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28 FEB 1984 -

MEMORANDUM FOR : Mr. Guy Vitale

THROUGH

: Head of CS Career Service

SUBJECT

: Notification of Approval of Request for

Voluntary Retirement

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

Robert S. Wattles
Director of Personnel

Distribution:

0 - Addressee

1 - D/Fers

1 - OP Files

1 - Soft File

1 - ROB Reader

OP BSD ROB/

(27 February 969)



S W C R E T (When Filled In)										
Name (Last-First-Middle)										
CERTIFICATION OF SEPARATING EMPLOYEE VITALE, GUY										
MEMORANIAM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER										
I hereby acknowledge the receipt of the following forms and/or information concerning my separation from CIA as indicated by check mark:										
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).										
<ul> <li>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.</li> </ul>										
7. I have been informed of "conflict of interests" policy of the Agency and foresee no problem in this regard concerning my new employment.										
8. Form 71 (Application for Leave).										
9. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).										
10. Instructions for returning to duty from Extended Leave or Active Military Service.										
Signature of Employee Date Signed										
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SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING COVER: (NR - 240 - 2*)	THIS	OT WRITE IS	THIS BLO	CK - FOR CCS	INTERNAL USE ONLY		
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Mr. Guy Vitale 1730 H Streat, N. W. Washington, D. C. 20006

Dear Mr. Vitale:

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

It takes the conscientious offerts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

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

Sincorely,

Richard Holms
Richard Holms
Director

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MEMORANDUM FOR: Director of Central Intelligence

SUBJECT

: Request for Voluntary Retirement

Our Vitale

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

- 2. Mr. Guy Vitale, GS-08, Intelligence Analyst, Western Hemisphere Division, Clandestine Services, has applied for volun-10 tary retirement under the provisions of Head-quarters Regulation 20-50], to be offective 28 February 1959.
- 3. Mr. Vitale has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 28 years of Federal service. This service includes over 21 years with the Agency of which 5 years were in qualifying service. The Head of the Clandestine Services Career Service and the CIA Retirement Board have recommended that his application for voluntary retirement be approved. I endorse these recommendations.
- 4. It is recommended that you approve the voluntary retirement of Mr. Guy Vitale under the provisions of Readquarters Regulation 20-50].

Robert S. Wattles Director of Personnel

The recommendation contained in paragraph 4 is approved:

Director of Central Intelligence Date

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20 October 1965

THROUGH

: Head of D Career Service

SUBJECT

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

- 1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the system, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of ER 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 floom 65-1319 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.

Mull Nativity
Enmett D. Echols

Direct of Personnel

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ake into account everything about the employee which influence ormance of specific duties, productivity, conduct on job, cooparticular limitations or talents. Based on your knowledge of endance the letter in the roting box corresponding to the statement w	perativene mployee's	ss, pertinent : overall perfor	personal tra imanco duri	its of hobit ng the ratio	rs, and	P
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GROW I Enduded have extended description of ord descriptions SECTION C

### NARRATIVE COMMENTS

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

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

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

SECTION D	CERTIFICATION AN	D COMMENTS		
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2.	BY SUPERV	KOR		
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DATE	OFFICIAL TITLE OF SUPERVISOR	TYF	ED OR PHINTED NAME AS	D SIGNATURE
18 7664	•		Alva King	** *
3.	BY REVIEWING O	FFICIAL		
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13 July 1968	C/TH/COG/OS	FFICIAL TYP	ED OR PRINTED NAME AN	SIGNATURE
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For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

Robert J. Weatherwax

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S - Strong Performance is characterized by exceptional pro	ficiend	у.					
O - <u>Questanding</u> Performance is so exceptional in relation to requestres doing similar work as to warrant special.	ulremai tacogni	its of the world tion.	and In com	parison to th	o porform	ance of	
· SPECIFI	C DU	IES					
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SPECIFIC DUTY NO. 1						RATING	
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SPECIFIC DUTY NO. 2			· · · · · · · · · · · · · · · · · · ·				
						RATING LETTER	
Locates and maintains materi in the conduct of liaison with other					.na	A	
SPECIFIC DUTY NO. 3	<del> </del>	<del></del>				RATING	
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OVERALL PERFORMANCE	IN C	JRRENT PO	SITION	· · · · · · · · · · · · · · · · · · ·	!		
ake Into account everything about the employee which influences h	is all-	ctiveness in h	is current or	sition such		RATING LETTER	
ommance of specific duties, productivity, conduct on job, cooper articular limitations or talents. Based on your knowledge of empl lace the letter in the rating box corresponding to the statement whi	ativene loyac's	ss, pertinent overall perfo	personal tra emance duri	its or habits ng the rating	, and period,	P	
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FORM AS USE PREVIOUS EDITIONS

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### NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language comportence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of many period or supervivory duties and cost consciousness in 180 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 continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for officient and economical use of government property.

SECTION D	CERTIFICATION AND COMMENTS
1.	BY EMPLOYEE
	CERTIFY THAT I HAVE SEEN SECTIONS A. B. AND C OF THIS REPORT
25 aug 67	SIGNATURE OF EMPLOYEE
2. /	() BY SUPERVISOR
MONTHS EMPLOYER HAS DEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, DIVE EXPLANATION
12	
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
9		
2 8 AUG 1997	C/WH/COG/MO	Robert A. Ortman

11 May 1960 File K-1:849

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT

: VITALE, Guy, nmi

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

HARRY W. LITTLE, JR. Chier, Central Cover Division

cc: SSD/OS

(4-13-40)

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"PAY ADJUSTMENT IN ACCOMPANCE WITH SECTIONS 212 AND 210 THE GROUP AND EXECUTIVE DROLF 11413 PURSUANT TO ACTHER STONES FROM THE CIA ACT OF 1949, AS AMENDED, AND A-OCI DIRECTIVE DATED 9 ECTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS 14 JULY 1968

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VITALE GUY 003520 51 300 V GS 08 0 8 8/614 \$ 8/984

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*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

OLD : NAME SERIAL ORGN. FUNDS GR-STEP SALARY SALARY VITALE GUY 51 500 003620 GS 08 5 \$ 7,781 8,008

PRAY 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, H

EFFECTIVE DATE OF PAY ADJUSTMENT, & CCTOBER

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SERIAL ORGN. FUNDS GR-STEP

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MPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 39-301 PURSUANT TO AUTHORITY OF LCT as PROVIDED IN THE CIA ACT OF 1949, AS SMENDED, AVE A-DCI POLICY DIRECTIVE DATED A OCTUBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

NAME

VITALE GUY

SERIAL URGS, FUNDS GRASTER SALARY SALARY

VITALE GUY OLD SALARY RATE 51. 500 NEW SALARY RATE TYPE ACTION PSI LSI ADJ. Last Eff Date Effective Date GS 08 4 1 7.553 01/19/64 G5 U8 5 1 7,781 01/15/06 / NO EXCESS LWOP / IN PAY STATUS AT END OF WAITING PERIOD / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: **BAY CHANGE NOTIFICATION** 1 65 560E M'g 3-65

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29 DEC 65

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NOTIFICATION OF PERSONNEL ACTION

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

GROUP !
Excluded from automatic downgrading and decays fixed on

(4-51)

(Winen filled in)

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

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

# GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

		<del></del>	Per A	nnum	Rates	and	Steps			
GRADE -	1	1 2	3	4	5	6	7	8	9	
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GS-13 GS-14 GS-15	12,075 14,170 16,460 18,935 21,445	12,495 14,660 17,030 19,590 22,195	12,915 15,150 17,600 20,245	13,335 15,640 18,170 20,900 23,695	16,130 18,740 21,555	16,620 19,310 22,210	17,110 19,880	17,600 20,450	18,090 21,020	18,580 21,590

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/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

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SECTION B PERFORMAN						<del> </del>
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#### SECTION C NARRATIVE COMMENTS

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

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

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

SECTION D	CERTIFICATION AND COM	MENTS
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2. 7	BY SUPERVISOR	
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18 3464		Alva King
3.	BY REVIEWING OFFICIAL	L
COMMENTS OF REVIEWING OFFI	CIAL	•
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#### SECTION C/Continued

#### NARRATIVE COMMENTS

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

Robert J. Weatherwax

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#### SECTION C

#### NARRATIVE COMMENTS.

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

Mr. Vitale continues to perform his duties as an operational support assistant 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 WI/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 C	OMMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A,	B, AND C OF THIS REPORT
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2. //	// BY SUPERVISOR	
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25 August 1967	Section Chief, PM Operations	Ernest, Chiocca
3.	BY REVIEWING OFFIC	CIAL .

ONMENTS 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-2 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

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	2 8 AUG 1967	•	C/MH/COG/MO	Robert A. Ortman	•

FITNESS REPORT							003620		
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SECTION A	(Lest)	(Firet)	(Midd	GENERA	L TE OF BIRTH	19. SEX	4. GRADE IS	), \$0	
	ALE	Guy	Ligrus	16	Oct 17	M	GS-08	D	
o official pos Int		nce Analy	9 E		DDP /WH/C		Wash.		
. CHECK (X) TY					HECK (X) TYP	<del></del>			
CAREER	· · · · · · · · · · · · · · · · · · ·	ERVE	TEMPORARY		INITIAL		<del></del>		
CAREEN	ROVISIONAL	(See metroctions	- Section C)	XXX	ANNUAL		REASSI	GNMENT EMPLOY	
SPECIAL (S	pecify):				SPECIAL (SPE				
II. DÄTE REPORT	OUE IN O.P					1965 -	30 June	1966	
SECTION B			PERFOR	MANCE EV	LUATION				
A - Adequate P - Proficient S - Strong O - Questanding	Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Performance Perfor	to reessignment ia meets ell requ	or to separate virements. It satisfactory, and by exceptional in relation	tion. Describe is entirely said Desired result and proficient in to requirement	action taken disfactory and as are being pr cy, arts of the wor	or proposed Is character aduced in a	in Section Co ized neither by proficient man	nof.	
			SF	PECIFIC DU	TIES				
program.  Description Duty No.  Locates are duct of li	nd main laison	with othe	r gover	nment ag	encies.		٠,	PATING	
Aids in co	nducti	ng name t	races a	nd proce	ssing cl	earanc.	es.	P	
As Branch directives	Record	s Officer	, insure	es compl Lon for	iance wi destruct	th CS :	records CS docum	nents. P	
PECIFIC DUTY NO	. 3	•						RATING	
PECIFIC DUTY NO.	<b>.</b> 6.	<del></del>				•		RATING	
		<u> </u>	1	,					
		OYERAL	L PERFOR	MANCE IN C	URRENT PO	SITION			
ake into account of specification of specification limitation limitation local the letter in t	fic duties, i ns or talents	productivity, co L. Sassi on you	nduct on job, ur knowledge	of employee	ss, pertinent s overall perf	personal N Osmanco du	raits or habits, igng the rating	and P period, nance.	

FORM 45 OBSOLETE PREVIOUS EDITIONS.

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#### NARRATIVE COMMENTS

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

Mr. Vitale's principal qualification is his background know-ledge of the operational history of Cuban paramilitary operations. This has afforded the branch considerable continuity. He is a very willing worker who gets along well with fellow employees. His knowledge of and experience in handling records and locating material makes him valuable in headquarters support of WH/Cuba paramilitary case officers - a task he performs in a loyal and dependable manner.

SECTION D	CERTIFICATION AND COMMENTS							
1. 1. 197	BY EMPLOYEE							
	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT						
DATE 11 July 1966	SIGNATURE OF EMPLOYEE							
2.	<b>SY SUPERVISOR</b>							
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 10 months	P THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLAMATION						
DATE	C/WH/C/MO/PM	Bryan Mills						
3.	BY REVIEWING OFFIC	IAL .						
COMMENTS OF REVIEWING OFFICE	A.							

I have had opportunity to observe subject's performance closely for nine months and while I generally concur in his supervisor's ratings of the duties as listed, it should be noted that these same duties could be performed equally well by a more junior Intel Clerk or Intel Assistant and, therefore, the overall rating as a GS-8 Intel Assistant does not accurately reflect his capability. In my opinion it would be very difficult, if not impossible, for subject to perform competitively with other Intel Assistants at a GS-8 level, and I recommend his position title be changed to Ops Support Assistant, a role in which he performs capably.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPER ON PHINTED NAME PHOPSIGNATURE
25 July 1966	C/WH/C/MO	Robert A. Ortman
	i e	

		<u> </u>	(Shen )	rilled	(F)		<del></del>	
}	*3	<b></b>				, ,	EMPLOYEE SERIAL	NUMBER
	<b>∴</b>	FITNE	SS REPORT				003620	
SECTION A			GE	NERA	L	· · · · · · · · · · · · · · · · · · ·		
VITALE, Guy  (First) (Middle)  2. DATE OF BIRTH 2. SEX 6. GRADE 5. SO 16 Oct 17 M GS-08 D								
6. OFFICIAL POSITION TITLE 7. OFFICIAL POSITION TITLE 7. OFFICIAL POSITION TO THE WASHINGTON D. OPEN OF ASSIGNMENT 8. CURRENT STATION DDP/WH/C Washington D								
9. CHECK (X) TY	PE OF APPOINTMEN	۲ .		10. C	HECK (X) TYPE	OF REPOR	ī	
CARER	RESERVE		TEMPORARY	1	INITIAL		REASSIGNMENT	
CAREER-PROVISIONAL (See Instructions - Section C) X ANNUAL REASSIGNMENT								EMPLOYER
SPECIAL (S		<del></del>		12. 0	SPECIAL (Spec		(o-)	
	uly 1965		S	1	July 64		-	•
SECTION B			PERFORMANC	E EY	LUATION			
W - Weak A - Adequate	positive remedial probation, to reass	ection. T lignment	he nature of the act or to separation. D	escrib	ld range from a action taken	counsaling, or proposed	t rating in this catego to further training, to In Section C. Ized neither by defici	placing on
V - VORANOIS	excellence.			•• <b>•</b>		e character		oney nor
P - Proficient	*-		atisfactory. Desired		• .	oduced in a	proficient manner.	
S - Strong			d by exceptional pro		•			
O - Outstanding			nal in relation to red s to warrant special			and in com	sparison to the perfer	nence of
			SPECIF	C DU	TIES			
manner in which e	mployee performs E esponsibilities MUS	ACH spec	cific duty. Consider	ONL	offectiveness	In performe	g letter which best de ince of that duty. Al inplayees supervised.	RATING LETTER
	ses name tr 201 files.	aces	and clearar	ices	traces	and ma	intains	0
SPECIFIC DUTY NO	), 2					· .		RATING
Conduc	ts research	for	preparation	o£	reports	and pl	ans.	S
	• .	:						
PECIFIC DUTY NO	i, 8	•	•			•		RATING LETTER
Mainta	ins office	files	on a compl	ex p	roject.			S
PECIFIC DUTY NO	. 4				<del></del>			RATING LETTER
Prepare	es cable or	disp	atch replie	s to	name tr	ace re	ques <b>ts.</b> .	Р
PECIFIC DUTY NO	. 9					<del></del>		RATING
		Tren	res complia	nce	with CS	records	8 -	LETTER
, ,	J ULLACUL -	•	ctives and					P
PECIFIC DUTY NO	. 6	cs d	ocuments.	-,			·	RATING
• .	•	٠, .	- :	•		•	•	LETTER
							•	
	0	VERAL	L PERFORMANCE	IN C	URRENT PO	SITION		
ormance of specifi articular limitation	fic duties, producti na or ralents. Base	vity, cor d on you	iduct on job, cooper r knowledge of emp	loyee	ss, pertinent s overall perfa	personal tr rmance dur	position such as per- aits or habits, and ing the rating period, level of performance.	
2 8 JUL 19	•	-ponoing	रच्याच्याच्याच्याच्या <b>च</b> ्या	ien mo		4001	otor or periormence.	S.

#### SECTION C

#### NARRATIVE COMMENTS

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

Mr. Vitale's longevity on the project makes his services increasingly valuable. This is particular true in briefing and orienting new officers. He continues to do an exceptional job in assisting his office on a most complex project where me 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 CO	DAMENTS :						
1.	BY EMPLOYEE							
10	ERTIFY THAT I HAVE SEEN SECTIONS A,	B, AND C OF THIS REPORT						
13 July 65	SIGNATURE OF EMPLOYER	te						
2.	BY SUPERVISOR							
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT ( S NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION							
46 months								
13 Gu 1 1845	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE						
/ / / / / / / / / / / / / / / / / / / /	C/WII/C/MO/PM	Calvin Hicks						
3.	BY REVIEWING OFFIC	IAL						
supervisor; ther first three duti	efore, would rate subject and $\underline{P}$ in the overal	e same rating scale as the ect one letter lower in the l performance. Subject is ellent "stay-on-the-job"						
•								

m	1	EMPLOYEE SERIAL NUMBER							
FITNESS REPORT		49300 00 362							
SECTION A GENERAL									
1. NAME (Lest) (Firet) (Middle) VITALE GUY		GS-08 D							
6. OFFICIAL POSITION TITLE									
Ops Officer DDP/SAS Washington,  9. CHECK (X) TYPE OF APPOINTMENT 10. CHECK (X) TYPE OF REPORT									
CAREER RESERVE TEMPORARY INITIAL REASSIGNMENT									
CAREER-PROVISIONAL (See instructions . Section C)	X ANNUAL	REASSIGNMENT EMPLOYES							
SPECIAL (Specily):	SPECIAL (Specify):								
11. DATE REPORT DUE IN O.P. 31 July 1964	12. REPORTING PERIOD (From to	-							
<u> </u>	NCE EVALUATION								
W - Weak  Performance ranges from wholly inadequate positive remedial action. The nature of the probation, to reassignment of to separation.	action could range from counseling, to	further training, to placing on							
A - Adequate Performance meets all requirements. It is executions.		_							
P - Proficient Performance is more than satisfactory. Des	• •	oficient manner.							
S - Strong Performance is characterized by exceptional O - Quistanding Performance is so exceptional in relation to others doing similar work as 19 warrant spec	requirements of the work and in comp	orison to the performance of							
	IFIC DUTIES	<del></del>							
List up to six of the most important specific duties performed d	.,	letter which best describes the							
manner in which employee performs EACH specific duty. Consi with supervisory responsibilities MUST be rated on their ability	ider ONLY effectiveness in performan	ce of that duty. All employees							
SPECIFIC DUTY NO. 1	To supervise (marcate manage of early	RATING							
Processes name traces and cle agent 201 files.	earances; traces and m	naintains 0							
SPECIFIC DUTY NO. 8									
Conducts research for prepara	tion of reports and p	olans.							
SPECIFIC DUTY NO. 3		RATING							
Maintains office files on a c	omplex project.	CETTER							
SPECIFIC DUTY NO. 4		RATING							
Prepares cable or dispatch re	plies to name trace r	LETTER							
PECIFIC DUTY NO. 5		RATING LETTER							
Records Officer - Insures compliance with CS records, directives and authorizes destruction of									
PECIFIC DUTY NO. 6 CS document	<b>s.</b>	RATING LETTER							
OVEDALL DEPENDUAL	NCE IN CURRENT POSITION								
		RATING							
ake into account everything about the employee which influence of specific duties, productivity, conduct on job, constrictive limitations or folents. Based an your knowledge of lace the letter in the cating box corresponding to the statement 14 AUU 1954.	operativeness, pertinent personal trai employee's overall performance durin	sition such as per- ts or habits, and g the rating period.							
<del></del>									

SECTION C

NARRATIVE COMMENTS

C OF PERSUNAL

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to everall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explaining along inspection 8 to provide best basis for determining future personnel action. Manner of performance of managerial or approvable that is the described, if applicable.

### MAIL ROOM

Mr. Vitale continues to do an exceptional job in assisting his office on a most complex project. His longevity on the project, coupled with his continued objectivity, makes his services increasingly valuable. This is in contrast to many of his colleagues who have transferred because of the many extreme demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. In addition, and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity.

		. '						
SECTION D	CERTIFICATION AND CO	MMENTS						
1.	BY EMPLOYEE							
1	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT						
July 23, 64	SIGNATURE OF EMPLOYEE	že.						
2. / J	V BY SUPERVISOR							
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 34 months	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION						
DATE	OPFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE						
15 July 1964	C/WH/SA/MOB/PM	Calvin W. Hicks						
3.	BY REVIEWING OFFICE	IAL						
COMMENTS OF REVIEWING OFFICE	AL							
performance in has been conce	a current position of Mr	ort for several years and						

28 July 1964 C/WH/SA/MOB Colonel Arthur A. Maloney

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Edd Cod

				<del></del>		EMPLO	YEE SERIAL	NUMBER .	
fitness report							003620		
SECTION A				NERA					
I- NAME	VITALE	(Firet) Guy	(Middle)	1	Oct. 1917 Male	OS-8	DE 8. SD		
6. OFFICIAL POS		<u> </u>		7. 01	F/DIV/BR OF ASSIGNMEN	/ ·		•	
				1	P/S. A. S.		Washing		
9. CHECK (X) TY	PE OF APPOINTME	NT .		17. C	HECK (X) TYPE OF REPO	RT			
CAREER	RESERVE		TEMPORARY	T - T	INITIAL	Ŕ	EASSIGNMENT	SUPERVIS	
CAREER-PE	OVISIONAL (See !	natructiona	· Section C)	X	ANNUAL	M	E ASSIGNMENT	EMPLOYE	
SPECIAL (S	pecily):				SPECIAL (Specify):				
II. DATE REPORT					EPORTING PERIOD (From-	-	٠.		
31 July	1903		OF DE OPTIVITIES		July 1962 to 30 J	me Tac	) 5	<del></del>	
SECTION B		9:	PERFORMANO					<del></del>	
W - <u>Weak</u> A - <u>Adequate</u>	positive remedia probation, to rea	l action. T ssignment	the nature of the ac or to separation.	tion cau Describe	less than satisfactory, ld range from counseling action taken or propose Isfactory and is characte	, to further d in Soctio	r training, to on C.	placing or	
	excellence.								
P - Proficient			atistoctory. Desire ed by exceptional p		s are baing produced in a	proficien	t mannet.		
S - <u>Strong</u> O - <u>Outstanding</u>	Performance is a	o exceptio	•	quireme	nts of the work and in co	mparison i	to the perform	nance of ,	
	<del></del>	<del></del>	SPECIF	IC DU	TIES			· · · · · · · · · · · · · · · · · · ·	
manner in which er with supervisory re	mployee performs esponsibilities M	EACH spe	cific duty. Conside	r ONL	ating period. Insert rati offectiveness in perform ise (indicate number of e	rance of th	hat duty. All	employee	
SPECIFIC DUTY NO	h 1							LETTER	
Processes 201 files		ces an	d clearance	es.	Traces and mai	ln <b>tain</b> :	s agent	3/0	
SPECIFIC DUTY NO	. 2							RATING	
Conducts	research	for pr	eparation o	f re	ports and plan	18.		S	
PECIFIC DUTY NO	. 3				<del></del>	<del></del>		RATING	
								LETTER	
Maintains	office f	iles o	n a complex	pro	ject.			S	
PECIFIC DUTY NO	. 4							RATING	
Prepares	cable or	dispat	ch replies	to n	une trace requ	ests.	•	P	
PECIFIC DUTY NO.	. •		<del></del>					RATING	
								LETTER	
Records U					th C3 records, etion of C3 do			<b>P</b> :	
PECIFIC DUTY NO.	. •					· · · · ·		RATING	
•		•				•		LETTER	
<del></del>	<del></del>	OVERAL	PEDEUDITYRU	E IN C	URRENT POSITION	<u></u>		L	
	<del></del>	UTERAL	LFERFURMANC	E JIN C	UNKERT PUBLITUR		<del></del>	RATING	
ormance of specif articular limitation	ic duties, produc is or talents. Ba	tivity, cor	nduct on job, coope it knowledge of em	rative ne playee's	ectiveness in his current ess, pertinent personal i averall performance du it accurately reflects his	traits or he wing the r	abits, and ating period,	LETTER	
9 AUG 1963							•		

SARRATIVE COMMENTS

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Indicate significant strengths or weaknesses demonstrated in current position keeping in proper persective their relationship to overall performance. State suggestions made for improvement of werk performance. Give recommendations for training. Comment on foreign language competence, if required for current position. All failure of the fairen in Section B to provide best basis for determining future personnel action. Manner of performance of managerial of superitisary duties must be described, if applicable.

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

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

SECTION D	CERTIFICATION AND CO	MMENTS
1.	BY EMPLOYEE	
5,87	CERTIFY THAT I HAVE SEEN SECTIONS A, E	, AND C OF THIS REPORT
Pune 13, 63	Juny fitale	
2. /	8Y SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
22 mths		
DATE	OFFICIAL TITLE OF SUPERVISOR	CILL A MARK AND SIGNATURE
12 June 63	DC/SAS/MOB/EM	Calvin W. Hicks
	BY REVIEWING OFFICE	AL
OMMENTS OF REVIEWING OFFICE	AL	

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.

	·	
ATE		TYPED, OR PRINTED NAME AND SIGNATURE
. 1		Dorthy Bearing
1/12/12	C/SAS/MOB/FM	Charles W. Natt
G17 200 2	0/0/10/1/0/10	- Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Ottober - Otto

EMPLOYER SERIAL NUMBER FITNESS REPORT 003620 SECTION A GENERAL (Lest) (Piret) (Middle) 2. DATE OF BIRTH 3. SEX 4. GRADE | 8. SD VITALE ! 16 Oct. 1917 G3-7 Guy 6. OFFICIAL POSITION TITLE 7. OFF/DIV/BR OF ASSIGNMENT S. CURRENT STATION DDF/TFA/FM fr. lash., D.C. Intell. Asst. 10. CHECK (X) TYPE OF REPORT 9. CHECK IN TYPE OF APPOINTMENT RESERVE TEMPORARY INITIAL REASSIGNMENT SUPERVISOR REASSIGNMENT EMPLOYEE CAREER-PROVISIONAL (See Instructions - Section C) ANNUAL SPECIAL (Specify): SPECIAL (Specify): IL DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From- 10-1 Sept. 1%1 to 30 June 1962 SECTION B PERFORMANCE EVALUATION Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive romadial action. The nature of the action could range from counseling, to further training, to placing on probation, to roassignment of to separation. Describe action taken or proposed in Section C. W - Weak Performance meets all requirements, it is entirely satisfactory and is characterized neither by deficiency nor A - Adequete excellence. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. 5 - Strong Performance is characterized by exceptional proficiency. O - <u>Quistanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. SPECIFIC DUTIES List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervisor (indicate number of employees supervised). Processes name traces and clearances - Traces and maintains agent 201 files. 8/0 SPECIFIC DUTY NO. 2 RATING Conducts research for preparation of reports and plans. g SPECIFIC DUTY NO. 3 RATING 8 Maintains office files on a complex project. SPECIPIC DUTY NO. 4 RATING Prepares cable or dispatch: replies to name trace requests. A SPECIFIC DUTY NO. 3 RATING Insures compliance with CS Records, Directives Records Officer and authorizes destruction of CS documents. A SPECIFIC DUTY NO. 6 RATING OVERALL PERFORMANCE IN CURRENT POSITION RATING LETTER Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. S

SECRET

#### SECTION C

#### NARRATIVE COMMENTS

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

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

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

SECTION D	CERTIFICATION AND CO	MMENTS
1.	BY EMPLOYEE	
t	CERTIFY THAT I HAVE SEEN SECTIONS A, E	, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
Cun 21, 1962	Juny 1 chale	
2.	/ BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
10 MONTHS		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 August 1962	TFW/PM/OPS	C.W. HICKE
3.	BY REVIEWING OFFICE	
COMMENTS OF REVIEWING OFFICIA		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIA	L TYPED OR PRINTED NAME AND SIGNATURE
21 August 1962	DC/TFW/PM	C.W. MATT

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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability 10//fnyction as an agent handler is extremely commendable. Subject is able to communicate equally well with this or low level agents. He further demonstrated his usefulness in the preparation of research papers and the maintenance of files. Supervisor feels that Subject's productivity and effectiveness is dependent on whether he is in a position that he personally likes (It should be noted that Subject is 44 yrs old).

Subject has demonstrated that he can assume greater responsibilities. (During the period covered he travelled to Puerto Rico and New Orleans on assignments not under control of the Supervisor)..

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OFFICIAL TITLE OF REVIEWING OFFICIAL

C/EE/Germany

DATE

23 Nov 60

#### Section 3. Comments of Reviewing Official:

14-00000

This employee had no qualifications for assignment in the German desk or German operational field. He was carried in the German Branch in a casual status while an assignment suitable to his talents was being located. The fitness report for the period of his duty with the German Branch is accordingly only a record of the fact that he loyally and diligently carried out assigned tasks to the best of his ability.

Chief, EE/Germany

Pre 1960 Fitners Reports

2 June 1960

MEMORANDUM FOR: Chief, EE Fersonnel

SUBJECT

Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office vishes to commend Mr. Guy Vitale for the manner in which he conducted himself while on temporary assignment in this office. Rather than sit idle awaiting a new assignment, Mr. Vitale volunteered his services and was given various logistical general services jobs and daties which he carried out with enthusiasm and effort rarely seen in a person in his status. We found him as an enthusiastic-willing worker who gave selflessly of his time and showed a strong devotion to duty.

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

Chier, Es Logistics

SECT

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Pre 1960 - PHS, CLEARANCE request & appl. forms

RECORD OF

PREVIOUS GOVERNMENT

SERVICE RETURNED TO

FEDERAL RECORDS CENTER IN

ST. LOUIS, MO.

DATE May 1970