

This document is made available through the declassification efforts  
and research of John Greenewald, Jr., creator of:

# The Black Vault



The Black Vault is the largest online Freedom of Information Act (FOIA) document clearinghouse in the world. The research efforts here are responsible for the declassification of hundreds of thousands of pages released by the U.S. Government & Military.

**Discover the Truth** at: <http://www.theblackvault.com>

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

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL
25 AUG 78 8:30		GAETON <del>FOUZI</del> FONZI	<i>[Signature]</i>
26 AUG 1978 9:50		ARADWAY/FONZI	<i>[Signature]</i>

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

VITALE, GUY  
TERMINATED D

**SECRET**  
(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>					DATE PREPARED <b>17 Feb 69</b>				
1 SERIAL NUMBER <b>003620</b>		2 NAME (Last-First-Middle) <b>VITALE, GUY</b>							
3 NATURE OF PERSONNEL ACTION <b>RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA &amp; DISABILITY SYS</b>				4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>02 28 69</b>		5 CATEGORY OF EMPLOYMENT <b>REGULAR</b>			
6 FUNDS <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		7 FINANCIAL ANALYSIS NO CHARGEABLE <b>9235 0620</b>		8 LEGAL AUTHORITY (Completed by Office of Personnel) <b>P.L. 88-643 sect. 233</b>			
9 ORGANIZATIONAL DESIGNATIONS <b>DDP/WH WH/COG OPERATIONS BRANCH WH Section</b>				10 LOCATION OF OFFICIAL STATION <b>WASH., D.C.</b>					
11 POSITION TITLE <b>INTELLIGENCE ASST (B)</b>			12 POSITION NUMBER <b>1685</b>		13 CAREER SERVICE DESIGNATION <b>D</b>				
14 CLASSIFICATION SCHEDULE (GS, I.B., etc.) <b>GS</b>		15 OCCUPATIONAL SERIES <b>0301.26</b>		16 GRADE AND STEP <b>08 6</b>		17 SALARY OR RATE <b>\$ 8984</b>			
18 REMARKS <b>Last working day is 28 February 1969. 1152 telecoord. w/ [redacted] R.E. - dmw 3/3/69 *INTEL ASST occupying INTEL ANALYST SLOT #  1 - Finance <i>(Signature)</i> SA/ESR 2001/69</b>									
19A SIGNATURE OF REQUESTING OFFICIAL <b>C/WH/Personnel</b>		DATE SIGNED <b>17 Feb 69</b>		19B SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>(Signature)</i>		DATE SIGNED			
<b>SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL</b>									
19 ACTION CODE <b>45</b>	20 EMPLOY CODE <b>10</b>	21 OFFICE CODING NUMERIC ALPHABETIC		22 STATION CODE	23 INTEGRAL CODE	24 HOOVER CODE <b>1</b>	25 DATE OF BIRTH MO. DA. YR. <b>1 16 17</b>	26 DATE OF GRADE MO. DA. YR.	27 DATE OF LEI MO. DA. YR.
28 NTE EXPIRES MO. DA. YR.		29 SPECIAL REFERENCE 1-CC 2-OCGR 3-FICA 4-NONE	30 RETIREMENT DATA CODE		31 SEPARATION DATA CODE <b>0 B J C O C</b>	32 CORRECTION CANCELLATION DATA TYPE MO. DA. YR.		33 SECURITY RES NO.	34 SER
35 VET. PREFERENCE CODE 0-NONE 1-10 PT 2-10 PT		36 SERV. COMP. DATE MO. DA. YR.		37 LONG. COMP. DATE MO. DA. YR.		38 CAREER CATEGORY CAR. RES. PROV/TEMP CODE		39 LEGAL HEALTH INSURANCE CODE CODE 2-NONE 1-YES	
41. 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)				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX STATE CONV. EXEMPT.	
45. POSITION CONTROL CERTIFICATION <b>3-6-69 je</b>					46. OFF. APPROVAL <i>(Signature)</i>		DATE APPROVED <b>3</b>		

FORM 1152 USE PREVIOUS EDITION 3-67

**SECRET**

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

(4)

**SECRET**  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED			
1 SERIAL NUMBER <b>003620</b>		2 NAME (Last-First-Middle) <b>VITALE, GUY</b>				17 Feb 69			
3 NATURE OF PERSONNEL ACTION <b>RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA &amp; DISABILITY GRANT</b>				4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>02 28 69</b>		5 CATEGORY OF EMPLOYMENT <b>REGULAR</b>			
6 FUNDS <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		7 FINANCIAL ANALYSIS NO CHARGEABLE <b>9235 0620</b>		8 LEGAL AUTHORITY (Completed by Office of Personnel) <b>P.L. 83-643 Sect. 233</b>					
9 ORGANIZATIONAL DESIGNATIONS <b>DDP/WH WH/COG OPERATIONS BRANCH WH Section</b>				10 LOCATION OF OFFICIAL STATION <b>WASH., D.C.</b>					
11 POSITION TITLE <b>INTELLIGENCE ASST (S)</b>			12 POSITION NUMBER <b>1685</b>		13 CAREER SERVICE DESIGNATION <b>D</b>				
14 CLASSIFICATION SCHEDULE (GS, FS, etc.) <b>GS</b>		15 OCCUPATIONAL SERIES <b>0301.26</b>		16 GRADE AND STEP <b>08 6</b>		17 SALARY OR RATE <b>\$ 8984</b>			
18 REMARKS  Last working day is 28 February 1969.  1152 telecoord. v [redacted] R.B. - dmv 3/3/69 *Intel Asst occupying Intel Analyst Slot*  <i>Py de [redacted] SA/esr 70 Feb 69</i>									
18A SIGNATURE OF REGULATING OFFICIAL  <b>C/WH/Personnel</b>		DATE SIGNED <b>17 Feb 69</b>		18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>		DATE SIGNED <b>17 Feb 69</b>			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19. ACTION CODE <b>45</b>	20. EMPLOY CODE <b>10</b>	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGRATED CODE	24. MONTHS CODE <b>1</b>	25. DATE OF BIRTH MO. DA. YR. <b>16 16 17</b>	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LSI MO. DA. YR.
28. NEE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-CR 2-CRCH 3-FCA 4-WRE		31. SEPARATION DATA CODE <b>0 B J 00 00</b>	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. RESV. PROV. TEMP.	39. LEGAL/HEALTH INSURANCE CODE 0-NONE 1-YES	40. SOCIAL SECURITY NO.				
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-NONE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)			42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPT. STATE CODE 1-YES 2-NO			
45. POSITION CONTROL CERTIFICATION  <i>3-6-69 je</i>				46. OP APPROVAL <i>[Signature]</i>			DATE APPROVED		

JLB: 10 MAR 69

NOTIFICATION OF PERSONNEL ACTION				
DEF				
1 SERIAL NUMBER	2 NAME (LAST FIRST MIDDLE)			
003620	VITALE GUY			
3 NATURE OF PERSONNEL ACTION			4 EFFECTIVE DATE	5 CATEGORY OF EMPLOYMENT
RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM			MO DA YR 02 28 69	REGULAR
6 FUNDS	V TO V	Y TO CF	7 Financial Analysis No. Chargeable	8 CSC OR OTHER LEGAL AUTHORITY
9 ORGANIZATIONAL DESIGNATIONS			10 LOCATION OF OFFICIAL STATION	
11 POSITION TITLE			12 POSITION NUMBER	13 SERVICE DESIGNATION
INTELLIGENCE ASST			1885	D
14 CLASSIFICATION SCHEDULE (GS, LB, etc.)	15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE	
GS	0301,28	08 8	8984	
18 REMARKS				
SIGNATURE OR OTHER AUTHENTICATION				

**SECRET**

28 FEB 1969

**MEMORANDUM FOR :** Mr. Guy Vitale  
**THROUGH :** Head of CS Career Service  
**SUBJECT :** Notification of Approval of Request for  
Voluntary Retirement

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

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

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

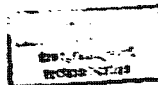
Robert S. Wattlea  
Director of Personnel

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

OP BSD ROB/ [ ] :jef

(27 February 1969)

**SECRET**



SECRET  
(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:

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

*Guy Vitale*

Date Signed

28 Feb. '69

Address (Street, City, State, Zip Code)

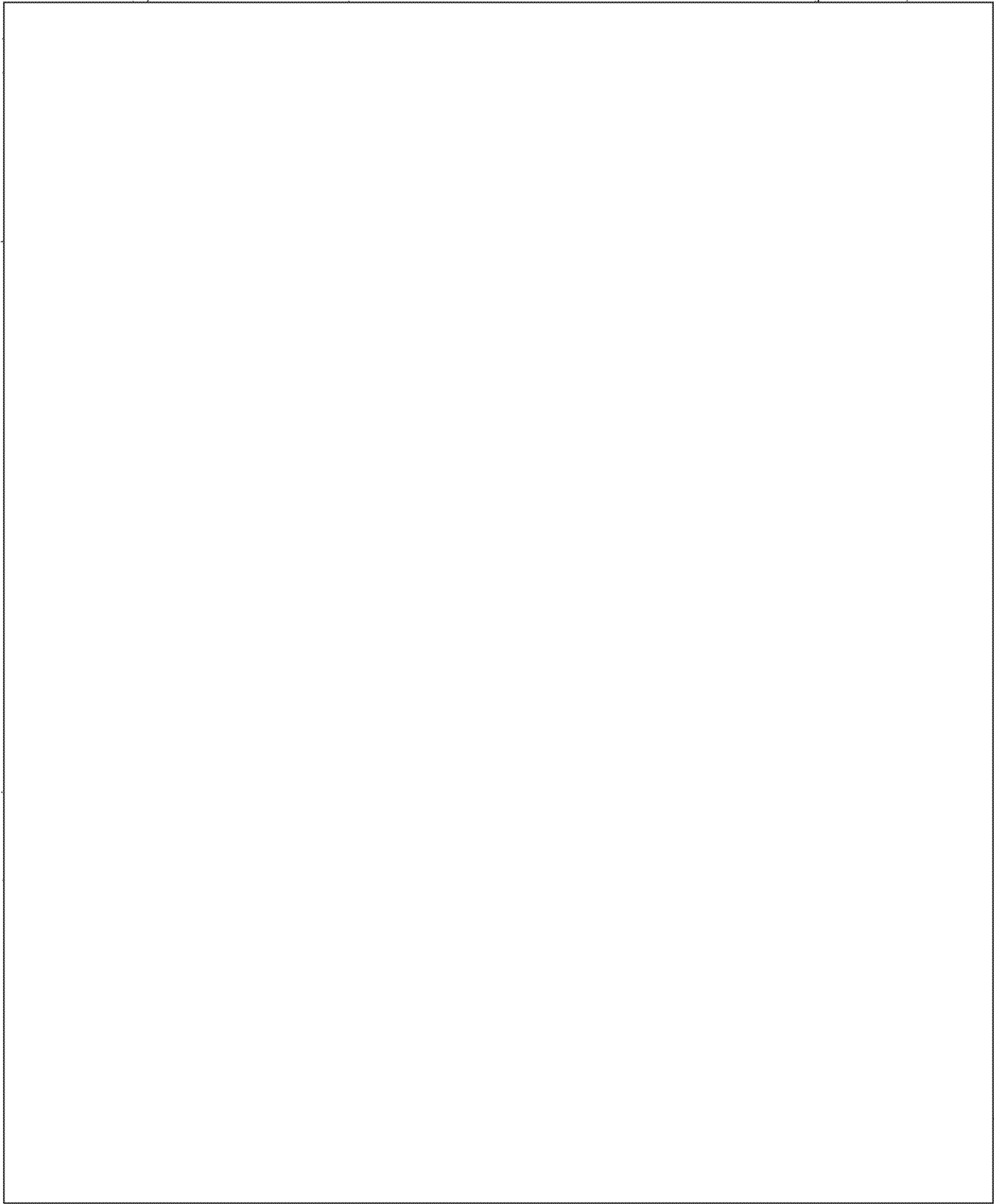
1770 "H" St. N. W. Wash. D.C.

Correspondence

Overt

Covert

SECRET





SEP 20 1969

SECRET  
(When Filled In)

### NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 003620	2. NAME (LAST-FIRST-MIDDLE) VITALE, GUY
----------------------------	--

3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM	4. EFFECTIVE DATE MO DA YR 02 23 69	5. CATEGORY OF EMPLOYMENT REGULAR
--	---	--------------------------------------

6. FUNDS X V TO V CF TO V	V TO CF CF TO CF	7. Financial Analysis No. Chargeable 9235 0620 0000	8. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 103
---------------------------------	---------------------	--	--

9. ORGANIZATIONAL DESIGNATIONS DDF/WH	10. LOCATION OF OFFICIAL STATION WASH., D.C.
--	---

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION D
--------------------	---------------------	------------------------------

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP 08	17. SALARY OR RATE
--	-------------------------	--------------------------	--------------------

18. REMARKS

#### SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR
28. NTE EXPRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CSC 2. CIV 3. FICA 4. NONE	31. SEPARATION DATA CODE	32. Correction / Conciliation Data TYPE MO DA YR	EOD DATA		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 1 WAIVER 2 YES			40. SOCIAL SECURITY NO.	
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1. NO PREVIOUS SERVICE 2. NO BEAR IN SERVICE 3. BEAR IN SERVICE (LESS THAN 3 YRS) 4. BEAR IN SERVICE (MORE THAN 3 YRS)		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 MO TAX STATE CODE 1. YES 2. NO			

#### SIGNATURE OR OTHER AUTHENTICATION

Signature area with dotted lines and a stamp:

FCSTED  
22.69  
je

SECRET

REQUEST FOR PERSONNEL ACTION						DATE PREPARED			
1. SERIAL NUMBER 003620						2. NAME (Last-First-Middle) VITALE, GUY			
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 23 69		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS V TO V CF TO V		7. COST CENTER NO. CHARGE ARE 9235 - 0620		8. LEGAL AUTHORITY (Completed by Office of Personnel) PL 88-643 Sect. 203					
9. ORGANIZATIONAL DESIGNATIONS DDP/WII				10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.					
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (U.S. F.R. PA.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP S		17. SALARY OR RATE 5			
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. INT-AREA CODE	24. MOODS CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1-104 2-FICR 3-NONE		31. SEPARATION DATA CODE	32. COLLECTION CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REQ NO.		34. SEX	
35. YET. PREFERENCE 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 1-104 2-104 3-104	39. HEALTH INSURANCE CODE 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 EXEMPTED CODE NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXEMPTED CODE MO. TAX EXEMPT. STATE CODE				
45. POSITION CONTROL CERTIFICATION						46. DATE APPROVED 13 FEB 69			

SECRET

EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

69-1750

Executive Registry  
69-2024

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 Holms~~  
Richard Holms  
Director

- Distribution:
- 0 - Addressee
- 1 - ER
- 1 - C/EAB/OS
- 1 - D/Pers
- 1 - OPF
- 1 - ROB
- 1 - ROB Reader

Originator: \_\_\_\_\_  
 Director of Personnel

Concur: SIGNED 2 APR 1969  
 C/EAB/OS

QP/RAD/ROB/[ ] jef (1 April 1969)

SECRET

MEMORANDUM FOR : Director of Central Intelligence  
SUBJECT : Request for Voluntary Retirement  
Guy Vitale

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

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

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

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

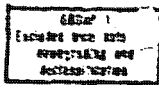
Robert S. Wattles  
Director of Personnel

The recommendation contained in paragraph 4 is approved:

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

\_\_\_\_\_  
Date

SECRET



**SECRET**  
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED			
1 SERIAL NUMBER <b>003620</b>		2 NAME (Last-First-Middle) <b>VITALE, Guy</b>				<b>13 December 1965</b>			
3 NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>				4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>12 28 65</b>		5 CATEGORY OF EMPLOYMENT <b>REGULAR</b>			
6 FUNDS <input checked="" type="checkbox"/> I V TO V <input type="checkbox"/> CP TO V		<input type="checkbox"/> V TO C <input type="checkbox"/> CP TO C		7 COST CENTER NO. CHARGEABLE <b>6235-1162</b>		8 LEGAL AUTHORITY (Completed by Office of Personnel)			
9 ORGANIZATIONAL DESIGNATIONS <b>DUP/WH WH/C Main Operations Branch PM Section</b>				10 LOCATION OF OFFICIAL STATION <b>Washington, D.C.</b>					
11 POSITION TITLE <b>INTELL. ASST. (D)</b>			12 POSITION NUMBER <b>1506</b>		13 CAREER SERVICE DESIGNATION <b>D</b>				
14 CLASSIFICATION SCHEDULE (GS, TB, etc.) <b>GS (07)</b>		15 OCCUPATIONAL SERIES <b>0301.23</b>		16 GRADE AND STEP <b>08 (4)</b>		17 SALARY OR RATE <b>\$ 7553</b>			
18 REMARKS <b>From WH/C/MOB, PM Sec., #1142 P.R.A. per HR 20-21c(3) NTE December 1967.</b>									
<b>Recorded By CSPD f.p.</b>									
18A SIGNATURE OF REQUESTING OFFICIAL <b>ROBERT D. CASIMAN, C/WH/Pers.</b>			DATE SIGNED <b>12-23-65</b>		18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER <b>-K.J. [Signature]</b>		DATE SIGNED <b>21 DEC 1965</b>		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL									
19 ACTION CODE <b>37</b>	20 EMPLOY CODE <b>10</b>	21 OFFICE CODING NUMERIC ALPHABETIC <b>51576 WH</b>		22 STATION CODE <b>25015</b>	23 INTEGRAL CODE	24 MOOTER CODE	25 DATE OF BIRTH MO. DA. YR. <b>10/16/17</b>	26 DATE OF GRADE MO. DA. YR.	27 DATE OF LEI MO. DA. YR.
28 NTE EXPIRES MO. DA. YR. <b>12/27/67</b>	29 SPECIAL REFERENCE <b>83</b>	30 RETIREMENT DATA 1-ESC 2-FER 3-NONE CODE		31 SEPARATION DATA CODE	32 CORRECTION, CANCELLATION DATA TYPE MO. DA. YR.		33 SECURITY REG. 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 CAP RES. PPOD PLAN CODE		39 FEGLI HEALTH INSURANCE CODE 0-WAIVER 1-YES HEALTH INS. CODE	
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 1-YES 2-NO		44 STATE TAX DATA FORM EXECUTED 1-YES 2-NO	
43. POSITION CONTROL CERTIFICATION <b>12 23 65 H</b>				40 O.P. APPROVAL <b>[Signature]</b>			DATE APPROVED <b>12-23-65</b>		

SECRET

MEMORANDUM FOR: Mr. Guy Vitale

20 October 1965

THROUGH : Head of D Career Service

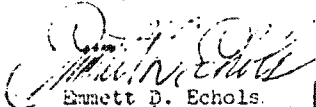
SUBJECT : Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

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  
Director of Personnel

SECRET

Group 1  
Excluded from automatic  
downgrading  
and declassification

SECRET  
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED  
12 December 1962

1. SERIAL NUMBER 003620 ✓		2. NAME (Last-First-Middle) VITALE, Guy ✓	
3. NATURE OF PERSONNEL ACTION PROMOTION			4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 01 20 63
5. CATEGORY OF EMPLOYMENT REGULAR			6. LEGAL AUTHORITY (Completed by Office of Personnel)
6. FUNDS ▶ X V TO V CF TO V	V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE 3232-1000-1000
9. ORGANIZATIONAL DESIGNATIONS DDP Task Force W FI/CI Branch		10. LOCATION OF OFFICIAL STATION Washington, D.C.	
11. POSITION TITLE OPS OFFICER (6)		12. POSITION NUMBER 0683	13. CAREER SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LD, etc.) GS (6)	15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 08 (3)	17. SALARY OR RATE \$6500 ✓

Z  
A

18. REMARKS  
Promotion recommendation attached. Fitness Report submitted previously.

Recorded by  
CCPD  
*Awc*

104. SIGNATURE OF REQUESTING OFFICIAL <i>Louis W. Armstrong</i> LOUIS W. ARMSTRONG, C/TFW/Perd.	DATE SIGNED 14 Dec 62	105. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>H. Stuenkel</i>	DATE SIGNED 11/17/62
---	--------------------------	--	-------------------------

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE 32	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC 61300 TFW	22. STATION CODE 75013	23. INTEROFF CODE	24. POST CODE 1	25. DATE OF BIRTH MO. DA. YR. 10 16 17	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.
28. NTE EXPIRES MO. DA. YR.	29. SPEC. REFERENCE	30. RETIREMENT DATA 1 - CSC 3 - FICA 5 - NONE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	EOD DATA →		33. SECURITY REQ. NO.	34. SER
35. VET. PREFERENCE CODE 0 - NONE 1 - 5 PT. 2 - 10 PT.	36. SERA. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/RESV PROV/TEMP	39. FEGLI / HEALTH INSURANCE CODE CODE 0 - neither 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 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO		44. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO		45. VET. STATE CODE	
43. POSITION CONTROL CERTIFICATION <i>W. Kenney</i>			46. O.P. APPROVAL <i>H. Stuenkel</i>			DATE APPROVED		

1152 OBSOLETE PREVIOUS EDITIONS AND FORM 1152A.

SECRET

**SECRET**  
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED		
1. SERIAL NUMBER <b>003620</b>										2. NAME (Last-First-Middle) <b>VITALE, Guy</b>		
3. NATURE OF PERSONNEL ACTION <b>PROMOTION</b>					4. EFFECTIVE DATE REQUESTED MONTH    DAY    YEAR			5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>				
6. FUNDS		X		Y TO V		V TO CF		7. COST CENTER NO. CHARGE-ABLE <b>3232-1000-1000</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel)		
CF TO V				CF TO CF				9. ORGANIZATIONAL DESIGNATIONS <b>DDP Task Force W FI/CI Branch</b>		10. LOCATION OF OFFICIAL STATION <b>Washington, D.C.</b>		
11. POSITION TITLE <b>OPS OFFICER</b>					12. POSITION NUMBER <b>(D) 0583</b>			13. CAREER SERVICE DESIGNATION <b>D</b>				
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) <b>GS</b>			15. OCCUPATIONAL SERIES <b>(09) 0136.01</b>		16. GRADE AND STEP <b>03 (3)</b>			17. SALARY OR RATE <b>\$6500</b>				
19. REMARKS <b>Promotion recommendation attached. Fitness Report submitted previously.</b>												
18A. SIGNATURE OF REQUESTING OFFICIAL <b>LOUIS W. ARMSTRONG, C/TFW/Pers.</b>					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. INTERSEE CODE	24. NOTES CODE	25. DATE OF BIRTH MO.    DA.    YR.		26. DATE OF DEATH MO.    DA.    YR.		27. DATE OF LEI MO.    DA.    YR.	
28. NTE EXPIRES MO.    DA.    YR.		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CSO 3 - FICA 5 - 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 YR. 2 - 10 YR.		36. SEPV. COMP. DATE MO.    DA.    YR.		37. LONG. COMP. DATE MO.    DA.    YR.		38. CAREER CATEGORY CAR/RESV    CODE    CODE PROV/TEMP		39. FECLT / HEALTH INSURANCE CODE    CODE    0 - NONE    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 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)				42. LEAVE CRT. CODE	43. FEDERAL TAX DATA FORM EXECUTED    CODE    NO. TAX EXEMPTIONS 1 - YES 2 - NO		44. STATE TAX DATA FORM EXECUTED    CODE    NO. TAX STATE CODE PREMP.					
45. POSITION CONTROL CERTIFICATION						46. O.P. APPROVAL			DATE APPROVED			



**SECRET**  
(When Filled In)

<b>REQUEST FOR PERSONNEL ACTION</b>	DATE PREPARED <b>12 March 1962</b>
-------------------------------------	---------------------------------------

1. SERIAL NUMBER <b>003620</b>	2. NAME (Last-First-Middle) <b>VITALE, Guy (IMI)</b>
-----------------------------------	---

3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS</b>	4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>03   18   62</b>	5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>
--	--	---

6. FUNDS	<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	7. COST CENTER NO. CHARGEABLE <b>2235-1400-1000</b>	8. LEGAL AUTHORITY (Completed by Office of Personnel)
----------	--	----------------------------------	----------------------------------	-----------------------------------	--	---

9. ORGANIZATIONAL DESIGNATIONS <b>DDP/WH Branch 4 FI/CI Sec.</b>	10. LOCATION OF OFFICIAL STATION <b>Washington, D. C.</b>
---	--

11. POSITION TITLE <b>INTELL ASST</b>	12. POSITION NUMBER <b>0685</b>	13. CAREER SERVICE DESIGNATION <b>D</b>
--	------------------------------------	--

14. CLASSIFICATION SCHEDULE (GS, LB, etc.) <b>GS</b>	15. OCCUPATIONAL SERIES <b>0301.28</b>	16. GRADE AND STEP <b>07 (3)</b>	17. SALARY OR RATE <b>\$ 5685</b>
---	---	-------------------------------------	--------------------------------------

18. REMARKS

From: DDP/EE/CS/Dev.Compl., D.C.

Security Approval: [Signature] 2/16/62

CONCURRENCE: [Signature] (per phone) EE/Personnel Officer

1 copy to Security

19. SIGNATURE OF REQUESTING OFFICIAL <b>WH/4 Pers. Officer</b>	DATE SIGNED	20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>[Signature]</i>	DATE SIGNED
---	-------------	---	-------------

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

23. RES. CODE	24. EMPLOY. CODE	21. OFFICE CODE (NUMERIC)	22. STATION CODE (ALPHABETIC)	23. INTER. CODE	24. MOBILE CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LES (MO. DA. YR.)	
<b>16</b>	<b>13</b>	<b>45</b>	<b>WH-4</b>			<b>10   16   17</b>			
28. NTE EXPIRES (MO. DA. YR.)		29. SPECIAL REFERENCE		30. RETIREMENT DATA (1-LS, 2-FICA, 3-NEXT)		31. SEPARATION DATA (TYPE, MO. DA. YR.)		32. CORRECTION/CANCELLATION DATA (MO. DA. YR.)	
35. VET. PREFERENCE (CODE)		36. SERA. COMP. DATE (MO. DA. YR.)		37. LONG. COMP. DATE (MO. DA. YR.)		38. MIL. SERA. CREDIT/LCD (CODE)		39. FEELI / HEALTH INSURANCE (CODE)	
41. PREVIOUS GOVERNMENT SERVICE DATA (CODE)				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA (FORM EXEMPTED CODE)		44. STATE TAX DATA (CODE)	

45. POSITION CONTROL CERTIFICATION <b>7. Kearney 03/2/62</b>	46. O.P. APPROVAL <i>[Signature]</i>	DATE APPROVED
---	---	---------------

**REQUEST FOR PERSONNEL ACTION**

6 June 1960

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

**PREVIOUS ASSIGNMENT**

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

**ACTION**

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

**PRESENT ASSIGNMENT**

31. Organizational Designations: <b>CS/CS DEVELOPMENT COMPLEMENT EE DIVISION</b>		Code <b>5258</b>	32. Location Of Official Station <b>WASH., D.C.</b>			Station Code <b>25013</b>
33. Dept. - Field Dept - Code USfld - Frqn - <b>1</b>	34. Position Title			35. Position No. <b>161200</b>	36. Serv.	37. Occup. Series
38. Grade & Step	39. Salary Or Rate <b>\$</b>	40. SD <b>D</b>	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number <b>0320 1998</b>	

**SOURCE OF REQUEST**

A. Requested By (Name And Title) <b>Personnel</b>	C. Request Approved By (Signature And Title) <i>[Signature]</i>
B. For Additional Information Call (Name & Telephone Ext.) <b>X3884</b>	

**CLEARANCES**

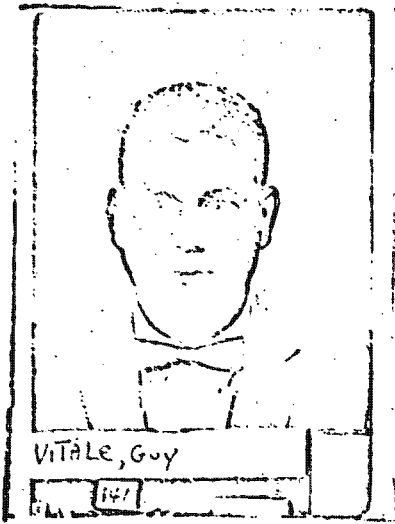
Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	<i>[Signature]</i>	14/1/60	Placement	<i>[Signature]</i>	
B. Pos. Control			E.	<i>[Signature]</i>	12/2/59
C. Classification			F. Approved By	<i>[Signature]</i>	6-13-60
Remarks <b>In-casual</b> <b>FCS RETURNEE</b>					

Pre 1960 Requests for  
Personnel Action

**SECRET**  
(When Filled In)

1. PERS. SERIAL NO.		BIOGRAPHIC PROFILE (PART I)			SCD: 24 Oct 1942	
03630		2. NAME (Last-First-Middle)		3. SER	4. DATE OF BIRTH	5. LONGEVITY COMP. DATE
VITALE, Guy (nmn)		M		Oct 1917		13 Sep 1949
6. MARITAL STATUS	7. DEPENDENT(S) (Exclud. emp- loyees)	8. NO. YEAR(S) OF BIRTH		9. US NATURALIZATION DATE(S)		
Single	0	0		NA		
10. CAREER STAFF STATUS	MEMBERSHIP	11. OTHER STATUS		12. LAST MED. RPT. QUAL. FOR		13. EVAL. FOR
None	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	
None	X					
15. ASSESSMENT DATE		16. PROFESSIONAL TEST DATE		17. LANGUAGE APPTITUDE 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 - Book Room Attendant						
19. NON-CIA EDUCATION						
1937-38 Nents Hill Jr College, Maine 1948-50 George Washington, DC - Poli Sci						
20. FOREIGN LANGUAGE ABILITIES (Language, Profi- ciency, Date Tested)		None				
21. AGENCY SPONSORED TRAINING						
1962 Rcds 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 & 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		REE/Map/Proc&RefBr	"	
Jul 1951	" " 0305.01	4		RR/Geo/Map Library Br	"	
Nov 1952	" " 0305.01	4		ORR/Ch, GeoRes/MapLibrary/ProcBr	"	
Sep 1955	" " 0305.01	5	IR	" " " " " " " "	"	
Dec 1956	Clerk 0301.26	5	DS	DDP/SE/OpsDiv/Rpts, Index&Biog	"	
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/EE/Br-1/PI/CI Sec	"	
Jan 1963	Ops Off 0136.01	8	D	DDP/TFN/PI/CI Br	"	
23. DATE REVIEWED		24. PROFILE REVIEWED BY		25. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE		
25 Jan 1965		hc		No		

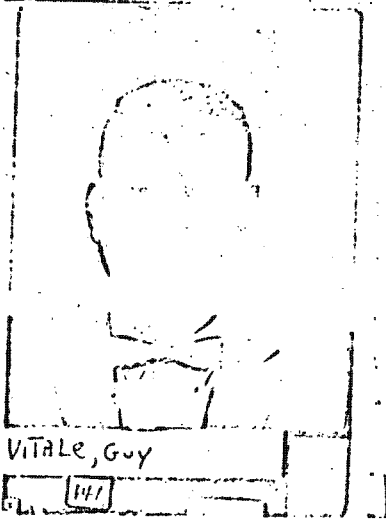
SECRET  
(When Filled In)

PERS. SERIAL NO. 03620		BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) VITALE, Guy (nmn)		DATE OF BIRTH Oct 1917	
23. SUMMARIES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS			
 <p>VITALE, Guy</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: 21 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. DEPENDENTS (Exclud. emp- ployee)	8. YEARS OF BIRTH		9. US NATURALIZATION DATE(S)		
Single	0	0		NA		
10. CAREER STAFF STATUS	11. MEMBERSHIP	OTHER STATUS		12. LAST MED. RPT. DATE	QUAL. FOR	EVAL. FOR
	Jul 1954			Apr 1960	Dept Duties	O/S Returnee
13. CURRENT RESERVE STATUS	NONE SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT. - 1	RELEASE TO MIL. SER. CAT. - 2	TO BE DEFERRED CAT. - 3	
	X					
14. ASSESSMENT DATE	15. PROFESSIONAL TEST DATE		16. LANGUAGE APTITUDE TEST DATE			
None	None		None			
17. NON-CIA EMPLOYMENT						
1938-41 Various jobs for short periods of time; also unemployed during part of this time.						
1942-46 Military Service, US Army, Sgt						
1946-49 Library of Congress, DC - Clk; Libr Asst						
18. NON-CIA EDUCATION						
1937-38 Kents Hill Jr College, Maine						
1948-50 George Washington, DC - Poli Sci						
1957 American Mission Sch, [ ] - Greek (3 mos)						
19. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)						
None						
20. AGENCY SPONSORED TRAINING						
1962 Reds Off Crs						
21. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)						
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & ORG. TITLE (if any)	LOCATION	
Sep 1949	Messenger 0302.01	CPC 3		C&D/Admin/Mail/CourierSect	Hq	
Sep 1950	File Clerk 0305.01	GS-3		R&E/Map/Proc&RefBr	"	
Jul 1951	" " 0305.01	4		R/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	[ ]	
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/WH/Br-4/PI/CI Sec	"	
Jan 1963	Ops Off 0136.01	8	D	DDP/TFM/PI/CI Br	"	
May 1965	" " 0136.01	8	D	DDP/WH/C/Kiami Ops Er	"	
Dec 1965	Intel Asst 0301.28	8	D	" " " " " " " "	"	
May 1968	Intel Anal 0132.35	8	D	DDP/WH/C	"	
22. DATE REVIEWED		23. PROFILE REVIEWED BY		24. ITEMS 1-19 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.  <p>VITALE, Guy 147</p>			
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE			
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL			
26. ADDITIONAL INFORMATION Commendation 1960 from Ch, 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		
<b>SECTION A GENERAL</b>						
1. NAME (Last) (First) (Middle) Vitale, Guy			2. DATE OF BIRTH 10/16/17	3. SEX M	4. GRADE 08	5. SO D
6. OFFICIAL POSITION TITLE Intelligence Asst.			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/COG	8. CURRENT STATION Hqs.		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/>	CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	REASSIGNMENT SUPERVISOR	
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/>	ANNUAL	REASSIGNMENT EMPLOYEE	
<input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. July 1968			12. REPORTING PERIOD (From - to) 1 July 67 - 30 June 68			
<b>SECTION B PERFORMANCE EVALUATION</b>						
<p><b>W - <u>Weak</u></b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - <u>Adequate</u></b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - <u>Proficient</u></b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - <u>Strong</u></b> Performance is characterized by exceptional proficiency.</p> <p><b>O - <u>Outstanding</u></b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
<b>SPECIFIC DUTIES</b>						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1 Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program.						RATING LETTER P
SPECIFIC DUTY NO. 2 Assists personnel with machine name traces and other operational support assistance.						RATING LETTER P
SPECIFIC DUTY NO. 3 Preparation of biographic input sheets for machine processing into the Cuban IS program.						RATING LETTER P
SPECIFIC DUTY NO. 4 As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents.						RATING LETTER P
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER P

9 AUG 1968  
JK



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 7/18/68 SIGNATURE OF EMPLOYEE [Signature]

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

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

SECRET

## SECTION C/Continued

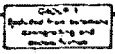
## NARRATIVE COMMENTS

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.



SECRET  
(When Filled In)

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



SECTION C

NARRATIVE COMMENTS

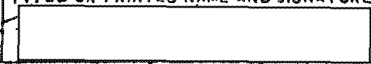
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for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

Aug 31 6 26 AM '67

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

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 25 Aug '67	SIGNATURE OF EMPLOYEE <i>Greg Vitale</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 12	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 25 August 1967	OFFICIAL TITLE OF SUPERVISOR Section Chief, PM Operations	TYPED OR PRINTED NAME AND SIGNATURE 
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.		
DATE 28 AUG 1967	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/COG/NO	TYPED OR PRINTED NAME AND SIGNATURE <i>Robert A. Ortman</i> Robert A. Ortman

file

SECRET

11 May 1960  
File K-1849

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.

2. Effective 1 April 1960, it is requested that your records be properly blocked ~~////////~~ to deny ~~////////~~ Subject's current Agency employment to an external inquirer.

3. ~~//////////~~ \_\_\_\_\_

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

cc: SSD/OS

**THIS MEMO MUST REMAIN  
SECRET  
ON TOP OF FILE**

FORM 1-58 1580a

(4-13-60)

5760  
612

**SECRET**  
(When Filled In)

ALB: 10 MAR 69

NOTIFICATION OF PERSONNEL ACTION			
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 28 1969
5 CATEGORY OF EMPLOYMENT REGULAR			6 FUNDS X V TO V CF TO V
7 Financial Analysis No. Chargeable 9235 0620 0000			8 ESC 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 #N.) GS	15 OCCUPATIONAL SERIES 0201.26	16 GRADE AND STEP 08 6	17 SALARY OR RATE 8984
18 REMARKS			

1. LAST NAME	FIRST NAME	INITIAL(S)	2. APPOINTMENT DATA	3. TOTAL SERVICE FOR LEAVE (as of date of separation)							
VITALE	GUY		Entered on duty 9-13-49 Subject to Sec. 203(d), 1951 Leave Act Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Ceased to be subject to Sec. 203(d) on _____ Annual Leave Bal. _____	Years 26	Months 4	Days 4					
4. DATE AND NATURE OF SEPARATION 2-28-69 RETIREMENT CIARDS											
SUMMARY OF ANNUAL AND SICK LEAVE (HOURS)			SUMMARY OF HOME LEAVE (DAYS)			REMARKS SCD 10-24-42					
5. Balance from prior leave year ended 1-11-19 69	ANNUAL	SICK	14. Date arrival abroad for HL purposes								
6. Current leave year accrual through 3-08-19 69	274	1655	15. Current balance as of 19								
7. Total	298	1667	16. 12-month accrual rate								
8. Reduction in credits, if any (current year)	0	0	17. Dates leave used, prior 24 months								
9. Total leave taken	4	0	18. Monthly accrual date								
10. Balance	294	1667	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								
26. [Signature] 11/27/69 (Date)			22. Dates during preceding calendar yr. to								
FOR CHIEF PAYROLL (Title) 143-2595 (Telephone)			ABSENCE WITHOUT PAY								
			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 (dates):								
			<table border="1"> <tr> <td>WOP or AWOL or Furlough/Suspension (Hours)</td> <td>0</td> <td>0</td> </tr> <tr> <td></td> <td>0</td> <td>0</td> </tr> </table>			WOP or AWOL or Furlough/Suspension (Hours)	0	0		0	0
WOP or AWOL or Furlough/Suspension (Hours)	0	0									
	0	0									

Standard Form 1150  
November 1965  
1150-106

**RECORD OF LEAVE DATA TRANSFERRED**

U.S. CIVIL SERVICE COMMISSION  
FPM SUPPLEMENTS 286-31 AND 880-2

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 512 AND 215 OF TITLE 5, U.S.C. AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-UCI 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	009520	51	300	V GS 08 6	\$ 8,614	\$ 8,984

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION							
1. SERIAL NUMBER 009520		2. NAME (LAST-FIRST-MIDDLE) VITALE GUY					
3. NATURE OF PERSONNEL ACTION A. ASSIGNMENT				4. EFFECTIVE DATE MO. DA. YR. 05 14 68		5. CATEGORY OF EMPLOYMENT	
A. FUNDS		X V TO V		V TO CF		7. FINANCIAL ANALYSIS NO. CHARGEABLE	
		CF TO V		CF TO CF		8. CSC OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS DIR/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, 1B, etc.) GS		15. OCCUPATIONAL SERIES 0132.35		16. GRADE AND STEP 0A		17. SALARY OR RATE	
18. REMARKS							
SIGNATURE OR OTHER AUTHENTICATION							

POSTED

*sign 5/17/68*

*C/WH/COO*

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
003620		VITALE GUY		51 500		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 08	5	\$ <del>7,781</del> 8368	01/16/66	GS 08	6	\$ <del>7,781</del> 8614	01/14/68		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE						DATE			
						17 Nov 67			
<input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS NM						AUDITED BY <i>[Signature]</i>			
FORM 560 E Use previous editions <b>PAY CHANGE NOTIFICATION</b> (4-31)									

"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 ICF AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 10 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				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADI
GS	08	4	7,553	01/19/64	GS	08	5	7,781	01/15/66	
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>AT</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 Jan 65				
<b>PAY CHANGE NOTIFICATION</b>										

JAN 2 1965

PJH: 29 DEC 65

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
003620		VITALE GUY									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						12 28 65		REGULAR			
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY							
X		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. Hdqtrs. Code	25. DATE OF BIRTH		26. RATE OF GRADE		27. DATE OF LEI
37	10	51500	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 REG. NO.	34. SEN	
12 27 67		83					EOD DATA				
35. VET. PREFERENCE		36. SERV. COMP. RATE		37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA			44. STATE TAX DATA		
SIGNATURE OR OTHER AUTHENTICATION											

POSTED  
12 29 65

FORM 11-62 1150

Use Previous Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 05/27/65

1 SERIAL NUMBER 003620	2 NAME (LAST FIRST MIDDLE) VITALE GUY
---------------------------	--

3 NATURE OF PERSONNEL ACTION REASSIGNMENT	4 EFFECTIVE DATE MO DA YR 05 31 65	5 CATEGORY OF EMPLOYMENT
--	--	--------------------------

6 FUNDS	V TO V	V TO CF	7 COST CENTER NO CHARGEABLE 5235 1162 0000	8 CSC OR OTHER LEGAL AUTHORITY
	CF TO V	CF TO CF		

9 ORGANIZATIONAL DESIGNATIONS DDP/WH DIVISION MM C MIAMI OPS BR PM SEC	10 LOCATION OF OFFICIAL STATION ASH., D. C.
--	--

11 POSITION TITLE OPS OFFICER	12 POSITION NUMBER 1142	13 CAREER SERVICE DESIGNATION D
----------------------------------	----------------------------	------------------------------------

14 CLASSIFICATION SCHEDULE (GS, IB, WK) GS	15 OCCUPATIONAL SERIES 0136.01	16 GRADE AND STEP 08	17 SALARY GS RATE
---	-----------------------------------	-------------------------	-------------------

18 REMARKS

POSTED  
6-10-65 AH

SIGNATURE OF OTHER AUTHENTICATION



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

REC-6  
 APR 13 4 18 PM '64

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

BAR: 18 JAN 63

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
003620		VITALE GUY									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT			
PROMOTION					01   20   63			REGULAR			
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY		9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION			
X		3232 1000 1000		50 USE 403 J		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, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0135.01		08 3		6500			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE											
20. EMPLOY CODE											
21. OFFICE CODES											
22. STATION CODE											
23. INTEGREE CODE											
24. HOURS CODE											
25. DATE OF BIRTH											
26. DATE OF GRADE											
27. DATE OF LEE											
28. NTE EXPIRES											
29. SPECIAL REFERENCE											
30. RETIREMENT DATA											
31. SEPARATION DATA CODE											
32. CORRECTION/CANCELLATION DATA											
33. SECURITY REG. NO.											
34. SER											
35. VET. PREFERENCE											
36. SERV. COMP. DATE											
37. LONG. COMP. DATE											
38. CAREER CATEGORY											
39. FEGLI / HEALTH INSURANCE											
40. SOCIAL SECURITY NO.											
41. PREVIOUS GOVERNMENT SERVICE DATA											
42. LEAVE CAT. CODE											
43. FEDERAL TAX DATA											
44. STATE TAX DATA											
45. FORM EXECUTED											
46. NO. TAX EXEMPTIONS											
47. FORM EXECUTED											
48. NO. TAX EXEMPTIONS											
49. CODE											
50. NO. TAX EXEMPTIONS											
51. STATE CODE											
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: right;"> <p>FORWARDED</p> <p>02/21/63</p> </div>											

FORM 4-62 1150

Use Previous Edition

18 JAN 1963

SECRET

*Bob*

GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

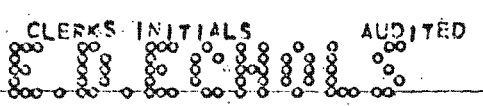
(When Filled In)

14-811


IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 793 AND  
 OGI MEMORANDUM DATED 1 AUGUST 1958, SALARY IS ADJUSTED AS FOLLOWS.  
 EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD		NEW	
				GR	SALARY	GR	SALARY
VITALE GUY	003620	A1000	V 07 4	\$ 5,850	07 4	\$ 6,095	

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				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADI
GS 07	3	\$ 5,685	09/03/61	GS 07	4	\$ 5,850	09/02/62			
8. Remarks and Authorization										
<input type="checkbox"/> / NO EXCESS LWOP <input type="checkbox"/> / EXCESS LWOP <input type="checkbox"/> / IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> / IN LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS                      AUDITED BY <i>[Signature]</i> 										
PAY CHANGE NOTIFICATION										

**SECRET**  
(When Filled In)

1. Social No.		2. Name		3. Cost Center Number		4. LWOP Hours				
003620		VITALE GUY		DDP/EE		UV				
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Pbl. Date	Grade	Step	Salary	Effective Date	FST	LSI	ADJ
GS	07	2	\$ 5,520	09/04/60	07	3	\$ 5,685	09/03/61	X	
8. Remarks and Authentication										
<p align="center">2-000</p> <p><del>NO</del> NO EXCESS LWOP</p> <p>IN PAY STATUS AT END OF WAITING PERIOD</p> <p>IN LWOP STATUS AT END OF WAITING PERIOD</p> <p>602 9/26/61</p>										
 <b>PAY CHANGE NOTIFICATION</b>										

Form 560  
7-60

Obsolete Previous Edition

**SECRET**

(4-81)

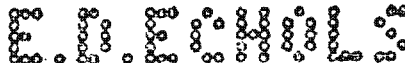
ABM: 20 MAR 62

**SECRET**  
(When Filled In)

<b>NOTIFICATION OF PERSONNEL ACTION</b>																	
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)															
003620		VITALE GUY															
3. NATURE OF PERSONNEL ACTION							4. EFFECTIVE DATE			5. CATEGORY OF EMPLOYMENT							
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS							03 18 62			REGULAR							
6. FUNDS		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE			8. CSC OR OTHER LEGAL AUTHORITY								
X		CF TO V		CF TO CF		2235 1400 1000			50 USC 403 J								
9. ORGANIZATIONAL DESIGNATIONS							10. LOCATION OF OFFICIAL STATION										
DDP WH BRANCH 4 FI CI SEC							WASH., D. C.										
11. POSITION TITLE							12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION							
INTELLIGENCE ASST							0685			D							
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE									
GS				0301.28		07 3		5685									
18. REMARKS																	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																	
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEREST CODE		24. HEIGHT CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEV	
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 REG NO		34. SER REG NO					
										EOD DATA							
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. MIL. SERV. CREDIT LCD		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO							
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.		43. FEDERAL TAX DATA				44. STATE TAX DATA							
SIGNATURE OR OTHER AUTHENTICATION																	



**SECRET**  
(WHEN FILLED IN)

1. EMP. SERIAL NO. 503620		2. NAME VITALE GUY			3. ASSIGNED ORGAN. DDP/FF C		4. FUNDS UV		5. ALLOTMENT		
6. OLD SALARY RATE					7. NEW SALARY RATE						
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA.	YR.				MO	DA.	YR.
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 checked="" 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.S.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT						2 000					
14. AUTHENTICATION											
HCF 7/23/60											
 <b>PAY CHANGE NOTIFICATION</b>											

FORM 5-59

560 OBSOLETE PREVIOUS EDITION REPLACES FORM 560a AND 560b.

**SECRET**

OFFICIAL PERSONNEL FOLDER (4)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

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

/S/ EMMETT D. SCHOLS  
DIRECTOR OF PERSONNEL

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION															
ARE: 10 JUNE 1960															
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS-EOD		
503620		VITALE GUY				Mo. Da. Yr. 10 16 17			Non-0 5 Pt-1 10 Pt-2 Code 1		M 1		Mo. Da. Yr. 09 13 49		
7. SCD		8. CSC Rptmt.		9. CSC Or Other Legal Authority			10. Apmt. Affidav.			11. FEGLI		12. LCD		13. Min. Serv. Req.	
Mo. Da. Yr. 10 24 42		Yes-1 No-2 Code 1		50 USCA 403 J			Mo. Da. Yr. 			Yes-1 No-2 Code 		Mo. Da. Yr. 09 13 49		Yes-1 No-2 Code 2	

PREVIOUS ASSIGNMENT

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

ACTION

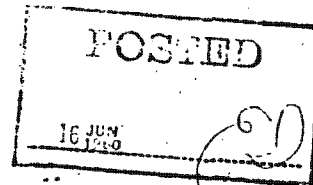
27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		67		Mo. Da. Yr. 06 12 60		REGULAR		25			

PRESENT ASSIGNMENT

31. Organizational Designations				Code		32. Location Of Official Station				Station Code	
CS/CS DEVELOPMENT COMPLMENT EE DIVISION				5288		WASH., D. C.				75013	
33. Dept. - Field		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
Dept - 1 USStd - 3 Frgn - 5 Code 1		INTELL ASST				061260		GS		0301.28	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
07 1		\$ 4980		D		Mo. Da. Yr. 09 106 159		Mo. Da. Yr. 09 104 160		0320 1998	

44. Remarks

CASUAL (PCS RETURNEE)



Pre 1960 Notifications  
of Personnel Action

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				003620			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
Vitale, Guy			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			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program.						P	
SPECIFIC DUTY NO. 2						RATING LETTER	
Assists personnel with machine name traces and other operational support assistance.						P	
SPECIFIC DUTY NO. 3						RATING LETTER	
Preparation of biographic input sheets for machine processing into the Cuban IS program.						P	
SPECIFIC DUTY NO. 4						RATING LETTER	
As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents.						P	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						P	

9 AUG 1968  
*[Signature]*

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

<sup>AUG 6</sup> Mr. Vitale since he was assigned to me <sup>essentially</sup> 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 7/18/68 SIGNATURE OF EMPLOYEE *Darry 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

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

SECRET

## SECTION C/Continued

## NARRATIVE COMMENTS

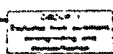
For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable 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

Fed Control

SECRET  
(When Filled In)

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



SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position, keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p style="text-align: right;">AUG 31 9 26 AM '67</p> <p>Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
25 Aug '67	Guy Vitale		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
12			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
25 August 1967	Section Chief, PM Operations		
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
28 AUG 1967	C/WH/COG/MO	Robert A. Ortman	

SECRET



**SECRET**  
(When Filled In)

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

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>JUL 26 4 07 PM '66</p>			
<p>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.</p>			
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>Ray 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
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>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.</p>			
DATE	25 July 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL	C/WH/C/MO
		TYPED OR PRINTED NAME AND SIGNATURE	
		<i>Robert A. Ortman</i> Robert A. Ortman	

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle) <b>VITALE, Guy</b>			2. DATE OF BIRTH <b>16 Oct 17</b>	3. SEX <b>M</b>	4. GRADE <b>GS-08</b>
5. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/WH/C</b>		8. CURRENT STATION <b>Washington D.C.</b>
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. <b>31 July 1965</b>			12. REPORTING PERIOD (From- to) <b>1 July 64 - 30 June 65</b>		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Processes name traces and clearances; traces and maintains agent 201 files.					RATING LETTER 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
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

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>Romy Vitale</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 46 months	IF THIS REPORT HAS 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**  
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
						49300 <i>cc 3620</i>	
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
VITALE Guy			16 Oct 17	M	GS-08	D	
6. OFFICIAL POSITION TITLE				7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION		
Ops Officer				DDP/SAS	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"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From- to-)			
31 July 1964				1 July 1963 - 30 June 1964			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Processes name traces and clearances; traces and maintains agent 201 files.						O	
SPECIFIC DUTY NO. 2						RATING LETTER	
Conducts research for preparation of reports and plans.						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Maintains office files on a complex project.						S	
SPECIFIC DUTY NO. 4						RATING LETTER	
Prepares cable or dispatch replies to name trace requests.						P	
SPECIFIC DUTY NO. 5						RATING LETTER	
Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.						P	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
14 AUG 1964						S	

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 [Signature]

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

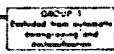
OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/SA/MOB

TYPED OR PRINTED NAME AND SIGNATURE [Blank]

SECRET

SECRET  
(When Filled In)

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

MAIL ROOM

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

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

SECTION D CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

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

DATE  
June 13, 63

SIGNATURE OF EMPLOYEE  
*Doug Kitalo*

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION  
22 mths.

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

DATE  
12 June 63

OFFICIAL TITLE OF SUPERVISOR  
DC/SAS/MOB/EM

TYPED OR PRINTED NAME AND SIGNATURE  
*Calvin R. Hicks*  
Calvin R. Hicks

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

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

DATE  
6/17/63

OFFICIAL TITLE OF REVIEWING OFFICIAL  
C/SAS/MOB/EM

TYPED OR PRINTED NAME AND SIGNATURE  
*Charles W. Matt*  
Charles W. Matt

SECRET



**SECRET**  
(When Filled In)

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

**SECRET**

(When Filled In)

**SECTION C NARRATIVE COMMENTS**

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

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

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

**SECTION D CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

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

DATE <i>Aug 21, 1962</i>	SIGNATURE OF EMPLOYEE <i>Harry Vitale</i>
-----------------------------	--

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION <b>10 MONTHS</b>	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
---	---

DATE <b>21 August 1962</b>	OFFICIAL TITLE OF SUPERVISOR <b>TFW/PM/OPS</b>	TYPED OR PRINTED NAME AND SIGNATURE <i>C. W. Hicke</i> <b>C. W. HICKE</b>
-------------------------------	---	---

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE <b>21 August 1962</b>	OFFICIAL TITLE OF REVIEWING OFFICIAL <b>DC/TFW/PM</b>	TYPED OR PRINTED NAME AND SIGNATURE <i>C. W. MATT</i> <b>C. W. MATT</b>
-------------------------------	--	---

**SECRET**  
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER CSFD	
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH		3. SEX	4. GRADE	
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
NOT ELIGIBLE		MEMBER		DEFERRED		INITIAL	
PENDING		DECLINED		DENIED		ANNUAL	
REASSIGNMENT/SUPERVISOR		REASSIGNMENT/EMPLOYEE					
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD From To		SPECIAL (Specify)			
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1		RATING NO.		SPECIFIC DUTY NO. 2		RATING NO.	
				Research Work Required in the Preparation of Reports.		5	
SPECIFIC DUTY NO. 3		RATING NO.		SPECIFIC DUTY NO. 4		RATING NO.	
Assistant to C/O (leg man)		5		Maintenance of Office Files		6	
SPECIFIC DUTY NO. 5		RATING NO.		SPECIFIC DUTY NO. 6		RATING NO.	
Safehouse Keeper		7		Intel Ass't.		5	
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.						RATING NO. <div style="border: 1px solid black; padding: 5px; width: 40px; margin: 0 auto;">5</div>	
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
5 - Outstanding degree							
CHARACTERISTICS						RATING	
						NOT APPLICABLE	
						NOT OBSERVED	
						1 2 3 4 5	
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							
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: [Signature]

2. BY SUPERVISOR  
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 9 months  
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: [Signature]

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

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.  
 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: [Signature] TYPED OR PRINTED NAME AND SIGNATURE: [ ]

SECRET

**SECRET**  
(When Filled In)

<b>FITNESS REPORT</b>		RECEIVED BY COED	EMPLOYEE SERIAL NUMBER									
<b>SECTION A GENERAL</b>												
1. NAME (Last) <b>VITALE</b> (First) <b>Guy</b> (Middle)		2. DATE OF BIRTH <b>10/16/17</b>	3. SEX <b>M</b>	4. GRADE <b>GS-7</b>								
5. SERVICE DESIGNATION <b>DS</b>	6. OFFICIAL POSITION TITLE <b>Intelligence Assistant</b>		7. OFF/DIV/RR OF ASSIGNMENT <b>EE/Germany (casual)</b>									
8. CAREER STAFF STATUS			9. TYPE OF REPORT									
<input type="checkbox"/> NOT ELIGIBLE	<input checked="" type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT/SUPERVISOR								
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ANNUAL	<input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE								
10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD From <b>May 60</b> To <b>15 Nov 60</b>		SPECIAL (Specify)									
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>												
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).												
1 - Unsatisfactory    2 - Barely adequate    3 - Acceptable    4 - Competent    5 - Excellent    6 - Superior    7 - Outstanding												
SPECIFIC DUTY NO. 1 <b>Process name traces</b>		RATING NO. <b>3</b>	SPECIFIC DUTY NO. 4									
SPECIFIC DUTY NO. 2 <b>Process POA's.</b>		RATING NO. <b>4</b>	SPECIFIC DUTY NO. 5									
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6									
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>												
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.												
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.				RATING NO. <div style="border: 1px solid black; padding: 5px; width: 30px; margin: 0 auto;"><b>3</b></div>								
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>												
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee												
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree				
CHARACTERISTICS						NOT APPLI- CABLE	NOT OB- SERVED	RATING				
								1	2	3	4	5
GETS THINGS DONE										X		
RESOURCEFUL									X			
ACCEPTS RESPONSIBILITIES									X			
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES									X			
DOES HIS JOB WITHOUT STRONG SUPPORT										X		
FACILITATES SMOOTH OPERATION OF HIS OFFICE											X	
WRITES EFFECTIVELY										X		
SECURITY CONSCIOUS											X	
THINKS CLEARLY										X		
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS										X		
OTHER (Specify):												
<b>SEE SECTION "E" ON REVERSE SIDE</b>												

SECRET

(When Filled In)

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

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

DEC 6 11 37 AM '60

Mr. Vitale was assigned to the S&T Section of the ~~Coffman~~ <sup>Cooper</sup> 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~~ <sup>had</sup> little experience in this type of work, he performed his duties in a thoroughly satisfactory manner. He was always polite to his fellow employees and did his best to contribute to the smooth operation of the section.

**SECTION F CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**  
I certify that I have seen Sections A, B, C, D and E of this Report.

DATE SIGNATURE OF EMPLOYEE

**2. BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION  
6 1/2 Already reassigned prior to preparation of this fitness report.

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE OFFICIAL TITLE OF SUPERVISOR TY RE  
21 Nov 60 C/EE/G/S&T

**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

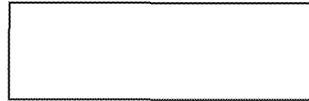
See attached sheet.

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

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.

A rectangular box with a black border, used to redact the signature of the reviewing official.

Chief, EE/Germany

SECRET

Pre 1968 Fitness Reports



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.

  
Chief, EE Logistics

SECRET

Pre 1960 FRQ &  
Certifications for insurance  
and retirement

SECRET

When Filled In

OFFICIAL USE ONLY (Do Not Fill In)

*WAK/mo*  
*[Signature]*

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 <b>083620</b>	2 NAME (Last First Middle) <b>VITALE GUY</b>	3 SEX <b>M</b>	4 DATE OF BIRTH <b>10/16/37</b>	5 SCHEDULE GRADE STEP <b>GS-09-05</b>
6 SO <b>D</b>	7 POSITION TITLE <b>INTELLIGENCE ASST</b>	8 OFFICE OF ASSIGNMENT <b>AW</b>	9 LOCATION (Country, City) <b>WASH, D.C.</b>	

SECTION II

AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
[Redacted]	PCS-52 TDY-10 days	57/01/01 61/4/01	60/01/24 61/04/10

**OVERSEAS DATA**  
**CODED**  
**DATE: 10 Jul 67**    **INITIALS: [Signature]**

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 (451)

**SECRET**

*When Filled In*

**SECTION III EDUCATION (Cont'd)**

<b>LAST HIGH SCHOOL ATTENDED</b>	<b>ADDRESS</b> City, State, Country	<b>YEARS ATTENDED</b> From To	<b>GRADUATE</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
----------------------------------	-------------------------------------	-------------------------------	---

**COLLEGE OR UNIVERSITY STUDY**

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		YEARS ATTENDED		DEGREE RECEIVED	YEAR RECEIVED	NO SEM / QTR HRS (Specify)
	MAJOR	MINOR	FROM	TO			
1.							
2.							
3.							
4.							

5. IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT

[Redacted area for thesis title and content]

**TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS**

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				
3.				

**OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE**

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1. [Redacted]	Language	57/2	57/4	3 mo.
2.				
3.				
4.				
5.				

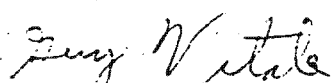
**AGENCY-SPONSORED EDUCATION**

*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**

(When Filled In)

SECTION IX				
MARITAL STATUS				
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:				
2. NAME OF SPOUSE <small>(Last) (First) (Middle) (Maiden)</small>				
3. DATE OF BIRTH		4. PLACE OF BIRTH (City, State, Country)		
5. OCCUPATION		6. PRESENT EMPLOYER		
7. CITIZENSHIP		8. FORMER CITIZENSHIP(S) COUNTRY(IES)		9. DATE U. S. CITIZENSHIP ACQUIRED
SECTION X				
DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE				
NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
SECTION XI			PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS	
NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)		DATE OF MEMBERSHIP	
			FROM	TO
DATE		SIGNATURE OF EMPLOYEE		
5 June '67				

Pre 1960 - PHS, CLEARANCE  
request &  
appl. forms

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

DATE May 1970