3	24. POKES BILL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. IS MORE OPEN 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. HODS DIVISION FOR FACTS	3	18. IS WORKHARD	4	28. HAS ADVICE-SEEKING CONFIDENTIAL STRUCTURE
4	9. DEFS THIMES HOME	4	19. INITIATES CLEARLY	4	29. FACILITATES SMOOTH OPERATIONS BY HIS OFFICE
3	10. CAN COMPETE WITH ENEMIES	4	20. COMPLETES ASSIGNED WORK WITHIN STATED STANDARDS OF TIME	4	30. PRACTICES REGULAR STRENGTH AND CONTINUOUS IMPROVEMENT

SECRET

14-0000

ADMINISTRATIVE — INTERNAL USE ONLY

TRAINING REPORT  
OFFICE OF TRAINING  
FUNCTIONAL TRAINING DIVISION

This certifies that Thomas J. Keenan (Q6002) 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

KEEGAN, THOMAS.

Digitized by srujanika@gmail.com

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

**SECRET**

(Form Filled In)

**REPORT OF SERVICE ABROAD**

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

SERIAL NO.	NAME		
LAST	FIRST	MIDDLE	
1-8 026090	(Pcs/Tdy) KEENAN	7-24 THOMAS	J.

**INSTRUCTIONS**

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

**PCS DATES OF SERVICE**

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

**TDY DATES OF SERVICE**

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

**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.

LA 21-77

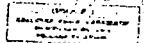
DOCUMENT DATE/PERIOD

10/29- 11/11/76

REMARKS

PREPARED BY	APPROVED AND SIGNED BY CONTROLLING DOCUMENT	ABOVE DATA CERTIFIED CORRECT...BASED UPON SOURCE DOCUMENT CITED
CCO C & S DIVISION, CDR, C & T DIVISION	DATE 10/27	SIGNATURE Mike Marano

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

FORM 1451a OBSOLETE PREVIOUS EDITIONS  
4-71**SECRET**

14-101

**SECRET**

(CIA/CIA Filled In)

(10)

**REPORT OF SERVICE ABROAD**

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

SERIAL NO.	LAST (Printed)	FIRST 7-24	MIDDLE J
1-4	026090	KEENAN	THOMAS

**INSTRUCTIONS**

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

**PCS DATES OF SERVICE**

ARRIVAL D/S			DEPARTURE D/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
23-26	27-28	29-30	31-32	33-34	35-36				
11/04/76						1 - PCS (Basic)	37	38 39	40-42
						2 - CORRECTION			
						3 - CANCELLATION			

**TDY DATES OF SERVICE**

ARRIVAL D/S			DEPARTURE D/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
MONTH	DAY	YEAR	MONTH	DAY	YEAR				
23-26	27-28	29-30	31-32	33-34	35-36				
						2 - TDY (Basic)	37	38 39	40-42
						3 - CORRECTION			
						4 - 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.

GUAT 1976 IN 090210

DOCUMENT DATE/PERIOD

4 NOV 76

REMARKS

PREPARED BY O.C.D. C.I.A. DIVISION, C.I.A. C.I.A. DIVISION	REPORT ANNOTATED ON CENTRAL DOCUMENT DATE 11-5-76	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED SIGNATURE S. Keenan, J. X2007
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER		

UNCLASSIFIED

CONFIDENTIAL

SECRET

## DEPUTY DIRECTOR FOR OPERATIONS

## ROUTING SHEET

TO:

	ACTION	INFO	DATE	INITIALS
1 DDO				
2 ADDO				
3 C/PLANS				
4 C/OPS				
5 C/SS				
6 C/CCS				
7 C/CI				
8 C/AF				
9 C/ICD				
10 C/DIVD				
11 C/EA				
12 C/EUR				
13 C/FR				
14 C/NE				
15 C/KA				
16 C/LA	CT-3 C/LA/MCA John Keenan	X	13 JUL 1976	JK
C/PERS	G-4			

SUSPENSE DATE 1 year OTR

## REMARKS:

The attached compliments, including a "thank you" from DDCI, are for Mr. Keenan.  
 P/S: see that they get into his file. Congratulations!  
 Thanks, [Signature]

## SIGNATURE

FBI/DOJ  
4-76

## 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/Soc.		
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.

EAK/woche

DCI/DDCI

14-05000



DEPARTMENT OF THE ARMY  
U.S. ARMY WAR COLLEGE  
CARLISLE BARRACKS, PENNSYLVANIA 17012

Executive Registry
76 - 2746

76 4568

IN REPLY REFER TO:  
Office of the Commandant

35 JUN 15

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

Dear Mr. Bush:

I am pleased to report that Mr. Keenan, 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 was a dual responsibility. On the one hand, he had to acquaint himself in considerable detail with the military aspects of national security with which, in most instances, he has had relatively little, if any, previous experience. To accomplish this requirement, he did extensive background research in the areas of military policy, military strategy, and defense management to keep abreast of his professional military colleagues. On the other hand, his foreign policy expertise was in heavy demand by his military colleagues. In consequence, his contribution to various international relations aspects of seminar group efforts tended to be disproportionately large. Moreover, as the sole civilian voice in a seminar group of fourteen highly experienced military officers, he also ensured that adequate weight was given



14-00000

Office of the Commandant  
Mr. George Bush.

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

Among the objectives of the curriculum is enhancing the competence of selected officers to assume command and leadership responsibilities and to function in key staff assignments in major Army, joint, and combined headquarters and in planning and policymaking positions at the seat of government. To achieve this and related objectives, the curriculum consists of three major segments: The Common Overview, the Electives Phase, and the Military Studies Program. The Common Overview segment includes four courses: The United States and the World Environment, Command and Management, Strategic Military Studies, and the Military Strategy Seminar. In the Elective Phase, students take at least four elective courses out of an offering of 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.

14-00000

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 17013

SEARCHED INDEXED  
76-7745

Office of the Commandant

83 JUL 78

# 43716 76-7745

Mr. George Bush  
Director  
Central Intelligence Agency  
Washington, DC 20503

Dear Mr. Bush:

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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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Office of the Commandant  
Mr. George Bush

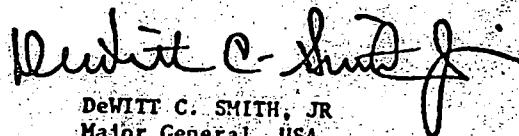
from the beginning. Somewhat quiet and reticent by nature, Mr. Keenan nonetheless was enthusiastic about the College's many offerings in his own low-keyed way. This soft-spoken demeanor masked a tough competitor, whether it was in seminar discussions or on the tennis courts, where he was a member of 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		YEAR OF BIRTH	GRADE	
Keenan, Thomas J.		1930	GS-15	
COD DATE	OFFICE	SERVICE DESIGNATION	NO. OF STUDENTS	
May 1957	DDO/LA	D	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  
12-74

CONFIDENTIAL

62 IMPDET CL BY 14 JUL 67 104-681

**ADMINISTRATIVE**  
Internal Use Only

## **REPORT OF SERVICE ABROAD**

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

SERIAL NO.		PUNCHED BY	NAME
1-0	LADY (PRINT)	1ST	MIDDLE
26090	Keecon	Chambers	J

## **INSTRUCTIONS**

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

**PCS DATES OF SERVICE**

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	O/P USE ONLY	COUNTRY	CODE
ROUTE	DAY	YEAR	ROUTE	DAY	YEAR				
25-26	27-28	29-30	31-32	33-34	35-36	1 : PCS (Basic)	37	30-39	30-48
						2 : CORRECTION			
						3 : CANCELLATION			
			070475				1	Jamaica	370

**TDY DATES OF SERVICE**

**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. <b>IN 623200</b>	DOCUMENT DATE/PERIOD <i>7 July 1875</i>	
REMARKS		
PREPARED BY SFC F.O. SQUADRON, CCRB.	REPORT SUBMITTED ON FOOTBALL DOCUMENT DATE <i>7/15/75</i>	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED SIGNATURE <i>H. A. [Signature]</i>
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER		

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

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2000-1980 BY NATION, INC. When Completed

OO



## CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

(Mission submits original and one copy directly to appropriate agency; retains one copy.)

## OFFICER BEING RATED

Chief, SRF

*Thomas Gerard*

PO#1

Kingston, Jamaica

## POSITION

Special Assistant to the Ambassador

GRADE

FSR-5

AGENCY

## RATING PERIOD

July 1, 1975

DATE OF REPORT

August 15, 1975

## SIGNATURE OF REPORTING OFFICER

*John Gerard*

TITLE

Ambassador

## SIGNATURE OF REVIEWING OFFICER

TITLE

## EVALUATION OF PERFORMANCE

Outstanding     Satisfactory     Unsatisfactory

Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives?     Yes     No    (If no, explain in detail below.)

Has he seen this report?     Yes     No    Officer left the post before preparation.

## NARRATIVE COMMENTS

(Attach additional sheets, if necessary for this section or for reviewing officer's comments.)

The incumbent is a quiet, low-key, but highly energetic and competent professional officer in his chosen field. He has discharged the responsibilities of his first more or less independent command in an outstanding way. His manner is always crisp and efficient, and as nearly as I can determine, he runs a tight ship while at the same time commanding both the affection and respect of his staff. His manner towards me has invariably been responsive and supportive. Given the inherent difficulties of the relationship, I have deliberately put pressure on him from time to time to determine his reactions. As a result, I am confident he has been fully candid with me and has shared any information which might be relative to my concerns and activities. We have been passing through a particularly difficult phase in Jamaican-US relations, in which the slightest misstep by any US Government agency, but particularly by the incumbent and his people, could have been seized upon to possibly embarrass this mission and the US Government. The incumbent has been sensitive to these dangers, has consulted with me at every turn and has taken whatever steps are possible to reduce the risk while still meeting basic requirements.

Beyond his professional specialty, the incumbent has been an important part of our Embassy family. As a member of the Country Team, he has always offered his views when asked if he felt he had a contribution to make, and I have often found them to be most helpful. He has also served as the mission's representative on the Board of the Priory School which most mission children attend. As such, he has made an

Form #1-37

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**2**

important contribution to the morale and well-being of the Embassy family and American community. Both he and his family have invariably been forthcoming with regard to community projects, and they will be sorely missed.

I expect that the incumbent will benefit from his year at the Army War College, and anticipate that he will be ready for assignments of substantially greater responsibility thereafter. I would hope he would be given serious consideration for promotion to the next higher grade as an early opportunity, and I have little doubt that he will eventually rise to the highest professional levels of his agency. It would give me pleasure to work with him again.

**SECRET - ROGER CHANNEL**

## SECRET

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE		DATE RECEIVED FROM HQ	RANK OF SUPERVISOR	DATE FROM WHICH RANK
Thomas J. Kuonan		26 Aug 74		
DATE RECEIVED AT HEADQUARTERS		DISPATCH NUMBER	DATE RECEIVED BY CAREER SERVICE	HQD BASE COMPONENT
10 September 1974		BKKT-1801		WII
DATE OF BIRTH	SERVICE SECTION	CURRENT POSITION AND GRADE	STATION OR BASE	CURRENT LODGE
29 June 30	D	COS, Kingston GS-15	Kingston	
TO BE COMPLETED BY EMPLOYEE				
1A. DATE OF HQS ARRIVAL IN FIELD	1B. REQUESTED DATE OF DEPARTURE	1C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	1D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
14 Sep 73	14 Sep 75	15 Sep 75	1 Nov 75	

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

7 Dependents (39, 17, 16, 15, 14, 13, 11)

3. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT.

I will have served continually in the field for over eight years upon completion of my present tour. In addition, I had a direct transfer to my present post after two years at my previous Station. Therefore, my family has had little exposure to the U.S. for some time. I would appreciate a tour in the U.S. in order to reorient my children to the educational environment and general lifestyle of their native land during

4. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (use special note on transmittal form) their formative teen-  
Chief of Station with responsibility for liaison age years.  
with senior level of local service, as well as with **Country Team** and  
other representatives of U.S. Government agencies. Direction of Station's  
operations and administrative functions. Running of unilateral opera-  
tions particularly against **Chinese, Cuban,** and local government targets.

5. TRAINING DESIRED:  
INSTITUTE AND 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.

SECRET

6. PREFERENCE FOR NEXT ASSIGNMENT

7a. 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.

7b. 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.

1 EXTEND TOUR \_\_\_\_\_ MONTHS AT CURRENT STATION TO \_\_\_\_\_ (04/74)

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

3 BE ASSIGNED TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION.  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

4 RETURN TO MY CURRENT STATION.

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

TO BE COMPLETED BY FIELD STATION

7c. 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 L. Berthold

FOR USE BY CAREER SERVICE

9. APPROVED ASSIGNMENT

10. EMPLOYEE NOTIFIED BY CIRCUIT NO. HJKS 1096 DATED 1 Oct 1974  
CABLE ACI 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.	LAST	FIRST	NAME
126090	(Polaris). 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 OFF NO. 50 REVISED.

## PCS DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	U/P USE ONLY	COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR			CODE	CODE
25-26	27-28	20-30	31-32	33-34	35-36			37	38-39
09	14	73				1			JAMAICA 370

## TDY DATES OF SERVICE

ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA	U/P USE ONLY	AREA(S)	
MONTH	DAY	YEAR	MONTH	DAY	YEAR			CODE	CODE
25-26	27-28	20-30	31-32	33-34	35-36			37	38-39
						4			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.

KNGS 18650

## DOCUMENT DATE/PERIOD

9/15/73

## REMARKS

PREPARED BY	REPORT ASSISTED BY	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
ECO.	CONTROLLER	
C & I DIVISION, CDSR.	DATE	SIGNATURE
C & I DIVISION	11/6/73	Thomas E. Philbrick

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 (two pounds only if S-1)	DATE (from Item S-1)	NAME OF SUPERVISOR (if applicable)	DATE (from Item S-2)
Thomas J. Keenan	9 Oct. 70	Wallace A. Mills	9 Oct. 70
DATE RECEIVED AT HEADQUARTERS:	DISPATCH NUMBER:	DATE RECEIVED BY CAREER SERVICE:	
15 Oct. 1970	HLBT 4677	5 Nov. 1970	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYST FOR CURRENT COVER
29/8/30		Ops Officer, GS-14	Bogota	LNCUFF
6. DATE OF PCS ARRIVAL IN FIELD	7. REQUESTED DATE OF DEPARTURE	8. EXPECTED DATE OF FIRST CHECK-IN AT HQ	9. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
30 July 1969	20 Aug 1971	28 Aug 1971	29 October 1971	

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

Total, 7 dependents: Ages 36, 13, 12, 10, 9, 8, 6

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENTS

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmitted form).  
(also attach personal cover questionnaire in accordance with CSI-F 260-8)

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. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

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

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

- EXTEND TOUR \_\_\_\_\_ MONTHS AT CURRENT STATION TO \_\_\_\_\_  
(DATE)
- BE ASSIGNED TO HQ/NSC FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.  
 1ST CHOICE W/H 2ND CHOICE W/H 3RD CHOICE W/H
- BE ASSIGNED TO ANOTHER STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION  
 1ST CHOICE Buenos Aires 2ND CHOICE Lima 3RD CHOICE San Jose
- RETURN TO MY CURRENT STATION

## TO BE COMPLETED BY FIELD STATION

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

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

## 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.

4 Mar 71 DATE C/W/H/Pers TITLE SIGNATURE H. L Berthold

## 14. APPROVED ASSIGNMENTS

## FOR USE BY CAREER SERVICE

15. EMPLOYEE NOTIFIED BY DISPATCH NO. \_\_\_\_\_ DATE/DISPATCH NO. \_\_\_\_\_

CABLE NO. \_\_\_\_\_ DATE/CABLE NO. \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_ TERMINATED: \_\_\_\_\_ DATE: \_\_\_\_\_

SECRET

**SECRET**  
(When Filled In)

## REPORT OF SERVICE ABROAD

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

SERIAL NO.	LAST	NAME
1-8 036090	(PRINT) KEENAN	FIRST Thomas
		MIDDLE <input checked="" type="checkbox"/> 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**

## **TOY DATES OF SERVICE**

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

SOURCE DOCUMENT AND CERTIFICATION

TRAVEL DOCUMENT AND CERTIFICATION	
TRAVEL VOUCHER	<input checked="" type="checkbox"/> DISPATCH
CABLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	
DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
HOLT-6764	8/14/73
REMARKS	

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
DCO		
C & L DIVISION, CTB.	DATE	SIGNATURE
C & T DIVISION		

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

**SECRET**

(FOR OFFICIAL USE)

**SERVICE ABROAD AGREEMENT****I. GENERAL**

IT IS UNDERSTOOD THAT YOU AGREE TO SERVE THE PERIOD OF SERVICE ABROAD PRESCRIBED IN SECTION III 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 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 <i>Thomas T. Keenan G3-14</i>		SD	D
II. TOUR OF DUTY ABROAD			
1. NAME OF POST OF ASSIGNMENT <i>Kingston, JAMAICA</i>			
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 20-18)	
		REQUESTED (UP TO ATTACHED) OPERATING OFFICIAL	
B. NONSTANDARD TOUR OF DUTY OF MONTHS PREVIOUSLY APPROVED PER HR 20-18.		CONCUR CAREER SERVICE      DEPUTY DIRECTOR	
OPERATING OFFICIAL <i>Lane Wray 70/1041/Kes</i>		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 3 ON THE REVERSE SIDE, YOU WILL (as prescribed in HR 32-3) 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 (OR WAS) TRANSITORY AND THAT SUCH OTHER PLACE IS YOUR Domicile OR HAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DWELLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.			

## SECRET

(When Filled In)

3. PHYSICAL DWELLING PLACE (Permanent Place of Residence unless address in Item 2 is approved in Item three)

FULL ADDRESS

Mr. Keenan is TDY in the Washington, D. C. Area between tours. He is presently staying at the Holiday Inn at Tysons Corner

4. OTHER PLACE REQUESTED (Proposed Permanent Place of Residence if different from Item 3)

FULL ADDRESS

Voting registration

42 E. FOLLOTTE ST.  
FOND DU LAC, WISCONSIN

CONCUR

DEPUTY DIRECTOR

DATE

APPROVED

APPROVED

DEPUTY DIRECTOR

DATE

DIRECTOR OF PERSONNEL

DATE

## IV. HOME LEAVE POINT

7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.

8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-30813 (C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.

## 9. DESIGNATION PER ITEM 7 ABOVE

FULL ADDRESS

42 E. FOLLOTTE ST.  
FOND DU LAC, WISCONSIN

## 10. DESIGNATION PER ITEM 8 ABOVE

FULL ADDRESS

CONCUR

DEPUTY DIRECTOR

DATE

APPROVED

DIRECTOR OF PERSONNEL

DATE

DEPUTY DIRECTOR

DATE

H. J. Leperman 10-2-73

## EMPLOYEE CERTIFICATION

I have read and understand my service obligations and travel entitlements as described in this agreement.

SIGNATURE OF EMPLOYEE

Vivian Allen

DATE  
Sept 21, 73

SECRET

14-00007  
  
SECRET

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pencil only if DAS)	DATE (from Item 5-2)	NAME OF SUPERVISOR (if applicable)	DATE (from Item 5-2)
Thomas J. Keenan	1 Feb 1973	Richard S. Welch	1 Feb 1973

DATE RECEIVED AT HEADQUARTERS:

DISPATCH NUMBER:

DATE RECEIVED BY COMINT SERVICE:

9 February 1973

HPLT-6460

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DECISION	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
29 Jun 30	D	DCOS, GS-14	Lima, Peru	LNBZZZ
6A. DATE OF PCS ARRIVAL IN FIELD	6B. REQUESTED DATE OF DEPARTURE	6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE	
XX 30 Sept 71	1 Aug 1974	20 Sept 1974	20 Sept 1974	

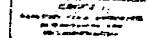
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU

Total 7: Ages 38, 16, 15, 13, 12, 11, 9

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENTS

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

DCOS and senior ops officer

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

## SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

Tell 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

12B. 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.  
(dated)

BE ASSIGNED TO WHD FOR A TOUR OF DUTY; INDICATE CHOICE OF DIVISION, STAFF OR OFFICE.  
 1ST CHOICE BUENOS AIRES 2ND CHOICE BRAZIL 3RD CHOICE AF

BE ASSIGNED TO ANOTHER FIELD STATION; INDICATE CHOICE OF GEOGRAPHIC AREA OR COUNTRY.  
 1ST CHOICE Buenos Aires 2ND CHOICE CARIBBEAN 3RD CHOICE Rio de Janeiro

RETURN TO MY CURRENT STATION

## TO BE COMPLETED BY FIELD STATION

13. 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

14. 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 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 IPES-3216.

DATE 29 Mar 73 BY C/HQ/Pers. SIGNATURE JKP

FOR USE BY CAREER SERVICE

## 15. APPROVED ASSIGNMENT:

16. EMPLOYEE NOTIFIED BY DISPATCH NO. IPES-3216 DATED 14 Feb 73

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

CAREER SERVICE REPRESENTATIVE: JKP DATED: \_\_\_\_\_

SECRET

**SECRET**

(When Filled In)

<b>REPORT OF SERVICE ABROAD</b>						<b>FILE</b>						
<b>TO:</b> Office of Personnel, Control Division, Statistical Reporting Branch <b>SERIAL NO.</b> 026070 <b>NAME</b> Kenneth James						PUS 11-1 D						
<b>INSTRUCTIONS:</b> 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.												
<b>PCS DATES OF SERVICE</b>												
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA			O/P USE ONLY		COUNTRY	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	1 - PCS (Basic)	2 - CORRECTION	3 - CANCELLATION	37	38 39	CODE	40-42
20-20	27-20	20-30	31-32	33-34	35-36						Peru	510
09	30	71										
<b>TDY DATES OF SERVICE</b>												
ARRIVAL O/S			DEPARTURE O/S			TYPE OF DATA			O/P USE ONLY		AREAS	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	2 - TDY (Basic)	3 - CORRECTION	4 - CANCELLATION	37	38 39	CODE	40-42
20-20	27-20	20-30	31-32	33-34	35-36							
<b>OFFICE OF PERSONNEL USE ONLY - PUNCH AREA</b>												
<b>SOURCE DOCUMENT AND CERTIFICATION</b>												
TRAVEL VOUCHER						DISPATCH						
CABLE						DUTY STATUS OR TIME AND ATTENDANCE REPORT						
OTHER (Specify)												
DOCUMENT IDENTIFICATION NO.			DOCUMENT DATE/PERIOD									
435675			30 Sept 1970									
REMARKS												
PREPARED BY			ABOVE ANNOTATED ON CONTROL DOCUMENT			ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED						
O.P.D. DIVISION, CFB			DATE			SIGNATURE						
C.B.T. Division			1/27/73			J.W.						
THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER												



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

**TRAINING REPORT**

Chief of Station Seminar No. 3-71

Participant: Keenan, Thomas

Office: WH

Grade : 14

**COURSE OBJECTIVES, CONTENT AND METHODS**

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

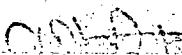
The Seminar is conducted as a series of open discussions with senior officers drawn from the offices, staffs and operating elements of all Directorates of the Agency. The intent is to provoke an exchange of views and sharing of experiences as well as to provide information on current policies, procedures,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

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

**ACHIEVEMENT RECORD**

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

**FOR THE DIRECTOR OF TRAINING:**

  
6 JUL 1971  
ALAN P. WHITE DATE

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

SECRET  
(Type or Print 2a)

## 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.

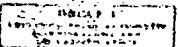
IF YOU TERMINATE YOUR PERMANENT ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES BEFORE YOU COMPLETE 12 MONTHS OF CREDITABLE SERVICE FOLLOWING THE DATE OF YOUR ARRIVAL ABROAD, YOU WILL BE REQUIRED TO REIMBURSE THE GOVERNMENT FOR ALL EXPENSES IT INCURS IN THE TRAVEL AND TRANSPORTATION OF YOU, YOUR DEPENDENTS, 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		SD	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 20-18)	
		REQUESTED (Type or Print) OPERATING OFFICIAL <i>TH F. Keenan</i>	
B. NONSTANDARD TOUR OF DUTY OF _____ MONTHS PREVIOUSLY APPROVED PER HR 20-18.		CONCUR CAREER SERVICE DEPUTY DIRECTOR APPROVED DIRECTOR OF PERSONNEL	
OPERATING OFFICIAL <i>TH F. Keenan</i>			

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 3 ON THE REVERSE SIDE, YOU WILL (a) SPECIFY THE COMMONWEALTH OF PUERTO RICO OR THE STATE OF YOUR PHYSICAL DWELLING 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 4 THE DESIGNATION OF ANOTHER PLACE AS YOUR PERMANENT PLACE OF RESIDENCE IF YOU CAN ESTABLISH THAT YOUR PHYSICAL DWELLING PLACE IS THE PCS DESTINATION AND THAT SUCH OTHER PLACE IS YOUR DOMICILE OR HAS PREVIOUSLY BEEN USED BY YOU AS A PHYSICAL DWELLING. INFORMATION THAT CAN BE PRESENTED IN AN ATTACHED STATEMENT AS EVIDENCE INCLUDES BUT IS NOT LIMITED TO, STATE VOTING REGISTRATION, PROPERTY OWNERSHIP AND PLACE WHERE INCOME OR PERSONAL PROPERTY TAXES HAVE BEEN PAID.			



## SECRET

(When filled in)

6. PERMANENT RESIDENCE PLACE (Permanent Place of Residence unless address in item 4 is approved in item 6 above)

FULL ADDRESS

2125 Greenwich Street  
Falls Church, Virginia

7. OTHER PLACE REQUESTED (Presented Permanent Place of Residence if different from item 6)

FULL ADDRESS

## CONCUR

DEPUTY DIRECTOR

DATE

*J. B. ...* APPROVED

DEPUTY DIRECTOR  
DATE  
*6-24-71*

APPROVED

DATE

DIRECTOR OF PERSONNEL

## IV. HOME LEAVE POINT

7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.

8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-30813(C). THE REQUEST MUST BE ACCCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.

## 5. DESIGNATION FOR ITEM 7 ABOVE

FULL ADDRESS

42 E. Follette Street  
Fond du Lac, Wisconsin

## 6. DESIGNATION FOR ITEM 8 ABOVE

FULL ADDRESS

## RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT

Father

APPROVED

## CONCUR

DEPUTY DIRECTOR

DATE

DEPUTY DIRECTOR

DATE  
*6-24-71*

APPROVED

DATE

DIRECTOR OF PERSONNEL

## EMPLOYEE CERTIFICATION

I have read and understand my service obligations and travel entitlements as described in this agreement.

Signature of Employee

*Thomas R. ...*

DATE  
*6-24-71*

SECRET

CONFIDENTIAL

(This Form Replaces DA Form 1)

## RESIDENCE AND DEPENDENCY REPORT

AN ORIGINAL OF THIS FORM WILL BE EXECUTED BY EACH THROUGHSAT THE TIME OF HIS APPOINTMENT AND WHEN A CHANGE OCCURS IN THE INFORMATION SHOWN BELOW. ITEMS OF CHANGE MAY BE REPORTED IN THE APPROPRIATE SPACES WITHOUT COMPLETING THE REMAINDER OF THE FORM EXCEPT THE EMPLOYEE'S SIGNATURE AND DATE. WHEN EXECUTING ITEM 8 ALSO COMPLY WITH MMF 20-7. TO THE FIELD, FORM WILL BE FILLED IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER.

## GENERAL

NAME OF EMPLOYEE (Last)	(First)	(Middle)	SOCIAL SECURITY NUMBER
Keenan		Thomas	John <b>195-26-2991</b>
1. MARITAL STATUS (Check one)			
<input checked="" type="checkbox"/> MARRIED	<input type="checkbox"/> SEPARATED	<input type="checkbox"/> DIVORCED	<input type="checkbox"/> WIDOWED
IF MARRIED, PLACE OF MARRIAGE Jamestown, Rhode Island		DATE OF MARRIAGE <b>23 June 1956</b>	
IF DIVORCED, PLACE OF DIVORCE DEGREE		DATE OF DEGREE	
2. MEMBERS OF FAMILY			
NAME OF SPOUSE Margaret Jane	ADDRESS (Mr., Street, City, State, Zip Code)	TELEPHONE NO.	
NAME OF CHILDREN	ADDRESS	SEX	DATE OF BIRTH
Mary Margaret Kathleen Ann Thomas John Jr. Sheila Elizabeth Patricia Jean Carol Jane		F	6 Oct 57
		F	16 Sep 58
		H	19 May 60
		F	12 Aug 61
		F	11 Sep 62
		F	7 May 63
NAME OF FATHER (or male guardian) <b>Francis William Keenan</b>	ADDRESS <b>42 East Follette St, Fond du Lac, Wis., 54935</b>	TELEPHONE NO.	414 921-4483
NAME OF MOTHER, INCLUDING MAIDEN NAME (or female guardian) <b>Rosella Veronica Keenan (McGraw)</b>	ADDRESS Same as Father	TELEPHONE NO.	-
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 50% OF THEIR SUPPORT AND MEET OTHER REQUIREMENTS IN TRAVEL REGULATIONS (DA FORM 22-197). SPECIFY NAMES AND RELATIONSHIPS.			
NAME NA	DATE OF BIRTH	RELATIONSHIP	
4. PERSON RESIDING IN U.S. TO BE NOTIFIED IN CASE OF EMERGENCY			
NAME (Mr., Mrs., Miss) <b>Mr. Francis William Keenan</b>	RELATIONSHIP Father		
HOME ADDRESS (Mr., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE Same as above	HOME TELEPHONE NUMBER		
BUSINESS ADDRESS (Mr., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE None	BUSINESS TELEPHONE & EXTENSION		
IS THE INDIVIDUAL NAMED ABOVE SITTING ON YOUR ACTIVE AFFILIATION LIST? (If "No" give name and address of organization he belongs and ask for)			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
IS THE INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE UNAVAILABLE (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
SICK PAY NOTIFICATION - WHO WAS NOTIFIED AS YOUR EMERGENCY SUCCESSOR IF ANSWER IS "No" Replace who is sick?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
THE PERSONS NAMED IN ITEM 2 OR 3 ABOVE MAY ALSO BE NOTIFIED IN CASE OF EMERGENCY. IF SUCH NOTIFICATION IS NOT DESIRED BECAUSE OF HEALTH OR OTHER REASONS, PLEASE DO STATE IN ITEM 6 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.

**State Department Credit Union**, Thomas J. Keenan  
First Virginia Bank, Joint with Margaret J. Keenan

ARE YOU A MEMBER OF THE NORTHWEST FEDERAL CREDIT UNION?  YES  NO  
IF YES, DO YOU HAVE A JOINT ACCOUNT?  YES  NO

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

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

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

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

Notes: **My brother-in-law, John Walsh**, 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  
(For Approved Requests)

RESIDENCE WHEN EMPLOYED (DRAFT ADDRESS)	PERMANENT PLACE OF RESIDENCE AS DEFINED IN HR 22-13 (DRAFT ADDRESS)
---	--

8. CHANGE IN PERMANENT PLACE OF RESIDENCE (Form No. 22-23  
(To Be Completed by Employee During Shift Change While Designated to Headquarters))

FULL ADDRESS	DEPUTY DIRECTOR OR OFFICER	DATE
	DIRECTOR OF PERSONNEL (FOR APPROVAL)	DATE

STANNO 47

DATE

SIGNATURE

CONFIDENTIAL

1 D 70

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(When Filled In)

Complete in original. The data recorded on this form is essential in determining travel expenses allowable in connection with leave at government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee's emergency. This form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) <b>KEENAN</b>	(First) <b>MARY</b>	(Middle) <b>Joller</b>	SOCIAL SECURITY NUMBER <b>395-06-2991</b>
RESIDENCE DATA			
PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED OR REPORTED <b>92 E. FOLLETT ST, Frankfort, Ky., USA</b>	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If Applicable) <b>Falls Church (Fairfax County), Virginia</b>		
PLACE IN CONTINENTAL U.S. DESIGNATED AS PARENTMENT RESIDENCE <b>Falls Church (Fairfax County), Virginia</b>	HOME LEAVE RESIDENCE <b>Falls Church, Virginia</b>		
MARRITAL STATUS <b>Widowed</b>			
SINGLE	MARRIED	SEPARATED	DIVORCED
IF MARRIED, PLACE OF MARRIAGE <b>JAMES TOWN, Rhode Island</b>			DATE OF MARRIAGE <b>24 Dec 66</b>
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)			
MEMBERS OF FAMILY			
NAME OF SPOUSE <b>MARY JANE (LULU) KEENAN</b>	ADDRESS (Streets, City, State, Zip Code) <b>8125 Georgetown St, Falls Church, VA</b>	TELEPHONE NO. <b>532-1738</b>	
NAME OF CHILDREN <b>MARY MARGARET CATHERINE ANN THOMAS JAMES JR. CHARLES ERNEST PATRICK THOMAS LUCILLE DALE</b>	ADDRESS <b>8125 Georgetown St, Falls Church, VA</b>	SEX <b>F F M M M F F</b>	DATE OF BIRTH <b>06 Oct 70 16 Sept 72 19 May 80 19 May 82 11 Sept 82 7 May 84</b>
NAME OF YOUR MOTHER (or Grandmother) <b>FRANCIS W. KEENAN</b>	ADDRESS <b>42 E. FOLLETT ST, Frankfort, Ky., USA</b>	TELEPHONE NO. <b>WA 1-4183</b>	
NAME OF YOUR FATHER (or Grandfather) <b>Rosella V. McGinty</b>	ADDRESS <b>42 E. FOLLETT ST, Frankfort, Ky., USA</b>	TELEPHONE NO. <b>WA 1-NY 83</b>	
NAME OF MEMBER OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY. <b>WIFE, FRIEND, MOTHER</b>			
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY			
NAME (Streets, City, State, Zip Code) <b>KEEAN, 199 Prospect, Jane</b>	RELATIONSHIP <b>c. h.</b>	HOME TELEPHONE NUMBER <b>532-1738</b>	
HOME ADDRESS (Streets, City, State, Zip Code) <b>8125 Georgetown St, Falls Church, VA</b>	BUSINESS ADDRESS (Streets, City, State, Zip Code, if applicable) <b>None</b>		BUSINESS TELEPHONE & EXTENSION
IS THE INDIVIDUAL NAMED ABOVE NOTIFYING OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization but do not write in this field.)			
YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>	
IS THIS INDIVIDUAL AUTHORIZED TO MAKE DECISIONS ON YOUR BEHALF IN THE EVENT YOU ARE INCAPACITATED? (If "No" give name and address of person, if any, who can make such decisions in case of emergency.)			
YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>	
DOES THIS INDIVIDUAL KNOW THAT HE HAS BEEN DESIGNATED AS YOUR EMERGENCY ADDRESSEE? (If answer is "No" explain why in Item 4.)			
YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>	
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  
(Within Falls Church)

9.

VOLUNTARY ENTRIES

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

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

FALLS CHURCH BANK, FALLS PLAZA, FALLS CHURCH, VA  
SAVINGS & CHECKING ACCOUNTS  
JOINT WITH WIFE.

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

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

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

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

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

6. ADDITIONAL DATA AND/OR CONTINUATION OF PRECEDING ITEMS

SIGNED AT	DATE	SIGNATURE
WASHINGT. D.C.	14 Dec 69	J. L. Lee

CONFIDENTIAL

SECRET

## FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (Type Name Only If Req'd)	DATE RECEIVED FROM S-1 OR DATE OF SUPERVISION FORM	DATE (From Form 8-33)
THOMAS J. Keenan	25 Nov. 1968	Dina Pionzio
DATE RECEIVED AT HEADQUARTERS	DISPATCH NUMBER	DATE RECEIVED BY CARRIER SERVICES
	HLDT-3912	

(O'Dowd)

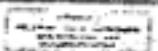
## TO BE COMPLETED BY DPLSTEE

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	LNPURE
6. DATE OF PCS ARRIVAL IN FIELD	7. REQUESTED DATE OF DEPARTURE	8. EXPECTED DATE OF FIRST CHECK-IN AT HQ	9. 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 OUTLINES DURING CURRENT TOUR (See Special Note on Transmittal Form).  
(List attack personnel cover questionnaires in accordance with CSI-F 340-83)**Soviet, Communist Party, Audio and Support type operations.**10. TRAINING OFFERED.  
INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS**Clandestine Services Review, Short report writing review course**

SECRET

### 10. PREFERENCE FOR NEXT ASSIGNMENT

16. 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, OR 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 HQDSTL FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF OR  
1ST CHOICE WH 2ND CHOICE WH 3RD CHOICE WH

BE ASSIGNED TO ANOTHER FIELD STATION: INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIAL  
1ST CHOICE Buenos Aires 2ND CHOICE Montevideo 3RD CHOICE Quito

RETURN TO MY CURRENT STATION

**TO BE COMPLETED BY FIELD STATION**

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

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

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

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

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

followed

DATE 10 May 69 TITLE C/WL/Personnel SIGNATURE Henry L. Berthold

FOR USE BY CAREER SERVICE

#### 34. APPROVED ASSIGNMENT

19. APPROXIMATE LOCATION OF DISPATCH AREA

CADDY SERVICE INFORMATION

Digitized by srujanika@gmail.com

• 4 •

~~SECRET~~

**SECRET**

Continuation of **PRQ** - 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
KELLYAN	Thomas	John	June 29, 1930	335 26 2991
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	
OAG-116				

**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)

  
DATE  
February 15, 1968

**ACCEPT**

**FOR EMPLOYING OFFICE USE ONLY**

STAMP HERE OR PRINT BOX NUMBER

12106-1000000000000000  
21 10 10 3 371  
22 10 10 3 371

See Table of Effective Dates on Back of Original

ORIGINAL COPY—Retain in Official Personnel File

STANDARD FORM NO. 1048  
MAY 1962 EDITION  
GSA GEN. REG. NO. 27, 12462  
5790-022

CONFIDENTIAL  
(When Filled In)

**IMPORTANT**

Central Processing Branch has been charged with responsibility (CP. 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 23-4, Employee Conduct, dated 30 July 1962.

Thomas J. Keenan ————— 14 March 67  
Signature Date

Thomas J. Keenan  
CONTINENTAL  
(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

66-1772  
19 April 1966

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

NAME:	KEENAN, Thomas John	POSITION/TITLE:
PRESENT GRADE:	GS-12	OFFICE ASSIGNED TO:
DE AWARDED:	DDP/WH	
SANTO DOMINGO, DOMINICAN REP.		

## Certificate of Merit

 FOR HEROIC ACTION, ON FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD APPROVED 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 Holmes

DIRECTOR OF CENTRAL INTELLIGENCE

24 MAY 1966

DATE

SIGNATURE

/3/ Robert S. Wattles

TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD

ROBERT S. WATTLES

SIGNATURE

/3/ Robert M. Gaynor

TYPED NAME OF RECORDER

ROBERT M. GAYNOR

SECRET

(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY

1. EMPLOYEE NO.	NAME (LAST-FIRST-MIDDLE)					3. TYPE CHANGE	4. LANGUAGE DATA: PRIOR TO TEST								
21090	Keenan, Thomas John					A=ADD C=CHANGE D=DELETE	CODE	LAN. CODE	R	W	P	S	U	I/T	YEAR
5. LANGUAGE DATA AFTER TEST						6. DATE TESTED	7. DATE OF BIRTH	8. GRADE	9. OFFICE OR DIVISION						
LAN. CODE	R	W	P	S	U	I/T	YEAR	03/04/65	06/29/30	12	WH				
NOTICE TO PERSON TESTED															
10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN SPANISH (NEW WORLD) ELLB (NAME OF LANGUAGE)															
11. REMARKS	READING	WRITING	PRONUNCIATION	SPEAKING	UNDERSTANDING	TEST RATING	0 = ZERO	1 = INTERMEDIATE	2 = SLIGHT	H = HIGH	E = ELEMENTARY	N = NATIVE			
	+	+	B	E	I										
12. SIGNATURE															
13. LD NUMBER															
11/26/65															
10674															

FORM 11-64 1273 OBSOLETE PREVIOUS EDITIONS

110-251

SECRET

GROUP I  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

1 - OP/6AB

**SECRET**

## Geometric Properties

## **QUALIFICATIONS SYSTEM RECORD CHANGE**

APPLICANT CODING DATA

(WHEN FILLED IN)

## QUALIFICATIONS SYSTEM RECORD CHANGE

APPLICANT CODING DATA									
1. ID	2. APPL. NO.	3. NAME MUST CONTAIN 20-DIGITS							
<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 6-DIGITS								
4. DATE OF BIRTH		5. DATE CODED		THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1062, MASTER QUALIFI- CATIONS CODING RECORD.					
MO	DA	YR	MO						

LANGUAGE CODING DATA - FORM 444c

1. 10.	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA - FORM 144C										
			3-LETTER	LANGUAGE DATA CODE									
< 3 >				DAE CODE	R	W	P	S	U	T	YR		
				.									
5. DATE SUBMITTED			6. DATE OF BIRTH			7. WHEN FORM 144C DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NO+LANGUAGE" (12-DIGITS)							
MO	DA	YR	MO	DA	YR								
.	.	.	.	.	.								

LANGUAGE PROFICIENCY TEST DATA

1. ID												2. EMPLOYEE NO.												3. NAME												4. CODE												5. LANGUAGE DATA BEFORE TEST																																			
C-5												026090												KEF												C-A-D												BASE CODE												R W P S U T YR																							
•												•												•												•												•												BL18												I E E I H 4 62											
6. LANGUAGE DATA AFTER TEST												7. DATE OF TEST												DATA FOR ITEM C THRU 7 IS EXTRACTED FROM FORM 1273. LANGUAGE PROFICIENCY AND AWARDS DATA.																																																											
BASE CODE												R		W		P		S		U		T		YR		MO		DA		YR																																																					
•												BL18		I		E		E		I		4		65		•		8		4		65																																																			

QUALIFICATIONS RECORD CHANGE

ENTER UNDER "TYPE" -

A - ADDITION TO RECORD

**C - CHANGE TO EXISTING RECORD**

**D - DELETION OF DATA FROM EXISTING RECORD**

SECRET

(When Filled In)

## VERIFIED RECORD OF OVERSEAS SERVICE

567307 JUN 765

TO:

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

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-6 026090	(Print) Keenan	Thomas	J.	WH 51

## INSTRUCTIONS

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

## PCS DATES OF SERVICE

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

## TOY DATES OF SERVICE

TYPE OF DATA	DEPARTURE			RETURN			AREA(S)	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR	
2 . TOY (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39	
4 . CORRECTION								40-42
6 . CANCELLATION								

## SOURCE OF RECORD DOCUMENT

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

## DOCUMENT IDENTIFICATION NO.

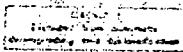
## DOCUMENT DATE/PERIOD

## 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"/> C.A.T. DIVISION	DATE 4 June 65	SIGNATURE <i>Donald C. Mallon</i>

100-1451a USE PREVIOUS  
191-64 FORM 1968

SECRET



14-103

SECRET  
(When Filled In)

## VERIFIED RECORD OF OVERSEAS SERVICE

TO:

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

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-0 26090	(Printed) KEE NAN	THOMAS	T	20-20 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	ARRIVAL			DEPARTURE			COUNTRY	OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR	
1 - PCS (Basic)	27	20-29	30-31	32-33	34-35	36-37	38-39	40-42
2 - CORRECTION								
3 - CANCELLATION								
	/	02	03	60	10	95	64	MEXICO 150

## TDY DATES OF SERVICE

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

## SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER	DISPATCH
CAOLE	DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)	
<i>Ritimer Payroll Information</i>	
DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
14000 C	30 Nov 1964

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
I.C.I. DIVISION SAC & ST DIVISION	DATE 10-14-1964	SIGNATURE

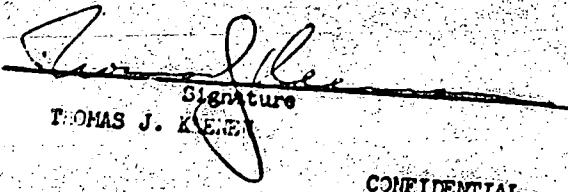
SECRET

14-100

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. KEEN

31 March 1964  
Date

CONFIDENTIAL  
(When Filled In)

SECRET

When Filled In

**VERIFIED RECORD OF OVERSEAS SERVICE**

TO

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

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE			OFFICE/COMPONENT
	LAST	FIRST	MIDDLE	
1-8	(Pedro)	3-20		28-20
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 (FOR DATA). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

**PCS DATES OF SERVICE**

TYPE OF DATA		ARRIVAL			DEPARTURE			COUNTRY		OMIT
	CODE	MONTH	DAY	YEAR	MONTH	DAY	YEAR			
1 - PCS (Basic)	27	08-28	30-31	92-93	34-35	36-37	80-89			40-42
2 - CORRECTION										
3 - CANCELLATION										
	1				07	31	62	MEXICO		450

**TDY-DATES OF SERVICE**

SOURCE OF RECORD DOCUMENT

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

**DOCUMENT IDENTIFICATION NO.**

DOCUMENTS DRAFT/VERSION

BRUNSWICK

**DUTY STATUS OR TIME AND ATTENDANCE REPORT**

—  
—

8/21/62

Richard S.

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE, DOCUMENT CITED
FEDERAL DIVISION <input checked="" type="checkbox"/> FINANCIAL DIVISION	DATE 07/16/68	SIGNATURE R. L. <i>[Signature]</i>

**SECRET**

(When Filled In)

**LANGUAGE PROFICIENCY AND AWARDS DATA**

1. PERSONNEL SERIAL NO. (11-6) 21000	2. ID NO. 9128		
3. NAME (P-24) LAST Keanan, Ernesto J.	FIRST	MIDDLE	4. OFFICE OR DIVISION WII
5. DATE OF TEST (4-51) JULY 13, 1952	6. ANNIVERSARY DATE		7. LANGUAGE Spanish
8. REASON FOR TAKING TEST ESTABLISH RANK LEVELS	9. GRADE 10		10. DATE OF BIRTH 3-11-30 1930
11. APPLICABILITY (39) A	TEST SCORES		
	READING (34)	WRITING (35)	PROFICIENCY (30)
	I	V	II
	A	INTERMEDIATE (II)	III (M)
	M	INTERMEDIATE (II)	III (M)
	MA	INTERMEDIATE (II)	III (M)
12. DEDUCIBLE (REASONS)	TYPE OF AWARD		
	ACHIEVEMENT (A)	ELEMENTARY (I)	READING (R) SPEAKING (S) COMPREHENSIVE (C)
	MAINTENANCE (M)	INTERMEDIATE (II)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
REMARKS	16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 37.50 (40-43) OBLIGATION NO. DATE		
	17. I CERTIFY THAT FUNDS ARE AVAILABLE OBLIGATION NO. CHARGE ALLOTMENT NO. SIGNATURE		

**SECRET**

(10-45)

MRD COPY

FORM 1273  
3-60

DISCLOSURE PREVIOUS  
EDITIONS

<b>JISPATCH</b>		<b>SECRET//<del>REFID</del></b>	<b>DISPATCH SYMBOL AND FILE NO.</b>
Chief, WH Division		REF ID: A130 - HERAT #1746 HEADQUARTERS FILE NO.	
Chief of Station, Mexico City		DATE	13 October 1961
Annual Fitness Report - [REDACTED]		REC'D AT CIO - 10100 - 10100	MARKED FOR INDEXING
ACTION REQUIRED: See paragraph 8 below Palma, [REDACTED]		NO INDEXING REQUIRED. PIUXINO CAN BE JUDGED BY QUALIFIED HQ DESK ONLY	
REMARKS			
<p>1. Enclosed herewith is Subject's Annual Fitness Report.</p> <p>2. It is strongly recommended that this outstanding young officer be promoted immediately as suggested in Section E of the attached report.</p>			
Willard C. CURTIS			
12 October 1961			
<b>Attachments:</b> As stated			
<b>Distribution:</b> 9 - WHD, u/scc 3 - Files			
<i>345</i>			
<b>OFFICE OF PERSONNEL</b> <i>OCT 25 2 32 PM '61</i> <b>HAIL ROOM</b>			
<small>29</small> <small>REF ID: A130 - HERAT #1746</small> <small>HEADQUARTERS FILE NO.</small> <small>SECRET//<del>REFID</del></small>			

**SECRET**  
(When Filled In)

### VERIFIED RECORD OF OVERSEAS SERVICE

TO:

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

EMPLOYEE SERIAL NO.	LAST	FIRST	MIDDLE	OFFICE/COMPONENT
1-0 26090	KEENAN	THOMAS	J.	46

## INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN.  
TO DESIGNATE WHETHER PERMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION FORM 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	MEXICO	40-42
2 - CORRECTION									
3 - CANCELLATION									
	1	02	03	60					450

## TDY DATES OF SERVICE

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

## SOURCE OF RECORD DOCUMENT

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

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
REF ID: A1234567890	1960-03-01

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT
JOHN SMITH	DATE 1960-03-01	SIGNATURE <i>John Smith</i>
CORRECTION PERIOD: 1-2		
CORRECTION PERIOD: 3-4		
CORRECTION PERIOD: 5-6		
CORRECTION PERIOD: 7-8		
CORRECTION PERIOD: 9-10		

SECRET



SECRET

Supplement to Staff Employee Personnel

Action for Integration of 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 integrated 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- \$6133 per annum, you will accept cover employment with another instrumentality of the Government (hereinafter referred to as "your cover facility") 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 cover facility, in order to appear as a conventional member of that establishment. Your appointment to your cover facility is being effected at FBO-10 and salary of \$5540 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid by your cover facility.
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 cover 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 cover facility. 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.

Form 1535  
1-64

SECRET

14-471

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 **cover facility** 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 **cover facility** 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 **cover** payments exceed the amount due, the overage will be remitted to this organization at designated intervals, presently. 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 **your cover facility** against the overage may be deducted. To assure timely accuracy in your payroll account with this organization you are expected to immediately report **cover facility** 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 **cover facility** 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 **cover position**.

a. Upon **integration** into your **cover facility**, 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 **cover facility** 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 **your cover activity**, 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 **cover facility** 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 Integration shall be transferred to your cover facility. The remainder of your annual leave will be held by this organization in escrow pending the completion of your Integration. If the sum of your accumulated annual leave with your cover facility 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 cover facility 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 cover facility 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 cover facility.

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 Willie J. Suboway  
Personnel Office

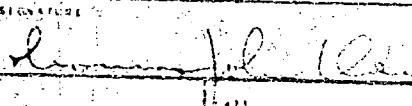
ACCEPTED:

Thomas J. Keenan  
Thomas J. Keenan

SECRET

(This is Filled In)

126090		LANGUAGE DATA RECORD		
PART I-GENERAL				
1. NAME (Last-First-Middle) <b>KEENAN, Thomas John</b>		17-201		2. DATE OF BIRTH (25-30) MONTH <b>June</b> DAY <b>29</b> YEAR <b>1950</b>
3. LANGUAGE <b>000</b>		4. TODAY'S DATE (26-39) MONTH <b>March</b> DAY <b>27</b> YEAR <b>1958</b>		5. <input checked="" type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE.
PART II-LANGUAGE ELEMENTS				
<b>SECTION A.</b> Reading (40) <ul style="list-style-type: none"> <li>1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.</li> <li>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.</li> <li>3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.</li> <li>4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.</li> <li>5. I HAVE NO READING ABILITY IN THE LANGUAGE.</li> </ul>				
<b>SECTION B.</b> Writing (41) <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>5. I CANNOT WRITE IN THE LANGUAGE.</li> </ul>				
<b>SECTION C.</b> Pronunciation (42) <ul style="list-style-type: none"> <li>1. MY PRONUNCIATION IS NATIVE.</li> <li>2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.</li> <li>3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.</li> <li>4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.</li> <li>5. I HAVE NO SKILL IN PRONUNCIATION.</li> </ul>				
CONTINUE ON REVERSE SIDE				

CONTINUATION OF PART II-LANGUAGE ELEMENTS	
<b>SECTION D.</b>	<b>Speaking (43)</b>
<ol style="list-style-type: none"> <li>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.</li>   <li>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 USE SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.</li>   <li>3. I GET ALONG DECENTLY IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.</li>   <li>4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.</li>   <li>5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.</li> </ol>	
<b>SECTION E.</b>	<b>Understanding (44)</b>
<ol style="list-style-type: none"> <li>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.</li>   <li>2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKEs AND PUNS.</li>   <li>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.</li>   <li>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.</li>   <li>5. I AM NOT ABLE TO UNDERSTAND THE SPANISH LANGUAGE.</li> </ol>	
BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.	
<b>PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (85)</b>	
<ol style="list-style-type: none"> <li>1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.</li>   <li>2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.</li>   <li>3. BOTH OF THE ABOVE STATEMENTS APPLY.</li>   <li>4. NONE OF THE ABOVE STATEMENTS APPLY.</li> </ol>	
<b>PART IV-CERTIFICATION</b>	
<p>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. 20115, PART II(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT, IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.</p>	
DATE SIGNED	SIGNATURE
27 March 1953	
1443	423

S-E-C-R-E-T

TRAINING EVALUATION

Operations Course No. 6

I. IDENTIFYING INFORMATION.

Name:	Sex:	Dates of Course:	No. of Students:
KEEGAN, Thomas John	M	3 Mar. - 27 June 58	27
Date of Birth:	EOD Date:	Grade or Ranks:	Offices:
24 June 1930	20 May 1957	GS-7	OTR/JOTP

Projected or Present Position (from Request for Training dated 16/10/57)  
Junior Officer Trainee

II. DESCRIPTION OF COURSE:

The Operations Course runs for sixteen weeks and is designed as an introduction to the basic fundamentals of clandestine operations in the field. The course objective is to help the student learn and apply the principles and skills demanded of the field case officer. Emphasis is, therefore, placed on a practical work approach to clandestine tradecraft, agent handling, reporting and project management. The course also provides the student familiarity with the operational programs; i.e., FI, CI and PP, as well as with organizational support services.

III. PERFORMANCE RECORD:

The student's evaluation in the Operations Course is based on his understanding of clandestine operations as well as on his ability to perform field case officer tasks as observed by the staff over a period of sixteen weeks.

The standards set by the Staff for Satisfactory performance are high. Moreover, each Operations Course class is a carefully selected group of mature, intelligent, and able persons. Thus, it should be recognized that a grade of Satisfactory indicates that in the training situation the student understood or applied that subject of instruction in a competent manner.

The preponderance of grades fall within the Satisfactory range.

The performance of this student in each category of grading is indicated on the following page by the stamped X's.

S-E-C-R-E-T

S-E-C-R-E-T

	FAIL	POOR	MEID	HIGH	SAT	SAT	EXC	SUP
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"/>	<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"/>	<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"/>	<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"/>	<input type="checkbox"/>
5. Reporting	<input type="checkbox"/>	<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"/>	<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"/>	<input type="checkbox"/>

Mr. Keenan's performance in the course was highly satisfactory. His performance in Clandestine Communications, Project Management and Clandestine Service 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 ZODIE 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 examinations.

FOR THE DIRECTOR OF TRAINING

*Ernest H. Sparks*

Chief Instructor, Operations Course

*Spencer P. Tarrant*

Chief Field Training

S-E-C-R-E-T

S-E-C-R-E-T

TRAINING REPORT

CI FAMILIARIZATION COURSE NO. 1

NAME KEEHN, Thomas J.	DATES OF COURSE 18 - 22 November 1957
STAFF OR DIVISION CIA JO77	PRESENT POSITION JO7

- I. Course Objectives: increase awareness of the CI mission in relation to the Clandestine Services and the national security; provide an introduction to foreign intelligence services and to CI operations; give theory and practice in CI methods.
- II. Course Characteristics: The course is intended for junior personnel in the CI field, supervisory personnel who direct the work of CS officers, and all other personnel who need orientation in CI. The material is presented by means of lectures, seminars, directed reading, and practical exercises. Emphasis is on methods. Course content is as follows:
- A. Introduction: definition of terms, history and legal authority; CI responsibilities and relationships of DDCI 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. Keehn was present throughout the course and submitted all papers required for the practical exercises. These showed commendable effort and a good beginning for one with little or no actual experience. He was an attentive listener and seemed to gain a good deal from the course.

FOR THE DIRECTOR OF TRAINING

*Frank E. Bruegel*  
Chief Instructor  
CI Familiarization Course

S-E-C-R-E-T

SECRET

TSS/PB/TRAINING DIVISION EVALUATION

DARKROOM

BASIC PHOTOGRAPHY No. 1

JAMES SPERAN, TRAINEE NAME

DIV. JSTP BR

DATES TRAINED: from 9/15/57 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.

I. Manipulation of camera.

- a. Leica
- b. Retina II C
- c. Recordak

None	Unsat.	Fair	Good	Excellent	Superior
	X			X	
		X			
			X		

II. Processing and printing.

- a. Film loading
- b. Film processing
- c. Enlarging
- d. Reflex and contact printing

		X			
			X		
				X	
			X		

III. Use of accessory equipment.

- a. Exposure meter
- b. Filters
- c. Telephoto and wide angle lenses

		X			
			X		
				X	

IV. Document copy and small objects.

- a. Available light
- b. Accessory illumination
- c. BOOWU, portra lens, focus slide

			X		
				X	
					X

V. Ground photography.

- a. Coverage
- b. Report

		X			
			X		

VI. Casing.

- a. Coverage

			X		
				X	

S-E-C-R-E-T

T S S   E V A L U A T I O N

NAME Thomas J. FITTER DIVISION OTR/OTR  
SUBJECT Audio Surveillance (Basic)  
DATES TRAINED 3-3 September 1967

E V A L U A T I O N:

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

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

Ratings: Poor, Average, Good, Excellent

Edward Sivik  
Instructor

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- 1 - TSS/TRD

S-E-C-R-E-T?

S-S-C-R-E-T

LESS. EVALUATION

NAME Thomas J. Keenan DIVISION JOT  
SUBJECT Basic Secret Writing  
DATES TRAINED 26 - 30 August 1957

In this course no effort was made to acquaint the student with all aspects of the subject, stressing the numerical point of view, and, at the same time, to have the student acquire an operational degree of proficiency in the three basic techniques of secret writing - liquid writing, carbon-melt writing and sand development.

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 ~~UNSATISFACTORY AND SATISFACTORY~~.

The performance of Mr. Keenan was SATISFACTORY.

INSTRUCTORS:  
J. P. TATE

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Please return ~~copies~~ of this form to TSS/SD for covert distribution.

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- 1 - CIV/Registrar
- 1 - Office of Personnel

TSS/D file

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- 1 - CIV/SD
- 1 - Senior Staff

S-S-C-R-E-T

SCHOOL OF INTELLIGENCE			
INTELLIGENCE IDENTIFYING PROGRAM			
NAME	DATE OF ENTRY	CLASS	TERM
Koeman, Thomas J. Agent Trainee	1 - 26 July 1957 REF ID: A675	13	OMS/JOP
24 June 1950	May 1957	08-7	
PURPOSE AND LENGTH OF THE POSITION			

**Junior Officer Trainee**

OBJECTIVES OF THE COURSE

To introduce students to the skills and techniques involved in the analysis of intelligence materials.

To provide practice in the oral and written presentation of intelligence.

**TYPE OF STUDYING CHARACTERISTICS OF THE COURSE**

Intelligence Techniques is a four week classroom course designed for junior officer trainees but applicable to personnel now are or will be engaged in the production of intelligence. Emphasis is on "learning by doing." Courses consist of a series of integrated written exercises which require application of actual intelligence concepts. Examples include studies in the oral presentation of intelligence through stories of conflicts before the Nazis, in which the student is analyzing a specific research problem followed by opportunity for his own application of the exercise principles. The results are presented orally, in writing and in sketches of analysis based on the findings of the course. The student also analyzes his own intelligence activities and writes a report on his own methods of research.

The course is divided into four main sections: (1) Analysis of Intelligence, (2) Research Techniques, (3) Preparation of Intelligence, (4) Preparation of Intelligence Reports. The first section consists of a study of the basic elements of intelligence, its preparation, analysis, and reporting. The second section consists of a study of the basic elements of intelligence, its preparation, analysis, and reporting. The third section consists of a study of the basic elements of intelligence, its preparation, analysis, and reporting. The fourth section consists of a study of the basic elements of intelligence, its preparation, analysis, and reporting.

ANALYSIS OF INTELLIGENCE

The analysis of intelligence is the process of examining and interpreting information to determine its significance, importance, and value. It involves the use of various techniques, such as comparison, classification, and synthesis, to identify patterns and relationships in the data. The analysis of intelligence is a critical component of the intelligence cycle, and it is essential for effective decision making.

## S-U-M-M-E-R

student is able to demonstrate an understanding of the basic concepts of the subject matter, ability to apply the knowledge and principles learned in one area to another (transfer), ability to evaluate the performance of others, multiple skills are involved, communication skills are used, performance in an effectively effective manner in that area.

The student met with objective in a competent and adequate manner. The student demonstrated a good understanding of the information presented, even if additional are involved, no demonstrated sufficient competence to operate effectively in this area.

However, although the student may have met some of the standards set for minimum achievement of this course goal or objective, no demonstrated sufficient gain in knowledge or sufficient lack of skill to be of doubtful competence.

## SECTION V. REPORT OF STUDENT ACTIVITIES

Number Enrolled, Satisfaction - The following indicates grade level, number

	1	2	3	4	5
Total Freshmen	0	0	13	0	0
Total Sophomore	0	2	11	0	0
Total Juniors	0	1	8	4	0

## SECTION VI. REPORT OF STUDENT ACTIVITIES

## STUDENTS WHO ATTENDED OVER ALL CLASSIFICATION

Indicate with a checkmark indicate how many students in each class standing reported. Indicate the nature of this activity. This information is for the instructional staff's benefit and part of the annual instructional program evaluation to be submitted to external accreditation agencies.

1. Instructional Activities  
2. Non-instructional Activities  
3. Extracurricular Activities

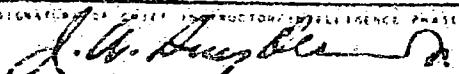
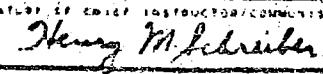
1	1	3	62	1	1	2	2
2	7	13	12	19	6	27	32
3							
4							
5							

JTC

14-00000

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

SECRET

TRAINING EVALUATION -- INTELLIGENCE ORIENTATION					COURSE NO. 10
SECTION I NAME OF STUDENT <b>Keehan, Thomas J.</b>		IDENTIFYING INFORMATION SEX: <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE DATE OF BIRTH: <b>24 June 1930</b> ECO DATE: <b>May 1957</b>			DATES OF COURSE: <b>27 May - 21 June 1957</b> NO. OF STUDENTS: <b>61 Total 48 Corp.</b> CLASS OR GRADE: <b>08-7</b> OFFICE: <b>OTR/JOPP</b>
PROJECTED ASSIGNMENT OR PRESENT POSITION <b>Junior Officer Trainee</b>					
SECTION II CHARACTERISTICS OF THE COURSE This course is presented primarily by lecture and reading; it also includes seminars and discussion periods. Each phase of the course is rated by a single multiple choice test.					
SECTION III OBJECTIVES The objectives of the Introduction to Intelligence phase are:					
<ol style="list-style-type: none"> <li>1. To develop understanding of the mission and organization of CIA and its role in the intelligence community and the national security effort.</li> <li>2. To develop understanding of the functions of CIA components with responsibilities for intelligence, support and other activities.</li> </ol>					
SECTION IV STUDENT ACHIEVEMENT RATINGS The numbers placed in the columns below show how many students received each rating. An asterisk (*) shows the rating this student received.					
SUBJECT	HOURS	UNSATISFACTORY	SATISFACTORY	EXCELLENT	RATING
INTRODUCTION TO INTELLIGENCE	80	0	37	26*	
INTRODUCTION TO COMMUNISM	80	1	23	34*	
SECTION V COMMENTS INDICATE ANY STRONG AND WEAK POINTS OF THE STUDENT, OR ANYTHING THAT MAY HAVE INFLUENCED HIS PERFORMANCE IN THE COURSE					
CONTINUE QUESTIONS ON REVERSE SIDE					
FOR THE DIRECTOR OF TRAINING	SIGNATURE OF CHIEF INSTRUCTOR/INTELLIGENCE PHASE  SIGNATURE OF CHIEF INSTRUCTOR/COMMUNISM PHASE 				

**PERSONNEL QUALIFICATION QUESTIONNAIRE**

1. Serial No. (no entry)	2. NAME: (last) <u>KENNEDY</u> (first) <u>JAMES</u> (middle) <u>JOHN</u>			3. Office																																																						
4. Date of Birth <u>25 July 1930</u>	5. Sex: <input checked="" type="checkbox"/> male (1) <input type="checkbox"/> female (2)	Marital Status <input checked="" type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> S	Nr. Dependents <u>1</u>	6. Employment Date: <u>30 May 1952</u>																																																						
7. Citizenship: <input checked="" type="checkbox"/> U.S. <input type="checkbox"/> Other	8. Acquired By: (1) Birth (2) Marriage (3) Naturalization (4) Other (specify) Year U.S. citizenship acquired, if not by birth _____																																																									
<b>SEC. I. EDUCATION</b>																																																										
1. Extent: (circle one) <table style="margin-left: auto; margin-right: auto;"> <tr><td>1. Less than high school</td><td>4. Two years college, or less</td><td>8. Masters degree</td></tr> <tr><td>2. High school graduate</td><td>5. Over two years, no degree</td><td>9. Doctors degree</td></tr> <tr><td>3. Trade, Business or Commercial school graduate</td><td>6. Bachelor degree</td><td>7. Post-graduate study (minimum 8 sem. hrs.)</td></tr> </table>					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.)																																													
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3. Trade, Business or Commercial school graduate	6. Bachelor degree	7. Post-graduate study (minimum 8 sem. hrs.)																																																								
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*FOR  
QUALIFICATIONS  
DATE 22 APR 1952*

OFFICE OF PERS.

**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>July 1941</u> To <u>July 1945</u> Tot. mo's <u>4</u> Classification Grade <u>G-1</u> in Federal Service <u>Salary 3845</u> Number and Class of Employees Supervised: <u>65 CIV. 105 MILITARY</u> Employer <u>U.S. AIR FORCE</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position <u>CLASSIC TECHNICIAN</u> <u>US AIR FORCE STATION BASE 111/ST. MARSHALL</u> Description of Duties: <u>Supervise Control Panel C.D. WINDOM 1A</u> <u>REPAIRS AND ADJUSTMENT OF AIR</u> <u>OPERATIONAL EQUIPMENT AT THE AIRPORT</u>
From <u>Aug 1945</u> To <u>Dec 1945</u> Tot. mo's <u>3</u> Classification Grade <u>G-1</u> in Federal Service <u>Salary 3845</u> Number and Class of Employees Supervised: <u>10 CIV. 105 MILITARY</u> Employer <u>U.S. AIR FORCE</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas: Exact Title of your position <u>ASST OFFICER IN CHARGE OF COMMUNICATIONS</u> Description of Duties: <u>REPAIRS TO CIRCUITS FOR TELEGRAPH</u> <u>AND OPERATIONAL EQUIPMENT OF COMMUNICATIONS</u> <u>EQUIPMENT FOR TRANSMISSION</u>
From <u>Dec 1945</u> To <u>Aug 1946</u> Tot. mo's <u>8</u> Classification Grade <u>G-1</u> in Federal Service <u>Salary 3193</u> Number and Class of Employees Supervised: <u>11 CIV. 105 MILITARY</u> Employer <u>U.S. AIR FORCE</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas: Exact Title of your position <u>COMMUNICATIONS OFFICER IN CHARGE WITH OFFICE</u> Description of Duties: <u>REPAIRS TO CIRCUITS OF RADIO</u> <u>TRANSMITTERS AND RECEIVERS</u>
From <u>Aug 1946</u> To <u>Aug 1947</u> Tot. mo's <u>12</u> Classification Grade <u>G-1</u> in Federal Service <u>Salary 3461</u> Number and Class of Employees Supervised: <u>12 CIV. 105 MILITARY</u> Employer <u>U.S. AIR FORCE</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas: Exact Title of your position <u>COMMUNICATIONS OFFICER IN CHARGE WITH OFFICE</u> Description of Duties: <u>REPAIRS TO CIRCUITS OF RADIO</u> <u>TRANSMITTERS AND RECEIVERS</u> <u>TRANSMISSION EQUIPMENT</u> <u>REPAIRS TO CIRCUITS OF TELEGRAPH</u>
From <u>Aug 1947</u> To <u>Aug 1948</u> Tot. mo's <u>12</u> Classification Grade <u>G-1</u> in Federal Service <u>Salary 3461</u> Number and Class of Employees Supervised: <u>12 CIV. 105 MILITARY</u> Employer <u>U.S. AIR FORCE</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas: Exact Title of your position <u>COMMUNICATIONS OFFICER IN CHARGE WITH OFFICE</u> Description of Duties: <u>REPAIRS TO CIRCUITS OF RADIO</u> <u>TRANSMITTERS AND RECEIVERS</u> <u>TRANSMISSION EQUIPMENT</u> <u>REPAIRS TO CIRCUITS OF TELEGRAPH</u>
From <u>Aug 1948</u> To <u>Aug 1949</u> Tot. mo's <u>12</u> Classification Grade <u>G-1</u> in Federal Service <u>Salary 3461</u> Number and Class of Employees Supervised: <u>12 CIV. 105 MILITARY</u> Employer <u>U.S. AIR FORCE</u> Kind of Business or organization (i.e., paper products mfr, public utility)	Duty Station if overseas: Exact Title of your position <u>COMMUNICATIONS OFFICER IN CHARGE WITH OFFICE</u> Description of Duties: <u>REPAIRS TO CIRCUITS OF RADIO</u> <u>TRANSMITTERS AND RECEIVERS</u> <u>TRANSMISSION EQUIPMENT</u> <u>REPAIRS TO CIRCUITS OF TELEGRAPH</u>

3. Special Work Experience

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

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	
ENGLISH										
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 Offered
Typing	1. 5	2.	20-30	1. Yes 2. No
Shorthand	1.	2.		1. Yes 2. No

Shorthand System: 1. Manual 2. Machine 3. Speedwriting.

**SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS**

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.

2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications.

**SEC. VII. PROFESSIONAL AND ACADEMIC HONORS**

List any professional or academic associations or honorary societies in which you hold membership.


OFFICE OF THE

## **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.**

<b>Device</b>	<b>Patented</b>	
	(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.**

## **SEC. XI. PHYSICAL HANDICAPS**

List any physical handicaps you may have.

NOTE

## **SEC. XII. OVERSEAS ASSIGNMENT**

Are you willing to accept periodic tour of duty overseas?

- (1) 2 year Tour      (2) 4 year Tour      (3) Not interested

### **SEC. XIII. WORK ASSIGNMENT**

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

**SEC. XIV. MILITARY STATUS**

## I. Present Draft Status

Have you registered under the Selective Service Act of 1948?  Yes  No.  
If yes, indicate your present draft classification 4-A

**2. Present Reserve or National Guard Status**

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

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

Service U.S. Army Reserve Grade LTC Serial Number 574838

Reserve Unit with which currently affiliated Admiralty - Convalescent

**Service Mobilization Assignment, if any**

Location of Service Records, if known *1) US Naval Records Office, Anacortes, OR 98221-1000.  
2) H.C. Commandant 3rd and District, G.T. Anacortes*

## **SEC. XV. TRAINING**

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

Course or Subject	(from) Dates (to)	Hours

## SEC. XVI. REMARKS

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

**DATE** 24 May 1972

**SIGNATURE** 

## APPOINTMENT AFFIDAVITS

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

.....CENTRAL INTELLIGENCE AGENCY

(Department or agency)

(Office 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.

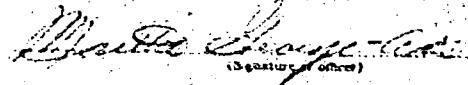
.....20 May 1957.....

(Date of swearing on oath)

  
(Signature of Appointee)

Subscribed and sworn before me this ..... 20th ..... day of ..... May ..... A. D. 1957,  
at ..... Washington, D.C. .....  
(City) (State)

[SEAL]

  
(Signature of Notary Public)

(Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

## DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such matters as arrests or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

1. PRESENT ADDRESS (street and number, city and state).

**5006 COLUMBIA PIKE, APT. 3, ALEXANDRIA, VIRGINIA**

2. DATE OF BIRTH:

**29 JUNE 1930**

3. DO YOU HAVE ANY OTHER ADDRESS, PLEASE INDICATE

**MRS. MARGARET KOENIG**

4. DO YOU HAVE A MARRIED NAME?

**Ford de Lue**

5. DO YOU HAVE A MARRIED NAME?

**Wife**

6. DO YOU HAVE CHILDREN?

**No**

7. DO YOU HAVE PARENTS?

**No**

8. DO YOU HAVE SIBLINGS?

**No**

9. DO YOU HAVE BROTHERS?

**No**

10. DO YOU HAVE SISTERS?

**No**

11. DO YOU HAVE NEPHEWS?

**No**

12. DO YOU HAVE NIECES?

**No**

13. DO YOU HAVE UNCLE(S)?

**No**

14. DO YOU HAVE AUNT(S)?

**No**

15. DO YOU HAVE COUSINS?

**No**

16. DO YOU HAVE BROTHER-IN-LAW(S)?

**No**

17. DO YOU HAVE SISTER-IN-LAW(S)?

**No**

18. DO YOU HAVE NEPHEW-IN-LAW(S)?

**No**

19. DO YOU HAVE NIECE-IN-LAW(S)?

**No**

20. DO YOU HAVE UNCLE-IN-LAW(S)?

**No**

21. DO YOU HAVE AUNT-IN-LAW(S)?

**No**

22. DO YOU HAVE COUSIN-IN-LAW(S)?

**No**

23. DO YOU HAVE BROTHER-IN-LAW(S)?

**No**

24. DO YOU HAVE SISTER-IN-LAW(S)?

**No**

25. DO YOU HAVE NEPHEW-IN-LAW(S)?

**No**

26. DO YOU HAVE NIECE-IN-LAW(S)?

**No**

27. DO YOU HAVE UNCLE-IN-LAW(S)?

**No**

28. DO YOU HAVE AUNT-IN-LAW(S)?

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29. DO YOU HAVE COUSIN-IN-LAW(S)?

**No**

30. DO YOU HAVE BROTHER-IN-LAW(S)?

**No**

31. DO YOU HAVE SISTER-IN-LAW(S)?

**No**

32. DO YOU HAVE NEPHEW-IN-LAW(S)?

**No**

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**No**

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48. DO YOU HAVE UNCLE-IN-LAW(S)?

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52. DO YOU HAVE SISTER-IN-LAW(S)?

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59. DO YOU HAVE SISTER-IN-LAW(S)?

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60. DO YOU HAVE NEPHEW-IN-LAW(S)?

**No**

61. DO YOU HAVE NIECE-IN-LAW(S)?

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62. DO YOU HAVE UNCLE-IN-LAW(S)?

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64. DO YOU HAVE COUSIN-IN-LAW(S)?

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66. DO YOU HAVE SISTER-IN-LAW(S)?

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68. DO YOU HAVE NIECE-IN-LAW(S)?

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92. DO YOU HAVE COUSIN-IN-LAW(S)?

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93. DO YOU HAVE BROTHER-IN-LAW(S)?

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94. DO YOU HAVE SISTER-IN-LAW(S)?

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**No**

120. DO YOU HAVE COUSIN-IN-LAW(S)?

**No**

121. DO YOU HAVE BROTHER-IN-LAW(S)?

**No**

122. DO YOU HAVE SISTER-IN-LAW(S)?

**No**

123. DO YOU HAVE NEPHEW-IN-LAW(S)?

**No**

124. DO YOU HAVE NIECE-IN-LAW(S)?

**STATEMENT OF PRIOR FEDERAL, FEDERAL-STATE, MILITARY AND MILITARY SERVICE  
AND DETERMINATION OF COMPETITIVE STATUS**

**IMPORTANT:** The information on this form will be used (1) in determining creditable service for leave purposes and retention credits for reduction in force, and (2) in recording agency determination of competitive status. The employee should complete Part I and the Personnel Office should complete Parts II through V.

**PART I—EMPLOYEE'S STATEMENT**

1. NAME (Last, first, middle initial)

KELLY, THOMAS J.

2. DATE OF BIRTH

39 June 1930

**PART II—THIS COLUMN IS  
FOR PERSONNEL OFFICE USE**

3. RETENTION GROUP

4. A. CSC STATUS  YES  NO

B. TYPE OF PRESENT  
APPOINTMENT

5. SERVICE

YEAR MONTH DAY

56 10 32

53 7 12

3 3 201121

DD-214 Active

3 04 01

6. TOTAL SERVICE

3 3 21

12. NONCREDITABLE SERVICE  
(Leave purposes only)

13. NONCREDITABLE SERVICE  
(RIF purposes only)

14. REEMPLOYMENT RIGHTS  
 YES  NO

15. RETENTION RIGHTS  
 YES  NO

17. EXPIRATION DATE OF RETEN-  
TION RIGHTS

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. NAVY	1953	July	12	1956	Nov	11	HON.

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE  
WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR?  YES  NO  
IF ANSWER IS "YES," LIST FOLLOWING INFORMATION:

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

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS?  
 YES  NO

(If answer is "Yes," in what agency were you employed at the time status was acquired?)

7. ARE YOU:

- A. THE WIFE OF A DISABLED VETERAN?  YES  NO
- B. THE MOTHER OF A DECEASED OR DISABLED VETERAN?  YES  NO
- C. THE UNREMARRIED WIDOW OF A VETERAN?  YES  NO

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.

I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

20 May 1957

(Date)

Thomas Kelly  
(Signature)

Subscribed and sworn to before me on this 20th day of May 1957 at Washington, D.C.

(Month) (City) (State)

S. R. A.

Marie Hayes

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 personal side of the employee's official personnel folder immediately before or after the personnel action involved.

(OVER)

14-01620-8

**Part III.—DETERMINATION OF COMPETITIVE STATUS.** (Complete for noncompetitive hires based on competitive status as evidence.) Employee has a competitive status. This determination is based upon the following:

NAME OF AGENCY	SIGNATURE AND OFFICIAL TITLE	DATE

**PART IV.—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES.**

	TOTAL SERVICE (Item 12)	NONCREDITABLE SERVICE (Item 13)	CREDITABLE SERVICE (Leave Purposes)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (Leave Purposes)	SERVICE COM- PUTATION DATE (Leave Purposes)
Years				10/15/67	11/15/67	53/21
Months				10/15/67	11/15/67	53/21
Days				10/15/67	11/15/67	53/21

**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 13)	CREDITABLE SERVICE (RIF Purposes)	ENTRANCE ON DUTY DATE (Present Agency)	LESS CREDITABLE SERVICE (RIF Purposes)	SERVICE COM- PUTATION DATE (RIF Purposes)
Years						
Months						
Days						

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

REMARKS:

SECRET

MEMORANDUM FOR: THOMAS J. KEENAN

SUBJECT : Credit Reference

1. You are advised that the position for which you have been hired is of a sensitive nature and that YOU ARE NOT TO IDENTIFY YOURSELF WITH THIS AGENCY for credit reference or for any other purpose.
2. You are to disregard that portion of the Monday morning Personnel E&D Orientation and the Thursday afternoon Security Introduction which authorizes certain personnel to identify themselves with this Agency, when necessary, for credit, rental agreement, and like purposes.
3. You will be advised by your Placement Officer as to the cover information necessary for proper job identification. If at any time cover difficulties are encountered you may arrange an appointment through your Placement Officer to see this Security Officer responsible for your activity.

G. M. Stewart

G. M. STUART  
Director of Personnel

I have read the above and understand that I am not to associate myself with the Central Intelligence Agency for credit reference or for any other purpose.

20 May 1952

Date

Thomas J. Keenan

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.

Liam J. Cesar  
Signature of Agreement

26 Jun 1957  
Date

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



### SECRECY AGREEMENT

13 Jan 1958  
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. Keay  
Signature

J. H. Gege  
Witness

SECRET  
(When Filled In)

1. DATE OF REQUEST

21 June 1976

4. GRADE

GS-15

3. POSITION TITLE

Ops Officer

5. EMPLOYEE'S EXT.

7375

### REQUEST FOR MEDICAL EVALUATION

2. NAME (Last, First, Middle)

Keenan, Thomas J.

ZG 01-30

3. OFFICE, DIVISION, BRANCH

DDO/LA/MRCAM

### 7. PURPOSE OF EVALUATION

PRE-EMPLOYMENT

ENTRANCE ON DUTY

TDY STANDBY

SPECIAL TRAINING

ANNUAL

RETURN TO DUTY

FITNESS FOR DUTY

MEDICAL RETIREMENT

HQ/TOV

OVERSEAS ASSIGNMENT

ETO

STATION

TDY OR PCS

TYPE OF COVER

NO. OF DEPENDENTS TO ACCOMPANY

NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY ATTACHED

RETURN FROM OVERSEAS

ETA

STATION

NO. OF DEP'ts

### 8. OVERSEAS PLANNING EVALUATION (One block must be checked)

YES

NO

### 9. REQUESTING OFFICER

SIGNATURE

Kathy Hill, LA/TDY

ROOM NO. & BUILDING

3D3112 Hqs

EXT.

5270

### 10. COMMENTS

### 11. REPORT OF EVALUATION

Qualified for TDY Standby until 1 July 1978.

DATE

6 August 1976

SIGNATURE FOR CHIEF OF MEDICAL STAFF

Harry C. Gordon, OMS/Registrar

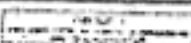
FORM 250 USE PREVIOUS EDITIONS

SECRET

G-3 IMPRINT CL. 07-1072-100

## SECRET

1. NAME (First, Middle) <b>Koenen, Thomas J.</b>	2. DATE OF BIRTH <b>29 June 1930</b>	3. GRADE <b>GS 14</b>
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) <b>BH/ Lima</b>	5. PRESENT POSITION	6. EMPLOYEE EXTENSION <b>6815</b>
7. PROPOSED STATION <b>BH/ Kingston, Jamaica</b>	8. PROPOSED POSITION (Title, Number, Grade) <b>COS 068 GS 14</b>	
9. TYPE OF COVER AT NEW STATION <b>State-Integrated 5105-26-2991</b>	10. ESTIMATED DATE OF DEPARTURE <b>1 Sept 1973</b>	11. NO. OF dependents TO ACCOMPANY <b>Never</b>
12. COMMENTS		
13. DATE OF REQUEST <b>26 July 1973</b>	14. SIGNATURE OF REQUESTING OFFICIAL <b>Joe Torred</b>	15. ROOM NUMBER AND BUILDING (L. EXTENSION) <b>SD5317</b> <b>6815</b>
16. OFFICE OF MEDICAL SERVICES DISPOSITION  <b>Qualified overseas PCS.</b> <b>23 October 1973 William T. Golder, OMS/pro</b>		
17. OFFICE OF SECURITY DISPOSITION		
18. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION		
REQUEST FOR PCS OVERSEAS EVALUATION		



SECRET

1. NAME (Last, First, Middle) <b>Koeman, Thomas J.</b>		2. DATE OF BIRTH <b>29 Jun 30</b>	3. GRADE <b>GS-14</b>
4. OFFICE, DIVISION, BRANCH (BY SEPARATE STATION, AND existing cover if Interim Assignment) <b>DOD/DIA/B-2/Intelligence State</b>		5. PRESENT POSITION <b>Ops Officer</b>	6. EMPLOYEE EXTENSION <b>7431</b>
7. PROPOSED STATION <b>Lima, Peru</b>		8. PROPOSED POSITION (Title, Number, Grade) <b>Ops Off DCOS/0138/00-14</b>	
9. TYPE OF COVER AT NEW STATION <b>State</b>		10. ESTIMATED DATE OF DEPARTURE <b>Oct 71</b>	11. NO. OF dependents to support <b>seven (7)</b>
12. COMMENTS <p>Vice: Charles Dickens</p> <p>Physical will be taken in the field and results forwarded to Mrs. Mr. Koeman's tested Spanish language proficiency of Intermediate Reading and Elementary Speaking meets the general language requirement of the Station.</p>			
13. DATE OF REQUEST <b>19 Mar 71</b>	14. SIGNATURE OF REQUESTING OFFICIAL <b>Joan Wright</b>	15. ROOM NUMBER AND BUILDING (if extension) <b>3D D309 Hwy 7431</b>	
16. OFFICE OF SECURITY DISPOSITION <b>Qualified Overseas PCB</b>			
17. REQUEST FOR PCB OVERSEAS EVALUATION <p>12 May 1971 Peter Zrowski, CM3/pro</p>			
18. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION			
19. COMMENTS			
20. REQUEST FOR PCB OVERSEAS EVALUATION			

SECRET  
(When Filled In)

1. DATE OF REQUEST

8 May 1969

2. NAME / Last, First, Middle  
**KEEGAN, Thomas J.**

3. OFFICE, DIVISION, BRANCH  
**DDP/WB/3/Bogota**

4. POSITION, TITLE  
**Ops Officer**

5. GRADE  
**GS-13**

6. EMPLOYEE'S EST.  
**6815**

7. PURPOSE OF EVALUATION

PRE-EMPLOYMENT

ENTRANCE ON DUTY

TOV STANDBY

SPECIAL TRAINING

ANNUAL

RETURN TO DUTY

FITNESS FOR DUTY

MEDICAL RETIREMENT

PRE-TOV

OVERSEAS ASSIGNMENT

ETO

STATION

**Bogota**

TOV OR PCS

PCS

TOV OR PCS

**State**

NO OTHER INFORMATION TO ACCOMPANY  
THIS REPORT

NO. OF DEPENDENTS' REPORTS OF MEDICAL  
HISTORY (IF ANY) ATTACHED

RETURN FROM OVERSEAS

MEDICALLY QUALIFIED FOR  
PROPOSED OS PCS.

CON-LG PARL

**9 June 1969**

STATION

**Bogota**

NO. OF DEPS.

**PG 1363**

8. OVERSEAS PLANNING EVALUATION (One check must be checked)

YES

NO

9. REQUESTING OFFICER

SIGNATURE

*MacDougall*

ROOM NO. & BLDG. NO.

**3D6309 Room.**

EXT.

**6815**

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 physical in Bogota.

11. REPORT OF EVALUATION

DATE  
**10-10-69**

SIGNATURE FOR CHIEF OF MEDICAL STAFF

SECRET

SECRET

(DODIG-R-1, Rev. 10-64)

REQUEST FOR MEDICAL EVALUATION			DATE OF REQUEST													
E. NAME (Last, First, Middle) <b>Koosan, Thomas John (Dependents of)</b>		F. POSITION TITLE <b>Ops Officer</b>		G. GRADE <b>GS-12</b>												
H. OFFICE, DIVISION, BRANCH <b>DDP/WB/CA</b>		I. EMPLOYEE IDENT. <b>6815</b>														
J. 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 <input type="checkbox"/> Housing		<b>STATION</b> <b>Bogota, Colombia</b> <b>TDY OR PCS</b> <b>PCS</b> <b>TYPE OF LEAVE</b> <b>State</b> <b>NO. OF DEPENDENTS TO ACCOMPANY</b> <b>Seven (7)</b> <b>NO. OF PARENTS/ADULT REPORTS OF MEDICAL HISTORY</b> <b>Seven (7)</b>												
<input type="checkbox"/> RETURN FROM OVERSEAS <b>STA</b> <b>STATION</b> <b>NO. OF SUBORD.</b>																
K. OVERSEAS PLANNED EVALUATION (One check mark or checked)																
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		L. REQUESTING OFFICER <b>Kenneth L. Wambold</b> <b>ROOM NO. &amp; BUILDING</b> <b>3 D 5309</b>														
M. SCHEDULED DATE <p>Form 39 are attached. Please schedule during April 1967.</p> <table border="1"> <tr> <td>Mary Margaret</td> <td>Dau 6 Oct 57</td> <td>Eloise Elizabeth</td> <td>Dau 19 Aug 61</td> </tr> <tr> <td>Kathleen Ann</td> <td>Dau 16 Sep 59</td> <td>Patricia Jean</td> <td>Dau 11 Sep 62</td> </tr> <tr> <td>Thomas John, Jr.</td> <td>Son 10 May 60</td> <td>Carol Jane</td> <td>Dau 7 May 63</td> </tr> </table>					Mary Margaret	Dau 6 Oct 57	Eloise Elizabeth	Dau 19 Aug 61	Kathleen Ann	Dau 16 Sep 59	Patricia Jean	Dau 11 Sep 62	Thomas John, Jr.	Son 10 May 60	Carol Jane	Dau 7 May 63
Mary Margaret	Dau 6 Oct 57	Eloise Elizabeth	Dau 19 Aug 61													
Kathleen Ann	Dau 16 Sep 59	Patricia Jean	Dau 11 Sep 62													
Thomas John, Jr.	Son 10 May 60	Carol Jane	Dau 7 May 63													
N. REPORT OF EVALUATION <p>W W W</p>																
O. DATE		P. MEDICAL PROPOSAL		Q. SIGNATURE FOR CHIEF OF MEDICAL STAFF												

## SECRET

1. NAME (First, Middle) <b>Keenan, Thomas John</b>			
2. DATE OF BIRTH <b>29 June 1930</b>			
3. GRADE <b>GS-12</b>			
4. OFFICE, DIVISION, BRANCH (or overseas station and reporting name of current assignment) <b>DDP/TH/CA</b>			
5. PRESENT POSITION <b>Ope Officer</b>			
6. EMPLOYEE EXTENSION <b>6018</b>			
7. PROPOSED STATION <b>Bogota, Colombia</b>			
8. PROPOSED POSITION (Title, Number, Grade) <b>Ope Officer/0327/GS-13</b>			
9. TYPE OF COVER AT NEW STATION <b>State</b>			
10. ESTIMATED DATE OF DEPARTURE <b>May 1967</b>			
11. NO. OF dependents TO ACCOMPANY <b>Seven (7)</b>			
12. COMMENTS <b>Form 80 is attached.</b>			
13. DATE OF REQUEST <b>13 February 67</b>		14. SIGNATURE OF REQUESTING OFFICER <b>Kenneth L. Vanbold</b>	
15. ROOM NUMBER AND BUILDING/EXTENSION <b>3 D 5309</b>		16. ROOM NUMBER AND BUILDING/EXTENSION <b>6815</b>	
17. OFFICE OF MEDICAL SERVICES DISPOSITION  <b>215 67</b>			
18. OFFICE OF SECURITY DISPOSITION  <b>215 67</b>			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION  <b>215 67</b>			
REQUEST FOR PCS OVERSEAS EVALUATION			



**SECRET**

(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KENNAN, Thomas J.</b>	3. POSITION TITLE <b>Ops Officer</b>	4. GRADE <b>OC-12</b>
5. OFFICE, DIVISION, BRANCH <b>DDP/JIV/PD</b>	6. EMPLOYEE'S EXT. <b>7811</b>	
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-Employment <input type="checkbox"/> Entrance on Duty <input checked="" type="checkbox"/> TDY STANDBY Latin America <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		
<input checked="" type="checkbox"/> HOUSING <input type="checkbox"/> OVERSEAS ASSIGNMENT  <b>STD:</b> <b>STATION:</b> <b>TDY OR PCS:</b> <b>TDY:</b> <b>TYPE OF COVER:</b> <b>Lt, State</b> <b>NO. OF DEPENDENTS TO ACCOMPANY:</b>  <b>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 88) ATTACHED:</b>		
<input type="checkbox"/> RETURN FROM OVERSEAS  <b>STD:</b> <b>STATION:</b> <b>NO. OF DEP'TS:</b>		
8. OVERSEAS PLANNED EVALUATION TIME BASIS must be checked		9. REQUESTING OFFICER
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Signature <b>Mary C. Ternig</b> ROOM NO. & BUILDING <b>1-56</b>
10. COMMENTS		
11. REPORT OF EVALUATION		
<b>QUALIFIED FOR TDY STANDBY</b> <b>UNTIL</b> <b>PETER BROOKS</b> <small>TRANSFERS FOR CURE OF MEDICAL PROBLEMS</small>		

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) <b>KEPPEL, THOMAS J.</b>		3. POSITION TITLE <b>OPS OFFICER</b>
3. OFFICE, DIVISION, BRANCH <b>DDP/MW/3</b>		4. GRADE <b>C-12</b>
5. PURPOSE OF EVALUATION		6. EMPLOYEE'S EXT.
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> TDY <input type="checkbox"/> OVERSEAS ASSIGNMENT  <b>ETO</b>  <b>STATION</b>  <b>TDY OR PCS</b>  <b>TYPE OF COVER</b>  <b>NO. OF DEPENDENTS TO ACCOMPANY</b>  <b>ALL OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SP-89) ATTACHED</b>
		<b>RETURN FROM OVERSEAS</b>  <b>ETO</b>  <b>STATION</b>  <b>MEXICO CITY, MEXICO</b> <b>NO. OF DEPNTS</b>
7. OVERSEAS PLANNING EVALUATION (One block must be checked)		8. REQUESTING OFFICER
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE ROOM NO. & BUILDING EXT.
10. COMMENTS  <b>18 AND 21 DEC. 0920 1245</b>		<b>CERTIFIED FOR CURRENT DUTIES</b>  <b>100% CAPABLE</b>
11. REPORT OF EVALUATION		
DATE <b>12-23-68</b>	SIGNATURE FOR CERTIFICATE OF MEDICAL STATUS	

SECRET  
(When Filled In)

1. DATE OF REQUEST

8 April 65

REQUEST FOR MEDICAL EVALUATION

2. NAME (Last, First, Middle)

KENNAN, Thomas John

3. POSITION TITLE

Ops Officer

4. GRADE

GS-10

5. OFFICE, DIVISION, BRANCH

DDP/MIV/R&O

6. EMPLOYEE'S EXT.

6576

7. PURPOSE OF EVALUATION

PRE-EMPLOYMENT

TDY TO DUTY

ENTRANCE ON DUTY

OVERSEAS ASSIGNMENT

Please re-evaluate

TDY STAND BY

ETO

SPECIAL TRAINING

STATION

ANNUAL

TDY OR PCS

RETURN TO DUTY

TDY

FITNESS FOR DUTY

TYP OF CONVR.

MEDICAL RETIREMENT

Light State

NO. OF DEPENDENTS TO ACCOMPANY

NO. OF DEPENDENTS' REPORTS OF MEDICAL

HISTORY (SF 89) ATTACHED

8. RETURN FROM OVERSEAS

ETA

STATION

NO. OF DEP't's

9. OVERSEAS PLANNING EVALUATION (One check must be checked)

10. REQUESTING OFFICER

YES

SIGNATURE

NO

Mary C. Mernig

ROOM NO. & BUILDING

EXT.

QH-44

6576

11. COMMENTS

QUALIFIED FOR TDY STAND BY  
UNTIL *June 65*

12. REPORT OF EVALUATION

*JOE W. CLINE*

DATE

SIGNATURE FOR DUTY OF MEDICAL STAFF

FA 13 GS

SECRET  
WHEN FILLED IN

REQUEST FOR MEDICAL EVALUATION

1. NAME CLASS <b>KERAN</b>	2. POSITION TITLE <b>Ops Officer</b>	3. GRADE <b>J.</b>	4. DATE OF REQUEST <b>15 September 1959</b>
5. REQUESTING OFFICE <b>J. Washington, W/Pers</b>	6. OFFICE, DIVISION AND BRANCH <b>DOP/WIV/III</b>	7. GRADE <b>OS-9</b>	8. EXTENSION <b>6262</b>
9. BUILDING AND ROOM NO. <b>1106 Barton</b>			

TYPE OF EVALUATION AND REPORT

10. TYPE OF EVALUATION

- PRE-EMPLOYMENT
- ENTRANCE ON DUTY
- OVERSEAS

ETO	<b>a/a 15 February 1959</b>
STATION	<b>Mexico City, Mexico</b>
TO/PCS	<b>PCS</b>

11. OVERSEAS PLANNING EVALUATION DESIRED IN ACCORDANCE WITH R 10-300

- YES     NO

Subject will be a State Integrator.

12. REPORT OF MEDICAL EVALUATION

- QUALIFIED
- DISQUALIFIED

13. REPORT OF OVERSEAS PLANNING EVALUATION

- QUALIFIED
- DISQUALIFIED

14. COMMENTS

Dependents to accompany

Wife - Margaret J.  
Daughter - Mary M.  
Daughter - Kathleen A.

Subject's and dependent B7D attached.

DATE OF EVALUATION

SIGNATURES FOR CHIEF MEDICAL STAFF

SECRET

(When Filled In)

## MEDICAL ACTION REQUEST AND REPORT

## I. REQUEST FOR PHYSICAL EXAMINATION BY

2. NAME KEEFEAN	1. REQUEST FOR PHYSICAL EXAMINATION BY THOMAS	6. GRADE JOHN	2. DATE 21 Jan 1958
3. TO POSITION JOT	4. OFFICE, DIVISION, BRANCH JOTP/TR	7. GRADE OS-7	5. GRADE
6. TYPE OF POSITION <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	8. EVALUATE FOR <input type="checkbox"/> E&O <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee Re-evaluation	9. PRE-EVALUATION <input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specialty) Training at ISOLATION beginning 3 March 1958	10. QUALIFIED FOR FULL DUTY <input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only
11. REPORT OF MEDICAL EVALUATION  Remarks:  Send reports to JOTP/TR, 2518 C. Eye Make appointments with JOTP/TR, Extension 3514			
12. QUALIFIED FOR PROPOSED TRAINING JAN 23 1958  <i>Medical Officer</i> MEDICAL OFFICER			

SECRET  
(When Filled In)

## MEDICAL ACTION REQUEST AND REPORT

## I. REQUEST FOR PHYSICAL EXAMINATION BY

2. NAME KEEFEAN	1. REQUEST FOR PHYSICAL EXAMINATION BY THOMAS	6. GRADE JOHN	2. DATE 9 October 1957
3. TO POSITION Officer Trainee	4. OFFICE, DIVISION, BRANCH JOTP/TR	7. GRADE OS-7	5. GRADE
6. TYPE OF POSITION <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> U.S. Field <input type="checkbox"/> Overseas	8. EVALUATE FOR <input type="checkbox"/> E&O <input type="checkbox"/> Overseas <input type="checkbox"/> Returnee	9. PRE-EVALUATION <input type="checkbox"/> Pre-employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specialty) Training - Ops Fan Course #11 beginning 4 November 1957	10. QUALIFIED FOR FULL DUTY <input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only
11. REPORT OF MEDICAL EVALUATION  Remarks:  Send reports to JOTP/TR, 2513 Quarters Eye Make appointments with JOTP/TR, Extension 3514			
12. QUALIFIED FOR PROPOSED TRAINING OCT 11 1957  <i>Medical Officer</i> MEDICAL OFFICER			

14-00000  
SECRET  
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I. REQUEST FOR PHYSICAL EXAMINATION BY

1. NAME (Last)	2. FIRST	3. MIDDLE	4. DATE
KEEHAN	Thomas	John	16 8 57
5. TO POSITION	6. OFFICE, DIVISION, BRANCH	7. ORIGIN	8. DUTY
JOT	OTR/JOTP	OS-27	52 08 08
9. TYPE OF POSITION	10. EVALUATE FOR	11. SPECIAL (Specify)	
<input checked="" type="checkbox"/> Departmental	<input type="checkbox"/> COO	<input type="checkbox"/> Pre-employment	
<input type="checkbox"/> U.S. Field	<input type="checkbox"/> Overseas	<input type="checkbox"/> Annual	
<input type="checkbox"/> Overseas	<input type="checkbox"/> Returns	<input checked="" type="checkbox"/> Special (Specify)	

Re-evaluated for ISO Trng - 9/30/57 - CC

II. REPORT OF MEDICAL EVALUATION

- Qualified for Full Duty (General)  
 Qualified for Departmental Duty Only

- Qualified for Full Duty (Special)  
 Disqualified

Remarks:

Send reports to JOTP/TR, 2413 Alcott.

Make appointments with JOTP/TR, X3514.

QUALIFIED FOR PROPOSED TRAINING

SEP 13 1957

*Martin J. Flynn*  
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 08-7

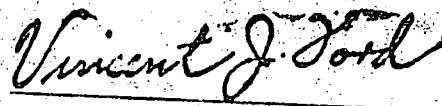
The Medical Office has granted Thomas J. Keenan Full Duty/  
General status. Please confirm the request dated 8 February 1957  
to initiate action on Mr. Keenan.

M. Baird  
MATTHEW BAIRD

DRAFTED

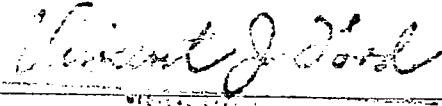
SECRET  
(When Filled In)

**MEDICAL ACTION REQUEST AND REPORT**

<b>I. REQUEST FOR PHYSICAL EXAMINATION BY</b>		<b>2. DATE</b>
1. NAME (Last) <b>KEENAN</b> (First) <b>THOMAS</b> Middle <b>JOHN</b>		3. GRADE
4. OFFICE, DIVISION, BRANCH <b>CTR/JOTP</b>		5. DATE <b>14 March 1957</b>
6. TO POSITION <b>JOT</b>		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"/> Returns
		<input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)
<b>II. REPORT OF MEDICAL EVALUATION</b>		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified
Remarks:		
<b>FULL DUTY/GENERAL 26MAR 1957</b>		
Please send copy to JOTP, 2413 Alcott.		
 <b>SECRET</b> <span style="float: right;">MEDICAL OFFICE</span>		

SECRET  
(When Filled In)

**MEDICAL ACTION REQUEST AND REPORT**

<b>I. REQUEST FOR PHYSICAL EXAMINATION BY</b>		<b>2. DATE</b>
1. NAME (Last) <b>CLARK</b> (First) <b>FRANCIS</b> Middle <b>JOHN</b>		3. GRADE
4. OFFICE, DIVISION, BRANCH <b>CTR/JOTP</b>		5. DATE <b>14 March 1957</b>
6. TO POSITION <b>JOT</b>		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"/> Returns
		<input type="checkbox"/> Pre-Employment <input type="checkbox"/> Annual <input type="checkbox"/> Special (Specify)
<b>II. REPORT OF MEDICAL EVALUATION</b>		
<input type="checkbox"/> Qualified for Full Duty (General) <input type="checkbox"/> Qualified for Departmental Duty Only		<input type="checkbox"/> Qualified for Full Duty (Special) <input type="checkbox"/> Disqualified
Remarks:		
<b>FULL DUTY/GENERAL</b>		
Please send copy to JOTP, 2413 Alcott.		
 <b>SECRET</b>		

CONFIDENTIAL  
SECURITY INFORMATION  
SECURITY APPROVAL

Date: 19 April 1957

Your Reference: C-7673 OTR

Case Number: 131718

TO: Chief, Records & Services Division  
FROM: Chief, Personnel Office  
Personnel  
SUSJECT: KECHAN, Thomas John

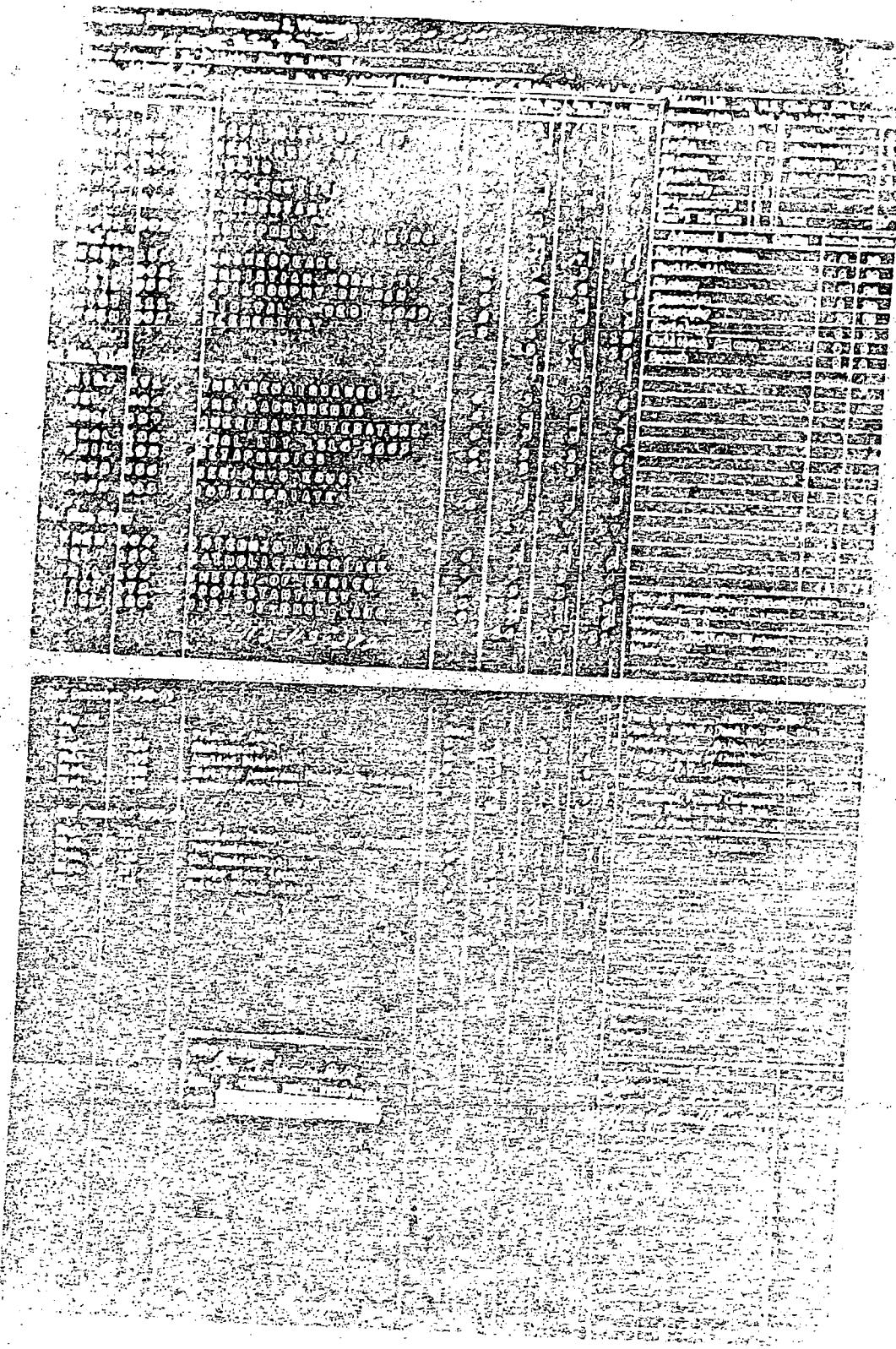
1. This is to advise you of security action in the subject case as indicated below:

- 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.

*(Signature)*  
W. M. Knott

*Received 4/18/57  
OAS/CAP*

CONFIDENTIAL



JULY

1968



JOHN M. GOODMAN  
Chairman