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. 28 FEB 1084 .

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

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(27 February 969)

SECRET



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

Dear Mr. Vitals:

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

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

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

Sincorely,

Richard Holms

Richard Holms

Director

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MEMORANDUM FOR: Director of Central Intelligence

SUBJECT

: Request for Voluntary Retirement

Our Vitale

- i. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.
- 2. Mr. Guy Vitale, 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

Date

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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 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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SECTION B PERFORMA						
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NARRATIVE COMMENTS

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

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

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

SECTION D	CERTIFICATION AND COMM	ENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A. B. AN	ND C OF THIS RÉPORT
2/18/68	SIGNATURE OF EMPLOYEE LEGIS	·
MONTHS EMPLOYEE HAS BEEN	BY SUPERVISOR	ENDLOYEE ALLE EVELANATION
UNDER MY SUPERVISION		ENFLOTEE, DIVE CAFLANATION
DATE .	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
18 Jaly	,	Alva King
3.	BY REVIEWING OFFICIAL	
I concur in th	e evaluation of this employed	as presented above.
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13 July 1968	OFFICIAL TITLE OF REVIEWING OFFICIAL	Thos. J. Earratt
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For approximately four months during 1967, Mr. Vitale worked with me in providing Headquarters' support to JMWAVE in its conduct of special operations into PBRUMEN. In such a role, Mr. Vitale's knowledge of the history, mechanics, requirements and PBRUMEN personnel of these operations was invaluable in (1) the preparation of operational proposals for the 303 Committee, (2) the provision of timely operational information periodically requested by the front offices of both WH/COG and WHD, and (3) the briefing of WOFIRM personnel newly assigned to JMWAVE to assist in these operations. While under my supervision, Mr. Vitale was a conscientious, loyal, cooperative employee who readily and willingly performed all tasks assigned to him in an exceptional manner. He always expressed his willingness to work as many hours as necessary to finish the task at hand. He has a very pleasant personality, gets along well with his fellow workers and exhibits a good sense of cost consciousness in the use of government equipment and materials. The rating letter "S" most accurately reflects the level of performance of Mr. Vitale during the period he was under my supervision.

Robert J. Weatherwax

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in the conduct of liaison with oth						A
PECIFIC DUTY NO. 3						RATING
						LETTER
Aids in conducting name tra operational clearances.	ces a	and in pi	ocess1	ng		P
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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify it is retingly given in Section B to provide best basis for determining future personnel action. Manner of performance of many relation expersivery 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. attach a separate sheet of paper.

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

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SECTION D	CERTIFICATION AND CO	DAMAENTS
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A. I	B, AND C OF THIS REPORT
25 aux 67	SIGNATURE OF EMPLOYEE	
2.	// BY SUPERVISOR	
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
12		
25 August 1967	Section Chief, PM Operations	Ernest Chiocca
3.	BY REVIEWING OFFICE	IAL 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.

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DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
9		
2 8 AUG 1997	C/WH/COG/MO	Robert A. Ortman

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT

: VICALE, Guy, nmi

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

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

cc: SSD/OS

(4-13-40)

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RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION FPM SUPPLEMENTS 296-31 AND 980-2

"PAY ABBUSTMENT IN ACCORPANCE WITH SECTIONS 212 AND 210 DESERBORD-200 AND EXECUTIVE URBER 11413 PURSUANT TO ACTHERING FOUL AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-OCI DIRECTIVE DATED & ACTHER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS 14 JULY 1968

14-00000

NAME SERIAL DEGN. FUNCS GR-STEP SALARY SALAR VITALE GUY 003520 51 300 V GS 08 0 1 8,614 8,898

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JaH/600 1, ORGANIZATION 003620 VITALE GUY 51 500 HAN 14 EFFECTIVE DATE Grade Step Last Eff. Dare · Grode 01/16/66 GS 08 5x20012 01/14/68 65 09 S DEVICE N 8614 CERTIFICATION AND AUTHENTICATION I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYED IS OF ACCEPTABLE LEVEL OF COMPETENCE. NO EXCESS EWOP O IN PAY STATUS AT END OF WAITING PERIOD LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS N M 700 560 E Use previous PAY CHANGE NOTIFICATION (4.51)

*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

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

PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962, TOP 1949, EFFECTIVE DATE OF PAY ADJUSTMENT: 8 CCTOBER 1967

NAME

SERIAL DRGN. FUNDS GRESTED

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

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

NAME

UPGN. FUNDS GRESTEP

MEN

VITALE GUY

VITALE GUY OLD SALARY RATE 51. 500 003620 NEW SALARY RATE TYPE ACTION PSI LSI ADI. Last Eff Date Grod. Effective Gate GS 08 4 1 7,553 01/19/64 GS UM 5 8 7,781 01/15/06 ✓ NO EXCESS LWÓP / IN PAY STATUS AT END OF WAITING PERIOD / LWOP STATUS AT END OF WAITING PERIOD AUDITED BY CLERKS INITIALS I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: **PAY CHANGE NOTIFICATION** (4-51)

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

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

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

CDARE	1		Per A	nnum	Rate.	s and	Steps			
GRADE -	1	2	3	4	5	6	7	8	9	10
GS- 1	\$3,385	\$3,500	\$3,615	\$3,730	\$3,845	\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
GS- 2	3,680	3,805			4,180			4,555	4,680	
GS- 3	4,005		4,275		4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000			5,495	5,660	5,825	5,990	6,155	6,320	
GS- 6	5,505	5,690		6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710							
GS-10	7,900	8,170	8,440	8,710	8,980	9,250	9,520	9,790	10,060	
GS-11	8,650	8,945				10,125				
GS-12	10,250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15	16,460	17,030	17,600	18,170	18,740	19,310	19,880	20,450	21,020	21,590
GS-16	18,935	19,590	20,245	20,900	21,555	22,210	22,865	23,520	24,175	
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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 879793 AND DGI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS.

NAME VITALE GUY

SERIAL OHON FUNDS GR-ST SALARY SALARY
003620 49 300 V GS 08 3 SALERY

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SECRET BAB: 18 JAN 63 NOTIFICATION OF PERSONNEL ACTION OCF 1. SERIAL NUMBER 1. HAME HASTERST-MORES 003620 VITALE GUY 3. MATURE OF PERSONNEL ACTION L CATEGORY OF EMPLOYMENT 4 EFFECTIVE DATE 01 | 20163 PROMOTION REGULAR 7. COST CENTER NO. CHARGEABLE 8. CSC OR OTHER LEGAL AUTHORITY v to cr FUNDS G 100 W (F 10 (F 3232 1000 1000 50 USC 403 J 10. LOCATION OF CEFICIAL STATION P. ORGANIZATIONAL DESIGNATIONS DDP TASK FORCE W . FI/CI BRANCH WASH., D. C. II. POSITION TITLE 12. POSITION NUMBER 13 CAREER SERVICE DESIGNATION D OPS OFFICER 0683 14. CLASSIFICATION SCHEDULE (GS. LB. WELL IS. OCCUPATIONAL SERIES 16. GRACE AND STEP 17. SALARY OR RATE 6500 ევ **3** 0135.01 GS IS. REMARKS SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL E STATION ; 23. INTEGREE 24. Hogers. | 25. DATE OF BIRTO CODE RUBERIE 16 | 17 01| 20| 63 01, 20, 63 10 61300 | TEW 75013 10 33. SECURITY REG NO. 29. SPECIAL REFERENCE 37. SEPARATION DATA CODE 28. MTE EXPIRES ISS RETTERMENT BATA 32. CORRECTION/CANCELLATION DATA EOD DATA 35 VET. PREFERENCE 16. SERV. COMP DA'S FEGLI / HEALTH INSURANCE 40. SOCIAL SECURITY NO. 37 10% CHAP, DATE 38. CAPEER CATEGORY 2005 RESV 1 . 124 PROV STATE TAR DATA PREVIOUS GOVERNMENT SERVICE DATA C LEAVE CAT. 43. FEDERAL TAY DATA 0 - NO -- EVIZUE SCRVILE CODE TO TAX STATE CODE I . NO BEER IN SERVICE 1 . YES 1 . YES 2 - BREAR IN SERVICE WESS THREE 3 THE ... SIGNATURE OR OTHER AUTHENTICATION FOETED

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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW MY = 793 AND DOI MEMORANDUM DATED I AUGUST 1956 , SALARY IS ADJUSTED AS FOLLOWS. EMPECTIVE 14 OCTOBER 1962

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

SD NAME SERIAL ORGN GR-ST OLD SALARY NEW SALARY

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

/S/ EMMETT D. SCHOLS
DIRECTOR OF PERSONNEL

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FORM 45 USE PREVIOUS EDITIONS

SECRET

drawng-oring 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 work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel space, equipment and 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 infitially on a parttime basis and later as a full time assistant has performed
adequately as an input analyst in addition to his proficient
work as a Records Officer and General support assistant. The
quality of his input has been good and his production has helped
considerably in cutting down the size of the input backlog.
Mr. Vitale also continues to perform the Records Officers
function for the branch with a sound knowledge of general records
procedures. His attitude and attendance record continue to
reflect a willingness to assist the branch in whatever way
necessary. In addition Mr. Vitale's valuable background
knowledge on a former vital portion of the branch's effort
continues to be utilized to a considerable extent. He gets
along well with his colleagues and contributes to the smooth
running of the office.

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

SECTION D		CERTIFICATION AND	COMMENTS
1.		BY EMPLOYEE	
	I CERTIFY TH	AT I HAVE SEEN SECTIONS A	, B, AND C OF THIS REPORT
DATE 7/18/	68 SIGNATU	Day Vit	عات
2.		BY SUPERVISOR	R
MONTHS EMPLOYEE UNDER MY SUPERVIS	HAS BEEN IF THIS R	EPORT HÁS NOT BEEN 5×0¥	N TO EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL	TITLE OF SUPERVISOR	TYPED CO GRINTED NAME AND SIGNATURE
18 Jeb	4		Alva King
3.		BY REVIEWING OFFI	CIAL
I conc	ur. in the evalua	tion of this empl	ioyee as presented above.
		•	
, .			
			11
13 July	1	TITLE OF REVIEWING OFFICE	Those J. Elite

## 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

1:00

	<del></del>	EMPLOTEE SERIAL N	UMBER
FITNESS REPORT	<b>「</b> "	003620	
ECTION A  1. NAME (Last) (First) (Middle	GENERAL  J. DATE OF BIRTH	3. SET 4. GRADE -3. 3D	<del></del>
VITALE GUY	16 Oct 17	N GS-08 D	i.
6. OFFICIAL POSITION TITLE		SIGNMENT & CURRENT STATION	· · · · · · · · · · · · · · · · · · ·
Intell Asst	DDP/WH/COG	Washluaton	
F. CHECK (X) TYPE OF APPOINTMENT	10. CHECK IXI TYPE	OF REPORT	<del></del>
CAMEER RESERVE TEMPORARY	INITIAL	REASSIGNMENT	S-JPENVI
CAREER-PROVISIONAL (See Instructions - Section C)	X ANNUAL	REASSIGNMENT	EMPLOY
SPECIAL (Specify):	SPECIAL (Speci	Peli:	
DATE REPORT DUE IN O.P.	12. REPORTING PERIO	DO (Fixer- 'to-)	
	1 July 1966	- 30 June 1967	
ECTION B PERFORM	ANCE EVALUATION		
W - Weak Performance ranges from wholly inadequal positive remedial action. The nature of the probation, to reassignment or to separation A - Adequate Performance meets all requirements. It is excellence.	ne action could range from ea on. Describe action taken of	ounseling, to further training, to proposed in Section C.	placing a
P - Proficient Performance is more than satisfactory. D	esited tesuits are bains and	weed in a proficient manner	
5 - Strong Performance is characterized by exception	<del></del> -	and the property distribute	
) - Quistanding Performance is so exceptional in relation	•	and in comparison to the perform	ance of
others doing similar work as to warrant sp			
, SPE	CIFIC DUTIES		
st up to six of the most important specific duties performed nner in which employee performs EACH specific duty. Co th supervisory responsibilities MUST be roted on their abil	naider ONLY offectiveness i	n performance of that duty. All	amploye
ECIFIC DUTY NO. 1			LETTE
Maintains project and agramalitary program.	ent 201 files fo	r the Branch's	s
ECIFIC DUTY NO. 2			RATING
Locates and maintains main the conduct of liaison with o			A A
ECIFIC DUTY NO. 3			PATING
Aids in conducting name a operational clearances.	traces and in pr	ocessing	P
As Branch Records Officer records directives, including au			RATING
of CS documents.		<del></del>	RATING
•	ust to Cuban T C	Nachina Bassada	LETTE
Assists in conduct of inp Program.	out to Cuban 1.5	. machine Records	P
CIFIC DUTY NO. 6			RATING
	\$1 AUG R	भारत द्वी	LETTER
OVERALL PERFORM	ANCE IN CURRENT POS	ITION	
e into account everything about the employee which influe nance of specific duties, productivity, conduct on job, c icular limitations as talents. Based on your knowledge o te the letter in the rating box corresponding to the stateme	nces his effectiveness in his coperativeness, pertinent p f employee's overall perfor	s current position such as per- ersonal traits or habits, and mance during the rating period,	PATING LETTER

#### SECRET (Shen Pilled In)

#### SECTION C

#### NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to 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 torgin language competence, it required for current position, Amplify or explain totings given in Section B to provide best basis for determining future personnel action. Manager of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on it applicable. It extra space is needed to complete Section C, attach is 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 WII/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 gots 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 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	•
DATE	Section Chief,	Ernest, Oniocca
25 August 1967	PM Operations	Ernest, Chiocca
3.	BY REVIEWING OFFIC	IAL
COMMENTS OF DEVIEWING OFFICE	A 1	

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

	EMPLOYEE SERIAL	NUMBER
FITNESS REPORT	003620	
	ENERAL	
1. NAME (Last) (First) (Mickile) VITALE GUY	16 Oct 17 M GS-08 D	
6. OFFICIAL POSITION TITLE	T. OFF DIVIBLE OF ASSIGNMENT & CURRENT STATIO	N
Intelligence Analyst	DDP/WH/C Wash., D.	C.
9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT	
CAREER RESERVE TEMPORARY	INITIAL REASIGNMEN	
CAREEN-PROVISIONAL (See mediactions - Section C)  SPECIAL (Specify): Communications - Section C)	SPECIAL (Specify):	1 EMPLOYE
II. DATE REPORT DUE IN O.P.	14. REPORTING PERIOD (From: to-)	
	1 July 1965 - 30 June 196	56
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positive remodial ection. The nature of the occuprebation, to reas signment or to separation.  A - Adequate  Performance meets ell requirements. It is entioned in the excellence.  P - Proficient  S - Strong  O - Outstanding  Performance is so exceptional in relation to reothers doing similar work as to warrant special strength of the most important specific duties performed duranter in which employee performs EACH specific duty. Considerith supervisory responsibilities MUST be rated on their ability the program.  PECIFIC DUTY NO. 4  Locates and maintains material for the duct of liaison with other government.	quirements of the work and in comparison to the perfor I recognition.  IC DUTIES  ing the roting period. Insert rating letter which best dist ONLY effectiveness in performance of that duy. All a supervise (indicate number of employees supervised).  es for an extensive paramilitar use in briefings and the con-	mance of
PECIFIC DUTY NO. 3 Aids in conducting name traces and p	rocessing clearances.	RATING LETTER P
PECIFIC DUTY NO. 4		RATING
As Branch Records Officer, insures c directives, including authorization	ompliance with CS records for destruction of CS document	].
PECIFIC DUTY NO. 3		RATING
ECIFIC DUTY NO. 8.		RATING
period bott not o.	•	LETTER
	•	1.
		<u> </u>
OVERALL PERFORMANC	E IN CURRENT POSITION	RATING
ake into account everything about the employee which influences ormance of specific duties, projectivity, conduct on job, cooperticular limitations or talents. Essai on your knowledge of emacs the letter in the rating box corresponding to the statement wi	rativoness, pertinent personal traits or habits, and playee's overall performance during the rating period	LETTER

FORM 45 OFFICE PREVIOUS ENTENNS

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#### NARRATIVE COMMENTS

Indicate eignificant strengths or wedknesses demonstrated field urgat pesition heaping 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, it required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

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

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SECTION D	CERTIFICATION AND COM	MENTS
1	BY EMPLOYEE	·,
	CERTIFY THAT I HAVE SEEN SECTIONS A, B,	ND C OF THIS REPORT
DATE 11 July 1966	SIGNATURE OF EMPLOYEE	
2.	<b>∫</b> BY SUPERVISOR	
under my supervision  10 months	F THIS REPORT HAS NOT BEEN SHOWN TO	
DATE	C/WH/C/MO/PM	Bryan Mills
13.	BY REVIEWING OFFICIAL	<u>l</u>
for nine months and of the duties as li be performed equall and, therefore, the accurately reflect cult, if not imposs Intel Assistants at	opportunity to observe sure while I generally concuisted, it should be noted by well by a more junior e overall rating as a GS-his capability. In my opible, for subject to period a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I recompany is a GS-8 level, and I	bject's performance closely r in his supervisor's ratings that these same duties could Intel Clerk or Intel Assistant 8 Intel Assistant does not pinion it would be very diffiform competitively with other ommend his position title be which he performs capably.
25 July 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL  C/WH/C/MO	Robert A. Ortman

		<u> </u>	(Shen )	rilled	(F)		<del></del>	
}	*3	<b></b>				, ,	EMPLOYEE SERIAL	NUMBER
	<b>.</b>	FITNE	SS REPORT				003620	
SECTION A			GE	NERA	L	· · · · · · · · · · · · · · · · · · ·		
1. NAME	VITALE, Guy	(First)	(Midqle)		Oct 17	3. SEX	4. GRADE 8. 50 GS-08	
6. OFFICIAL POS	Officer			1	DP/WH/C	SSIGNMENT	Washington	
9. CHECK (X) TY	PE OF APPOINTMEN	۲ .		10. C	HECK (X) TYPE	OF REPOR	ī	
CARER	RESERVE		TEMPORARY	1	INITIAL		REASSIGNMENT	
	ROVISIONAL (See Ins	tructions :	Section C)	X	ANNUAL		REASSIGNMEN	EMPLOYER
SPECIAL (S		<del></del>		12. 0	SPECIAL (Spec		(o-)	
	uly 1965		S	1	July 64		-	•
SECTION B			PERFORMANC	E EY	LUATION	· · · · · · · · · · · · · · · · · · ·		
W - Weak A - Adequate	positive remedial probation, to reass	ection. T lignment	he nature of the act or to separation. D	escrib	ld range from a action taken	counsaling, or proposed	t rating in this catego to further training, to In Section C. Ized neither by defici	placing on
V - VORANOIS	excellence.			•• <b>•</b>		e character		oney nor
P - Proficient	*-		atisfactory. Desired		• .	oduced in a	proficient manner.	
S - Strong			d by exceptional pro		•			
O - Outstanding			nal in relation to red s to warrant special			and in com	sparison to the perfer	nence of
			SPECIF	C DU	TIES			
manner in which e	mployee performs E esponsibilities MUS	ACH spec	cific duty. Consider	ONL	offectiveness	In performe	g letter which best de ince of that duty. Al inplayees supervised.	RATING LETTER
	ses name tr 201 files.	aces	and clearar	ices	traces	and ma	intains	0
PECIFIC DUTY NO	), 2					· .		RATING
Conduc	ts research	for	preparation	o£	reports	and pl	ans.	S
	• .	:						
PECIFIC DUTY NO	i, 8	•	•			•		RATING LETTER
Mainta	ins office	files	on a compl	ex p	roject.			S
PECIFIC DUTY NO	. 4				<del></del>			RATING LETTER
Prepare	es cable or	disp	atch replie	s to	name tr	ace re	ques <b>ts.</b> .	Р
PECIFIC DUTY NO	. 9					<del></del>		RATING
		Tren	res complia	nce	with CS	records	8 -	LETTER
, ,	J ULLACUL -	•	ctives and					P
PECIFIC DUTY NO	. 6	cs d	ocuments.	-,			· · · · · · · · · · · · · · · · · · ·	RATING
• .	•	٠, .	- :	•		•	•	LETTER
							•	
	0	VERAL	L PERFORMANCE	IN C	URRENT PO	SITION		
ormance of specifi articular limitation	fic duties, producti na or ralents. Base	vity, cor d on you	iduct on job, cooper r knowledge of emp	loyee	ss, pertinent s overall perfa	personal tr rmance dur	position such as per- aits or habits, and ing the rating period, level of performance.	
2 8 JUL 19	•	-ponoing	रच्याच्याच्याच्याच्या <b>च</b> ्या	ien mo		4001	otor or periormence.	S.

#### SECTION C

#### NARRATIVE COMMENTS

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

Mr. Vitale's longevity on the project makes his services increasingly valuable. This is particular true, in briefing and orienting new officers. He continues to do an exceptional job in assisting his office on a most complex project where 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. Vitales job and performance have remained almost exactly the same as during the previous year, this fitness report is also very similar.

ECTION D	CERTIFICATION AND CO	MMENTS
	BY EMPLOYEE	
,	CERTIFY THAT I HAVE SEEN SECTIONS A, E	, AND C OF THIS REPORT
13 July 65	SIGNATURE OF EMPLOYES	ti !
	BY SUPERVISOR	
ONTHS EMPLOYEE HAS BEEN NDER MY SUPERVISION	IF THIS REPORT US NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
46 months		TYPEO OR PRINTED NAME AND SIGNATURE
13 Gu 1 1845	OFFICIAL TITLE OF SUPERVISOR	Cilic to thet
	C/WH/C/MO/PM	Calvin Hicks
	BY REVIEWING OFFICE AL official does not use the	same rating scale as the
The reviewing of supervisor; the first three dut conscientious,	BY REVIEWING OFFICE official does not use the refore, would rate subje	e same rating scale as the ect one letter lower in the performance. Subject is
The reviewing of supervisor; the first three dut	BY REVIEWING OFFICE official does not use the refore, would rate subjection and P in the overall	e same rating scale as the ect one letter lower in the performance. Subject is
The reviewing of supervisor; the first three dut conscientious,	BY REVIEWING OFFICE official does not use the refore, would rate subjection and P in the overall	e same rating scale as the ect one letter lower in the performance. Subject is
The reviewing of supervisor; the first three dut conscientious,	BY REVIEWING OFFICE official does not use the refore, would rate subjection and P in the overall	e same rating scale as the ect one letter lower in the performance. Subject is
The reviewing of supervisor; the first three dut conscientious,	BY REVIEWING OFFICE official does not use the refore, would rate subjection and P in the overall	e same rating scale as the ect one letter lower in the performance. Subject is ellent "stay-on-the-job"

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FITNESS REPORT	•		ı	OYEE SERIAL	
			1	18300. 6.2	- 1 G - 1
SECTION A GENE					
	2. DATE OF B	1 '	4. GR	- : 1	
	16 Oct	T: .L T	GS-		
6. OFFICIAL POSITION TITLE 7. ODS Officer	DDP/	R OF ASSIGNMEN		RENT STATIO	
		TYPE OF REPO		hington,	D.C.
CAREER RESERVE TEMPORARY	,		<del>* 1</del>		; 
	X ANNUAL			REASSIGNMENT	
SPECIAL (Specify):		L (Specify):		AE-ISIGNMEN	LEMPLOYE
		Q PERIOD (From-	to-)		·
	1 July	1963 - 30	Jun	e 1964	
SECTION B PERFORMANCE I	EVALUATI	ON			
W - Weak  Performance ranges from whally inadequate to slig positive ramedial action. The nature of the action probation, to reassignment or to separation. Desc	ı could range	from counseling	, to furti	ner training, to	ory require
A - Adequate Performance meets all requirements. It is entirely excellence.	y satisfactor	y and is characte	rized ne	ither by defici	ency nor
P - <u>Proficient</u> Performance is more than satisfactory. Desired re' S - <u>Strong</u> Performance is characterized by exceptional profic		ing produced in a	profici	ont monner.	
O - <u>Outstanding</u> Performance is so exceptional in relation to require others doing similar work as 10 warrant special rec	cognition.	e work and In co	mpari so:	s to the perform	nance of
SPECIFIC	DUTIES				
List up to six of the most important specific duties performed during t nanner in which employee performs EACH specific duty. Consider Of with supervisory responsibilities MUST be rated on their ability to su	NLY offection	reness in perforn	nance of	that duty. All	emplayes
SPECIFIC DUTY NO. 1					LETTE
Processes name traces and clearan agent 201 files.	nces; t	races and	mait	ntains	o
PECIFIC DUTY NO. 8		<del></del>		<del></del>	RATING
Conducts research for preparation	n of re	ports and	p1ar	ns.	S
PECIFIC DUTY NO. 3				<del></del>	BATING
Maintains office files on a compl	lex pro	ject.			RATING LETTER S
•	lex pro	ject.			S
Maintains office files on a compl	<u></u>		requ	ests.	S
Maintains office files on a complete pecific DUTY NO.4  Prepares cable or dispatch replie	es to n	ame trace			S RATING LETTER P
Maintains office files on a complete puty No.4  Prepares cable or dispatch replie	es to n	ame trace	ords,		S RATING LETTER P
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Maintains office files on a complete Pecific Duty No. 4  Prepares cable or dispatch replie Records Officer - Insures complia directives and	es to n	ame trace	ords,		RATING LETTER
Maintains office files on a complete Pecific Duty No. 4  Prepares cable or dispatch replie Records Officer - Insures complia directives and	es to n	ame trace	ords,		RATING LETTER P
Maintains office files on a complete Pecific Duty No. 4  Prepares cable or dispatch replie Records Officer - Insures complia directives and	es to n	ame trace	ords,		RATING LETTER P
Maintains office files on a complete Prepares cable or dispatch replied Records Officer - Insures compliadirectives and Precific Duty No. 6 CS documents.	es to n ance wi author	ame trace th CS receizes destr	ords,		RATING LETTER P
Maintains office files on a complete Prepares cable or dispatch replied Precipic Duty No. 5  Records Officer - Insures compliadirectives and Precipic Duty No. 6  CS documents.	es to n  ance wi author  N CURREN s effectivene iveness, per	th CS receives destricted in the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the con	ords,	on of	RATING LETTER P

NARRATIVE COMMENTS

OF PERSONAL

SECTION C

Indicate significant strengths or weeknesses 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 explaining saven in Section B to provide best bests for determining future personnel action. Manner of performance of managerial or adjective saids 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								
BY EMPLOYEE								
10	CERTIFY THAT I HAVE SEEN SECTIONS A, B, A	ND C OF THIS REPORT						
Victor 23, 64	SIGNATURE OF EMPLOYEE							
2. / J.	V BY SUPERVISOR							
MONTHS EMPLOYEE HAS BEEN IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION  34 months  34 months								
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE						
15 July 1964	C/WH/SA/MOB/PM	Calvin W. Hicks						
3,	BY REVIEWING OFFICIAL							
performance in has been conce	oncurs in the ratings of to current position of Mr. erned with the Cuban effor mowledge of past events i	Vitale. Mr. Vitale t for several years and						
	•	•						
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE						
28 July 1964	C/WH/SA/MOB	Colonel Arthur A. Maloney						

Filtre Con

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FITNESS REPORT  GENERAL  1. NAME (Lest) (First) (Middle)  1. OATE OF BIRTH   3. SEX   4. OAADE   5. 3D    3. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    4. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    5. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    5. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    5. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   0.5-8   D    6. OFFICIAL POSITION TITLE   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917   Male   1.6 Oct. 1917
1. NAME (Lest) (First) (Middle) 2. DATE OF BIRTH 3. SEX 1. GADE 5. SD 16. OCT. 1917 Hgle 0S-8 D 7. OFFICIAL POSITION TITLE 009-8 OFFICE DDP/S. A. S. URRENT STATION DDP/S. A. S. URRENT STATION DDP/S. A. S. URRENT STATION Washington 0. CAREER RESERVE TEMPORARY INTITLE RESERVE TEMPORARY INTITLE RESERVE TEMPORARY INTITLE RESERVE TEMPORARY INTITLE RESERVE TEMPORARY INTITLE RESERVE TEMPORARY INTITLE REPORT OUE IN O.P. 31 July 1963 PERFORMANCE EVALUATION  W. Week Performance ranges from wholly inadequote to slightly less than satisfactory. A rating in this category repositive remedial action. The nature of the action could range from counseling, to further training, to place 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 hy 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. Quistanding Performance is see 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 bost describ manner in which employee performs EACH specific duty. Consider ONLY offectiveness in performance of that duy. All emp with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).  Processes name traces and clearances. Traces and maintains agent S 201 files.
VITALE Guy  1.6 Oct. 1917 Male DS-8 D  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION TITLE  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION  O. OFFICIAL POSITION
6. OFFICIAL POSITION TITLE  ODS. OFFICIAL POSITION TITLE  ODS. OFFICIAL POSITION TITLE  ODS. OFFICIAL S. DUP/S. A. S. Waghington  6. CHECK (X) TYPE OF APPOINTMENT  CAREER REPORTS  CAREER REPORTS  CAREER REPORTS  CAREER PROVISIONAL (See instructions • Section C)  X ANNUAL REASSIGNMENT BUP  SPECIAL (Specify):  11. DATE REPORT DUE IN O.P.  31 JULY 1963  SECTION B  PERFORMANCE EVALUATION  W Week  Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category re positive remedial action. The nature of the action could range from counseling, to further training, to place 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 ascellance.  Performance is more than satisfactory. Desired results are being produced in a proficient manner.  Section Performance is characterized by exceptional proficiency.  O - Outstanding Performance is characterized by exceptional proficiency.  SPECIFIC DUTY NO. 1.  Processes name traces and clearances. Traces and maintains agent  Recurrence of the duty. All emp With supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).  Percurrence of the duty. All emp With supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).  Processes name traces and clearances. Traces and maintains agent  Recurrence of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the supervised of the
ODS. OFFICER  ODDP/S. A. S.  Waghington  OCHECK (X) TYPE OF APPOINTMENT  CAREER RESERVE TEMPORARY  CAREER-PROVISIONAL (See Instructions - Section C)  X ANNUAL  REASSIGNMENT SUP  SPECIAL (Specify):  II. DATE REPORT DUE IN O.P.  31 July 1963  PERFORMANCE EVALUATION  W - 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 place 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 accellance.  P - Proficient  S - Strong  Performance is characterized by exceptional proficiency.  O - Quistanding  Performance is a seceptional in relation to requirements of the work and in comparison to the performance others doing similar work as to worrant special recognition.  SPECIFIC DUTIES  List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describ manner in which employee performs EACH specific duty. Consider ONLY offectiveness in performance of that duty. All emp with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).  Processes name traces and clearances. Traces and maintains agent  Reassignment supervised.  Reassignment supervised.  Reassignment supervised (Indicate number of employees supervised).
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11. DATE REPORT DUE IN O.P.  31 July 1963  SECTION B  Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category repositive remedial action. The nature of the action could range from counseling, to further training, to place probation, to reassignment or to separation. Describe action taken or proposed in Section C.  A - Adequate  Performance meats 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 an 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 describ manner in which employee performs EACH specific duty. Consider ONLY affectiveness in performance of that duy. All emp with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).  Processes name traces and clearances. Traces and maintains agent  SPECIFIC DUTY NO. 1  Processes name traces and clearances. Traces and maintains agent  SPECIFIC DUTY NO. 2
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201 files.  SPECIFIC DUTY NO. 2  R.
Le
SPECIFIC DUTY NO. 3
Maintains office files on a complex project.
SPECIFIC DUTY NO. 4
Prepares cable or dispatch replies to name trace requests.
PECIFIC DUTY NO. 3
Records Officer - Insures compliance with C3 records, directives and authorizes destruction of C3 documents.
PECIFIC DUTY NO. 6
OVERALL PERFORMANCE IN CURRENT POSITION
Take into account everything about the employee which influences his effectiveness in his current position such as perference of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and sarticular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, lace the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.  9 AUC 1957

CONTRACTOR COMMENTS

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Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of with performance: Give recommendations for training. Comment on torsign language competence, if required for current position. Attitude a glight and figures in Section B to provide best basis for determining future personnel action. Manner of performance of managerial of superfixing duties must be described, if applicable.

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

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

SECTION D	CERTIFICATION AND CO	MMENTS
1.	BY EMPLOYEE	
5,871	CERTIFY THAT I HAVE SEEN SECTIONS A, L	, AND C OF THIS REPORT
Pene 13,63	SIGNATURE OF EMPLOYER TILL	
2. /	8Y SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
22 mths.		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
12 June 63	DC/SAS/MOB/EM	Calvin W. Nicks
3.	BY REVIEWING OFFICE	AL
COMMENTS OF REVIEWING OFFICE		

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

.*	·	
DATE		TYPED OR PRINTED NAME AND SIGNATURE
. 1	. `	Dotte Butter
6/13/03	C/SAS/MOB/FM	Charles W. Natt
4.7.7.		

(When Filled In) EMPLOYER SERIAL NUMBER FITNESS REPORT 003620 SECTION A GENERAL (Lest) (Piret) (Middle) 2. DATE OF BIRTH 3. SEX 4. GRADE | 8. SD VITALE ! 16 Oct. 1917 G3-7 Guy 6. OFFICIAL POSITION TITLE 7. OFF/DIV/BR OF ASSIGNMENT S. CURRENT STATION DDF/TFA/FM fr. Jash., D.C. Intell. Asst. IO. 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): IL DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From- 10-) 1 Sept. 1%1 to 30 June 1962 SECTION B PERFORMANCE EVALUATION Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive romadial action. The nature of the action could range from counseling, to further training, to placing an 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 Conducts research for preparation of reports and plans. g SPECIFIC DUTY NO. 3 RATING 8 Maintains office files on a complex project. SPECIPIC DUTY NO. 4 RATING Prepares cable or dispatch: replies to name trace requests. A SPECIFIC DUTY NO. 3 RATING 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

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

#### 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 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 COM	MENTS
1.	BY EMPLOYEE	
10	CERTIFY THAT I HAVE SEEN SECTIONS A, B,	AND C OF THIS REPORT
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2.	, BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	O 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 OFFICIA	i.
COMMENTS OF REVIEWING OFFICIA		
DATE 21 August 1962	OFFICIAL TITLE OF REVIEWING OFFICIAL DC/TFW/PM	TYPED OR PRINTED NAME AND SIGNATURE  C. W. MATT

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SECRET NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE Stress strengths and weakhesses 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 8, C, and 9 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 the 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) .. CERTIFICATION AND COMMENTS SECTION F BY EMPLOYEE I certify that I have seen Sections A, B, C, D and E of this Report. HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

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SECTION B  EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES  List up to als of the most important specific duties performed during the rating period. Insert rating number which best describes th monner in which emplayee performe EACH specific duty. Cansider ONLY effectiveness in performance of that duty. All employees with supervisory respectibilities MUST be rated on their distillate to supervisory.  1. Unsatisfactory  2. Borely adequate  3. Acceptable  A. Compatini  Process name traces  3. Acceptable  4. Compatini  5. Excellent  6. Superior  7. Outstanding PECIFIC DUTY NO. 4  PROCESS POA'S.  4. PECIFIC DUTY NO. 5  PROCESS POA'S.  4. PECIFIC DUTY NO. 6  RATING SPECIFIC	<del></del>	<u> </u>		<u> </u>	SPE		لعدا	HE 43310		MPLOY			
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SECTION.C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION  Take into account everything about the employee which influences his effectiveness in his current position - performance of specific utiles, productivity, conduct on job, cooperativeness, pertinent personal traits or hobits, particular limitations or talemis. Based on unique of a product performance during the rating period, place the reting number in the box corresponding to the talement which most accurately reflects his level of performance.  1 - Performance in many important respects falls to meet requirements, 2 - Performance clearly meets basic requirements but is deficient in one or more important respects, 3 - Performance clearly meets basic requirements, 4 - Performance in every important respect is superior. 5 - Performance in every important respect is superior. 6 - Performance in every important respect is superior. 6 - Performance in every important respect is superior. 6 - Performance in every important respect is superior. 7 - Least possible degree 2 - Limited degree 3 - Normal degree 4 - Above average degree 5 - Outstanding degree changes are provided in the rating bases below, check (X) the degree to which each characteristic applies to the employee change in every respect is outstanding.  CHARACTERISTICS AND A CABLES SERVED 1 2 3 4 5 5 6 6 6 7 6 7 6 7 7 7 7 7 7 7 7 7 7 7													
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C/EE/Germany

23 Nov 60

## 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

Pre 1968 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

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RECORD OF

PREVIOUS GOVERNMENT

SERVICE RETURNED TO

FEDERAL RECORDS CENTER IN

ST. LOUIS, MO.

DATE May 1970