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

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Use Previous Edition

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. 28 FEB 1989

MEMORANDUM FOR : Mr. Guy Vitale

THROUGH

: Head of CS Career Service

SUBJECT

: Notification of Approval of Request for

Voluntary Retirement

- i. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.
- 2. Your retirement will become effective 28 February 1969 and your annuity will commence as of i March 1969. The annuity is payable on the first day of the month following that for which it accrued. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.
- 3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

Robert S. Wattles
Director of Personnel

Distribution:

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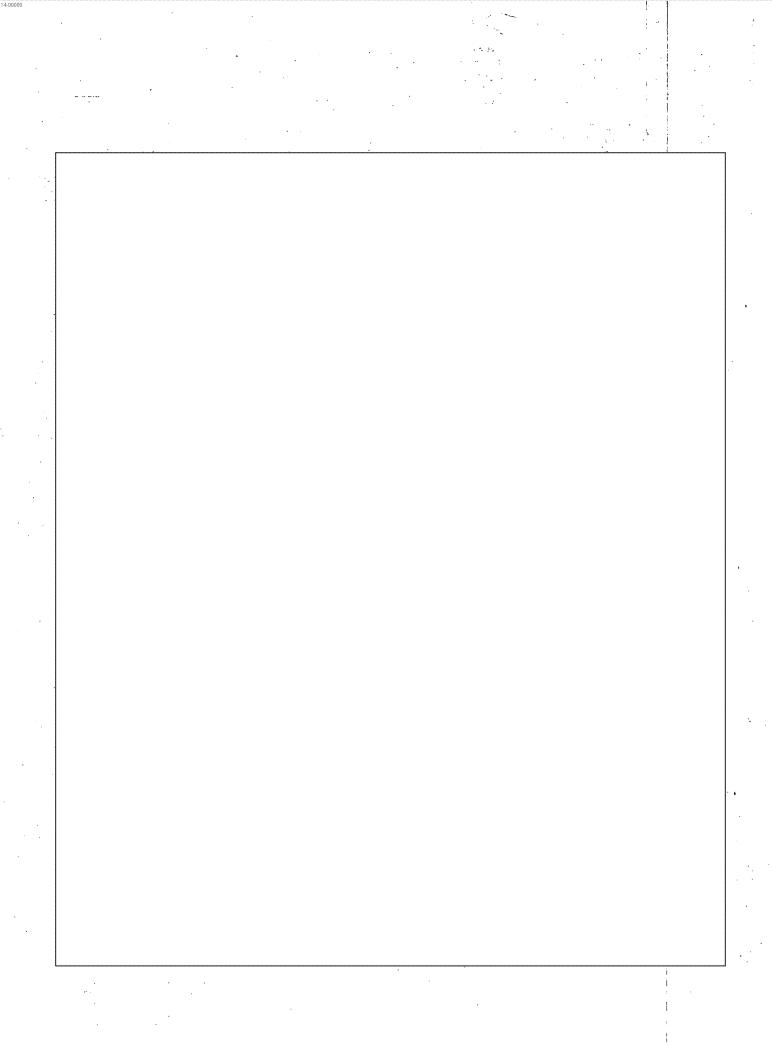
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(27 February 969)



SECRET (When Filled In)
Name (Last-First-Middle)
CERTIFICATION OF SEPARATING EMPLOYEE VITALE, GUY
MEMORANIAM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER
I hereby acknowledge the receipt of the following forms and/or information concerning my separation from CIA as indicated by check mark:
1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation).
2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance).
3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employers' Group Life Insurance Act of 1954).
4. Standard Form 2802 (Application for Refund of Retirement Deductions).
5. Form 2595 (Authorization for Disposition of Paychecks).
6. Applicable to returnee (resignee from overseas assignment). I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being. Appointment arranged with Office of Medical Services. Appointment for Office of Medical Services examination declined.
7. I have been informed of "conflict of interests" policy of the Agency and foresee no problem in this regard concerning my new employment.
8. Form 71 (Application for Leave).
9. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).
10. Instructions for returning to duty from Extended Leave or Active Military Service.
Signature of Employee Date Signed
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Address (Street, City, State, Zip Code) Correspondence
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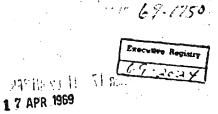
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Mr. Guy Vitale 1730 H Streat, N. W. Washington, D. C. 20006

Dear Mr. Vitale:

An you bring to a close more than twenty-six years of service to your country, I want to join your friends and co-workers in wisning you well and hoping that you find the years shead 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.

hisy I express to you my appreciation and extend my best wishes for the years shead.

Sincoroly,

Richard Helms
Richard Helms
Director

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MEMORANDUM FOR : Director of Central Intelligence

SUBJECT

: Request for Voluntary Retirement

Guy Vitale

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

- 2. Mr. Guy Vitale, CS-08, Intelligence Analyst, Western Hemisphere Division, Clandestine Services, has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50j, to be offective 28 February 1959.
- 3. Mr. Vitale has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 28 years of Federal service. This service includes over 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 Readquarters Regulation 20-50].

Robert S. Wattles
Director of Personnel

The recommendation contained in paragraph 4 is approved:

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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 Head-quarters (extension 6001). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the Board. However, this request must be made within 30 days of the date of this memorandum.

Emmett D. Echols Direc r of Personnel

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lace the letter in the rating box corresponding to the statement w	nich mos	it accurately to	mects his le	evel of perfe	crmance.	P

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NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current parition harping in proper perspective shelf relationship to overall performance. Since suggestions made for improvement of work performance. Give recommendations for training. Commons on foreign language competence, if required for current position. Amplify or explain ratings given in Section 8 to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete.

Section C, attach a separate sheet of paper.

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

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

SECTION D	CERTIFICATION AND COMM	ENTS
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	ERTIFY THAT I HAVE SEEN SECTIONS A, B, AN	ID C OF THIS REPORT
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3.	BY REVIEWING OFFICIAL	,
I concur in the	evaluation of this employee	as presented above.
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#### SECTION C/Continued

#### NARRATIVE COMMENTS

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

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OVERALL PERFORMANCE	CE IN C	URRENT PO	SITION			
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ake into account everything about the employee which influence; ormance of specific duties, productivity, conduct on job, coop articular limitations or talents. Based on your knowledge of en loce the letter in the rating box corresponding to the statement w	atativeno nployac's	rss, pertinent s overall perfo	personal tra	its or habits ng the rating	, and period,	P
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#### NARRATIVE COMMENTS

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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 officient and economical use of government property.

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SECTION D	CERTIFICATION AND CO	MAENTS
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25 August 1967	Section Chief, PM Operations	TYPED OR PRINTED NAME AND SIGNATURE
	BY REVIEWING OFFICE	AL C
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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.

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400 1957	C/WH/COG/MO	Robert A. Ortman

11 May 1960 File K-1,849

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT

VIGALE, Guy, nmi

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

Chier, Central Cover Division

cc: SSD/OS

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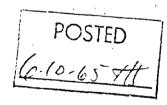
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ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED,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

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

## GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

CDARE.			Per A	nnum	Rates	s and	Steps			· · · · · · · · · · · · · · · · · · ·
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GS- 2	, -,	3,805		4,055		4,305	4,430	4,555	4,680	
GS- 3	4,005		4,275	4,410	4,545	4,680		4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505			6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8.445	8,690	8,935	9,180	9,425
GS-10	7,900	8,170	8,440	8,710	8,980	9,250	9,520	9,790	10,060	10,330
GS-11	8,650		9,240	9,535	9,830	10,125	10,420	10,715	11,010	11,305
GS-12	10,250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12.075	12,495	12,915	13,335	13.755	14.175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15.640	16,130	16,620	17,110	17,600	18,090	18,580
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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87+793 AND DGT MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLICHS, EFFECTIVE 5 JANUARY 1964.

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/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

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## SECTION C

### NARRATIVE COMMENTS

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

Mr. Vitale since he was assigned to me Afficially 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 EMPLOYED	
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## SECTION C/Continued

### NARRATIVE COMMENTS

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

Robert J. Weatherwax

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### NARRATIVE COMMENTS.

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

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SECTION D	CERTIFICATION AND COMMENTS	
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As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-2 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

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SECTION C	NARRATIVE COMMEN	·
on toreign language competence, is basis for determining future perso	nnel action. <u>Manner of performance of mana</u>	hasping in proper perspective their relationship to take, Give recommendations for training. Comment splain ratings given in Section B to provide beat sprial or supervisory duties must be described, if
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reage or the ober	ational history of Cuban	paramilitary operations.
This has afforded	the branch considerable	continuity. He is a
very willing work	er who gets along well w	Ith fellow employees. His
knowledge of and	experience in handling re	cords and locating material
makes him valuabl	e in headquarters support	of WH/Cuba paramilitary
case officers - a	task he performs in a lo	yal and dependable manner.
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SECTION B		PERFORMANO	E EV	ALUAT	ION	·		•	·
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A - Adequate	Performance meets excellence.	all requirements. It is enti	rely sa	tisfacto	ry and I	s characteri	zed neith	er by defici	euch uot
P - Proficient	Performance is mor	e than sotisfactory. Desire	d resul	is ore b	eing pro	duced in a p	proficient	manner.	
S - Strong O - Quistanding	Performance is so	racterized by exceptional parceptional parceptional in relation to re r work as to warrant special	qu ireme	nts of t	he work	and in com	parison to	the perfer	nanca of
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### NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper par freetive their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for irrelating. Common on foreign language competence, if required for current position. Amplify or explain ratings given in Section 8 to provide best basis for determining future personnel action. Manner of performance of munagerial or supervisory duties must be described, if U. L. 23

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

SECTION D	CERTIFICATION AND COM	IFNTS						
1. BY EMPLOYEE								
I CI	ERTIFY THAT I HAVE SEEN SECTIONS A, B, A	ND C OF THIS REPORT						
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2.	BY SUPERVISOR							
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13 Ca 1 1845	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE						
	- C/VII/C/NO/PM	Calvin Hicks						
3.	BY REVIEWING OFFICIAL	·						
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20 July 1965	OFFICIAL TITLE OF REVIEWING OFFICIAL  C/WH/C/MO	Walter T. Cini						

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11. DATE REPORT 31 Jul	y 1964		,	EPORTING PER July 196			964			
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NARRATIVE COMMENTS

SECTION C

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to everall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explaining attings given inspection B to provide best basis for determining future personnal action. Manner of performance of managerial or supervised with the sestion of the 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 CO	MIENTS							
1. BY EMPLOYEE									
	ERTIFY THAT I HAVE SEEN SECTIONS A, B	. AND C OF THIS REPORT							
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2. / J'	V 8Y SUPERVISOR								
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DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTEL NAME AND SIGNATURE							
15 July 1964	C/WH/SA/MOB/PM	Calvin W. Hicks							
3.	BY REVIEWING OFFICE	AL.							
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31 July	1963				July 1962 to 30 ·	June 1	963	
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MARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on toreign language competence, if required for current position. Attailing a plant for the in Section B to provide best basis for determining future personnel action. Manner of performance of managerial of superfixory duties must be described, if applicable.

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

During the past year subject has continued to be a most cooperative, loyal and willing worker on a project that due to its nature is more frustrating, and demands more with less apparent return than most projects. As on his previous fitness report, I have rated him very high, primarily due to the fact that he smaller and many years experience with the Agency have made him of much more immediate value than most of his collegues in the GS 7-9 level. Consequently, although he has made G3-8 within the past year, I feel he is still undergraded and should be promoted to G3-9 at the carliest opportunity.

SECTION D CERTIFICATION AND COMMENTS								
1.	BY EMPLOYEE							
1,31	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT						
Dune 13, 63	Juny Pitela							
2. /	8Y SUPERVISOR							
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION						
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OATE	OFFICIAL TITLE OF SUPERVISOR	Coin & Short						
12 June 63	DC/SAS/MOB/FM	Calvin W. Hicks						
3.	BY REVIEWING OFFIC	IAL						
COMMENTS OF REVIEWING OFFICE	A L							

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

DATE .	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
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6/13/63	C/SAS/MOB/FM	Charles W. Matt

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NARRATIVE COMMENTS

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

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

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

SECTION D	CERTIFICATION AND COM	MENTS
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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability to fraction as an agent handler is extremely commendable. Subject is able to communicate equally well wither this or low level agents. The 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)..

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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

SECTION F	CERTIFICATION AND	COMMENTS
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2.	BY SUPERVISO	OR
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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.



Chief, EE/Germany

Pre 1968 Fitners Reports

2 June 1960

MENORALDUM FOR: Chief, EE Fersonnel

SUBJECT

Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office vishes to commend Mr. Guy Vitale for the manner in which he conducted himself while on temporary assignment in this office. Rather than sit idle awaiting a new assignment, Mr. Vitale volunteered his services and was given various logistical general services jobs and 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.

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

, Chief, Ex Logistics

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Pre 1960 FRQ & Certifications for insurance and retirement

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SERVICE RETURNED TO

FEDERAL RECORDS CENTER IN

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DATE May 1970