

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION



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

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

SUBJECT: STATEMENT CONCERNING CHRISTMAS ASSISTANT EMPLOYMENT

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

(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
Supt., Civ. Ser. Pr.

RECEIVED USA APR 24 1978

GSA FORM 6404
GSA GEN. REG. NO. 10

APR 6 1978

Standard Form 127 Date 2/6/70 GSA GEN. REG. NO. 27-100 2745-101-1700 REPLACES EDITION OF 12-67	REQUEST FOR OFFICIAL PERSONNEL FOLDER (SEPARATED EMPLOYEE)	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	7A. NAME, GRADE, PAYSCALE, EMPLOYED SINCE from 12/

C4F

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

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

SUBMIT IN DUPLICATE FOR
EACH FOLDER REQUESTED
Original will be used as
index 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
CCW-L-SJF

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

SF 147

Standard Form 17 GSA GEN. REG. General Services Administration FPMR (41 CFR) - 101-11.2	REQUEST FOR OFFICIAL PERSONNEL FOLDER (SEPARATED EMPLOYEE)	1. DATE OF REQUEST 03 February 1970
Section I--TO BE COMPLETED BY REQUESTING AGENCY		
2. SURNAME, FIRST, MIDDLE KERKEL, THOMAS		
3. NAME, GRADE, RANK, TITULARITY, EMPLOYED, FULL NAME THOMAS KERKEL, GS-20, 30		

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

4. DATE OF BIRTH
06 29 30
NOV 26 1970

5. SUBMIT OR DUPLICATE FORM
 EACH FOLDER REQUESTED
 Universal code to indicate which
 folder or copy is your choice.
 Preference will be used as
 information forwarded by the
 Records Center.

6. PREVIOUS FEDERAL EMPLOYMENT			
AGENCY AND POSITION	LOCATION	FROM	TO
United States Post Office	Milwaukee, Wis.	11/70	12/70
United States Post Office	Milwaukee, Wis.	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.
7. REMARKS
- If no records may be found, please do a payroll search. Thank you.

Section II--FOR USE BY RECORDS CENTER	
<p><input type="checkbox"/> d. Folder enclosed.</p> <p><input type="checkbox"/> e. Folder was sent to your agency.</p> <p><input type="checkbox"/> f. Folder forwarded in place of information requested. Retain if person is retired.</p> <p><input type="checkbox"/> g. Folder not received. Suggest you contact last employing office.</p> <p><input type="checkbox"/> h. Folder not located. Suggest further search of your agency. If still unlocated, verify correctness of name, grade, rank, date forwarded, and several names of other folders in same assignment.</p>	
Date: _____	INDEXED: _____

* Special Info. TO BE COMPLETED BY REQUESTING AGENCY

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

SECRET

(For Field Use)

D-NO STATUS

REQUEST FOR PERSONNEL ACTION					DATE PREPARED
					30 December 1974
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
026090 ✓		Keenan, Thomas J. ✓			
3. NATURE OF PERSONNEL ACTION <i>Reclassification</i> Change of Functional Category		4. INVESTIGATIVE DATA REQUESTED			5. CATEGORY OF EMPLOYMENT
		NAME <input type="checkbox"/> TITLE <input checked="" type="checkbox"/> GRADE <input type="checkbox"/> GRADE <input checked="" type="checkbox"/>			Regular
6. PAY AND RANK		7. PAY AUTHORITY (Completed by Office of Personnel)			
<input checked="" type="checkbox"/>		5135 0984 C001			
8. OCCUPATIONAL DESIGNATIONS		9. LOCATION OF STATION			
<i>DDO/LA Division Foreign Field Kingston, Jamaica Station</i>		<i>Kingston, Jamaica</i>			
10. POSITION NAME <i>Attache Political Officer</i>		11. POSITION NUMBER			12. CAREER SERVICE DESIGNATION
		0660			DOB
13. CLASSIFICATION SCHEDULE (G-1, G-2, etc.) <i>GSR</i>		14. OCCUPATIONAL SERIES			15. GRADE AND RATE <i>04 1</i>
		0136.05			16. GRADE AND RATE <i>21,816.</i>
17. GRADES		18. GRADE AND RATE <i>15 2</i>			19. GRADE AND RATE <i>3 30,812.</i>
<i>*Kingston, Jamaica</i>					
20. SIGNATURE OF REQUESTING OFFICER <i>B. Berisford, LMT/Poss</i>		21. DATE SIGNED <i>30 Dec 74</i>		22. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>R. W. Nichols</i>	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
23. IND. ID. NUMBER <i>37 10</i>		24. OFFICE CODE <i>5135 1 F</i>	25. STATION <i>31043</i>	26. GRADE <i>S-5</i>	27. PAY RATE <i>32 39 70</i>
28. PAY GRADES <i>HQ, HQ-1, HQ-2, HQ-3, HQ-4, HQ-5, HQ-6</i>		29. GRADE <i>S-5</i>	30. GRADE OR RATE <i>32 39 70</i>	31. GRADE <i>15 2</i>	32. PAY RATE <i>30,812.</i>
EXO DATA →					
33. PAY GRADE CHANGES SINCE <i>COOR: S-5-00</i>		34. GRADE RATE <i>COOR: S-5-00</i>	35. CAREER STATUS <i>COOR: S-5-00</i>		36. PAY GRADE <i>COOR: S-5-00</i>
37. PAY GRADE CHANGES SINCE <i>COOR: S-5-00</i>		38. GRADE RATE <i>COOR: S-5-00</i>	39. PAY GRADE <i>COOR: S-5-00</i>		40. PAY GRADE <i>COOR: S-5-00</i>
41. POSITION CONTRACT CERTIFICATION <i>31043 10 000</i>					
42. APPROVAL <i>31043 10 000</i>					

1152 - NOT PREVIOUS EDITION

SECRET

1152 - 0010522

10

SECRET
(Form 1010-1, 20 May 1971)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED
22 May 1974

ITEM NUMBER 1. **NAME** (Last, First, Middle)
0260901 Keenan, Thomas John

2. NATURE OF PERSONNEL ACTION
Promotion

3. PLACE → **Y TO Y** **Y TO U**
OF TO Y **X OF TO U**

4. EFFECTIVE DATE REQUESTED
MONTH DAY YEAR
05 26 74

5. PAY AND GRADE
6. CATEGORY OF EMPLOYMENT
Regular

7. LEGAL AUTHORITY / Comended by Office of Personnel
4135-0984 0001

8. ORGANIZATIONAL DESIGNATION
DDO/WH Division
Foreign Field
Branch 7- Kingston, Jamaica Station Kingston, Jamaica

9. LOCATION OF OFFICIAL STATION

10. POSITION NUMBER **11. CAREER SERVICE DESIGNATION**
0660 D

11. OCCUPATIONAL SERIES **12. GRADE AND RATE**
GS 0136.05 **13. SALARY OR RANK**
197 20677 629.205

14. REMARKS
From: GS - 1474
PRA in accordance with HK 22-172 (1) (d)
VTC two years Kingston, Jamaica

Name Back WH

Handwritten Signature: **R. B. Berthold**

15. SIGNATURE OF APPROVING OFFICER **DATE SIGNED**
J. L. Berthold, C/NR/Pers **22 May 74**

16. SIGNATURE OF CAREER SERVICE APPROVING OFFICER **DATE SIGNED**
R. B. Berthold **22 MAY 1974**

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

17. ACTION	18. REPORT	19. GRADE CODE CODE	20. PAY RATE CODE	21. STATUS	22. TENDERS CODE	23. ADVICE	24. DATE OF BORN MD DA YE	25. DATE OF SEPAR. MD DA YE	26. PAY OF SEPAR. MD DA YE	27. DATE OF DEATH MD DA YE
22 ID	23 D	51816	611 37043	S		3	06 12 70	15 06 74	05 26 74	05 26 74
28. BY DATES MD DA YE	29. SPECIAL REFERENCES Y/N	30. RETIREMENT DATE CODE	31. SEPARATION DATA CODE CODE	32. CORRECTION / CANCELLATION DATE TYPE	33. TENDERS CODE	34. PAY RATE CODE	35. DATE OF BORN MD DA YE	36. PAY OF SEPAR. MD DA YE	37. DATE OF DEATH MD DA YE	38. PAY RATE MD DA YE
32. RETIREMENT DATE MD DA YE	33. CORRECTION / CANCELLATION DATE TYPE	34. PAY RATE CODE	35. DATE OF BORN MD DA YE	36. PAY OF SEPAR. MD DA YE	37. DATE OF DEATH MD DA YE	38. PAY RATE MD DA YE				
40. POSITION CERTIFICATION										
41. PREVIOUS OFFICER'S SERVICE NUMBER CODE					42. GRADE CODE	43. PAY RATE CODE	44. DATE OF BORN MD DA YE	45. PAY OF SEPAR. MD DA YE	46. DATE OF DEATH MD DA YE	47. PAY RATE MD DA YE
47. PREVIOUS OFFICER'S SERVICE NUMBER CODE					48. PAY RATE CODE	49. PAY RATE CODE	50. PAY RATE CODE	51. PAY RATE CODE	52. PAY RATE CODE	53. PAY RATE CODE
54. PAY RATE CODE					55. PAY RATE CODE	56. PAY RATE CODE	57. PAY RATE CODE	58. PAY RATE CODE	59. PAY RATE CODE	60. PAY RATE CODE
61. PAY RATE CODE					62. PAY RATE CODE	63. PAY RATE CODE	64. PAY RATE CODE	65. PAY RATE CODE	66. PAY RATE CODE	67. PAY RATE CODE
68. POSITION CONFIRMATION CERTIFICATION 5-23-74 HHC										
69. O.P. APPROVAL R. L. Keenan										
70. DATE APPROVED 24 May 74										
71. APPROVAL NUMBER FBI-1152										
72. USE PREVIOUS EDITION										
73. CLASSIFICATION 0-0112										
74. APPROVAL										

SECRET

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 designated cover if lateral 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 COVER AT NEW STATION State- Integree	10. ESTIMATED DATE OF EXPIRATION 1 Sept 1973	11. NO. OF EXPENDABLES TO ACCOMPLISH Seven
12. COMMENTS		
13. DATE OF REQUEST 26 July 1973	14. SIGNATURE OF REQUESTING OFFICIAL JF Torres	15. PHONE NUMBER AND EXTENSION 3D5317 6815
16. OFFICE OF MEDICAL SERVICES DISPOSITION		
17. OFFICE OF SECURITY DISPOSITION		
18. OVERSEAS CANDIDATE SECURITY PANEL DISPOSITION PCB 000 337 QUALIFIED FOR ENTRANCE ACCORDING TO CATEGORIES 1 & 2 Signature: [Signature]		
REQUEST FOR PCS OVERSEAS EVALUATION		

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

SECRET

REQUEST FOR PERSONNEL ACTION								DATE PREPARED							
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						3X 4 Nov 71							
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. PAYMENT APPROVAL NO.		8. LEGAL AUTHORITY (Completed by Office of Personnel)							
		OF TO *		X OF TO *		2135 1034									
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICE/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									
OPS OFFICER/DCOS				14. OCCUPATIONAL SERIES		15. GRADE AND STEP		16. SALARY OR RATE							
FSR				0136.01		04 1		17761							
GS				14 2		14 2		21509							
17. REMARKS															
HB 6/4															
This action to correct Item 11 to Read Ops Officer/DCOS															
18. SIGNATURE OF REQUESTING OFFICER				DATE SIGNED		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED					
Henry L. Berthold				7 Nov 71		George W. Lindell				11 Nov 71					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
20. ACTION		21. DEPT/COMP.		22. STATION		23. DATES		24. IDENTS		25. DATE OF BIRTH		26. DATE OF DECE.		27. DATE OF DEI	
58		10 51760		LIMA		1968		1968		3 06 29 30		1970		1970	
28. BY DEPT		29. SPONSOR		30. INVESTIGATE DATE		31. SEPARATE		32. COMBINE		33. DATE OF TERMINATION DATE		34. GROWTH		35. TEE	
OAG		OAG		1970		DATA		DATA		31 Oct 1971		DATA		DATA	
36. BY POSITION		37. MPP. COMP. DATE		38. USM. COMP. DATE		39. CAREER SERVICE		40. O&P. DATA		41. DATE OF REINSTATEMENT		42. VETERAN STATUS		43. DATE OF DEATH	
OAG		1970		1970		1970		CODE		1970		CODE		1970	
44. PERSON CIVILIAN GOVERNMENT SERVICE		45. LEARN. DATE		46. FEDERAL TEE DATA		47. STATE TEE DATA		48. O&P. APPROVED		49. DATE APPROVED		50. DATE APPROVED		51. DATE APPROVED	
OAG		1970		1970		CODE		CODE		1970		CODE		1970	
40. POSITION CONTROL CERTIFICATION		41. DATE APPROVED		42. DATE APPROVED		43. DATE APPROVED		44. DATE APPROVED		45. DATE APPROVED		46. DATE APPROVED		47. DATE APPROVED	
48. DATE APPROVED										49. DATE APPROVED		50. DATE APPROVED			
51. DATE APPROVED										52. DATE APPROVED		53. DATE APPROVED			

44. 1152 USE PREVIOUS EDITION.

SECRET

104-10222-10005

SECRET

(This form dated 1-1-71)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				13 October 1971	
026090		KEENAN, THOMAS J.					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT				MONTH	DAY	YEAR	
				09	30	71	
6. PAY GRADE		7. PAY GRADE	8. FINANCIAL ANALYST NO. OR GRADE RATE		9. LEADS AUTHORITY (Completed by Officer of Command)		
X 0107		X 0109	2135 1084				
10. ORGANIZATIONAL DESIGNATION				11. LOCATION OF OFFICIAL STATION			
DDP/WH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION				LIMA, PERU			
12. POSITION TITLE				13. POSITION NUMBER	14. CAREER SERVICE DESIGNATION		
ATTACHE, POLITICAL OFFICER OPO OFFICER (4)				0135	D		
15. CLASSIFICATION NUMBER (G-1, G-2, WH)		16. OCCUPATIONAL SERIES		17. GRADE AND STEP	18. PAY RATE		
FSR		0136.01		04-1	17.761		
19. GRADE		20. GRADE		14-2	\$21,509		
From: DDP/WH/FF/Bogota, Colombia Station HB WH Approved 259a attached + Bogota, Colombia Via: Clarke Dickens Remarks regarding language agreement on 259a Opo Office occupying an Opo. office							
2. SECURITY & PAYROLL				3. SIGNATURE OF CHIEF OF PERSONNEL			
4. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				5. SIGNATURE OF CAREER SERVICE APPROVING OFFICER			
Henry L. Berthold				John J. Smith			
6. SPACES PROVIDED FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
7. POSITION		8. PAY GRADE		9. PAY RATE		10. GRADE AND STEP	
97-10		5110-4		51105		5-3 AL 21-30	
11. PAY GRADE		12. PAY GRADE		13. PAY RATE		14. GRADE AND STEP	
15. PAY GRADE		16. PAY GRADE		17. PAY RATE		18. GRADE AND STEP	
CODE		CODE		CODE		CODE	
19. PAY GRADE		20. PAY GRADE		21. PAY RATE		22. GRADE AND STEP	
CODE		CODE		CODE		CODE	
23. PAY GRADE		24. PAY GRADE		25. PAY RATE		26. GRADE AND STEP	
CODE		CODE		CODE		CODE	
27. PAY GRADE		28. PAY GRADE		29. PAY RATE		30. GRADE AND STEP	
CODE		CODE		CODE		CODE	
31. POSITION CONTROL CERTIFICATION							32. O.P. APPROVAL
33. DATE APPROVED							R. Bitts
Note 10-15-71							10-15-71
Note 1132 USE PREVIOUS FORM							1132
SECRET							P

SECRET

1. NAME (Last, First, Middle)	395-26-2901	2. DATE OF BIRTH	3. GRADE
Keenan, Thomas J.		29 Jun 30	GS-14
4. OFFICE, DIVISION, BRANCH (or overseas station and covering cover if lateral assignment)		5. PRESENT POSITION	
DDP/WR/Bogota State		Opn Officer 7431	
6. PROPOSED STATION		7. PROPOSED POSITION (Title, Number, Grade)	
Lima, Peru		Ops Off DCOS/0135/GS-14	
8. TYPE OF COVER AT NEW STATION		9. ESTIMATED DATE OF DEPARTURE	10. NO. OF DEPENDENTS TO ACCOMPANY
State		Oct 71	seven (7)
11. 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>			
12. DATE OF REQUEST	13. SIGNATURE OF REQUESTING OFFICIAL	14. ROOM NUMBER AND BUILDING	15. EXTENSION
19 Mar 71	<i>John Wright</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>John Wright</i> PSSAS</p> <p>PCO: E.L.</p> <p>Chairman</p>			
REQUEST FOR PCS OVERSEAS EVALUATION			



SECRET

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 026090	2. NAME (Last-First-Middle) KEENAN, THOMAS J.			3. DATE PREPARED 25 January 1971	
4. NATURE OF PERSONNEL ACTION REASSIGNMENT				5. EFFECTIVE DATE REQUESTED 02 07 71	6. CATEGORY OF EMPLOYMENT REGULAR
7. PLACE 8. PERIOD OF TO: X 0100	V TO V	V TO D	9. MILITARY ANALYST NO. 1135 0834		
10. ORGANIZATIONAL DESIGNATIONS DDP/WB FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION				11. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA	
12. POSITION TITLE POL OFF ATTACHE		13. POSITION NUMBER 1792		14. CAREER SERVICE DESIGNATION D	
15. CLASSIFICATION SCHEDULE FOR GS-12 FSR		16. OCCUPATIONAL SERIES GS 0136.01		17. GRADE AND PAY 04 17781	18. SALARY OF PAY 17,781
19. REMARKS <i>+ Bogota, Colombia</i>					
20. FROM: #0327 <i>Leave of absence from 4 hours per week.</i>					
21. SIGNATURE OF REQUESTING OFFICER <i>Henry L. Berthold</i>			22. DATE SIGNED <i>25 Jan 71</i>		
23. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>N. J. [Signature]</i>			24. DATE SIGNED <i>1-27-71</i>		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
25. ACTION 17 16	26. REASON 1-712 1011-15003	27. OFFICE CALLING MANHATTAN AUTOMATIC	28. DUTY 1980	29. DATA 0-314201 1000	30. DATA 1000-00-0000 00-00-0000
31. PAY PERIOD 1-10-71	32. PAY PERIOD 1-10-71	33. PAY PERIOD 1-10-71	34. PAY PERIOD 1-10-71	35. PAY PERIOD 1-10-71	36. PAY PERIOD 1-10-71
37. PAY PERIOD 1-10-71	38. PAY PERIOD 1-10-71	39. PAY PERIOD 1-10-71	40. PAY PERIOD 1-10-71	41. PAY PERIOD 1-10-71	42. PAY PERIOD 1-10-71
43. PAYROLL NUMBER AGREEMENT NUMBER 1000			44. PAYROLL NUMBER AGREEMENT NUMBER 1000		
45. PAYROLL NUMBER AGREEMENT NUMBER 1000			46. PAYROLL NUMBER AGREEMENT NUMBER 1000		
47. PAYROLL NUMBER AGREEMENT NUMBER 1000			48. PAYROLL NUMBER AGREEMENT NUMBER 1000		
49. PAYROLL NUMBER AGREEMENT NUMBER 1000			50. PAYROLL NUMBER AGREEMENT NUMBER 1000		
51. POSITION CONTROL CERTIFICATION 11			52. O.P. APPROVAL <i>C. B. 1-28-71</i>		
53. PREVIOUS EDITION Form 1152					

SECRET

FEB 1971 EDITION
GSA GEN. REG. NO. 27
MILITARY PERSONNEL
1600 1600 1600 1600 1600 1600

SECRET

(08 Nov 70 Ed. 1)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED			
1. SERIAL NUMBER 026090	2. NAME / Function / Grade Keenan, Thomas J.							3. DATE PREPARED 23 July 1970			
4. NATURE OF PERSONNEL ACTION Promotion								5. EFFECTIVE DATE REQUESTED MONTH: DAY: YEAR: 07 26 70	6. CATEGORY OF EMPLOYMENT Regular		
7. PAY GRADE OF R10 F								8. FINANCIAL ANALYSIS PRO GRADUATION #135-0834			
9. PAY GRADE OF R10 F X OF R10 O								10. LOCALITY OF OFFICE STATION BOGOTA, COLOMBIA			
11. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION								12. POSITION NUMBER (13)	13. CURRENT SERVICE INFORMATION D		
14. CLASSIFICATION APPROVAL (CSA) NO. J FXR								15. OCCUPATIONAL SERIES 0327	16. GRADE AND PAY PHI		
17. PAY GRADE GS								18. PAY GRADE 0136.01	19. PAY GRADE 14 1		
20. REMARKS FROM: GS-13 step 4 \$18,437 *IRA in accordance with NR20-17e(1)a Bogota, Colombia								H&WH			
21. SIGNATURE OF REQUESTING OFFICER HENRY L. BERTRAND C/WL/Pers				22. DATE SIGNED 7/23/70		23. SIGNATURE OF CARRIER SERVICE APPROVING OFFICER A. H. S.				24. DATE SIGNED 7-24	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
25. ACTION CODE 1000 1x 1A		26. PAY CODES AMERICAS AUTOMOTIVE 1700 1700		27. PAYCODE COM 1515 1515		28. MONTH 3		29. DATE OF PAY 07/29/70		30. DATE OF PAY 07/26/70	
31. PAY CODES 1700 1700		32. PAYCODE AMERICAS AUTOMOTIVE 1515 1515		33. PAYCODE COM 1515 1515		34. PAYCODE DATA CODE TYPE 1700		35. PAYCODE DATA CODE TYPE 1700		36. PAYCODE REG NO. REG NO.	
37. PAYCODE 1700 1700		38. PAYCODE 1700 1700		39. PAYCODE 1700 1700		40. PAYCODE 1700 1700		41. PAYCODE 1700 1700		42. PAYCODE 1700 1700	
43. PREVIOUS SERVICE APPROVING OFFICER CORPS 1-70 PAYMASTER CORPS 1-70 PAYMASTER CORPS 2-80 PAYMASTER CORPS 2-80 PAYMASTER CORPS 2-80 PAYMASTER CORPS 2-80 PAYMASTER CORPS											
44. POSITION CONTROL CERTIFICATION 072670 PBR											
45. POSITION CONTROL CERTIFICATION P SECRET								46. O.P. APPROVING H. A. Schubert		47. DATE APPROVED 21 Aug 70	
FORM 1152. USE PREVIOUS EDITION											

SECRET

(S) 5010 2000 24-1

REQUEST FOR PERSONNEL ACTION								DATE PREPARED					
1. SERIAL NUMBER		2. NAME (Last, First, Middle)						14 JUNE 67					
026090		KEENAN, THOMAS J.											
3. NATURE OF PERSONNEL ACTION								4. EFFECTIVE DATE REQUESTED					
PROMOTION (CORRECTION)								05	21	67			
5. RANK		6. RANK		7. FINANCIAL APPROVALS NO CHARGEABLE 7135-0834		8. LEGAL AUTHORITY (Completed by Office of Personnel)							
OF POW		XX OF TO OF											
9. ORGANIZATIONAL DESIGNATION DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION								10. LOCATION OF OFFICE STATION BOGOTA, COLOMBIA					
11. POSITION TITLE POLITICAL OFFICER ATTACHER								12. POSITION NUMBER 0327					
13. GRADE PAY RATE PSR GS								14. GRADE PAY RATE 06 6 0136.01					
15. REMARKS FROM: SAME. ADDITION OF INTEGRATED INFO.								16. SALARY PAY RATE 12685 12873					
<p>- Finance</p> <p>THE SIGNATURE OF REQUESTING OFFICER <i>Robert D. Cashman</i></p> <p>Robert D. Cashman C/WH/Pers.</p>								DATE SIGNED 14 June					
<p>THE SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>R. N. Kelley</i></p>								DATE SIGNED 14 June 67					
SPACE BELOW FOR EXCLUSIVE USE OF THE DIRECTOR OF PERSONNEL													
17. ACTION		18. EMPLOY		19. CIVIL STATUS		20. DEPEND		21. BIRTH DATE		22. DATE OF GRADE		23. DATE OF PAY	
026090		1000		MARRIED		1000		06/27/30		06/01/67		06/01/67	
24. ETD DATA		25. TIN		26. BIRTH DATE		27. DEATH		28. COMBINATION CERTIFICATION DATA		29. SECURITY		30. SECURE	
06/16/67		06/16/67		06/16/67		06/16/67		06/16/67		06/16/67		06/16/67	
31. RET. PERIOD		32. TIN		33. LONG COMM. PAY		34. LONG COMM. PAY		35. CAREER CERTIFICATION		36. MEDICAL INSURANCE		37. MEDICAL INSURANCE	
06/16/67		06/16/67		06/16/67		06/16/67		06/16/67		06/16/67		06/16/67	
38. PREVIOUSLY CERTIFIED IN PERSONNEL SERVICE		39. LEAVE PAY		40. LEAVE PAY		41. PAYMENT DATE		42. PAYMENT DATE		43. PAYMENT DATE		44. PAYMENT DATE	
06/16/67		06/16/67		06/16/67		06/16/67		06/16/67		06/16/67		06/16/67	
45. POSITION CONTROL CERTIFICATION								46. O.P APPROVAL		47. DATE APPROVED		48. COMMENTS	
06-16-67N								No action		06-16-67		FBI-CIA	
49. PREVIOUS EDITION										50. DATE OF PREVIOUS EDITION			
1152										1152			

SECRET

(S) 5010 2000 24-1

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JLW

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 \$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.

N 1535 Complete previous
Edition**SECRET**

(4-12)

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 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:


Lee J. Clark

3

Form 1515e Obsolete Previous
GPO Edition

SECRET

(4-12)

SECRET
15 AUG 1967

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 2 JULY 1967	
1. SERIAL NUMBER 026003 RUSSELL, THOMAS J.			2. NAME - Last - First - Middle		3. EFFECTIVE DATE REQUESTED MONTH DAY YEAR M/Y 6 3 67		
4. NATURE OF PERSONNEL ACTION DEMISSION - DEPARTMENT OF STATE			5. CATEGORIES OF EMPLOYMENT REGULAR		6. SIGN AUTHORITY (Certified by Office of Personnel)		
7. PAY GRADE O-10 Y			8. FINANCIAL ARRANGEMENTS NO CHARGEABLE 7135 0834		9. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA		
10. ORGANIZATIONAL DESIGNATIONS DDF/MIS FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION			11. POSITION NUMBER POLITICAL OFFICER, ATTACHE		12. CAREER SERVICE DESIGNATION CARRIER OFFICER		13. POSITION NUMBER 0327
14. CLASSIFICATION NUMBER FOR C.R. NO. 7 PSR			15. OCCUPATIONAL SERIES 0136.01		16. DATES AND STAFF 06 6 67 12 3		17. SALARY OR RATE \$ 11,685
18. REMARKS <i>All sick and all hours annual leave to be transferred to the DEPARTMENT OF STATE.</i>							
19. 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							
20. SIGNATURE OF REQUESTING OFFICER <i>W.M. FEE</i>			DATE SIGNED		21. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED
AMERICAN GOVERNMENT OFFICER			X-013				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
22. SICK PAY 55 10 \$ 1700	23. PAY RATE WEEKLY	24. PAY RATE 1500S	25. PAY RATE 3	26. PAY RATE 1500	27. PAY RATE 3000	28. PAY RATE 1000	29. PAY RATE 1000
30. PAY RATE 4000	31. PAY RATE 4000	32. PAY RATE 4000	33. PAY RATE 4000	34. PAY RATE 4000	35. PAY RATE 4000	36. PAY RATE 4000	37. PAY RATE 4000
38. PAY RATE 4000	39. PAY RATE 4000	40. PAY RATE 4000	41. PAY RATE 4000	42. PAY RATE 4000	43. PAY RATE 4000	44. PAY RATE 4000	45. PAY RATE 4000
46. PAY RATE 4000	47. PAY RATE 4000	48. PAY RATE 4000	49. PAY RATE 4000	50. PAY RATE 4000	51. PAY RATE 4000	52. PAY RATE 4000	53. PAY RATE 4000
REASON FOR LEAVE							
<i>DS 1100N</i>							
APPROVALS							
54. APPROVAL OF CHIEF GOVERNMENT SERVICE				55. APPROVAL OF COUNTRY DIRECTOR			
56. APPROVAL OF OFFICER-IN-CHARGE 57. APPROVAL OF CHIEF OF STATION 58. APPROVAL OF STATION CHIEF				59. APPROVAL OF COUNTRY DIRECTOR 60. APPROVAL OF STATION CHIEF			
61. APPROVAL OF COUNTRY DIRECTOR				62. APPROVAL OF STATION CHIEF			
63. APPROVAL OF CHIEF GOVERNMENT SERVICE				64. APPROVAL OF COUNTRY DIRECTOR			
65. APPROVAL OF OFFICER-IN-CHARGE 66. APPROVAL OF CHIEF OF STATION 67. APPROVAL OF STATION CHIEF				68. APPROVAL OF COUNTRY DIRECTOR 69. APPROVAL OF STATION CHIEF			
70. APPROVAL OF CHIEF GOVERNMENT SERVICE				71. APPROVAL OF COUNTRY DIRECTOR			
72. APPROVAL OF OFFICER-IN-CHARGE 73. APPROVAL OF CHIEF OF STATION 74. APPROVAL OF STATION CHIEF				75. APPROVAL OF COUNTRY DIRECTOR 76. APPROVAL OF STATION CHIEF			
DISPACHES							
<i>DS 1100N</i>							
REMARKS							
<i>DS 1100N</i>							

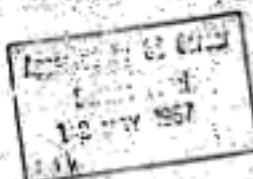
SECRET

APPROVAL AUTHORITY
FORWARDED
TO: [Signature]

SECRET

NAME, FIRST, MIDDLE Keenan, Thomas John		D. DATE OF BIRTH 29 JUNE 1930	E. GRADE GS-12
G. OFFICE OR STATION, REASON FOR OVERSEAS STATION AND EXPIRATION DATE OF CURRENT ASSIGNMENT DDP/WII/CA		H. PRESENT POSITION Ops Officer	I. EMPLOYEE EXTENSION 6815
J. PROPOSED STATION Bogota, Colombia		K. PROPOSED POSITION (Title, Number, Grade) Ops Officer/0327/GS-13	
L. TYPE OF COVER AT NEW STATION State		M. ESTIMATED DATE OF DEPARTURE May 1967	N. NO. OF DEPENDENTS TO ACCOMPANY Seven (7)
O. COMMENTS Form 89 is attached.			
<i>13 February 67</i>		<i>14. NAME OF REQUESTING OFFICIAL</i> <i>Kenneth L. Wambold</i>	
P. OFFICE OF MEDICAL SERVICES DISPOSITION		Q. ROOM NUMBER AND BUILDING/EXTENSION 3 D 5309	
R. OFFICE OF SECURITY DISPOSITION			
S. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION			
REQUEST FOR PCS OVERSEAS EVALUATION			

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



S-E-C-R-E-T

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

TO : Thomas Keenan
SUBJECT: TDY in the Dominican Republic

Most of you who went down to the Dominican Republic departed with so much speed and so little ceremony that there was no time to explain the importance and urgency of your assignments. Now that you have served there during the crisis, the importance of the task needs no embellishment from us, but you should know that the contribution of the augmented Station was decisive in shaping the policies and actions 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

DATE PREPARED

3 DECEMBER 1964

REQUEST FOR PERSONNEL ACTION					
1. SERIAL NUMBER 026090		2. NAME (Last, First, Middle) KEENAN, THOMAS J.			
3. NATURE OF PERSONNEL ACTION CONVERSION FROM FSS STATUS (CORRECTION)			4. EFFECTIVE DATE REQUESTED Month: 10 Day: 10 Year: 64	5. CATEGORY OF EMPLOYMENT REGULAR	
6. GRADE C-100		7. CORPS/CRAFT NO CHANGE CODE: 5135-0990		8. PAY GRADE AUTHORITY/EXEMPTION BY OTHER Personnel	
9. ORGANIZATIONAL DESIGNATION INSP. SEC. BRANCH 3 MEXICO CITY, MEXICO STATION			10. LOCATION OF OFFICE/SATION MEXICO CITY, MEXICO		
11. POSITION TITLE OPS OFFICER			12. POSITION NUMBER 0489	13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION NUMBER (GSA, GS, etc.) GS		15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 12. 1	17. SALARY OR RATE \$10,250	
18. REMARKS CHANGE EFFECTIVE DATE TO READ: 10 OCTOBER 1964.					
19. SIGNATURE OF APPROVING OFFICER ROBERT D. CASIDIAN, CIVIL PERS			DATE SIGNED <i>12-10-64</i>	20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER George R. Scott	
21. SPACES BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
22. ACTION	23. GRADE/STEP	24. SERVICE CODE	25. PAY GRADE	26. PAY RATE	27. DATE OF PAY
28. PAY GRADE	29. PAY RATE	30. PAY GRADE	31. PAY RATE	32. PAY GRADE	33. PAY RATE
34. PAY GRADE	35. PAY RATE	36. PAY GRADE	37. PAY RATE	38. PAY GRADE	39. PAY RATE
40. PAY GRADE	41. PAY RATE	42. PAY GRADE	43. PAY RATE	44. PAY GRADE	45. PAY RATE
46. PREVIOUS EMPLOYMENT SERVICE DATA			47. LEAVE PAY	48. RETIREMENT PAY DATA	49. OVERTIME PAY DATA
50. PAY GRADE			51. PAY RATE	52. PAY GRADE	53. PAY RATE
54. PAY GRADE			55. PAY RATE	56. PAY GRADE	57. PAY RATE
58. POSITION CONTROL CERTIFICATION <i>7. Clinton 124 114</i>			59. O.P. APPROVAL <i>George R. Scott 8.0.4.68</i>	60. DATE APPROVED <i>12-10-64</i>	
61. APPROVING OFFICER <i>George R. Scott</i>					

SECRET

GSA FORM 1
EXPIRED DECEMBER 31, 1964
REFRESHED DECEMBER 31, 1965
GSA GEN. REG. NO. 27, 1964

SECRET

16 Nov 1964 10:27

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
										24 SEPTEMBER 1964	
1. SERIAL NUMBER		2. NAME / Grade - Rank - Mobility			3. EFFECTIVE DATE REQUESTED					4. CATEGORY OF EMPLOYMENT	
026090		KEENAN, THOMAS J.			MONTH DAY YEAR 10 12 64					REGULAR	
5. POSITION OR PERSONNEL ACTION		6. PAY GRADE			7. COST CENTER AND CHARGE AREA					8. LEGAL AUTHORITY (Completed by Director Personnel)	
CONVERSION FROM PSS STATUS		C0B			5135-0990					5135-0990	
9. PAY RATES		10. PAY RATES			11. LOCATION OF OFFICIAL STATION					12. CAREER SERVICE INFORMATION	
11. ORGANIZATIONAL DESIGNATIONS		12. ORGANIZATION TITLE			13. POSITION NUMBER					14. GRADE AND STEP	
DIP WH BRANCH 3 MEXICO CITY, MEXICO STATION		OPS OFFICER			0489					D 15. SALARY OR RATE	
16. CLASSIFICATION INFORMATION (SF 14, F-3, rev. 7)		17. OCCUPATIONAL SERIES			18. GRADE AND STEP					19. SALARY OR RATE	
GS		0336.01			11 3					\$19,240	
FROM: PSS-06-7/\$6,105/POL ASST											
Mr. Keenan has submitted his resignation to the Department of State to be effective at close of business 12 October 1964											
Recorded By CSPD <i>JMB</i>											
1. SIGNATURE OF REQUESTING OFFICER				DATE SIGNED		16. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
<i>Henry Ottobush</i> ROBERT H. CASHMAN, CAG/PERS				25 SEP 64		<i>John W. West</i>				28 SEP 64	
SPACE ALLOWED FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
1. ACT NO.		2. DATES		3. POSITION		4. GRADE		5. DATE OF BIRTH		6. DATE OF GRADE	
56-10		10-10-1964		45095		C0B		30612930		10-10-64	
7. PAY APPROVAL		8. PAY REFERENCE		9. RETIREMENT DATA		10. SEPARATION DATA		11. EDUCATION-CERTIFICATION DATA		12. SECURITY	
100%		100%		100%		100%		100%		100%	
13. PAY PROVISION		14. LEAVE COMP DATE		15. LONG COMP DATE		16. CAREER CATEGORY		17. PENSION STATUS INDICATED		18. SOCSEC NUMBER	
100%		100%		100%		C0B		100%		100%	
19. PREVIOUS EMPLOYMENT SERVICE DATA		20. GATE CAP		21. PENSION PAY DATE		22. STATE TAX DATA					
100%		C0B		100%		100%		100%		100%	
23. POSITION CONTROL CERTIFICATION:											
<i>T. Keenan 09/29/64</i>											
24. O.P. APPROVAL											
<i>J. W. West</i>											
25. APPROVAL											
<i>25 SEP 64</i>											
GROUP 3 EXCLUDED FROM AUTOMATIC REINFORCING BY SECURITY NUMBER											

SECRET

GROUP 3
EXCLUDED FROM AUTOMATIC REINFORCING
BY SECURITY NUMBER

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. Herland
Desmond Fitzgerald
Chief
Western Hemisphere Division

Approved
JSM

SECRET

(This Field Is)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT	CLAIM NUMBER
Kreman, 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 NO. 1076 1st EDITION
GSA GEN. REG. NO. 27**SECRET**

GSA GEN. REG. NO. 27

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 REFERENCED:		<i>Thomas J. Kavanagh</i>	
<p>This is to announce the premature birth of Carol Jane on 7 May 1964. Mother and daughter are doing well.</p> <p style="text-align: right;"><i>WILLARD C. CURTIS</i> WILLARD C. CURTIS</p>			
<p>Distributions: 3 - MID</p>			
CLASS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE	
2025-10222-10005 10222-10005 10222-10005	10222-4581	10 May 1964	
	CLASSIFICATION SECRET	HQS FILE NUMBER	

SECRET

When Filled In

REQUEST FOR PERSONNEL ACTION				OFFICE OF PERSONNEL																			
SERIAL NUMBER 26090	B. NAME (Last-First-Middle) KEENAN, Thomas J.			C. DATE REQUESTED 8 APRIL 1963																			
D. NATURE OF PERSONNEL ACTION PROMOTION				E. EFFECTIVE DATE REQUESTED 4/14/63	F. CATEGORY OF EMPLOYMENT REGULAR																		
G. RANKS OF: Y TO Y OF: X TO CF	H. GRADE OF: EP 70 Y OF: X EP 70 CF	I. COST CENTER NO. (Chart No.) 8135 5700 1000	J. LEGAL AUTHORITY (Completed by Office of Personnel)																				
K. ORGANIZATIONAL DESIGNATION DOD VIII BRANCH 3 MEXICO CITY, MEXICO STATION				L. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO																			
M. POSITION TITLE POL ASST OFS. OFFICER			N. POSITION NUMBER 407-480	O. CAREER SERVICE DESIGNATION D																			
P. QUALIFICATION SOURCE (CS, GS, etc.) PSS		Q. OCCUPATIONAL SERIES GS	R. GRADE AND PAY LEVEL 0136.01	S. SALARY OR PAY RATE 370 11 8 2 4,015 8 310 V																			
T. REMARKS FROM: SAME																							
			Recorded by CSPD <i>PM</i>																				
U. SIGNATURE OF APPROVING OFFICIAL Robert D. Cashman CIVIL/PERS			DATE SIGNED 4/6/63	V. SIGNATURE OF CAREER SERVICE APPROVING OFFICIAL Paul P. Wilson																			
W. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																							
<table border="1"> <tr> <td>1. OFFICE CENSUS 16 64700 AH 45075</td> <td>2. OFFICE RESPONSE 3 66129 30</td> <td>3. CAREER CENSUS 407-480</td> <td>4. CAREER RESPONSE 1</td> <td>5. APPROVAL 407-480</td> <td>6. APPROVAL 1</td> </tr> <tr> <td>7. APPROVAL 407-480</td> <td>8. APPROVAL 1</td> <td>9. APPROVAL 407-480</td> <td>10. APPROVAL 1</td> <td>11. APPROVAL 407-480</td> <td>12. APPROVAL 1</td> </tr> <tr> <td>13. APPROVAL 407-480</td> <td>14. APPROVAL 1</td> <td>15. APPROVAL 407-480</td> <td>16. APPROVAL 1</td> <td>17. APPROVAL 407-480</td> <td>18. APPROVAL 1</td> </tr> </table>						1. OFFICE CENSUS 16 64700 AH 45075	2. OFFICE RESPONSE 3 66129 30	3. CAREER CENSUS 407-480	4. CAREER RESPONSE 1	5. APPROVAL 407-480	6. APPROVAL 1	7. APPROVAL 407-480	8. APPROVAL 1	9. APPROVAL 407-480	10. APPROVAL 1	11. APPROVAL 407-480	12. APPROVAL 1	13. APPROVAL 407-480	14. APPROVAL 1	15. APPROVAL 407-480	16. APPROVAL 1	17. APPROVAL 407-480	18. APPROVAL 1
1. OFFICE CENSUS 16 64700 AH 45075	2. OFFICE RESPONSE 3 66129 30	3. CAREER CENSUS 407-480	4. CAREER RESPONSE 1	5. APPROVAL 407-480	6. APPROVAL 1																		
7. APPROVAL 407-480	8. APPROVAL 1	9. APPROVAL 407-480	10. APPROVAL 1	11. APPROVAL 407-480	12. APPROVAL 1																		
13. APPROVAL 407-480	14. APPROVAL 1	15. APPROVAL 407-480	16. APPROVAL 1	17. APPROVAL 407-480	18. APPROVAL 1																		
X. APPROVAL 407-480																							
Y. APPROVAL 407-480																							
Z. APPROVAL 407-480																							
AA. POSITION CONTROL CERTIFICATION T. Keeney 4/14/63				BB. O.P. APPROVED Paul P. Wilson	CC. DATE APPROVED																		

SECRET

REQUEST FOR PERSONNEL ACTION.				DATE PREPARED	
1. SERIAL NUMBER 626090	2. NAME (Last-First-Middle) KIRKMAN, THOMAS J.			3. DATE PREPARED 27 October 1961	
4. NATURE OF PERSONNEL ACTION PROMOTION			5. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 10 29 61		6. CATEGORY OF EMPLOYMENT REGULAR
7. RANKS OF: TO: E. OF: TO: CF OF: TO: V. OF: TO: CF				8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DOP: ME BRANCH 3 MEXICO CITY, MEXICO STATION			10. LOCATION OF OFFICIAL STATION MEXICO CITY, MEXICO		
11. POSITION TITLE PO1 ASSST OPS. OFFICER			12. POSITION NUMBER D	13. PON CONTROL NO. REF-1,69	14. CAREER-SERVICE DESIGNATION D
15. CLASSIFICATION SCHEDULE FOR E.O. 11141 PS3 GS		16. OCCUPATIONAL SERIES 12	17. GRADE AND STEP 10-2	18. SECURITY RATE 85,760 87,160	
19. REMARKS FROM: SAME					
20. SIGNATURE OF REQUESTING OFFICIAL <i>P. G. Womers</i> P. G. WOMERS C/MR/PERSONNEL			21. SIGNATURE OF CHIEF SERVICE APPROVING OFFICIAL <i>B. Shultz</i>		
22. SPACE PROVIDED FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
23. POSITION NUMBER 1000	24. POSITION TITLE OPERATOR	25. GRADE AND STEP 10-2	26. SECURITY RATE 85,760	27. POSITION NUMBER 1000	28. POSITION TITLE OPERATOR
29. POSITION NUMBER 1000	30. POSITION TITLE OPERATOR	31. GRADE AND STEP 10-2	32. SECURITY RATE 85,760	33. POSITION NUMBER 1000	34. POSITION TITLE OPERATOR
35. POSITION CONTROL CERTIFICATION 1. I have read and understood the instructions contained in the back of this form. 2. I have read and understood the classification schedule for E.O. 11141. 3. I have read and understood the occupational series table. 4. I have read and understood the grade and step table. 5. I have read and understood the security rate table.			36. U.S. APPROVAL <i>B. Shultz</i>		
RECORDED IN FILE NUMBER 104-10222-10005					

SECRET

141

DEPARTMENT OF STATE
WASHINGTON D. C.

NOTIFICATION OF PERSONNEL ACTION

		APPROVED <i>[Signature]</i>	
		S. M. [Signature]	
1. NAME (Last, first, middle name, initials and prefix)		2. DATE OF BIRTH	3. OFFICIAL GS ACTION NO.
Mr. Thomas J. Koenen		6-29-30	FSA-1
4. DATE		12-11-59	
Title or authority, date of the following action affecting your assignment			
5. STATUS OF ACTION (Check marked appropriate)		6. EFFECTIVE DATE	
FSA Appointment - Regular		1/6/60	
7. CIVIL SERVICE OR STATE LEGAL AUTHORITY		PL 724 79th as amended	
8. POSITION TITLE		Political Assistant	
9. GRADE/CLASS		GS-10	
10. GRADE/CLASSIFICATION		Excluded, D.O.	
11. REMUNERATION		(1)-M	
<input type="checkbox"/> FIELD <input type="checkbox"/> REPRESENTATIVE <input type="checkbox"/> Army <input type="checkbox"/> Marine <input type="checkbox"/> Air Force		<input type="checkbox"/> FLSA <input type="checkbox"/> NONFLSA <input type="checkbox"/> Payroll <input type="checkbox"/> Nonpayroll <input type="checkbox"/> GS-10	
12. WORKERS COMPENSATION		13. PAYMENT CLASSIFICATION ACTIVE	
<input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> LOCAL		<input checked="" type="checkbox"/> GS-10 <input type="checkbox"/> GS-11 <input type="checkbox"/> GS-12 1-1012-338	
14. APPROVAL		15. APPROVAL	
<input checked="" type="checkbox"/> GS-10 <input type="checkbox"/> GS-11 9A-3011		<input checked="" type="checkbox"/> GS-10 <input type="checkbox"/> GS-11 <input type="checkbox"/> GS-12 1/6/60	
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. STATE OF EMPLOYMENT LAST APPROVED (Previous copy) West Virginia	
18. MARITAL STATUS - Married - Two.			
Appointed at FSA-10, \$5540 , in accordance with I FSA IV 223 . Previous Federal Government salary \$5135, GS-9, earned with Department of Army.			
19. APPROVALS AND SIGNATURES			
EMPLOYEE COPY			

SECRET
(When Filled In)

V to V		V to UV		REQUEST FOR PERSONNEL ACTION						DATE PREPARED									
UV to V		UV to UV						Mo	De	Yr									
1. Serial No.		2. Name (Last-First-Middle) Thomas J. Thompson				3. Date Of Birth		4. Var. Prof.		5. Sex		6. C3 - EOD							
						Mo	De	Yr	Mo	De	Yr	Mo	De	Yr					
7. ICD		8. CSC Report Mo De Yr Yes - 1 Code No - 2		9. CSC Or Other Legal Authority		10. Appt. Authority Mo De Yr Yes - 1 Code No - 2		11. FEGLI		12. LCD		13. Appt. Authority Mo De Yr Yes - 1 Code No - 2							
CURRENT ASSIGNMENT																			
14. Organizational Designations DIA/VR Branch III Mexico City Mexico Station						Code		15. Location Of Official Station Mexico City, Mexico						Station Code					
16. Dept.- Field Dept. _____ Field _____ Explan. _____		17. Position Title Dimensional Office		18. Position No.		19. Serv. 20. Occup. Service Mo De Yr Mo De Yr		21. Grade & Step G-2 22. Salary Or Rate 23. ID 6135 D						24. Date Of Grade 25. PSID Mo De Yr Mo De Yr			26. Appropriation Number 6115158 612160 0135-5700-3000		
ACTION																			
27. Nature Of Action Integration Department of State						Code		28. ER. Date Mo De Yr		29. Type Of Employee Mo De Yr						Code		30. Separation Date Mo De Yr	
PROPOSED ASSIGNMENT																			
31. Organizational Designations						Code		32. Location Of Official Station						Station Code					
33. Dept.- Field Dept. _____ Field _____ Explan. _____		34. Position Title Political Appointee		35. Position No.		36. Serv. 37. Occup. Service Mo De Yr		38. Grade & Step G-4 39. Salary Or Rate 40. ID 5510						41. Date Of Grade 42. PSID Mo De Yr Mo De Yr			43. Appropriation Number		
SOURCE OF REQUEST																			
44. Requested By (Name And Title) OPSER/CCL/CCL							45. Request Approved By (Signature And Title) Margaret Kirby							Date Approved					
46. For Additional Information Call (Name & Telephone Ext.) 11-5616																			
CLEARANCES																			
A. Central Board Signature: _____		B. Per. Control Signature: _____		C. Extraneous Signature: _____		D. Personnel Signature: _____		E. Safety Signature: _____		F. Appointed Signature: _____		G. Security Signature: _____		H. Admin. Signature: _____					
<i>Col. sick and Col. annual leave to be transferred to Department of State.</i>																			
<i>Continued on reverse side.</i>																			

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

NAME OF THE SUSPECT
Kunze, Herman John

RELATIONSHIP TO SUSPECT
Brother

DATE OF BIRTH

LOCATION

TIME

The Suspect is in accordance with the above known:

GS-7, \$4525 mo.

The suspect will be a present subject to the following conditions at the time of no notice on duty.

Practice use of rifle and timing traps to activate.

Conducting a military physical examination at our medical center.

Participate in a final security interview.

STANDARD CONDITIONS

PERIOD

1. The suspect will be present at all times during the period of service.

The suspect will be present at all times during the period of service.

The suspect will be present at all times during the period of service.

STANDARD CONDITIONS

2. The suspect will be present at all times during the period of service.

The suspect will be present at all times during the period of service.

STANDARD CONDITIONS

3. The suspect will be present at all times during the period of service.

The suspect will be present at all times during the period of service.

STANDARD CONDITIONS

4. The suspect will be present at all times during the period of service.

The suspect will be present at all times during the period of service.

PROV. 4/26/63
ATT. CAF

~~WESTERN UNION~~

SENDING BLANK

TELEGRAM
CALL LETTERS QDB CHARGED TO CENTRAL INTELLIGENCE AGENCY 25 APRIL 1957

MR. THOMAS JOHN KOBAN
62 EAST POLLITT 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:V/bjs(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, 2420 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)

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 EXEMPT	7. FIRST NAME THOMAS	MIDDLE NAME JOHN	TELEPHONE
8. PERMANENT ADDRESS			TELEPHONE
9. BUSINESS ADDRESS			TELEPHONE
10. TEMPORARY ADDRESS 42 East Follett st., Fond du Lac, Wis.			TELEPHONE 3527
11. DATE OF BIRTH 29 June 1930	CITIZENSHIP <input type="checkbox"/> U.S. <input checked="" type="checkbox"/> OTHER (Specify Country) Fond du Lac, Wis.		
12. PLACE OF BIRTH Fond du Lac, Wis.	U.S. CITIZENSHIP ACQUIRED BY <input type="checkbox"/> BIRTH <input checked="" type="checkbox"/> NATURALIZATION		13. NATURALIZED INDICATE DATE
14. MIGRATED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	15. SPONSOR <input type="checkbox"/> FRIENDS <input checked="" type="checkbox"/> PARENTS	16. NO. OF depend. (including wife, 10-12 sons)	17. NO. OF depend. (excluding wife)
18. EDUCATION (Schools, degrees, dates, major, thesis title, grade average or class standing, extra-curricular activities, etc.) Marguerre Univ., Milwaukee, Wis., 1953. BS, Liberal Arts (English and History). Active in intermural sports. Part-time employment.			
19. MAJOR EMPLOYMENT HISTORY (Employers, positions, duties, salaries, reasons for leaving) Summer jobs cited in PMS.			
20. MILITARY EXPERIENCE (Branch served in, stations, training done, command responsibilities, rank held, overseas status, current proficiency and interests, armed forces basic tactical military or professional status) Affiliation with USNRF 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). USNR, inactive. Separated May 1956.			

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.



Mo: 04 AUG 75

SECRET
(This line is read by)

OCF		NOTIFICATION OF PERSONNEL ACTION					
SERIAL NUMBER	1. NAME (LAST FIRST MIDDLE)						
026090	KEENAN THOMAS J.						
2. NATURE OF PERSONNEL ACTION			4. ENLISTMENT DATE	5. CATEGORY OF EMPLOYEE			
CONVERSION FROM FSR STATUS			08 02 75	REGULAR			
PROMO	V TO F	V TO C/P	7. PAY AND INC.		8. EX. OF OTHER LEGAL AUTHORITY		
	C/P TO V	X	6135 0584 0001		50 USC 463 J		
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICE/STATION				
DDO/LA DIVISION FOREIGN FIELD KINGSTON, JAMAICA STATION			KINGSTON, JAMAICA				
11. POSITION TITLE			12. POSITION NUMBER	13. SERVICE DISCUSSION			
CHIEF OF STATION			CT28	DOD			
14. CLASSIFICATION SCHEDULE REF. 1A, 1B, 1C		15. OCCUPATIONAL SERIES	16. GRADE AND SFZ	17. SALARY OR PAY			
GS		0136.05	15 3	31806			
18. ADDRESS KINGSTON, JAMAICA							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. Enlistment Date	21. STATION CODE	22. INTEGRITY CODE	23. Height Code	24. Birth of Enlist.	25. Date of Grade	
56 10	51875 LA	37043		3	06 29 30	- - -	
26. PAY EXPIRES	27. SPECIFIC PAYMENT	28. RETIREMENT DATE	29. SEPARATION DATA (LAW)	30. Commission (Commission Date)	31. SECURITY REG. NO.	32. SECURITY REG. NO.	
40 06 75	84	1-CB 1-CB 1-CB	1000	100	40 06 75	40 06 75	
33. PAY PREFERENCE	34. MRY COMP. DATE	35. WIVES COMP. DATE	36. CAREER CATEGORY	37. PAYOFF - HEALTH INSURANCE	38. LOCAL SECURITY NO.		
1000	40 06 75	40 06 75	1-CB	1000	1000		
39. PAYOFF - LOCAL GOVERNMENT SERVICE	40. LEAVE CAT. CODE	41. FEDERAL TAX DATA	42. STATE TAX DATA				
1000	1-CB	1000	1000				
43. MEDICAL RECORDS 1. NO. MEDICAL RECORD 2. DATE OF RECORD 3. DATE OF RECORD (Last 2 Digs.) 4. DATE OF RECORD (Last 2 Digs.)							
44. SIGNATURE OR OTHER AUTHENTICATION							
POSTED <i>[Signature]</i>							

FORM 1163
G-72, MNG, 8/75Rev. Previous
Edition

SECRET
(Officer's Edition)

NOTIFICATION OF PERSONNEL ACTION

1. MPN NUMBER		2. DIA/DPN/DPW NUMBER		3. DATE OF THIS ACTION		4. DATE TO WHICH		5. CATEGORY OF EMPLOYMENT	
				1964-04-01		1964-04-01			
6. POSITION OR FUNCTION		7. TO WHOM		8. TO CP		9. PAY AND RATES		10. CMC OR OTHER LEAD AUTHORITY	
POLICE ➤		VTO V		VTO CP					
11. ORGANIZATIONAL DESIGNATION		12. LOCATION OF OFFICIAL STATION		13. POSITION NUMBER		14. SERVICE DESIGNATION		15. GRADE AND STEP	
DDC/LA DIVISION MISSION FILED SIXTH G-2, JAPAN STATION		ATTACHED POLITICAL OFFICER SIXTH G-2, JAPAN STATION						E4 E4	
16. CLASSIFICATION NUMBER (CLASSIFICATION NUMBER)		17. OCCUPATIONAL SERIES		18. GRADE AND STEP		19. SALARY OR BASE		20. SECURITY INFORMATION	
E4		G-2		E4 E4		E4 E4		E4 E4	
21. COMMENTS		22. SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
MISSION FILED, JAPAN STATION		23. ACTION CODE	24. OFFICE CODE	25. STATION CODE	26. PAYROLL CODE	27. PAYROLL CODE	28. DATE OF BIRTH	29. DATE OF COMBINE	30. DATE OF COMBINE
		10	1-7 LA	704	2	2	1964-04-01	1964-04-01	1964-04-01
23. PAY LEVELS		24. OFFICE REFERENCE	25. RETIREMENT DATA	26. MINIMUM PAYROLL CODE	27. Current Classification Data	28. SECURITY INFORMATION	29. SECURITY INFORMATION	30. SECURITY INFORMATION	31. SECURITY INFORMATION
HD 04 10		1000	1000	1000	1000	1000	1000	1000	1000
32. PAY PERIODS		33. SERV COMP DAY	34. LONG COMP DAY	35. CREDIT CATEGORY	36. MEDICAL / HEALTH INSURANCE	37. SOCIAL SECURITY NO.	38. MEDICAL / HEALTH INSURANCE	39. SOCIAL SECURITY NO.	40. MEDICAL / HEALTH INSURANCE
CONE		1000	1000	1000	1000	1000	1000	1000	1000
41. PREVIOUS PAYROLL NUMBER / DIA NUMBER		42. PAYROLL CODE	43. MEDICAL / HEALTH INSURANCE	44. MEDICAL / HEALTH INSURANCE	45. MEDICAL / HEALTH INSURANCE	46. MEDICAL / HEALTH INSURANCE	47. MEDICAL / HEALTH INSURANCE	48. MEDICAL / HEALTH INSURANCE	49. MEDICAL / HEALTH INSURANCE
CODE		1000	1000	1000	1000	1000	1000	1000	1000
SIGNATURE OR OTHER IDENTIFICATION									
TO LED OK //1/22									

SECRET
REF ID: A65995

CS: 30 MAY 74							
NOTIFICATION OF PERSONNEL ACTION							
1. APPOINTMENT NUMBER K25793		2. NAME OF PERSONNEL KEEJAH THOMAS J					
3. PLACE OF PERSONNEL ACTION		4. EFFECTIVE DATE 75 26 74	5. CATEGORY OF EMPLOYMENT REGULAR				
PROMOTION		6. GRADE AND RANK GS 10 F	7. GRADE OR OTHER WORK AUTHORITY 51 USC 433 J				
8. ORGANIZATIONAL DESIGNATIONS DDO/DIVISION FOREIGN FIELD BRANCH 7-KINGSTON, JAMAICA STATION		9. LOCATION OF OFFICINE, STATION KINGSTON, JAMAICA	10. SERVICE DESIGNATION D				
11. POSITION TITLE ATTACHE POLITICAL OFFICER CHIEF OF STATION		12. POSITION NUMBER 7663	13. GRADE AND RANK 74 1				
14. CLASSIFICATION SCHEDULE GS (MIL) FSR GS		15. OCCUPATIONAL SERIES \$136.05	16. SALARY CODE DATE 28677 29205				
17. REAONS KINGSTON, JAMAICA							
18. HOME BASE: WH							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 22	20. PAY CODE 10	21. OFFICE CODES 51375 WH	22. STATION CODE 37343	23. GRADE/RSN 5	24. DATE OF BIRTH 06 29 38	25. DATE OF CANCE 05 26 74	26. DATE OF DE 75 26 74
27. PAY BASIS 35 25 76		28. SPECIAL REFERENCE 84	29. REFERENCE DATA 1000	30. SEPARATION DATA CODE 5	31. Correction / Correction Date None	32. SECURITY PRO TO HQ None	33. SEC None
34. PAY PERIOD 10 00 74		35. PAY COMP DATE 10 00 74	36. LONG COMP DATE 10 00 74	37. CARRY CARRY None	38. REG / HEALTH INSURANCE None	39. SOCIAL SECURITY NO None	40. STATE TAX DATA None
41. PDS / OUR CIVILIAN GOVEMENT 100-10 1. NO PAY IN 100-10 2. NO PAY IN 100-10 3. NO PAY IN 100-10		42. PAY CAP CODE None	43. GENERAL TAX DATA None	44. STATE TAX DATA None	45. PAYROLL TAX DATA None	46. PAYROLL TAX DATA None	47. PAYROLL TAX DATA None
SIGNATURE OR OTHER AUTHENTICATION							
POSTED							
Form 104 GPO: 1977 5-72 164-1070		Use Previous Form					

BBC 1 16 Nov 71

SECRET
DRAFTED 1 NOV 71

(WKF)		NOTIFICATION OF PERSONNEL ACTION					
NAME NUMBER	2. NAME (LAST FIRST MIDDLE)						
(126090)	KEENAN THOMAS J						
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE		5. CATALOGUE OF EMPLOYMENT			
REASSIGNMENT - CORRECTION		09 30 71		REGULAR			
6. PAY GRADE	7. TO PAY GRADE	8. TO CF	9. FROM CF	10. FORM OF AUTHORITY FOR EMPLOYMENT		11. LAW OR OTHER LEGAL AUTHORITY	
V TO V	C TO V	X	C TO CF	2135 1084 (WKF)		50 USC 403 J	
12. ORGANIZATIONAL INFORMATION		13. LOCATION OF OFFICE OR STATION					
DDP/MH FUKUOKA FIELD BRANCH 3 - LIMA, PERU STATION		LIMA, PERU					
14. POSITION TITLE		15. POSITION NUMBER		16. SERVICE DESIGNATION			
ATTACHE POLITICAL OFFICER OPS OFFICER DCOS		0135		D			
17. GRADEIFICATION INFORMATION (if applicable)		18. OCCUPATIONAL SERIES		19. GRADE AND STEP		20. GRADE AND STEP	
PSR GS		0136.01		04 1		17761 21509	
THIS ACTION CORRECTS FORM 1150, EFFECTIVE DATE 03/30/71 AS FOLLOWS: ITEM NUMBER 11, POSITION TITLE WHICH READ OPS OFFICER TO READ OPS OFFICER DCOS.							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. ACTION CODE	22. PAY GRADE CODE	23. OFFICE CODE	24. STATION CODE	25. PAY RATE CODE	26. DATE OF PAY RATE	27. DATE OF PAY	28. DATE OF PAY
58	10	51760 MH	57185	S	3	08 29 30	-
29. DATE PAY RATE	30. PAY RATE REFERENCE	31. PAY RATE DATA	32. PAY RATE DATA	33. PAY RATE DATA	34. PAY RATE DATA	35. PAY RATE DATA	36. PAY RATE DATA
30 00 71							
37. PAY PREFERENCE	38. VARY COMP DATE	39. LONG COMP DATE	40. CAREER CATEGORY	41. PAYROLL - HEALTH INSURANCE	42. PAYROLL - SOCIAL SECURITY IND.		
1000	100 00 71	100 00 71	L100 W100 P100	1000 1000 1000	1000 1000 1000		
43. PREVIOUS GOVERNMENT SERVICE	44. PAY RATE CAP CODE	45. PAY RATE DATA	46. PAY RATE DATA	47. PAY RATE DATA	48. PAY RATE DATA		
1000		100 00 71	100 00 71	100 00 71	100 00 71		
SIGNATURE OR OTHER AUTHENTICATION							
POSTED <i>10/14/17 21</i>							

FORM 1150
100-270Use Previous
Edition

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10/14/17 21
100-270
100-270
100-270

SECRET

B6G: 01 NOV 71

NOTIFICATION OF PERSONNEL ACTION

1. REF. NUMBER	2. NAME (LAST FIRST MIDDLE)						
026090	KELLEN THOMAS J						
3. NATURE OF PERSONNEL ACTION		4. DIRECTOR'S SIGN.	5. CATEGORY OF PERSONNEL				
REASSIGNMENT		19 30 71	REGULAR				
6. RUMOS	V TO F	X TO C	7. Functional Areas No. Change(s) 2135 1084 0000 50 USC 403 J				
X TO F X C TO CP		8. GK OR OTHER LEGAL AUTHORITY					
9. ORGANIZATIONAL INFORMATION		10. LOCATION OF OFFICIAL STATION					
DDP/MH FOREIGN FIELD BRANCH 3 - LIMA, PERU STATION		LIMA, PERU					
11. POSITION TITLE ATTACHE POLITICAL OFFICER OPS OFFICER		12. POSITION NUMBER 0135	13. SERVICE IDENTIFICATION D				
14. CLASSIFICATION & GRADE IN 15. OCCUPATIONAL SERIES FSR GS		15. OCCUPATIONAL SERIES 0136.01	16. GRADE IN 17. GRADE IN 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. BIRACIAL CODE	20. OFFICE CODING	21. STATIONS CODE				
37	10	57760 WH	57085 S				
22. DATE EXPired	23. SPECIFIC REFERENCE	24. REBURST DATE	25. PAYCODES				
NO 26 74		10/26/74					
26. REFERENCE	27. SERV. COMP. DATE	28. LONG. COMP. DATE	29. CARRIER CATEGORY	30. CONTRACT/CONTRACTURE DATE	31. MEDICAL/HEALTH INSURANCE	32. SECURITY REG. NO.	33. SSN
1000 1 1 1 1 1 1 1 1	40 00 00 00	40 00 00 00	1000 100 100	1000 100 100	1000 100 100	1000 100 100	1000 100 100
34. AF-CDS CIVILIAN GOVERNMENTAL SERVICES		35. GRADE CAT. CODE	36. FEDERAL TAX DATA		37. STATE TAX DATA		
1. AF CIVILIAN SERVICES 2. AF CIVILIAN CONTRACTORS 3. AFRES-AIR FORCE RESERVE 4. AFRES-AIR FORCE CONTRACTORS			1000 100 100 100 100 100		1000 100 100 100 100 100		
SIGNATURE OR OTHER AUTHENTICATION							
I.O.B. A.J.							

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Rev. 1150
Maj. 6-73

Use Previous Edition

SECRET

B6G

103.1

104-10222-10005
11 MAR 71

SECRET
DRAFTED 10 MAR 71

NOTIFICATION OF PERSONNEL ACTION

1. SERVICE NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
124191	KEEHNAN THOMAS J		
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	
REASSIGNMENT		(2) 11-7-71	
5. PAY GRADE		6. CATEGORY OF EMPLOYEE	
V TO F		REGULAR	
OF TO F		X OF TO CP	
7. ORGANIZATIONAL DESIGNATIONS		8. CLASS OF AUTHORITY NO. (CLASSIFICATION)	
DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION		9. CIVIC OR GROUP SECURITY AUTHORITY	
10. POSITION TITLE		11. LOCATION OF OFFICINE STATION	
POL OFF ATTACHE OFS OFFICER		BOGOTA, COLOMBIA	
12. CLASSIFICATION NUMBER AND GRADE		13. POSITION NUMBER	
FSR GS		1792	
14. OCCUPATIONAL SERIES		15. GRADE AND STEP	
0136.01		104 1 19 1	
16. SALARY OR PAY		17. SERVICE DEMONSTRATION	
20615		17261	
18. REASSESS BOGOTA, COLOMBIA			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION	20. Employee Code	21. OFFICE CODING	22. STATION CODE
37	16	51700 WHI	15745 S
23. PAY BASIS	24. SPECIAL REFEREE	25. PAYMENT DATA	26. PAYMENT DATA CODE
XX XX XX			
27. PAY PERIODS	28. PAY COMP DATE	29. PAY COMP DATE	30. PAY CATEGORIES
			REGULAR PAYMENT
31. PAYMENTS FOR PREVIOUS PAYMENT CYCLE	32. PAY CAT	33. PAYMENT DATA	34. STATE TAX DATA
SIGNATURE OR OTHER AUTHENTICATION			
PO E-D 3-11-71 4.			
100-10222-10005 11 MAR 71		100-10222-10005 11 MAR 71	
100-10222-10005 11 MAR 71		100-10222-10005 11 MAR 71	

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FD-15 AUG 70

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When filled in

NOF		NOTIFICATION OF PERSONNEL ACTION					
1. SERIAL NUMBER 026050		2. NAME (LAST-FIRST-MIDDLE) KEENAN THOMAS J.					
3. NATURE OF PERSONNEL ACTION PROMOTION		4. EFFECTIVE DATE 07 26 70			5. CATEGORY OF EMPLOYMENT REGULAR		
6. RANKS SP TO V		7. GRADE AND STEP OF TO OF			8. PAY GRADE AND PAY RATE 1135 0834 (MAY)		
9. ORGANIZATIONAL DESIGNATIONS DDP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION		10. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA			11. LOCATION OF OFFICIAL STATION BOGOTA, COLOMBIA		
12. POSITION TITLE POL OFF ATTACHE OPS OFFICER		13. POSITION NUMBER 0327			14. SERVICE DESIGNATION D		
15. CLASSIFICATION SCHEDULE (ASA, LS, WH) FSR GS		16. OCCUPATIONAL SERIES 0136.01			17. GRADE AND STEP D4 1		
18. REMARKS BOGOTA, COLOMBIA		19. GRADE AND STEP 14 1			20. PAY RATE OR BASE 16760 19543		
HOME BASE: WH							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
21. ACTION BY Employee Code 22 10 51700 M4		22. OFFICE CODING 15165 S		23. STATION CODE 5		24. DATE OF BIRTH 03 29 1930	
25. RPT EXPRESSES 07 25 72		26. SPECIAL PREFERENCE B1		27. SEPARATION DATA CODE 1		28. DATE OF GRADE 07 26 1970	
29. RET. PREFERENCE 1 2 3 4 5		30. SERV. COMP. DATA OF HOME COMP. DATA 1 2 3 4 5		31. CARRIER CATEGORY CAP. 1ST 2ND 3RD		32. MEDICAL INSURANCE 1 2 3 4 5	
33. PREVIOUS CIVILIAN GOVERNMENT SERVICE 1 2 3 4 5		34. SEPARATION DATA CODE 1 2 3 4 5		35. DATE OF SEPARATION 1 2 3 4 5		36. STATE TAX DATA 1 2 3 4 5	
SIGNATURE FOR OTHER AUTHENTICATION							
POSTED 13-06-70 MHC							
SECRET When filled in							

PLW 26 JUL 67

REF ID: A1041022210005		SECRET When Filing	
OFFICER NOTIFICATION OF PERSONNEL ACTION			
1. SERIAL NUMBER: 026030 2. NAME (LAST FIRST MIDDLE): KEENAN, THOMAS J.		3. EFFECTIVE DATE: 105-21-67 4. CATEGORY OF EMPLOYMENT: REGULAR	
PROMOTION ■ FUNDED → ■ PROMOTIONAL BASIS: ■ 10.0% ■ 10.0%		5. PAY GRADE OR EQUIVALENT: 2135 GS-24 0000 6. USC OR OTHER LEGAL AUTHORITY: 30 USC 4003 J	
7. DEPARTMENTAL DESIGNATIONS: DDP/AH FOREIGN FIELD URANCH 3 B CO., COLOMBIA STATION		10. LOCATION OF DUTIES/STATION: COLOMBIA, COLOMBIA	
11. POSITION TITLE: POLITICAL ATTACHE OPS OFFICER		12. POSITION NUMBER: 0327	
13. GRADE/CLASS LEVEL: FSR GS		14. GRADE/CLASS LEVEL: GS-6	
15. GRADE/CLASS LEVEL: 0136.01		16. GRADE/CLASS LEVEL: 10363 1-573	
17. REASON: THIS ACTION CORRECTS FORM 1150, EFFECTIVE DATE 05/21/67, AS FOLLOWS: TO ADD "INTEGRATED VISITATION TIME" TO THE CITY OF BOGOTA.			
18. RETIREMENT FORM 104 58 10 51700 WH 15005 19. SPECIAL REFERENCE 20. RETIREMENT DATE 21. SEPARATION DATA CODE 22. 05 21 67 23. RET. PREFERENCE 24. LAST COMP. DATE 25. LAST COMP. DATE 26. CAREER CATEGORIES 27. 05 21 67 28. HEALTH INSURANCE 29. SOCIAL SECURITY 30. PREVIOUS FOREIGN SERVICE 31. NO PREVIOUS SERVICE 32. NO SERVICE IN SERVICE 33. SERVICE IN SERVICE AREA MORE THAN 2 YEARS 34. SERVICE IN SERVICE AREA LESS THAN 2 YEARS			
SIGNATURE FOR OTHER AUTHENTICATION			
POSTED <i>(6-26-67)</i>			

Form 1150

Date Received
By

SECRET

When Filing

KJM: 17 MAY 67

SECRET
(When Filled In)

NOF		NOTIFICATION OF PERSONNEL ACTION					
1. SERVICE NUMBER: 026090		2. NAME (LAST FIRST MIDDLE): KEENAN THOMAS J.					
3. NATURE OF PERSONNEL ACTION:							
INTEGRATION DEPARTMENT OF STATE		4. EFFECTIVE DATE: 05 / 03 / 67		5. CATEGORY OF EMPLOYMENT: REGULAR			
6. FUNDS: ➤ C. 10 % X C. 10 %		7. FINANCIAL AUTHORITY OR CHARGEES: 7135 0834 0000		8. LINE OF BUSINESS/LEGAL AUTHORITY: 50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS: DOP/WH FOREIGN FIELD BRANCH 3 BOGOTA, COLOMBIA STATION		10. LOCATION OF ORIGINAL STATION: BOGOTA, COLOMBIA					
11. PREVIOUS TITLE: POLITICAL OFFICER ATTACHE OPS OFFICER		12. POSITION NUMBER: 0327		13. PAYROLL DESIGNATION: D			
14. CLASSIFICATION NUMBER (C.I. NO.): FSR GS		15. OCCUPATIONAL SERIES: 0136.01		16. GRADE AND STEP: 106 6 12-3		17. SALARY OR RATE: 10303 11685	
SUBJECT IS TO BE PAID THE DIFFERENCE BETWEEN CIA SALARY OF \$11685 AND FSR SALARY OF \$10303 TO BE PAID BY DEPT. OF STATE AND ALLOWANCES IN ACCORDANCE THEREWITH. ALL SICK AND ALL HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE.							
DAU DOB: 19 AUG 61		DAU DOB: 6 OCT 57		DAU DOB: 16 SEP 58		DAU DOB: 11 SEP 62	
				SON DOB: 19 MAY 60		DAU DOB: 7 MAY 63	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
18. ACTION: 20. ANNUAL CODE: 55 10		21. OFFICE VACANT: 51700 WH 15005		22. STATUS: 001 CODE: S-1		23. PAYROLL: 06 29 30	
24. RATE: EXPENSES: 26. SPECIAL REFERENCE: 28. RETIREMENT DATE: 1968		27. SEPARATION DATE CODE: 1968		29. CORRECTION/AMENDMENT DATE: 1968		30. SECURITY RIG ID: 31. SEN	
32. PAY PREFERENCE: 34. SERV COMP DATE: 0000 00 00		37. TERM COMP DATE: 0000 00 00		38. CAREER CATEGORY: 100		39. MEDICAL/HEALTH INSURANCE: 40. SOCIAL SECURITY NO:	
35. PREVIOUS CITIZEN GOVERNMENT SERVICE: 36. SERV END CODE: 0-1000 00 00 00 00		38. CAREER DATE: 0000 00 00		41. FEDERAL TAX DATA: 0000 00 00		42. STATE TAX DATA: 0000 00 00	
SIGNATURE OR OTHER AUTHENTICATION							
FOSTER (Signature)							
FORM 1-44 1150 Use Previous Edition							
SECRET (When Filled In)							

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				(CORRECTION/CONVERSION FROM FSS STATUS)							
4. FUNDS				V TO F	V TO CP	5. ENLISTMENT DATE					
				<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.10-10-64					
7. ORGANIZATIONAL DESIGNATIONS				8. CATEGORY OF EMPLOYMENT							
DDP/WH BRANCH 3 MEXICO CITY, MEXICO STATION				REGULAR							
9. POSITION TITLE				10. POSITION NUMBER		11. SERVICE DESIGNATION					
OPS OFFICER				0489		D					
12. CLASSIFICATION NUMBER (G, GS, ETC.)				13. OCCUPATIONAL SERIES		14. GRADE AND STEP		15. SALARY OR RATE			
GS				0136.01		12-1		10250			
16. REMARKS MEXICO CITY, MEXICO THIS ACTION CORRECTS FORM 1150 TO CHANGE THE EFFECTIVE DATE, WHICH READ, 10/12/64, TO READ 10/10/64.											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
16. ACTION CODE	17. Employee Code	21. OFFICE CODING		22. STATION CODE	23. INTEGRITY CODE	24. GRADE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF HI		
57	10	517001 WH		45075		3	06-29-30				
28. RIF CODES		29. SPECIAL REFERENCE	30. RETIREMENT DATE	31. SEPARATION DATA CODE	32. CORRECTION/AMENDMENT DATA		33. SECURITY REG. NO.		34. SEL. REG. NO.		
40-10-64			40-00-00		56	10-10-64	EOD DATA				
35. VET. PREFERENCE		36. BORN COMP. DATE	37. LONG. COAT. DATE	38. CAREER CATEGORY	39. HEALTH / REAHL INSURANCE		40. SOCIAL SECURITY NO.				
40-00-00		40-00-00	40-00-00	40-00-00	40-00-00		40-00-00				
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE-CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA							
41-00-00-00-00-00		42-00-00	43-00-00-00-00-00	44-00-00							
SIGNATURE OR OTHER AUTHENTICATION											
IC n/jclay2K											
1000 1150 11-62	Use Previous Edition	SECRET <i>jfd</i>									
14-111 When Filled In											

CLB: 13 OCT 64

SECRET
(When Filed)

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 FSS STATUS		10-10-64			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 G	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		0489		D			
14. CLASSIFICATION NUMBER (See 1A, MIL)		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	20. DISPLAY CODE	21. OFFICE CODE	22. STATUS TYPE	23. INACTIVE CODE	24. RANK	25. DATE OF BIRTH	26. DATE OF DEATH
56	10	51700	WH	45075	3	00 29 130	00 00 00
27. ETC EXPIRE	28. SPECIAL REFERENCE	29. RETIREMENT DATA	30. SEPARATION DATA CODE	31. CORROBORATION/VERIFICATION DATA	32. SECURITY INFORMATION	33. MEDICAL INFORMATION	
34. REF. PREFERENCE	35. TERM COMP. DATES	36. LONG. COMPT. DATES	37. CAREER CATEGORY	38. FELPA / HEALTH INSURANCE	39. SOCIAL SECURITY NO.		
40. PREVIOUS GOVERNMENT SERVICE DATA	41. SENIOR GRS	42. FEDERAL TAX DATA	43. STATE TAX DATA				
SIGNATURE OR OTHER AUTHENTICATION							
<div style="text-align: right; padding-right: 10px;"> POSTED <i>Johnley JK</i> </div> <div style="text-align: right; margin-top: 10px;"> (When Filed) </div>							

Form 11-62 1150 Use Previous Edition

SECRET

(When Filed)

SECRET
(When Filled In)

B&B: 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		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT				
PROMOTION		04 14 63	REGULAR				
A. FORKES ➡	B. TO RANK	C. TO GRADE	7. COST CENTER NO. CHARGEABLE		8. GK OR OTHER LEGAL AUTHORITY		
	X	X	3135 5700 1000		50 USC 403 J		
9. RESIDENTIAL DESIGNATIONS		10. LOCATION OF SPITAL STATION					
DOP WH BRANCH 3 MEXICO CITY, MEXICO STATION		MEXICO CITY, MEXICO					
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION				
POL ASST OPS OFFICER		0489	D				
14. CLASSIFICATION NUMBER (US. INV.)		15. OCCUPATIONAL SERIES	16. GRADE AND PAY	17. SALARY GRADE			
FSS GS		0136.01	07 0 11 2	6560 8310			
18. ADDRESS							
MEXICO CITY, MEXICO							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION	20. ENLIST YEAR	21. OFFICE CODES	22. STATION / 23. UNIT/STATE CODE	24. RANK	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF ISS
22	10	64700 WH	45075 I	3	06 29 30 04	14 63	04 14 63
28. END EXPIRE	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA (CODE)	32. COMMISSION/CANCELLATION DATA	33. SECURITY REF ID	34. SECURE REF ID	
35. RET PREFERENCE	36. LEAV. DUTY. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEAST / HEALTH INSURANCE	40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA		42. FEDERAL TAX DATA	43. STATE TAX DATA				
44. 1. NO PREVIOUS SERVICE 2. NO SERVICE IN SERVICE 3. BREAK IN SERVICE (LESS THAN 6 MONTHS) 4. BREAK IN SERVICE (MORE THAN 6 MONTHS)		45. FEDERAL TAX DATA	46. STATE TAX DATA				
SIGNATURE OR OTHER AUTHENTICATION							
POSTED <i>04/23/63 JK</i>							

Form 1150
11-62Use Previous
EditionSECRET
*M/J*MSP-2
Revised 10-62
Distribution
Information
Control System
(WHEN FILLED IN)

AFC: 27 OCT 61

SECRET
WHICH PAPER

NOTIFICATION OF PERSONNEL ACTION									
1. SERVICE NUMBER		2. NAME (LAST FIRST MIDDLE)							
100000		KEEFAN THOMAS J							
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE							
PROMOTION		10-29-61							
5. PAYGRADE		6. PAY GRADE		7. PAY GRADE		8. CATEGORY OF EMPLOYMENT			
F100		F10 S		F10 G		REGULAR			
		O10 S		O10 G		9. PAY CENTER OR CHARGEABLE			
						10. PAY OR OTHER LEGAL AUTHORITY			
						2135 5700 1000 50 USC 403 J			
11. ORGANIZATIONAL DESIGNATIONS		12. LOCATION OF OFFICIAL STATION							
DDP WH BRANCH 3 MEXICO CITY, MEXICO STATION		MEXICO CITY MEXICO							
13. POSITION TITLE		14. POSITION NUMBER				15. GRADE SERVICE DESIGNATION			
POL ASST CPS OFFICER		0489				D			
16. CLASSIFICATION DESIGNATION (AF, AF, MIL)		17. ORGANIZATIONAL SERIES				18. GRADE AND STEP		19. GRADE AND STEP	
FSS		0136.01				10-0		10-2	
GS									
20. GRADE						7160			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
21. ACTION CODE	22. PAY GRADE	23. OFFICE SYMBOL	24. GRADE ALTERNATIVE	25. GRADE CODE	26. PAYCODE	27. GRADE	28. GRADE OF BIRTH	29. GRADE OF SEPARATE	30. GRADE OF SEPARATE
22	10	64700 WH		45075	1	3	10 29 30	10 29 61	10 29 61
23. PAY GRADE	24. SPECIAL REFERENCE	25. RETIREMENT DATE	26. SEPARATION DATE	27. SEPARATION DATE CODE	28. GRADE/RETIREMENT/SEPARATION DATE	29. GRADE/RETIREMENT/SEPARATION DATE	30. GRADE/RETIREMENT/SEPARATION DATE	31. GRADE/RETIREMENT/SEPARATION DATE	32. GRADE/RETIREMENT/SEPARATION DATE
33. RET. PREFERENCE	34. MAX COMP. RATE	35. LONG COMP. RATE	36. MAX. TERM. CREDIT/CDR	37. PAYROLL/HEALTH INSURANCE	38. SOCIAL SECURITY NO.	39. GRADE	40. GRADE	41. GRADE	42. GRADE
43. PREVIOUS CONTRACT/TERM DATE	44. GRADE DATE	45. PAYROLL/TAX DATA	46. STATE TAX DATA	47. STATE TAX DATA	48. STATE TAX DATA	49. STATE TAX DATA	50. STATE TAX DATA	51. STATE TAX DATA	52. STATE TAX DATA
53. NO PAYROLL SERVICES	54. PAYROLL SERVICES	55. PAYROLL SERVICES	56. PAYROLL SERVICES	57. PAYROLL SERVICES	58. PAYROLL SERVICES	59. PAYROLL SERVICES	60. PAYROLL SERVICES	61. PAYROLL SERVICES	62. PAYROLL SERVICES
1. NO PAYROLL SERVICES	2. PAYROLL SERVICES	3. PAYROLL SERVICES	4. PAYROLL SERVICES	5. PAYROLL SERVICES	6. PAYROLL SERVICES	7. PAYROLL SERVICES	8. PAYROLL SERVICES	9. PAYROLL SERVICES	10. PAYROLL SERVICES
100000									
SIGNATURE OR OTHER AUTHENTICATION									
<i>Wat - u19/kj</i>									

SECRET

(Other Ld-10)

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. E.O.I.
526090	KEENAN THOMAS J	Mo. Da. Yr.	Non-Ex Code	Mo. Da. Yr.	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 M 1	05 20 57
Yes - 1 Code No - 2	11. Filing Date Mo. Da. Yr. 05 20 57	12. Filing Date Mo. Da. Yr. 05 20 57	13. Filing Date Mo. Da. Yr. 05 20 57		

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP WH BRANCH III MEXICO CITY, MEXICO STATION	Code	15. Location Of Official Status MEXICO CITY, MEXICO	Station Code 45075
16. Dept. - Field Dept - 1 Code Field - 3 5 Yrs - 5	17. Position Title OPS OFFICER	18. Position No. 0489	19. Ser. No. 0136.01
20. Grade & Step 09. 2	21. Salary Or Rate \$ 6135	22. Date Of Grade Mo. Da. Yr. 06 15 58	23. P.O. No. Mo. Da. Yr. 06 12 60
		24. Assignment Number 0135 5700 3000	

ACTION

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

31. Organizational Designations DDP WH BRANCH III MEXICO CITY, MEXICO STATION	Code	32. Location Of Official Status MEXICO CITY, MEX.	Station Code 45075
33. Dept. - Field Dept - 1 Code Field - 3 5 Yrs - 5	34. Position Title POL ASST	35. Position No. 0559	36. Ser. No. 0136.01
37. Grade & Step 10. 4	38. Salary Or Rate \$ 5540	39. Date Of Grade Mo. Da. Yr. 06 15 58	40. P.O. No. Mo. Da. Yr. 06 12 60
41. Assignment Number 0135 5700 3000			

44. Remarks

SUBJECT IS TO BE PAID THE DIFFERENCE BETWEEN CDA 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

Form No. 1150a
GSA GEN. REG. NO. 27, 1-16-60

SECRET

(4)

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~~

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

4/1/1968
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.

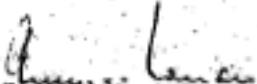
As the rating officer has mentioned, when the division was reorganized in November, we decided to combine the Operations Staff's staff, but not command, functions with those of the Plans Staff. Mr. Keenan was the obvious choice for this important and challenging assignment which will tax his abilities 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

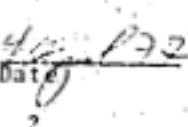
Branch Chief's attention, the other Stations, particularly Costa Rica, which has an active operational program, and the Guatemala Station, which also covers El Salvador, required regular attention and the lesser posts could not be neglected. The Branch performed well in these regards too. In short, I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

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

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

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

(This form will be destroyed)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 026090	
SECTION A GENERAL					
1. NAME Keenan, Thomas J.	2. GRADE GS-14	3. DATE OF BIRTH 29 Jun 1930	4. SEX M	5. GRADE D	6. OFFICER/TYPE OF ASSIGNMENT DDP/BII/3
7. OFFICIAL POSITION TITLE Deputy Chief of Station	8. OFFICER/TYPE OF ASSIGNMENT Lima, Peru	9. CURRENT STATION			
10. CHECK IN TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (See instructions)	11. CHECK IN TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (See instructions)	12. REPORTING PERIOD (From - To) 1 January 1972 - 18 May 1972			
SECTION B PERFORMANCE EVALUATION					
Un-Satisfactory	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.				
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-Fair/Poor	Performance is satisfactory. Desired results are being produced in the manner expected.				
S-Good	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 Deputy Chief of Station and Acting Chief of Station in Absence of the COO	RATING LETTER B				
SPECIFIC DUTY NO. 2 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.	RATING LETTER S				
SPECIFIC DUTY NO. 3	RATING LETTER				
SPECIFIC DUTY NO. 4	RATING LETTER				
SPECIFIC DUTY NO. 5	RATING LETTER				
SPECIFIC DUTY NO. 6	RATING LETTER				
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER 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 use of discretion, sense judgment and funds must be commented on if applicable. If extra space is needed to complete Section C attach a separate sheet of paper.

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

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

SECTION D**CERTIFICATION AND COMMENTS**

F.

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

G.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

7

DATE:

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

16 May 1972

COS

/s/ Stewart Burton

H.

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

OFFICIAL TITLE OF REVIEWING OFFICIAL

Continued

13 November 1972

Deputy Chief, WIF Division

James E. Flannery

SECRET

SECRET
Form 5410-1 (Rev. 1-64)

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/KH/1	Lima, Peru					
9. CHECK IN/TYPE OF APPOINTMENT	10. CHECK IN/TYPE OF REPORT							
XX CAREER	RESERVE	TEMPORARY	INITIAL		REARRANGEMENT SUPERVISOR			
CAREER-PROVISIONAL (See Instructions - Section C)			XX 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>Satisfactory</u>	Performance is satisfactory. Desired results are being produced in the manner expected.							
<u>Strong</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 COB							
	S							
SPECIFIC DUTY NO. 2	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.							
	S							
SPECIFIC DUTY NO. 3								
	S							
SPECIFIC DUTY NO. 4								
	S							
SPECIFIC DUTY NO. 5								
	S							
SPECIFIC DUTY NO. 6								
	S							
OVERALL PERFORMANCE IN CURRENT POSITION								
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 poise 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 Filled Out)

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. Mention performance of managerial or supervisory duties and exist consciousness in matters of personnel, morale, management 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 SUPERVISORMONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

3

DATE

OFFICIAL TITLE OF SUPERVISOR**TYPED OR PRINTED NAME AND SIGNATURE**

7 Jan 77

COS

/s/ Stewart 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**

SECRET

Eyes Only File

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 responsibilities in the area of personnel, ~~work, relationships with~~, ~~but not specifically~~, must be commented on ~~especially~~. If extra space is needed to complete Section C, attach a separate sheet of paper.

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

Although the Station cannot claim any breakthrough in the REDTOP field during the rating period, this officer's work continued high in quality and quantity. He added three new members to our stable of REDTOP access agents; developed an intensive target analysis program and improved our REDTOP reporting in general to the point where it has been commended by Headquarters. The most recent Hdqs evaluation stated: "The efforts against **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
---------------	------	-------------------

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
------	--------------------------------------	-------------------------------------

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

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

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 organization duties and case consciousness section C on 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

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

4 Feb. 1969

Ops Officer, DCOS

/s/ Wallace A. Mills

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

4 Feb. 1969

Chief of Station

/s/ Dino J. Pionzio

SECRET

SECRET

(This Form Fills In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 026090			
SECTION A				GENERAL			
1. NAME (Last) (First) (Middle) Keanan, Thomas J.		2. DATE OF BIRTH June 1930		3. SEX M		4. GRADE GS-13	
5. OFFICIAL POSITION/TITLE Ops Officer		6. OFF/DIV/GR OF ASSIGNMENT DDP/RH/3		7. CURRENT STATION Bogota, Colombia			
8. CHECK (✓) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		9. CHECK (✓) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify) SPECIAL (Specify)		10. REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE			
11. DATE REPORT DUE IN G.R. 31 May 1968		12. REPORTING PERIOD (From- To) 1 January - 20 May 1968					
SECTION B PERFORMANCE EVALUATION							
<p>E - Bad: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment, or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong: Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Agent handling and exploitation				RATING LETTER S			
SPECIFIC DUTY NO. 2 Management of and guidance to two unilateral surveillance teams				RATING LETTER S			
SPECIFIC DUTY NO. 3 Operational management of project activities				RATING LETTER S			
SPECIFIC DUTY NO. 4 Operational (including contact) reporting				RATING LETTER S			
SPECIFIC DUTY NO. 5 Contact and Cultivation Activities				RATING LETTER P			
SPECIFIC DUTY NO. 6				RATING LETTER			
F - S - U - R - C - 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 pertinent limitations or talents. Based on your knowledge of employee's overall performance during the rating period, please rate him in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S	

SECRET

(This form is dated Jan.)

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.

JUN 2 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

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

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	H
4. OFFICIAL POSITION TITLE			5. OFFICER OR ASSIGNMENT	
Ops Officer			XX	Bogota
6. CHECKING TYPE OF APPOINTMENT			7. CHECKING TYPE OF REPORT	
<input checked="" type="checkbox"/> CAREER		RESERVE	TEMPORARY	INITIAL
CAREER/PROVISIONAL (See Instructions - Section C)				ASSIGNMENT SUPERVISOR
SPECIAL (Specify)			XX ANNUAL	REASSIGNMENT EMPLOYEE
8. DATE REPORT DUE IN G.P.			9. REPORTING PERIOD (From - To)	
28 February 1968			1 July-31 December 1967	

SECTION B

10. RATING		PERFORMANCE EVALUATION	
A - Adequate	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.		
B - Proficient	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.		
C - Outstanding	Performance is more than satisfactory. Desired results are being produced in a proficient manner.		
D -瑕	Performance is characterized by exceptional proficiency.		
E - Exceptional	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

S

RATING LETTER

B

OVERALL PERFORMANCE IN CURRENT POSITION

RATING LETTER

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

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 information given in section B to provide basis for determining future personnel action. Block of performance of manager or MGR/MAN 1000 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 OF 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 case officer who possesses an excellent knowledge of tradecraft and requires little or no supervision to carry out his assignments. His work is of an excellent quality and he has proved to be a definite asset to this station. His only area of weakness is that he must be more assertive and aggressive in developing operational contacts of use to the Station. This has been discussed with him and he is planning to devote more effort in the future to correct this weakness.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

5 February 1968

Chief of Station, Bogota

Richard Sampson

SECRET

SECRET
10/6/62

FITNESS REPORT				PERIOD OF SERVICE NUMBER			
SECTION A				GENERAL			
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		RESERVE	TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See instructions - Section C)				ANNUAL	REASSIGNMENT EMPLOYEE		
SPECIAL (Specify)				SPECIAL (Specify)			
11. DATE REPORT DUE IN D.D.P.				12. REPORTING PERIOD (From - To)			
				1 Oct, 1961 to 30 September 1962			
SECTION B				PERFORMANCE EVALUATION			
<p>W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment, or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Superior: Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1				RATING LETTER			
Complete responsibility for a highly sensitive, unilateral technical operation which involves supervision of twenty-five agents, including one senior (GS-13) career agent.				S			
SPECIFIC DUTY NO. 2				RATING LETTER			
Supervisory responsibility for a technical and investigating operation targeted primarily against the local Soviet official delegation. (Supervision of 11 agents.)				S			
SPECIFIC DUTY NO. 3				RATING LETTER			
Responsibility for sensitive double agent operation targeted against the Soviets.				P			
SPECIFIC DUTY NO. 4				RATING LETTER			
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.				S			
SPECIFIC DUTY NO. 5				RATING LETTER			
Alternate (to COS) Case Officer for a LAURICLE project of continuing importance; also alternate Case Officer (to DCOS) for two important SUPPORT projects.				P			
SPECIFIC DUTY NO. 6				RATING LETTER			
Preparation of necessary memoranda, dispatches, project actions, and other correspondence attendant to the operations assigned.				P			
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							
700-45 OBSOLETE PREVIOUS EDITIONS.				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 KEEGAN 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																																																																					
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 (indicate number of employees supervised).</p> <table border="1"> <thead> <tr> <th>1 - Unsatisfactory</th> <th>2 - Slightly adequate</th> <th>3 - Acceptable</th> <th>4 - Competent</th> <th>5 - Excellent</th> <th>6 - Superior</th> <th>7 - Outstanding</th> </tr> </thead> <tbody> <tr> <td colspan="2">SPECIFIC DUTY NO. 1 Assistant Case Officer in supervision of sensitive technical operation involving approximately 30 persons</td> <td>RATING NO. 7</td> <td colspan="2">SPECIFIC DUTY NO. 4 Alternate Case Officer for surveillance operation</td> <td>RATING NO. 6</td> </tr> <tr> <td colspan="2">SPECIFIC DUTY NO. 2 Case Officer for operation covering instructing and directing a REDCAP candidate</td> <td>RATING NO. 7</td> <td colspan="2">SPECIFIC DUTY NO. 5 Alternate Case Officer for technical project supporting overall Station operations</td> <td>RATING NO. 6</td> </tr> <tr> <td colspan="2">SPECIFIC DUTY NO. 3 Alternate Case Officer for LAURICLE Project</td> <td>RATING NO. 7</td> <td colspan="2">SPECIFIC DUTY NO. 6 Case Officer for double agent operation</td> <td>RATING NO. 7</td> </tr> </tbody> </table>							1 - Unsatisfactory	2 - Slightly adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding	SPECIFIC DUTY NO. 1 Assistant Case Officer in supervision of sensitive technical operation involving approximately 30 persons		RATING NO. 7	SPECIFIC DUTY NO. 4 Alternate Case Officer for surveillance operation		RATING NO. 6	SPECIFIC DUTY NO. 2 Case Officer for operation covering instructing and directing a REDCAP candidate		RATING NO. 7	SPECIFIC DUTY NO. 5 Alternate Case Officer for technical project supporting overall Station operations		RATING NO. 6	SPECIFIC DUTY NO. 3 Alternate Case Officer for LAURICLE Project		RATING NO. 7	SPECIFIC DUTY NO. 6 Case Officer for double agent operation		RATING NO. 7																																								
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<p>In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.</p> <table border="1"> <thead> <tr> <th>1 - Least possible degree</th> <th>2 - Limited degree</th> <th>3 - Normal degree</th> <th>4 - Above average degree</th> <th>5 - Outstanding degree</th> </tr> </thead> <tbody> <tr> <td colspan="5">CHARACTERISTICS</td> </tr> <tr> <td>GETS THINGS DONE</td> <td>NOT APPLI-CABLE</td> <td>NOT OBSERVED</td> <td colspan="2">RATING</td> </tr> <tr> <td>RESOURCEFUL</td> <td></td> <td></td> <td>1</td> <td>X</td> </tr> <tr> <td>ACCEPTS RESPONSIBILITIES</td> <td></td> <td></td> <td>2</td> <td></td> </tr> <tr> <td>CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARRISES</td> <td></td> <td></td> <td>3</td> <td></td> </tr> <tr> <td>DOES HIS JOB WITHOUT STRONG SUPERVISION</td> <td></td> <td></td> <td>4</td> <td></td> </tr> <tr> <td>FACILITATES SMOOTH OPERATION OF HIS OFFICE</td> <td></td> <td></td> <td>5</td> <td></td> </tr> <tr> <td>WRITES EFFECTIVELY</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>SECURITY CONSCIOUS</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>THINKS CLEARLY</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS</td> <td></td> <td></td> <td></td> <td>X</td> </tr> <tr> <td>OTHER (Specify)</td> <td colspan="2">SPECIFICATIONS</td> <td></td> <td>X</td> </tr> </tbody> </table>							1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	CHARACTERISTICS					GETS THINGS DONE	NOT APPLI-CABLE	NOT OBSERVED	RATING		RESOURCEFUL			1	X	ACCEPTS RESPONSIBILITIES			2		CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARRISES			3		DOES HIS JOB WITHOUT STRONG SUPERVISION			4		FACILITATES SMOOTH OPERATION OF HIS OFFICE			5		WRITES EFFECTIVELY				X	SECURITY CONSCIOUS				X	THINKS CLEARLY				X	DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS				X	OTHER (Specify)	SPECIFICATIONS			X
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SEE SECTION "E" ON REVERSE SIDE																																																																							

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER		
SECTION A				GENERAL		
1. NAME (Last) <i>Keenan</i> (First) <i>Thomas</i> (Middle) <i>J.</i>		2. DATE OF BIRTH <i>29 June 1930</i>		3. SEX <i>Male</i>	4. GRADE <i>GS-9</i>	
5. SERVICE DESIGNATION <i>FI (Career)</i>		6. OFFICIAL POSITION TITLE <i>Intelligence Officer</i>		7. OFFICER OR ASSIGNMENT <i>WHD/3</i>		
8. CAREER STAFF STATUS <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> UNHED		9. TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/T/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/T/EMPLOYEE		10. SPECIAL (Specify) <i>Feb. 1960 - Dec. 1960</i>		
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (medium number of employees supervised).						
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding		SPECIFIC DUTY NO. 1 <i>Asst. Case Officer in Supervision of sensitive technical operation involving approx. 30 persons</i>		RATING NO. <i>7</i>	SPECIFIC DUTY NO. 4 <i>Alternate Case officer for surveillance operation</i>	RATING NO. <i>6</i>
SPECIFIC DUTY NO. 2 <i>Case officer for operation covering, instructing and directing a REDCAP candidate.</i>		RATING NO. <i>6</i>	SPECIFIC DUTY NO. 5 <i>Alternate Case officer for technical project supporting overall Station operations.</i>	RATING NO. <i>6</i>		
SPECIFIC DUTY NO. 3 <i>Alternate Case officer for LAURICLE Project</i>		RATING NO. <i>7</i>	SPECIFIC DUTY NO. 6	RATING NO.		
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.						
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. <i>6</i>	
SECTION D DESCRIPTION OF THE EMPLOYEE						
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.						
1 - Least possible degree		2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	
CHARACTERISTICS		NOT APPLICABLE	NOT SERVED	RATING		
GETS THINGS DONE				1	2	
RESOURCEFUL				3	4	
ACCEPTS RESPONSIBILITIES				5	X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES				X	X	
DOES HIS JOB WITHOUT STRONG SUPPORT				X	X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE				X	X	
WRITES EFFECTIVELY				X	X	
SECURITY CONSCIOUS				X	X	
THINKS CLEARLY				X	X	
DISCIPLINE IN ORGANIZING, MAINTAINING AND DISPOSING OF RECORDS				X	X	
OTHERS (Specify)						

SEE SECTION "E" ON REVERSE SIDE

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

DEPARTMENT OF STATE FOREIGN SERVICE INSTITUTE LANGUAGE PROFICIENCY REPORT ACHIEVEMENT RATING		NAME: <u>KENNAN, Thomas J.</u> RANK: <u>Army</u> GRADE: <u>OS-9</u> PLACE: <u>PSI, Washington, D.C.</u> <u>1-10-60</u>		
LEARNED COURSE <u>Spoken Spanish</u>		DATES COVERED BY COURSE <u>9-21-52</u> TO <u>1-5-60</u>		
CLASS HOURS PER WEEK: <u>30</u> <u>15 weeks</u> <u>months</u>	LENGTH OF COURSE: <u>15 weeks</u> <u>months</u>	AMOUNT COMPLETED: <u>15 weeks</u> <u>months</u>	NO. OF CLASS HOURS COMPLETED: <u>60</u>	NO. OF LAB HOURS COMPLETED: <u>0</u>
COURSE MATERIAL <u>PUI Spanish - Basic Course</u>		NO. OF UNITS TO COURSE: <u>60</u> NO. OF UNITS COMPLETED: <u>60</u>		
COURSE MATERIAL		NO. OF UNITS TO COURSE: _____ NO. OF UNITS COMPLETED: _____		
OTHER MATERIALS COMPLETED <u>Special program</u>				
EVALUATION A EXCELLENT B VERY GOOD C GOOD D FAIR E POOR				
SPOKEN LANGUAGE				
PRONUNCIATION		A B C D E	VERSATILITY	
GRAMMATICAL ACCURACY		A B C D E	COMPREHENSION	
ASSIMILATION OF VOCABULARY		A B C D E	OVERALL FLUENCY	
CONTROL OF FIXED UTTERANCES		A B C D E		
WRITING SYSTEM				
SIGHT READING OF MATERIAL COVERED		A B C D E	AUDIO READING OF NEW MATERIAL ON NEXT LEVEL	
SIGHT READING OF NEW MATERIAL ON SAME LEVEL		A B C D E	GENERAL COMPREHENSION	
GENERAL ACHIEVEMENT RATING				
NATURAL LANGUAGE APITUDE		A B C D E	APPLICATION	
MOTIVATION		A B C D E	OVERALL ACHIEVEMENT	
NO. OF STUDENTS IN CLASS <u>11</u>	STANDING OF STUDENT IN CLASS <u>lower third</u>	ATTENDENCE OF STUDENT <input checked="" type="checkbox"/> REGULAR <input 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 <u>Frank A. Rice</u> <u>Head, Language Testing Unit</u>		RATED BY <u>David A. Griffin</u> <u>Linguistic Scientist</u>		

See reverse side!

KOCHAN, THOMAS J.

1. PERSONAL DATA		
2. CIVILIAN SERVICE 22 E. Follett St., Part of Lic, Ms.		
3. SELECTIVE SERVICE DATA		
<i>Connecticut Naval District</i>		
4. MILITARY SERVICE		
5. MARINE DATA		
6. OTHER DATA		

10-30-1961

Signature: *[Signature]*

Address: *10-30-1961*

Employment: *Leadership*

Education: *Shantland Coll., Gen. Communit., Security, Civill.*

Religion: *None*

Military Service: *C-16,000 (Prv)*

Other Data: *10-30-1961*

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

[Signature]

DO-100-214

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2025 RELEASE UNDER E.O. 14176

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CHIEF OF MISSION'S EVALUATION OF PERFORMANCE

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

OFFICER BEING RATED <i>Chief, SRF Horace Gerard</i>	POSITION Special Assistant to the Ambassador	POST Kingston, Jamaica
RATING PERIOD July 1, 1975	GRADE PSR-5	AGENCY
SIGNATURE OF REPORTING OFFICER <i>Horace Gerard</i>	TITLE Ambassador	
SIGNATURE OF REVIEWING OFFICER	TITLE	
EVALUATION OF PERFORMANCE		
<input checked="" type="checkbox"/> Outstanding <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Does this officer properly understand and perform his role and his functions as a member of your staff under existing Presidential directives? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, explain in detail below.) Has he seen this report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Officer left the post before preparation.		
NARRATIVE COMMENTS (Attach additional sheets, if necessary for this section or for reviewing officer's comments.)		
<p>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.</p> <p>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</p>		

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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.

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FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE		DATE OF BIRTH (mm dd yy)		RANK OF SUPERVISOR		DATE FROM FORM 3-22	
Thomas J. Kuonan		26 AUG 74					
DATE RECEIVED AT HEADQUARTERS:		DISPATCH NUMBER:		DATE RECEIVED BY CAREER SERVICE:		HOME BASE COMPONENT	
10 September 1974		BKKT-1801				W.H.	
DATE OF BIRTH	SERVICE POSITION	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 HQS	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 with senior level of local service, as well as with other representatives of U.S. Government agencies. Direction of Station's operations and administrative functions. Running of unilateral operations particularly against Chinese, Cuban, and local government targets.

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

It has been a long time since I have had any kind of extensive BKHERALD sponsored training. I would like a senior seminar type exposure in order to broaden my professional knowledge of current challenges facing BKHERALD and the nation.

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

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

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

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

- EXTEND TOUR _____ MONTHS AT CURRENT STATION TO _____
(DATE)
- BE ASSIGNED TO HQDST FOR A TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
 1ST CHOICE WFO 2ND CHOICE WFO 3RD CHOICE WFO
- BE ASSIGNED TO ANOTHER ESTATE 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/WFO/Pers TITLE SIGNATURE H. L Berthold

14. APPROVED ASSIGNMENTS

FOR USE BY CAREER SERVICE

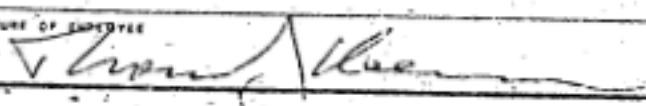
15. EMPLOYEE NOTIFIED BY DISPATCH NO. _____ DATE/DISPATCH NO. _____
 CABLE NO. _____ DATE/CABLE NO. _____

CAREER SERVICE REPRESENTATIVE: _____ TERMINATED: _____ DATE: _____

SECRET

SECRET

(When Filled In)

3. PHYSICAL DWELLING PLACE (Permanent Place of Residence unless address in item 8 is specified in item 8a)		4. OTHER PLACE REQUESTED (Proposed Permanent Place of Residence if different from item 3)	
FULL ADDRESS		FULL ADDRESS	
<p>Mr. Keenan is TDY in the Washington, D. C. Area between tours. He is presently staying at the Holiday Inn at Tysons Corner</p>		<p>Voting registration 42 E. Fullerton St. Fond du Lac, Wisconsin</p>	
		CONCUR	
		DEPUTY DIRECTOR	DATE
<p>APPROVED</p> DEPUTY DIRECTOR		DIRECTOR OF PERSONNEL	DATE
IV. HOME LEAVE POINT			
<p>7. AMONG THE PLACES YOU MAY REQUEST AS A HOME LEAVE POINT ARE: YOUR PERMANENT PLACE OF RESIDENCE SHOWN ABOVE, HEADQUARTERS AREA, AND WHERE YOUR CHILDREN, PARENTS, PARENTS-IN-LAW, BROTHERS, SISTERS, BROTHERS-IN-LAW, OR SISTERS-IN-LAW RESIDE.</p>			
<p>8. YOU MAY REQUEST FOR APPROVAL SOME OTHER POINT SUBJECT TO THE PROVISIONS OF HR 20-30813 (C). THE REQUEST MUST BE ACCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.</p>			
9. DESIGNATION PER ITEM 7 ABOVE		10. DESIGNATION PER ITEM 8 ABOVE	
FULL ADDRESS		FULL ADDRESS	
<p>42 E. Fullerton St. Fond du Lac, Wisconsin</p>			
		CONCUR	
		DEPUTY DIRECTOR	DATE
<p>RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT Father and Mother</p>		DIRECTOR OF PERSONNEL	DATE
<p>APPROVED</p> DEPUTY DIRECTOR <i>H. L. Johnson</i>		APPROVED	
DATE 10-2-73			
EMPLOYEE CERTIFICATION			
<p>I have read and understand my service obligations and travel entitlements as described in this agreement.</p>			
SIGNATURE OF EMPLOYEE		DATE	
		Sept 21, 73	

SECRET

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

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

In Field: DCOS at large Station or COS at smaller Station.

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

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

EXTEND TOUR 10 MONTHS AT CURRENT STATION TO 1 August 1974.

(located)

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

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

RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

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

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

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

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

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 74 BY C/HQ/Pers. SIGNATURE [Signature]

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. IPES-3216 DATED 14 Feb 74

CABLE NO. _____ DATED _____

CAREER SERVICE REPRESENTATIVE: [Signature] DATE: _____

SECRET

SECRET

(When filled in)

8. PERMANENT RESIDENCE PLACE (Permanent Place of Residence unless address in item 6 is approved in item 8a) FALLS CHURCH, VIRGINIA

FULL ADDRESS

9. OTHER PLACE REQUESTED (Presented Permanent Place of Residence if different from item 8)

FULL ADDRESS

CONCUR

DEPUTY DIRECTOR

DATE

J. B. S. APPROVED

DIRECTOR OF PERSONNEL
DATE
6-24-71

APPROVED

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 ACCCOMPANIED BY A MEMORANDUM EXPLAINING THE CIRCUMSTANCES.

9. DESIGNATION FOR ITEM 7 ABOVE

FULL ADDRESS

42 E. Follette Street
Fond du Lac, Wisconsin

10. DESIGNATION FOR ITEM 8 ABOVE

FULL ADDRESS

RELATIONSHIP OF RELATIVE AT HOME LEAVE POINT

Father

APPROVED

CONCUR

DEPUTY DIRECTOR

DATE

DEPUTY DIRECTOR

J. B. S.

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. [Signature]

DATE
6-24-71

SECRET

CONFIDENTIAL

(This Form Filled In)

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	195-26-2991
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		DATE OF MARRIAGE	
Jamestown, Rhode Island		23 June 1956	
IF DIVORCED, PLACE OF DIVORCE DECREE			
2. MEMBERS OF FAMILY			
NAME OF SPOUSE	ADDRESS (No., Street, City, State, Zip Code)	TELEPHONE NO.	
Margaret Jane			
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)	ADDRESS	TELEPHONE NO.	
Francis William Keenan	42 East Follette St, Fond du Lac, Wis., 54935	414 921-4483	
NAME OF MOTHER, INCLUDING MAIDEN NAME (or female guardian)	ADDRESS	TELEPHONE NO.	
Rosella Veronica Keenan (McGraw)	Same as Father		
WHAT MEMBER(S) OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY.			
Father and Mother			
3. OTHER RELATIVES WHO ARE DEPENDENT UPON ME FOR AT LEAST 50% OF THEIR SUPPORT AND MEET OTHER REQUIREMENTS IN TRAVEL REGULATIONS (MMR 22-197). SPECIFY NAMES AND RELATIONSHIPS.			
NAME	DATE OF BIRTH	RELATIONSHIP	
NA			
4. PERSON RESIDING IN U.S. TO BE NOTIFIED IN CASE OF EMERGENCY			
NAME (Mr., Mrs., Miss)	ADDRESS (Street, City, State, Zip Code)	RELATIONSHIP	
Mr. Francis William Keenan		Father	
Home ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE		HOME TELEPHONE NUMBER	
Same as above			
Business ADDRESS (No., Street, City, State, Zip Code) AND NAME OF EMPLOYER, IF APPLICABLE		BUSINESS TELEPHONE & EXTENSION	
Name			
IS THE INDIVIDUAL NAMED ABOVE SITTING ON YOUR ACTIVE AFFILIATION LIST? (If "No," give name and address of organization he belongs and ask for)			
My wife, Margaret Jane Keenan		<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	
SICK DAY NOTIFICATION: WHO WAS NOTIFIED AS YOUR EMERGENCY SUCCESSOR IF ANSWER IS "No"? Replace who is sick if?			
The person(s) 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.			

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(When Filled In)

5.

VOLUNTARY ENTRIES

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

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

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 (FUDT ADDRESS)	PERMANENT PLACE OF RESIDENCE AS DEFINED IN HR 22-13 (FUDT ADDRESS)
--	---

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

FULL ADDRESS	DEPUTY DIRECTOR OR OFFICER	DATE
	DIRECTOR OF PERSONNEL (FUDT ADDRESS same as for HR 22-13)	DATE

SIGNED AT

DATE

SIGNED AT

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 or government expense, overseas duty, return to residence upon separation, and for providing current residence and dependency information required in the event of an employee emergency. This form will be filed in the employee's official personnel folder.

NAME OF EMPLOYEE (Last) <i>KEEAN</i>	(First) <i>James</i>	(Middle) <i>Toller</i>	SOCIAL SECURITY NUMBER <i>395-06-2991</i>
RESIDENCE DATA			
PLACE OF RESIDENCE WHEN INITIALLY EMPLOYED OR REPORTED <i>92 E. FOLLETT ST, Frankfort, Ky., USA</i>	LAST PLACE OF RESIDENCE IN CONTINENTAL U.S. (If appointed abroad)		
PLACE IN CONTINENTAL U.S. DESIGNATED AS PARENTAL HOME <i>Falls Church (Fairfax County), Virginia</i>	HOME LEAVE RESIDENCE <i>Fairfield Inn, Falls Church</i>		
MARRITAL STATUS <i>Married</i>			
SINGLE	MARRIED	SEPARATED	DIVORCED
IF MARRIED, PLACE OF MARRIAGE <i>JAMES TOLLER, Rhode Island</i>		DATE OF MARRIAGE <i>24 Dec 66 1966</i>	
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 <i>MARGARET JANE (LILY) KEEAN</i>	ADDRESS (Streets, City, State, Zip Code) <i>8125 Georgetown St., Falls Church, VA</i>	TELEPHONE NO. <i>532-1738</i>	
NAME OF CHILDREN <i>MARGARET LILY CATHERINE ANN THOMAS JAMES JR. CHARLES ERNEST PATRICK THOMAS Lily Jane</i>	ADDRESS <i>8125 Georgetown St., Falls Church, VA</i>	SEX <i>F F M F M F F F</i>	DATE OF BIRTH <i>6 Oct 70 16 Sept 72 19 May 80 19 May 82 13 Sept 82 7 May 84 7 May 84</i>
NAME OF YOUR SPONSOR (Relative) <i>FRANCIS W. KEEAN</i>	ADDRESS <i>42 E. FOLLETT ST, Frankfort, Ky., USA</i>	TELEPHONE NO. <i>WA 1-4483</i>	
NAME OF YOUR MOTHER (Relative) <i>Rosella V. McGinty</i>	ADDRESS <i>42 E. FOLLETT ST, Frankfort, Ky., USA</i>	TELEPHONE NO. <i>WA 1-NY 83</i>	
NAME OF MEMBER OF YOUR FAMILY IF ANY, HAS BEEN TOLD OF YOUR AFFILIATION WITH THE ORGANIZATION IF CONTACT IS REQUIRED IN AN EMERGENCY. <i>Wife, Father, Mother</i>			
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY			
NAME (Streets, City, State, Zip Code) <i>KEEAN, 119 Airport Lane</i>	RELATIONSHIP <i>wife</i>	HOME TELEPHONE NUMBER <i>532-1738</i>	
HOME ADDRESS (Streets, City, State, Zip Code) <i>8125 Georgetown St., Falls Church, VA</i>		BUSINESS TELEPHONE & EXTENSION <i>NONE</i>	
IS THE INDIVIDUAL NAMED ABOVE A MEMBER OF YOUR AGENCY AFFILIATION? (If "No" give name and address of organization and its telephone number)			
		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 incapacity.)			
		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			

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (Type Name Only If Req'd)	DATE RECEIVED FROM 1. UNIT OR SUPERVISOR (Type)	DATE (From Form 8-23)
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 EMPLOYEE

1. DATE OF BIRTH	2. SERVICE GRADE	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRAFT 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 DUTIES 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 MONTHS**Clandestine Services Review, Short report writing review course**

SECRET

Continuation of [REDACTED] - 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)	
OASIS				

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

OPTIONAL PRINTING FOR STAMPS

1234567890
09 10 11 12 13 14 15
16 17 18 19 20 21 22

See Table of Effective Dates on Back of Original

STANDARD FORM NO. 104-8
MAY 1964 EDITION
GSA GEN. REG. NO. 27, 12462
5790-022

ORIGINAL COPY—Retain in Official Personnel File

Newspaper Name Address Telephone No. Date	HEA - 1 BENEFITS REGISTRATION FORM			
(For Employees of the Federal Government under Title 5, U.S.C., Section 101 et seq.) (For employees of the District of Columbia Government under Title 28, D.C. Code, Section 101 et seq.)				
PART A Fill in this part if you want to be enrolled in a Health Benefits Plan.	1. NAME (Last, first, middle initial)		2. DATE OF BIRTH	3. Are you married?
	KIRSHAN Thomas J.		6 29 30	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	4. YOUR WORKING ADDRESS (Number and Street)		5. ZIP CODE NUMBER	6. SSI
	500 14th Street, N.W.		20004	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	7. Are you covered by, or is any family member listed below covered by, or enrolling in, a plan under the Federal Employees Health Benefits Act of 1959 (through the enrollment of another United States or District of Columbia Government employee or contractor)?		Please see "A" for proper box to sign your annual basic salary change.	
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't know		UNEMPLOYED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO \$400.00 TO \$999.99 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO \$1000.00 OR OVER <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
	8. I elect to enroll in a health benefits plan as shown below. I authorize deductions to be made from my salary compensation or annuity to cover my share of the cost of the enrollment. (Copy the information requested below from each copy of the plan you select.)			
	NAME OF PLAN Association Benefit Plan		OPTIONAL RATE OF PAY	OPTIONAL RATE OF PAY
			High	Low
			4	2
			2	1
	9. I spouse below has all eligible family members without exception (all prior to or having been born prior to enrollment) under age 19, including legally adopted children, and stepsons and stepdaughters who live with you as a regular present residential relationship. Include also any unmarried child over 19 who has not reached his/her age 19 and who, because of the disability, is incapable of self-support. (Attach a doctor's certificate for a disabled child over 19, if any).			
	NAME OF FAMILY MEMBERS Mother/Mother-in-Law: Margaret J. 12-20-34 Father/Father-in-Law: Mary Margaret 10-6-57 Son: Kathleen Ann 9-16-58 Son: Thomas J., Jr. 5-19-60		DATE OF BIRTH (Month, Day, Year)	DATE OF BIRTH (Month, Day, Year)
	10. If you are a disabled employee or dependent—does the family listed above include a disabled who is incapable of self-support by reason of mental or physical disability which can be expected to continue for more than one year? (All answers are "Yes," "No," or "Don't know.")		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PART C Fill in this part if you want to change your enrollment information.	Please see "B" for Part C, including APPLICABILITY AND ENROLLMENT.			
	11. I elect not to enroll in any plan under the Health Benefits Act.		12. The reason for my election is (Place on "A" in proper box):	
	<input type="checkbox"/> I am covered by a plan under the Health Benefits Act through the enrollment of my husband, wife, or partner. <input type="checkbox"/> I am covered by a health insurance plan, which is not under the Health Benefits Act. <input type="checkbox"/> Any other reason.			
PART D Fill in this part if you want to change your enrollment.	I elect to change my enrollment as shown by the enrollment number and when returning to Part B.			
	13. Enrollment card number of present plan:		14. Date of event which permits change (See applicable plan for purposes for proper entries)	
			15. Month	16. Year
PART E Fill in this part if you want to change your enrollment.	18. SIGN AND ADDRESS OF EMPLOYER, OFFICE			
	19. SIGN AND ADDRESS OF EMPLOYER, OFFICE			
PART F Fill in this part if you want to change your enrollment.	20. SIGN AND ADDRESS OF EMPLOYER, OFFICE		21. DATE OF PAYMENT	22. DATE OF PAYMENT
			23. PAYMENT STATUS	24. PAYMENT STATUS
<input type="checkbox"/> MAR 43 <input type="checkbox"/> MAR 44 <input type="checkbox"/> MAR 45 <input type="checkbox"/> MAR 46 <i>13 May 1960</i> <i>13 May 1960</i>				

SECRET

Supplement to Staff Employee Personnel

Action for Integration of Thomas J. KeenanEffective 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

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

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 ~~CONFIDENTIAL AND UNSATISFACTORY~~.

The performance of Mr. Keenan was SATISFACTORY.

INSTRUCTORS:
J. P. TATE

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

COVERT DISTRIBUTION:

- 1 - Senior Staff Training Officer
- 1 - Division Training Union Officer
- 1 - CIV/Registrar
- 1 - Office of Personnel

TSS/TD FILE

COVERT DISTRIBUTION:

- 1 - Operations Officer
- 1 - ~~CIV~~
- 1 - Senior Staff

S-S-C-R-E-T

SCHOOL IDENTIFYING INFORMATION			
NAME	CLASS	DATES OF ATTENDANCE	GRADE
Koeman, Thomas J.	H	1 - 26 July 1957	13
Age 19 years R-1075		SCOUT IN RANK	

24 June 1950 May 1957 08-7 OME/JOEP

PROBLEMS ENCOUNTERED OR OTHER 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 lectures with exercises which require application of actual intelligence concepts. Examples include studies in the art of detection of espionage through analysis of feelings before the enemy, in this last is analyzed a specific case in problem situations especially the fact are utilized as the engine example. The results are interpreted through lecture and discussion of analysis based on the art of the author. In addition there is also a period of practical work involving a research project and original research.

The course is divided into two main parts. The first part deals with the basic principles of espionage, preparation, analysis, interpretation, and security analysis. The second part deals with the practical application of these principles. The second part includes the study of specific cases and their analysis, the use of various methods of analysis, and the preparation of reports. The course is designed to provide students with the knowledge and skills necessary to perform their assigned tasks effectively and efficiently.

The course is taught by experienced instructors who have extensive experience in the field of intelligence. The course is designed to provide students with the knowledge and skills necessary to perform their assigned tasks effectively and efficiently.

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 DISABILITIES, PLEASANT OR UNPLEASANT?

MRS. MARGARET KOENIG

4. DO YOU HAVE CHILDREN?

WIFE

5. DO YOU HAVE A MATE, SPOUSE, HUSBAND, WIFE, SON, DAUGHTER, CHILDREN, SISTER, BROTHER, PARENT, BROTHER-IN-LAW, SISTER-IN-LAW, MOTHER-IN-LAW, FATHER-IN-LAW, NEPHEW, NEPHEWINE, COUSIN, COUSININE, ETC.?

Ford d Lincoln

6. DO YOU HAVE A TELEPHONE NUMBER?

TA 5-0235

7. DO YOU HAVE THE UNITED STATES GOVERNMENT EMPLOYED, OR IN CIVILIAN CAPACITY, ANY RELATIVE OF YOURS DECEASED BY SUICIDE OR MURDERED WITH WHOM YOU LIVE OR HAVE LIVED RECENTLY?
THE PAST 12 MONTHS: YES NO

If no, for each such relative list in the blank below. If additional space is necessary, complete under Item 18.

NAME	POST OFFICE ADDRESS (Other street number, if any)	DO YOU HAVE AN EMPLOYMENT OR NOT TO DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN

YES

NO

INDICATE ANSWER BY PLACING "X" IN PROPER COLUMN

YES

NO

8. DO YOU HAVE A CITIZEN OF THE UNITED STATES OF AMERICA, OR AS A NATIVE OR AMERICAN BORN DO YOU OWN ALIENAGE TO THE UNITED STATES OF AMERICA?

X

9. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY?

X

If your answer is "Yes," give details in Item 13.

10. DO YOU RECEIVE OR HAVE YOU APPLIED FOR AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA, OR PAYMENT UNDER ANY RETIREMENT ACT OR PAYMENT OF ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR MARINE SERVICES?

X

If your answer is "Yes," give details in Item 13.

11. SINCE YOU FILED APPLICATION RELATING TO THIS APPOINTMENT, HAVE YOU BEEN PROMOTED, CHANGED, OR MADE BY FEDERAL, STATE, OR OTHER LAW AUTHORITY OR AUTHORITY, PAYMENT, SEPARATION, OR DISCHARGE, LAW, STATE, LAW, OR MILITARY LAW, REGULATION, OR ORDER, WHICH DO NOT ALLOW TRAFFIC VIOLATIONS FOR WHICH A PENALTY OF \$100 OR LESS WAS IMPOSED. REGULAR CHARGE MUST BE INCLUDED IF THERE WERE PENALTIES.

X

If your answer is "Yes," give in Item 13 for each case, (1) approximate date, (2) charge, (3) place, (4) action taken.

12. SINCE YOU FILED APPLICATION RELATING TO THIS APPOINTMENT, HAVE YOU BEEN DISCHARGED BY THE U.S. CIVIL SERVICE COMMISSION FOR DISHONESTY OR ACCORDING TO CIVIL SERVICE APPROPRIATENESS?

X

If your answer is "Yes," give date of and reasons for such a discharge in Item 13.

13. DO YOU EVER FILED A WAIVER OF LIFE INSURANCE COVERAGE UNDER THE FEDERAL EMPLOYEES GROUP LIFE INSURANCE ACT?

X

If you have filed such a waiver, has it been canceled or revised?

14. SINCE YOU FILED APPLICATION RELATING TO THIS APPOINTMENT:
A. HAVE YOU BEEN DISCHARGED FROM EMPLOYMENT DUE TO:
① HIGH CONDUCT WAS NOT SATISFACTORY;
② YOUR WORK WAS NOT SATISFACTORY;

X

B. HAVE YOU RESIGNED AFTER OFFICIAL NOTIFICATION THAT:

X

① YOUR CONTRACT WAS NOT SATISFACTORY;
② YOUR WORK WAS NOT SATISFACTORY;

X

C. HAVE YOU BEEN DISCHARGED FROM THE ARMED SERVICES UNDER OTHER THAN HONORABLE CONDITIONS?

X

If your answer to A, B, or C is "Yes," give details in Item 13 as to, (1) date of discharge, (2) cause, (3) name and address of employer, approximate date, and reasons in each case.

15. SINCE FOR DETAILS OF ANSWERS TO OTHER QUESTIONS, INDICATE ITEM NUMBER IN WHICH ANSWER APPLIES.

ITEM NO.	ITEM NO.	ITEM NO.	ITEM NO.

INSTRUCTIONS TO APPOINTING OFFICER.—You must determine that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations, and acts of Congress pertaining to applicants.

This form should be checked for holding of office, position, any record of recent disciplinary arrest, age, citizenship, and members of family. Also, to establish the identity of the appointee, you should particularly check (1) his signature and handwriting against the application and/or other pertinent papers and (2) his physical appearance against the medical certificate(s).

SECRET

1. NAME (First, Middle) Kennen, Thomas J.	2. DATE OF BIRTH 29 June 1930	3. GRADE GS 14
4. OFFICE, DIVISION, BRANCH (or overseas station and existing cover if lateral assignment) BS/ Lima	5. PRESENT POSITION	6. EMPLOYEE EXTENSION 6815
7. PROPOSED STATION BS/ Kingston, Jamaica	8. PROPOSED POSITION (Title, Number, Grade) COS 060 GS 14	
9. TYPE OF COVER AT NEW STATION State-Integrated 5105-26-2991	10. ESTIMATED DATE OF DEPARTURE 1 Sept 1973	11. NO. OF dependents TO ACCOMPANY Never
12. COMMENTS		
13. DATE OF REQUEST 26 July 1973	14. SIGNATURE OF REQUESTING OFFICIAL Joe Torred	15. ROOM NUMBER AND BUILDING (L. EXTENSION) SD5317 6815
16. OFFICE OF MEDICAL SERVICES DISPOSITION Qualified overseas PCS. 23 October 1973 William T. Golder, OMS/pro		
17. OFFICE OF SECURITY DISPOSITION		
18. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION		
REQUEST FOR PCS OVERSEAS EVALUATION		

SECRET

1. NAME (LAST, FIRST, MIDDLE) 395-26-2091 Koosan, Thomas J.				2. DATE OF BIRTH 29 Jun 39	3. GRADE GS-14
4. OFFICE, DIVISION, BRANCH (IF RECALLER STATION AND existing cover or Intendancy assignment) DDP/DIU/Dugnta State		5. PRESENT POSITION Ops Officer		6. EMPLOYEE EXTENSION 7431	
7. PROPOSED STATION Lima, Peru		8. PROPOSED POSITION (Title, Number, Grade) Ops Off DCOS/0138/GS-14			
9. TYPE OF COVER AT NEW STATION State		10. ESTIMATED DATE OF DEPARTURE Oct 71		11. NO. OF dependents to be supported seven (7)	
12. COMMENTS Vice: Charles Dickens Physical will be taken in the field and results forwarded to HQs. Mr. Koosan's tested Spanish language proficiency of Intermediate Reading and Elementary Speaking meets the general language requirement of the Station.					
13. DATE OF REQUEST 19 Mar 71	14. SIGNATURE OF REQUESTING OFFICIAL Jean Wright		15. ROOM NUMBER AND BUILDING 3D D309	16. EXTENSION 7431	
17. OFFICE APPROVING OVERSEAS PCS 12 May 1971 Peter Zrowski, CMS/pro					
18. OFFICE OF SECURITY DISPOSITION					
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION					
REQUEST FOR PCS OVERSEAS EVALUATION					

SECRET

(When Filled In)

1. DATE OF REPORT

8 May 1969

REQUEST FOR MEDICAL EVALUATION		2. POSITION/TITLE Opa Officer	3. GRADE GS-13
4. NAME / Last, First, Middle KEENAN, Thomas J.		5. EMPLOYEE'S EST. 6815	
6. OFFICE, DIVISION, BRANCH DDP/WB/3/Bogota		7. PURPOSE OF EVALUATION	
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input type="checkbox"/> TOV 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 <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> STATION: Bogota <small>TOV OR PCS</small> PCS <small>TO WASH DC</small> State <small>NO OTHER INFORMATION TO ACCOMPANY</small> <small>NO DEPENDENTS' REPORTS OF MEDICAL HISTORY (IF ANY) ATTACHED</small> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 8. MEDICALLY QUALIFIED FOR PROPOSED PCS. CON-LG PARL <input checked="" type="checkbox"/> RETURN FROM OVERSEAS <small>9 June 1969</small> STATION: Bogota <small>NO OF DEPS</small> </div>	
PG 13 69		9. REQUESTING OFFICER	
10. OVERSEAS PLANNING EVALUATION (One check mark is checked) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE <i>MacDougall</i> <small>DDPM, MD, USAF</small> <small>3D63309 Hm.</small>	
11. 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 Dqs. during the week of 9 June 1969. His family will have their physical in Bogota.	
12. REPORT OF EVALUATION			
DATE		SIGNATURE FOR CHIEF OF MEDICAL STAFF	

SECRET

(DRAFT, P, Hand In)

REQUEST FOR MEDICAL EVALUATION			DATE OF REQUEST	
1. NAME (Last, First, Middle) Koosan, Thomas John (Dependents of)		2. POSITION TITLE Ops Officer		3. GRADE GS-12
4. OFFICE, DIVISION, BRANCH DDP/WB/CA		5. EMPLOYEE NUMBER 6815		
6. 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"/> Return from Overseas		STATION Bogota, Colombia TDY OR PCS PCS TYPE OF LEAVE State NO. OF DEPENDENTS TO ACCOMPANY Seven (7) NO. OF DEPENDENTS REPORTS OF MEDICAL DISBURSEMENT Seven (7)
7. OVERSEAS PLANNING EVALUATION (One check mark or checked)				
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. REQUESTING OFFICER SIGNATURE Kenneth L. Wambold ROOM NO. & BUILDING 3 D 5309		
Form 39 are attached. Please schedule during April 1967. Mary Margaret Dau 6 Oct 57 Eloisa Elizabeth Dau 19 Aug 61 Kathleen Ann Dau 16 Sep 53 Patricia Jean Dau 11 Sep 62 Thomas John, Jr. Son 10 May 60 Carol Jane Dau 7 May 63				
9. REASON FOR EVALUATION DATE PRACTICALLY REASON FOR CHIEF OF MEDICAL STAFF 100-259 100-259 100-259				

REF ID: A67 SECRET

SECRET

1. NAME (First, Middle) Keenan, Thomas John			
2. DATE OF BIRTH 29 June 1930			
3. GRADE GS-12			
4. OFFICE, DIVISION, BRANCH (or overseas station and reporting name of current assignment) DDP/TH/CA			
5. PRESENT POSITION Ope Officer			
6. EMPLOYEE EXTENSION 6018			
7. PROPOSED STATION Bogota, Colombia			
8. PROPOSED POSITION (Title, Number, Grade) Ope Officer/0327/GS-13			
9. TYPE OF COVER AT NEW STATION State			
10. ESTIMATED DATE OF DEPARTURE May 1967			
11. NO. OF dependents TO ACCOMPANY Seven (7)			
12. COMMENTS Form 80 is attached.			
13. DATE OF REQUEST 13 February 67		14. SIGNATURE OF REQUESTING OFFICER Kenneth L. Vanbold	
15. ROOM NUMBER AND BUILDING/EXTENSION 3 D 5309		16. ROOM NUMBER AND BUILDING/EXTENSION 6815	
17. OFFICE OF MEDICAL SERVICES DISPOSITION PROPOSED			
18. OFFICE OF SECURITY DISPOSITION 215 67			
19. OVERSEAS CANDIDATE REVIEW PANEL DISPOSITION			
REQUEST FOR PCS OVERSEAS EVALUATION			

SECRET

(When Filled In)

REQUEST FOR MEDICAL EVALUATION		DATE OF REQUEST
1. NAME (Last, First, Middle) KEEHN, Thomas 2. OFFICE, DIVISION, BRANCH DDP/MR		3. POSITION HELD One Officer 4. GRADE OS-12 5. EMPLOYEE'S SSI
6. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input checked="" type="checkbox"/> TOT STANDBY Latin America <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input type="checkbox"/> HIGHS/EDY <input type="checkbox"/> OVERSEAS ASSIGNMENT 7. TOT STATION TOT OR PCS TOT DATE / 1968 State <small>DD-102-50-1000-1000-1000-1000</small> <small>END OF PARENTS' REPORTS OF MEDICAL HISTORY (If any attach)</small> 8. RETURN FROM OVERSEAS TPA STATION DATE OF DEPL'D
9. OVERSEAS PLANNING EVALUATION (One At A Time Must Be Checked)		10. REQUESTING OFFICE
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE H.C. Hornig REQUESTING OFFICE 305313
11. COMMENTS		
12. REPORT OF EVALUATION DATE QUALIFIED FOR TOT STANDBY UNTIL Nov 67 MREX HAN		

SECRET

(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle) KENNAN, Thomas J.	3. POSITION TITLE Ops Officer	4. GRADE OC-12
5. OFFICE, DIVISION, BRANCH DDP/JW/PD	6. EMPLOYEE'S EXT. 7811	
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"/> Host/TO <input type="checkbox"/> Overseas Assignment STD: STATION: TDY OR PCS: TDY: TYPE OF COVER: Lt, State NO. OF DEPENDENTS TO ACCOMPANY: NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 88) ATTACHED:		
<input type="checkbox"/> RETURN FROM OVERSEAS STD: STATION: NO. OF DEPS:		
8. OVERSEAS PLANNING EVALUATION FORM WHICH MUST BE ATTACHED		9. REQUESTING OFFICER
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<i>Mary C. Bernig</i> ROOM NO. & BUILDING 1-56
		EXT. 6815
10. COMMENTS		
11. REPORT OF EVALUATION		
QUALIFIED FOR TDY STANDBY UNTIL PETER GROVER <small>TRANSFERS FOR CURE OF MEDICAL PROBLEMS</small>		

SECRET
(When Filled In)

REQUEST FOR MEDICAL EVALUATION			R. DATE OF REQUEST
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 SSN. 6576	
7. PURPOSE OF EVALUATION			
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input checked="" type="checkbox"/> TDY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		<input checked="" type="checkbox"/> MOBIS/TDY <input type="checkbox"/> OVERSEAS ASSIGNMENT Please re-evaluate ETO STATION TDY OR PCS TDI <small>TYPE OF CONVR.</small> Light State <small>NO. OF DEPENDENTS TO ACCOMPANY</small> <small>NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 89) ATTACHED</small>	
<input type="checkbox"/> RETURN FROM OVERSEAS ETA STATION NO. OF DEPS.			
8. OVERSEAS PLANNED EVALUATIONS (One check must be checked)		9. REQUESTING OFFICER	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE Mary C. Mernig <small>ROOM NO. & BUILDING</small> QH-44 6576	
10. COMMENTS			
O O O QUALIFIED FOR TDY STAND BY UNTIL <i>June 6, 1965</i>			
11. REPORT OF EVALUATION			
DATE FA 13 GS		SIGNATURE FOR DUTY OF MEDICAL STAFF <i>Joe W. Cline</i>	

SECRET
WHEN FILLED IN

REQUEST FOR MEDICAL EVALUATION

1. NAME CLASS		2. GRADE	3. DATE OF REQUEST
KIRKAN S. POSITION TITLE Ops Officer		J.	15 September 1959
4. REQUESTING OFFICE J. Washington, DC/Pers		5. OFFICE, DIVISION AND BRANCH DOP/WIV/III	6. GRADE 05-9
		7. BUILDING AND ROOM NO. 1000 Barton	8. EXTENSION 8262
TYPE OF EVALUATION AND REPORT			
9. TYPE OF EVALUATION		10. OVERSEAS PLANNING EVALUATION DESIRED IN ACCORDANCE WITH R 10-300	
<input type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ENTRANCE ON DUTY <input checked="" type="checkbox"/> OVERSEAS ETO a/a 15 February 1959 STATION Mexico City, Mexico TO/PCS PCS		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> OVERSEAS RETURN <input type="checkbox"/> TOY STANDBY <input type="checkbox"/> SPECIAL TRAINING <input type="checkbox"/> ANNUAL <input type="checkbox"/> RETURN TO DUTY <input type="checkbox"/> FITNESS FOR DUTY <input type="checkbox"/> MEDICAL RETIREMENT		Subject will be a State Integrator. <i>Subject will be a State Integrator.</i>	
11. REPORT OF MEDICAL EVALUATION		12. REPORT OF OVERSEAS PLANNING EVALUATION	
<input checked="" type="checkbox"/> QUALIFIED <input type="checkbox"/> DISQUALIFIED		<input type="checkbox"/> QUALIFIED <input type="checkbox"/> DISQUALIFIED	
13. COMMENTS			
Dependents to accompany Wife - Margaret J. Daughter - Mary M. Daughter - Kathleen A.			
DATE OF EVALUATION		SIGNATURES FOR CHIEF MEDICAL STAFF	
4-7-61			

