

SECRET

DATE:

CTC No. 3

MEMORANDUM FOR: Director of Finance

ATTENTION: Chief, Compensation and Tax Division

VIA: Chief, Contract Personnel Division

SUBJECT: Tax Assessment for _____

1. A flat rate covert tax assessment of this individual's gross, taxable Agency entitlements has been approved by the Covert Tax Committee as indicated below. An acknowledged letter of tax instruction ☐ is ☐ will be forwarded.

Tax Assessment Rate

Effective Date

Approved by _____ (Signature) per _____ (Signature) - 1/1/1964

2. Other payroll factors pertinent to this Covert Tax Committee tax assessment action are as follows:

1. The individual is a member of the _____

2. The individual is a member of the _____

3. The individual is a member of the _____

4. The individual is a member of the _____

A flat rate covert tax assessment is required.

dkh
Approval Chief, CPD

Secretary, Covert Tax Committee

SECRET

Anna A. Tarasoff

4 June 1966

MRS. [REDACTED]

Dear Miss [REDACTED]:

Reference is made to your contract with the United States Government, as represented by the Contracting Officer, effective 15 July 1966, as amended, which expires 14 July 1966.

Effective 15 July 1966, said contract, as amended, is extended for a period of two (2) years.

All other terms and conditions of said contract remain in full force and effect.

THE UNITED STATES GOVERNMENT

BY *Willard C. Curtis*

ACCEPTED:

WITNESSES:

Irving G. Chonally

APPROVED:

BY CONTRACT ADMINISTERING OFFICER

SECRET

DISPATCH		CLASSIFICATION	PROCESSING ACTION	
		SECRET	MARKED FOR INDEXING	
TO	Office of Finance		NO INDEXING REQUIRED	
INFO	Chief, WH Division		ONLY QUALIFIED DESK CAN JUDGE INDEXING	
FROM	Chief of Station, Mexico City		MICROFILM	
SUBJECT	Admin/Finance-Salary Increase-Sandra B. CAZAZZUS, Employee Number 132830			
ACTION REQUIRED - REFERENCES				
<p>ACTION REQUIRED: Information only.</p> <p>REFERENCE: HPMS-4512, dated 6 January 1966</p> <p>Furnished herewith is a copy of a contract amendment for Sandra B. CAZAZZUS covering the legislative salary increase as of 10 October 1965. The amendment was not prepared in time for CAZAZZUS to sign it before going on home leave and consequently had to await her return.</p> <p style="text-align: right;">WILLARD C. CURTIS</p>				
<p>Attachment: As Stated Above</p>				
<p>Distribution: 2 - Office of Finance, w/att 1 - Chief, WHD</p>				
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE		
	HPMS-6164	17 January 1966		
	CLASSIFICATION	HQS FILE NUMBER		

14-00000
SECRET

*Anna H
Harcourt*

Dear Miss

Reference is made to your present contract with the
United States Government as represented by the Contracting Officer.

Effective 10 October 1965, said contract is amended by including
therein provision for compensation increase of the Federal Employee Salary
Act of 1965, in conformance with policies and procedures of the
Organization. Said contract is amended also to include the following
sentence in paragraph one, entitled "Compensation":

"Compensation will be increased based on legislative
pay increases"

All other terms and conditions of the contract remain in full
force and effect.

THE UNITED STATES GOVERNMENT

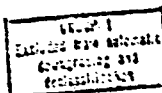
BY Willard C. Curtis

ACCEPTED:

WITNESS:

Living A. Crossley

SECRET



Chief of Station, Mexico City

Office of Finance

Salary Increase - Sandra S. GAZZINO, Employee Number 127220

The Office of Finance has not received a contract amendment for the 10 October 1965 salary increase which the Station has paid Subject as reflected on Station 7/589-66. Therefore, in the absence of a contract amendment, it would appear that GAZZINO is being overpaid. Please advise.

SHIRLEY M. YARPAN

Distribution:

3 - CSE/Mexico City

HDG - 4517

6 January 1966

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

CATD/APB/CEAS/R.Landry/rkm

2294

- 2 - WH Division
- 3 - CATD/APB/CEAS
- 1 - RI/DP
- 1 - OF/Registry
- X - CPD

WH/BP

WH/ES

CLASSIFIED MESSAGE		TOTAL COPY	
SECRET		REPRODUCTION PROHIBITED	
FROM	PERSON/UNIT NOTIFIED	1	5
MEXICO CITY		2	6
		3	7
		4	8
ACTION	ADVANCE COPY	UNIT	TIME
WHR	<input checked="" type="checkbox"/> RID COPY		
	<input type="checkbox"/> ISSUED <input type="checkbox"/> SLOTTED <input type="checkbox"/> TUBED		
FILE, VR, OF 2, COS 3			

SECRET 051945Z

DIR CITE MEXI 5550

8 DEC 65 10658

REF: DIR 50414

1. 1964 CONCEPT TAX RETURNS FOR BENADUM, LIMOTOR 19 (BARBARA C. HUFF), PINEINCH, SANDAMANIE BEING SENT BY HMNT 6018 IN DEC POUCH. NOT POUCHED EARLIER AS OVERLOOKED IN STATION ADMIN FILES.

2. RETURN FOR CAZAZZUS SENT HMNT 5399 APR 23 (JOINT WITH S. DOUGLAS J. FEINGLASS). RETURN FOR LIFUED 30, NOW RITA N. BLAZIK, SENT HMNT 5908, 25 OCT 65.

3. LIRUFF 1 SUBMITTED RETURN THROUGH OVERT CHANNELS; SIGNED COPY BEING POUCHED HQS.

4. WILL REPORT ON TIRHBOPI SEPARATELY.

SECRET / 1964 CONCEPT TAX RETURNS FOR BENADUM LIMOTOR 19 BARBARA C HUFF IS PINEINCH
CFN 5550 62414 1964 BENADUM LIMOTOR 19 BARBARA C HUFF IS PINEINCH

SANDAMANIE HMNT 6018 IS NOT POUCHED CAZAZZUS HMNT 5399 APR 23

DOUGLAS J FEINGLASS LIFUED 30 RITA N BLAZIK HMNT 5908 23 65

LIRUFF 1 HQS

BT

SECRET

Dec 23
GHD

SECRET

ANNA H. THARNOFF
[REDACTED]

Dear Miss [REDACTED]

Reference is made to your present contract with the United States Government, as represented by the Contracting Officer.

Effective 14 August 1964, said contract is amended by including therein provision for compensation increase of the Government Employees Salary Reform Act of 1964, in conformance with the policies and procedures of this organization.

All other terms and conditions of the contract remain in full force and effect.

OK
New rate \$2.72 P/hour
~~\$2.42~~

UNITED STATES GOVERNMENT

BY

Millard C. Curtis
Contracting Officer

SECRET

Group 1 - Excluded from automatic downgrading and declassification.

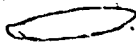
REVIEWED:

APPROVED:

/s/ Joseph B. Ragan

Special Contracting Officer

DISPATCH



C/WH/SS
CPD
4659 Gen. Info
105 - Mar 19 - 5278
Higant

DISPATCH

TO: Chief, [illegible]
 FROM: Chief of Section, [illegible]
 SUBJECT: [illegible]
 REFERENCE: [illegible]

REFERENCE: A. [illegible]
 B. [illegible]

The effective date of [illegible] is 11 July 1964.
 Action called for [illegible] is [illegible]
 On 11 Jul.

[Signature]
 [illegible]

Distribution:
 3 - [illegible]

Orig rec'd 4 Jul - 17 Aug 64
WH/B&F
CPD-5 E69
CFD/CEAS-2276at

SECRET

(EVEN WHEN BLANK)

NºSD 48769 A

DATE 29 July 1964

I DO HEREBY DECLARE THAT MY TRUE AND LEGAL SIGNATURE IS:

(SIGNATURE)

Anna Tarasoff

RIGHT THUMB PRINT

Anna Tarasoff

(NAME, PRINTED OR TYPEWRITTEN)

WITNESS:

Herbert Manell

Herbert Manell

SECRET**SECRET**

(EVEN WHEN BLANK)

NºSD 48769 B

DATE 29 July 1964

I DO HEREBY ACKNOWLEDGE THAT IN MY RELATIONS WITH THE
UNITED STATES GOVERNMENT, I WILL USE THE FOLLOWING SIG-
NATURE WHERE REQUIRED:

(SIGNATURE)

Sandra B. CAZAZZUS

RIGHT THUMB PRINT

Sandra B. CAZAZZUS

(NAME, PRINTED OR TYPEWRITTEN)

WITNESS:

Gerald F. Gesteiner

Gerald F. GESTEINER

SECRET

CONFIDENTIAL
(When Filled In)

CONTRACT TYPE B SECURITY APPROVAL

DATE : 15 July 1964
YOUR REFERENCE: Memorandum dated 13 July 1964
CASE NO. : 131751
TO : WH/PERS
SUBJECT : TARASOFF, Anna A.

1. This is to inform you of Security Approval of the Subject person for Contract Type B employment as specified in your request under the provisions of Headquarters Regulation 20-53.

2. Unless arrangements are made within 60 days to contract with Subject within 120 days, this Approval becomes invalid.

3. This office is to be advised when a Contract is signed by Subject and when the Contract is terminated.

4. As a part of this contracting process:

☐ A polygraph interview must be arranged by your office.

☒ A polygraph interview is not necessary.

☐

W. A. Osborne
W. A. Osborne

CHIEF, PERSONNEL SECURITY DIVISION, OS

SECRET

REQUEST FOR APPROVAL OR INVESTIGATIVE ACTION <small>(Always accompany 1 copy of this form)</small>		DATE 13 July 1964	
TO: CI/Operational Approval and Support Division		FROM: WH/PERS CH-4408	
X Personnel Security Personnel Security Division/Office of Security			
SUBJECT: Tarasoff, Anna <small>(True name)</small>		PROJECT: Station Support	
CRYPTONYM, PSEUDONYM, AKA OR ALIASES		CI/OA FILE NO.	
		RI 201 FILE NO.	SO FILE NO. 131751
1. TYPE ACTION REQUESTED			
PROVISIONAL OPERATIONAL APPROVAL		PROVISIONAL PROPRIETARY APPROVAL	
OPERATIONAL APPROVAL		PROPRIETARY APPROVAL	
PROVISIONAL COVERT SECURITY APPROVAL		COVERT NAME CHECK	
X COVERT SECURITY APPROVAL Type B		SPECIAL INQUIRY (SO field investigation)	
COVERT SECURITY APPROVAL FOR LIAISON WITH U.S. OFFICIALS			
2. SPECIFIC AREA OF USE Mexico City, Mexico			
3. FULL DETAILS OF USE Her principal responsibility will be to assist her husband, a Staff Agent, in the transcribing and processing of the Station's LIENVOY/LIFMICK product. Subject resigned from staff employee status on 8 September 1963. <i>She has been with her husband in Mexico during interim period</i>			
4. INVESTIGATION AND COVER		YES	NO
A. U.S. GOVERNMENT INTEREST MAY BE SHOWN DURING INVESTIGATION?			X
B. CIA INTEREST MAY BE SHOWN DURING INVESTIGATION?			X
C. IS SUBJECT AWARE OF U.S. GOVERNMENT INTEREST IN HIM?		X	
D. IS SUBJECT AWARE OF CIA INTEREST IN HIM?		X	
E. INDICATE ANY LIMITATIONS ON COVERAGE IN THE INVESTIGATION OF SUBJECT.			
F. SUGGEST "COVER PRETEXT" TO BE USED IN CONDUCTING PERSONAL INVESTIGATION OF SUBJECT.			
IF NO INVESTIGATION OUTSIDE CIA, EXPLAIN FULLY			
5. PRO AND GREEN LIST STATUS			
PRO 1. OR EQUIVALENT, IN (2) COPIES ATTACHED		PRO 1E WILL BE FORWARDED	
PRO 1F. OR EQUIVALENT, IN (1) COPY ATTACHED		GREEN LIST ATTACHED, NO:	
6. RI TRACES			
NO RECORD	WILL FORWARD	NON-DEROGATORY	DEROGATORY ATTACHED
7. DIVISION TRACES			
NO RECORD	WILL FORWARD	NON-DEROGATORY	DEROGATORY ATTACHED
8. FIELD TRACES			
NO RECORD	WILL FORWARD		
NO DEROGATORY INFO.	DEROGATORY ATTACHED		
LIST SOURCES CHECKED			
NOT INITIATED (Explanation)			
SIGNATURE OF CASE OFFICER W.S. Renahan		EXTENSION 6577	SIGNATURE OF BRANCH CHIEF W.E. Brooks

DISPATCH

CLASSIFICATION

SECRET

PROCESSING ACTION

TO

Chief, MI Division

INFO

Chief, SR Division

FROM

Chief of Station, Mexico City

MARKED FOR INDEXING

NO INDEXING REQUIRED

ONLY QUALIFIED DESK
CAN JUDGE INDEXING

MICROFILM

SUBJECT ADMINISTRATIVE/PERSONNEL

MAE Contract

ACTION REQUIRED - REFERENCES

REFERENCE: MEXI-9691

1. Transmitted under separate cover attachment are three copies of a signed field contract completed on the Subject of reference.

2. Her principal responsibility will be to assist her husband Douglas J. HENGLASS (P) in the transcribing and processing of the Station's LITVOV/LITNICKI product. The part-time employment of Subject will permit HENGLASS to devote considerably more effort and concentration on the preparation of assessment studies on the USUAL complement.

Willard C. Curtis
WILLARD. C. CURTIS

Attachment:

As stated above (USC) -

Distribution:

2 - SHD, w/att

1 - SHD, w/att

Orig'd - 17 July 64
C/wt/SS
w/184F
CPD 5669
EFD/2EAS 6-65

CROSS REFERENCE TO

SECRET
Excluded from automatic
downgrading and
declassification

DISPATCH SYMBOL AND NUMBER

MEXI-4046

DATE

12 June 1964

CLASSIFICATION

SECRET

HQS FILE NUMBER

15 J62
Mrs. Anna A. Tharoff

Dear Mrs. Tharoff:

The United States Government, as represented by the Contracting Officer, hereby contracts with you, as a Contract Employee, for the use of your services and the performance of duties of a confidential nature under the following terms and conditions:

1. Compensation. In full consideration for the use of your services and the performance of specified confidential duties, you will be compensated in an amount calculated at the rate of \$2.50 per hour. Payments will be made as directed by you in writing in a manner acceptable to the Government. Taxes will be withheld therefrom and submitted by the United States Government.

2. Benefits. (a) You will be entitled to death and disability benefits equal to those authorized under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs or legal representatives under this paragraph will be processed by the Government in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to sick and annual leave equal to and subject to the same rules and regulations applicable to Government employees. Such annual leave may only be taken at times and places approved in advance by appropriate representatives of the Government.

(c) You will be entitled to continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act (50 U.S.C.A., Ann. 1601-1615).

(d) The Government will withhold from the compensation due you under this agreement social security deductions in conformance with the basic social security legislation, as amended, and the procedures of this Organization. For reasons of security, all inquiries concerning your relationship to the social security system shall be made directly to this Organization, and in no event may any such problem be presented by you or on your behalf to any representative of the governmental unit responsible for implementing the social security program.

3. Execution of documents. If in the performance of services under this contract you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situated, which property has, in fact, been purchased with moneys of the U.S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by the Government to evidence this relationship.

4. Secrecy. You will be required to keep forever secret this contract and all information which you may obtain by reason thereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws, dated 25 June 1943, as amended, and other applicable laws and regulations.

5. Instructions. Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

6. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

7. Term. This contract is effective as of 15 May 1961 and shall continue thereafter for a period of two (2) years unless sooner terminated either:

(a) By thirty (30) days' actual notice by either party hereto, or

(b) Without prior notice by the Government in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Subject to the availability of appropriations, this agreement may be extended upon notice from the Government. Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY

Winston M. Scott
Contracting Officer

ACCEPTED:

Ana A. Tazarov
Ana A. Tazarov

WITNESS: Hubert M. Murrell

APPROVED:

REVIEWED:

Special Contracting Officer

CLASSIFIED MESSAGE

SECRET

ROUTING

1	4
2	5
3	6

TO : DIRECTOR

FROM : DIRECTOR

ACTION: WHS

INFO : CI, CIPs, CIPs, SR 7, VR

SECRET 020219Z

2JUN 64 095704

DIR CITE 0001 9601

RESCOT

IMMEDIATE ACTION

REF: HMYS-0001, 11 JUNE 1963

1. PER DISCUSSIONS WITH WALLACE A. DEMOLAT, STATION WISHES EMPLOY WIFE OF DOUGLAS J. FEINGLASS ASAP TO ASSUME PART OF LATTER'S LIENVOY TRANSLATION AND TRANSCRIPTION DUTIES. WOULD FREE HIM TO CONCENTRATE MORE ON PREPARATION ASSESSMENTS-CHARACTERIZATIONS OF SOV COMPLEMENT.

2. REQUEST WGS INITIATE CLEARANCE. FORWARDING FIELD CONTRACT WHICH WILL BE IN ACCORDANCE REF.

SECRET

SECRET

REPRODUCTION BY OTHER THAN THE ISSUING OFFICE IS PROHIBITED

Copy No.

S E C R E T

Chief of Station, Mexico

XX

Chief, WHD

Wife of Douglas J. PRINGLASS

Please inform Subject that her resignation from staff employee status has been processed and made effective as of 8 September 1963.

END OF DISPATCH

Distribution:
2 Mexico City

HQS-3145

23 September 1963

S E C R E T

WH/PERS

W.S. Renshan

ecm

7555

Distribution:
1 - WH/Reg
1 - WH/PERS

C/WH/3

DISPATCH

CLASSIFICATION
SECRET RYBAT

PROCESSING ACTION

TO Chief of Station, Mexico

INFO

FROM Chief, WHD

SUBJECT Wife of Douglas J. FEINGLASS

X

MARKED FOR INDEXING

NO INDEXING REQUIRED

ONLY QUALIFIED DESK
CAN JUDGE INDEXING

MICROFILM

ACTION REQUIRED REFERENCES

1. The wife of Douglas J. FEINGLASS has asked that she be considered for employment in a contractual capacity. She was advised that biographic information would be forwarded and that whether or not her services were used would be up to the Station.

2. Subject has previously submitted her resignation from staff status and was processed out effective 7 June and placed on 90 days LWOP. In the event there is a requirement for her services within the 90 day period, she may be hired in a contract capacity without further clearances. Her contract should contain provision for Civil Service coverage; other benefits would be in accord with her contractual status as outlined in FHB 20-1000-1. At the time the contract is forwarded Headquarters, a functional description of her duties should also be forwarded.

3. Subject is scheduled to leave with her two children by train in 16 June. She and the children will enter on tourist cards. They have also applied for regular passports.

END OF DISPATCH

Attachment:
Biographic Profile, USC

Distribution:
3 Mexico City, w/att. USC

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

DATE

HMM-S-2980

11 June 1963

CLASSIFICATION

HQS FILE NUMBER

SECRET RYBAT

ORIGINATING

OFFICE

OFFICER

WH/Fers

W.S. R...

blt.

14 JUN 1963

COORDINATING

OFFICE SYMBOL

DATE

OFFICER'S NAME

C/WH/F

14 JUN 1963

[Signature]

Distribution:

1 - WH/Fers

RELEASING

14-00000

SECRET/RYBAT

SEPARATE COVER ATTACHMENT

HMM-S-2980

DOB: 5 May 1923

POB: Cleveland, Ohio

HIGH SCHOOL GRADUATE: 1942

CHILDREN: Daughter - Barbara, 21 Dec 1943

Son - Raymond, 20 Mar 1949

EXPERIENCE: 1944 - 1945 Cleveland Trust Co., Cleveland, Ohio
Commercial Bookkeeper

1955 - 1956 American Trust Co., San Leandro, Calif.
Commercial Bookkeeper

8 Apr 1957 EOD KUBARK, Clerk, GS-4

14 Jul 1957 PBJointly, Clerk

9 Mar 1958 KUDESK, Intell Clerk

2 Nov 1958 Promotion, GS-5

8 Jan 1961 Promotion, GS-6

7 Jun 1963 LWOP for 90 days at end of which time
resignation will be effected.

FITNESS REPORT: 30 June 1961 - 30 June 1962, Overall Rating "A"
(Transliterated Russian Material "P")

TRAINING: Basic Supervisors, 2-13 May 1960

TEST: Russian, Reading "E"

SECRET/RYBAT

MEMORANDUM RECEIPT

7 June 1963

DATE

TO: W.S. Renehan, WH/Pers

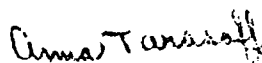
FROM: Mrs. Anna Tarasoff

SUBJECT: Receipt of Advance of Funds for Transportation from
Washington, D. C. to Mexico City

I hereby acknowledge receipt of the following:

\$525.00 in conjunction with Subject. It is understood that this advance is for ~~lowest~~ lowest first class rail travel Washington to Mexico City, Mexico and related costs, and anticipated per diem for three days for myself and two dependent children. Accounting for the advance will be submitted to the Mexico City Station.

Please return _____ signed copy(ies) of this receipt


 Anna Tarasoff

SIGNATURE OF RECIPIENT

7 June 1963

DATE RECEIVED

To _____

FORM NO. 752
1 AUG 55REPLACES FORM 30-50
WHICH MAY BE USED.

(23)

14-00000

SECRET

7 June 1963

MEMORANDUM FOR: Personnel Security Division,
Office of Security

SUBJECT: Mrs. Anna Tarasoff, Contract
Employee Clearance

1. It is requested that clearance be granted for the employment of Mrs. Anna Tarasoff as a Contract Employee, Type A or B at the Mexico City, Mexico Station to provide clerical services.

2. Mrs. Tarasoff is presently a GS-6, staff employee. She is being reassigned to the CS Development Complement and placed on a 90 day LWOP status effective COB 7 June in order to join her husband.

3. In the event the Mexico Station can use her services she would be employed in a contractual capacity and her resignation from staff employee status would be effected the day prior to the effective date of contract.

4. In the event additional information is desired, please contact Mr. William Renahan, extension 7555.

W. E. BROOKS
Chief, WH Support

SECRET
(When Filled In)

Paul James
DATE PREPARED

REQUEST FOR PERSONNEL ACTION

5 Jun 1963

1. SERIAL NUMBER 05935		2. NAME (Last-First-Middle) TANASOFF, ANNA	
3. NATURE OF PERSONNEL ACTION LWOP AND REEVALUATION		4. EFFECTIVE DATE REQUESTED MO. DAY YEAR 6 7 63	
5. CATEGORY OF EMPLOYMENT REGULAR		6. LEGAL AUTHORITY (Completed by Office of Personnel)	
7. COST CENTER NO. CHARGEABLE 327-1770-1000		8. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.	
9. FUNDS 1 V TO V CF TO V		10. ORGANIZATIONAL DESIGNATIONS DDP CI STAFF CI DEVELOPMENT COMPLIMENT	
11. POSITION TITLE INTELL CLERK		12. POSITION NUMBER 01 7771	
13. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		14. OCCUPATIONAL SERIES 0313.01	
15. GRADE AND STEP 6 4		16. SALARY OR RATE 5,545. <i>2.67</i> <i>254-6</i>	
17. REMARKS FROM: DDP CI STAFF/SPECIAL INVESTIGATION GROUP/PROJECTS BR/INTELL CLK/WASH., D.C/0151 Employee's last working day 7 June 1963. LWOP (HRM 10-1 Para. 10 a.) Leave of absence to accompany husband to new station - not to exceed 90 days. cc to security and finance			
18. SIGNATURE OF REQUESTING OFFICIAL <i>Byron R. Burnes</i> CI STAFF		19. DATE SIGNED 5 Jun 63	
20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		21. DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
22. ACTION CODE	23. EMPLOY CODE	24. OFFICE CODE	25. STATION CODE
26. DATE OF BIRTH	27. DATE OF DEATH	28. DATE OF LEI	29. DATE OF LEI
30. DATE OF BIRTH	31. DATE OF DEATH	32. DATE OF LEI	33. DATE OF LEI
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PUBLIC SCHOOLS
DISTRICT OF COLUMBIA
**WOODROW WILSON
HIGH SCHOOL**
PUPIL'S PERMANENT RECORD

LAST NAME OF PUPIL TARASOFF	FIRST NAME BARBARA	MIDDLE NAME	DATE OF ENTRY FROM 9.6.61 Kramer Jr.
PARENT OR GUARDIAN Boris Dmitri Tarasoff	OCCUPATION Analyst - U.S. Government	DATE OF WITHDRAWAL TO	
RESIDENCE 5109 - 45th Street, N.W.	TEL. EM 2-6990	DATE OF RE-ENTRY FROM	
RESIDENCE	TEL.	DATE OF WITHDRAWAL TO	
PLACE OF BIRTH Ohio	DATE OF BIRTH 12.22.45	SEX F	DATE OF RE-ENTRY & FROM

MONTH GRADE		YEAR BEG.	SECTION		YEAR BEG.	SECTION		YEAR BEG.	SECTION		YEAR BEG.		SECTION				
		9.6.61	112-2 RLS		9.8.62	112-3 RLS											
SUBJECT	GRADE	SUBJECT	TEACHER	SEM. I	SEM. II	SUBJECT	TEACHER	SEM. I	SEM. II	SUBJECT	TEACHER	SEM. I	SEM. II	SUBJECT	TEACHER	SEM. I	SEM. II
English	A 1	English 2H	ALG	A	A 1	English 2H	ALG	R		English				English			
Am. & World History	A 1	Mod. History				U.S. History				Government							
Am. Algebra 1 & 2	B 2	PL + SM + GRS	ARG	C	B 1												
French		French 1H	64F	A	A 1	French 2H	WLF	R		French							
Gen. Math		Latin 2H	RLS	A	A 1	Latin 4H	SWA	A		Latin							
Latin 1 & 2	A 2	Spanish				Spanish				Spanish							
Trigon.		Chemistry				Calculus I & II	RAM	R		Chemistry							
Gen. Science		Biology				Physics R	JE	R									
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UNOFFICIAL						UNOFFICIAL											
		U.S. History	SS		A 1												
		Physical Ed. 2nd	CCARD	B	B 1/2	Physical Ed. 3	CGR	A		Physical Ed.				Physical Ed.			
		Military Science				Military Science				Military Science				Military Science			
		SEM. I	SEM. II	SEM. I	SEM. II	SEM. I	SEM. II	SEM. I	SEM. II	SEM. I	SEM. II	SEM. I	SEM. II	SEM. I	SEM. II	SEM. I	SEM. II
		Department	R	H		Department	R			Department				Department			
		Days Present	91 1/2	91		Days Present	90 1/2			Days Present				Days Present			
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		Times Tardy	-	-		Times Tardy	0			Times Tardy				Times Tardy			
TEST RECORD																	
UNOFFICIAL																	

Son Raymond

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

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

INCLUSIVE DATES: _____

CUSTODIAL UNIT/LOCATION: _____

ROOM: _____

DELETIONS, IF ANY: PERSONNEL MATTERS OUTSIDE TIME
FRAME

[illegible]

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

VITALE, GUY

THE FINANCIAL D

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) P.L. 33-643 Sect. 233
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF			9235 0620		
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		16 GRADE AND STEP	
GS		0301.26		08 6	
17 SALARY OR RATE					
\$ 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 Henry L. Berthold C/WH/Personnel					
18A SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
Henry L. Berthold		17 Feb 69		[Signature]	
DATE SIGNED					
[Signature]					
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. MOOTRS CODE
45	10	NUMERIC ALPHABETIC			
25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI			
MO. DA. YR.	MO. DA. YR.	MO. DA. YR.			
1 16 17					
28. RET. EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION - CANCELLATION DATA	33. SECURITY REQ. NO.
MO. DA. YR.					
34. VET. PREFERENCE	35. SERV. COMP. DATE	36. LONG. COMP. DATE	37. CAREER CATEGORY	38. LEGAL/HEALTH INSURANCE	39. SOCIAL SECURITY NO.
CODE	MO. DA. YR.	MO. DA. YR.	CODE	CODE	
0-NONE 1-5 PT. 2-10 PT.					
40. PREVIOUS CIVILIAN GOVERNMENT SERVICE	41. LEAVE CAT. CODE	42. FEDERAL TAX DATA	43. STATE TAX DATA		
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-NONE	1-YES 2-NONE		
44. POSITION CONTROL CERTIFICATION			45. APPROVAL		
			DATE APPROVED		

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

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								MO DA YR 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.

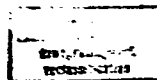
/s/ Robert S. Wattles
Director of Personnel

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) 1770 "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
TO: (Check)		18 February 1960
<input checked="" type="checkbox"/>	CHIEF, RECORDS AND CONTROL	FILE NUMBER 11326
<input checked="" type="checkbox"/>	CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER 003620
<input checked="" type="checkbox"/>	CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER
ATTN:	Chief Support Staff	BACKSTOP ESTABLISHED
REF:	Retirement Debriefing	DISCONTINUED
SUBJECT	VITALER, Guy	UNIT
KEEP ON TOP OF FILE WHILE COVER IS IN EFFECT		
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 Greece/DAC Mar 60 - Present Hqs/DAC		
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

SECRET

(When Filled In)

DDP: 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. FINANCIAL ANALYSIS NO. CHARGEABLE 9235 0620 0000	
7. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 103		8. ORGANIZATIONAL DESIGNATIONS DDP/WH	
9. LOCATION OF OFFICIAL STATION WASH., D.C.		10. POSITION TITLE	
11. POSITION NUMBER		12. SERVICE DESIGNATION D	
13. CLASSIFICATION SCHEDULE (GS, LB, etc.)		14. OCCUPATIONAL SERIES	
15. GRADE AND STEP 18		16. SALARY OR RATE	
17. 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. MONTHS CODE		25. DATE OF BIRTH MO DA YR		26. DATE OF GRADE MO DA YR		27. DATE OF LEI MO DA YR	
28. NTE EMPRES MO DA YR		29. SPECIAL REFERENCE		30. RETIREMENT DATA 1. CSC 2. CIA 3. PCA 4. NONE		31. SEPARATION DATA CODE		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 RELV PROV 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. NO BREAK IN SERVICE 3. BREAK IN SERVICE (LESS THAN 3 YRS) 4. 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							

SIGNATURE OR OTHER AUTHENTICATION

FCST: 22-69D

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FORM 5-60 1150
MAY 10-67Use Previous
Edition

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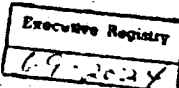
GROUP 1
Excluded from automatic
downgrading and
declassification

(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. FUNDS V TO V C TO V C TO C						8. COST CENTER NO. CHARGEABLE 9235 - 0620		9. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.		10. POSITION NUMBER	
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION D		14. CLASSIFICATION SCHEDULE (U.S. F.R. PA. I)	
15. OCCUPATIONAL SERIES						16. GRADE AND STEP S		17. SALARY OR RATE S		18. REMARKS	
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. 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-YES 3-NONE		31. SEPARATION DATA CODE	32. CONNECTION 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 CODE 1-YES 2-NO	39. FEDERAL HEALTH INSURANCE CODE 1-YES 2-NO	40. SOCIAL SECURITY NO.						
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO		45. POSITION CONTROL CERTIFICATION		
46. APPROVED <i>[Signature]</i>						DATE APPROVED 13 FEB 69					

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:

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1 - ROB

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Originator:

Director of Personnel

Concur:

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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

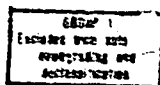
The recommendation contained in paragraph 4 is approved:

Richard S. Soler

Director of Central Intelligence

Date

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(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								13 December 1965	
003620		VITALE, Guy									
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED				5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT				MONTH DAY YEAR 12 28 65				REGULAR			
6. FUNDS		X V TO V		V TO V		7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
CF TO V		CF TO V		CF TO V		6235-1162					
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/HH WH/C Miami Operations Branch PM Section						Washington, D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
INTELL. ASST. (D)						1506		D			
14. CLASSIFICATION SCHEDULE (GS, IR, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS (07)				0301.23		03 (4)		\$ 7553			
18. REMARKS											
From WH/C/MOB, PM Sec., #1142											
P.R.A. per HR 20-21c(3) NTE December 1967.											
Recorded By CSPD f.p.											
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
ROBERT D. CASHMAN, C/WH/Pers.				20 Dec 65		-H. J. Galt				21 DEC 1965	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
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28. NTE EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION, CANCELLATION DATA		33. SECURITY #12. NO.		34. SEX	
12/27/67		.83				EOD DATA					
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. FEGLI HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE 0-NONE 1-5 PT 2-10 PT		MO. DA. YR.		MO. DA. YR.		CODE		CODE 0-WAIVER 1-YES			
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE 0-NONE 1-NONE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				CODE		CODE NO. TAX EXEMPTIONS		CODE NO. TAX EXEMPT.		STATE CODE	
				1-YES 2-NONE				1-YES 2-NONE			
45. POSITION CONTROL CERTIFICATION						46. O.P. APPROVAL		DATE APPROVED			
12 23 65 H						J. J. Galt		12 23 65			

S E C R E T

MEMORANDUM FOR: Mr. Guy Vitale

20 October 1965

THROUGH : Head of D Career Service

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

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

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

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

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

Emmett 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		V TO CF		7. COST CENTER NO. CHARGEABLE 3232-1000-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
		CF TO V		CF TO CF							
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	
<div style="border: 1px solid black; padding: 5px; text-align: center;"> SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL </div>											
21. ACTION CODE 32 10		22. EMPLOY CODE 61300		23. STATION CODE TFW		24. INTEGRITY CODE 75013		25. DATE OF BIRTH 1 10 16 17		26. DATE OF GRADE 1 10 16 17	
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423. DATE OF GRADE		424. DATE OF GRADE		425. DATE OF GRADE		426. DATE OF GRADE		427. DATE OF GRADE		428. DATE OF GRADE	
429. DATE OF GRADE		430. DATE OF GRADE		431. DATE OF GRADE		432. DATE OF GRADE		433. DATE OF GRADE		434. DATE OF GRADE	
435. DATE OF GRADE		436. DATE OF GRADE		437. DATE OF GRADE		438. DATE OF GRADE		439. DATE OF GRADE		440. DATE OF GRADE	
441. DATE OF GRADE		442. DATE OF GRADE		443. DATE OF GRADE		444. DATE OF GRADE		445. DATE OF GRADE		446. DATE OF GRADE	
447. DATE OF GRADE		448. DATE OF GRADE		449. DATE OF GRADE		450. DATE OF GRADE		451. DATE OF GRADE		452. DATE OF GRADE	
453. DATE OF GRADE		454. DATE OF GRADE		455. DATE OF GRADE		456. DATE OF GRADE		457. DATE OF GRADE		458. DATE OF GRADE	
459. DATE OF GRADE		460. DATE OF GRADE		461. DATE OF GRADE		462. DATE OF GRADE		463. DATE OF GRADE		464. DATE OF GRADE	
465. DATE OF GRADE		466. DATE OF GRADE		467. DATE OF GRADE		468. DATE OF GRADE		469. DATE OF GRADE		470. DATE OF GRADE	
471. DATE OF GRADE		472. DATE OF GRADE		473. DATE OF GRADE		474. DATE OF GRADE		475. DATE OF GRADE		476. DATE OF GRADE	
477. DATE OF GRADE		478. DATE OF GRADE		479. DATE OF GRADE		480. DATE OF GRADE		481. DATE OF GRADE		482. DATE OF GRADE	
483. DATE OF GRADE		484. DATE OF GRADE		485. DATE OF GRADE		486. DATE OF GRADE		487. DATE OF GRADE		488. DATE OF GRADE	
489. DATE OF GRADE		490. DATE OF GRADE		491. DATE OF GRADE		492. DATE OF GRADE		493. DATE OF GRADE		494. DATE OF GRADE	
495. DATE OF GRADE		496. DATE OF GRADE		497. DATE OF GRADE		498. DATE OF GRADE		499. DATE OF GRADE		500. DATE OF GRADE	

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		7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> 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)				0533		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	
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. STATUS CODE	
				NUMERIC ALPHABETIC			
23. INTENSE CODE		24. MONTHS CODE		25. DATE OF 3-RT		26. DATE OF 3-RT	
				MO. DA. YR.		MO. DA. YR.	
27. DATE OF LEI		28. SPECIAL REFERENCE		29. RETIREMENT DATA		30. SEPARATION DATA CODE	
MO. DA. YR.				1 - CSC 3 - FICA 5 - NONE		TYPE MO. DA. YR.	
31. SECURITY REQ. NO.		32. SECURITY REQ. NO.		33. SECURITY REQ. NO.		34. SECURITY REQ. NO.	
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY	
CODE 0 - NONE 1 - 5 YR. 2 - 10 YR.		MO. DA. YR.		MO. DA. YR.		CAR/RESV PROV/TEMP	
39. FEELT / HEALTH INSURANCE		40. SOCIAL SECURITY NO.		41. HEALTH INS. CODE		42. SOCIAL SECURITY NO.	
CODE 0 - NONE 1 - YES 2 - YES							
43. PREVIOUS GOVERNMENT SERVICE DATA		44. LEAVE CAT. CODE		45. FEDERAL TAX DATA		46. STATE TAX DATA	
CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)				FORM EXECUTED CODE 1 - YES 2 - NO		STATE TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO	
47. POSITION CONTROL CERTIFICATION		48. 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	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								12 March 1962	
003620		VITALE, Guy (IMI)									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS					MONTH DAY YEAR 03 18 62			REGULAR			
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
X		CF TO V		CF TO CF		2235-1400-1000					
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION						
DDP/WH Branch 4 FI/CI Sec.					Washington, D. C.						
11. POSITION TITLE					12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION			
INTELL 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											
From: DDP/EE/GS/Dev. Compl., D.C. Security Approved 3/16/62 my 3/16/62 CONCURRENCE: Frank Driscoll (per phone) EE/Personnel Officer 1 copy to Security											
19. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19a. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
JAMES DURHAM, WH/4 Pers. Officer						[Signature]					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
20. DATE OF BIRTH		21. EMPLOY CODE		22. OFFICE CODE		23. STATION CODE		24. INTEREST CODE		25. DATE OF BIRTH	
16 10		10		10		10		10		10 10 17	
26. DATE OF BIRTH		27. SPECIAL REFERENCE		28. RETIREMENT DATA		29. SEPARATION DATA CODE		30. CORRECTION/CANCELLATION DATA		31. SECURITY REQ. NO.	
10 10 17				1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO	
32. VET. PREFERENCE		33. SERA. COMP. DATE		34. LONG. COMP. DATE		35. MIL. SERA. CREDIT/LOD		36. FEGLI / HEALTH INSURANCE		37. SECURITY NO.	
0 - NONE 1 - 5 YR. 2 - 10 YR.		10 10 17		10 10 17		1 - YES 2 - NO		0 - NONE 1 - YES		1 - YES 2 - NO	
38. PREVIOUS GOVERNMENT SERVICE DATA		39. LEAVE CAT. CODE		40. FEDERAL TAX DATA		41. STATE TAX DATA		42. SECURITY NO.		43. SECURITY NO.	
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)		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO		1 - YES 2 - NO	
44. POSITION CONTROL CERTIFICATION						45. O.P. APPROVAL					
7. Kearney 03/2/62						[Signature]					

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 - EOB	
503620		VITALE GUY		Mo. Da. Yr. 10 16 17		None-0 5 Pt-1 10 Pt-2		Code 1		M 1	
7. SCD		8. CSC Permt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.		11. FEGLI		12. LCB	
Mo. Da. Yr. 10 24 42		Yes-1 No-2		Code 1		50 USCA 403		Mo. Da. Yr. 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. - US/Id - Frgn -		Code 5		INTELL ASST		1809 GS 0301.28	
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade	
07 1		\$ 4980		DS		Mo. Da. Yr. 09 06 59	
						25. PSI Due	
						Mo. Da. Yr. 09 04 60	
						26. Appropriation Number	
						0139 9350 3018	

ACTION

27. Nature Of Action		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		5258		WASH., D.C.		75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv. 37. Occup. Series	
Dept. - US/Id - Frgn -		Code 1		661260			
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade	
		\$		D		Mo. Da. Yr. 	
						42. PSI Due	
						Mo. Da. Yr. 	
						43. Appropriation Number	
						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		14 1960	Placement
B. Pos. Control			E.
C. Classification			F. Approved By
Remarks In-casual			
FCS RETURNEE			

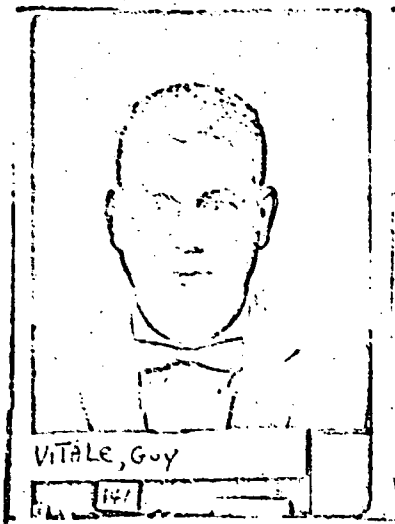
14-00000

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 COMPL. DATE	
VITALE, Guy (nmn)		M	Oct 1917	13 Sep 1949	
6. MARITAL STATUS	7. DEPENDENT(S) (Exclud. emp- loyees)	8. YEARS OF BIRTH		9. US NATURALIZATION DATE(S)	
Single	<input checked="" type="checkbox"/> 0			NA SPOUSE	
10. CAREER STAFF STATUS	MEMBERSHIP	OTHER STATUS		10. LAST MED. RPT. QUAL. FOR	EVAL. FOR
<input checked="" type="checkbox"/> Jul 1954				Apr 1960	Dept Duties O/S Returnee
11. CURRENT RESERVE STATUS	NONE SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT. 1	RELEASE TO MIL. SER. CAT. 2	TO BE DEFERRED CAT. 3
<input checked="" type="checkbox"/> X					
12. ASSESSMENT DATE		13. PROFESSIONAL TEST DATE		14. LANGUAGE APTITUDE TEST DATE	
None		None		None	
15. 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					
16. NON-CIA EDUCATION					
1937-38 Kents Hill Jr College, Maine 1948-50 George Washington, DC - Poli Sci					
17. FOREIGN LANGUAGE ABILITIES (Language, Profi- ciency, Date Tested)		None			
18. AGENCY SPONSORED TRAINING					
1962 Reds Off Crs					
19. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)					
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SO	ORGANIZATION & ORGAN. 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		RR/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	IR	" " " " " " " "	"
Dec 1956	Clerk 0301.26	5	DS	DDP/SE/OpsDiv/Rpts, Index&Biog	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/EE/CS/CSDevComp	Hq
Mar 1962	" " 0301.26	7	D	DDP/AM/Br-1/PI/CI Sec	"
Jan 1963	Ops Off 0136.01	8	D	DDP/TFN/PI/CI Br	"
20. DATE REVIEWED		21. PROFILE REVIEWED BY		22. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE	
25 Jan 1965		hc		<input checked="" type="checkbox"/> No	

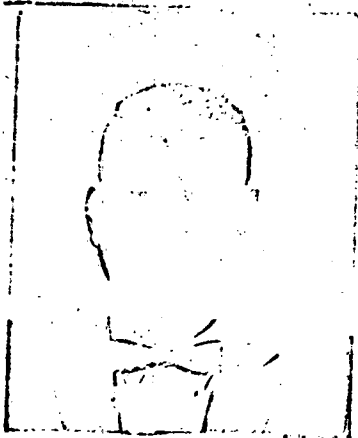
SECRET
(When Filled In)

PERS. SERIAL NO. 03620		BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) VITALE, Guy (nm)		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. NO. YEARS OF BIRTH	9. US NATURALIZATION CATEGORY			
Single		0	NA		SPOUSE	
10. CAREER STATUS	MEMBERSHIP	OTHER STATUS	11. LAST MED. RPT. QUAL. FOR	12. DEPT DUTIES		13. EVAL. FOR
	Jul 1954		Apr 1960	Dept Duties		O/S Returnee
14. CURRENT RESERVE STATUS	NONE SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT. 1	RELEASE TO MIL. SER. CAT. 2	TO BE DEFERRED CAT. 3	
	X					
15. ASSESSMENT DATE		16. PROFESSIONAL TEST DATE		17. LANGUAGE APTITUDE TEST DATE		
None		None		None		
18. 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						
19. 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)						
20. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None				
21. AGENCY SPONSORED TRAINING						
1962 Reds Off Crs						
22. 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	R&E/Map/Proc&RefBr	"	
Jul 1951	" "	0305.01	4	R&E/Geo/Map Library Br	"	
Nov 1952	" "	0305.01	4	ORR/Ch, GeoRes/MapLibrary/ProcBr	"	
Sep 1956	" "	0305.01	5 IR	" " " " " " " "	"	
Dec 1956	Clerk	0301.26	5 DS	DDP/SE/OpsDiv/Rpts, Index&Biog	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/EE/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	"	
23. DATE REVIEWED		24. PROFILE REVIEWED BY		25. 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	
22. <div style="text-align: center;"> VITALE, Guy [147]</div>			
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, ES Logistics for services rendered while on a temporary assignment to EE Division Logistics Office.			
27. DATE REVIEWED 6 Feb 1969		28. PROFILE REVIEWED BY hc	

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
SECTION A GENERAL					
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"/> INITIAL <input checked="" 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		
SECTION B PERFORMANCE EVALUATION					
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 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 align="center">OVERALL PERFORMANCE IN CURRENT POSITION</p> <p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>					
					RATING LETTER P

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

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

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

(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 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	<i>Mr. Vitale</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYER 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	<i>Ernest Chiocca</i> 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	<i>Robert A. Ortman</i> Robert A. Ortman	

SECRET

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 X V TO V CF TO V		7. Financial Analysis No. Chargeable 0235 0620 0000		8. ESE OR OTHER LEGAL AUTHORITY F.L. 88-643 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 VITALE		FIRST NAME GUY		INITIAL(S)		2. APPOINTMENT DATA Entered on duty 9-13-49 Subject to Ser. 203(d), 1951 Leave Act Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Ceased to be subject to Ser. 203(d) on _____ Annual Leave Bal. _____		3. TOTAL SERVICE FOR LEAVE (as of date of separation) Years 26 Months 1 Days 4 <input type="checkbox"/> More than 15 years	
4. DATE AND NATURE OF SEPARATION 2-28-69 RETIREMENT CIARDS									
SUMMARY OF ANNUAL AND SICK LEAVE (HOURS)						SUMMARY OF HOME LEAVE (DAYS)			
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						MILITARY LEAVE			
13. Lump sum leave dates: from 0830 3-3-69 to 4-18-69 1030 (Hours)						21. Dates during current calendar yr. to			
20. Certified correct <i>[Signature]</i> 11/17/69 (Date)						22. Dates during preceding calendar yr. to			
FOR CHIEF PAYROLL 143-2595 (Telephone)						ABSENCE WITHOUT PAY			
						LWOP or AWOL or Furlough/Suspension (Hours)			
						23. During leave year in which separated			
						24. During step-increase waiting period which began on 1-14-68			
						25. During 12-month HL accrual period (date):			

SCD
10-24-42Standard Form 1150
November 1965
1150-106

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION
FPM SUPPLEMENTS 296-31 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 05 68	
5. CATEGORY OF EMPLOYMENT		6. CSC OR OTHER LEGAL AUTHORITY	
7. FINANCIAL ANALYSIS NO. CHARGEABLE		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 DA	
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 CODE	
003620		VITALE GUY		51 500		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 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>C. J. Villanueva</i>							DATE <i>17 Nov 67</i>		
<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 <i>NM</i>				AUDITED BY <i>[Signature]</i>					
FORM 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: 8 OCTOBER 1967

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

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301
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

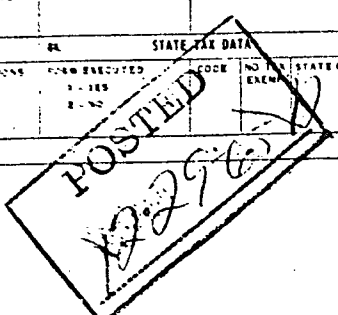
NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY	003620	51	500	V GS 08 4	\$ 7,290	\$ 7,553

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			
PAY CHANGE NOTIFICATION							

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. MGR. CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI
37	10	51500	WH	75013		1	10 16 17				
28. HIE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.	34. SEX
12 27 67		83									
35. VET. PREFERENCE		36. SERV. COMP. RATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. PGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE		NO DA YR		NO DA YR		CAN NEW PRIN TEMP		CODE CODE		O - WAIVER 1 - YES HEALTH INS. CODE	
0 - NONE 1 - 5 PT. 2 - 10 PT.											
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
CODE						FORM EXECUTED CODE		NO TAX EXEMPTIONS		FORM EXECUTED CODE	
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		NO TAX STATE CODE	
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: right;">  </div>											

FORM 11-62 1150

Use Previous Edition

SECRET

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

OCS 05/27/65

6-10-65

SIGNATURE OF OTHER AUTHENTICATION

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

[illegible]

2-100

1. Serial No.		2. Name		3. Credit Center Number		4. LWOP Hours	
003620		VITALE GUY		49 300 V		37P	
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 08	3	\$ 6810	01/20/63	GS 08	4	\$ 7020	01/19/64
7. TYPE ACTION							
PSI LS ADL							
8. Remarks and Authorization							
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY <i>flr</i> SALARY CONTINGENT ON CONGRESSIONAL APPROVAL I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: <i>Charles V. Vitale</i> DATE: <i>3/25/63</i> PAY CHANGE NOTIFICATION							

Form 560
9-61

Obsolete Previous
Edition

(431)

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

BAB: 18 JAN 63

SECRET
(When Filled In)

OCF										NOTIFICATION OF PERSONNEL ACTION																	
1. SERIAL NUMBER					2. NAME (LAST-FIRST-MIDDLE)																						
003620					VITALE GUY																						
3. NATURE OF PERSONNEL ACTION										4. EFFECTIVE DATE					5. CATEGORY OF EMPLOYMENT												
PROMOTION										01 20 63					REGULAR												
6. FUNDS					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				CODE											
SIGNATURE OR OTHER AUTHENTICATION																											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> POSTED 02/21/63 </div>																											

FORM 4-62 1150

Use Previous Edition

31 JAN 1963

SECRET

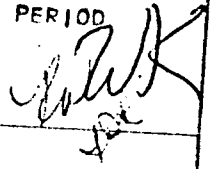
GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(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  PAY CHANGE NOTIFICATION							

SECRET
(When Filled In)

1. Social No.		2. Name		3. Cost Center Number		4. LWOP Hours		
03620		VITALE GUY		000/EE		UV		
5. OLD SALARY RATE				6. NEW SALARY RATE				
Grade	Step	Salary	Last Pbl. Date	Grade	Step	Salary	Effective Date	
GS	07	2	5,520	03/04/60	07	3	5,685	09/03/61
							7. TYPE ACTION FSI LSI ADJ	
							X	
8. Remarks and Authentication								
<p align="center">2-0-00</p> <p align="center">NO EXCESS LWOP</p> <p align="center">IN PAY STATUS AT END OF WAITING PERIOD</p> <p align="center">IN LWOP STATUS AT END OF WAITING PERIOD</p> <p align="center">602 9/26/61</p>								
<p align="center">PAY CHANGE NOTIFICATION</p>								

Form 560

Obsolete Previous Edition

SECRET

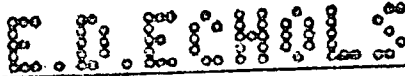
(4-61)

ABM: 20 MAR 62

SECRET
(When Filled In)

OCF												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						7. COST CENTER NO. CHARGEABLE						8. CSC OR OTHER LEGAL AUTHORITY											
X						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											
GS						0301.28						07 3											
17. SALARY OR RATE						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. INTERSEE CODE		24. MARRIAGE CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI							
16		10		64450		WH		75013		1		10 16 17											
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION CANCELLATION DATA		33. SECURITY REQ NO		34. SER											
MO. DA. YR.				1. CAL 2. FICA 3. NONE		CODE		TYPE		MO. DA. YR.		EOD DATA											
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. MIL. SERV. CREDIT LCO		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO													
CODE		MO. DA. YR.		MO. DA. YR.		1. YES 2. NO		CODE		1. YES 2. NO		CODE		1. YES 2. NO									
41. PREVIOUS GOVERNMENT SERVICE DATA						42. LEAVE CAT.						43. FEDERAL TAX DATA						44. 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.		2. NAME			3. ASSIGNED ORGN.		4. FUNDS	5. ALLOTMENT			
503620		VITALE GUY			DDP/FF C		UV				
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA.	YR.				MO	DA.	YR.
GS 07	1	\$ 5,355	09	06	59	GS 07	2	\$ 5,520	09	04	60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						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						2. 000					
14. AUTHENTICATION											
											
PAY CHANGE NOTIFICATION											

FORM
2-59560 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
D	VITALE GUY	503620	52 88	GS-07 1	\$ 4,990	\$ 5,355

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

ARE: 10 JUNE 1960

NOTIFICATION OF PERSONNEL ACTION

1. Serial No. 503620			2. Name (Last-First-Middle) VITALE GUY			3. Date Of Birth Mo. Da. Yr. 10 16 17			4. Vet. Prof. Nono-0 5 Pt-1 10 Pt-2 1			5. Sex M 1			6. CS - EOD Mo. Da. Yr. 09 13 49					
7. SCD Mo. Da. Yr. 10 24 42			8. CSC Rotmt. Yes - 1 No - 2 1			9. CSC Or Other Legal Authority 50 USCA 403 J			10. Apmt. Affidav. Mo. Da. Yr. 09 10 49			11. FEGLI Yes-1 No-2 09			12. LCD Mo. Da. Yr. 13 49			13. MIL. Serv. Code Yes - 1 No - 2 2		

PREVIOUS ASSIGNMENT

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

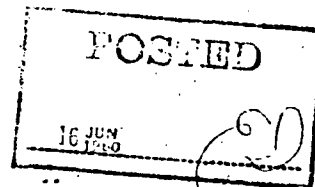
ACTION

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

PRESENT ASSIGNMENT

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

44. Remarks
CASUAL (PCS RETURNEE)



Pre 1960 Notifications
of Personnel Action

SECRET
(When Filled In)

FITNESS REPORT					EMPLOYEE SERIAL NUMBER	
SECTION A					GENERAL	
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	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"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
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 O.P.			12. REPORTING PERIOD (From - to)			
July 1968			1 July 67 - 30 June 68			
SECTION B						
PERFORMANCE EVALUATION						
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
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
OVERALL PERFORMANCE IN CURRENT POSITION						RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						P

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 ^{AUG 6} temporarily 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>Harry Vitale</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
Robert J. Weatherwax

File Control

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
SECTION A GENERAL					
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		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See Instructions - Section C)			X ANNUAL REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
			1 July 1966 - 30 June 1967		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					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
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					P

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 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/MO	Robert A. Ortman	

SECRET

SECRET

(When Filled In)

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

29 JUL 1966

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 D 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>Guy 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	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) VITALS, Guy			2. DATE OF BIRTH 16 Oct 17	3. SEX M	4. GRADE GS-08
5. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/C	8. CURRENT STATION Washington D.C.	
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. 31 July 1965			12. REPORTING PERIOD (From- to-) 1 July 64 - 30 June 65		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Processes name traces and clearances; traces and maintains agent 201 files.					RATING LETTER O
SPECIFIC DUTY NO. 2 Conducts research for preparation of reports and plans.					RATING LETTER S
SPECIFIC DUTY NO. 3 Maintains office files on a complex project.					RATING LETTER S
SPECIFIC DUTY NO. 4 Prepares cable or dispatch replies to name trace requests.					RATING LETTER P
SPECIFIC DUTY NO. 5 Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.					RATING LETTER P
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S
22 JUL 1965					

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

1. BY EMPLOYEE		
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>	
2. BY SUPERVISOR		
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
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL The reviewing official does not use the same rating scale as the supervisor; therefore, would rate subject one letter lower in the first three duties and P in the overall performance. Subject is conscientious, pleasant and has an excellent "stay-on-the-job" approach.		
DATE 20 July 1965	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/C/MO	TYPED OR PRINTED NAME AND SIGNATURE <i>Walter T. Cini</i> Walter T. Cini

SECRET

SECRET
(When Filled In)

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

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide 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

Mr. Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN
UNDER MY SUPERVISION
34 months

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

DATE

15 July 1964

OFFICIAL TITLE OF SUPERVISOR

C/WH/SA/MOB/PM

TYPED OR PRINTED NAME AND SIGNATURE

Calvin W. Hicks

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE

28 July 1964

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/SA/MOB

TYPED OR PRINTED NAME AND SIGNATURE

Colonel Arthur A. Maloney

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
81				003620	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE
VITALE Guy			16 Oct. 1917	Male	GS-8
5. OFFICIAL POSITION TITLE			6. OFF/DIV/BR OF ASSIGNMENT	7. CURRENT STATION	
Ops. Officer			DDP/S.A.S.	Washington, D.C.	
8. CHECK (X) TYPE OF APPOINTMENT			9. 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):		
10. DATE REPORT DUE IN O.P.			11. REPORTING PERIOD (From - to)		
31 July 1963			1 July 1962 to 30 June 1963		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Processes name traces and clearances. Traces and maintains agent 201 files.					S/O
SPECIFIC DUTY NO. 2 Conducts research for preparation of reports and plans.					S
SPECIFIC DUTY NO. 3 Maintains office files on a complex project.					S
SPECIFIC DUTY NO. 4 Prepares cable or dispatch replies to name trace requests.					P
SPECIFIC DUTY NO. 5 Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.					P
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
9 AUG 1963					S

SECRET

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. *Aug 3 8 40 AM '63* *MAIL ROOM* *GS-8* *GS-9* *GS-10* *GS-11* *GS-12* *GS-13* *GS-14* *GS-15* *GS-16* *GS-17* *GS-18* *GS-19* *GS-20* *GS-21* *GS-22* *GS-23* *GS-24* *GS-25* *GS-26* *GS-27* *GS-28* *GS-29* *GS-30* *GS-31* *GS-32* *GS-33* *GS-34* *GS-35* *GS-36* *GS-37* *GS-38* *GS-39* *GS-40* *GS-41* *GS-42* *GS-43* *GS-44* *GS-45* *GS-46* *GS-47* *GS-48* *GS-49* *GS-50* *GS-51* *GS-52* *GS-53* *GS-54* *GS-55* *GS-56* *GS-57* *GS-58* *GS-59* *GS-60* *GS-61* *GS-62* *GS-63* *GS-64* *GS-65* *GS-66* *GS-67* *GS-68* *GS-69* *GS-70* *GS-71* *GS-72* *GS-73* *GS-74* *GS-75* *GS-76* *GS-77* *GS-78* *GS-79* *GS-80* *GS-81* *GS-82* *GS-83* *GS-84* *GS-85* *GS-86* *GS-87* *GS-88* *GS-89* *GS-90* *GS-91* *GS-92* *GS-93* *GS-94* *GS-95* *GS-96* *GS-97* *GS-98* *GS-99* *GS-100* *GS-101* *GS-102* *GS-103* *GS-104* *GS-105* *GS-106* *GS-107* *GS-108* *GS-109* *GS-110* *GS-111* *GS-112* *GS-113* *GS-114* *GS-115* *GS-116* *GS-117* *GS-118* *GS-119* *GS-120* *GS-121* *GS-122* *GS-123* *GS-124* *GS-125* *GS-126* *GS-127* *GS-128* *GS-129* *GS-130* *GS-131* *GS-132* *GS-133* *GS-134* *GS-135* *GS-136* *GS-137* *GS-138* *GS-139* *GS-140* *GS-141* *GS-142* *GS-143* *GS-144* *GS-145* *GS-146* *GS-147* *GS-148* *GS-149* *GS-150* *GS-151* *GS-152* *GS-153* *GS-154* *GS-155* *GS-156* *GS-157* *GS-158* *GS-159* *GS-160* *GS-161* *GS-162* *GS-163* *GS-164* *GS-165* *GS-166* *GS-167* *GS-168* *GS-169* *GS-170* *GS-171* *GS-172* *GS-173* *GS-174* *GS-175* *GS-176* *GS-177* *GS-178* *GS-179* *GS-180* *GS-181* *GS-182* *GS-183* *GS-184* *GS-185* *GS-186* *GS-187* *GS-188* *GS-189* *GS-190* *GS-191* *GS-192* *GS-193* *GS-194* *GS-195* *GS-196* *GS-197* *GS-198* *GS-199* *GS-200* *GS-201* *GS-202* *GS-203* *GS-204* *GS-205* *GS-206* *GS-207* *GS-208* *GS-209* *GS-210* *GS-211* *GS-212* *GS-213* *GS-214* *GS-215* *GS-216* *GS-217* *GS-218* *GS-219* *GS-220* *GS-221* *GS-222* *GS-223* *GS-224* *GS-225* *GS-226* *GS-227* *GS-228* *GS-229* *GS-230* *GS-231* *GS-232* *GS-233* *GS-234* *GS-235* *GS-236* *GS-237* *GS-238* *GS-239* *GS-240* *GS-241* *GS-242* *GS-243* *GS-244* *GS-245* *GS-246* *GS-247* *GS-248* *GS-249* *GS-250* *GS-251* *GS-252* *GS-253* *GS-254* *GS-255* *GS-256* *GS-257* *GS-258* *GS-259* *GS-260* *GS-261* *GS-262* *GS-263* *GS-264* *GS-265* *GS-266* *GS-267* *GS-268* *GS-269* *GS-270* *GS-271* *GS-272* *GS-273* *GS-274* *GS-275* *GS-276* *GS-277* *GS-278* *GS-279* *GS-280* *GS-281* *GS-282* *GS-283* *GS-284* *GS-285* *GS-286* *GS-287* *GS-288* *GS-289* *GS-290* *GS-291* *GS-292* *GS-293* *GS-294* *GS-295* *GS-296* *GS-297* *GS-298* *GS-299* *GS-300* *GS-301* *GS-302* *GS-303* *GS-304* *GS-305* *GS-306* *GS-307* *GS-308* *GS-309* *GS-310* *GS-311* *GS-312* *GS-313* *GS-314* *GS-315* *GS-316* *GS-317* *GS-318* *GS-319* *GS-320* *GS-321* *GS-322* *GS-323* *GS-324* *GS-325* *GS-326* *GS-327* *GS-328* *GS-329* *GS-330* *GS-331* *GS-332* *GS-333* *GS-334* *GS-335* *GS-336* *GS-337* *GS-338* *GS-339* *GS-340* *GS-341* *GS-342* *GS-343* *GS-344* *GS-345* *GS-346* *GS-347* *GS-348* *GS-349* *GS-350* *GS-351* *GS-352* *GS-353* *GS-354* *GS-355* *GS-356* *GS-357* *GS-358* *GS-359* *GS-360* *GS-361* *GS-362* *GS-363* *GS-364* *GS-365* *GS-366* *GS-367* *GS-368* *GS-369* *GS-370* *GS-371* *GS-372* *GS-373* *GS-374* *GS-375* *GS-376* *GS-377* *GS-378* *GS-379* *GS-380* *GS-381* *GS-382* *GS-383* *GS-384* *GS-385* *GS-386* *GS-387* *GS-388* *GS-389* *GS-390* *GS-391* *GS-392* *GS-393* *GS-394* *GS-395* *GS-396* *GS-397* *GS-398* *GS-399* *GS-400* *GS-401* *GS-402* *GS-403* *GS-404* *GS-405* *GS-406* *GS-407* *GS-408* *GS-409* *GS-410* *GS-411* *GS-412* *GS-413* *GS-414* *GS-415* *GS-416* *GS-417* *GS-418* *GS-419* *GS-420* *GS-421* *GS-422* *GS-423* *GS-424* *GS-425* *GS-426* *GS-427* *GS-428* *GS-429* *GS-430* *GS-431* *GS-432* *GS-433* *GS-434* *GS-435* *GS-436* *GS-437* *GS-438* *GS-439* *GS-440* *GS-441* *GS-442* *GS-443* *GS-444* *GS-445* *GS-446* *GS-447* *GS-448* *GS-449* *GS-450* *GS-451* *GS-452* *GS-453* *GS-454* *GS-455* *GS-456* *GS-457* *GS-458* *GS-459* *GS-460* *GS-461* *GS-462* *GS-463* *GS-464* *GS-465* *GS-466* *GS-467* *GS-468* *GS-469* *GS-470* *GS-471* *GS-472* *GS-473* *GS-474* *GS-475* *GS-476* *GS-477* *GS-478* *GS-479* *GS-480* *GS-481* *GS-482* *GS-483* *GS-484* *GS-485* *GS-486* *GS-487* *GS-488* *GS-489* *GS-490* *GS-491* *GS-492* *GS-493* *GS-494* *GS-495* *GS-496* *GS-497* *GS-498* *GS-499* *GS-500* *GS-501* *GS-502* *GS-503* *GS-504* *GS-505* *GS-506* *GS-507* *GS-508* *GS-509* *GS-510* *GS-511* *GS-512* *GS-513* *GS-514* *GS-515* *GS-516* *GS-517* *GS-518* *GS-519* *GS-520* *GS-521* *GS-522* *GS-523* *GS-524* *GS-525* *GS-526* *GS-527* *GS-528* *GS-529* *GS-530* *GS-531* *GS-532* *GS-533* *GS-534* *GS-535* *GS-536* *GS-537* *GS-538* *GS-539* *GS-540* *GS-541* *GS-542* *GS-543* *GS-544* *GS-545* *GS-546* *GS-547* *GS-548* *GS-549* *GS-550* *GS-551* *GS-552* *GS-553* *GS-554* *GS-555* *GS-556* *GS-557* *GS-558* *GS-559* *GS-560* *GS-561* *GS-562* *GS-563* *GS-564* *GS-565* *GS-566* *GS-567* *GS-568* *GS-569* *GS-570* *GS-571* *GS-572* *GS-573* *GS-574* *GS-575* *GS-576* *GS-577* *GS-578* *GS-579* *GS-580* *GS-581* *GS-582* *GS-583* *GS-584* *GS-585* *GS-586* *GS-587* *GS-588* *GS-589* *GS-590* *GS-591* *GS-592* *GS-593* *GS-594* *GS-595* *GS-596* *GS-597* *GS-598* *GS-599* *GS-600* *GS-601* *GS-602* *GS-603* *GS-604* *GS-605* *GS-606* *GS-607* *GS-608* *GS-609* *GS-610* *GS-611* *GS-612* *GS-613* *GS-614* *GS-615* *GS-616* *GS-617* *GS-618* *GS-619* *GS-620* *GS-621* *GS-622* *GS-623* *GS-624* *GS-625* *GS-626* *GS-627* *GS-628* *GS-629* *GS-630* *GS-631* *GS-632* *GS-633* *GS-634* *GS-635* *GS-636* *GS-637* *GS-638* *GS-639* *GS-640* *GS-641* *GS-642* *GS-643* *GS-644* *GS-645* *GS-646* *GS-647* *GS-648* *GS-649* *GS-650* *GS-651* *GS-652* *GS-653* *GS-654* *GS-655* *GS-656* *GS-657* *GS-658* *GS-659* *GS-660* *GS-661* *GS-662* *GS-663* *GS-664* *GS-665* *GS-666* *GS-667* *GS-668* *GS-669* *GS-670* *GS-671* *GS-672* *GS-673* *GS-674* *GS-675* *GS-676* *GS-677* *GS-678* *GS-679* *GS-680* *GS-681* *GS-682* *GS-683* *GS-684* *GS-685* *GS-686* *GS-687* *GS-688* *GS-689* *GS-690* *GS-691* *GS-692* *GS-693* *GS-694* *GS-695* *GS-696* *GS-697* *GS-698* *GS-699* *GS-700* *GS-701* *GS-702* *GS-703* *GS-704* *GS-705* *GS-706* *GS-707* *GS-708* *GS-709* *GS-710* *GS-711* *GS-712* *GS-713* *GS-714* *GS-715* *GS-716* *GS-717* *GS-718* *GS-719* *GS-720* *GS-721* *GS-722* *GS-723* *GS-724* *GS-725* *GS-726* *GS-727* *GS-728* *GS-729* *GS-730* *GS-731* *GS-732* *GS-733* *GS-734* *GS-735* *GS-736* *GS-737* *GS-738* *GS-739* *GS-740* *GS-741* *GS-742* *GS-743* *GS-744* *GS-745* *GS-746* *GS-747* *GS-748* *GS-749* *GS-750* *GS-751* *GS-752* *GS-753* *GS-754* *GS-755* *GS-756* *GS-757* *GS-758* *GS-759* *GS-760* *GS-761* *GS-762* *GS-763* *GS-764* *GS-765* *GS-766* *GS-767* *GS-768* *GS-769* *GS-770* *GS-771* *GS-772* *GS-773* *GS-774* *GS-775* *GS-776* *GS-777* *GS-778* *GS-779* *GS-780* *GS-781* *GS-782* *GS-783* *GS-784* *GS-785* *GS-786* *GS-787* *GS-788* *GS-789* *GS-790* *GS-791* *GS-792* *GS-793* *GS-794* *GS-795* *GS-796* *GS-797* *GS-798* *GS-799* *GS-800* *GS-801* *GS-802* *GS-803* *GS-804* *GS-805* *GS-806* *GS-807* *GS-808* *GS-809* *GS-810* *GS-811* *GS-812* *GS-813* *GS-814* *GS-815* *GS-816* *GS-817* *GS-818* *GS-819* *GS-820* *GS-821* *GS-822* *GS-823* *GS-824* *GS-825* *GS-826* *GS-827* *GS-828* *GS-829* *GS-830* *GS-831* *GS-832* *GS-833* *GS-834* *GS-835* *GS-836* *GS-837* *GS-838* *GS-839* *GS-840* *GS-841* *GS-842* *GS-843* *GS-844* *GS-845* *GS-846* *GS-847* *GS-848* *GS-849* *GS-850* *GS-851* *GS-852* *GS-853* *GS-854* *GS-855* *GS-856* *GS-857* *GS-858* *GS-859* *GS-860* *GS-861* *GS-862* *GS-863* *GS-864* *GS-865* *GS-866* *GS-867* *GS-868* *GS-869* *GS-870* *GS-871* *GS-872* *GS-873* *GS-874* *GS-875* *GS-876* *GS-877* *GS-878* *GS-879* *GS-880* *GS-881* *GS-882* *GS-883* *GS-884* *GS-885* *GS-886* *GS-887* *GS-888* *GS-889* *GS-890* *GS-891* *GS-892* *GS-893* *GS-894* *GS-895* *GS-896* *GS-897* *GS-898* *GS-899* *GS-900* *GS-901* *GS-902* *GS-903* *GS-904* *GS-905* *GS-906* *GS-907* *GS-908* *GS-909* *GS-910* *GS-911* *GS-912* *GS-913* *GS-914* *GS-915* *GS-916* *GS-917* *GS-918* *GS-919* *GS-920* *GS-921* *GS-922* *GS-923* *GS-924* *GS-925* *GS-926* *GS-927* *GS-928* *GS-929* *GS-930* *GS-931* *GS-932* *GS-933* *GS-934* *GS-935* *GS-936* *GS-937* *GS-938* *GS-939* *GS-940* *GS-941* *GS-942* *GS-943* *GS-944* *GS-945* *GS-946* *GS-947* *GS-948* *GS-949* *GS-950* *GS-951* *GS-952* *GS-953* *GS-954* *GS-955* *GS-956* *GS-957* *GS-958* *GS-959* *GS-960* *GS-961* *GS-962* *GS-963* *GS-964* *GS-965* *GS-966* *GS-967* *GS-968* *GS-969* *GS-970* *GS-971* *GS-972* *GS-973* *GS-974* *GS-975* *GS-976* *GS-977* *GS-978* *GS-979* *GS-980* *GS-981* *GS-982* *GS-983* *GS-984* *GS-985* *GS-986* *GS-987* *GS-988* *GS-989* *GS-990* *GS-991* *GS-992* *GS-993* *GS-994* *GS-995* *GS-996* *GS-997* *GS-998* *GS-999* *GS-1000* *GS-1001* *GS-1002* *GS-1003* *GS-1004* *GS-1005* *GS-1006* *GS-1007* *GS-1008* *GS-1009* *GS-1010* *GS-1011* *GS-1012* *GS-1013* *GS-1014* *GS-1015* *GS-1016* *GS-1017* *GS-1018* *GS-1019* *GS-1020* *GS-1021* *GS-1022* *GS-1023* *GS-1024* *GS-1025* *GS-1026* *GS-1027* *GS-1028* *GS-1029* *GS-1030* *GS-1031* *GS-1032* *GS-1033* *GS-1034* *GS-1035* *GS-1036* *GS-1037* *GS-1038* *GS-1039* *GS-1040* *GS-1041* *GS-1042* *GS-1043* *GS-1044* *GS-1045* *GS-1046* *GS-1047* *GS-1048* *GS-1049* *GS-1050* *GS-1051* *GS-1052* *GS-1053* *GS-1054* *GS-1055* *GS-1056* *GS-1057* *GS-1058* *GS-1059* *GS-1060* *GS-1061* *GS-1062* *GS-1063* *GS-1064* *GS-1065* *GS-1066* *GS-1067* *GS-1068* *GS-1069* *GS-1070* *GS-1071* *GS-1072* *GS-1073* *GS-1074* *GS-1075* *GS-1076* *GS-1077* *GS-1078* *GS-1079* *GS-1080* *GS-1081* *GS-1082* *GS-1083* *GS-1084* *GS-1085* *GS-1086* *GS-1087* *GS-1088* *GS-1089* *GS-1090* *GS-1091* *GS-1092* *GS-1093* *GS-1094* *GS-1095* *GS-1096* *GS-1097* *GS-1098* *GS-1099* *GS-1100* *GS-1101* *GS-1102* *GS-1103* *GS-1104* *GS-1105* *GS-1106* *GS-1107*

SECRET
(When Filled In)

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

SECRET

(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	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX
5. SERVICE DESIGNATION			6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT
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 67 To			
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of 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	
				Research Work Required in the Preparation of Reports.	
		5		5	
SPECIFIC DUTY NO. 3		RATING NO.		SPECIFIC DUTY NO. 4	
Assistant to C/O (leg man)		5		Maintenance of Office Files	
		5		6	
SPECIFIC DUTY NO. 5		RATING NO.		SPECIFIC DUTY NO. 6	
Safehouse Keeper		7		Intel Ass't.	
		7		5	
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.					
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 5
SECTION D DESCRIPTION OF THE EMPLOYEE					
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee					
1 - Least possible degree		2 - Limited degree		3 - Normal degree	
4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS		NOT APPLICABLE	NOT 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
11-1-4

TYPED OR PRINTED NAME AND SIGNATURE

Glen J. Farnsworth
GLEN J. FARNSWORTH

SECRET

SECRET
(When Filled In)

705/100 FITNESS REPORT				RECEIVED CGED		EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL							
1. NAME (Last) VITALE (First) Guy (Middle)			2. DATE OF BIRTH 10/16/17		3. SEX M	4. GRADE GS-7	
5. SERVICE DESIGNATION DS		6. OFFICIAL POSITION TITLE Intelligence Assistant			7. OFF/DIV/RR OF ASSIGNMENT EE/Germany (casual)		
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE		<input checked="" type="checkbox"/> MEMBER		<input type="checkbox"/> DEFERRED		<input type="checkbox"/> INITIAL	
<input type="checkbox"/> PENDING		<input type="checkbox"/> DECLINED		<input type="checkbox"/> DENIED		<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		12. SPECIAL (Specify)			
		From 1 May 60 - To 15 Nov 60					
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1 Process name traces			RATING NO. 3	SPECIFIC DUTY NO. 4			RATING NO.
SPECIFIC DUTY NO. 2 Process POA's.			RATING NO. 4	SPECIFIC DUTY NO. 5			RATING NO.
SPECIFIC DUTY NO. 3			RATING NO.	SPECIFIC DUTY NO. 6			RATING NO.
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.						RATING NO. <div style="border: 1px solid black; padding: 5px; text-align: center; width: 30px; margin: 0 auto;">3</div>	
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
5 - Outstanding degree							
CHARACTERISTICS				NOT 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

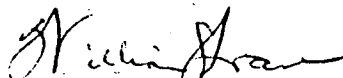
(When Filled In)

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&T Section of the Cuban Branch on a casual basis from 1 May to 15 November 1960. His duties consisted entirely of processing name traces and POA's. Although 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

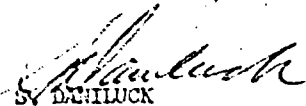
2 June 1960

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.


SV DACHLUCK
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-00-05
6 SO D	7 POSITION TITLE INTELLIGENCE ASST	8 OFFICE OF ASSIGNMENT AW	9 LOCATION (Country, City) HASH, 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: 10 Jul 67 **INITIALS:** TPT

SECTION III

EDUCATION

DEGREE	MAJOR FIELD	COLLEGE	YEAR
NO COLLEGE DEGREE ON RECORD			

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

67 JUL ENTD (4-51)

SECRET

When Filled In

SECTION III							EDUCATION (Cont'd)	
LAST HIGH SCHOOL ATTENDED		ADDRESS City State Country			YEARS ATTENDED From To		GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO	
HIGH SCHOOL								
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. UNIVERSITY OF GREECE								
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								
UNIVERSITY OF GREECE								
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

Fred V. Stale

SECRET

Pre 1960 - PHS, CLEARANCE
request &
appl. forms

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

DATE May 1970

RICHARDSON, JACQUES C. 006102

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 5 April 1972	
1. SERIAL NUMBER 006102		2. NAME (Last-First-Middle) <i>Richardson, J. J.</i>									
3. NATURE OF PERSONNEL ACTION RESIGNATION					4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 05 14 72			5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS V TO V C TO V		V TO C C TO C		7. FINANCIAL ANALYSIS NO. CHARGEABLE 9136-1231			8. LEGAL AUTHORITY (Completed by Office of Personnel)				
9. ORGANIZATIONAL DESIGNATIONS DDP/EUROPEAN DIVISION, FOREIGN FIELD FRENCH AREA PARIS STATION PARIS ANNEX					10. LOCATION OF OFFICIAL STATION PARIS, FRANCE						
11. POSITION TITLE OPS OFFICER					12. POSITION NUMBER 0668		13. CAREER SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS			15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 15 8		17. SALARY OR RATE \$31,554				
18. REMARKS 24065											
19. SIGNATURE OF REQUESTING OFFICIAL <i>William C. Cooley, C/E/Pers</i>					DATE SIGNED 8 Aug		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>W. H. Luster</i>			DATE SIGNED 9 Aug 72	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
21. ACTION CODE 45		22. EMPLOY CODE 10		23. OFFICE CODING NUMERIC ALPHABETIC		24. STATION CODE		25. INTEGREE CODE		26. HOOTRY CODE	
27. DATE OF BIRTH MO. DA. YR. 01 20 24		28. DATE OF GRADE MO. DA. YR.		29. DATE OF LET MO. DA. YR.		30. RETIREMENT DATA 1-ESC 2-OSCH 3-FICA 4-BONE		31. SEPARATION DATA CODE TYPE MO. DA. YR.		32. SECURITY REQ. NO.	
33. VET PREFERENCE CODE 0-NONE 1-5 PT. 2-10 PT.		34. SERV. COMP. DATE MO. DA. YR.		35. LONG. COMP. DATE MO. DA. YR.		36. CAREER CATEGORY CODE 0-WAIVED 1-REG 2-REG/OPT 3-INELIGIBLE		37. SOCIAL SECURITY NO.		38. STATE TAX DATA CODE NO. TAX EXEMPTIONS 1-YES 2-NO	
39. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		40. LEAVE CAT. CODE		41. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO		42. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO		43. POSITION CONTROL CERTIFICATION 8-9-72 Mw		44. O.P. APPROVAL Dow H. Luster	
45. DATE APPROVED 9 AUG 1972											

SECRET

10 AUG 1972

SECRET

(If Applicable)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED

10 JULY 1970

1. SERIAL NUMBER 006102		2. NAME (Last-First-Middle) <i>Willford C. Taylor</i>	
3. NATURE OF PERSONNEL ACTION EXTENSION OF PRA NTE 24 FEB 1971		4. EFFECTIVE DATE REQUESTED MONTH: 07 DAY: 20 YEAR: 70	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS V TO V CF TO V XX CF TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE 1136-1231	8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP/EUR FOREIGN FIELD FRENCH AREA PARIS STATION PARIS ANNEX		10. LOCATION OF OFFICIAL STATION PARIS, FRANCE	
11. POSITION TITLE OPS OFFICER (14)		12. POSITION NUMBER 0668	13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, FS, etc.) GS	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 15 7	17. SALARY OR RATE \$ 27,463
18. REMARKS cc: PAYROLL NTE 24 FEB 1971 * PRA Per HR 20-17 (6) (6)			
18A. SIGNATURE OF REQUESTING OFFICIAL WILLFORD C. TAYLOR, C/Pers		DATE SIGNED 7/12/70	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER J. W. Maclean
DATE SIGNED 14 JUL 1970			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 37 10	20. EMPLOY CODE 446.20	21. OFFICE CODE NO. E3R	22. STATION CODE G-166
23. INTEGRITY CODE 3	24. MONTHS 3	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.
27. DATE OF LST MO. DA. YR.	28. DATE OF LST MO. DA. YR.	29. SPECIAL REFERENCE 12 20 71	30. RETIREMENT DATA CODE
31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY MO. DA. YR.	34. SEN MO. DA. YR.
35. VET PREFERENCE CODE 0-NONE 1-5 YR. 2-10 YR.	36. SERV. COMP. DATE MO. DA. YR.	37. LONG COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE 0-NONE 1-YES 2-NO
39. FEDERAL HEALTH INSURANCE CODE 0-NONE 1-YES 2-NO	40. STATE SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-NO DREAM IN SERVICE 2-BECAA IN SERVICE (LESS THAN 3 YEARS) 3-BECAA IN SERVICE (MORE THAN 3 YEARS)	42. LEAVE CAT. CODE
43. FEDERAL TAX DATA CODE 0-NONE 1-YES 2-NO	44. STATE TAX DATA CODE 0-NONE 1-YES 2-NO	45. POSITION CONTROL CERTIFICATION 7-28-70 mw	46. OFF. APPROVAL DATE APPROVED 7-28-70

XK.P

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 006102		2. NAME (Last-First-Middle) Richardson, Richard				25 FEB 1969	
3. NATURE OF PERSONNEL ACTION EXTENSION OF PRA NTE: 1 year				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02/25/69		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS V TO V CF TO V XX CF TO CF		7. FINANCIAL ANALYSIS NO. CHARGEABLE 9136 1231		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP/EUR FOREIGN FIELD CENTRAL REGION PARIS STATION ANNEX, PARIS				10. LOCATION OF OFFICIAL STATION PARIS, FRANCE			
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0668		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, F.B., etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 15 8 7		17. SALARY OR RATE 2,373.34 - \$23,075	
18. REMARKS							
18A. SIGNATURE OF REQUESTING OFFICER WILLFORD C. TAYLOR, C/E/Pers				DATE SIGNED 2/26/69		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER A. B. B. B.	
DATE SIGNED 3-4-69							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 44 LMC EUR	22. STATION CODE 24065	23. INTEGREE CODE 3	24. HQQTRS. CODE 01/20/24	25. DATE OF BIRTH MO. DA. YR. 01/20/24	26. DATE OF GRADE MO. DA. YR.
27. DATE OF LEI MO. DA. YR.	28. NTE EXPIRES MO. DA. YR. 02/24/70	29. SPECIAL REFERENCE 1-00 2-00 3-00 4-00 5-00 6-00 7-00 8-00 9-00 10-00 11-00 12-00	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE TYPE	32. CORRECTION CANCELLATION DATA MO. DA. YR.	33. SECURITY REQ. NO.	34. SEX
35. VET. PREFERENCE CODE 0-NO 1-5 YR 2-10 YR	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR. RES. PROV. TEMP. CODE	39. FEGLI. HEALTH INSURANCE CODE 0-NO 1-YES	40. SOCIAL SECURITY NO.		
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO 1-NO BREAK IN SERVICE 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 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO		
45. POSITION CONTROL CERTIFICATION 3-7-69 m w				46. O.P. APPROVAL DATE APPROVED 3/7/69			

FORM 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 006102				2. NAME (Last, First, Middle) Richard F. Westerman	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH: 02, DAY: 20, YEAR: 67	
5. CATEGORY OF EMPLOYMENT REGULAR				6. LEGAL AUTHORITY (Completed by Office of Personnel)	
7. FINANCIAL ANALYSIS NO. CHARGEABLE 7136-1231				8. LOCATION OF OFFICIAL STATION PARIS, FRANCE	
9. ORGANIZATIONAL DESIGNATIONS DDP/EUR FOREIGN FIELD CENTRAL REGION PARIS STATION ANNEX, PARIS				10. POSITION NUMBER 0668	
11. POSITION TITLE OPS OFFICER (14)				12. CAREER SERVICE DESIGNATION D	
13. CLASSIFICATION SCHEDULE (G.S., F.B., etc.) GS				14. OCCUPATIONAL SERIES 0136.01	
15. GRADE AND STEP 15-6				16. SALARY OR RATE \$ 20,585	
17. REMARKS XRA-per HR-21c (2) for duration of present tour. 21-17D(8) Slotting for new T/O.					
18A. SIGNATURE OF REQUESTING OFFICIAL Richard F. Westerman, CFE/Personnel				18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER 2 MAR 1967	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. RETIRED CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. MONTHS CODE
32	10	013601	24	3	01/20/24
25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.	28. DATE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA
01/20/24			03/25/69	82	1-EN 3-FICA 5-NOW
31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REQ. NO.	34. SEX	35. NET PREFERENCE	36. SERV. COMP. DATE
				0-NONE 1-5 PT 2-10 PT	MO. DA. YR.
37. LONG COMP. DATE	38. CAREER CATEGORY	39. REGAL HEALTH INSURANCE	40. SOCIAL SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE
		0-WAIVER 1-YES		0-NONE 1-NO PREVIOUS SERVICE 2-NO DEBAR IN SERVICE 3-DEBAR IN SERVICE (LESS THAN 3 YEARS) 4-DEBAR IN SERVICE (MORE THAN 3 YEARS)	
43. FEDERAL TAX DATA	44. STATE TAX DATA	45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	47. DATE APPROVED	
FORM EXECUTED 1-YES 2-NO	FORM EXECUTED 1-YES 2-NO	3-3-67	Don H. P. [Signature]		

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

(4)

SECRET
(When Filled In)

7 55

<div style="display: flex; justify-content: space-between;"> P 55 (When Filled In) </div> <h2 style="margin: 0;">REQUEST FOR PERSONNEL ACTION</h2>										DATE PREPARED <div style="border: 1px solid black; padding: 2px; display: inline-block;">29 March 1966</div>																															
1. SERIAL NUMBER <div style="border: 1px solid black; padding: 2px;">006102</div>		2. NAME (Last, First, Middle) <div style="border: 1px solid black; padding: 2px;">Richardson, Reginald</div>								3. CATEGORY OF EMPLOYMENT <div style="border: 1px solid black; padding: 2px; text-align: center;">REGULAR</div>																															
3. NATURE OF PERSONNEL ACTION <div style="border: 1px solid black; padding: 2px;">DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM</div>										4. EFFECTIVE DATE REQUESTED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MONTH</td> <td style="text-align: center;">DAY</td> <td style="text-align: center;">YEAR</td> </tr> <tr> <td style="text-align: center;">04</td> <td style="text-align: center;">10</td> <td style="text-align: center;">66</td> </tr> </table>					MONTH	DAY	YEAR	04	10	66	5. LEGAL AUTHORITY (Completed by Office of Personnel) <div style="border: 1px solid black; padding: 2px;">PL 88-643 Sect. 203</div>																				
MONTH	DAY	YEAR																																							
04	10	66																																							
6. FUNDS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><input type="checkbox"/> V TO V</td> <td style="width: 20%;"><input type="checkbox"/> V TO CF</td> <td style="width: 20%;"><input type="checkbox"/> CF TO V</td> <td style="width: 20%;"><input checked="" type="checkbox"/> CF TO CF</td> </tr> </table>										<input type="checkbox"/> V TO V	<input type="checkbox"/> V TO CF	<input type="checkbox"/> CF TO V	<input checked="" type="checkbox"/> CF TO CF	7. COST CENTER NO. CHARGEABLE <div style="border: 1px solid black; padding: 2px;">6136-1231</div>					8. LEGAL AUTHORITY (Completed by Office of Personnel) <div style="border: 1px solid black; padding: 2px;">PL 88-643 Sect. 203</div>																						
<input type="checkbox"/> V TO V	<input type="checkbox"/> V TO CF	<input type="checkbox"/> CF TO V	<input checked="" type="checkbox"/> CF TO CF																																						
9. ORGANIZATIONAL DESIGNATIONS <div style="border: 1px solid black; padding: 2px;"> DEP/WE FOREIGN FIELD PARIS STATION INTERNAL OPERATIONS SECTION </div>										10. LOCATION OF OFFICIAL STATION <div style="border: 1px solid black; padding: 2px; text-align: center;">PARIS, FRANCE</div>																															
11. POSITION TITLE <div style="border: 1px solid black; padding: 2px;">OPS OFFICER</div>										12. POSITION NUMBER <div style="border: 1px solid black; padding: 2px;">0885</div>					13. CAREER SERVICE DESIGNATION <div style="border: 1px solid black; padding: 2px; text-align: center;">D</div>																										
14. CLASSIFICATION SCHEDULE (GS, F, H, etc.) <div style="border: 1px solid black; padding: 2px;">GS</div>					15. OCCUPATIONAL SERIES <div style="border: 1px solid black; padding: 2px;">0136.01</div>					16. GRADE AND STEP <div style="border: 1px solid black; padding: 2px;">15 5</div>					17. SALARY OR RATE <div style="border: 1px solid black; padding: 2px;">\$19,415</div>																										
18. REMARKS <div style="border: 1px solid black; padding: 2px;"> EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION. </div>																																									
18A. SIGNATURE OF REQUESTING OFFICIAL <div style="border: 1px solid black; height: 40px;"></div>										DATE SIGNED <div style="border: 1px solid black; height: 40px;"></div>					18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <div style="border: 1px solid black; height: 40px;"></div>					DATE SIGNED <div style="border: 1px solid black; height: 40px;"></div>																					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																																									
19. ACTION CODE <div style="border: 1px solid black; padding: 2px;">28</div>		20. EMPLOY CODE <div style="border: 1px solid black; padding: 2px;">10</div>		21. OFFICE CODING <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">NUMERIC</td> <td style="text-align: center;">ALPHABETIC</td> </tr> <tr> <td style="text-align: center;">50600</td> <td style="text-align: center;">LWC</td> </tr> </table>				NUMERIC	ALPHABETIC	50600	LWC	22. STATION CODE <div style="border: 1px solid black; padding: 2px;">24065</div>		23. INTEGREE CODE <div style="border: 1px solid black; padding: 2px;">3</div>		24. HQ/RTS CODE <div style="border: 1px solid black; padding: 2px;">3</div>		25. DATE OF BIRTH <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MO.</td> <td style="text-align: center;">DA.</td> <td style="text-align: center;">YR.</td> </tr> <tr> <td style="text-align: center;">02</td> <td style="text-align: center;">03</td> <td style="text-align: center;">63</td> </tr> </table>		MO.	DA.	YR.	02	03	63	26. DATE OF GRACE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MO.</td> <td style="text-align: center;">DA.</td> <td style="text-align: center;">YR.</td> </tr> <tr> <td style="text-align: center;">02</td> <td style="text-align: center;">03</td> <td style="text-align: center;">63</td> </tr> </table>		MO.	DA.	YR.	02	03	63	27. DATE OF LEL <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MO.</td> <td style="text-align: center;">DA.</td> <td style="text-align: center;">YR.</td> </tr> <tr> <td style="text-align: center;">01</td> <td style="text-align: center;">31</td> <td style="text-align: center;">65</td> </tr> </table>		MO.	DA.	YR.	01	31	65
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28. WTE EXPRES <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MO.</td> <td style="text-align: center;">DA.</td> <td style="text-align: center;">YR.</td> </tr> <tr> <td style="text-align: center;">01</td> <td style="text-align: center;">01</td> <td style="text-align: center;">66</td> </tr> </table>		MO.	DA.	YR.	01	01	66	29. SPECIAL REFERENCE <div style="border: 1px solid black; padding: 2px;">.82</div>		30. RETIREMENT DATA <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">1-CM</td> <td style="text-align: center;">3-TRA</td> <td style="text-align: center;">5-NONE</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		1-CM	3-TRA	5-NONE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. SEPARATION DATA CODE <div style="border: 1px solid black; padding: 2px;">2</div>		32. CORRECTION CANCELLATION DATA <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">TYPE</td> <td style="text-align: center;">MO.</td> <td style="text-align: center;">DA.</td> <td style="text-align: center;">YR.</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </table>		TYPE	MO.	DA.	YR.					<div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold;">EOD DATA</div>		33. SECURITY REQ. NO. <div style="border: 1px solid black; padding: 2px;"></div>		34. SEE <div style="border: 1px solid black; padding: 2px;"></div>							
MO.	DA.	YR.																																							
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TYPE	MO.	DA.	YR.																																						
35. VET PREFERENCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">0-NONE</td> <td style="text-align: center;">1-5 PT</td> <td style="text-align: center;">2-10 PT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		0-NONE	1-5 PT	2-10 PT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36. SERV COMP. DATE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MO.</td> <td style="text-align: center;">DA.</td> <td style="text-align: center;">YR.</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </table>		MO.	DA.	YR.				37. LONG. COMP. DATE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MO.</td> <td style="text-align: center;">DA.</td> <td style="text-align: center;">YR.</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </table>		MO.	DA.	YR.				38. CAREER CATEGORY <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">CAR/RESV</td> <td style="text-align: center;">PROV. TEMP</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		CAR/RESV	PROV. TEMP	<input type="checkbox"/>	<input type="checkbox"/>	39. FEGLI HEALTH INSURANCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> </tr></table>											
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FORM 1152 USE PREVIOUS EDITION

OP-2
1-64

SECRET

GROUP 1
IS FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET
(U) Non Filled In

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 10 FEBRUARY 1964	
1. SERIAL NUMBER 006102		2. NAME (Last-First-Middle) <i>Richard J. Deque</i>					
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 15 64		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS V TO V CF TO V		V TO CF CF TO CF CC		7. COST CENTER NO. CHARGEABLE 4136-6250-1012		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS DDP WE PARIS STATION INTERNAL OPERATIONS SECTION				10. LOCATION OF OFFICIAL STATION PARIS, FRANCE			
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0885		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, I.B., etc.) GS (14)		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 15 4		17. SALARY OR RATE \$ 17,210	
18. REMARKS FROM: DDP WE/PARIS STATION/0886. PRA IN ACCORDANCE WITH HR 20-21c (2) FOR DURATION OF TOUR. <i>NTE November 1967</i> <i>03/14/66</i>							
18A. SIGNATURE OF REQUESTING OFFICIAL <i>George Moganam</i> GEORGE MOGANAM, AC/WE/PT				DATE SIGNED <i>6/11/64</i>		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>John Collins</i>	
DATE SIGNED <i>10/11/64</i>							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE 37	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 50600 WE 54065		22. STATION CODE 54065	23. INTEGREE CODE	24. NDQTRS CODE 3	25. DATE OF BIRTH MO. DA. YR. 01/15/24
26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.	28. NTE EXPIRES 03-67-66	29. SPECIAL REFERENCE 182	30. RETIREMENT DATA 1-ESC 2-FICA 3-NONE	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REQ. NO.
34. SER	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 RESV PROV TEMP	39. FEGLI: HEALTH INSURANCE CODE 0-WAIVER 1-YES	40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 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 <i>2/19/64</i>				46. OP APPROVAL <i>[Signature]</i>		DATE APPROVED <i>11/11/64</i>	