



SECRET

(U. S. Sec. 1.1)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						17 Feb 69			
003620		VITALE, GUY									
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT				
RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA & DISABILITY SYST				MONTH DAY YEAR 02 28 69			REGULAR				
6. FUNDS		7. FINANCIAL ANALYSIS NO		8. LEGAL AUTHORITY (Completed by Office of Personnel)		9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION			
X		9235 0620		P.L. 88-643 Sect. 233		DDP/WH WH/COG OPERATIONS BRANCH WH SECTION		WASH., D.C.			
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION					
INTELLIGENCE ASST				1685		D					
14. CLASSIFICATION SCHEDULE (U.S. I.B. etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE					
GS		0301.26		08 6		\$ 8984					
18. REMARKS											
<p>Last working day is 28 February 1969.</p> <p>1152 telecoord. w/Paul Seidel, R.D. - dnmw 3/3/69</p> <p>*Intel ASST occupying Intel ANALYST SLOT</p> <p>1 - Finance</p> <p>17 Feb 69</p>											
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER					
Henry L. Berthold				17 Feb 69		[Signature]					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEREST CODE			
45 10											
24. NOTES CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI					
1 1/16/17											
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION CANCELLATION DATA			
								EOD DATA			
33. VET. PREFERENCE		34. SERV. COMP. DATE		35. LONG. COMP. DATE		36. CAREER CATEGORY		37. FEDERAL HEALTH INSURANCE			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE				42. LEAVE CAT CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
45. POSITION CONTROL CERTIFICATION											
3-6-69											
[Signature]											

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

(4)

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1 SERIAL NUMBER		2 NAME (Last-First-Middle)		17 Feb 69	
003620		VITALE, GUY			
3 NATURE OF PERSONNEL ACTION			4 EFFECTIVE DATE REQUESTED		5 CATEGORY OF EMPLOYMENT
RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA & DISABILITY SY.			MONTH DAY YEAR 02 28 69		REGULAR
6 FUNDS		7. FINANCIAL ANALYSIS NO CHARGEABLE		8 LEGAL AUTHORITY (Completed by Office of Personnel)	
X V TO V CF TO V		9235 0620		P.L. 33-643 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 CAREER SERVICE DESIGNATION
INTELLIGENCE ASST (87)			1685		D
14 CLASSIFICATION SCHEDULE (GS, F.B., etc.)		15 OCCUPATIONAL SERIES		17 SALARY OR RATE	
GS		0301.26		\$ 8984	
18 REMARKS					
Last working day is 28 February 1969.					
1152 telecoord. w/ Paul Seidel, R.B. - dnm 3/3/69					
*Intel Asst according Intel Analyst Slot *					
1 - Finance					
1 - Security					
18A SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
Henry L. Berthold C/WH/Personnel		17 Feb 69		[Signature] 20 Feb 69	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19 ACTION CODE	20 EMPLOY CODE	21 OFFICE CODING	22 STATION CODE	23 INTEGRITY CODE	24 MOOTHS CODE
45	10	NUMERIC ALPHABETIC			
25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI	28 DATE EXPIRES		
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.	MO. DA. YR.		
1 16 17					
29 SPECIAL REFERENCE	30 RETIREMENT DATA	31 SEPARATION DATA CODE	32 CORRECTION - CANCELLATION DATA	33 SECURITY REQ. NO.	
				EOD DATA	
35 VET PREFERENCE	36 SERV. COMP DATE	37 LONG COMP DATE	38 CAREER CATEGORY	39 LEGAL/HEALTH INSURANCE	40 SOCIAL SECURITY NO
CODE	MO. DA. YR.	MO. DA. YR.	CODE	CODE	
0-NONE 1-5 PT. 2-10 PT.					
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA		
CODE	CODE	FORM EXECUTED	FORM EXECUTED		
0-NONE 1-NONE 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. APPROVAL		DATE APPROVED	
		[Signature] 3-6-69			

SECRET

JLB: 10 MAR 69

DEF								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	
RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM								02 28 69		REGULAR	
A. FUNDS		X		V TO V		V TO CF		7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY	
				CF TO V		CF TO CF		9235 0620 0000		P.L. 88-643 SECT. 233	
9. ORGANIZATIONAL DESIGNATIONS								10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE								12. POSITION NUMBER		13. SERVICE DESIGNATION	
INTELLIGENCE ASST								1685		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0301, 26		08 8		8984			
18. REMARKS											
SIGNATURE OR OTHER AUTHENTICATION											

14-00000

**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.

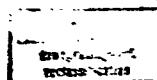
*X* Robert S. Wattles  
Director of Personnel

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
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:	
<input checked="" type="checkbox"/>	1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation).
<input checked="" type="checkbox"/>	2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance).
<input type="checkbox"/>	3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employers' Group Life Insurance Act of 1954).
<input type="checkbox"/>	4. Standard Form 2802 (Application for Refund of Retirement Deductions).
<input checked="" type="checkbox"/>	5. Form 2595 (Authorization for Disposition of Paychecks).
<input type="checkbox"/>	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. <input type="checkbox"/> Appointment arranged with Office of Medical Services. <input type="checkbox"/> Appointment for Office of Medical Services examination declined.
<input type="checkbox"/>	7. I have been informed of "conflict of interests" policy of the Agency and foresee no problem in this regard concerning my new employment.
<input type="checkbox"/>	8. Form 71 (Application for Leave).
<input type="checkbox"/>	9. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).
<input type="checkbox"/>	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.E. Wash. 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 18 February 1960	
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, RECORDS AND CONTROL	FILE NUMBER	11326
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER	003620
	<input type="checkbox"/> CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER	
ATTN:	Chief Support Staff	OFFICIAL COVER	<input type="checkbox"/> BACKSTOP ESTABLISHED <input checked="" type="checkbox"/> DISCONTINUED
REF:	Retirement Debriefing	UNIT	
SUBJECT	VITALE, Guy		
<b>KEEP ON TOP OF FILE WHILE COVER IN EFFECT</b>			
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPM 20-200-11)		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPM 20-200-11)	
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE COB _____		DATE (as of COB) FROM EOD	
B. CONTINUING AS OF COB			
SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)		SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)	
ASCERTAIN THAT _____ W-2 BEING ISSUED. (HNB 20-11)		NA OR 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 Grace/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			
RE/kas			
DISTRIBUTION: COPY 1 - RCD COPY 2 - OPERATING COMPONENT COPY 3 - D/OS COPY 4 - DL/TELEVC COPY 5 - CCS - CHRONO COPY 6 - CCS - FILE		CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF	

SECRET

(When Filled In)

DDF: 20 FEB 69

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 003620		2. NAME (LAST FIRST-MIDDLE) VITALE, GUY	
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM		4. EFFECTIVE DATE MO DA YR 02 23 69	
5. CATEGORY OF EMPLOYMENT REGULAR		6. FUNDS X V TO V CF TO V	
7. Financial Analysis No. Chargeable 9235 0620 0000		8. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 103	
9. ORGANIZATIONAL DESIGNATIONS DDF/WH		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE		12. POSITION NUMBER	
13. SERVICE DESIGNATION D		14. CLASSIFICATION SCHEDULE (GS, LB, 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 NUMERIC ALPHABETIC		22. STATION CODE		23. INTEGREE CODE		24. MONTH CODE		25. DATE OF BIRTH MO DA YR		26. DATE OF GRADE MO DA YR		27. DATE OF LEI MO DA YR	
28. INT. EMPRES MO DA YR		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1. CSC 2. CIA 3. PCA 4. NONE		31. SEPARATION DATA CODE 1		32. Correction /Cancellation Data TYPE MO DA YR		33. SECURITY REQ NO		34. SEX		35. VET PREFERENCE CODE 0. NONE 1. 5 PT 2. 10 PT		36. SERV. COMP. DATE MO DA YR	
37. LONG. COMP. DATE MO DA YR		38. CAREER CATEGORY CAR. RES. PROJ. TEMP.		39. FEGLI - HEALTH INSURANCE CODE 1. YES 2. NO		40. SOCIAL SECURITY NO.		41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1. NO PREVIOUS SERVICE 2. BREAK IN SERVICE (LESS THAN 3 YRS.) 3. BREAK IN SERVICE (MORE THAN 3 YRS.)		42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED 1. YES 2. NO		44. STATE TAX DATA FORM EXECUTED 1. YES 2. NO		45. NO. TAX EXEMPTIONS	

## SIGNATURE OR OTHER AUTHENTICATION

FORM 5-60 1150  
MAY 10-67

Use Previous Edition

SECRET

FVD

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

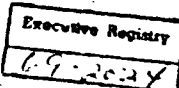
(When Filled In)



SECRET

REQUEST FOR PERSONNEL ACTION										DATE FORWARDED	
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. LEGAL AUTHORITY (Completed by Office of Personnel) PL 83-643 Sect. 203	
7. COST CENTER NO. CHARGE 9235 - 0620						8. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.					
9. ORGANIZATIONAL DESIGNATIONS DDP/WII						10. POSITION NUMBER					
11. POSITION TITLE						12. CAREER SERVICE DESIGNATION D					
13. CLASSIFICATION SCHEDULE (U.S. F.R. PA. I)				14. OCCUPATIONAL SERIES		15. GRADE AND STEP S		16. SALARY OR RATE S			
17. 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. INTEREST CODE		24. MODIFIER CODE	
25. DATE OF BIRTH MO. DA. YR.		26. DATE OF HIRE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.		28. NTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1-YES 2-FYER 3-NONE	
31. VET. PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT		32. SERV COMP DATE MO. DA. YR.		33. LONG COMP DATE MO. DA. YR.		34. CAREER CATEGORY CODE 1-YES 2-NONE		35. FEDERAL HEALTH INSURANCE CODE 1-YES 2-NONE		36. SOCIAL SECURITY NO.	
37. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NONE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				38. LEAVE CAT CODE		39. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NONE				40. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NONE	
41. POSITION CONTROL CERTIFICATION						42. DATE APPROVED 13 FEB 69				43. DATE APPROVED	

SECRET



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 Helms  
Director

Distribution:

0 - Addressee

1 - ER

1 - C/EAB/OS

1 - D/Pers

1 - OPF

1 - ROB

1 - ROB Reader

Originator:

Director of Personnel

Concur:

SIGNED

2 APR 1969

C/EAB/OS

OP/RAD/ROB/PJSeldel:jef (1 April 1969)

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**SECRET**

**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.

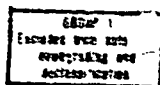
Robert S. Wattles  
Director of Personnel

The recommendation contained in paragraph 4 is approved:

\_\_\_\_\_  
Director of Central Intelligence

\_\_\_\_\_  
Date

**SECRET**



SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, Jay			
3. NATURE OF PERSONNEL ACTION REASSIGNMENT			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 12 28 65		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS X V TO V CF TO V			7. COST CENTER NO. CHARGEABLE 6235-1162		8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DOP/HH WH/C Miami Operations Branch PM Section			10. LOCATION OF OFFICIAL STATION Washington, D.C.		
11. POSITION TITLE INTELL. ASST. (D)			12. POSITION NUMBER 1506		13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, FR, etc.) GS (07)		15. OCCUPATIONAL SERIES 0301.23		16. GRADE AND STEP 03 (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. <div style="border: 1px solid black; padding: 5px; display: inline-block;">Recorded By CSPD f.p.</div>					
19A. SIGNATURE OF REQUESTING OFFICIAL ROBERT D. CASHMAN, C/WH/Pers.			DATE SIGNED 12-28-65		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER -H. J. Galt
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 ALPHABETIC 51500 68	22. STATION CODE 25015	23. INTEGREE CODE	24. MOOTRS 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. NTE EXPIRES MO. DA. YR. 12 27 67		29. SPECIAL REFERENCE 1-CSC 2-HCB 3-NONE 83		30. RETIREMENT DATA CODE	
31. SEPARATION DATA CODE		32. CORRECTION, CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY R12 NO.	
34. SEX		35. VET PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT		36. SERV. COMP DATE MO. DA. YR.	
37. LONG COMP DATE MO. DA. YR.		38. CAREER CATEGORY CODE		39. FEGLI HEALTH INSURANCE CODE 0-WAIVER 1-YES	
40. SOCIAL SECURITY NO.		41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NONE 1-NONE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT CODE	
43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		45. POSITION CONTROL CERTIFICATION 12 23 65 H	
46. OP APPROVAL J. J. Galt		DATE APPROVED 12 23 65			

SECRET

## 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 D. Echols*  
Emmett D. Echols  
Director of Personnel

S E C R E T

Group I  
Excluded from automatic  
downgrading  
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 63			5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS X 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					12. POSITION NUMBER 0683		13. CAREER SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 08 (3)		17. SALARY OR RATE \$6500				
18. REMARKS Promotion recommendation attached. Fitness Report submitted previously.											
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Recorded by CSPD <i>live</i> </div>											
19. SIGNATURE OF REQUESTING OFFICIAL Louis W. Armstrong				DATE SIGNED 14 Dec 62		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER H. J. ...				DATE SIGNED 11/7/63	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE 32 10		22. EMPLOY CODE 61300		23. OFFICE CODING TFW		24. STATION CODE 75013		25. INTEGRITY CODE 1		26. DATE OF BIRTH 10/16/17	
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1152 OBSOLETE PREVIOUS EDITIONS  
AND FORM 1152A.

**SECRET**

(4)

**SECRET**  
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								12 December	
003620		VITALE, Guy									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT			
PROMOTION						MONTH DAY YEAR		REGULAR			
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
				CF TO V		CF TO CF		3232-1000-1000			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP Task Force W FI/CI Branch						Washington, D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPS OFFICER (D)						0583		D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS (09)				0136.01		03 (3)		\$6500			
18. REMARKS											
Promotion recommendation attached. Fitness Report submitted previously.											
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
LOUIS W. ARISTROME, C/TFW/Pers.											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STAT LN CODE		23. INTEREST CODE		24. MOOTPS CODE	
				NUMERIC ALPHABETIC							
25. DATE OF 3-PT		26. DATE OF 3-PT		27. DATE OF LEI							
MO. DA. YR.		MO. DA. YR.		MO. DA. YR.							
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.	
MO. DA. YR.				1 - CSC 3 - FICA 5 - NONE		TYPE		MO. DA. YR.		34. SER	
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FECL / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE		MO. DA. YR.		MO. DA. YR.		CAR/RESV PROV/TEMP		CODE		HEALTH INS. CODE	
0 - NO PREVIOUS SERVICE 1 - 5 YR. 2 - 10 YR.								0 - WAIVER 1 - YES			
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA	
CODE				CODE		FORM EXECUTED CODE				FORM EXECUTED CODE	
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)						1 - YES 2 - NO				1 - YES 2 - NO	
45. POSITION CONTROL CERTIFICATION						46. O.P. APPROVAL				DATE APPROVED	

FORM 1152 OBSOLETE PREVIOUS EDITIONS AND FORM 1152A.

**SECRET**

(4)

**SECRET**  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 12 March 1962	
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, Guy (IMI)					
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 X CF TO V		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, LB, etc.) GS (A)		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 Approved by: [Signature] 3/6/62 CONCURRENCE: Frank Driscoll (per phone) EE/Personnel Officer 1 copy to Security							
19. SIGNATURE OF REQUESTING OFFICIAL JAMES DURHAM, WH/4 Pers. Officer				DATE SIGNED		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature]	
DATE SIGNED							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
20. RES. CODE 16	21. EMPLOY. CODE 16	22. OFFICE CODING NUMERIC ALPHABETIC 205- 4568	23. STATION CODE 4568	24. INTERSEE CODE	25. MONTHS CODE 1	26. DATE OF BIRTH MO. DA. YR. 10 16 17	27. DATE OF GRADE MO. DA. YR.
28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - US 2 - FICA 3 - None	31. DEPARTURE DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SPECIAL REQ. NO.		
34. VET. PREFERENCE CODE 0 - None 1 - 5 yr. 2 - 10 yr.	35. SERV. COMP. DATE MO. DA. YR.	36. LONG. COMP. DATE MO. DA. YR.	37. MIL. SER. CREDIT/LED 1 - YES 2 - NO	38. FEGLI / HEALTH INSURANCE CODE CODE 0 - Neither 1 - YES	39. SECURITY NO.		
40. 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)	41. LEAVE CAT. CODE	42. FEDERAL TAX DATA FORM EXEMPTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO	43. STATE TAX DATA NO. STATE CODE		44. STATE CODE		
45. POSITION CONTROL CERTIFICATION [Signature] 03/2/62				46. O.P. APPROVAL [Signature]			
DATE APPROVED							



## REQUEST FOR PERSONNEL ACTION

6 June 1960

1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vol. Pref.		5. Sex		6. CS - EOD				
503620		VITALE GUY				Mo. Da. Yr. 10 16 17			None-0 5 Pt-1 10 Pt-2		Code 1		M 1		Mo. Da. Yr. 09 13 49		
7. SCD		8. CSC Permt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCB		13. Mil. Serv. Credit, Yrs.				
Mo. Da. Yr. 10 24 42		Yes-1 No-2		Code 1 50 USCA 403		Mo. Da. Yr.			Yes-1 No-2		Code 09 13 49		Yes-1 No-2				

## PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDP EE ATHENS STATION OPERATIONS STAFF RECORDS INTEGRATION SECTION				5231		ATHENS, GREECE				29501	
16. Dept. - Field		17. Position Title		18. Position No.		19. Serv.		20. Occup. Series			
Dept. - USMld - Frgn -		Code 5 INTELL ASST		1809		GS		0301.28			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
07 1		\$ 4980		DS		Mo. Da. Yr. 09 06 59		Mo. Da. Yr. 09 04 60		0139 9350 3018	

## ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		17		Mo. Da. Yr. 06 12 60		REGULAR		25			

## PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
CS/CS DEVELOPMENT COMPLEMENT EE DIVISION				5258		WASH., D.C.				15013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series			
Dept. - USMld - Frgn -		Code 1		661200							
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$		D		Mo. Da. Yr.		Mo. Da. Yr.		0320 1998	

## SOURCE OF REQUEST

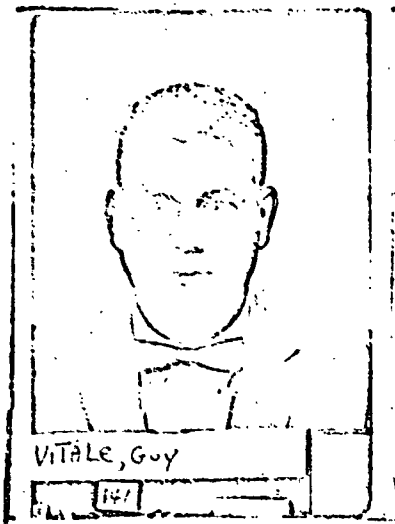
A. Requested By (Name And Title)				C. Request Approved By (Signature And Title)			
J. E. Personnel							
Additional Information Call (Name & Telephone Ext.)							
Annell M. Weiland X3884							
CLEARANCES							
Clearance		Signature		Date		Clearance	
A. Career Board		Signature		Date		Placement	
B. Pos. Control		Signature		Date		E.	
C. Classification		Signature		Date		F. Approved By	
Remarks In-casual							
FCS RETURNEE							

Pre 1960 Requests for  
Personnel Action

**SECRET**  
(When Filled In)

1. PLANS, SERIAL NO.		BIOGRAPHIC PROFILE (PART I)		SCD: 24 Oct 1942	
03630					
2. NAME (Last-First-Middle)		3. SEX	4. DATE OF BIRTH	5. LONGEVITY COMP. DATE	
VITALE, Guy (nmn)		M	Oct 1917	13 Sep 1949	
6. MARITAL STATUS	7. DEPENDENTS (Exclud. employees)	8. YEARS OF BIRTH		9. US NATURALIZATION DATE(S)	
Single	0			NA	
10. CAREER STATUS	11. MEMBERSHIP	12. OTHER STATUS	13. LAST MED. RPT. QUAL. FOR	14. EVAL. FOR	
Jul 1954	None SERVICE		Apr 1960	Dept Duties O/S Returnee	
15. CURRENT RESERVE STATUS	16. GRADE	17. ACTIVE DUTY WITH CIA CAT. 1	18. RELEASE TO MIL. SER. CAT. 2	19. TO BE DEFERRED CAT. 3	
X					
20. ASSESSMENT DATE		21. PROFESSIONAL TEST DATE		22. LANGUAGE APTITUDE TEST DATE	
None		None		None	
23. NON-CIA EMPLOYMENT					
1938-41 Various jobs for short periods of time; also unemployed during part of this time.					
1942-46 Military Service, US Army, Sgt					
1946-49 Library of Congress, DC - Book Room Attendant					
24. NON-CIA EDUCATION					
1937-38 Kents Hill Jr College, Maine					
1948-50 George Washington, DC - Poli Sci					
25. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None			
26. AGENCY SPONSORED TRAINING					
1962 Reds Off Crs					
27. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)					
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SO	ORGANIZATION & ORG. TITLE (If Any)	LOCATION
Sep 1949	Messenger	0302.01	CPC 3	C&D/Admin/Mail&CourierSect	Hq
Sep 1950	File Clerk	0305.01	CS-3	REE/Map/Proc&RefBr	"
Jul 1951	" "	0305.01	4	RR/Geo/Map Library Br	"
Nov 1952	" "	0305.01	4	ORR/Ch, GeoRes/MapLibrary/ProcBr	"
Sep 1955	" "	0305.01	5	" " " " " " " "	"
Dec 1956	Clerk	0301.26	5	DDP/SE/OpsDiv/Rpts, Index&Biog	Athens
Oct 1957	" "	0301.26	6	" " " " " " " "	"
Aug 1958	Intel Asst	0301.28	6	DDP/SE/OpsStf/RI Section	"
Sep 1959	" "	0301.26	7	" " " " " " " "	"
Jun 1960	" "	0301.26	7	DDP/EE/CS/CSDevComp	Hq
Mar 1962	" "	0301.26	7	DDP/AM/Br-1/PI/CI Sec	"
Jan 1963	Ops Off	0136.01	8	DDP/TFN/PI/CI Br	"
28. DATE REVIEWED		29. PROFILE REVIEWED BY		30. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE	
25 Jan 1965		hc		No	

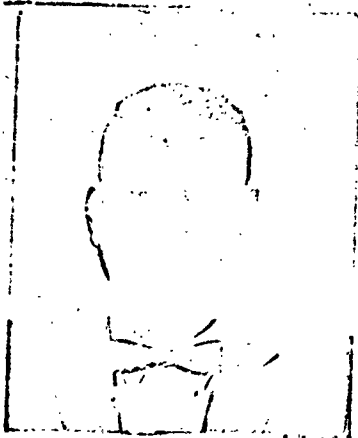
**SECRET**  
(When Filled In)

PERS. SERIAL NO. 03620		<b>BIOGRAPHIC PROFILE (PART 2)</b>	
NAME (Last-First-Middle) VITALE, Guy (nmn)		DATE OF BIRTH Oct 1917	
22. SUMMARIES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS			
 <p>VITALE, Guy</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)

1. PERS. SERIAL NO.		BIOGRAPHIC PROFILE (PART I)			SCD: 24 Oct 1942	
003620		2. NAME (Last-First-Middle)		3. SEX	4. DATE OF BIRTH	5. LONGEVITY COMP. DATE
VITALE, Guy (nm)				M	16 Oct 1917	13 Sep 1949
6. MARITAL STATUS	7. DEPENDENT(S) (Exclud. em- ployee)	8. YEARS OF BIRTH		9. US NATURALIZATION DATE(S)		
Single		0		NA		
10. CAREER STATUS	MEMBERSHIP	OTHER STATUS		11. LAST MED. RPT. QUAL. FOR	12. EVAL. FOR	
STATUS	Jul 1954			Apr 1960	Dept Duties	
13. CURRENT RESERVE STATUS	NONE SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT. -1	RELEASE TO MIL. SER. CAT. -2	TO BE DEFERRED CAT. -3	
	X				O/S Returnee	
14. ASSESSMENT DATE		15. PROFESSIONAL TEST DATE		16. LANGUAGE APTITUDE TEST DATE		
None		None		None		
17. NON-CIA EMPLOYMENT						
1938-41 Various jobs for short periods of time; also unemployed during part of this time.						
1942-46 Military Service, US Army, Sgt						
1946-49 Library of Congress, DC - Clk; Libr Asst						
18. NON-CIA EDUCATION						
1937-38 Kents Hill Jr College, Maine						
1948-50 George Washington, DC - Poli Sci						
1957 American Mission Sch, Athens, Greece - Greek (3 mos)						
19. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None				
20. AGENCY SPONSORED TRAINING						
1962 Reds Off Crs						
21. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)						
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & ORG. TITLE (If any)	LOCATION	
Sep 1949	Messenger	0302.01	CPC 3	C&D/Admin/Mail&CourierSect	Hq	
Sep 1950	File Clerk	0305.01	CS-3	R&E/Map/Proc&RefBr	"	
Jul 1951	" "	0305.01	4	ER/Geo/Map Library Br	"	
Nov 1952	" "	0305.01	4	ORR/Ch, GeoRes/MapLibrary/Proc2r	"	
Sep 1956	" "	0305.01	5 IR	" " " " " " " "	"	
Dec 1956	Clerk	0301.26	5 DS	DDP/SE/OpsDiv/Rpts, Index&Blg	Athens	
Oct 1957	" "	0301.26	6 DS	" " " " " " " "	"	
Aug 1958	Intel Asst	0301.28	6 DS	DDP/SE/OpsStf/RI Section	"	
Sep 1959	" "	0301.26	7 DS	" " " " " " " "	"	
Jun 1960	" "	0301.26	7 D	DDP/SE/CS/CSDevCorp	Hq	
Mar 1962	" "	0301.26	7 D	DDP/WH/Br-4/FI/CI Sec	"	
Jan 1963	Ops Off	0136.01	8 D	DDP/TFM/FI/CI Br	"	
May 1965	" "	0136.01	8 D	DDP/WH/C/Miami Ops Br	"	
Dec 1965	Intel Asst	0301.28	8 D	" " " " " " " "	"	
May 1968	Intel Anal	0132.35	8 D	DDP/WH/C	"	
22. DATE REVIEWED		23. PROFILE REVIEWED BY		24. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE		
6 Feb 1969		hc		No		

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	
<p>22.</p>  <p>VITALE, Guy</p> <p>147</p>			
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE			
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL			
<p>26. ADDITIONAL INFORMATION</p> <p>Commendation 1960 from Ch, ES Logistics for services rendered while on a temporary assignment to EE Division Logistics Office.</p>			
27. DATE REVIEWED 6 Feb 1969		28. PROFILE REVIEWED BY hc	

**SECRET**  
(When Filled In)

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

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

2/18/68

SIGNATURE OF EMPLOYEE

Ernest Vitale

2.

**BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

9

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

DATE

18 July

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

Alva King

3.

**BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

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

DATE

13 July 1968

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/COG/OS

TYPED OR PRINTED NAME AND SIGNATURE

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

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>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.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>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.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
25 Aug '67	[Signature]		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
12			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
25 August 1967	Section Chief, PM Operations	[Signature] Ernest Chiocca	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>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.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
28 AUG 1967	C/WH/COG/XO	[Signature] Robert A. Ortman	

SECRET

5760  
67

SECRET

(When Filled In)

ALB: 10 MAR 69

NOTIFICATION OF PERSONNEL ACTION					
DEF					
1. SERIAL NUMBER 003620		2. NAME (LAST FIRST MIDDLE) VITALE GUY			
3. NATURE OF PERSONNEL ACTION RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM				4. EFFECTIVE DATE 02 08 1969	
				5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS		7. Financial Analysis No. Chargeable		8. ESE OR OTHER LEGAL AUTHORITY	
X V TO V				F.L. 88-643	
CF TO V		CF TO CF		SECT. 233	
9. ORGANIZATIONAL DESIGNATIONS DDP/WH WH/COG OPERATIONS BRANCH WH SECTION				10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE INTELLIGENCE ASST				12. POSITION NUMBER 1685	
13. SERVICE DESIGNATION D					
14. CLASSIFICATION SCHEDULE (GS 18 ON.) GS		15. OCCUPATIONAL SERIES 0301.26		16. GRADE AND STEP 08 6	
				17. SALARY OR RATE 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, P, T X			Years Months Days		
4. DATE AND NATURE OF SEPARATION 2-28-69 RETIREMENT CIARDS			Subject to Ser. 203(d), 1951 Leave Act Yes <input type="checkbox"/> No <input type="checkbox"/>			26 1 4		
			Ceased to be subject to Ser. 203(d) on Annual Leave Bal			<input type="checkbox"/> More than 15 years		
SUMMARY OF ANNUAL AND SICK LEAVE (HOURS)				SUMMARY OF HOME LEAVE (DAYS)				REMARKS SCD 10-24-42
5. Balance from prior leave year ended 1-11-19 69				14. Date arrival abroad for HL purposes				
6. Current leave year accrual through 3-08-19 69				15. Current balance as of 19				
7. Total				16. 12-month accrual rate				
8. Reduction in credits, if any (current year)				17. Dates leave used, prior 24 months				
9. Total leave taken				18. Monthly accrual date				
10. Balance				19. Calendar days credit for next accrual date				
11. Total hours paid in lump sum 274 hrs				20. Date basic service period completed				
12. Salary rate(s) 88984				21. Dates during current calendar yr to				
13. Lump sum leave dates from 0830 3-3-69 to 4-18-69 1030 (Hours)				22. Dates during preceding calendar yr to				
23. During leave year in which separated				MILITARY LEAVE				
24. During step-increase waiting period which began on 1-14-68				25. During 12-month HL accrual period (date)				
25. During 12-month HL accrual period (date)				ABSENCE WITHOUT PAY				
(Signature) FOR CHIEF PAYROLL (Telephone) 143-2595				LWOP or AWOL or Furlough/Suspension (Hours)				
				0 0				
				0 0				

Standard Form 1150  
November 1965  
1150-106

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION  
FPM SUPPLEMENTS 206-31 AND 990-2

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF THE 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 9 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	GRN	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY	005520	51	300	V GS 08 0	\$ 8,614	\$ 8,984

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION							
1. SERIAL NUMBER 005520		2. NAME (LAST-FIRST-MIDDLE) VITALE GUY					
3. NATURE OF PERSONNEL ACTION A. ASSIGNMENT				4. EFFECTIVE DATE MO. DA. YR. 05 10 68		5. CATEGORY OF EMPLOYMENT	
6. FUNDS A		V TO V		V TO CF		7. FINANCIAL ANALYSIS NO. CHARGEABLE	
		CF TO V		CF TO CF		8. CSC OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS DIRP/WH DIVISION WH SECTION				10. LOCATION OF OFFICIAL STATION WASH., D.C.			
11. POSITION TITLE INTEL ANALYST				12. POSITION NUMBER 1485		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, 18, etc.) GS		15. OCCUPATIONAL SERIES 0132.35		16. GRADE AND STEP 0A		17. SALARY OR RATE	
18. REMARKS							
SIGNATURE OR OTHER AUTHENTICATION							

POSTED

11/17/68

C/WH/CCG

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 ACT CH	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 08	5	\$ 7,781	01/16/66	GS 08	6	\$ 8,008	01/14/68		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEES IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>E. J. Villanueva</i>							DATE 17 Nov 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				AUDITED BY <i>[Signature]</i>					
FORM 7-66 560 E Use previous editions PAY CHANGE NOTIFICATION (4-51)									

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
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: 3 OCTOBER 1967

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

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 49-301  
PURSUANT TO AUTHORITY OF FCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 1 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 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

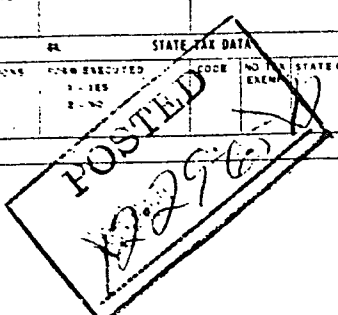
G-33

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
GS 08	4	\$ 7,553	01/19/64	GS 08	5	\$ 7,791	01/15/66
7. TYPE ACTION							
PSI LSI ADJ.							
8. Remarks and Authentication							
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>ST</i> AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: <i>[Signature]</i>				DATE: 23 Nov 65			
<b>PAY CHANGE NOTIFICATION</b>							



P.JH: 29 DEC 65

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
OCF											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
003620		VITALE GUY									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						12 28 65		REGULAR			
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
		CF TO V		CF TO CF		6235 1162 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/WH WH/C MIAMI OPERATIONS BR/PM SECTION						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
INTELLIGENCE ASST						1506		D			
14. CLASSIFICATION SCHEDULE (GS, LB, 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. INTEGREE CODE		24. HOURS CODE	
37		10		51500 WH		75013		1		10 16 17	
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI		28. DATE OF BIRTH		29. DATE OF GRADE		30. DATE OF LEI	
12 27 67		83		83		83		83		83	
31. RETIREMENT DATA		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.		34. SEX		35. VET. PREFERENCE		36. SERV. COMP. RATE	
1		1		1		1		1		1	
37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.		41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT. CODE	
1		1		1		1		1		1	
43. FEDERAL TAX DATA		44. STATE TAX DATA		45. FEDERAL TAX DATA		46. STATE TAX DATA		47. FEDERAL TAX DATA		48. STATE TAX DATA	
1		1		1		1		1		1	
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: center;">  </div>											

FORM 11-62 1150

Use Previous Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification(4-91)  
(When Filled In)

SECRET

(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

OCS 05/27/65

1 SERIAL NUMBER		2 NAME (LAST FIRST MIDDLE)	
003690		VITALE GUY	
3 NATURE OF PERSONNEL ACTION		4 EFFECTIVE DATE	5 CATEGORY OF EMPLOYMENT
REASSIGNMENT		MO DA YR 05 31 65	
6 FUNDS	7 COST CENTER NO CHARGEABLE	8 CSC OR OTHER LEGAL AUTHORITY	
X V TO V CF TO V	V TO CF CF TO CF	5235 1162 0000	
9 ORGANIZATIONAL DESIGNATIONS		10 LOCATION OF OFFICIAL STATION	
DDP/WH DIVISION WH C MIAMI OPS BR PM SEC		ASH., D. C.	
11 POSITION TITLE		12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION
OPS OFFICER		1142	U
14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE
GS	0136.01	08	
18 REMARKS			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 6-10-65 AH </div>			
SIGNATURE OF OTHER AUTHENTICATION			

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

[illegible]

Serial No. 1 2 Name 3 Crest Center Number 4 LWOP Hours

003620 VITALE GUY 49 300 V 37P

5 OLD SALARY RATE 6 NEW SALARY RATE 7 TYPE ACTION

Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADL
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 *flr*  
 SALARY CONTINGENT ON CONGRESSIONAL APPROVAL

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

SIGNATURE: *Charles V. Vitale* DATE: *3/25/63*

PAY CHANGE NOTIFICATION

Form 560  
9-61

Obsolete Previous  
Edition

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DGI  
 MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS,  
 EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN	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)

OCF										NOTIFICATION OF PERSONNEL ACTION																	
1. SERIAL NUMBER					2. NAME (FIRST-LAST-MIDDLE)																						
003620					VITALE GUY																						
3. NATURE OF PERSONNEL ACTION										4. EFFECTIVE DATE					5. CATEGORY OF EMPLOYMENT												
PROMOTION										01 20 63					REGULAR												
6. FUNDS					7. COST CENTER NO. CHARGEABLE					8. CSC OR OTHER LEGAL AUTHORITY																	
X					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, LB, WR, etc.)					15. OCCUPATIONAL SERIES					16. GRADE AND STEP					17. SALARY OR RATE												
GS					0135.01					09 3					6500												
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. INTERSEE CODE		24. HIGHT CODE		25. DATE OF BIRTH				26. DATE OF GRADE				27. DATE OF LEI					
22		10		61300 15W 75013				75013				1		10 16 17				01 20 63				01 20 63					
28. NTE EXPIRES				29. SPECIAL REFERENCE				30. RETIREMENT DATA				31. SEPARATION DATA CODE				32. CORRECTION/CANCELLATION DATA				33. SECURITY REG NO.				34. SEX			
																EOD DATA											
35. VET. PREFERENCE				36. SERV. COMP. DATA				37. LONG COMP. DATE				38. CAREER CATEGORY				39. PEGEL / HEALTH INSURANCE				40. SOCIAL SECURITY NO.							
CODE				NO. DA YR				CAN BESV PROV TEMP				CODE				CODE				CODE							
0 - NONE 1 - 5 PT 2 - 10 PT																1 - YES 2 - NO											
41. PREVIOUS GOVERNMENT SERVICE DATA								42. LEAVE CAT. CODE				43. FEDERAL TAX DATA				44. STATE TAX DATA											
CODE								CODE				FORM EXECUTED CODE				STATE TAX DATA											
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)								1 - YES 2 - NO				NO TAX EXEMPTIONS				FORM EXECUTED 1 - YES 2 - NO											
SIGNATURE OR OTHER AUTHENTICATION																											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>POSTED</b>  02/21/63 </div>																											

FORM 4-62 1150

Use Previous Edition

31 JAN 1963

SECRET

1. SECTION 105, NATIONAL DEFENSE AUTHORITY ACT, 50 USC 105 (When Filled In)

(When Filled In)

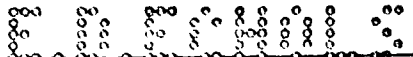
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 47 - 793 AND  
 OGI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS.  
 EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST SALARY	OLD GR-ST SALARY	NEW GR-ST SALARY	NEW GR-ST SALARY
VITALE GUY	003620	A1000	V 07 4	\$ 5450	07 4	\$ 6095	

232-1000

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
003620		VITALE GUY		61 000 V 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							
/ / NO EXCESS LWOP / / EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / IN LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY <i>[Signature]</i> PAY CHANGE NOTIFICATION							

**SECRET**  
(When Filled In)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
23620	VITALS GUY	200/FF	UV
5. OLD SALARY RATE		6. NEW SALARY RATE	
Grade	Step	Salary	Effective Date
GS	07	2	5,520
02/04/60	07	3	5,685
09/03/61			
7. TIME ACTION			
EST	LSI	ADJ	
8. Remarks and Authentication			
<p>2-000</p> <p>NO EXCESS LWOP</p> <p>IN PAY STATUS AT END OF WAITING PERIOD</p> <p>IN LWOP STATUS AT END OF WAITING PERIOD</p> <p>9/26/61</p>			
			
PAY CHANGE NOTIFICATION			

Form 560  
7-61

Obsolete Previous Edition

**SECRET**

(4-51)

ABM: 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, LB, 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 CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEREST CODE		24. MAJOR CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
16		10		64450 WH		75013				1		10 16 17					
28. INT. EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION CANCELLATION DATA		33. SECURITY REQ NO		34. SER					
WO DA YR				1. CSC 2. PICA 3. NONE		CODE		TYPE		WO DA YR		EOD DATA					
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. MIL. SERV. CREDIT LCD		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO							
CODE		1. NONE 2. 5 YR 3. 10 YR		WO DA YR		1. YES 2. NO		CODE		1. YES 2. NO		HEALTH INS. CODE					
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. 43				FEDERAL TAX DATA				STATE TAX DATA					
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)				1. YES 2. NO				1. YES 2. NO				1. YES 2. NO					
SIGNATURE OR OTHER AUTHENTICATION																	

**SECRET**  
(WHEN FILLED IN)

1. EMP. SERIAL NO. <b>503620</b>		2. NAME <b>VITALE GUY</b>			3. ASSIGNED ORGN. <b>DDP/FF C</b>		4. FUNDS <b>UV</b>		5. ALLOTMENT		
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.
<b>GS 07</b>	<b>1</b>	<b>\$ 5,355</b>	<b>09</b>	<b>06</b>	<b>59</b>	<b>GS 07</b>	<b>2</b>	<b>\$ 5,520</b>	<b>09</b>	<b>04</b>	<b>60</b>
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION						13. REMARKS					
<input type="checkbox"/> P.D.I. <input type="checkbox"/> L.D.I. <input type="checkbox"/> PAY ADJUSTMENT						<b>2 000</b>					
14. AUTHENTICATION											
<b>4LF 7/23/60</b>											
<b>EMMETT D. SCHOLS</b>											
<b>PAY CHANGE NOTIFICATION</b>											

FORM 560 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 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

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

/S/ EMMETT D. SCHOLS  
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	
503620		VITALE GUY				Mo. Da. Yr. 10 16 17			Non-O 5 Pt-1 10 Pt-2		Code 1 M 1	
7. SCD		8. CSC Rotmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCD	
Mo. Da. Yr. 10 24 42		Yes-1 No-2		Code 1		50 USCA 403 J		Mo. Da. Yr. 09 13 49			Yes-1 No-2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DOP EE ATHENS STATION OPERATIONS STAFF RECORDS INTEGRATION SECTION				5231		ATHENS, GREECE				29501	
16. Dept. - Field		17. Position Title		18. Position No.				19. Serv.		20. Occup. Series	
Dept - 1 USMld - 3 Frgn - 5		Code 5		INTELL ASST				1809		GS 0301.28	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
07 1		\$ 4980		DS		Mo. Da. Yr. 09 106 159		Mo. Da. Yr. 09 104 160		0139 9350 3018	

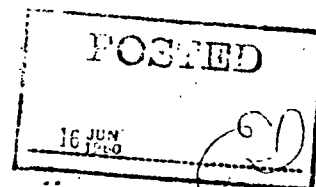
ACTION

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

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
CS/CS DEVELOPMENT COMPLEMENT EE DIVISION				5288		WASH., D. C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.				36. Serv.		37. Occup. Series	
Dept - 1 USMld - 3 Frgn - 5		Code 1		INTELL ASST				061260		GS 0301.28	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
07 1		\$ 4980		D		Mo. Da. Yr. 09 106 159		Mo. Da. Yr. 09 104 160		10320 1998	

44. Remarks  
CASUAL (PCS RETURNEE)



Pre 1960 Notifications  
of Personnel Action

**SECRET**  
(When Filled In)

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

## SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p>Mr. Vitale since he was assigned to me <sup>AUG 6</sup> 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.</p> <p>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.</p>			
SECTION D CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
2/18/68	<i>Alva King</i>		
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		<i>Alva King</i> 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/WH/COG/OS	<i>Thos. J. [Signature]</i> Thos. J. [Signature]	

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

Fol Control

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (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. OR OF ASSIGNMENT 8. CURRENT STATION		
Intell Asst			DDP/VH/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		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
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
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					P

## SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position, keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>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.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p style="text-align: right;">AUG 31 9 26 AM '67</p> <p>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.</p>			
SECTION D CERTIFICATION AND COMMENTS			
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
25 Aug '67	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	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
25 August 1967	Section Chief, PM Operations	Ernest Chioocca	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>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.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
28 AUG 1967	C/WH/COG/MO	Robert A. Ortman	

SECRET

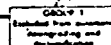
SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 003620			
<b>SECTION A GENERAL</b>							
1. NAME (Last) <b>VITALE</b> (First) <b>Guy</b> (Middle)			2. DATE OF BIRTH <b>16 Oct 17</b>	3. SEX <b>M</b>	4. GRADE <b>GS-08</b>	5. SD <b>D</b>	
6. OFFICIAL POSITION TITLE <b>Intelligence Analyst</b>			7. OFF. DIV/BR OF ASSIGNMENT <b>DDP/WH/C</b>		8. CURRENT STATION <b>Wash., D.C.</b>		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR				
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE				
SPECIAL (Specify):			SPECIAL (Specify):				
11. DATE REPORT DUE IN D.P.			12. REPORTING PERIOD (From to) <b>1 July 1965 - 30 June 1966</b>				
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
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 <b>S</b>
SPECIFIC DUTY NO. 2 Locates and maintains material for use in briefings and the conduct of liaison with other government agencies.							RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 3 Aids in conducting name traces and processing clearances.							RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 4 As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents.							RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 5							RATING LETTER
SPECIFIC DUTY NO. 6							RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER <b>P</b>

29 JUL 1966

SECRET





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.

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. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 11 July 1966	SIGNATURE OF EMPLOYEE <i>Greg Vitale</i>	
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 C/WH/C/MO/PM	TYPED OR PRINTED NAME AND SIGNATURE <i>Bryan Mills</i> Bryan Mills
3. BY REVIEWING OFFICIAL		
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 25 July 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/C/MO	TYPED OR PRINTED NAME AND SIGNATURE <i>Robert A. Ortman</i> Robert A. Ortman

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle) <b>VITALS, Guy</b>			2. DATE OF BIRTH <b>16 Oct 17</b>	3. SEX <b>M</b>	4. GRADE <b>GS-08</b>
5. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/WH/C</b>	8. CURRENT STATION <b>Washington D.C.</b>	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. <b>31 July 1965</b>			12. REPORTING PERIOD (From- to-) <b>1 July 64 - 30 June 65</b>		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
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</b>
SPECIFIC DUTY NO. 2 Conducts research for preparation of reports and plans.					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3 Maintains office files on a complex project.					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4 Prepares cable or dispatch replies to name trace requests.					RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 5 Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.					RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER <b>S</b>

**SECRET**

(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.

JUL 23 12 00 PM '65

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 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**

<b>1. BY EMPLOYEE</b>		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 13 July 65	SIGNATURE OF EMPLOYEE <i>Samy Vitale</i>	
<b>2. BY SUPERVISOR</b>		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION  46 months	IF THIS REPORT WAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 13 Jul 1965	OFFICIAL TITLE OF SUPERVISOR C/WH/C/MO/PM	TYPED OR PRINTED NAME AND SIGNATURE <i>Calvin Hicks</i> Calvin Hicks
<b>3. BY REVIEWING OFFICIAL</b>		
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 <i>Walter T. Cini</i> Walter T. Cini

**SECRET**

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				49300 005620	
<b>SECTION A GENERAL</b>					
1. NAME (Last) <b>VITALE</b> (First) <b>Guy</b> (Middle)		2. DATE OF BIRTH <b>16 Oct 17</b>	3. SEX <b>M</b>	4. GRADE <b>GS-08</b>	5. SD <b>D</b>
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>		7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/SAS</b>		8. CURRENT STATION <b>Washington, D.C.</b>	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):		<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <b>31 July 1964</b>		12. REPORTING PERIOD (From- to-) <b>1 July 1963 - 30 June 1964</b>			
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 <b>Processes name traces and clearances; traces and maintains agent 201 files.</b>					RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 2 <b>Conducts research for preparation of reports and plans.</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3 <b>Maintains office files on a complex project.</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4 <b>Prepares cable or dispatch replies to name trace requests.</b>					RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 5 <b>Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.</b>					RATING LETTER <b>P</b>
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER <b>S</b>
<b>14 AUG 1964</b>					

SECRET

(When Filled In)

OFFICE OF PERSONNEL

## SECTION C

## NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties 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, 64	SIGNATURE OF EMPLOYEE <i>Mr. Vitale</i>	
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	
81				003620	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle) <b>VITALE Guy</b>			2. DATE OF BIRTH <b>16 Oct. 1917</b>	3. SEX <b>Male</b>	4. GRADE <b>GS-8</b>
6. OFFICIAL POSITION TITLE <b>Ops. Officer</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/S.A.S.</b>	8. CURRENT STATION <b>Washington, D.C.</b>	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. <b>31 July 1963</b>			12. REPORTING PERIOD (From- to) <b>1 July 1962 to 30 June 1963</b>		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<b>W - Weak</b>		Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.			
<b>A - Adequate</b>		Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.			
<b>P - Proficient</b>		Performance is more than satisfactory. Desired results are being produced in a proficient manner.			
<b>S - Strong</b>		Performance is characterized by exceptional proficiency.			
<b>O - Outstanding</b>		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.			
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					<b>RATING LETTER</b>
SPECIFIC DUTY NO. 1 Processes name traces and clearances. Traces and maintains agent 201 files.					<b>S/O</b>
SPECIFIC DUTY NO. 2 Conducts research for preparation of reports and plans.					<b>S</b>
SPECIFIC DUTY NO. 3 Maintains office files on a complex project.					<b>S</b>
SPECIFIC DUTY NO. 4 Prepares cable or dispatch replies to name trace requests.					<b>P</b>
SPECIFIC DUTY NO. 5 Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.					<b>P</b>
SPECIFIC DUTY NO. 6					<b>RATING LETTER</b>
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, 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.					<b>RATING LETTER</b> <b>S</b>
9 AUG 1963					

REF ID: A66082  
FIRE OF PERSONNEL

## SECTION C

### CREATIVE 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 if for a bilingual position 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.

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 high, primarily due to the fact that ~~his~~<sup>his advanced</sup> ~~his~~ 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 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 \_\_\_\_\_

June 13, 63

**SIGNATURE OF EMPLOYEE**

Guy Vital

2.

## BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN  
UNDER MY SUPERVISION

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

22 mths.

DATE \_\_\_\_\_

12 June 63

OFFICIAL TITLE OF SUPERVISOR

DC/SAS/NOB/EM

TYPED OR PRINTED NAME AND SIGNATURE

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 \_\_\_\_\_

6/3/3

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/SAS/MOS/EM

TYPED OR PRINTED NAME AND SIGNATURE

Charles W. Matt

**SECRET**

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
<b>SECTION A</b>					
<b>GENERAL</b>					
1. NAME (Last) (First) (Middle) VITALE Guy			2. DATE OF BIRTH 16 Oct. 1917	3. SEX M	4. GRADE GS-7
5. OFFICIAL POSITION TITLE Intell. Asst.			6. OFF/DIV/BR OF ASSIGNMENT DDP/TFM/TFM	7. CURRENT STATION Wash., D.C.	
8. CHECK (X) TYPE OF APPOINTMENT CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			9. CHECK (X) TYPE OF REPORT INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
10. DATE REPORT DUE IN O.P. 31 July 1962			11. REPORTING PERIOD (From - to) 1 Sept. 1961 to 30 June 1962		
<b>SECTION B</b>					
<b>PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
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 S/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 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
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S



## SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify 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.</p>			
<p>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.</p>			
<p>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.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
Aug 21, 1962	Guy Vitale		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
10 MONTHS			
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 <div style="border: 1px solid black; padding: 2px; display: inline-block;">6512</div>	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX
			16 Oct, 1944		Male
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT	
				JCS, J-5	
8. CAREER STAFF STATUS			9. TYPE OF REPORT		
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE		
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		12. SPECIAL (Specify)	
		From 31 Aug 47 To			
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
1 - Unsatisfactory    2 - Barely adequate    3 - Acceptable    4 - Competent    5 - Excellent    6 - Superior    7 - Outstanding					
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 2		RATING NO.
			Research Work Required in the Preparation of Reports.		5
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.
Assistant to C/O (leg man)		5	Maintenance of Office Files		6
SPECIFIC DUTY NO. 5		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.
Safehouse Keeper		7	Intel Ass't.		5
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>					
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. <div style="border: 1px solid black; padding: 5px; display: inline-block;">5</div>
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Least possible degree		2 - Limited degree		3 - Normal degree	
				4 - Above average degree	
				5 - Outstanding degree	
CHARACTERISTICS		NOT APPLICABLE	NOT OBSERVED	RATING	
				1	2
GETS THINGS DONE					
RESOURCEFUL					
ACCEPTS RESPONSIBILITIES					
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					
DOES HIS JOB WITHOUT STRONG SUPPORT					
FACILITATES SMOOTH OPERATION OF HIS OFFICE					
WRITES EFFECTIVELY					
SECURITY CONSCIOUS					
THINKS CLEARLY					
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					
OTHER (Specify):					
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 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

Henry V. Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

9 months

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

Employee at top

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

C/O

TYPED OR PRINTED NAME AND SIGNATURE

Thomas G. Clines  
THOMAS G. CLINES

3.

BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

Subject was assigned activities for which reviewing official was responsible for a period of two months.

DATE

13 Feb. 62

OFFICIAL TITLE OF REVIEWING OFFICIAL

SA Sullivan C. P.  
11-1-4

TYPED OR PRINTED NAME AND SIGNATURE

Glen J. Farnsworth  
GLEN J. FARNSWORTH

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER				
<b>SECTION A</b>								
1. NAME (Last) <b>VITALE</b> (First) <b>Guy</b> (Middle)		2. DATE OF BIRTH <b>10/16/17</b>		3. SEX <b>M</b>	4. GRADE <b>GS-7</b>			
5. SERVICE DESIGNATION <b>DS</b>		6. OFFICIAL POSITION TITLE <b>Intelligence Assistant</b>		7. OFF/DIV/RR OF ASSIGNMENT <b>EE/Germany (casual)</b>				
8. CAREER STAFF STATUS			9. TYPE OF REPORT					
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE					
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From <b>1 May 60</b> To <b>15 Nov 60</b>						
<b>SECTION B</b>								
<b>EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>								
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).								
1 - Unsatisfactory    2 - Barely adequate    3 - Acceptable    4 - Competent    5 - Excellent    6 - Superior    7 - Outstanding								
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.			
Process name traces		3						
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.			
Process POA's.		4						
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.			
<b>SECTION C</b>								
<b>EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>								
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. <div style="border: 1px solid black; padding: 5px; width: 30px; margin: 0 auto;">3</div>			
<b>SECTION D</b>								
<b>DESCRIPTION OF THE EMPLOYEE</b>								
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 APPLI- CABLE	NOT OB- SERVED	RATING				
				1	2	3	4	5
GETS THINGS DONE								
RESOURCEFUL						X		
ACCEPTS RESPONSIBILITIES					X			
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES					X			
DOES HIS JOB WITHOUT STRONG SUPPORT					X			
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X		
WRITES EFFECTIVELY							X	
SECURITY CONSCIOUS						X		
THINKS CLEARLY							X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X		
OTHER (Specify):						X		
SEE SECTION "E" ON REVERSE SIDE								

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE		
<p>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.</p> <p>Dec 6 11 37 AM '60</p> <p>Mr. Vitale was assigned to the S&amp;T Section of the Cushman 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.</p>		
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		
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
See attached sheet.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 Nov 60	C/EE/Germany	William J. Graver William J. Graver

SECRET

**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

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.

*Shinduck*  
SV DCHILUCK  
Chief, EE Logistics

SECRET



Pre 1960 FRQ &  
Certifications for insurance  
and retirement

SECRET

When Filled In

OFFICIAL USE ONLY (Do Not Fill In)

## 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. SER. NO. 003620	2. NAME (Last First Middle) VITALE GUY	3. SEX M	4. DATE OF BIRTH 10/16/17	5. SCHEDULE GRADE/STEP GS-08-05
6. SO D	7. POSITION TITLE INTELLIGENCE ASST	8. OFFICE OF ASSIGNMENT AW	9. LOCATION (Country, City) WASHINGTON, D.C.	

## SECTION II

## AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
GREECE Vieques Island, Puerto Rico	PCS-52 TDY-10 days	97/01/01 61/4/01	60/01/24 61/04/10

OVERSEAS DATA

CODED

DATE:

INITIALS:

10 Jul 67

GPT

## SECTION III

## EDUCATION

DEGREE	MAJOR FIELD	COLLEGE	YEAR
NO COLLEGE DEGREE ON RECORD			

FORM  
1-67 (44)  
May 1967

SECRET

GROUP 1  
Excluded from automatic  
downgrading and declassification

67 JUL ENTD (451)

## 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 HRS. (Specify)	
	MAJOR	MINOR	FROM	TO				
1.								
2.								
3.								
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

**MARITAL STATUS**

**SECTION X**

DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

## SECTION XI

## PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

DATE

SIGNATURE OF EMPLOYEE

Ferry V. Stale

**SECRET**

Pre 1960 - PHS, CLEARANCE  
request &  
appl. forms

14-00000

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

DATE May 1970