

MATERIAL REVIEWED AT CIA HEADQUARTERS BY
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME: VITALE, GUY
OP FILE

INCLUSIVE DATES: _____

CUSTODIAL UNIT/LOCATION: _____

ROOM: _____

DELETIONS, IF ANY: PERSONNEL MATTERS OUTSIDE TIME
FRAME

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

VITALE, GUY

TEH
MINA
BEG

SECRET

(B) See Below (a)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED			
1 SERIAL NUMBER 003620	2 NAME (Last-First-Middle) VITALE, GUY							17 Feb 69			
3 NATURE OF PERSONNEL ACTION RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA & DISABILITY SYSTEM								4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 28 69			
5 FUNDS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CP TO V		6 V TO CP <input type="checkbox"/> CP TO CP		7 FINANCIAL ANALYSIS NO CHARGEABLE 9235 0620		8 CATEGORY OF EMPLOYMENT REGULAR		9 LEGAL AUTHORITY (Completed by Office of Personnel) P.L. 33-643 Sect. 233			
10 ORGANIZATIONAL DESIGNATIONS DDP/WH WH/COG OPERATIONS BRANCH WH SECTION								11 POSITION TITLE INTELLIGENCE ASST (B)			
12 POSITION NUMBER 1685		13 CAREER SERVICE DESIGNATION D		14 CLASSIFICATION SCHEDULE (F.S., I.B. etc.) GS		15 OCCUPATIONAL SERIES 0301.26		16 GRADE AND STEP 08 6		17 SALARY OR RATE \$ 8984	
18 REMARKS Last working day is 28 February 1969. 1152 telecoord. w/Paul Seidel, R.B. - dmm 3/3/69 *INTEL ASST security INTEL ANALYST SLOT-A											
19A SIGNATURE OF RETIRING OFFICER Henry L. Borthold C/WH/Personnel				DATE SIGNED 17 Feb 69		180 SIGNATURE OF CAREER SERVICE APPROVING OFFICER X (Signature) SA/ESR 7-20-69				DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC	22. STATION CODE ALPHABETIC	23. INTEGEE CODE	24. HODERS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LES MO. DA. YR.			
28. RTE EXPIRS MO. DA. YR.	29. SPECIAL REFERENCE 1-COG 2-COGM 3-FICA 4-RHIC	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE CODE	32. CORRECTION CANCELLATION DATA TYPE	33. SECURITY REG NO. REG NO.	34. SEX					
35. VFT. PREFERENCE CODE 0-BEST 1-5 PT 2-10 PT	36. SERV COMP. DATE MO. DA. YR.	37. LONG COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR. RESV PROV/TEMP	39. FED. HEALTH INSURANCE CODE	40. STATE HEALTH INS. COOP 3-MAWER Y-RES	41. SOCIAL SECURITY NO					
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 2 YEARS) 3-BREAK IN SERVICE (MORE THAN 2 YEARS)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO								
45. POSITION CONTROL CERTIFICATION 3-6-67 GE-		46. O.P. APPROVAL X (Signature)	DATE APPROVED 3								
FORM 1152 USE PREVIOUS EDITION 3-67											

SECRET

GROUP I
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND RECLASSIFICATION

(4)

SECRET

(Do Not Fill In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED		
						17 Feb 69		
1 SERIAL NUMBER	2 NAME (Last-First-Middle)							
003620	VITALE, GUY							
3 NATURE OF PERSONNEL ACTION RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA & DISABILITY SYSTEM						4 EFFECTIVE DATE REQUESTED		
						MONTH DAY YEAR 02 28 69	5 CATEGORY OF EMPLOYMENT	
						6 FINANCIAL ANALYSIS NO CHARGEABLE	7 LEGAL AUTHORITY (Completed by Office of Personnel) P.O. 33-643 Sect. 233	
						9235 0620		
8 ORGANIZATIONAL DESIGNATIONS DDP/WH WH/COG OPERATIONS BRANCH WH SECTION						10 LOCATION OF OFFICIAL STATION WASH., D.C.		
11 POSITION TITLE INTELLIGENCE ASST (B)						12 POSITION NUMBER 1685	13 CAREER SERVICE DESIGNATION D	
14 CLASSIFICATION SCHEDULE (GS, LS, etc.) GS			15 OCCUPATIONAL SERIES 0301.26	16 GRADE AND STEP 08 6	17 SALARY OR RATE \$ 8984			
18 REMARKS Last working day is 28 February 1969. 1152 telecoord. u/Paul Seidel, R.B. - dmw 3/3/69 *INTEL ASST accdg. to INTEL ANALYST SLOT A								
19A SIGNATURE OF REQUESTING OFFICIAL Henry L. Berthold C/WH/Personnel						DATE SIGNED 17 Feb 69	18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER SA/ESR	DATE SIGNED 17 Feb 69
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION CODE U5 10	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC	22. STATUS CODE ALPHABETIC	23. INTEGEE CODE CODE	24. MOONS CODE MO.	25. DATE OF BIRTH DA. YR. 16 17	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
28. INT. EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE 1-C 2-SSA 3-FICA 4-VA	30. RETIREMENT DATA CCGA	31. SEPARATION DATA CODE TYPE 0 P-6000	32. CORRECTION/CANCELLATION DATA MO. DA. YR.	EOD DATA		33. SECURITY REQ. NO.	34. SEX
35. VET. PREFERENCE CODE	36. SERV. COMP. DATE MO. DA. YR.	37. LONG COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAT. RESV PROV. TEMP	39. FEGI/HEALTH INSURANCE CODE 0-WAIVER 1-YES	HEALTH INS. CODE		40. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	44. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	45. POSITION CONTROL CERTIFICATION 3-6-69 J.E.		46. O.P. APPROVAL K. Kondor	DATE APPROVED 17 Feb 69	

JLB: 10 MAR 69

NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)								
003620	VITALE GUY								
3. NATURE OF PERSONNEL ACTION RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM									
4. EFFECTIVE DATE 02 28 69		5. CATEGORY OF EMPLOYMENT REGULAR							
6. FUNDS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V		7. FINANCIAL ANALYSIS NO CHARGEABLE 9235 0620 0000		8. CSC OR OTHER LEGAL AUTHORITY P.L. 88-643 SECT. 233					
9. ORGANIZATIONAL DESIGNATIONS									
11. POSITION TITLE INTELLIGENCE ASST					12. POSITION NUMBER 1885	13. SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES 0301.28		16. GRADE AND STEP OB 8		17. SALARY OR RATE 8984			
18. REMARKS									
SIGNATURE OR OTHER AUTHENTICATION									

SECRET

28 FEB 1969

MEMORANDUM FOR : Mr. Guy Vitale

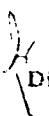
THROUGH : Head of CS Career Service

**SUBJECT : Notification of Approval of Request for
Voluntary Retirement**

1. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.

2. Your retirement will become effective 28 February 1969 and your annuity will commence as of 1 March 1969. The annuity is payable on the first day of the month following that for which it accrued. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.

3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

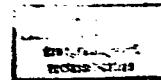

Robert S. Wattles
Director of Personnel

Distribution:

0 - Addressee
1 - D/Fers
1 - OP Files
1 - Soft File
1 - ROB Reader

OP BSD ROB/PJSeidel:jef (27 February 1969)

SECRET



S E C R E T
(When Filled In)

CERTIFICATION OF SEPARATING EMPLOYEE		Name (Last-First-Middle) VITALE, GUY
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MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER

I hereby acknowledge the receipt of the following forms and/or information concerning my separation from CIA as indicated by check mark:

1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation).
2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance).
3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employers' Group Life Insurance Act of 1954).
4. Standard Form 2802 (Application for Refund of Retirement Deductions).
5. Form 2595 (Authorization for Disposition of Paychecks).
6. Applicable to returnee (resignee from overseas assignment).
I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being.
 Appointment arranged with Office of Medical Services.
 Appointment for Office of Medical Services examination declined.
7. I have been informed of "conflict of interests" policy of the Agency and foresee no problem in this regard concerning my new employment.
8. Form 71 (Application for Leave).
9. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).
10. Instructions for returning to duty from Extended Leave or Active Military Service.

Signature of Employee <i>Guy Vitale</i>	Date Signed 28 Feb. 69
Address (Street, City, State, Zip Code) 1730 H St. N.W., D.C.	Correspondence <input type="checkbox"/> Overt <input checked="" type="checkbox"/> Covert

S E C R E T

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE
TO: (Check)	CHIEF, RECORDS AND CONTROL	FILE NUMBER <u>11325</u>
	CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER <u>003220</u>
	CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER
ATTN: <u>Chief Support Staff</u>	OFFICIAL COVER	BACKSTOP ESTABLISHED
REF: <u>Retirement Debriefings</u>		DISCONTINUED
SUBJECT: <u>VITALE, Guy</u>	UNIT	
KEEP ON TOP OF FILE WHILE COVER IN EFFECT		
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPW 20-800-11)		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPW 20-800-11)
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE COB _____		DATE (as of COR) FROM EOD
B. CONTINUING AS OF COB		
SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HRB 20-7)		SUMMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HRB 20-7)
ASCERTAIN THAT _____ W-2 BEING ISSUED. (HRB 20-11)		NA ON RETURN ALL OFFICIAL DOCUMENTATION TO CCS.
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-2e)		DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY
SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-2e)		
SUBMIT FORM 2688  FOR HOSPITALIZATION CARD		
REMARKS AND/OR COVER HISTORY		
COVER HISTORY: Oct 49 - Jan 57 Hqs/Overt Jan 57 - Mar 60 Greece/DAC Mar 60 - Present Hqs/DAC		SUBJECT IS TO INDICATE CIA AS PLACE OF EMPLOYMENT FOR ENTIRE PERIOD, BUT IS NOT TO REVEAL SPECIFIC PLACES OR LOCATIONS OF COVER ASSIGNMENTS.
FORWARDING ADDRESS: UNKNOWN		
EMPLOYMENT ADDRESS: UNKNOWN		
RF/kas		
DISTRIBUTION: COPY 1 - RCO COPY 2 - OPERATING COMPONENT COPY 3 - D/OS COPY 4 - DL/TELSVC COPY 5 - CCS - CHRONO COPY 6 - CCS - FILE		<i>5/17 2/2/81</i>
CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF (13-20-43)		

SECRET
(When Filled In)

SDF 20 FEB 69

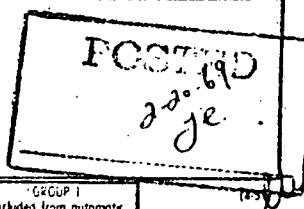
NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
0003620	VITALE, GUY		
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM		4. EFFECTIVE DATE MO DA YE 02 23 69	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS → <input checked="" type="checkbox"/> X CF TO V	V TO V CF TO CF	7. FINANCIAL ANALYSIS NO. Chargeable 9235 0620 (0000) 8. CSC OR OTHER LEGAL AUTHORITY PL 00-643 SECT. 103	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP (08)
17. SALARY OR RATE			
18. REMARKS			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING		22. STATION CODE	23. INTEGEE CODE	24. HONOR'S CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI	
		NUMERIC	ALPHABETIC				MO DA YE	MO DA YE	MO DA YE	
28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. Correction / Conciliation Data				33. SECURITY REQ NO	34. SEX
MO DA YE		1. CSC 2. CLA 3. RA 4. NONE	CODE		TYPE	MO DA YE				
35. VET PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGL / HEALTH INSURANCE	40. SOCIAL SECURITY NO.					
CODE 0. NONE 1. 5 PT. 2. 10 PT.	MO DA YE	MO DA YE	CAR RES PROV TEMP	CODE TODI J. WAIVER 1. YES 2. NO	CODE					
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA					
CODE 0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE (LESS THAN 3 yrs.) 3. BREAK IN SERVICE (MORE THAN 3 yrs.)			FORM EXECUTED 1. YES 2. NO	CODE	NO TAX EXEMPTIONS		FORM EXECUTED 1. YES 2. NO	CODE	NO TAX EXEMPT STATE CODE	

SIGNATURE OR OTHER AUTHENTICATION



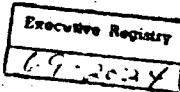
SECRET

DATE PREPARED

7 FEBRUARY 1969

REQUEST FOR PERSONNEL ACTION												
1. SERIAL NUMBER 003620	2. NAME (Last-First-Middle) VITALE, GUY											
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 23 69	5. CATEGORY OF EMPLOYMENT REGULAR									
6. FUNDS →	X V TO V CP TO V	V TO C CP TO CP	7. COST CENTER NO CHARGE AREA 9235 - 0620									
8. ORGANIZATIONAL DESIGNATIONS DDP/WII		9. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.										
11. POSITION TITLE		12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION D									
14. CLASSIFICATION SCHEDULE (G.R., E.R., P.A.)		15. OCCUPATIONAL SERIES S	16. GRADE AND STEP S									
17. SALARY OR RATE \$												
18. REMARKS												
18A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED								
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL												
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTAKE CODE	24. HOURS/WS	25. DATE OF BIRTH MO. DA. YE.	26. DATE OF HIRE MO. DA. YE.	27. DATE OF LEI MO. DA. YE.				
28. RTE EXPIRES MO. DA. YE.	29. SPECIAL REFERENCE 1-150 3-HCR 5-NONE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CONNECTION CANCELLATION DATA CODE	33. SECURITY REQ. NO.	34. SEX EOD DATA →	35. VET. PREFERENCE CODE	36. SERV COMP DATE MO. DA. YE	37. LONG COMP. DATE MO. DA. YE	38. CAREER CATEGORY CODE	39. FEDERAL HEALTH INSURANCE CODE	40. SOCIAL SECURITY NO
0-None 1-1 PT 2-10 PT		2										
41. PREVIOUS GOVERNMENT SERVICE DATA CODE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTIVE CODE	44. STATE TAX DATA CODE									
0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		1-YES 2-NO	1-YES 2-NO									
45. POSITION CONTROL CERTIFICATION	46. O.P. MO.	47. SIGNATURE	48. DATE APPROVED 13 FEB 69									

69-1750



17 APR 1969

Mr. Guy Vitale
1730 H Street, N. W.
Washington, D. C. 20006

Dear Mr. Vitale:

As you bring to a close more than twenty-six years of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find the years ahead filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend my best wishes for the years ahead.

Sincerely,

Richard Holmes
Richard Holmes
Director

Distribution:

0 - Addressee	Originator:	Director of Personnel
1 - ER		2 APR 1969
1 - C/EAB/OS		
1 - D/Pers		
1 - OPF		
1 - ROB	Concur:	SIGNED 2 APR 1969
1 - ROB Reader		C/EAB/OS

QP/RAD/ROB/PJSelde:jef (1 April 1969)

SECRET

20-50j-114
20-50j-114

MEMORANDUM FOR : Director of Central Intelligence

SUBJECT : Request for Voluntary Retirement
Guy Vitale

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.

2. Mr. Guy Vitale, GS-08, Intelligence Analyst, Western Hemisphere Division, Clandestine Services, has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50j, to be effective 28 February 1959.

3. Mr. Vitale has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 28 years of Federal service. This service includes over 21 years with the Agency of which 5 years were in qualifying service. The Head of the Clandestine Services Career Service and the CIA Retirement Board have recommended that his application for voluntary retirement be approved. I endorse these recommendations.

4. It is recommended that you approve the voluntary retirement of Mr. Guy Vitale under the provisions of Headquarters Regulation 20-50j.

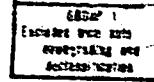
Robert S. Wattles
Director of Personnel

The recommendation contained in paragraph 4 is approved:

John C. McCone
Richard Helms

Director of Central Intelligence

Date



SECRET

(B)(1) (b) (2) (d) (4)

REQUEST FOR PERSONNEL ACTION								DATE PREPARED			
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, Guy						13 December 1965			
3. NATURE OF PERSONNEL ACTION REASSIGNMENT								4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 28 65			
5. PUNOS X V TO V CP TO V O TO O								6. CATEGORY OF EMPLOYMENT REGULAR			
7. ORGANIZATIONAL DESIGNATIONS DOP/NH WH/C Miami Operations Branch PM Section								8. COST CENTER NO. CHARGEABLE 6235-1162			
9. LOCATION OF OFFICIAL STATION Washington, D.C.								10. LEGAL AUTHORITY (Completed by Office of Personnel)			
11. POSITION TITLE INTELL. ASST. (D)								12. POSITION NUMBER 1506 ✓			
14. CLASSIFICATION SCHEDULE (GS, F.B., etc.) GS (07)								15. OCCUPATIONAL SERIES 030L.23			
16. GRADE AND STEP 08 (4)								17. SALARY OR RATE \$ 7553			
18. REMARKS From WH/C/MOB, PM Sec., #1142 P.R.A. per HR 20-21c(3) NTE December 1967.											
Recorded By CSPD f/n											
18A. SIGNATURE OF REQUESTING OFFICIAL ROBERT P. CASHMAN, CARP/PERS				DATE SIGNED 12-23-65		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER - U. S. GOV				DATE SIGNED 21 DEC 1965	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC 1227167	22. STATION CODE ALPHABETIC .83	23. INTEGRITY CODE CODE	24. MOONS CODE CODE	25. DATE OF BIRTH MO. DA. YR. 10/16/17	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.			
28. RETIREMENT DATA MO. DA. 12/27/67	29. SPECIAL REFERENCE 1-CSC 3-PER 5-NONE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION, CANCELLATION DATA TYPE	33. EOD DATA	34. SECURITY REQ. NO.	35. SEX				
36. VET. PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT	37. SERV. COMP. DATE MO. DA. YR. MO. DA. YR.	38. LONG COMP. DATE MO. DA. YR. MO. DA. YR.	39. CAREER CATEGORY CAR REG. PROV TEMP CODE	40. FED. HEALTH INSURANCE CODE 0-WAIVER 1-TES	41. SOCIAL SECURITY NO CODE						
42. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)	43. LEAVE CAT CODE	44. FEDERAL TAX DATA FORM EXECUTED 1-YES 2-NO	45. STATE TAX DATA FORM EXECUTED 1-YES 2-NO	46. STATE CODE CODE							
47. POSITION CONTROL CERTIFICATION 12-23-65 H					48. O.P. APPROVAL J. R. J. R. 12-23-65						
49. DATE APPROVED 12-23-65											

S E C R E T

MEMORANDUM FOR: Mr. Guy Vitale

20 October 1965

THROUGH : Head of D Career Service

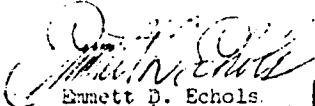
SUBJECT : Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the system, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the system may be designated participants as soon as possible.

2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.

3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees".

4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 6E-1319 Headquarters (extension 6001). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the Board. However, this request must be made within 30 days of the date of this memorandum.


Emmett P. Echols
Director of Personnel

S E C R E T

Group I
Excluded from automatic upgrading
and declassification

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, Guy				12 December 1962
3. NATURE OF PERSONNEL ACTION PROMOTION						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 01 20 1963
5. FUNUS 		V TO V CF TO V		V TO CF CF TO CF		6. CATEGORY OF EMPLOYMENT REGULAR
7. COST CENTER NO. CHARGEABLE 3232-1000-1000						8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DDP Task Force W FI/CI Branch						10. LOCATION OF OFFICIAL STATION Washington, D.C.
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 0683
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS		15. OCCUPATIONAL SERIES (00)	16. GRADE AND STEP 08 (3)	17. SALARY OR RATE \$6500		
18. REMARKS Promotion recommendation attached. Fitness Report submitted previously.						Recorded by CSPD Ave
19. SIGNATURE OF REQUESTING OFFICIAL Louis W. Armstrong LOUIS W. ARMSTRONG, C/TFW/Pers.			DATE SIGNED 14 Dec 62	20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER H. Greenhalgh		DATE SIGNED 1/7/63
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL						
21. ACTION CODE 22. EMPLOYEE CODE 23. OFFICE CODING 61300	24. STATION CODE 75013	25. INTEGEE CODE 1	26. MORTGS CODE 1	27. DATE OF BIRTH MO. DA. YE. 10 16 17	28. DATE OF GRADE MO. DA. YE. 1	29. DATE OF LEI MO. DA. YE.
20. NTE EXPIRES MO. DA. YE. 1	21. SPEC R. REFERENCE 1 - CSC 3 - FICA 5 - NONE	22. RETIREMENT DATA CCDF	23. SEPARATION DATA CODE TYPE	24. CORRECTION/CANCELLATION DATA TYPE EOD DATA	25. SECURITY REG. NO.	26. SSN
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.	36. SERV. COMP. DATE MO. DA. YE.	37. LONG. COMP. DATE MO. DA. YE.	38. CAREER CATEGORY CAR/RESV PROV/TEMP	39. FEDEX / HEALTH INSURANCE CODE 0 - DEFERRED 1 - FEDEX	40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)	42. LEAVE CAT. CODE 1000 50	43. FEDERAL TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO	44. STATE TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO	45. O.P. APPROVAL EXCL DATE APPROVED 1/7/63	46. STATE CODE CODE EXEMPT	
47. POSITION CONTROL CERTIFICATION D. Kearney 1/7/63						

M 1152 OBSOLETE PREVIOUS EDITION
AND FORM 1152A

SECRET

143

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED		
1. SERIAL NUMBER 003620	2. NAME (Last-First-Middle) VITALE, Guy					12 December		
3. NATURE OF PERSONNEL ACTION PROMOTION					4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR	5. CATEGORY OF EMPLOYMENT REGULAR		
6. FUNDS 	V TO V CF TO V		V TO CF CF TO CF		7. COST CENTER NO. CHARGEABLE 3232-1000-1000	8. LEGAL AUTHORITY (Completed by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS DDP Task Force W FI/CI Branch					10. LOCATION OF OFFICIAL STATION Washington, D.C.			
11. POSITION TITLE OPS OFFICER (D)					12. POSITION NUMBER 0583	13. CAREER SERVICE DESIGNATION D		
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS (09)		15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 03 (3)	17. SALARY OR RATE \$6500				
18. REMARKS Promotion recommendation attached. Fitness Report submitted previously.								
18A. SIGNATURE OF REQUESTING OFFICIAL LOUIS W. ARISTON, C/TFW/Pers.			DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING NUMERIC	22. STATION CODE ALPHABETIC	23. INTERFEE CODE	24. MOSES CODE	25. DATE OF X'ING MO. DAY YR.	26. DATE OF TRADE MO. DAY YR.	27. DATE OF LEI MO. DAY YR.
28. MTE EXPIRES MO. DAY YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA T - ESC 3 - FICA 5 - NONE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	MO. DAY YR.	33. SECURITY REG. NO. 34. SER		
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 yrs. 2 - 10 yrs.	36. SEP. COMP. DATE MO. DAY YR.	37. LONG. COMP. DATE MO. DAY YR.	38. CAREER CATEGORY CAR/RESV PROV/TEMP	39. FEGL / HEALTH INSURANCE CODE 0 - NO 1 - YES	40. HEALTH INS. CODE	41. SOCIAL SECURITY NO.		
42. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)	43. ACHIEVE CAT. CODE	44. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	45. TAX EXEMPTIONS CODE	46. FORM EXECUTED 1 - YES 2 - NO	47. STATE TAX DATA CODE NO TAX EXEMPL.	48. STATE CODE		
49. POSITION CONTROL CERTIFICATION 					50. O.P. APPROVAL Signature Date	51. DATE APPROVED		

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 003620	2. NAME (Last-First-Middle) VITALE, Guy (RMI)			3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS	
4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 13 18 62	5. CATEGORY OF EMPLOYMENT REGULAR			6. FUNDS V TO V V TO CF X CF TO V CF TO CF	
7. COST CENTER NO. CHARGEABLE 2235-1400-1000			8. LEGAL AUTHORITY (Completed by Office of Personnel)		
9. ORGANIZATIONAL DESIGNATIONS DDP/WH Branch 4 FI/CI Sec.			10. LOCATION OF OFFICIAL STATION Washington, D. C.		
11. POSITION TITLE Intell Asst			12. POSITION NUMBER 0685	13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS (4)		15. OCCUPATIONAL SERIES 0301.28	16. GRADE AND STEP 07 (3)	17. SALARY OR RATE \$ 5685	
18. REMARKS From: DDP/EE/CS/Dev.Compl., D.C. Security (initials) 3/16/62 CONCURRENCE: Frank Driscoll (per phone) EE/Personnel Officer 3/16/62					
19. SIGNATURE OF REQUESTING OFFICIAL JAMES DURHAM, WH/4 Pers. Officer		DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER Unusual		DATE SIGNED
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
20. ACT IN CODE 16	21. OFFICE CODING NUMERIC ALPHABETIC 16 45	22. STATION CODE 45	23. INTEREST CODE 1	24. MOTOR CODE 1	25. DATE OF BIRTH MO. DAY. YR. 10 16 17
26. DATE OF LEI 16	27. DATE OF LEI 16	28. DATE OF LEI 16	29. DATE OF LEI 16	30. DATE OF LEI 16	31. DATE OF LEI 16
32. DATE OF LEI 16	33. DATE OF LEI 16	34. DATE OF LEI 16	35. DATE OF LEI 16	36. DATE OF LEI 16	37. DATE OF LEI 16
38. DATE OF LEI 16	39. DATE OF LEI 16	40. DATE OF LEI 16	41. DATE OF LEI 16	42. DATE OF LEI 16	43. DATE OF LEI 16
44. DATE OF LEI 16	45. DATE OF LEI 16	46. DATE OF LEI 16	47. DATE OF LEI 16	48. DATE OF LEI 16	49. DATE OF LEI 16
50. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)		51. LEAVE CAT. CODE 1	52. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	53. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO	54. STATE CODE CODE 1
55. POSITION CONTROL CERTIFICATION 7. Kearney 3/2/62			56. O.P. APPROVAL M. Duran - baugl		

REQUEST FOR PERSONNEL ACTION						6 June 1960		
1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth	4. Vic. Perf.	5. Sex	6. CS - EOD	
503620	VITALE GUY			Mo. Da. Yr.	None-D S-P-1 10 P-2	M 1	Mo. Da. Yr.	
10 24 42	Yes-1 No-2	Code 1	17	09 13 49				
7. SCD	8. CSC Perm.			9. CSC Or Other Legal Authority	10. April Alldow.	11. FEGLI	12. ECD	13. ESD
Mo. Da. Yr.	Yes-1 No-2	Code 1	50 USCA 403			Mo. Da. Yr.	Yes-1 No-2	Code 2
10 24 42						09 13 49		
25 PREVIOUS ASSIGNMENT								
14. Organizational Designation: ODP EE ATHENS STATION OPERATIONS STAFF RECORDS INTEGRATION SECTION				Code 5231	15. Location Of Official Station ATHENS, GREECE			Station Code 29501
16. Posn. Field	17. Position Title INTELL ASST			18. Position No. 1809	19. Serv. 05	20. Occup. Series 0301.2B		
Dovt - USMId - Frgn -	Code 5							
21. Grade & Step	22. Salary Or Rate \$ 4900	23. SD DS	24. Date Of Grade Mo. Da. Yr. 09 06 59	25. PSI Due Mo. Da. Yr. 09 04 60	26. Appropriation Number 0139 9350 3018			
ACTION								
27. Nature Of Action REASSIGNMENT	Code 7	28. Eff. Date Mo. Da. Yr. 06 12 60	29. Type Of Employee REGULAR	Code 25	30. Separation Date			
PRESENT ASSIGNMENT								
31. Organizational Designation: CS/CS DEVELOPMENT COMPLEMENT ES DIVISION				Code 5013	32. Location Of Official Station WASH., D.C.			Station Code 15013
33. Posn. Field	34. Position Title			35. Position No. 161220	36. Serv. 05	37. Occup. Series		
Dovt - USMId - Frgn -	Code 1							
38. Grade & Step	39. Salary Or Rate \$	40. SD D	41. Date Of Grade Mo. Da. Yr. 1 1	42. PSI Due Mo. Da. Yr. 1 1	43. Appropriation Number 0320 1998			
SOURCE OF REQUEST								
A. Requested By (Name And Title) <i>Annell M. Weiland</i>	C. Request Approved By (Signature And Title) <i>John W. Kennedy</i>							
B. Additional Information (Name & Telephone Ext.) Annell M. Weiland X3884								
CLEARANCES								
Clearance A. Career Board	Signature <i>John W. Kennedy</i>	Date 11/60	Clearance B. Fob Control	Signature <i>John W. Kennedy</i>	Date 11/60			
C. Classification			D. Placement					
Remarks IB-casual			E. Approved By					
FCS RETURNED								

Pte 1960 Requests for
Personnel Action

'SECRET
When Filled In,

SECRET

(When Filled In)

PERSONAL SERIAL NO. 03620	BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) VITALE, Guy (nmn)	DATE OF BIRTH Oct 1917	
23. SUMMARIES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS		
 <p>VITALE, Guy 147</p>		
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE		
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL		
26. ADDITIONAL INFORMATION. Commendation 1960 from Ch, EE Logistics for services rendered while on a temporary assignment to EE Division Logistics Office.		
27. DATE REVIEWED 25 Jan 1965	28. PROFILE REVIEWED BY hc	

SECRET

(When filled in)

SECRET
(When Filled In)

PERS. SERIAL NO. 03620	BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) VITALE, Guy (nm)	DATE OF BIRTH 16 Oct 1917	
23.		
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE		
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL		
26. ADDITIONAL INFORMATION <u>Commendation 1960 from Ch, EE Logistics for services rendered while on a temporary assignment to EE Division Logistics Office.</u>		
27. DATE REVIEWED 6 Feb 1969	28. PROFILE REVIEWED BY hc	29.

FORM NO. 1200 (PART 2) REPLACES FORM 1080 (PART 2) WHICH IS OBSOLETE. SECRET

PROFILE

140

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(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER 003620																		
SECTION A																							
GENERAL																							
1. NAME Vitale, Guy			2. DATE OF BIRTH 10/16/17	3. SEX M	4. GRADE 08																		
5. OFFICIAL POSITION TITLE Intelligence Asst.			6. OFF/ DIV/ BR OF ASSIGNMENT DDP/ WH/ COG	7. CURRENT STATION Hqs.																			
8. CHECK (X) TYPE OF APPOINTMENT <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.33%; padding: 2px;">CAREER</td> <td style="width: 33.33%; padding: 2px;">RESERVE</td> <td style="width: 33.33%; padding: 2px;">TEMPORARY</td> </tr> <tr> <td colspan="3" style="padding: 2px;">CAREER-PROVISIONAL (See Instructions - Section C)</td> </tr> <tr> <td colspan="3" style="padding: 2px;">SPECIAL (Specify):</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33.33%; padding: 2px;">X</td> <td style="width: 33.33%; padding: 2px;">INITIAL</td> <td style="width: 33.33%; padding: 2px;">REASSIGNMENT SUPERVISOR</td> </tr> <tr> <td colspan="3" style="padding: 2px;">X ANNUAL</td> </tr> <tr> <td colspan="3" style="padding: 2px;">SPECIAL (Specify):</td> </tr> </table>						CAREER	RESERVE	TEMPORARY	CAREER-PROVISIONAL (See Instructions - Section C)			SPECIAL (Specify):			X	INITIAL	REASSIGNMENT SUPERVISOR	X ANNUAL			SPECIAL (Specify):		
CAREER	RESERVE	TEMPORARY																					
CAREER-PROVISIONAL (See Instructions - Section C)																							
SPECIAL (Specify):																							
X	INITIAL	REASSIGNMENT SUPERVISOR																					
X ANNUAL																							
SPECIAL (Specify):																							
9. DATE REPORT DUE IN O.P. July 1968			10. CHECK (X) TYPE OF REPORT 1 July 67 - 30 June 68																				
SECTION B PERFORMANCE EVALUATION																							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>																							
SPECIFIC DUTIES																							
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p>																							
SPECIFIC DUTY NO. 1 Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program.					RATING LETTER P																		
SPECIFIC DUTY NO. 2 Assists personnel with machine name traces and other operational support assistance.					RATING LETTER P																		
SPECIFIC DUTY NO. 3 Preparation of biographic input sheets for machine processing into the Cuban IS program.					RATING LETTER P																		
SPECIFIC DUTY NO. 4 As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents.					RATING LETTER P																		
SPECIFIC DUTY NO. 5					RATING LETTER																		
SPECIFIC DUTY NO. 6 <i>9 AUG 1968</i>					RATING LETTER																		
OVERALL PERFORMANCE IN CURRENT POSITION																							
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>					RATING LETTER P																		

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

HCG b

Mr. Vitale since he was assigned to me initially on a part-time basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. The quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

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

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

9

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

18 July

Alva King

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the evaluation of this employee as presented above.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
13 July 1968	C/TH/COG/OS	Thos. J. Barrett

SECRET

SECTION C/Continued

NARRATIVE COMMENTS

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.



Robert J. Weatherwax

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 003620			
SECTION A				GENERAL			
1. NAME	CLASS	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
VITALE	Guy			16 Oct 17	M	GS-08	D
6. OFFICIAL POSITION TITLE				7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION		
Intell Asst				DDP/WH/COG	Washington		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
CAREER	RESERVE	TEMPORARY		INITIAL	REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See Instructions - Section C)				X ANNUAL	REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From To)			
				1 July 1966 - 30 June 1967			
SECTION B PERFORMANCE EVALUATION							
<u>W</u> - Week	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.						
<u>A</u> - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.						
<u>P</u> - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.						
<u>S</u> - Strong	Performance is characterized by exceptional proficiency.						
<u>O</u> - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.						
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1							RATING LETTER
Maintains project and agent 201 files for the Branch's paramilitary program.							S
SPECIFIC DUTY NO. 2							RATING LETTER
Locates and maintains material for use in briefings and in the conduct of liaison with other government agencies.							A
SPECIFIC DUTY NO. 3							RATING LETTER
Aids in conducting name traces and in processing operational clearances.							P
SPECIFIC DUTY NO. 4							RATING LETTER
As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents.							P
SPECIFIC DUTY NO. 5							RATING LETTER
Assists in conduct of input to Cuban I.S. Machine Records Program.							P
SPECIFIC DUTY NO. 6							RATING LETTER
31 AUG 1967							
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							P

(CENR FORM 1-1)

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

HOD JI 126 11/1

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

SECTION D**CERTIFICATION AND COMMENTS****BY EMPLOYEE**

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

DATE 25 Aug '67	SIGNATURE OF EMPLOYEE <i>John Vitale</i>
--------------------	---

2. BY SUPERVISOR	
------------------	--

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 12	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
DATE 25 August 1967	OFFICIAL TITLE OF SUPERVISOR Section Chief, PM Operations
TYPED OR PRINTED NAME AND SIGNATURE <i>Ernest Chiocca</i> Ernest Chiocca	

3. BY REVIEWING OFFICIAL		
--------------------------	--	--

COMMENTS OF REVIEWING OFFICIAL

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

DATE 28 AUG 1967	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/COG/MO	TYPED OR PRINTED NAME AND SIGNATURE <i>Robert A. Ortman</i> Robert A. Ortman
---------------------	---	--

SECRET

file

SECRET

11 May 1960
File K-1:849

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel
SUBJECT : VITALE, Guy, nni

1. Cover arrangements are in process, and // have been completed for the above-named Subject.
2. Effective 1 April 1960, it is requested that your records be properly blocked // to deny // Subject's current Agency employment to an external inquirer.
3. //

Paul P. Stewart
HARRY W. LITTLE, JR.
Chief, Central Cover Division

cc: SSD/OS

THIS MEMO MUST REMAIN
TOP SECRET
TOP TOP OF FILE

FEB 15 1960
1580a

(4-13-40)

*5/17/60
62*

SECRET

(When filed in)

PLB: 10 MAR 69

NOTIFICATION OF PERSONNEL ACTION

DEF				
1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)			
003620	VITALE GUY			
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT	
RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM		02 28 69	REGULAR	
6. FUNDS	V TO V <input checked="" type="checkbox"/>	V TO CF <input type="checkbox"/>	7. Financial Analysis No. Changeable 9235 0620 0000	8. CSC OR OTHER LEGAL AUTHORITY P.L. 88-643 SECT. 233
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION		
DDP/WH WH/COG OPERATIONS BRANCH WH SECTION		WASH., D.C.		
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION	
INTELLIGENCE ASST		1655	D	
14. CLASSIFICATION SCHEDULE (GS LB etc.)		15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS		0301.26	08 6	8984
18. REMARKS				

1. LAST NAME	FIRST NAME	INITIAL(S)	2. APPOINTMENT DATA	3. TOTAL SERVICE FOR LEAVE (as of date of separation)
VITALE	GUY		Entered on duty 9-13-49 F.T. X P.T. Subject to Sec. 203(d), 1951 Leave Act Yes <input type="checkbox"/> No <input type="checkbox"/> Ceased to be subject to Sec. 203(d) on _____ Annual Leave Bal. _____	Years 26 Months 4 Days 4 <input type="checkbox"/> More than 15 years
4. DATE AND NATURE OF SEPARATION 2-28-69 RETIREMENT CERTAINTIES			REMARKS	
SUMMARY OF ANNUAL AND SICK LEAVE (HOURS)			SUMMARY OF HOME LEAVE (DAYS)	
5. Balance from prior leave year ended 19 69	1-11-	ANNUAL 274	SICK 1655	SCD 10-24-42
6. Current leave year accrual through 19 69	3-08-	24	12	
7. Total		298	1667	
8. Reduction in credits, if any (current year)		0	0	
9. Total leave taken		1	0	
10. Balance		294	1667	
11. Total hours paid in lump sum 274 hrs				
12. Salary rate(s) \$8984.				
13. Lump sum leave dates: from 0830 3-3-69 to 1-18-69	1030 (Hours)			
26. Certified by <i>Guy Vitale</i> (Signature)	(Date) 1-16-69			
FOR CHIEF PAYROLL (Title)	(Telephone) 743-2595			
23. During leave year in which separated 24. During step-increase waiting period which began on 1-14-68				
25. During 12-month HQ accrual period (dates):				
ABSENCE WITHOUT PAY (Leave or AWOL or Furlough/Suspension Hours)				
23. During leave year in which separated 24. During step-increase waiting period which began on 1-14-68				
25. During 12-month HQ accrual period (dates):				

Standard Form 1150
November 1965
1150-106

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION
FPM SUPPLEMENTS 296-31 AND 980-2

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION'S 212 AND 216 26 SEP 90-200 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF U.S. AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-CIA DIRECTIVE DATED 9 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	GRADE	SENIORITY	PERIOD OF SERVICE	OLD SALARY	NEW SALARY
VITALE GUY	003620	51 300	65 02 0	\$ 8,614	\$ 8,984

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 04151101	2. NAME (LAST-FIRST-MIDDLE) VITALE GUY	
3. NATURE OF PERSONNEL ACTION		
4. EFFECTIVE DATE 05 04 68		
5. CATEGORY OF EMPLOYMENT		
6. ASSIGNMENT FUNDING A V TO V V TO C C V TO V C F TO C		
7. FINANCIAL ANALYSIS NO. CHARGEABLE 0215 0020 0000		
8. CSC OR OTHER LEGAL AUTHORITY		
9. ORGANIZATIONAL DESIGNATIONS DIP/WH DIVISION WH SECTION WASH., D.C.		
10. LOCATION OF OFFICIAL STATION		
11. POSITION TITLE INTEL ANALYST		12. POSITION NUMBER 1485
13. CAREER SERVICE DESIGNATION D		14. CLASSIFICATION SCHEDULE (GS, GS, etc.) GS
15. OCCUPATIONAL SERIES 0132,35		16. GRADE AND STEP DA
17. SALARY OR RATE		
18. REMARKS		

SIGNATURE OR OTHER AUTHENTICATION

POSTED
MGR 5/1/68

C/WH/COC

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS	
003620	VITALE GUY	51 500	V		
6. OLD SALARY RATE		7. NEW SALARY RATE		8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade Step Salary Effective Date	SI ADJ.
GS 04	5	\$ 7,781	01/16/66	GS 08 6 \$ 8,008	01/14/68
8614					
CERTIFICATION AND AUTHENTICATION					
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.					
SIGNATURE					DATE
<i>Guy J. Vitale Guy</i>					17 JUN 67
<input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD					
CLERKS INITIALS NM	O E B O			AUDITED BY	<i>WT</i>
PAY CHANGE NOTIFICATION					
(4-51)					

FORM 560 E Use previous editions 7-66

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

EFFECTIVE DATE OF PAY ADJUSTMENTS: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY	003620	51 500	V	GS 08 5	\$ 7,781	\$ 8,008

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY						

4-7-1

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 49-301 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 14 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY	003620	51 500	V	GS 08 4	\$ 7,290	\$ 7,553

G-33

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours							
003620	VITALE GUY	51 500 V								
5. OLD SALARY RATE		6. NEW SALARY RATE								
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	Adj.
GS 08 4	1	7,453	01/19/64	GS 09 5	6	7,752	01/15/65			
7. TYPE ACTION										
8. Remarks and Authentication										
<ul style="list-style-type: none"> / / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD <p>CLERKS INITIALS <i>[initials]</i> AUDITED BY <i>[initials]</i></p>										
<p>I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.</p> <p>SIGNATURE: <i>[Signature]</i> DATE <i>23 Nov 65</i></p> <p>PAY CHANGE NOTIFICATION</p>										

SECRET

(When Filled In)

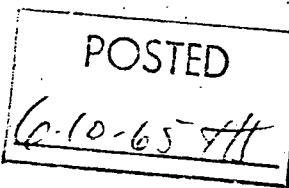
P.J.H. 29 DEC 65

NOTIFICATION OF PERSONNEL ACTION															
OCF															
1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)														
003620	VITALE GUY														
3. NATURE OF PERSONNEL ACTION															
REASSIGNMENT															
4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT													
NO. DA 12 28 65		REGULAR													
6. FUNDS		V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY									
X		CF TO V	CF TO CF	6235 1162 0000		50 USC 403 J									
9. ORGANIZATIONAL DESIGNATIONS															
DDP/WH WH/C MIAMI OPERATIONS BR/PM SECTION															
10. LOCATION OF OFFICIAL STATION															
WASH., D.C.															
11. POSITION TITLE				12. POSITION NUMBER				13. SERVICE DESIGNATION							
INTELLIGENCE ASST				1506				D							
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)				15. OCCUPATIONAL SERIES				16. GRADE AND STEP				17. SALARY OR RATE			
GS				0301.28				08 4				7553			
18. REMARKS															
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL															
19. ACTION CODE	20. Employ. Code	21. OFFICE CODING		22. STATION CODE	23. INTEGEE CODE	24. Hdgts. Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI						
37	10	51500 WH		75013		1	NO DA 10 16 17	NO DA 10 16 17	NO DA 10 16 17						
28. NIE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.		34. SEX				
MO. DA. 12 27 67		83		CODE			TYPE	NO DA. YR.	SOD DATA						
35. VET. PREFERENCE		36. SERV. COMP. RATE		37. LONG. COMP. DATE		38. CAREER. CATEGORY	39. FEGI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.						
CODE		0 NONE 1 - 5 PT. 2 - 10 PT.		NO DA. YR.		CAN. PROV. TEMP.	CODE	CODE	0 - MAJOR 1 - YES	HEALTH INS. CODE					
41. PREVIOUS GOVERNMENT SERVICE DATA						42. LEAVE CAT. CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA						
CODE						FORM EXECUTED CODE	NO TAX EXEMPTIONS		FORM EXECUTED CODE	NO TAX EXEMPTIONS					
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)						1 - YES 2 - NO			1 - YES 2 - NO						
SIGNATURE OR OTHER AUTHENTICATION															
POSTED 12/29/65															

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION**OCS 05/27/65**

1 SERIAL NUMBER		2 NAME (LAST FIRST MIDDLE)		3 NATURE OF PERSONNEL ACTION REASSIGNMENT		4 EFFECTIVE DATE 05 31 65	5 CATEGORY OF EMPLOYMENT	
FUNDS		V TO V	V TO CF			7 COST CENTER AND CHARGEABLE 5235 1162 0000	8 CSC OR OTHER LEGAL AUTHORITY	
		CF TO V	CF TO CF			10 LOCATION OF OFFICIAL STATION CASH, D. C.		
9 ORGANIZATIONAL DESIGNATIONS DDP/WH DIVISION HH C MIAMI OPS BR PM SEC								
11 POSITION TITLE OPS OFFICER				12 POSITION NUMBER 1142	13 CAREER SERVICE DESIGNATION D			
14 CLASSIFICATION SCHEDULE (GS, LB, etc) GS		15 OCCUPATIONAL SERIES 0136.01		16 GRADE AND STEP .08	17 SALARY OR RATE			
18 REMARKS								
 6-10-65 9TH								
SIGNATURE OR OTHER AUTHENTICATION								

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

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

GENERAL SCHEDULE RATES
Federal Employees Salary Act of 1964

12-116

1 Serial No.	2 Name	3	4 LWOP Hours							
003620	VITALE GUY	49 300 V	371							
5 OLD SALARY RATE		6 NEW SALARY RATE								
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	ISI	ACI
GS 08	3	\$ 6810	01/20/63	GS 08	4	\$ 7020	01/19/64			
8 Remarks and Authorization										
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY <i>flr</i> SALARY CONTINGENT ON CONGRESSIONAL APPROVAL										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: <i>Charles Vitale</i> <i>3 Dec 63</i>										
PAY CHANGE NOTIFICATION										

Form 560

Obsolete Previous Edition

(431)

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

NAME	SERIAL	CHGN FUNDS	GR-ST	OLD SALARY	NEW SALARY
VITALE GUY	003620	49 300 V	GS 08 3	\$ 6,500	\$ 6,810

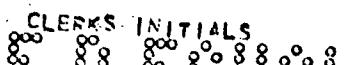
BAR: 18 JAN 63

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
003620		VITALE GUY									
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT					
PROMOTION				01 20 63		REGULAR					
6. FUNDS		X	V TO E			7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY			
			CF TO W			3232 1000 1000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION									
DDP TASK FORCE W FI/CI BRANCH		WASH., D. C.									
11. POSITION TITLE		12. POSITION NUMBER				13. CAREER SERVICE DESIGNATION					
OPS OFFICER		0683				D					
14. CLASSIFICATION SCHEDULE (GS, LS, UR)		15. OCCUPATIONAL SERIES				16. GRADE AND STEP		17. SALARY OR RATE			
GS		0136.01				08 3		6500			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. Employer Code	21. OFFICE CODING	22. STATION CODE	23. INTEGEE CODE	24. HOSPITAL CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LES			
22	10	61300	TFW	75013	1	10 16 17	01 20 63	01 20 63			
28. WFE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG. NO.	34. SEX					
NO. DA YR				TYPE	NO. DA YR		EOD DATA				
35. VET. PREFERENCE	36. SERV. COMP. ZONE'S	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.						
CODE	0 - NONE 1 - BPT 2 - TPT	NO. DA YR	NO. DA YR	0 - WORK 1 - YES	HEALTH INS. CODE						
41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA								
CODE	0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 MONTHS 3 - BREAK IN SERVICE INCLING 3 MONTHS	FORM EXECUTED	CODE	1 - NO TAX EXEMPTIONS	FORM EXECUTED	CODE	2 - NO TAX EXEMPT.	STATE CODE			
SIGNATURE OR OTHER AUTHENTICATION											
POSTED C2/21/63											

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 47 - 793 AND
OCTOBER DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS.
EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST	OLD SALARY	NEW GR-ST	NEW SALARY
VITALE GUY	303620	61000	V	07 4	\$ 5450	07 4	\$ 6295

1. Serial No.	2. Name			3. Cost Center Number	4. LWOP Hours		
003620	VITALE GUY			61 000	2A		
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	last Eff. Date	Grade	Step	Salary	Effective Date
GS 07	3	\$ 5,685	09/03/61	GS 07	4	\$ 5,850	09/02/62
7. TYPE ACTION PSI LSI ADJ							
8. Remarks and Authentication							
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> / NO EXCESS LWOP <input type="checkbox"/> / EXCESS LWOP <input checked="" type="checkbox"/> / IN PAY STATUS AT END OF WAITING PERIOD <input checked="" type="checkbox"/> / IN LWOP STATUS AT END OF WAITING PERIOD 							
CLERKS INITIALS				AUDITED BY			
 							
PAY CHANGE NOTIFICATION							

SECRET
(When Filled In)

1. Serial No.		2. Name		3. Cost Center Number				4. LWOP Hours			
73620		VITALE GUY		1000/FF UV							
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	FSL	LSE	ADJ	
GS	07	2	\$ 5,520	09/04/60	07	3	\$ 5,685	09/03/61	X		
8. Remarks and Authentication											
<p style="text-align: center;">X-000</p> <p style="text-align: center;">NO EXCESS LWOP</p> <p style="text-align: center;">IN PAY STATUS AT END OF WAITING PERIOD</p> <p style="text-align: center;">IN LWOP STATUS AT END OF WAITING PERIOD</p>											
PAY CHANGE NOTIFICATION											

Form 560 Obsolete Previous Edition

SECRET

(4-61)

ADM: 20 MAR 62

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION																	
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)															
003620		VITALE GUY															
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT											
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS				03 18 62		REGULAR											
6. FUNDS		V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY											
X		CF TO V	CF TO CF	2235 1400 1000		50 USC 403 J											
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION													
DDP WH BRANCH 4 FI CI SEC				WASH., D. C.													
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION											
INTELLIGENCE ASST				0685		D											
14. CLASSIFICATION SCHEDULE (GS, GS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE											
GS		0301.28		07 3		5685											
18. REMARKS																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION		20. EMPLOY. CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGEE CODE		24. BIRTH		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
16 10		64450		WH		75013		1		10 16 17							
28. RITE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA		32. CORRECTION CANCELLATION DATA		33. SECURITY		34. SEX					
NO. DA		CODE		CODE		CODE		TYPE		NO. DA		REQ. NO.					
1. CSC 2. TICA 3. NONE																	
EOD DATA																	
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. MIL. SERV. CREDIT LCD		39. FEGL / HEALTH INSURANCE		40. SOCIAL SECURITY NO							
CODE		NO. DA		DA		CODE		CODE		CODE							
1. NONE 2. 50% 3. 100%		NO. DA		DA		CODE		CODE		CODE							
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA											
CODE		CODE		CODE		CODE		CODE		CODE		CODE		CODE		CODE	
1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE LESS THAN 12 MOS. 4. BREAK IN SERVICE MORE THAN 12 MOS.																	
SIGNATURE OR OTHER AUTHENTICATION																	

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME			3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT			
503620	VITALE GUY			DOD/TF		UV					
6. OLD SALARY RATE				7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA.	YR.				MO	DA.	YR.
GS 07	1	\$ 5,355.09	06	59		GS 07	2	\$ 5,520.09	04	60	
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD				9. NUMBER OF HOURS LWOP 10. INITIALS OF CLERK 11. AUDITED BY							
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION <input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT				13. REMARKS 14. APPROVALS 15. AUTHENTICATION							
PAY CHANGE NOTIFICATION											

FORM
5-68560 OBSOLETE PREVIOUS EDITION
REPLACES FORM 560A AND 560B.**SECRET****OFFICIAL PERSONNEL FOLDER**

(4)

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

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	VITALE GUY	503620	52 88	GS-07 1	\$ 4,990	\$ 5,355

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

~~SECRET~~

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

ARE: 10 JUNE 1960

1. Serial No.	2. Name (Last-First-Middle)			3. Date Of Birth	4. Vet. Prof.	5. Sex	6. CS - EOD
503620	VITALE GUY			Mo. 10 16 17	None-0 5 Pt-1 10 Pt-2	Code 1 M 1	Mo. 09 13 49
7. SCD	8. CSC Retmt.	9. CSC Or Other Legal Authority	10. Apnt. Affidav.	11. FEGLI	12. LCD	13. Min. Serv. Cdo	
Mo. 10 Da. 24 Yr. 42	Yes - 1 Code 1	No - 2 50 USCA 403 J	Mo. Da. Yr.	Yes-1 Code 09	Mo. Da. Yr. 13 49	Yes - 1 Code 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations DDP EE ATHENS STATION OPERATIONS STAFF RECORDS INTEGRATION SECTION	Code 5231	15. Location Of Official Station ATHENS, GREECE	Station Code 29501		
16. Dept. - Field Dept - 1 Code 1 USMld - 3 5 Frgn - 5	17. Position Title INTELL ASST	18. Position No. 1809	19. Serv. 63	20. Occup. Series 0301.28	
21. Grade & Step 07 1	22. Salary Or Rate \$ 4980	23. SD DS	24. Date Of Grade Mo. 09 106 59	25. PSI Due Mo. 09 04	26. Appropriation Number 60 0139 9350 3018

ACTION

27. Nature Of Action REASSIGNMENT	Code 67	28. Eff. Date Mo. 06 12 60	29. Type Of Employee REGULAR	Code 25	30. Separation Data
-----------------------------------	---------	----------------------------	------------------------------	---------	---------------------

PRESENT ASSIGNMENT

31. Organizational Designations CS/CS DEVELOPMENT COMPLEMENT EE DIVISION	Code 5288	32. Location Of Official Station WASH., D. C.	Station Code 75013		
33. Dept. - Field Dept - 1 Code 1 USMld - 3 1 Frgn - 5	34. Position Title INTELL ASST	35. Position No. 061260	36. Serv. 63	37. Occup. Series 0301.28	
38. Grade & Step 07 1	39. Salary Or Rate \$ 4980	40. SD DS	41. Date Of Grade Mo. 09 106 59	42. PSI Due Mo. 09 104	43. Appropriation Number 60 160 0320 1998

44. Remarks
CASUAL (PCS RETURNEE)

POSTED

16 JUN 1960

14-00000

Pre 1960 Notifications
of Personnel Action

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER 003620
SECTION A					
GENERAL					
1. NAME Vitale, Guy			2. DATE OF BIRTH 10/16/17	3. SEX M	4. GRADE 08
5. OFFICIAL POSITION TITLE Intelligence Asst.			6. OFF/ DIV/ BR OF ASSIGNMENT DDP/WH/COG	7. CURRENT STATION Hqs.	
8. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <small>CAREER-PROVISIONAL (See Instructions - Section C)</small>			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <small>SPECIAL (Specify):</small>		
11. DATE REPORT DUE IN Q.P. July 1968			12. REPORTING PERIOD (From- To) 1 July 67 - 30 June 68		
SECTION B					
PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p>					
SPECIFIC DUTY NO. 1 Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program.					RATING LETTER P
SPECIFIC DUTY NO. 2 Assists personnel with machine name traces and other operational support assistance.					RATING LETTER P
SPECIFIC DUTY NO. 3 Preparation of biographic input sheets for machine processing into the Cuban IS program.					RATING LETTER P
SPECIFIC DUTY NO. 4 As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents.					RATING LETTER P
SPECIFIC DUTY NO. 5 <i>9 AUG 1968</i>					RATING LETTER
SPECIFIC DUTY NO. 6 <i>9 AUG 1968</i>					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>					RATING LETTER P

SECRET

(When Filled In)

SECTION C**NARRATIVE COMMENTS**

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

AUG 6

Mr. Vitale since he was assigned to me initially on a part-time basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. The quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.

Mr. Vitale is presently within 2 years of retirement or 4 years, if he does not receive an overseas assignment. He has told the career panel, he would accept an overseas assignment to either Vietnam or Laos. In view of his experience with paramilitary operations, it is felt this would be a more fitting assignment for him than the present one, even though he has been performing quite satisfactorily.

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

2/18/68

Dey Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

9

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

18 July

Alva King
Alva King

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

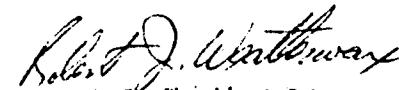
I concur in the evaluation of this employee as presented above.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
13 July 1968	C/AW/COG/OS	Thos. J. Bittner

SECRET

SECTION C/Continued**NARRATIVE COMMENTS**

For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.


Robert J. Weatherwax

For Control

SECRET

(Even Folds)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 003620
SECTION A				
1. NAME VITALE		(Last) (First) (Middle) Guy	2. DATE OF BIRTH 16 Oct 17	3. SEX M
4. GRADE GS-08		5. SD D	6. OFFICIAL POSITION TITLE Intell Asst	
7. OFF. DIV. OR ASSIGNMENT DDP/RH/COG		8. CURRENT STATION Washington	9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <small>CAREER-PROVISIONAL (See Instructions - Section C)</small>	
10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify): <small>SPECIAL (Specify):</small>		11. DATE REPORT DUE IN O.P. 1 July 1966 - 30 June 1967	12. REPORTING PERIOD (From To) 1 July 1966 - 30 June 1967	
SECTION B PERFORMANCE EVALUATION				
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>				
SPECIFIC DUTIES				
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>				
SPECIFIC DUTY NO. 1 Maintains project and agent 201 files for the Branch's paramilitary program.				RATING LETTER S
SPECIFIC DUTY NO. 2 Locates and maintains material for use in briefings and in the conduct of liaison with other government agencies.				RATING LETTER A
SPECIFIC DUTY NO. 3 Aids in conducting name traces and in processing operational clearances.				RATING LETTER P
SPECIFIC DUTY NO. 4 As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents.				RATING LETTER P
SPECIFIC DUTY NO. 5 Assists in conduct of input to Cuban I.S. Machine Records Program.				RATING LETTER P
SPECIFIC DUTY NO. 6 <i>31 AUG 1967</i>				RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION				
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>				RATING LETTER P

SECRET

(When Filled In)

SECTION C**NARRATIVE COMMENTS**

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

AUG 31 9 26 AM '67

Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.

SECTION D**CERTIFICATION AND COMMENTS**

BY EMPLOYEE

1.

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

DATE

25 Aug '67

SIGNATURE OF EMPLOYEE

Guy Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

12

DATE

25 August 1967

OFFICIAL TITLE OF SUPERVISOR

Section Chief,
PM Operations

TYPED OR PRINTED NAME AND SIGNATURE

Ernest J. Chiocca

Ernest Chiocca

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

DATE

28 AUG 1967

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/COG/MO

TYPED OR PRINTED NAME AND SIGNATURE

Robert A. Ortman

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 003620	
SECTION A					
1. NAME (Last) VITALE		(First) Guy	(Middle)	2. DATE OF BIRTH 16 Oct 17	3. SEX M
4. GRADE GS-08		5. SD D	6. OFF./DIV./BR OF ASSIGNMENT DDP/WH/C		7. CURRENT STATION Wash., D.C.
8. OFFICIAL POSITION TITLE Intelligence Analyst			9. CHECK (X) TYPE OF APPOINTMENT		
			CAREER <input type="checkbox"/>	RESERVE <input type="checkbox"/>	TEMPORARY <input type="checkbox"/>
			10. CHECK (X) TYPE OF REPORT		
			INITIAL <input type="checkbox"/>	REASSIGNMENT SUPERVISOR	
			XXXX ANNUAL <input type="checkbox"/>	REASSIGNMENT EMPLOYEE	
			11. SPECIAL (Specify):		
			12. REPORTING PERIOD (From - To) 1 July 1965 - 30 June 1966		
SECTION B					
PERFORMANCE EVALUATION					
W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.				
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.				
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.				
S - Strong	Performance is characterized by exceptional proficiency.				
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.				
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Maintains project and agent 201 files for an extensive paramilitary program.					RATING LETTER S
SPECIFIC DUTY NO. 2 Locates and maintains material for use in briefings and the conduct of liaison with other government agencies.					RATING LETTER P
SPECIFIC DUTY NO. 3 Aids in conducting name traces and processing clearances.					RATING LETTER P
SPECIFIC DUTY NO. 4 As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents.					RATING LETTER P
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, proactivity, 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.					
29 JUL 1966					RATING LETTER P

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

JUL 26 4 07 PM '66

Mr. Vitale's principal qualification is his background knowledge of the operational history of Cuban paramilitary operations. This has afforded the branch considerable continuity. He is a very willing worker who gets along well with fellow employees. His knowledge of and experience in handling records and locating material makes him valuable in headquarters support of WH/Cuba paramilitary case officers - a task he performs in a loyal and dependable manner.

SECTION D

CERTIFICATION AND COMMENTS

1.

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

DATE 11 July 1966

SIGNATURE OF EMPLOYEE

Bry Vitale

BY EMPLOYEE

2.

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION
10 months

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

DATE

OFFICIAL TITLE OF SUPERVISOR

C/WH/C/MO/PM

TYPED OR PRINTED NAME AND SIGNATURE

Bryan Mills

Bryan Mills

BY REVIEWING OFFICIAL

3.

COMMENTS OF REVIEWING OFFICIAL

I have had opportunity to observe subject's performance closely for nine months and while I generally concur in his supervisor's ratings of the duties as listed, it should be noted that these same duties could be performed equally well by a more junior Intel Clerk or Intel Assistant and, therefore, the overall rating as a GS-8 Intel Assistant does not accurately reflect his capability. In my opinion it would be very difficult, if not impossible, for subject to perform competitively with other Intel Assistants at a GS-8 level, and I recommend his position title be changed to Ops Support Assistant, a role in which he performs capably.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

25 July 1966

C/WH/C/MO

TYPED OR PRINTED NAME AND SIGNATURE

Robert A. Ortman

Robert A. Ortman

SECRET

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER 003620
SECTION A					
1. NAME VITALE, Guy			2. DATE OF BIRTH 16 Oct 17	3. SEX M	4. GRADE GS-08
5. OFFICIAL POSITION/TITLE Ops Officer			6. OFF/Div/Bn of ASSIGNMENT DDP/WH/C	7. CURRENT STATION Washington D.C.	
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVES <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify): 11. DATE REPORT DUE IN O.P. 31 July 1965		
			12. REPORTING PERIOD (From - To) 1 July 64 - 30 June 65		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).</p>					
SPECIFIC DUTY NO. 1		Processes name traces and clearances; traces and maintains agent 201 files.			RATING LETTER O
SPECIFIC DUTY NO. 2		Conducts research for preparation of reports and plans.			RATING LETTER S
SPECIFIC DUTY NO. 3		Maintains office files on a complex project.			RATING LETTER S
SPECIFIC DUTY NO. 4		Prepares cable or dispatch replies to name trace requests.			RATING LETTER P
SPECIFIC DUTY NO. 5		Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.			RATING LETTER P
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> <p>22 JUL 1965</p>					
FORM 45 4-62		SECRET		RATING LETTER S	
<small>SECRET</small> <small>(When Filled In)</small>					

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

UL 20 12 copy set

Mr. Vitale's longevity on the project makes his services increasingly valuable. This is particular true in briefing and orienting new officers. He continues to do an exceptional job in assisting his office on a most complex project where so many of his colleagues have transferred primarily because of the many demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. Although Mr. Vitale has no supervisory responsibilities and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity. Because Mr. Vitale's job and performance have remained almost exactly the same as during the previous year, this fitness report is also very similar.

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE
13 July 65

SIGNATURE OF EMPLOYEE

Derry Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

46 months

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

13 Jul 1965

C/WH/C/MO/PM

Calvin Hicks
Calvin Hicks

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

The reviewing official does not use the same rating scale as the supervisor; therefore, would rate subject one letter lower in the first three duties and P in the overall performance. Subject is conscientious, pleasant and has an excellent "stay-on-the-job" approach.

DATE

20 July 1965

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/C/MO

TYPED OR PRINTED NAME AND SIGNATURE

Walter T. Cini

SECRET

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 49300 00 0000															
SECTION A																					
1. NAME VITALE Guy			2. DATE OF BIRTH 16 Oct 17	3. SEX M	4. GRADE GS-08	5. SD D															
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/SAS		8. CURRENT STATION Washington, D.C.																
9. CHECK (X) TYPE OF APPOINTMENT <table border="1"> <tr><td>CAREER</td><td>RESERVE</td><td>TEMPORARY</td></tr> <tr><td colspan="3">CAREER-PROVISIONAL (See Instructions - Section C)</td></tr> <tr><td colspan="3">SPECIAL (Specify):</td></tr> </table>			CAREER	RESERVE	TEMPORARY	CAREER-PROVISIONAL (See Instructions - Section C)			SPECIAL (Specify):			10. CHECK (X) TYPE OF REPORT <table border="1"> <tr><td>INITIAL</td><td>REASSIGNMENT SUPERVISOR</td></tr> <tr><td>X ANNUAL</td><td>REASSIGNMENT EMPLOYEE</td></tr> <tr><td colspan="2">SPECIAL (Specify):</td></tr> </table>				INITIAL	REASSIGNMENT SUPERVISOR	X ANNUAL	REASSIGNMENT EMPLOYEE	SPECIAL (Specify):	
CAREER	RESERVE	TEMPORARY																			
CAREER-PROVISIONAL (See Instructions - Section C)																					
SPECIAL (Specify):																					
INITIAL	REASSIGNMENT SUPERVISOR																				
X ANNUAL	REASSIGNMENT EMPLOYEE																				
SPECIAL (Specify):																					
11. DATE REPORT DUE IN O.P. 31 July 1964			12. REPORTING PERIOD (From - To) 1 July 1963 - 30 June 1964																		
SECTION B PERFORMANCE EVALUATION																					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>																					
SPECIFIC DUTIES																					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).																					
SPECIFIC DUTY NO. 1 Processes name traces and clearances; traces and maintains agent 201 files.						RATING LETTER O															
SPECIFIC DUTY NO. 2 Conducts research for preparation of reports and plans.						RATING LETTER S															
SPECIFIC DUTY NO. 3 Maintains office files on a complex project.						RATING LETTER S															
SPECIFIC DUTY NO. 4 Prepares cable or dispatch replies to name trace requests.						RATING LETTER P															
SPECIFIC DUTY NO. 5 Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.						RATING LETTER P															
SPECIFIC DUTY NO. 6						RATING LETTER															
OVERALL PERFORMANCE IN CURRENT POSITION																					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S															
14 AUG 1964																					

SECRET

(When Filled In)

OFFICE OF PERSONNEL**SECTION C****NARRATIVE COMMENTS**

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

MAIL ROOM

Mr. Vitale continues to do an exceptional job in assisting his office on a most complex project. His longevity on the project, coupled with his continued objectivity, makes his services increasingly valuable. This is in contrast to many of his colleagues who have transferred because of the many extreme demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. In addition, and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity.

SECTION D**CERTIFICATION AND COMMENTS****1.****BY EMPLOYEE****I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT**DATE
July 23, 64SIGNATURE OF EMPLOYEE
*John J. Vitale***2.****BY SUPERVISOR**MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION
34 months

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

DATE

15 July 1964

OFFICIAL TITLE OF SUPERVISOR

C/WH/SA/MOB/PM

TYPED OR PRINTED NAME AND SIGNATURE*Calvin W. Hicks***3.****BY REVIEWING OFFICIAL****COMMENTS OF REVIEWING OFFICIAL**

Undersigned concurs in the ratings of the specific duties and performance in current position of Mr. Vitale. Mr. Vitale has been concerned with the Cuban effort for several years and his personal knowledge of past events is extremely helpful.

DATE

28 July 1964

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/SA/MOB

TYPED OR PRINTED NAME AND SIGNATURE

Colonel Arthur A. Maloney

SECRET

SECRET

(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER 003620	
SECTION A						
			GENERAL			
1. NAME VITALE Guy	2. DATE OF BIRTH 16 Oct. 1917	3. SEX Male	4. GRADE GS-8	5. SD D		
6. OFFICIAL POSITION TITLE Ops. Officer	7. OFF/DIV/BR OF ASSIGNMENT DDP/S.A.O.S.	8. CURRENT STATION Washington, D.C.				
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)			10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. 31 July 1963			12. REPORTING PERIOD (From To) 1 July 1962 to 30 June 1963			
SECTION B PERFORMANCE EVALUATION						
W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.					
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.					
S - Strong	Performance is characterized by exceptional proficiency.					
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).						
SPECIFIC DUTY NO. 1						RATING LETTER S/O
Processes name traces and clearances. Traces and maintains agent 201 files.						
SPECIFIC DUTY NO. 2						RATING LETTER S
Conducts research for preparation of reports and plans.						
SPECIFIC DUTY NO. 3						RATING LETTER S
Maintains office files on a complex project.						
SPECIFIC DUTY NO. 4						RATING LETTER P
Prepares cable or dispatch replies to name trace requests.						
SPECIFIC DUTY NO. 5						RATING LETTER P
Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.						
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						RATING LETTER S
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						
9 AUG 1963						

SECRET

CIVIL SERVICE OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

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

MAIL ROOM

Subject continues to do an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources.

During the past year subject has continued to be a most cooperative, loyal and willing worker on a project that due to its nature is more frustrating, and demands more with less apparent return than most projects. As on his previous fitness report, I have rated him very ~~as~~ high, primarily due to the fact that he's ~~nature~~ and many years experience with the Agency have made him of much more immediate value than most of his colleagues in the GS 7-9 level. Consequently, although he has made GS-8 within the past year, I feel he is still undergraded and should be promoted to GS-9 at the earliest opportunity.

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

2.

June 13, 63 Guy Vitale

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

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

22 mths.

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

12 June 63

DC/SAS/MOB/EM

Calvin W. Hicks

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

While not wishing to detract from the value of subject's duties or from the manner in which he performs them, I do have strong doubts as to whether the nature of his duties warrant promotion to GS-9 even if they were performed in an outstanding manner. During the next year additional duties of a more demanding nature will be placed on subject and I will want to weigh his performance under those circumstances before recommending promotion.

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

6/13/63

C/SAS/MOB/EM

Charles W. Matt

SECRET

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER 003620
SECTION A					
1. NAME VITALE Guy			2. DATE OF BIRTH 16 Oct. 1917	3. SEX M	4. GRADE GS-7
5. OFFICIAL POSITION TITLE Intell. Asst.			6. CURRENT STATION DDF/TFD/Pt. Wash., D.C.		
7. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)			8. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify) REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE		
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C)			10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify) REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P. 31 July 1962			12. REPORTING PERIOD (From To) 1 Sept. 1961 to 30 June 1962		
SECTION B					
PERFORMANCE EVALUATION					
W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.				
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.				
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.				
S - Strong	Performance is characterized by exceptional proficiency.				
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.				
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Processes name traces and clearances - Traces and maintains agent 201 files.					RATING LETTER B/O
SPECIFIC DUTY NO. 2 Conducts research for preparation of reports and plans.					RATING LETTER B
SPECIFIC DUTY NO. 3 Maintains office files on a complex project.					RATING LETTER B
SPECIFIC DUTY NO. 4 Prepares cable or dispatch replies to name trace requests.					RATING LETTER A
SPECIFIC DUTY NO. 5 Records Officer - Insures compliance with CS Records, Directives and authorizes destruction of CS documents.					RATING LETTER A
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

SECRET

(After Filing / In)

SECTION C**NARRATIVE COMMENTS**

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

Subject has done an exceptional job in assisting his office in the formulation of reports and plans by his research and ability to quickly make name traces and ferret out information from the various agency sources concerned.

He at all times has been a most cooperative, loyal and willing worker with good security habits. Although, he does not have the ambition or drive to get to the top of the ladder that many younger officers may have (not everybody can or wants to be Chief, but can still be one of the best Indians in the business), his great store of general knowledge and many years of agency experience have made him of much more immediate value than most of his colleagues in the GS-7-9 level, and it is because of this that he has received such a high rating. Consequently, it is recommended that Mr. Vitale be promoted to the next higher grade at the earliest opportunity.

SECTION D**CERTIFICATION AND COMMENTS****BY EMPLOYEE**

1.

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

DATE

SIGNATURE OF EMPLOYEE

Aug 21, 1962

Guy Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION

10 MONTHS

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

DATE

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

21 August 1962

TFW/PM/OPS

C.W. HICKE

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

21 August 1962

DC/TFW/PM

C.W. MATT

SECRET

SECRET
When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER CSA
GENERAL						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE
			16 Oct. 1977			
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT	
					JAG/HY	
8. CAREER STAFF STATUS			9. TYPE OF REPORT			
NOT ELIGIBLE	MEMBER	DEFERRED	INITIAL	REASSIGNMENT/SUPERVISOR		
PENDING	DECLINED	DENIED	ANNUAL	REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)		
		From 31 AUG 67 To				
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>						
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 1			RATING NO.
			Research Work Required in the Preparation of Reports.			5
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 2			RATING NO.
Assistant to C/O (leg man)		5	Maintenance of Office Files			6
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 3			RATING NO.
Safehouse Keeper		7	Intel Ass't.			5
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION						
<p>Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.</p>						
<ul style="list-style-type: none"> 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding. 						RATING NO. 5
SECTION D DESCRIPTION OF THE EMPLOYEE						
<p>In the rating boxes below, check (X) the degree to which each characteristic applies to the employee</p>						
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree	RATING	
CHARACTERISTICS				NOT APPL-CABLE	NOT OBSERVED	
GETS THINGS DONE						X
RESOURCEFUL						X
ACCEPTS RESPONSIBILITIES						X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X
DOES HIS JOB WITHOUT STRONG SUPPORT						X
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X
WRITES EFFECTIVELY						X
SECURITY CONSCIOUS						X
THINKS CLEARLY						X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X
OTHER (Specify):						

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability to function as an agent handler is extremely commendable. Subject is able to communicate equally well with "high or low level agents." He further demonstrated his usefulness in the preparation of research papers and the maintenance of files. Supervisor feels that Subject's productivity and effectiveness is dependent on whether he is in a position that he personally likes (It should be noted that Subject is 44 yrs old).

Subject has demonstrated that he can assume greater responsibilities. (During the period covered he travelled to Puerto Rico and New Orleans on assignments not under control of the Supervisor).

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE 28 Feb. 62	SIGNATURE OF EMPLOYEE <i>Henry Vitale</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 9 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION <i>Employee at fed</i>	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE 12 Feb 62	OFFICIAL TITLE OF SUPERVISOR CIO	TYPED OR PRINTED NAME AND SIGNATURE <i>Thomas G. Clines</i> THOMAS G. CLINES
3. BY REVIEWING OFFICIAL		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input checked="" type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL <i>Subject was assigned activities for which reviewing official was responsible for a period of two months.</i>		
DATE 13 Feb. 62	OFFICIAL TITLE OF REVIEWING OFFICIAL FBI Director 6/67 W. T. F.	TYPED OR PRINTED NAME AND SIGNATURE <i>R. L. E. of reviewing official</i> R. L. E. of reviewing official FBI Director W. T. FARNSWORTH

SECRET

SECRET
(When Filled In)

<i>7/16/17</i> FITNESS REPORT		ROCKFORD CORD	EMPLOYEE SERIAL NUMBER						
SECTION A		GENERAL							
1. NAME VITALE Guy	(Last) (First) (Middle)	2. DATE OF BIRTH 10/16/17	3. SEX M	4. GRADE GS-7					
5. SERVICE DESIGNATION DS	6. OFFICIAL POSITION TITLE Intelligence Assistant	7. OFF/DIV/RR OF ASSIGNMENT EE/Germany (casual)							
8. CAREER STAFF STATUS <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input checked="" type="checkbox"/> DECLINED <input type="checkbox"/> DENIED		9. TYPE OF REPORT <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> SPECIAL (Specify) From 1 May 60 - 15 Nov 60 To							
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES									
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employee supervised).									
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent					
SPECIFIC DUTY NO. 1 Process name traces	RATING NO. 3	SPECIFIC DUTY NO. 4							
SPECIFIC DUTY NO. 2 Process POA's.	RATING NO. 4	SPECIFIC DUTY NO. 5							
SPECIFIC DUTY NO. 3	RATING NO.	SPECIFIC DUTY NO. 6							
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. 3					
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 APPL-CABLE	NOT OBSERVED	RATING				
GETS THINGS DONE					X				
RESOURCEFUL						X			
ACCEPTS RESPONSIBILITIES							X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X		
DOES HIS JOB WITHOUT STRONG SUPPORT								X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE									X
WRITES EFFECTIVELY									X
SECURITY CONSCIOUS									X
THINKS CLEARLY									
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS									X
OTHER (Specify):									X
SEE SECTION "E" ON REVERSE SIDE									

SECRET

(When Filled In)

SECTION E**NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

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

1137 AM 6 Nov 60

Mr. Vitale was assigned to the S&T Section of the Germany Branch on a casual basis from 1 May to 15 November 1960. His duties consisted entirely of processing name traces and POA's. Although he had little experience in this type of work, he performed his duties in a thoroughly satisfactory manner. He was always polite to his fellow employees and did his best to contribute to the smooth operation of the section.

SECTION F**CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
6 1/2	Already reassigned prior to preparation of this fitness report. IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.	
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 Nov 60	C/EE/G/S&T	Herbert W. Natzke Herbert W. Natzke
3. BY REVIEWING OFFICIAL		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. <input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. <input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		

See attached sheet.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 Nov 60	C/EE/Germany	William J. Graye

SECRET

14-00000

Section 3. Comments of Reviewing Official:

This employee had no qualifications for assignment in the German desk or German operational field. He was carried in the German Branch in a casual status while an assignment suitable to his talents was being located. The fitness report for the period of his duty with the German Branch is accordingly only a record of the fact that he loyally and diligently carried out assigned tasks to the best of his ability.


William J. Graver
Chief, EE/Germany

SECRET

14-00000

Pre 1968 Fitness Report

SECRET

2 June 1960

MEMORANDUM FOR: Chief, EE Personnel

SUBJECT : Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office wishes to commend Mr. Guy Vitale for the manner in which he conducted himself while on temporary assignment in this office. Rather than sit idle awaiting a new assignment, Mr. Vitale volunteered his services and was given various logistical general services jobs and duties which he carried out with enthusiasm and effort rarely seen in a person in his status. We found him as an enthusiastic-willing worker who gave selflessly of his time and showed a strong devotion to duty.

2. A copy of this commendation should be made a part of the employee's permanent 201 file.

Franklin
S. DENILUCK
Chief, EE Logistics

SECRET

14-00000

Pre 1960 FRQ &
Certifications for insurance
and retirement

SECRET

When Filled In

OFFICIAL USE ONLY

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT			
READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.			
SECTION I BIOGRAPHIC AND POSITION DATA			
1 EMP TEE NO 083620	2 NAME (Last, First) VITALE GUY	3 SEX M	4 DATE OF BIRTH 10/16/17
5 SSN	6 POSITION TITLE INTELLIGENCE ASST	7 OFFICE OF ASSIGNMENT AM	8 LOCATION (Leave Out) KASHA, D.G.
SECTION II AGENCY OVERSEAS SERVICE			
AREA GREECE Vieques Island, Puerto Rico	PERIOD PCS-92 TDY-10 days	FROM 97/01/01 61/4/01	TO 60/01/24 61/4/01
OVERSEAS DATA CGED DATE: INITIALS: 10 JUL 67 - GPT			
SECTION III EDUCATION			
DEGREE	MAJOR FIELD NO COLLEGE DEGREE ON RECORD	COURSE	YEAR

SECRET

GSA FORM 1
Revised 1964
Approved for One Year
GSA FPMR (41 CFR) 101-11.2

6-7 JUL 67 ED 1430

SECRET

When Filled In

SECTION III EDUCATION (Cont'd)						
HIGH SCHOOL						
LAST HIGH SCHOOL ATTENDED	ADDRESS CITY STATE COUNTRY		YEARS ATTENDED FROM TO	GRADUATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE OR UNIVERSITY STUDY						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT	YEARS ATTENDED	DEGREE RECEIVED	YEAR RECEIVED	NO SEM / QTR MRS (Specify)	
	MAJOR	MINOR	FROM	TO		
	1.					
	2.					
	3. 1958					
4.						
5. IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT						
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS						
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO OF MONTHS		
	1.					
	2.					
	3.					
	OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE					
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO OF MONTHS		
	1. American Mission School, Athens, Greece	Greek Language	57/2	57/4	3 mo.	
	2.					
	3.					
	4.					
5.						
AGENCY SPONSORED EDUCATION						
Specify which, if any, of the education shown in Section III was Agency sponsored						
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO OF MONTHS		
	1.					
	2.					
	3.					
	4.					
5.						

SECRET

SECRET

When Filled In

SECRET

14-00000

Pre 1960 - PHS, CLEARANCE
request &
appl. forms

14-00000

RECORD OF
PREVIOUS GOVERNMENT
SERVICE RETURNED TO
FEDERAL RECORDS CENTER IN
ST. LOUIS, MO.

DATE 7 May 1970