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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 Fersonnel

Distribution:

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1 - OP Files

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(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).
 6. Applicable to returnee (resignee from overseas assignment). I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being. Appointment arranged with Office of Medical Services. Appointment for Office of Medical Services examination declined.
7. I have been informed of "conflict of interests" policy of the Agency and foresee no problem in this regard concerning my new employment.
8. Form 71 (Application for Leave).
9. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).
10. Instructions for returning to duty from Extended Leave or Active Military Service.
Signature of Employee Date Signed
Sin Notate 28 Fob. 69
Address (Street, City, State, Zip Code) Correspondence
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1 7 APR 1969

Mr. Guy Vitale 1730 H Streat, N. W. Washington, D. C. 20006

Dear Mr. Vitale:

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

it takes the conscientious 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 Helms
Richard Helms
Director

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MEMORANDUM FOR: Director of Central Intelligence

SUBJECT

: Request for Voluntary Retirement Ouy Vitale

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

- 2. Mr. Guy Vitale, CS-08, Intelligence Analyst, Western Hemisphere Division. Clandestine Services, has applied for volun-10 tary retirement under the provisions of Headquarters 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 2. 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 rotirement be approved. I endorse these recommendations.
- 4. It is recommended that you approve the voluntary retirement of Mr. Cuy Vitale under the provisions of Readquarters Regulation 20-50]. .

Robert S. Wattles Director of Personnel

The recommendation contained in paragraph 4 is approved:

Wat Blobs of Bolos

Director of Central Intelligence

Date

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GROUP F 1: 18019 FROM BUILDMATH SOURCESSIN 1: 848 MILESHIES ON MEMORANDUM FOR: Mr. Cuy 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 me 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 Head-quarters (extension 6001). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the Board. However, this request must be made within 30 days of the date of this memorandum.

Emmett D. Echols Directrof Personnel

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14. CLASSIFICATION SCHEDULE (GS, LB, +tc.) 15. OCCUPATIONAL SERIES

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DATE PREPARED

Washington, D. C.

17. SALARY OR RATE

¹ 5685

4. EFFECTIVE DATE REQUESTED 5. CATEGORY OF EMPLOYMENT

7. COST CENTER NO. CHARGE.

2235-1400-1000

12. POSITION NUMBER

0685

16. GRADE AND STEP

07 (3)

10. LOCATION OF OFFICIAL STATION

CONCURRENCE: Frank Driscoll (per phone)

12 Narch 1962

REGULAR

13. CAREER SERVICE DESIGNATION

8. LEGAL AUTHORITY (Completed by Office of Personnel)

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NARRATIVE COMMENTS

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

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

SECTION D	CERTIFICATION AND COMMI	ENTS	
1.	BY EMPLOYEE		
	ERTIFY THAT I HAVE SEEN SECTIONS A, B, AN	D C OF THIS RÉPORT	
D/18/68	SIGNATURE OF EMPLOYEE LELLO		
2. /	BY SUPERVISOR		<u>.</u>
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18 Jaly	OFFICIAL TITLE OF SUPERVISOR	Alva King	
3.	BY REVIEWING OFFICIAL		
I concur in the	evaluation of this employee	as presented above.	* 4*
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13 July 1968	C/MH/COG/OS	Thos. J. Elrett	

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 overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language comportance, if required for current positions. Amplify or explain totings given in Section B to provide best basis for determining future personnel action. Manner of performance of many print or supervivory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on it applied by. If extra space is needed to complete Section C. Stack 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 efficient and economical use of government property.

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SECTION D	CERTIFICATION AND CO	MMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A. B.	, AND C OF THIS REPORT
25 Chy 67	SIGNATURE OF EMPLOYEE	
2. <i>j</i>	// BY SUPERVISOR	
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12		
25 August 1967	Section Chief, PM Operations	Ernest Chiocca
3.	BY REVIEWING OFFICE	AL V

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
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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

ce: SSD/OS

(4-13-40)

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EFFECTIVE DATE OF PAY ADJUSTMENTS 14 JULY 1968

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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

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EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

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VITALE GUY

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Form 11508 1-63 MFG 1-63

Use Previous Edition

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

	<u> </u>		Per A	lnnum	Rates	and	Steps			
GRADE -	1	1 2	3	4	5	6	7	8	9	
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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.

50 NAME SERIAL ORGN GR-ST OLD SALARY NEW SALARY

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

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

ARE: 10 JUNE 1960 NOTIFICATION OF PERSONNEL ACTION
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SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weakinesses 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 best basis for determining future personnel action. Manner of performance of managerial or supervisory daties and cost consclousness 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 be infittally 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	AENTS
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A. B. AI	ND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYES	
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2. 7	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
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18 2464		Alva King
3.	BY REVIEWING OFFICIAL	
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13 July 1968	C/MH/COG/OS	Thos. J. Entrett

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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•		ts in c	conduc	et of input	to (Cubai	n I.	S. Ma	chine Records	LETTER P
D - um •	٠.									
PECIFIC DUTY NO.	. 6		 							RATING LETTER
	•			•		31	AUG	1967		
OVERALL PERFORMANCE IN CURRENT POSITION										
ormance of specif articular limitation	fic duti ns or to	ing about the	e employs	se which influences aduct on job, cooper is knowledge of emp	his effe	ctiven ss, pe	ess in l stinent ill perfe rately n	his currer personal ormance effects hi	nt position such as per- traits or habits, and during the rating period, is level of performance.	RATING LETTER
										

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
24 aug 67	SIGNATURE OF EMPLOYEE	
2. //	// BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN 'UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	I TO EMPLOYEE, GIVE EXPLANATION
12	• 4	•
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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DATE	•	•	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
	30000			1 11 100	
-	3 8 AUG 1967	•	C/WH/COG/MO	Robert A. Ortman	•
				<u></u>	

			FITNE	SS REP	ORT		•		-			036		NUMBER
SECTION A			<u> </u>			NERA								<u> </u>
1. NAME VIT			Guy	()	(iddie)	16	Oct 1	.7	M. SE		GS-0	8	D	
6. OFFICIAL POS	ellige		Analy:	a t	•		DDP WH		SSIGNI	ENT	. cuant		D.	
S. CHECK (X) TY	·						HECK (X) 1		OF RE	PORT	# d.J		<i>U</i> .,	· •
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CAREER-PE	OVISIONAL	L (See th	strections	- Section C)	XXX	ANNUAL				RE	ASSI	SHMEN	TEMPLOYE
SPECIAL (S						1	SPECIAL							
II. DATE REPORT	DUE IN O.	. P.				14. 7	1 Ju	ly	196	5 -	30 J	une	196	56
SECTION B				PERF	ORMANC	E EV	LUATIO	N	·					
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PECIFIC DUTY NO.	5.	······		7						`.			1	RATING LETTER
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ake into account of armance of specification limitation land the letter in t	ic duties, is or talen	about si product	eivity, com	oe which i	job, cooper	his offerativone	octiveness iss, pertir i overall	in h nent perfo	Is curr person pmance	ent pa al tra durir his fa	its or ha	bits, iting it fore	and period, nance.	RATING LETTER P

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25 July 1966

14-00000

NARRATIVE COMMENTS

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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.

135CHOND	CERTIFICATION AND C	COMMENTS
1. 1997	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A	, 8, AND C OF THIS REPORT
DATE 11 July 1966	SIGNATURE OF EMPLOYEE	
2.	 	R
MONTHS EMPLOYEE HAS BEE UNDER MY SUPERVISION 10 months	IN P THIS REPORT HAS NOT BEEN SHOW	N TO EMPLOYEE, GIVE EXPLAMATION
DATE	C/WH/C/MO/PM	Bryan Mills
3.	BY REVIEWING OFFI	CIAL
COMMENTS OF REVIEWING OF		
		subject's performance closely
of the duties as be performed equand, therefore,	s listed, it should be not ally well by a more junion the overall rating as a G	neur in his supervisor's ratings ted that these same duties could or Intel Clerk or Intel Assistant iS-8 Intel Assistant does not
accurately relie	ct his capability. In my	opinion it would be very diffi-

Røbert A. Ortman

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/C/MO

cult, 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.

 			(Shen)	illed	(r,)			
1	***	~ ,~					EMPLOYEE SERIAL	NUMBER
	∴ .	FITNE	SS REPORT				003620	
SECTION A			GE	NERA	<u> </u>	·		
1. NAME	VITALE, Gu	(First)	(Midqle)		Oct 17	J. SEX	4. GRADE \$. 50 GS-08 I	·)
6. OFFICIAL POS	Officer			1	DP/WH/C	SSIGNMENT	Washington	
9. CHECK (X) TY	PE OF APPOINTME	NT .		10. C	HECK (X) TYPE	OF REPOR		
CARER	RESERVE		TEMPORARY	L	INITIAL		REASSIGNMEN	
	ROVISIONAL (See In	etructions	- Section C)	X	ANNUAL		REASSIGNMEN	T EMPLOYEE
SPECIAL (S				12. 0	SPECIAL (Spec		(o-)	·
	July 1965		Section 1	1	July 64		-	•
SECTION B			PERFORMANC	E EY	LUATION			
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P - Proficient	**		atisfactory. Desired		* '	duced in a	proficient manner.	
S - Strong			od by exceptional pro		•			
0 - Outstanding			nal in relation to requisite warrant special			end in Com	parison to the perfer	mence of
			SPECIFI	C DU	TIES			
manner in which e with supervisory r SPECIPIC DUTY NO	mployee performs l espansibilities MU D. 1	EACH spe IST be rut	uties performed during cific duty. Consider ed on their ability to	Super	offectiveness rise (Indicate n	In performe umber of en	nce of that duty. Aliptoyees supervised.	RATING LETTER
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Conduc	ts research	h for	preparation	οĒ	reports	and p1	ans.	S
<u>.</u>	• .	<u> </u>			··			
PECIFIC DUTY NO), \$,					RATING LETTER
Mainta	ins office	files	on a compl	ex p	roject.			S
PECIFIC DUTY NO	. 4				·····			RATING LETTER
Prepare	es cable or	disp	azch replie	s to	name tr	ace re	ques ts.	P
PECIFIC DUTY NO	<u> </u>			 -				RATING
		Tace	res complia	200	voith CC	mananda		LETTER
RECOIG	o officer .		ctives and					P
PECIFIC DUTY NO	. 0	CS d	ocuments.			 		RATING
• .	٠	•. •	. :	•		•	•	LETTER
	•						•	
	-	OVERAL	L PERFORMANCE	IN C	URRENT PO	SITION		
								RATING LETTER
ormance of speci- articular limitation lace the letter in	fic duties, productions or ratents. Bas the paring box corri	tivity, co ed on you	ee which Influences induct on job, cooper in knowledge of empton to the statement wh	ativeri loyee':	sss, pertinent s overall perfo	personal tr rmance dur	aits or habits, and Ing the rating period,	
. 28 JUL 19	105,8							

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper parapetius, 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 best basis for determining future personnel action. Manner of performance of munagerial 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 we 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	MMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A, B	I, AND C OF THIS REPORT
13 July 65	SIGNATURE OF EMPLOYED	te
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IP THIS REPORT WAS NOT BEEN SHOWN T	TO EMPLOYEE, GIVE EXPLANATION
46 months		
13 G 1 1845	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
12 461 11.3	C/VII/C/HO/PN	Calvin Hicks
	BY REVIEWING OFFICE	AL
\.	w r m w r m m m m m m m m m m m m m m m	**=
OMMENTS OF REVIEWING OFFICE	AL	
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The reviewing office supervisor; the first three dut conscientious,	fficial does not use the refore, would rate subjetes and P in the overall	e same rating scale as the ect one letter lower in the performance. Subject is
supervisor; the first three dut conscientious,	fficial does not use the refore, would rate subjetes and P in the overall	e same rating scale as the ect one letter lower in the performance. Subject is

Jac	EMPLOYEE SERIAL NUMBER					
FITNESS REPORT		49300 00 3620				
SECTION A GENERAL						
1. NAME (Lest) (Firet) (Middle) VITALE GUY		GS-08 D				
6. OFFICIAL POSITION TITLE 7. OFFIDIVISH OF ASSIGNMENT 6. CURRENT STATION						
Ops Officer DDP/SAS Washington, 1. CHECK (X) TYPE OF APPOINTMENT 10. CHECK (X) TYPE OF REPORT						
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 REASSIGNMEN						
SPECIAL (Specify): 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					
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manner in which emplayee 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 (marcus manage of early	RATING LETTER				
Processes name traces and clearances; traces and maintains agent 201 files.						
		RATING				
Conducts research for preparation of reports and plans.						
SPECIFIC DUTY NO. 3		RATING				
Maintains office files on a complex project.						
SPECIFIC DUTY NO. 4		RATING				
Prepares cable or dispatch replies to name trace requests.						
PECIFIC DUTY NO. 5						
Records Officer - Insures compliance with CS records, directives and authorizes destruction of						
PECIFIC DUTY NO. 6 CS document	s.	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 falents. 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.				
						

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 alvan in section 8 to provide best basis for determining future personnel action. Manner of performance of managerial or supervised, chiral to 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						
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						
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

era com

FITNESS REPORT GENERAL I. NAME (Lest) (First) (Middle) 1. OFFICIAL POSITION TITLE ODS. OFFICIAL POSITION TITLE ODS. OFFICIAL POSITION TITLE CAREER PROVISIONAL (See Instructions - Section C) SPECIAL (Specify): II. DATE REPORT DUE IN O.P. 31 July 1963 SECTION B PERFORMANCE EVALUATION Week Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category to positive remedial action. The nature of the action could range from counseling, to further training, to play probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency excellence. P. Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S. Strong Performance is characterized by exceptional proficiency. O Outstanding Performance is as exceptional in relation to requirements of the work and in comparison to the performance 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 described with supervisory responsibilities MUST be rated on their ability to supervisor amproves apparatised).	BER
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manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All emp	
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Processes name traces and clearances. Traces and maintains agent 201 files.	(0
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	ATING
	S
BPECIFIC DUTY NO. 4	TING
Prepares cable or dispatch replies to name trace requests.	P
PECIFIC DUTY NO. 3	TING
Records Officer - Insures compliance with C3 records, directives	P:
	TING
	TTER
OVERALL PERFORMANCE IN CURRENT POSITION	
	TING

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of much performance. Give recommendations for training. Comments on foreign language competence, if required for current position. Attailing the training five in Section 8 to provide best bosis for determining future personnel action. Manner of performance of managerial of 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,

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 COM	MENTS
1.	BY EMPLOYEE	
52.1	CERTIFY THAT I HAVE SEEN SECTIONS A, B.	AND C OF THIS REPORT
Pune 13, 63	July Title	
2. /	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION
22 mths.		
DATE	OFFICIAL TITLE OF SUPERVISOR	Cain & Short
12 June 63	DC/SAS/MOB/FM	Calvin W. Hicks
l	BY REVIEWING OFFICIA	
or from the manner	shing to detract from the in which he performs th	value of subject's duties em, I do have strong doubt rant promotion to GS-9 ever

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.

PATE	OFFICIAL TITLE OF REVIEWING OFFI	
, 1		Charles W. Natt
6/13/23	C/SAS/MOB/FM	Charles W. Matt

District A

SECRET

i was

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/FA fr. lash., D.C. Intell. Asst. 10. CHECK IXI 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): II. DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From- to-1 Sept. 1961 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 meats 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 LETTER Prepares cable or dispatch: replies to name trace requests. A SPECIFIC DUTY NO. 3 RATING LETTER 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 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 hobits, 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

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SECUR I STANDARD TO AN AND AND STANDARD STANDARD STANDARD STANDARD

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	
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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

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

Subject is very versatile and can be utilized effectively on an

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

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

SECTION F CERTIFICATION AND COMMENTS							
1.	BY EMPLOYEE						
. / Ce	rtify that I have seen Sections A, B, C	, D and E of this Report.					
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2.	A BY SUPERVISOR						
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 7 MONTHS	IF THIS REPORT HAS NOT REEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION					
	IF REPORT IS NOT BEING . DE AT THIS T	IME, GIVE REASON.					
EMPLOYEE UNDER MY SUPER	VISION LESS THAN 97 DAYS	HEPORT MADE WITHIN LAST 90 DAYS					
OTHER (Specify):							
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Mr. Vital	e was assigned to the S&I	Section of the Gogman Branch on a
casual basis fro	m I May to 15 November	1960 _{44, His duties consisted entirely}
of processing na	ime traces and POA's. Al	though fleamed little experience in
this type of worl	k, he performed his duties	in a thoroughly satisfactory manner
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C/EE/Germany

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.

William J. Graver Chief, EE/Germany

SECTE

Pre 1960 Fitners Reports

2 June 1960

MEMORANDUM FOR: Chief, EE Personnel

SUBJECT

Commendation - Mr. Guy Vitale

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

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

, Chief, Ex Logistics

SECTION

Pre 1960 FRQ & Certifications for insurance and retirement

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7 CITZENSHIP	B. FORMER	CHIZENSHIPISI COUNTRALIESI		9. DATE U. S. CITIZENSHIP ACQUIRED	
SECTION X	DEPENÓ	TENT CHILDREN AND DEPENDENTS	OTHER THAN SPOU	SE	
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ECTION XI	PROFESSIO	ONAL SOCIETIES AND OTHER ORGA	ANEARONS		
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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