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28 FEB 1054

MEMORANDUM FOR : Mr. Guy Vitale

THROUGH

: Head of CS Career Service

SUBJECT

: Notification of Approval of Request for

Voluntary Retirement

- i. 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 Fersonnel

Distribution:

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(27 February 969)

SECRET

Erst Feat

S W (When	CRET Filled In)
	Name (Last-First-Middle)
CERTIFICATION OF SEPARATING EMPLOYEE	VITALE, GUY
MEMORANIXIM FOR THE RECORD - A'	TTACH TO OFFICIAL PERSONNEL FOLDER
I hereby acknowledge the receipt of the fol- separation from CIA as indicated by check ma	lowing forms and/or information concerning my ark:
Standard Form 8 (Notice to Federal	al Employee about Unemployment Compensation).
2. Standard Form 55 (Notice of Convergence).	ersion Privilege, Federal Employees' Group
3. Standard Form 56 (Agency Certific Group Life Insurance Act of 1954)	cation of Insurance Status, Federal Employers'
4. Standard Form 2802 (Application 1	or Refund of Retirement Deductions).
5. Form 2595 (Authorization for Disp	position of Paychecks).
my separation from this Agen check to my health and well- Appointment arranged with Of	ght to have a medical examination before acy and of the importance of such a medical being.
7. I have been informed of "conflict foresee no problem in this regard	of interests" policy of the Agency and concerning my new employment.
8. Form 71 (Application for Leave).	
9. CSC Pamphlet 51 (Re-employment Rig Forces Duty).	ghts of Federal Employees Performing Armed
10. Instructions for returning to duty Service.	y from Extended Leave or Active Military
Signature of Employee	Date Signed
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Address (Street, City, State, Lip Code)	Correspondence
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1 7 APR 1969

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

Dear Mr. Vitale:

An 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 wisning 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 shead.

Sincorely,

Richard Holms
Litractor

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MEMORANDUM FOR : Director of Central Intelligence

SUBJECT

: Request for Voluntary Retirement

Ouy Vitale

- i. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.
- 2. Mr. Guy Vitale, CS-08, Intelligence Analyst, Western
 Hemisphere Division, Clandestine Services, has applied for volun-10
 tary retirement under the provisions of Head-quarters Regulation
 20-50j, to be offective 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 2. 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 Readquarters Regulation 20-50].

Robert S. Wattles Director of Personnel

The recommendation contained in paragraph 4 is approved:

Director of Central Intelligence

C. White of Bolle

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MEMORANDUM FOR: Mr. Cay 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 me 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 Starf located in hoom 65-1319 Head-quarters (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 D. Echols
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	VITALE, Guy	
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ake into account everything about the employee which influences to ormance of specific duties, productivity, conduct on job, cooperaticular limitations of talents. Based on your knowledge of employee the letter in the rating box corresponding to the statement whi	ativena loyee's	ss, pertinent overall perfo	personal tra rmance duri	iits or hobit ng the ratio	s, and ig pariod,	RATING LETTER

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NARRATIVE COMMENTS

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Mr. Vitale since he was assigned to me Anitially on a parttime 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. 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 AN

,	CERTITICATION AND CO	WMEN 12
1.	BY EMPLOYEE	
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3.	BY REVIEWING OFFICIA	Alva King
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- concur in	the evaluation of this employ	ee as presented above.
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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

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify it explain totings given in Section B to provide best basis for determining future personnel action. Manner of performance of mannershape active was a cost consciousness in the second personnel, space, equipment and lunds, must be commented on it applied be. If extra space is needed to complete Section Crattach a separate sheet of paper.

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.

		<u> </u>
SECTION D	CERTIFICATION AND C	OMMENTS
1.	BY EMPLOYEE	
7	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
25 aug 67	SIGNATURE OF EMPLOYER	
2.	BY SUPERVISOR	
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
12	1.	
25 August 1967	Section Chief, PM Operations	Ernest Chiocca
25 August 1501	BY REVIEWING OFFIC	IAL
J.		

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	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED HAME AND SIGNATURE
2 8 AUG 1997	C/WH/COG/MO	Robert A. Ortman

11 May 1960 File K-l:849

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT

VITALE, Guy, nmi

- 1. Cover arrangements are in process, and//// have been completed for the above-named Subject.

Chief, Central Cover Division

ce: SSD/OS

5/76

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RECORD OF LEAVE DATA TRANSFERRED

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EFFECTIVE DATE OF PAY ADJUSTMENTS 14 JULY 1968

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

OLD : SERIAL ORGN. FUNDS GR-STEP SALARY NAME GS 08 5 51 500 003620 VITALE GUY

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: 9 CCTOBER 1967

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OFD SERIAL ORGN. FUNDS GR-STEP SALARY

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MPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL R9-301 PURSUANT TO AUTHORITY OF LOT AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED, AND A-DOT POLICY DIRECTIVE DATED A DOTUBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

NAME

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VITALE GUY

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SIGNATURE OF OTHER AUTHERFICATION

Form 11508 I-63 MFG 1-63 Use Previous Edition

SECRET

68007 ! Excluded from automatic downgrading and declassification (4-5)

(Wiren filled in)

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

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GS- 6 GS- 7 GS- 8 GS- 9	5,505 6,050 6,630 7,220	5,690 6,250 6,850 7,465	6,450 7,070 7,710	7,955	6,850 7,510 8,200	7,050 7,730 8,445	7,250 7,950 8,690	7,450 8,170 8,935 9,790	7,650 8,390 9,180	7,850 8,610 9,425 10,330
CG_13	8,650 10,250	8,945 10,605 12,495	9,240 10,960 12,915	9,535 11,315 13,335	9,830 11,670 13,755	10,125 12,025 14,175	12,380 14,595	15,015	15,435	I TO JOU
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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DGT MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS.

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SERIAL OHON FUNDS GR-ST SALARY SALARY 003620 49 300 V GS 08 3 \$ 6,500 \$ 6,810

VITALE GUY

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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 47 - 793 AND DOL MEMORANGUM DATES I AUGUST 1956 . SALARY IS ACCUSTED AS ECLEDAS.

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PAY CHANGE NOTIFICATION

560 OBSOLETE PREVIOUS EDITION REPLACES FORM 5600.

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OLD SALARY RATE

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OFFICIAL PERSONNEL FOLDER

IN ACCOMPANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1256. 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

14 00000

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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 retings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory dettes 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 wheet of paper.

Mr. Vitale since he was assigned to me infittally on a parttime 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 AN	D COMMENTS
1.	BY EMPLOY	ree
	I CERTIFY THAT I HAVE SEEN SECTION	S A, B, AND C OF THIS REPORT
D/18/68	SIGNATURE OF EMPLOYER	tele
2.	BY SUPERVI	SOR
MONTHS EMPLOYEE HAS BE UNDER MY SUPERVISION	EN IF THIS REPORT HAS NOT BEEN 59	HOWN TO EMPLOYEE, GIVE EXPLANATION
DATE 18 Jaly	OFFICIAL TITLE OF SUPERVISOR	TYPEC CA GRINTED WAVE AND SIGNATURE AND KING Alva King
3	BY REVIEWING O	
I concur i	n the evaluation of this e	mployee as presented above.
•	· .	
		11
13 July 1968	CATH/COG/OS	Thos. J. CITED THE AND SIGNATURE
		_ , , ,

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

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			,				31 AUG	1967 <i>J</i>	. . ·	LETTER		
			0	VERAL	L PERFORMANCI	E IN C	URRENT PO	NOITIZ				
										RATING LETTER		
ormano articul	ce of speci lar limitatio	fic duti	es, producti Ionts. Basa	vity, co	nduct on job, cooper is knowledge of emp	loyes'	oss, pertinent o overall perfo	personal tr ormance dut	osition such as per- aits or habits, and ing the rating period, evel of performance.	P		

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NARRATIVE COMMENTS.

Indicate significant strengths or weaknesses demonstrated in current position heeping in proper perspective their relationship to everall 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 rottings 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 the opticable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Vitale continues to perform his duties as an operational support assistant canably. His background knowledge of Cuban

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.

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SECTION D	CERTIFICATION AND COMMENTS
1	BY EMPLOYEE
7.	CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
24 aug 67	Sun Tune of Employee
2. /	// BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN . UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
12	OFFICIAL TITLE OF SUPERVISOR TYESD OR PRINTED NAME AND SIGNATURE
25 August 1967	Section Chief, PM Operations Ernest Chicago
2	BY REVIEWING OFFICIAL
J	

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-2 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		•	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
5.8	AUG 1967		C\MH\COG\WO	ROBERT A. Ortman

			,				EMPLOTEE	SERIAL N	YMBER.	
FITNESS REPORT 003620										
SECTION A				ENERA			 ,	·		
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6. OFFICIAL POS		ce Analy	at		DP /WH/C		Wash.			
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SECTION B			PERFORMAN							
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0 - Outstanding	Performance	is so exception	anal in relation to r	emeriupe nuoser la	nts of the wo	rk and in con	aparison to th	e besterm	ance of	
	Others going	The Transfer		FIC DU						
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duct of 1		with other	er governme	nt ag	encies.				RATING	
Aids in c	onducti	ng name t	races and	proce	ssing c	learanc	ės.		P	
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As Branch directive	Records	officer	, insures horization	compl for	iance w destruc	ith CS tion of	records CS docu	ments	. P	
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PECIFIC DUTY N	S. 8.		:			·.			RATING	
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<u> </u>	· · ·	OVERA	LL PERFORMAN	CE IN C	URRENT P	OSITION				
formance of spec	ific duties, (bour me emplo	yoe which influence anduct on job, coo our knowledge of e g to the statement	perativor	ess, perfiner s overall per	it personai i fosmance du	rairs or habit ring the ratir deval of perh	g period, ormance.	RATING LETTER P	
			: .		·		29 JUL 1	סספ	1	

	(When Filled In)	
SECTION C	NARRATIVE COMMENTS	the la piece commentes their relationship to
Mr. Vitale's ledge of the opera This has afforded very willing worke	JUL 26 4 07 PM '66 principal qualification 1 tional history of Cuban pethe branch considerable constants and the branch considerable constants.	s his background know- aramilitary operations. ontinuity. He is a h fellow employees. His ords and locating material
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	CERTIFICATION AND COMME	NTS
SECTION D	BY EMPLOYEE	
1.	RTIFY THAT I HAVE SEEN SECTIONS A. B. AND	O C OF THIS REPORT
DATE 11 July 1966	SIGNATURE OF EMPLOYEE	
22, 2700	BY SUPERVISOR	
2.	F THIS REPORT HAS NOT BEEN SHOWN TO EN	MPLOYEE, GIVE EXPLANATION
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION		
10 months	200.00	TYPED OR PRINTED NAME AND SIGNATURE
DATE	OFFICIAL TITLE OF SUPERVISOR	have the filled
	C/WH/C/MO/PM	Bryan Mills
ļ 	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL	the charme out	ject's performance closely in his supervisor's ratings
for nine months and	while I generally concar	that there came duties could
lof the duties as 11:	sted, it should be not in	ntol Clerk or Intel Assistant
the performed equally	y well by a more January	Intol Accietant does not
land therefore, the	Overall Incres and	inion it would be very dilli-
lacourately reflect	UIS Cabantiach	
Cuit, 11 not imposs	a GS-8 level, and I recon	mmend his position title be which he performs capably.
changed to Ops Supp	ort Assistant, a role in	which he performs capably.
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1		
·	TORRICIAL TITLE OF REVIEWING OFFICIAL	TYPER OR PHINTED HAME MUSICIALTURE
25 July 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/C/MO	Robert A. Ortman

	·				, .	EMPLOYEE	SERIAL N	UMBER
	:	FITNESS REPORT				0036	20	
SECTION A		GE	NERA	L				
1. NAME	10000	(Firet) (Middle)			3. SEX	1	8. 50	
	VITALE, Guy		1	Oct 17	<u> </u>	GS-08	.D	
6. OFFICIAL POS	Officer		1	DP/WH/C	ASSIGNMENT	Washin		.ċ.
	PE OF APPOINTMENT	 		HECK (X) TYPE	OF REPORT			
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II. DATE REPORT				EPORTING PER				
	July 1965	PERFORMANO						
SECTION B		f hall landameta to	allahel	less than set	isfactory. A	rating in th	is categor	y requires
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A - Adoquete	excellence.	all requirements. It is ont						ncy nof
P - Proficient		e than satisfactory. Desire			oduced in a	proficient m	enner.	er of
S • Strong		racterized by exceptional p exceptional in relation to re	roficien	cy. into of the wor	k and in com	earlson to t	he cerform	ance of
O - Outstanding	others doing simila	r work as to warrant specia	lrecogn	iltion.				
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		pocific duties performed du ACH specific duty. Consid The rated on their ability t						cribes the employees
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SPECIFIC DUTY N	0. 8	-,						RATING LETTER
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<u>·</u>		VERALL PERFORMAN	CE IN	CURRENT P	OSITION			
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FORM 45 OBSOLETE PREVIOUS EDITIONS.

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NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper particles their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for regiming. Common overall performance competence, if required for current position. Amplify or explain ratings given in Saction B to provide best on foreign language competence, if required for current position. Amplify or explain ratings given in Saction B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if U!'L .Z.B 12 00 PH 185 applicable.

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 we 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 COM	MENTS								
	BY EMPLOYEE									
I.CE	RTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT								
DATE C	THE PARTY OF THE P									
13 /000	BY SUPERVISOR									
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT OF NOT BEEN SHOWN TO	DEMPLOYEE, GIVE EXPLANATION								
46 months	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE								
13 GL 1 1845	C/VH/C/MO/PM Calvin Hicks									
3.	BY REVIEWING OFFICIA	<u>L</u>								
supervisor; ther	efore, would rate subject	same rating scale as the et one letter lower in the performance. Subject is lient "stay-on-the-job"								
approach.										
20 July 1965	C/WH/C/MO	Walter T. Cini								

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6. OFFICIAL POS	10 000 17								-08) ·	
Ops Officer 7. OFF/DIV/BR OF ASSIGNMENT 8. CURRENT STATE DDP/SAS Washington												
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SPECIAL (Specify): SPECIAL (Specify):												
11. DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From: to-) 1 July 1963 - 30 June 1964												
SECTION B	<u> </u>			PERFORMANCE	EVA	July	196	3 - 30	Jun	e 1	964	
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				irements. It is entire								ency nor
P - Proficient	Perfor	nance is more	than s	atisfactory. Desired	ro'sult:	s are bel	ng pro	duced in a p	rofici	om to	nner.	
S - <u>Strong</u> O - <u>Outstanding</u>				ed by exceptional prof								
O - Constanging	others	doing similar	c o ptio work a	nal in relation to requ s jo warrant special r	iremer ocogni	nts of the	work	and In comp	ori so:	to th	e perform	once of
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ist up to six of th	he most	important spe-	ific d	ution parlormed distri-					•			
				cific duty. Consider								employees
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	ig toting	bax correspor	nding (to the statement which	most	accurate	ly rofi	acts his lev	el of	rating perforr	period,	S
1 4 AUG 1954	•										1	j
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en Filled In) SECTION C NARRATIVE COMMENTS

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Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall 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 explicitly alless given in Section B to provide best best for determining future personnel action. Manner of performance of managerial or supervised current has to described, if

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 CO	MMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A, B	AND COF THIS REPORT
July 23, 64	SIGNATURE OF EMPLOYEE	2
2. / J.	V BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 34 months	IF THIS REPORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	- I TYPE O
15 July 1964	C/WH/SA/MOB/PM	Calvin W. Hicks
3. COMMENTS OF REVIEWING OFFICE	BY REVIEWING OFFICIAL	· -
berrerudice Til	oncurs in the ratings of	observe ouries and
mas occir colice	current position of Mr. erned with the Cuban efformowledge of past events	wh fan 1
mas occii colles	erned with the Cuban effo mowledge of past events	wh fan 1
mas occir colice	LUCU WIEN FOR CHOOS AFFA	wh fan 1
mas occii colice	LUCU WIEN FOR CHOOS AFFA	rt for several years and is extremely helpful.

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# FITNESS REPORT CO3620								NUMBER .			
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	TION A					NERA				· :	
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	CAREER		RESERVE	<u> </u>	TEMPORARY		INITIAL	1	REASE	IGNMEN	PUPERVIS
	CAREER-PI	10 VISIO	NAL (See Inc	tructions	· Section C)	X	ANNUAL		MEASE	IGNMEN	TEMPLOYE
	SPECIAL IS	pecily):					SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From: 10-) 31 July 1963 1 July 1962 to 30 June 1963											
SECT	ION B			:;	PERFORMANC	E EVA	LUATION				
W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category require positive remedial action. The nature of the action could range from counseling, to further training, to placing a 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							placing on				
•••		excell			.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,				-,	,
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Co	nducts	res	earch f	or pr	eparation of	î re	ports and plan	S .	•		3
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			C C.	1			•				LETTER
Ma	intains	. 011	rice ri	ies o	n a complex	pro	ject.				S
PECIF	IC DUTY NO	. 4									RATING LETTER
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	·		0	VERAL	L PERFORMANCE	.IN C	URRENT POSITION				RATING
ormano articul	e of specif or limitation	fic duti ns of ta	es, producti lents. Base	vity, con	nduct on job, cooper it knowledge of empl	ative ne loyee's	ctiveness in his current ; ss, pertinent personal ti overall performance du t accurately reflects his	aits of	habita o ratin	s, and g period,	S
9	AUG 1963	, "U	7						•		

SECTION C MARRATIVE 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. Commen on foreign language competence, if required for current position. Application of performance in the figure in Section B to provide best basis for determining future personnel action. Manner of performance of managerial of superitismy duties must be described, if applicable.

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 high, primarily due to the fact that have mature 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 G3-8 within the past year, I feel he is still undergraded and should be promoted to G3-9 at the carliest opportunity.

SECTION D	CERTIFICATION AND CO	DAMENTS
1.	BY EMPLOYEE	
1,3 10	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
Pune 13,63	Juny fitale	
2. /	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/FM	Calvin W. Nicks
3.	BY REVIEWING OFFIC	IAL
or from the manner as to whether the if they were perfo additional duties	in which he performs to nature of his duties was ormed in an outstanding of a more demanding nat	e value of subject's duties hem, I do have strong doubts rrant promotion to GS-9 even manner. During the next year ure will be placed on subject under those circumstances
before recommending		
DATE	OFFICIAL TITLE OF REVIEWING OFFICE	AL TYPED OR PRINTED NAME AND SIGNATURE
6/12/03	C/SAS/MOB/FM	Charles W. Matt

M. S.		SECRET	i washing		
S. Ch.	FITNESS REP			EMPLOYEE SER	AL NUMBER
SECTION A	· · · · · · · · · · · · · · · · · · ·			003620) .
1. NAME (Leet)	(Pirot) (M	GENERAL			
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S. CHECK (X) TYPE OF APP	OINTMENT	10. CHECK (X) T	YPE OF REPOR	lash. D	.U.
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SPECIAL (Specify):		SPECIAL (T.V. EMPLOYE
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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 opplicable.

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 COMM	ENTS
1	BY EMPLOYEE	
10	ERTIFY THAT I HAVE SEEN SECTIONS A, B, AI	ND C OF THIS REPORT
Cun 21, 1962	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
10 MONTES		
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 OFFICIA	L	
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DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
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21 August 1962	DC/TFW/PM	C. W. MATT

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2 - Perfor 3 - Perfor 4 - Perfor 5 - Perfor	mance in many important mance meets most requi mance clearly meets ba mance clearly exceeds mance in every important mance in every respect	irements but asic requirent basic requirent int respect is a is outstand	t is deticiments, rements, s superior ling.			· ·	ant tost	ects.				TING		
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FORM 45 OBSOLETE PREVIOUS EDITIONS.

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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability 10/fnuction as an agent handler is extremely commendable. Subject is able to communicate equally well with this 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	SECTION F CERTIFICATION AND COMMENTS							
1.	BY EMPLOYEE							
1 ce	rtify that I have seen Sections A, B,	C, D and E of this Report.						
28 Foly 62 SIGNATURE OF EMPLOYEE								
2.	A BY SUPERVISOR							
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3.	BY REVIEWING OFFI	CIAL						
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SECTION E	MAPPATIVE DESCRIPTION OF MANY	J In)
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Mr. Vit	ale was assigned to the Stm	37 Allen
annel besis (are was assigned to the 2%!	Section of the Comman Branch on a
casual pasis i	rom I May to 15 November	1960. His duties consisted
or processing	name traces and POA's. A	Ithough HW/Mad little owner-to
this type of wo	ork, he performed his dutie	s in a thoroughly satisfactory manner.
He was always	nolita to his fall	s in a thoroughly satisfactory manner.
to the amount	, polite to ms lenow employ	ees and did his best to contribute
to the smooth	operation of the section.	
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EMPLOYEE UNDER MY SUPE	RVISION LESS THAN BO DAYS	· · · · · · · · · · · · · · · · · · ·
OTHER (Specify):		REPORT MADE WITHIN LAST 90 DAYS
ATE	OFFICIAL TITLE OF SUPERVISOR	
•		TYPED OR PRINTED, NAME AND SIGNATURE
21 Nov 60	C/EE/G/S&T	Herbert W. Natzke
	BY REVIEWING OFFIC	
I WOULD HAVE GIVEN THIS	EMPLOYEE ABOUT THE SAME EVALUATION	
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I CANNOT JUDGE THESE EV	ALUATIONS. I AM NOT SUFFICIENTLY FAM	ILIAR WITH THE EMPLOYEE'S PERFORMANCE.
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23 Nov 60	C/EE/Germany	William J. Graver Trans

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Section 3. Comments of Reviewing Official:

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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

SECTET

17. 16.

Pre 1968 Fitners Report

2 June 1960

MEMORANDUM FOR: Chief, EE Fersonnel

SUBJECT

Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office vishes 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 daties 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.

, Chief, EE Logistics

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Pre 1960 FRQ & Certifications for insurance and retirement

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Pre 1960 - PHS, CLEARANCE request & appl. forms

RECORD OF

PREVIOUS GOVERNMENT

SERVICE RETURNED TO

FEDERAL RECORDS CENTER IN

ST. LOUIS, MO.

DATE May 1970