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"Diff Files" for NARA 2025 Documents Release JFK Assassination Records

Generated using diff-pdf and OpenCV. Thanks to the Mary Ferrell Foundation and The Black Vault for their archiving work.

> maryferrell.org theblackvault.com github.com/vslavik/diff-pdf opencv.org

This file highlights differences between the 2025 release, and previous releases.

Red: Newly revealed in 2025.

Blue: Present in earlier releases, but not in 2025.

Black Unchanged between versions.

For Original Documents visit: archives.gov/research/jfk/release-2025

Notes:

Black text on a blue background inidcates content that was previously redacted using black ink.

I did my best to be accurate in revealing what is new, but please confirm with the original sources where accuracy is essential.

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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 1 March 1969. The annuity is payable on the first day of the month following that for which it accrued. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.
- 3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

Robert S. Wattles
Director of Fersonnel

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(27 February 969)



SRCRET (When Filled In)
CERTIFICATION OF SEPARATING EMPLOYEE (Last-First-Middle)
VITALE, GUY
MEMORANINM 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 28 Fob- 69
Address (Street, City, State, Zip Code) Correspondence
1770 HAA. L. S. Wash. D.C. Overt Dovert
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Executive Registry

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 ahead filled with enjoyment and satisfaction.

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

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

Sincorely,

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 Head-quarters Regulation 20-50j, to be offective 28 February 1959.
- 3. Mr. Vitale has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 28 years of Federal service. This service includes over 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 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

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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 Starf 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.

M.W. N. Echols

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NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current parition harping in proper perspective incir 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 presannel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personal, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete.

Section C, attach a separate sheet of paper.

Mr. Vitale since he was assigned to me finitially 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. 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	CEOTIFIC	
1.	CERTIFICATION AND COM	MENTS
	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
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13 July 1968	C/MH/COG/OS	Thos. J. Earrett
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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 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 totings given in Section B to provide best basis for determining future personnel action. Manner of performance of many erial or supervivory duties and cost consciousness in the second personnel, space, equipment and funds, must be commented on it applied by. If extra space is needed to complete Section Crattach 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.

CERTIFICATION AND COM	MENTS
BY EMPLOYEE	
CERTIFY THAT I HAVE SEEN SECTIONS A. B.	AND C OF THIS REPORT
SIGNATURE OF EMPLOYEE	·
BY SUPERVISOR	
IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
·	
Section Chief, PM Operations	Ernest Chiocca
BY REVIEWING OFFICIA	
	BY EMPLOYEE CERTIFY THAT I HAVE SEEN SECTIONS A, B, SIGNATURE OF EMPLOYEE BY SUPERVISOR OFFICIAL TITLE OF SUPERVISOR Section Chief, PM Operations

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

11 May 1960 File K-l: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.

Chier, Central Cover Division

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(4-13-40

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FOR CH	IEF PAYROLL	(Telephone)			1

Standard Form 1150 Sovember 1905 1150-106 RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION

"PAY ADJUSTMENT IN ACCOMPANCE WITH SHOTINGS 212 AND 210 26-68-90-206 AND EXECUTIVE DROLF 11419 PURSUE IT ACTH SITY F OCT AS FROM DED IN THE CIA ACT OF 1949, AS AMENDED, AND A-OCT DIRECTIVE DATED 9 ACTORER 1962"

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 GIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962,

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

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

PPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 CCTOBER 1967

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OLD NEH SERIAL ORGN. FUNDS GR-STEP SALARY SALARY

MPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL R9-301 PURSUANT TO AUTHORITY OF LCT AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AVE A-DCI POLICY DIRECTIVE DATED A OCTUBER 1962.8

EFFECTIVE DATE OF PAY ADJUSTMENTS IN OCTOBER 1965

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

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

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

			Dor A	nnum	Rates	and	Steps			
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CC_11	8 650	8.945	9.240	9,535						
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CC 12	117 1175	112.433	14.010	10,000	1-0,	1	110	117 600	118 090	110.000
CS 14	14 170	14.660	15,150	15,640	16,130	16,620	111,110	20,450	21,020	18,580 21,590
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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DGT MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

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

SD 1 MAKE SERIAL ORGN GR-ST OLD SALARY NEW SALARY

VITALE GUY 503620 GS-07 1 \$ 5,355

> 151 EMMETT D. ECHOLS DIRECTOR OF PERSONNEL

(Vilian Line He)	-
ARE: 10 JUNE 1960 NOTIFICATION OF PERSONNEL ACTION	
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Pre 1960 Noteferations of Personnel action

(Then Filled In)	
FITHESS REPORT	L NUMBER
SECTION A 003620	
1. NAME (Lost) (First) WILLIAM	
Vitale Guy	
10/10/17 M 08 D	<u> </u>
Intelligence Asst. 7. OFF/DIV/BR OF ASSIGNMENT 8. CURRENT STATE	ON .
9. CHECK (X) TYPE OF APPOINTMENT 10. CHECK (X) TYPE OF REPORT	
A CAREER: RESERVE TENDORARY	
CAREER-PROVISIONAL (See Instructions - Section C)	
SPECIAL (Specify):	NT EMPLOY
11. DATE REPORTING PERIOD (F	
July 1968 1 July 67 - 39 June 68	
PERFORMANCE EVALUATION	
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mation pertinent to the criteria of the CUIS/LA Subversive machine	
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support assistance.	P
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ECIFIC DUTY NO. 3	RATING
Preparation of biographic input sheets for machine processing into	LETTER
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ECIFIC DUTY NO. 4	1 . 1
s Branch Records Officer insures compliance with CS Records	RATING
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	RATING LETTER
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OVERALL REPEOPLANCE IN CO.	
OVERALL PERFORMANCE IN CURRENT POSITION	
e into account everything about the emplayee which influences his effectiveness in his current position such as per- nance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and icular limitations or talents. Based on your knowledge of emplayee's overall performance during the rating period, a the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	RATING LETTER

4-65 45 USE PREVIOUS EDITIONS

SECRET

Exhibited to an extra distribution and declarations



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 moch performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Applify or explain retings given in Section B to provide best basis for determining future personnel action; Manner of performance of managerial or supervisory dettes and cost consciousness in the use of personnel, space, equipment and lynds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate wheet of paper.

Mr. Vitale since he was assigned to me infittelly 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 A	IND COMMENTS	
1.	BY EMPL	OYEE	
. 10	CERTIFY THAT I HAVE SEEN SECTION	ONS A, B, AND C OF THIS REPORT	
2/18/68	SIGNATURE OF EMPLOYES	tile	
2.	BY SUPER	VISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN	SHOWN TO EMPLOYEE, GIVE EXPLANATION	
9			
18 TALL	OFFICIAL TITLE OF SUPERVISOR	Alva King	
- 44	BY REVIEWING		
COMMENTS OF REVIEWING OFFICE	AL .		
I condur in th	e evaluation of this	employee as presented above.	
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		11	
13 July 1968	CATH/COG/OS	Thos. J. ETTER	-
	CECOL	/ / ·	

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

FITNESS REPORT 00362						NUMBER
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NARRATIVE COMMENTS.

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Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban and the propertions.

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

SECTION D	CERTIFICATION AND CO	MMENTS
	BY EMPLOYEE	
1.	CERTIFY THAT I HAVE SEEN SECTIONS A, E	, AND C OF THIS REPORT
24 Quer 67	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
12	• y	•
25 August 1967	Section Chief, PM Operations	Ernest Phiocca
3.	BY REVIEWING OFFIC	IAL J
COMMENTS OF REVIEWING OFFICE	AL	

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

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Table less account everything choir the employee which influences his effectiveness in his current position such as per- [-								·		
Permance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal maits or habits, and formance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal maits or habits, and particular limitations or talents. Sessi 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 affacts his deal of performance.	formance of spec	ific duties, pr	Seems on your know	on job, cooper	lovee	oss, pe	rrineni	osmance d	uring the ratio	ng period, ormance.	P

FORM 45 OBSOLETE PREVIOUS EDITIONS.

	(When Filled In)	
SECTION C	NARRATIVE COMMEN	T\$
basis for determining future personn	el action. Manner al performance at manage	heaping in proper perspective their relationship to the Green Commentations for training. Commentations diversity of the provide best aplain ratings given in Section B to provide best period or supervisory duties must be described, if
This has afforded very willing worke knowledge of and e	the branch considerable r who gets along well w experience in handling r	continuity. He is a
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SECTION D	CERTIFICATION AND COM	MENTS
	BY EMPLOYEE	COS THIS DEPORT
100	RTIFY THAT I HAVE SEEN SECTIONS A. B.	AND C OF THIS REPORT
DATE 11 July 1966	SIGNATURE OF EMPLOYEE	
	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 10 months	F THIS REPORT HAS NOT BEEN SHOWN T	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
	C/WH/C/MO/PM	Bryan MIIIS
	BY REVIEWING OFFICE	
3. COMMENTS OF REVIEWING OFFICIA		phiect's performance closely
for nine months and	sted, it should be note	ubject's performance closely ur in his supervisor's ratings d that these same duties could Intel Clerk or Intel Assistant -8 Intel Assistant does not
and, therefore, the accurately reflect	his capability. In my sible, for subject to pe	-8 Intel Cierk of the control of the
changed to ops Supp		2 (2)

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/C/MO

25 July 1966

FITNESS REPORT							003620			
						1	3020			
SECTION A	**	GEN (Firet) (Middle)	IERA	The second secon	2. SEX	4. GRAD	E 3. 50			
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6. OFFICIAL POSITI	on title fficer		1	DP/WH/C	SSIGNMENT		ington D	.c.		
9. CHECK (X) TYPE	OF APPOINTMENT		10. C	HECK (X) TYPE	OF REPORT					
CAREER	RESERVE	TEMPORARY		INITIAL			ASSIGNMENT			
	VISIONAL (See Instr	uctions - Section C)	×	ANNUAL		, AE	ASSIGNMENT	EMPLOYEE		
SPECIAL (Spec				SPECIAL (Spe		-1				
11. DATE REPORT DE	1y 1965			July 64			5 .			
SECTION B		PERFORMANCE								
W - Week P	ositive tamedial ac robation, to reassi	from wholly inadequate to s ction. The nature of the acti gnment or to separation. Do all requirements. It is entire	on cou	action taken	or proposed	in Section	on C.	indening on		
•	xceltence.									
		than satisfactory. Desired			oduced in a	proficien	t ma nna r.	4		
O - Outstanding P	erformance is so a	acterized by exceptional pro exceptional in relation to req work as to warrant special	ulreme	ints of the worl	k and in com	parison t	o the perform	anco of		
		SPECIFI	C DU	TIES						
		ecific dúties performed durir ICH specific duty. Consider I be rated on their ability to								
SPECIFIC DUTY NO.								RATING LETTER		
		aces and clearan	ces	; traces	and ma	inta i	.ns	0		
agent 2	01 files.					<u> </u>				
SPECIFIC DUTY NO.						٠.	,	RATING LETTER		
Conduct	s research	for preparation	o£	reports	and pl	ans.		s		
·		: .								
SPECIFIC DUTY NO. 1		,						RATING LETTER		
Maintain	ns office	files on a compl	ex p	project.				S		
SPECIFIC DUTY NO.								RATING LETTER		
Prepares	s cable or	dispatch replie	s to	name ti	race re	quest	s.	P		
								RATING		
SPECIFIC DUTY NO. 5								LETTER		
Records	Officer -	Insures complia directives and	nce auti	with CS norizes (record destruc	s, tion	of "	P		
SPECIFIC DUTY NO.	A.	cs documents.	 -					RATING		
TRECIPIC DOTT NO.		:				•		LETTER		
	0	VERALL PERFORMANC	E IN	CURRENT P	DSITION					
				,				RATING LETTER		
formance of specific	c duties, producti s or ralents. Base se tating box corres	employee which influences vity, conduct on job, coope d on your knowledge of emj sponding to the statement wh	ninva	ess, pertinent	r personal r formance du	ting the	rating period,	S.		

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demanstrated in current position keeping in proper particles their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Cummon overall performance competence, if required for current position. Amplify or explain ratings given in Section B to provide best 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 41.1 CA 12 00 PH 185 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 car 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 COMME	NTS
SECTION D	BY EMPLOYEE	
1.01	RTIFY THAT I HAVE SEEN SECTIONS A, B, AN	D C OF THIS REPORT
DATE O /	SIGNATURE OF EMPLOYES	,
13 July 65	Buy Ville	
2.	BY SUPERVISOR	THE CARE SIVE EXPLANATION
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT DAS NOT BEEN SHOWN TO E	MPLOTEE, GIVE EXPLANATION
46 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
1361 1845	C/VH/C/NO/PN	Calvin Hicks
	BY REVIEWING OFFICIAL	
supervisor; ther	ficial does not use the sefore, would rate subject es and P in the overall pleasant and has an excell	erformance. Subject is
approach.		
•		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PHINTED HATE AND GONATURE
20 July 1965	C/WH/C/MO	Walter T. Cini

(Then P	Filled		- 1	;				
FITNESS REPORT								NUMBER
				٠.	1 4	1930	0.00	365
	NERA	L						
VITALE GUY	1	Oct 3		J. SEX	GS-		5. SD)
6. OFFICIAL POSITION TITLE Ops Officer	7. 01			SSIGNMENT			STATIO	
9. CHECK (X) TYPE OF APPOINTMENT	10. c	DDP/S		OF REPORT	Was	hin	gton,	D.C.
CAREER RESERVE TEMPORARY		INITIAL				REASS	IGNMENT	SUPERVISE
CAREER-PROVISIONAL (See instructions - Section C) SPECIAL (Specify):	X	ANNUAL						EMPLOYE
II. DATE REPORT DUE IN O.P.	12. B	SPECIAL		(Iy):				
31 July 1964	1	July	1963	3 - 30	Jun	e 19	964	
ECTION B PERFORMANCE	E EV	ALUATIO	M					
W - Week Performance ranges from wholly inadequate to st positive remedial action. The nature of the action probation, to reassignment or to separation. De A - Adequate Performance meets all requirements. It is entire	escrib	na range action t	irom c akon a	ounseling, t of proposed	to furth in Sect	ion C	ining, to	placing on
excellence.								ency nor
P - <u>Proficient</u> S - <u>Strong</u> Performance is more than satisfactory. Desired is 5 - <u>Strong</u> Performance is characterized by exceptional prof	result	s are beli	ng prod	duced in a p	roficie	on to	nner.	
S - Strong Performance is characterized by exceptional prof O - Quistanding Performance is so exceptional in relation to requ	oficien	cy. 						
others doing similar work as 10 warrant special re	tocogn	ition.	WOFE	and In com	pari son	to the	perform	nance of
SPECIFIC								
ist up to six of the most important specific duties performed during namer in which employee performs EACH specific duty. Consider of the supervisory responsibilities MUST be rated on their ability to specific duty No. 1 Processes name traces and clears agent 201 files.	Superv	ise (India	ate no	mber of em	ployee	that d	uty. All	RATING LETTER
								0
Conducts research for preparation	on c	of rep	ort	s and p	plan	s.		RATING LETTER S
ECIFIC DUTY NO. 3								RATING
Maintains office files on a comp	plex	proj	ect.	•				S
Prepares cable or dispatch repli	ies	to na	me t	race r	equ	ests	•	RATING LETTER P
ECIFIC DUTY NO. 5			:-					BATING
Records Officer - Insures complia								RATING
directives and	ı au	thoria	zes	destru	ctic	m o	f	P
CIFIC DUTY NO. 6 CS documents.								RATING LETTER
<u> </u>				٠.				- 1
OVERALL PERFORMANCE I	IN CL	IRRENT	POSI	TION				
te into account everything about the employee which influences his mance of specific duties, productivity, conduct on job, cooperaticular limitations or talents. Based an your knowledge of employee the letter in the coring box corresponding to the statement which	is elfe	tiveness ss, pertin	In his	current por	fs or h	abits,	and	RATING LETTER
7.110				:	٠.		-	- 1
45 PAROLETE CREATER FORTER SECRET	Ť		_					

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths of 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 explicitly alting along the personnel action. Manner of performance of managerial or supervised these beat described, if

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 C	O. W. Chief
1.	BY EMPLOYEE	OWWEN12
	CERTIFY THAT I HAVE SEEN SECTIONS A.	P. AND COSTANICOSOS
1=11 1= 11 2 2	SIGNATURE OF EMPLOYEE	S, AND C OF THIS REPORT
July 23, 64	1 /hu 11/-/-	į ,
2. / J	V BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IP THIS REPORT HAS NOT BEEN SHOWN	TO FARLOYEE CIVE EVEL
34 months		TO EM LOTEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
15 July 1964	C/WH/SA/MOB/PM	Cartine
	C/WR/SA/MOB/PM	Calvin W. Hicks
OMMENTS OF REVIEWING OFFICIA	BY REVIEWING OFFICE	IAL
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		merpiul.
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- ,	OFFICIAL TITLE OF BEVIEWING OFFICE	
28 July 1964	THE OF REALERING OFFICIA	THE STATE OF THE S
28 July 1964	OFFICIAL TITLE OF REVIEWING OFFICIA C/WH/SA/MOB	Colonel Arthur A. Maloney

		•	(When I	illed	/n) - ·	Teus			
8)	1	FITN	ESS REPORT	•			003	serial i 620	NUMBER .
SCTION A				1504					
SECTION A	(Lest)	(Firet		NERA	TE OF BIRTH 3. SEX	4. 0	RADE	5. SD	
	VITALE	Guy		1 -	Oct. 1917 Male	os-	8	D)
6. OFFICIAL	POSITION TITLE			7. 01	F/DIV/BR OF ASSIGNME	NT 8. C	PRENT	STATION	· · ·
005	Officer			DD	P/S. A. S.		We	shing	ton, D.
	TYPE OF APPOIN			17. C	HECK (X) TYPE OF REP	ORT			
CARES			TEMPORARY	 	INITIAL				SUPERVISO
	-PROVISIONAL (S	e instruction	• · Section C)	X	ANNUAL		READS	GNMENT	EMPLOYE
	(Specily):			12. R	SPECIAL (Specify):	n- (o-)			
	ıly 1963				July 1962 to 30	_	1963	• .	
SECTION B			PERFORMANC						
W - Weak	positive reme probation, to	dial action. reassignmen	The nature of the activition to separation. D	escribe	less then satisfactory Id range from counselle action taken or propo- Isfactory and Is charac	ng, to fur sod in So	ther trai	ning, to	placing on
	excellence.			•				,	
P - Proficien	•				s are baing produced in	a profic	lent mar	nn er.	
S - Strong			zed by exceptional pro				4- 41-		
O - Outstand			as to warrant special		nts of the work and in it	comparis	on 10 the	pertorm	once of ,
			SPECIFI	C DU	TIES				
With supervisor	y responsibilities	MUST be re		superv	offectiveness in perfective fundamental states and ma	i employe	es super	rvised).	RATING LETTER 3/0
201 fi									
Conduct		ı for p	reparation o	E re	ports and pla	ıns.			RATING LETTER
PECIFIC DUTY	NO. 3								RATING
									LETTER
Maintai	ns office	riles	on a complex	pro	ject.				S
PECIFIC DUTY	NO. 4								RATING LETTER
Preparc	s cable or	dispa	tch replies t	o na	une trace req	uests	•	٠.	P
PECIFIC DUTY	NO. 9								RATING
Records	Officer -				th C3 records			ves	
		and at	itnorizes des	cruc	tion of C3 d	ocume	nts.		P.
PECIFIC DUTY	NO. 6					•			RATING LETTER
:			·				<u>:</u> .		
		OVERA	LL PERFORMANCE	.IN C	URRENT POSITION				
armance of sp articular limita	ecific duties, pro tions or talents.	ductivity, c Based on ye	onduct on job, cooper our knowledge of emp	ativene loyee':	ectiveness in his currents, pertinent personal averall performance at accurately reflects h	traits o	e habits, w rating	, and period,	RATING LETTER
9 AUG 19	263								

SECTION C MARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of which performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Applications of performance in the provide best basis for determining future personnel action. Manner of performance of managerial of superit say duties must be described, if applicable.

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

During the past year subject has continued to be a most cooperative, loyal and willing worker on a project that due to its nature is more frustrating, and demands more with less apparent return than most projects. As on his previous fitness report, I have rated him very high, primarily due to the fact that he smature 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.

12ECTION D	CERTIFICATION AND CO	WHEN 13
1.	BY EMPLOYEE	
5,57	CERTIFY THAT I HAVE SEEN SECTIONS A, B	, AND C OF THIS REPORT
DATE 13, 63	SIGNATURE OF EMPLOYEE tale	
2.	8Y SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 22 mths	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
12 June 63	DC/SAS/MOB/FM	Calvin W. Hicks
12 Julie 03	BY REVIEWING OFFICE	
COMMENTS OF REVIEWING OFFICE		
		e value of subject's duties
or from the manner as to whether the if they were perfo additional duties	r in which he performs the nature of his duties was bromed in an outstanding most a more demanding nature weigh his performance was	hem, I do have strong doubts rrant promotion to GS-9 even manner. During the next year are will be placed on subject under those circumstances
DATE	OFFICIAL TITLE OF REVIEWING OFFICIA	L TYPED, OR PRINTED NAME AND SIGNATURE

C/SAS/MOB/FM

Charles

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			(The	Filled	in)	7	· X	
8000	:	P					EMPLOYEE SER	AL NUMBER
1.7		FITA	ESS REPORT				003620	
SECTION A		<u></u>		F			1003020	
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. OFFICIAL POS		- uu		10	Oct. 1917	31	G3-7	υ
	l. isst.			7. 0	F/DIV/BR OF A	SSIGNMENT	. CURRENT STAT	ION
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SPECIAL (S)			·······································		ANNUAL		REASSIGNM	ENT EMPLO
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CTION B			PERFORMANO	CE EVA	111471014	1 00 00	oune 1302	• .
V - Weak	Performance tan	and from a	4 - 11 - 1 1		-	·		
	positive romedic	d action.	wholly inadequate to The nature of the ac or to separation,	tion coul	drance from co	factory. A	rating in this cate	egory requi
N = Ad======	probation, to rea	ssignment	of to separation,	Describe	action taken of	r proposed i	in Section C.	to placing
A - Adequate	partermance med	ors all requ	uirements. It is enti	roly sati	sfactory and Is	éharacteri:	red neither by def	clonev na
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	others doing sim	ilar work o	is to watrant special	recognit	ion.	and in comp	arison to the peri	ormance of
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SECRET NARRATIVE COMMENTS

SECTION C

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

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

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

SECTION D	CERTIFICATION AND CO	JWWEN 13
	BY EMPLOYEE	
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FORM 45 GASOLETE PREVIOUS EDITIONS.

SECRET

(4)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employed 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 0 to provide the bost basis for determining luture personnel actions:

Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability 10/fraction 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)..

SECTION F	CERTIFICATION AND C	OMMENTS
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2.	BY SUPERVISOR	7
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13 Feb. 62	OFFICIAL TITLE OF REVIEWING OFFICE ## FC 266	TYPED OR PRINTED NAME AND "IGNATURE T. KALING & TRIPSCHILL FLEXIS , FRENCHER

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FORM 45 CASOL STE PASSIONS SOUTHER

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ne was always i	polite to his fellow employee peration of the section.	es and did his best to contribute
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I ce	BY EMPLOYEE ertify that I have seen Sections A. R. C.	
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	BY SUPERVISOR	
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6 1/2	Already reassigned prior	to preparation of this fitness report.
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OTHER (Specify):		

DATE OFFICIAL TITLE OF SUPERVISOR 21 Nov 60 C/EE/G/S&T Herbert W. Natzke BY REVIEWING OFFICIAL I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE. COMMENTS OF REVIEWING OFFICIAL See attached sheet. DATE OFFICIAL TITLE OF REVIEWING OFFICIAL William J. Graver 23 Nov 60 C/EE/Germany

SECRET

Section 3. Comments of Reviewing Official:

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

William J. Graver Chief, EE/Germany

SECTET

Pre 1960 Fitners Reports

2 June 1960

MEMORANDUM FOR: Chief, EE Fersonnel

SUBJECT : Commendation - Mr. Guy Vitale

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

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

, Chief, Ex Logistics

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Pre 1960 FRQ & Certifications for insurance and retirement

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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