

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 17 Feb 69	
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, GUY									
3. NATURE OF PERSONNEL ACTION RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA & DISABILITY SYS					4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 28 69		5. CATEGORY OF EMPLOYMENT REGULAR				
6. FUNDS X V TO V CT TO V		V TO V CT TO V		7. FINANCIAL ANALYSIS NO CHARGEABLE 9235 0620		8. LEGAL AUTHORITY (Completed by Office of Personnel) P.O. 33-643 Sect. 233					
9. ORGANIZATIONAL DESIGNATIONS DDP/WH WH/COG OPERATIONS BRANCH WH SECTION					10. LOCATION OF OFFICIAL STATION WASH., D.C.						
11. POSITION TITLE INTELLIGENCE ASST (3)					12. POSITION NUMBER 1685		13. CAREER SERVICE DESIGNATION D				
14. CLASSIFICATION SCHEDULE (G), I.B. III.) GS			15. OCCUPATIONAL SERIES 0301.26		16. GRADE AND STEP 08 6		17. SALARY OR RATE \$ 8984				
18. REMARKS Last working day is 28 February 1969. 1152 telecoord. w/Paul Seidel, R.E. - dmw 3/3/69 *INTEL ASST currently INTEL ANALYST SHOT 1 - Finance 1 - Security 1 - Personnel 1 - [Signature] 17 Feb 69											
19A. SIGNATURE OF REQUESTING OFFICIAL Henry L. Berthold C/WH/Personnel				DATE SIGNED 17 Feb 69		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER [Signature] 17 Feb 69				DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 45	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGRITY CODE	24. HOURS CODE 1	25. DATE OF BIRTH MO. DA. YR. 1 16 17	26. DATE OF GRADE MO. DA. YR.	27. DATE OF LEI MO. DA. YR.		
28. NTE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE 1-CC 2-ORCA 3-ICA 4-NONE	30. RETIREMENT DATA CODE		31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA TYPE MO. DA. YR.	EOD DATA		33. SECURITY RES. NO.	34. SEX		
35. VET. PREFERENCE CODE 0-NONE 1-5 PT 2-10 PT	36. SERV. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CODE CAR. RESV PROV/TEMP	39. REG. HEALTH INSURANCE CODE 3-MAVER 1-NES	40. SOCIAL SECURITY NO.						
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO		44. STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO				
45. POSITION CONTROL CERTIFICATION 3-6-69 JE-					46. OF APPROVAL [Signature] 3			DATE APPROVED			

FORM 1152 USE PREVIOUS EDITION
3-67

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC DOWNGRADING
AND DECLASSIFICATION

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
1 SERIAL NUMBER 003620		2 NAME (Last-First-Middle) VITALE, GUY		17 Feb 69	
3 NATURE OF PERSONNEL ACTION RETIREMENT (VOLUNTARY) UNDER THE CIA RETIREMENT - CIA & DISABILITY SY			4 EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 28 69		5 CATEGORY OF EMPLOYMENT REGULAR
6 FUNDS X V TO V CF TO V			7 FINANCIAL ANALYSIS NO CHARGEABLE 9235 0620		8 LEGAL AUTHORITY (Completed by Office of Personnel) P.L. 33-643 Sect. 233
9 ORGANIZATIONAL DESIGNATIONS DDP/WH WH/COG OPERATIONS BRANCH WH Section			10 LOCATION OF OFFICIAL STATION WASH., D.C.		
11 POSITION TITLE INTELLIGENCE ASST (S)			12 POSITION NUMBER 1685		13 CAREER SERVICE DESIGNATION D
14 CLASSIFICATION SCHEDULE (GS, F.B., etc.) GS		15 OCCUPATIONAL SERIES 0301.26		16 GRADE AND STEP 08 6	
17 SALARY OR RATE \$ 8984		18 REMARKS Last working day is 28 February 1969. 1152 telecoord. w/ Paul Seidel, R.B. - dnm 3/3/69 *Intel Asst according Intel Analyst Slot # 1 - Finance 1 - Security Henry L. Berthold C/WH/Personnel			
18A SIGNATURE OF REQUESTING OFFICIAL Henry L. Berthold C/WH/Personnel		DATE SIGNED 17 Feb 69		18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER SA/Personnel 17 Feb 69	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19 ACTION CODE 45	20 EMPLOY CODE 10	21 OFFICE CODING NUMERIC ALPHABETIC	22 STATION CODE	23 INTEGRITY CODE	24 MOOTRS CODE 1
25 DATE OF BIRTH MO. DA. YR. 1 16 17	26 DATE OF GRADE MO. DA. YR.	27 DATE OF LEI MO. DA. YR.	28 WTE EXPIRES MO. DA. YR.	29 SPECIAL REFERENCE 1-CY 2-SCM 3-FICA 4-9/28	30 RETIREMENT DATA CODE
31 SEPARATION DATA CODE	32 CORRECTION - CANCELLATION DATA TYPE MO. DA. YR.	33 SECURITY REQ. NO.	34 SEX	EOD DATA	
35 VET. PREFERENCE CODE 0-NONE 1-5 PT. 2-10 PT.	36 SERV. COMP. DATE MO. DA. YR.	37 LONG COMP. DATE MO. DA. YR.	38 CAREER CATEGORY CODE	39 LEGAL/HEALTH INSURANCE CODE 0-WAIVER 1-YES	40 SOCIAL SECURITY NO.
41 PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NONE 1-NONE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)	42 LEAVE CAT. CODE	43 FEDERAL TAX DATA FORM EXECUTED CODE 1-YES 2-NO	44 STATE TAX DATA FORM EXECUTED CODE 1-YES 2-NO	45 POSITION CONTROL CERTIFICATION 3-6-69 je	
46 OF APPROVAL K. Jordan				DATE APPROVED	

P SECRET

JLB: 10 MAR 69

NOTIFICATION OF PERSONNEL ACTION							
DEF							
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)					
003620		VITALE GUY					
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM				MO DA YR 02 28 69		REGULAR	
A. FUNDS		V TO V		V TO CF		7. Financial Analysis No. Chargeable	
X		CF TO V		CF TO CF		8. CSC OR OTHER LEGAL AUTHORITY	
						P.L. 88-643 SECT. 233	
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE				12. POSITION NUMBER		13. SERVICE DESIGNATION	
INTELLIGENCE ASST				1685		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE	
GS		0301, 26		08 6		8984	
18. REMARKS							
SIGNATURE OR OTHER AUTHENTICATION							

SECRET

28 FEB 1969

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

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

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

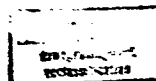
3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

Robert S. Wattles
Director of Personnel

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

OP BSD ROB/PJSeidel:jef

(27 February 1969)

SECRET

S E C R E T (When Filled In)	
CERTIFICATION OF SEPARATING EMPLOYEE	Name (Last-First-Middle) VITALE, GUY
MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER	
I hereby acknowledge the receipt of the following forms and/or information concerning my separation from CIA as indicated by check mark:	
✓	1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation).
✓	2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance).
	3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employers' Group Life Insurance Act of 1954).
	4. Standard Form 2802 (Application for Refund of Retirement Deductions).
✓	5. Form 2595 (Authorization for Disposition of Paychecks).
	6. Applicable to returnee (resignee from overseas assignment). I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being. <input type="checkbox"/> Appointment arranged with Office of Medical Services. <input type="checkbox"/> 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 <i>Guy Vitale</i>	Date Signed 28 Feb. '69
Address (Street, City, State, Zip Code) 1730 "H" St. N.E. Wash. D.C.	Correspondence <input type="checkbox"/> Overt <input checked="" type="checkbox"/> Covert
S E C R E T	

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE	
		18 February 1960	
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, RECORDS AND CONTROL	FILE NUMBER	11326
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION	EMPLOYEE NUMBER	003620
	<input type="checkbox"/> CHIEF, OPERATING COMPONENT (For action)	ID CARD NUMBER	
ATTN: Chief Support Staff		OFFICIAL COVER	<input type="checkbox"/> BACKSTOP ESTABLISHED
REF: Retirement Debriefing			<input checked="" type="checkbox"/> DISCONTINUED
SUBJECT: VITALE, Guy		UNIT	
KEEP ON TOP OF FILE WHILE COVER IN EFFECT			
ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPM 20-800-11)		CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPM 20-800-11)	
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE COB _____		DATE (30 of COB)	
B. CONTINUING AS OF COB		FROM EOD	
SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)		SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)	
ASCERTAIN THAT _____ W-2 BEING ISSUED. (HNB 20-11)		NA OR RETURN ALL OFFICIAL DOCUMENTATION TO CCS.	
SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-2e)		DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY	
SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2e)			
SUBMIT FORM 2688 <input checked="" type="checkbox"/> FOR HOSPITALIZATION CARD			
REMARKS AND/OR COVER HISTORY			
COVER HISTORY:			
Oct 49 - Jan 57 Hqs/Overt		SUBJECT IS TO INDICATE CIA AS PLACE OF EMPLOYMENT FOR ENTIRE PERIOD, BUT IS NOT TO REVEAL SPECIFIC PLACES OR LOCATIONS OF COVER ASSIGNMENTS.	
Jan 57 - Mar 60 Greece/DAC			
Mar 60 - Present Hqs/DAC			
FORWARDING ADDRESS: UNKNOWN			
EMPLOYMENT ADDRESS: UNKNOWN			
RE/kas			
DISTRIBUTION: COPY 1 - RCD COPY 2 - OPERATING COMPONENT COPY 3 - O/OS COPY 4 - OL/TELSVC COPY 5 - CCS - CHRONO COPY 6 - CCS - FILE		CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF	

SECRET

(When Filled In)

REF: 20 FEB 69

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 003620		2. NAME (LAST-FIRST-MIDDLE) VITALE, GUY	
3. NATURE OF PERSONNEL ACTION DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM			
4. EFFECTIVE DATE MO DA YR 02 23 69		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS X	V TO V CF TO V	V TO CF CF TO CF	7. Financial Analysis No. Chargeable 9235 0600 0000
8. CSC OR OTHER LEGAL AUTHORITY PL 88-643 SECT. 103			
9. ORGANIZATIONAL DESIGNATIONS DDF/WH		10. LOCATION OF OFFICIAL STATION WASH., D.C.	
11. POSITION TITLE		12. POSITION NUMBER	13. SERVICE DESIGNATION D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP (18)	17. SALARY OR RATE
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE
23. INTEGRAL CODE	24. HOURS CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR
27. DATE OF LEI MO DA YR	28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1. CSC 2. CH 3. PCA 4. NONE
31. SEPARATION DATA CODE	32. CORRECTION / CANCELLATION DATA TYPE MO DA YR	33. SECURITY REQ NO	34. SEX
35. VET PREFERENCE	36. SERV. COMP. DATE MO DA YR	37. LONG COMP. DATE MO DA YR	38. CAREER CATEGORY CAR RESV PROV TEMP
39. FEGLI / HEALTH INSURANCE CODE 1. YES 2. NO	40. SOCIAL SECURITY NO.	41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 1. NO PREVIOUS SERVICE 2. BREAK IN SERVICE (LESS THAN 3 YRS) 3. BREAK IN SERVICE (MORE THAN 3 YRS)	
42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED 1. YES 2. NO	44. STATE TAX DATA FORM EXECUTED 1. YES 2. NO	
45. SIGNATURE OR OTHER AUTHENTICATION			

FORM 5-66 1150
MAY 10-67

Use Previous Edition

SECRET

FVD

GROUP 1
Excluded from automatic
downgrading and
declassification

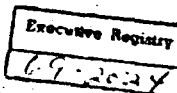
(When Filled In)

SECRET

REQUEST FOR PERSONNEL ACTION										DATE PREPARED 7 FEBRUARY 1969	
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, GUY									
3. NATURE OF PERSONNEL ACTION DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 02 23 69		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS X V TO V CF TO V		7. V TO V CF TO V		8. COST CENTER NO. CHARGE ARE 9235 - 0620		9. LEGAL ACTION (Completed by Office of Personnel) PL 83-643 Sect. 203					
10. ORGANIZATIONAL DESIGNATIONS DDP/WH						11. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.					
12. POSITION TITLE						13. POSITION NUMBER		14. CAREER SERVICE DESIGNATION D			
15. CLASSIFICATION SCHEDULE (G.S., F.R., P.A.)				16. OCCUPATIONAL SERIES		17. GRADE AND STEP S		18. SALARY OR RATE S			
19. REMARKS											
19A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
20. ACTION CODE	21. EMPLOY CODE	22. OFFICE CODING NUMERIC ALPHABETIC		23. STATION CODE	24. INTEREST CODE	25. MONTHS CODE	26. DATE OF BIRTH MO. DA. YR.	27. DATE OF DEATH MO. DA. YR.	28. DATE OF LEE MO. DA. YR.		
29. NTE EXPIRES MO. DA. YR.	30. SPECIAL REFERENCE 1-YES 2-NO	31. RETIREMENT DATA CODE 2		32. SEPARATION DATA CODE	33. CONNECTION CANCELLATION DATA TYPE MO. DA. YR.	34. SECURITY REQ NO.		35. SEX			
36. VET. PREFERENCE CODE 0-None 1-5 PT 2-10 PT	37. SERV. COMP. DATE MO. DA. YR.	38. LONG. COMP. DATE MO. DA. YR.	39. CAREER CATEGORY CODE 1-YES 2-NO	40. FEDERAL HEALTH INSURANCE CODE 1-YES 2-NO		41. SOCIAL SECURITY NO.					
42. PREVIOUS GOVERNMENT SERVICE DATA CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)			43. LEAVE CAT. CODE	44. FEDERAL TAX DATA FORM EXEMPTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO		45. STATE TAX DATA FORM EXEMPTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO					
46. POSITION CONTROL CERTIFICATION						47. DATE APPROVED 13 FEB 69		48. SIGNATURE			

SECRET

69-1750



17 APR 1969

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

Dear Mr. Vitale:

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

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

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

Sincerely,

Richard Holmes
Richard Holmes
Director

Distribution:

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

Originator:

Director of Personnel

Concur:

SIGNED

2 APR 1969

C/EAB/OS

QP/RAD/ROB/PJSeldel:jef (1 April 1969)

SECRET

MEMORANDUM FOR : Director of Central Intelligence

SUBJECT : Request for Voluntary Retirement
Guy Vitale

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

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

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

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

Robert S. Wattles
Director of Personnel

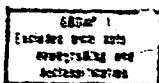
The recommendation contained in paragraph 4 is approved:

1-1-59
1-1-59 Richard Selig

Director of Central Intelligence

Date

SECRET



SECRET

(U.S. Gov. Print. 1965)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)								13 December 1965	
003620		VITALE, Guy									
3. NATURE OF PERSONNEL ACTION					4. EFFECTIVE DATE REQUESTED			5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT					MONTH DAY YEAR 12 28 65			REGULAR			
6. FUNDS					7. COST CENTER NO. CHARGE			8. LEGAL AUTHORITY (Completed by Office of Personnel)			
<input checked="" type="checkbox"/> I V TO V <input type="checkbox"/> C TO V					6235-1162						
9. ORGANIZATIONAL DESIGNATIONS					10. LOCATION OF OFFICIAL STATION						
DOP/WH WH/C Miami Operations Branch PM Section					Washington, D.C.						
11. POSITION TITLE					12. POSITION NUMBER			13. CAREER SERVICE DESIGNATION			
INTELL. ASST. (D)					1506			D			
14. CLASSIFICATION SCHEDULE (G.S. 18, etc.)			15. OCCUPATIONAL SERIES		16. GRADE AND STEP			17. SALARY OR RATE			
GS (37)			0301.23		08 (4)			\$ 7553			
18. REMARKS											
From WH/C/MOB, PM Sec., #1142 P.R.A. per HR 20-21c(3) NTE December 1967.											
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Recorded By CSPD f.p. </div>											
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
ROBERT D. CASIMIAN, CARI/Pers.				12-23-65		-R. J. Verbeke				21 DEC 1965	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRAL CODE	24. MOODS CODE	25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI
37	10	51570 608		25015			10/16/17				
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION, CANCELLATION DATA		33. SECURITY REG. NO.	
12/27/67		83								EOD DATA	
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG COMP. DATE		38. CAREER CATEGORY		39. LEGAL HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
CODE 8-NONE 1-5 PT 2-10 PT		MO. DA. YR.		MO. DA. YR.		CAP. RES. PWD. YEAR		CODE CODE 8-WAIVER 1-YES		HEALTH INS. CODE	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA				44. STATE TAX DATA	
CODE 0-NONE 1-BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)				FORM EXECUTED 1-YES 2-NONE		CODE NO. TAX EXEMPTIONS				FORM EXECUTED 1-YES 2-NONE	
45. POSITION CONTROL CERTIFICATION						46. O.P. APPROVAL			DATE APPROVED		
12 23 65 H						J. J. Verbeke			12-23-65		

SECRET

SECRET

MEMORANDUM FOR: Mr. Guy Vitale

20 October 1965

THROUGH : Head of D Career Service

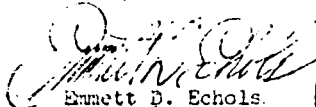
SUBJECT : Notification of Non-eligibility for Designation as a
Participant in the CIA Retirement and Disability System

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the system, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the system may be designated participants as soon as possible.

2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.

3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees".

4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 6B-1319 Headquarters (extension 6001). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the Board. However, this request must be made within 30 days of the date of this memorandum.


Emmett D. Echols
Director of Personnel

SECRET

Group I
Excluded from automatic
downgrading
and declassification

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, Guy								12 December 1962	
3. NATURE OF PERSONNEL ACTION PROMOTION						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 01 20 63		5. CATEGORY OF EMPLOYMENT REGULAR			
6. FUNDS		X V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE 3232-1000-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP Task Force W FI/CI Branch						10. LOCATION OF OFFICIAL STATION Washington, D.C.					
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 0683		13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS			15. OCCUPATIONAL SERIES 0136.01			16. GRADE AND STEP 08 (3)		17. SALARY OR RATE \$6500			
18. REMARKS Promotion recommendation attached. Fitness Report submitted previously.											
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Recorded by CSPD <i>Line</i> </div>											
19. SIGNATURE OF REQUESTING OFFICIAL Louis W. Armstrong				DATE SIGNED 14 Dec 62		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICIAL H. J. [Signature]				DATE SIGNED 11/7/63	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE 22		20. EMPLOY CODE 10		21. OFFICE CODING 61300 TFW		22. STATION CODE 75013		23. INTEREST CODE 1		24. DATE OF BIRTH 10 16 17	
25. DATE OF GRADE 10 16 17		26. DATE OF LEI 10 16 17		27. DATE OF LEI 10 16 17		28. DATE OF LEI 10 16 17		29. DATE OF LEI 10 16 17		30. DATE OF LEI 10 16 17	
31. DATE EXPIRES 10 16 17		32. SPEC. REFERENCE 1 - CSC 2 - FICA 3 - NONE		33. RETIREMENT DATA CCOF 1		34. SEPARATION DATA CODE TYPE		35. CORRECTION/CANCELLATION DATA TYPE		36. SECURITY REQ. NO.	
37. SEC. PREFERENCE 1 - NONE 2 - 5 PT. 3 - 10 PT.		38. SER. COMP. DATE 10 16 17		39. LONG. COMP. DATE 10 16 17		40. CAREER CATEGORY CAR/RESV PROV/TEMP		41. FEELT / HEALTH INSURANCE CODE		42. SOCIAL SECURITY NO.	
43. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)				44. LEAVE CAT. CODE CODE		45. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO				46. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO	
47. POSITION CONTROL CERTIFICATION W. K. [Signature]						48. O.P. APPROVAL H. J. [Signature]			DATE APPROVED		

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED 12 December	
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, Guy					
3. NATURE OF PERSONNEL ACTION PROMOTION				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR		5. CATEGORY OF EMPLOYMENT REGULAR	
6. FUNDS X V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE 3232-1000-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
CF TO V		CF TO CF					
9. ORGANIZATIONAL DESIGNATIONS DDP Task Force W FI/CI Branch				10. LOCATION OF OFFICIAL STATION Washington, D.C.			
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0633		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES (09)		16. GRADE AND STEP 0136.01		17. SALARY OR RATE 03 (3)	
						\$6500	
18. REMARKS Promotion recommendation attached. Fitness Report submitted previously.							
18A. SIGNATURE OF REQUESTING OFFICIAL LOUIS W. ARMSTRONG, C/TFW/Pers.				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEROFF CODE	24. MONTHS CODE	25. DATE OF ENTRY MO. DA. YR.
							26. DATE OF DEATH MO. DA. YR.
28. DATE EXPIRES MO. DA. YR.	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CVO 3 - FICA 5 - NONE		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.	33. SECURITY REQ. NO.	
						EOD DATA	
35. VET. PREFERENCE CODE	36. SEPA. COMP. DATE MO. DA. YR.	37. LONG. COMP. DATE MO. DA. YR.	38. CAREER CATEGORY CAR/RESV PROV/TEMP	39. FEDERAL / HEALTH INSURANCE CODE CODE D - NO/YES 1 - YES	40. SOCIAL SECURITY NO.		
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1 - YES 2 - NO		
					44. STATE TAX DATA FORM EXECUTED CODE NO. TAX STATE CODE 1 - YES 2 - NO		
45. POSITION CONTROL CERTIFICATION				46. O.P. APPROVAL 			
				DATE APPROVED			

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER 003620		2. NAME (Last-First-Middle) VITALE, Guy (IMI)				12 March 1962	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS					4. EFFECTIVE DATE REQUESTED MONTH 03 DAY 18 YEAR 62		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS <input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input checked="" type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF		7. COST CENTER NO. CHARGEABLE 2235-1400-1000		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS DDP/WH Branch 4 FI/CI Sec.					10. LOCATION OF OFFICIAL STATION Washington, D. C.		
11. POSITION TITLE <i>agent</i> INTELL ASST				12. POSITION NUMBER 0685		13. CAREER SERVICE DESIGNATION D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS (A)		15. OCCUPATIONAL SERIES 0301.28		16. GRADE AND STEP 07 (3)		17. SALARY OR RATE \$ 5685	
18. REMARKS From: DDP/EE/GS/Dev.Compl., D.C. Security Approval Granted by <i>Mr. 3/16/62</i> CONCURRENCE: Frank Driscoll (per phone) <i>my 3/16/62</i> EE/Personnel Officer 1 copy to Security							
19. SIGNATURE OF REQUESTING OFFICIAL <i>JAMES DURHAM</i> JAMES DURHAM, WH/4 Pers. Officer				DATE SIGNED		19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>W. Driscoll</i>	
DATE SIGNED							
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
20. RES. CODE 16	21. EMPLOY. CODE 16	22. OFFICE CODING NUMERIC 0685 ALPHABETIC WH		23. STATION CODE WH	24. INTER. CODE 1	25. DATE OF BIRTH MO. 10 DA. 16 YR. 17	26. DATE OF GRADE MO. DA. YR.
27. DATE OF LEI MO. DA. YR.		28. RET. DATA 1 - USF 2 - FICA 3 - NONE		29. SEPARATION DATA CODE TYPE		30. CORRECTION/CANCELLATION DATA MO. DA. YR.	
31. VET. PREFERENCE CODE 0 - NONE 1 - 5 YR. 2 - 10 YR.		32. SERV. COMP. DATE MO. DA. YR.		33. LONG. COMP. DATE MO. DA. YR.		34. FEGLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES	
35. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)		36. LEAVE CAT. CODE		37. FEDERAL TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO		38. STATE TAX DATA FORM EXECUTED CODE 1 - YES 2 - NO	
39. POSITION CONTROL CERTIFICATION <i>7. Kearney 03/2/62</i>				40. O.P. APPROVAL <i>W. Driscoll</i>		DATE APPROVED	

REQUEST FOR PERSONNEL ACTION														6 June 1960			
1. Serial No.		2. Name (Last-First-Middle)				3. Date Of Birth			4. Vet. Pref.		5. Sex		6. CS - EOD				
503620		VITALE GUY				Mo. Da. Yr. 10 16 17			None-0 5 Pt-1 10 Pt-2		Code 1		M 1		Mo. Da. Yr. 09 13 49		
7. SCD		8. CSC Pmt.		9. CSC Or Other Legal Authority		10. Apmt. Affidav.			11. FEGLI		12. LCB		13. Int. Serv. Code				
Mo. Da. Yr. 10 24 42		Yes-1 No-2		Code 1		50 USCA 403			Mo. Da. Yr. 10 09 49			Yes-1 No-2		Code 2			

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

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

PRESENT ASSIGNMENT													
31. Organizational Designations						Code		32. Location Of Official Station				Station Code	
CS/CS DEVELOPMENT COMPLEMENT EE DIVISION						5288		WASH., D.C.				75013	
33. Dept. - Field		34. Position Title		35. Position No.		36. Serv.		37. Occup. Series					
Dept. - USMld - Frqn -		Code 1				661260							
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number			
		\$		D		Mo. Da. Yr. Mo. Da. Yr.				0320 1998			

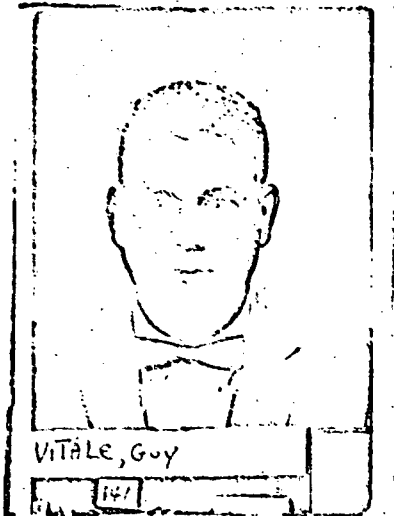
SOURCE OF REQUEST					
A. Requested By (Name And Title)			C. Request Approved By (Signature And Title)		
6760 Personnel					
B. Additional Information Call (Name & Telephone Ext.)					
Annell M. Weiland X3884					
CLEARANCES					
Clearance		Signature		Date	
A. Career Board		Signature		Date	
B. Fed. Control		Signature		Date	
C. Classification		Signature		Date	
Remarks		In-casual		FCS RETURNEE	

The 1960 Request for
Continued Action

SECRET
(When Filled In)

1. PLANS. SERIAL NO. 03630		BIOGRAPHIC PROFILE (PART I)				SCD: 24 Oct 1942	
2. NAME (Last-First-Middle) VITALE, Guy (nm)				3. SEX M	4. DATE OF BIRTH Oct 1917	5. LONGEVITY COMP. DATE 13 Sep 1949	
6. MARITAL STATUS Single	7. DEPENDENT(S) (Exclud. employed) 0	8. YEAR(S) OF BIRTH 0		9. US NATURALIZATION DATE(S) NA			
10. CAREER STATUS Jul 1954	11. MEMBERSHIP None	12. OTHER STATUS None		13. LAST MED. RPT. QUAL. FOR Apr 1960	14. DEPT DUTIES Dept Duties		15. EVAL. FOR O/S Returnee
16. CURRENT RESERVE STATUS None	17. SERVICE None	18. GRADE None	19. ACTIVE DUTY WITH CIA CAT.-1 None	20. RELEASE TO MIL. SER. CAT.-2 None	21. TO BE DEFERRED CAT.-3 None		22. RETIRED None
23. ASSESSMENT DATE None		24. PROFESSIONAL TEST DATE None		25. LANGUAGE APTITUDE TEST DATE None			
26. NON-CIA EMPLOYMENT 1938-41 Various jobs for short periods of time; also unemployed during part of this time. 1942-46 Military Service, US Army, Sgt 1946-49 Library of Congress, DC - Book Room Attendant							
27. NON-CIA EDUCATION 1937-38 Nents Hill Jr College, Maine 1948-50 George Washington, DC - Poli Sci							
28. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None					
29. AGENCY SPONSORED TRAINING 1962 Reds Off Crs							
30. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)							
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SO	ORGANIZATION & ORG. TITLE (If any)			LOCATION
Sep 1949	Messenger	0302.01	CPC 3	CAD/Admin/Mail&CourierSect			Hq
Sep 1950	File Clerk	0305.01	CS-3	R&E/Map/Proc&RefBr			"
Jul 1951	" "	0305.01	4	RR/Geo/Map Library Br			"
Nov 1952	" "	0305.01	4	OKR/Ch, GeoRes/MapLibrary/ProcBr			"
Sep 1956	" "	0305.01	5 IR	" " " " " " " "			"
Dec 1956	Clerk	0301.26	5 DS	DDP/SE/OpsDiv/Rpts, Index&Biog			Athens
Oct 1957	" "	0301.26	6 DS	" " " " " " " "			"
Aug 1958	Intel Asst	0301.28	6 DS	DDP/SE/OpsStf/RI Section			"
Sep 1959	" "	0301.26	7 DS	" " " " " " " "			"
Jun 1960	" "	0301.26	7 D	DDP/EE/CS/CSDevComp			Hq
Mar 1962	" "	0301.26	7 D	DDP/AM/Br-4/FI/CI Sec			"
Jan 1963	Ops Off	0136.01	8 D	DDP/TF/Br/FI/CI Br			"
31. DATE REVIEWED 25 Jan 1965		32. PROFILE REVIEWED BY hc		33. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE No			

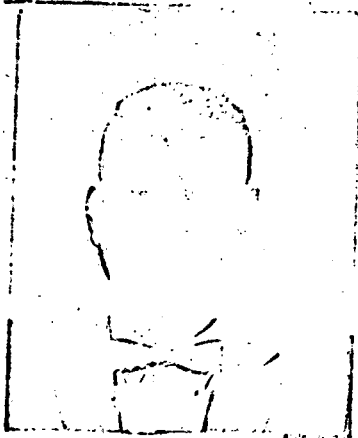
SECRET
(When Filled In)

PERS. SERIAL NO. 03620		BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) VITALE, Guy (nm)		DATE OF BIRTH Oct 1917	
23. SUMMARIES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS			
 <p>VITALE, Guy</p>			
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE			
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL			
26. ADDITIONAL INFORMATION Commendation 1960 from Ch, EE Logistics for services rendered while on a temporary assignment to EE Division Logistics Office.			
27. DATE REVIEWED 25 Jan 1965		28. PROFILE REVIEWED BY hc	

SECRET
(When Filled In)

1. PERS. SERIAL NO.		BIOGRAPHIC PROFILE (PART I)				SCD: 21 Oct 1942	
003620		2. NAME (Last-First-Middle)		3. SEX	4. DATE OF BIRTH	5. LONGEVITY COMP. DATE	
VITALE, Guy (nm)				M	16 Oct 1917	13 Sep 1949	
6. MARITAL STATUS	7. DEPENDENT(S) (Exclud. employes)	8. YEARS OF BIRTH		9. US NATURALIZATION DATE(S)			
Single		0		NA		SPOUSE	
10. CAREER STATUS	MEMBERSHIP	OTHER STATUS		10. LAST MED. RPT. QUAL. FOR	EVAL. FOR		
	Jul 1954			Apr 1960	Dept Duties		0/3 Returnee
11. CURRENT RESERVE STATUS	NONE SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT. 1	RELEASE TO MIL. SER. CAT. 2	TO BE DEFERRED CAT. 3		RETIRED
	X						
12. ASSESSMENT DATE		13. PROFESSIONAL TEST DATE		14. LANGUAGE APTITUDE TEST DATE			
None		None		None			
15. NON-CIA EMPLOYMENT							
1938-41 Various jobs for short periods of time; also unemployed during part of this time.							
1942-46 Military Service, US Army, Sgt							
1946-49 Library of Congress, DC - Clk; Libr Asst							
16. NON-CIA EDUCATION							
1937-38 Kents Hill Jr College, Maine							
1948-50 George Washington, DC - Poli Sci							
1957 American Mission Sch, Athens, Greece - Greek (3 mos)							
17. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)		None					
18. AGENCY SPONSORED TRAINING							
1962 Reds Off Crs							
19. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)							
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	SD	ORGANIZATION & ORG. TITLE (If any)	LOCATION		
Sep 1949	Messenger 0302.01	CPC 3		CAD/Admin/Mail&CourierSect	Hq		
Sep 1950	File Clerk 0305.01	GS-3		R&E/Map/Proc&RefBr	"		
Jul 1951	" " 0305.01	4		RR/Geo/Map Library Br	"		
Nov 1952	" " 0305.01	4		ORR/Ch, GeoRes/MapLibrary/Proc&R	"		
Sep 1956	" " 0305.01	5	IR	" " " " " " " "	"		
Dec 1956	Clerk 0301.26	5	DS	DDP/SE/OpsDiv/Rpts, Index&Biog	Athens		
Oct 1957	" 0301.26	6	DS	" " " " " " " "	"		
Aug 1958	Intel Asst 0301.28	6	DS	DDP/SE/OpsStf/RI Section	"		
Sep 1959	" " 0301.26	7	DS	" " " " " " " "	"		
Jun 1960	" " 0301.26	7	D	DDP/EE/CS/CSDevComp	Hq		
Mar 1962	" " 0301.26	7	D	DDP/WH/Br-4/FI/CI Sec	"		
Jan 1963	Ops Off 0136.01	8	D	DDP/TFN/FI/CI Br	"		
May 1965	" " 0136.01	8	D	DDP/WH/C/Miami Ops Br	"		
Dec 1965	Intel Asst 0301.28	8	D	" " " " " " " "	"		
May 1968	Intel Anal 0132.35	8	D	DDP/WH/C	"		
20. DATE REVIEWED		21. PROFILE REVIEWED BY		22. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE			
6 Feb 1969		hc		No			

SECRET
(When Filled In)

PERS. SERIAL NO. 03620		BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) VITALE, Guy (nm)		DATE OF BIRTH 16 Oct 1917	
<p>22.</p> <div style="text-align: center;">  <p>VITALE, Guy</p> <p>147</p> </div>			
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE			
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL			
<p>26. ADDITIONAL INFORMATION</p> <p>Commendation 1960 from Ch, ES Logistics for services rendered while on a temporary assignment to EE Division Logistics Office.</p>			
27. DATE REVIEWED 6 Feb 1969		28. PROFILE REVIEWED BY hc	

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) Vitale, Guy			2. DATE OF BIRTH 10/16/17	3. SEX M	4. GRADE 08
5. OFFICIAL POSITION TITLE Intelligence Asst.			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/COG	8. CURRENT STATION Hqs.	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. July 1968			12. REPORTING PERIOD (From - to) 1 July 67 - 30 June 68		
SECTION B PERFORMANCE EVALUATION					
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</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.</p>					
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 supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program.					RATING LETTER P
SPECIFIC DUTY NO. 2 Assists personnel with machine name traces and other operational support assistance.					RATING LETTER P
SPECIFIC DUTY NO. 3 Preparation of biographic input sheets for machine processing into the Cuban IS program.					RATING LETTER P
SPECIFIC DUTY NO. 4 As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents.					RATING LETTER P
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER P

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

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

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

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

2/18/68

SIGNATURE OF EMPLOYEE

Dany Vitale

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

9

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

DATE

18 July

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

Alva King

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I concur in the evaluation of this employee as presented above.

DATE

13 July 1968

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/NH/COG/OS

TYPED OR PRINTED NAME AND SIGNATURE

Thos. J. Barrett

SECRET

SECTION C/Continued

NARRATIVE COMMENTS

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


Robert J. Weatherwax

SECRET
(When Filled In)

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

SECTION C

NARRATIVE COMMENTS

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

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

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

DATE

25 Aug '67

SIGNATURE OF EMPLOYEE

[Signature]

2.

BY SUPERVISOR

MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION

12

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

DATE

25 August 1967

OFFICIAL TITLE OF SUPERVISOR

Section Chief,
PM Operations

TYPED OR PRINTED NAME AND SIGNATURE

Ernest Chioocca

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-8 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

DATE

28 AUG 1967

OFFICIAL TITLE OF REVIEWING OFFICIAL

C/WH/COG/NO

TYPED OR PRINTED NAME AND SIGNATURE

Robert A. Ortman

SECRET

SECRET

11 May 1960
File K-1849

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT : VIGALE, Guy, nml

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

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

3. ~~////////////////////////~~

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

cc: SSD/OS

THIS MEMO MUST REMAIN
SECRET
ON TOP OF FILE--

FORM 1-58 1580a

(4-13-40)

5760
02

SECRET

(When Filled In)

ALB: 10 MAR 69

NOTIFICATION OF PERSONNEL ACTION					
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)			
003620		VITALE GUY			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT
RETIREMENT VOLUNTARY UNDER CIA RETIREMENT AND DISABILITY SYSTEM			02 28 1969		REGULAR
6. FUNDS	<input checked="" type="checkbox"/> V TO V	<input type="checkbox"/> V TO CF	7. Financial Analysis No. Chargeable		8. CSC OR OTHER LEGAL AUTHORITY
	<input type="checkbox"/> CF TO V	<input type="checkbox"/> CF TO CF	235 0620 0000		P.L. 88-643 SECT. 233
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP/WH WH/COG OPERATIONS BRANCH WH SECTION			WASH., D.C.		
11. POSITION TITLE			12. POSITION NUMBER		13. SERVICE DESIGNATION
INTELLIGENCE ASST			1685		D
14. CLASSIFICATION SCHEDULE (GS 18 WK.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	17. SALARY OR RATE
GS		0301.26		08 6	8984
18. REMARKS					

1. LAST NAME		FIRST NAME		INITIAL(S)		2. APPOINTMENT DATA		3. TOTAL SERVICE FOR LEAVE (as of date of separation)			
VITALE		GUY				Entered on duty 9-13-49 F, T P, T		Years Months Days			
4. DATE AND NATURE OF SEPARATION		2-28-69		RETIREMENT CIARDS		Subject to Sec. 203(d), 1951 Leave Act Yes <input type="checkbox"/> No <input type="checkbox"/>		26 1 4			
						Ceased to be subject to Sec. 203(d) on Annual Leave Bal.		<input type="checkbox"/> More than 15 years			
SUMMARY OF ANNUAL AND SICK LEAVE						SUMMARY OF HOME LEAVE					
(HOURS)						(DAYS)					
5. Balance from prior leave year ended 1-11-19 69						14. Date arrival abroad for HL purposes					
6. Current leave year accrual through 3-08-19 69						15. Current balance as of 19					
7. Total						16. 12-month accrual rate					
8. Reduction in credits, if any (current year)						17. Dates leave used, prior 24 months					
9. Total leave taken						18. Monthly accrual date					
10. Balance						19. Calendar days credit for next accrual date					
11. Total hours paid in lump sum 274 hrs						20. Date basic service period completed					
12. Salary rate(s) \$8984						21. Dates during current calendar yr. to					
13. Lump sum leave dates from 0830-3-3-69 to 4-18-69 1030 (Hours)						22. Dates during preceding calendar yr. to					
24. Certified correct (Signature) 11/12/69 (Date)						23. During leave year in which separated					
FOR CHIEF PAYROLL 143-2595 (Telephone)						24. During step-increase waiting period which began on 1-14-68					
						25. During 12-month HL accrual period (dates):					
						26. During 12-month HL accrual period (dates):					

Standard Form 1150
November 1963
1150-106

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION
FPM SUPPLEMENTS 296-31 AND 990-2

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 9 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	GRGN	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY	003620	51	300	V GS 08 0	\$ 8,614	\$ 8,984

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION															
1. SERIAL NUMBER 003620		2. NAME (LAST-FIRST-MIDDLE) VITALE GUY													
3. NATURE OF PERSONNEL ACTION A. ASSIGNMENT				4. EFFECTIVE DATE MO. DA. YR. 05 14 68		5. CATEGORY OF EMPLOYMENT									
6. FUNDS		<table border="1"> <tr> <td>X</td> <td>V TO V</td> <td></td> <td>V TO CF</td> </tr> <tr> <td></td> <td>CF TO V</td> <td></td> <td>CF TO CF</td> </tr> </table>		X	V TO V		V TO CF		CF TO V		CF TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE 0235 0020 0000		8. CSC OR OTHER LEGAL AUTHORITY	
X	V TO V		V TO CF												
	CF TO V		CF TO CF												
9. ORGANIZATIONAL DESIGNATIONS DDP/WH DIVISION WH SECTION				10. LOCATION OF OFFICIAL STATION WASH., D.C.											
11. POSITION TITLE INTEL ANALYST				12. POSITION NUMBER 1685		13. CAREER SERVICE DESIGNATION D									
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0132.35		16. GRADE AND STEP DA		17. SALARY OR RATE									
18. REMARKS															
SIGNATURE OR OTHER AUTHENTICATION															

POSTED

5/17/68

C/WH/COO

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP CODES	
003620		VITALE GUY		51 500		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 08	5	\$ 7,781	01/16/66	GS 08	6	\$ 8,008	01/14/68		
CERTIFICATION AND AUTHENTICATION I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE <i>C. J. Williams</i>							DATE <i>17 Nov 67</i>		
<input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS <i>NM</i>								AUDITED BY <i>W</i>	
FORM 560 E Use previous editions PAY CHANGE NOTIFICATION (4.91)									

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504
 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,
 AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962,"

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

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

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME

SERIAL ORGN. FUNDS GR-STEP

OLD

NEW

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301
PURSUANT TO AUTHORITY OF LCI AS PROVIDED IN THE CIA ACT OF 1949,
AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 2 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
VITALE GUY	003620	51	500	V GS 08 4	\$ 7,290	\$ 7,553

6-33

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
003620		VITALE GUY		51 500 V						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADI
GS 08	4	\$ 7,553	01/19/64	GS 08	5	\$ 7,701	01/15/66			
8. Remarks and Authentication										
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>ST</i> AUDITED BY										
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.										
SIGNATURE: <i>[Signature]</i> DATE 23 Nov 65										
PAY CHANGE NOTIFICATION										

P.JH: 29 DEC 65

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
OCF											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
003620		VITALE GUY									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
REASSIGNMENT						12 28 65		REGULAR			
6. FUNDS		X		V TO V		V TO CF		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY	
		CF TO V		CF TO CF		6235 1162 0000		50 USC 403 J			
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP/WH WH/C MIAMI OPERATIONS BR/PM SECTION						WASH., D.C.					
11. POSITION TITLE						12. POSITION NUMBER		13. SERVICE DESIGNATION			
INTELLIGENCE ASST						1506		D			
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0301.28		08 4		7553			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTEGREE CODE		24. HONORARY CODE	
37		10		51500 WH		75013				1	
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI		28. NIE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA	
10 16 17						12 27 67		83		1 - CSC 2 - FICA 3 - NONE	
31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.		34. SEX		35. YET. PREFERENCE		36. SERV. COMP. RATE	
37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO.		41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT. CODE	
43. FEDERAL TAX DATA		44. STATE TAX DATA		45. FORMER EXECUTED CODE		46. NO. TAX EXEMPTIONS		47. FORMER EXECUTED CODE		48. NO. EXEMPT. STATE CODE	
SIGNATURE OR OTHER AUTHENTICATION											

FORM 11-62 1150

Use Previous Edition

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(When Filled In)

SECRET

(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 05/27/65

1 SERIAL NUMBER		2 NAME (LAST FIRST MIDDLE)	
003690		VITALE GUY	
3 NATURE OF PERSONNEL ACTION		4 EFFECTIVE DATE	
REASSIGNMENT		05 31 65	
5 CATEGORY OF EMPLOYMENT		7 COST CENTER NO CHARGEABLE	
6 FUNDS		8 CSC OR OTHER LEGAL AUTHORITY	
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V		<input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO CF	
9 ORGANIZATIONAL DESIGNATIONS		10 LOCATION OF OFFICIAL STATION	
DDP/WH DIVISION WH C MIAMI OPS BR PM SEC		ASH., D. C.	
11 POSITION TITLE		12 POSITION NUMBER	
OPS OFFICER		1142	
13 CAREER SERVICE DESIGNATION		17 SALARY OR RATE	
U			
14 CLASSIFICATION SCHEDULE (GS, LB, etc.)		15 OCCUPATIONAL SERIES	
GS		0136.01	
16 GRADE AND STEP		08	
18 REMARKS			
<div style="text-align: center;"> <p>POSTED</p> <p>6-10-65 HH</p> </div>			
SIGNATURE OR OTHER AUTHENTICATION			

[illegible]

100-116

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

Form 560

Obsolete Previous Edition

(4-51)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DGI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

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

BAR: 18 JAN 63

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER		2. NAME (LAST-FIRST-MIDDLE)									
003620		VITALE GUY									
3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT			
PROMOTION						01 20 63		REGULAR			
6. FUNDS		7. COST CENTER NO. CHARGEABLE		8. CSC OR OTHER LEGAL AUTHORITY							
X		3232 1000 1000		50 USC 403 J							
9. ORGANIZATIONAL DESIGNATIONS						10. LOCATION OF OFFICIAL STATION					
DDP TASK FORCE W F/CI BRANCH						WASH., D. C.					
11. POSITION TITLE						12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION			
OPS OFFICER						0683		D			
14. CLASSIFICATION SCHEDULE (GS, LR, WU)				15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE			
GS				0136.01		08 3		6500			
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODE	22. STATION CODE	23. INTERSEE CODE	24. MAGN. CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEE			
22	10	61300	15W	75013	1	10 16 17	01 20 63	01 20 63			
28. WTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REG NO.	
								EOD DATA			
35. VET. PREFERENCE		36. SERV. COMP DATA		37. LONG COMP. DATE		38. CAREER CATEGORY		39. PEGU/HEALTH INSURANCE		40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA			
SIGNATURE OR OTHER AUTHENTICATION											
<div style="text-align: right;"> POSTED 02/21/63 </div>											

FORM 1150
4-62Use Previous
Edition

18 JAN 1963

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(When Filled In)

14-811

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 47 - 793 AND
 DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS.
 EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GRST SALARY	OLD GRST SALARY	NEW GRST SALARY	NEW GRST SALARY
VITALE GUY	003620	A1000	V 07 4	\$ 5850	07 4	\$ 6095	

232-1000

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours				
003620		VITALE GUY		61 000 V 2A						
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	AOI
GS 07	3	\$ 5,685	09/03/61	GS 07	4	\$ 5,850	09/02/62			
8. Remarks and Authentication										
/ / NO EXCESS LWOP / / EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / IN LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS AUDITED BY <i>[Signature]</i> PAY CHANGE NOTIFICATION										

SECRET
(When Filled In)

1. Social No.		2. Name		3. Cost Center Number		4. LWOP Hours	
03620		VITALE GUY		DDP/EE		UV	
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Pbl. Date	Grade	Step	Salary	Effective Date
GS	07	2	5,520	03/04/60	07	3	5,685
							7. TWT ACTION
							FSI LSI ADJ
							X
8. Remarks and Authentication							
<p align="center">2-0-0-0</p> <p align="center">NO EXCESS LWOP</p> <p align="center">IN PAY STATUS AT END OF WAITING PERIOD</p> <p align="center">IN LWOP STATUS AT END OF WAITING PERIOD</p> <p align="center">GUY 9/26/61</p>							
<p align="center">PAY CHANGE NOTIFICATION</p>							

Form 560

Obsolete Previous Edition

SECRET

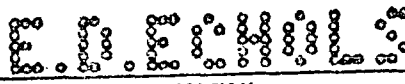
(4-61)

ABM: 20 MAR 62

SECRET
(When Filled In)

OCF										NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER					2. NAME (LAST-FIRST-MIDDLE)														
003620					VITALE GUY														
3. NATURE OF PERSONNEL ACTION										4. EFFECTIVE DATE					5. CATEGORY OF EMPLOYMENT				
REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS										03 18 62					REGULAR				
6. FUNDS					7. COST CENTER NO. CHARGEABLE					8. CSC OR OTHER LEGAL AUTHORITY									
X					2235 1400 1000					50 USC 403 J									
9. ORGANIZATIONAL DESIGNATIONS										10. LOCATION OF OFFICIAL STATION									
DDP WH BRANCH 4 FI CI SEC										WASH., D. C.									
11. POSITION TITLE										12. POSITION NUMBER					13. CAREER SERVICE DESIGNATION				
INTELLIGENCE ASST										0685					D				
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)					15. OCCUPATIONAL SERIES					16. GRADE AND STEP					17. SALARY OR RATE				
GS					0301.28					07 3					5685				
18. REMARKS																			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL																			
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING		22. STATION CODE		23. INTERSEE CODE		24. MARRIAGE CODE		25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI			
16		10		64450		WH		75013		1		10 16 17							
28. NEE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE		32. CORRECTION CANCELLATION DATA		33. SECURITY REQ NO		34. SEX							
MO. DA. YR.				1. CAS 2. PICA 3. NONE		CODE		TYPE		MO. DA. YR.									
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. MIL. SERV. CREDIT LCO		39. FEGLI / HEALTH INSURANCE		40. SOCIAL SECURITY NO									
CODE		MO. DA. YR.		MO. DA. YR.		1. YES 2. NO		CODE		1. YES 2. NO		CODE							
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.				43. FEDERAL TAX DATA				44. STATE TAX DATA							
CODE				CODE				CODE				CODE							
1. NO PREVIOUS SERVICE 2. NO BREAK IN SERVICE 3. BREAK IN SERVICE (LESS THAN 12 MOS) 4. BREAK IN SERVICE (MORE THAN 12 MOS)				1. YES 2. NO				1. YES 2. NO				1. YES 2. NO							
SIGNATURE OR OTHER AUTHENTICATION																			

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO. 503620		2. NAME VITALE GUY			3. ASSIGNED ORGN. DDP/FF C		4. FUNDS UV	5. ALLOTMENT			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA.	YR.				MO	DA.	YR.
GS 07	1	\$ 5,355	09	06	59	GS 07	2	\$ 5,520	09	04	60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION						13. REMARKS					
<input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT						2 000					
14. AUTHENTICATION											
 PAY CHANGE NOTIFICATION											

FORM 560

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

SECRET

OFFICIAL PERSONNEL FOLDER

(4)

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

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

/S/ EMMETT D. SCHOLS
DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

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

PREVIOUS ASSIGNMENT

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

ACTION

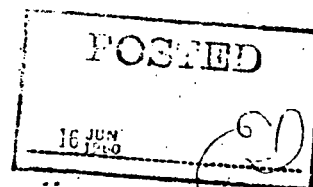
27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		Code		30. Separation Data	
REASSIGNMENT		67		Mo. Da. Yr. 06 12 60		REGULAR		85			

PRESENT ASSIGNMENT

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

44. Remarks

CASUAL (PCS RETURNEE)



Pre 1960 Notifications
of Personnel Action

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) Vitale, Guy			2. DATE OF BIRTH 10/16/17	3. SEX M	4. GRADE 08
					5. SD D
6. OFFICIAL POSITION TITLE Intelligence Asst.			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/COG		8. CURRENT STATION Hqs.
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
CAREER-PROVISIONAL (See Instructions - Section C)			SPECIAL (Specify):		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. July 1968			12. REPORTING PERIOD (From- to) 1 July 67 - 30 June 68		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
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 supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program.					P
SPECIFIC DUTY NO. 2 Assists personnel with machine name traces and other operational support assistance.					P
SPECIFIC DUTY NO. 3 Preparation of biographic input sheets for machine processing into the Cuban IS program.					P
SPECIFIC DUTY NO. 4 As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents.					P
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<div style="position: absolute; left: -100px; top: 50px; transform: rotate(-45deg);"> 9 AUG 1968 <i>[Signature]</i> </div>					
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					P

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. 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.</p>			
<p>Mr. Vitale since he was assigned to ^{AUG 6} be ^{initially} on a part-time basis and later as a full time assistant has performed adequately as an input analyst in addition to his proficient work as a Records Officer and General support assistant. The quality of his input has been good and his production has helped considerably in cutting down the size of the input backlog. Mr. Vitale also continues to perform the Records Officers function for the branch with a sound knowledge of general records procedures. His attitude and attendance record continue to reflect a willingness to assist the branch in whatever way necessary. In addition Mr. Vitale's valuable background knowledge on a former vital portion of the branch's effort continues to be utilized to a considerable extent. He gets along well with his colleagues and contributes to the smooth running of the office.</p> <p>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.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
2/18/68	<i>Ray Vitale</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
9			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
18 July		<i>Alva King</i> Alva King	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
I concur in the evaluation of this employee as presented above.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
13 July 1968	C/WH/COG/OS	<i>Thos. J. Farrell</i> Thos. J. Farrell	

SECRET

SECTION C/Continued

NARRATIVE COMMENTS

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

Robert J. Weatherwax
Robert J. Weatherwax

Fed Control

SECRET
(When Filled In)

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

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable.</u> If extra space is needed to complete Section C, attach a separate sheet of paper.</p>			
<p><i>AUG 31 9 26 AM '67</i></p> <p>Mr. Vitale continues to perform his duties as an operational support assistant capably. His background knowledge of Cuban paramilitary operations has provided the Branch with very useful continuity. His ability and experience in locating material and in handling records for headquarters support to WH/COG Special Operations contribute substantially to the Branch's operational support effort. Mr. Vitale carries out his assigned duties in a willing, loyal and highly dependable manner. He recently has been given an additional assignment on the CUIS Machine Input Program which he is handling in a highly efficient manner. He gets along well with his colleagues and contributes to the smooth running of the office. He does not have supervisory responsibilities, but does show concern for efficient and economical use of government property.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
25 Aug '67	<i>Guy Vitale</i>		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
12			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
25 August 1967	Section Chief, PM Operations	<i>Ernest J. Chiocca</i> Ernest Chiocca	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>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.</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
28 AUG 1967	C/WH/COG/MO	<i>Robert A. Ortman</i> Robert A. Ortman	

SECRET

SECRET

(When Filled In)

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

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p> <p style="text-align: right;">JUL 26 4 07 PM '66</p> <p>Mr. Vitale's principal qualification is his background knowledge of the operational history of Cuban paramilitary operations. This has afforded the branch considerable continuity. He is a very willing worker who gets along well with fellow employees. His knowledge of and experience in handling records and locating material makes him valuable in headquarters support of WH/Cuba paramilitary case officers - a task he performs in a loyal and dependable manner.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	11 July 1966	SIGNATURE OF EMPLOYEE <i>Ray Vitale</i>	
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	10 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE		OFFICIAL TITLE OF SUPERVISOR C/WH/C/MO/PM	TYPED OR PRINTED NAME AND SIGNATURE <i>Bryan Mills</i> Bryan Mills
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>I have had opportunity to observe subject's performance closely for nine months and while I generally concur in his supervisor's ratings of the duties as listed, it should be noted that these same duties could be performed equally well by a more junior Intel Clerk or Intel Assistant and, therefore, the overall rating as a GS-8 Intel Assistant does not accurately reflect his capability. In my opinion it would be very difficult, if not impossible, for subject to perform competitively with other Intel Assistants at a GS-8 level, and I recommend his position title be changed to Ops Support Assistant, a role in which he performs capably.</p>			
DATE	25 July 1966	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/C/MO	TYPED OR PRINTED NAME AND SIGNATURE <i>Robert A. Ortman</i> Robert A. Ortman

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
				003620	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) VITALE, Guy			2. DATE OF BIRTH 16 Oct 17	3. SEX M	4. GRADE GS-08
5. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/WH/C	8. CURRENT STATION Washington D.C.	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. 31 July 1965			12. REPORTING PERIOD (From- to-) 1 July 64 - 30 June 65		
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
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 supervise (Indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1 Processes name traces and clearances; traces and maintains agent 201 files.					O
SPECIFIC DUTY NO. 2 Conducts research for preparation of reports and plans.					S
SPECIFIC DUTY NO. 3 Maintains office files on a complex project.					S
SPECIFIC DUTY NO. 4 Prepares cable or dispatch replies to name trace requests.					P
SPECIFIC DUTY NO. 5 Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.					P
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S
22 JUL 1965					

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

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

Mr. Vitale's longevity on the project makes his services increasingly valuable. This is particular true in briefing and orienting new officers. He continues to do an exceptional job in assisting his office on a most complex project where many of his colleagues have transferred primarily because of the many demands and frustrations caused by this extraordinary project. Mr. Vitale continues to be a most loyal, cooperative and willing worker, getting along well with all hands. His maturity and many years of experience in his field, in addition to his great general knowledge, make him a most valued employee when compared to colleagues of similar rank. It is because of this that I have again rated Mr. Vitale very high. Although Mr. Vitale has no supervisory responsibilities and fully realizing his limited potential as a senior operations officer, I feel he is still undergraded and should be promoted to the next higher grade at the earliest opportunity. Because Mr. Vitale's job and performance have remained almost exactly the same as during the previous year, this fitness report is also very similar.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 13 July 65	SIGNATURE OF EMPLOYEE <i>Ray Vitale</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 46 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 13 July 1965	OFFICIAL TITLE OF SUPERVISOR C/WH/C/MO/PM	TYPED OR PRINTED NAME AND SIGNATURE <i>Calvin Hicks</i> Calvin Hicks
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL The reviewing official does not use the same rating scale as the supervisor; therefore, would rate subject one letter lower in the first three duties and P in the overall performance. Subject is conscientious, pleasant and has an excellent "stay-on-the-job" approach.		
DATE 20 July 1965	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/C/MO	TYPED OR PRINTED NAME AND SIGNATURE <i>Walter T. Cini</i> Walter T. Cini

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER				
				49300 665620				
SECTION A GENERAL								
1. NAME (Last) VITALE (First) Guy (Middle)			2. DATE OF BIRTH 16 Oct 17		3. SEX M		4. GRADE GS-08	
							5. SD D	
6. OFFICIAL POSITION TITLE Ops Officer			7. OFF/DIV/BR OF ASSIGNMENT DDP/SAS		8. CURRENT STATION Washington, D.C.			
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT				
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):				<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P. 31 July 1964				12. REPORTING PERIOD (From to) 1 July 1963 - 30 June 1964				
SECTION B PERFORMANCE EVALUATION								
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>								
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 supervise (Indicate number of employees supervised).								
SPECIFIC DUTY NO. 1 Processes name traces and clearances; traces and maintains agent 201 files.							RATING LETTER O	
SPECIFIC DUTY NO. 2 Conducts research for preparation of reports and plans.							RATING LETTER S	
SPECIFIC DUTY NO. 3 Maintains office files on a complex project.							RATING LETTER S	
SPECIFIC DUTY NO. 4 Prepares cable or dispatch replies to name trace requests.							RATING LETTER P	
SPECIFIC DUTY NO. 5 Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.							RATING LETTER P	
SPECIFIC DUTY NO. 6							RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION								
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER S	
14 AUG 1964								

SECRET

(When Filled In)

OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

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

MAIL ROOM

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

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE July 23, 64	SIGNATURE OF EMPLOYEE <i>John Vitale</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 34 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 15 July 1964	OFFICIAL TITLE OF SUPERVISOR C/WH/SA/MOB/PM	TYPED OR PRINTED NAME AND SIGNATURE Calvin W. Hicks
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL Undersigned concurs in the ratings of the specific duties and performance in current position of Mr. Vitale. Mr. Vitale has been concerned with the Cuban effort for several years and his personal knowledge of past events is extremely helpful.		
DATE 28 July 1964	OFFICIAL TITLE OF REVIEWING OFFICIAL C/WH/SA/MOB	TYPED OR PRINTED NAME AND SIGNATURE Colonel Arthur A. Maloney

SECRET

SECRET

(When Filled In)

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

SECRET

OFFICE OF PERSONNEL

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. *AUS 158-11-153* Give in Section 8 to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

MAIL ROOM

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

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

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE June 13, 63	SIGNATURE OF EMPLOYEE <i>Ray V. Tate</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 22 mths.	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 12 June 63	OFFICIAL TITLE OF SUPERVISOR DC/SAS/NOB/EM	TYPED OR PRINTED NAME AND SIGNATURE <i>Calvin W. Nicks</i> Calvin W. Nicks
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL While not wishing to detract from the value of subject's duties or from the manner in which he performs them, I do have strong doubts as to whether the nature of his duties warrant promotion to GS-9 even if they were performed in an outstanding manner. During the next year additional duties of a more demanding nature will be placed on subject and I will want to weigh his performance under those circumstances before recommending promotion.		
DATE 6/17/63	OFFICIAL TITLE OF REVIEWING OFFICIAL C/SAS/NOB/EM	TYPED OR PRINTED NAME AND SIGNATURE <i>Charles W. Matt</i> Charles W. Matt

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				003620			
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
VITALE Guy			16 Oct. 1917	M	GS-7	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION		
Intell. Asst.			DDP/TFN/PA Lt.		Wash., D.C.		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE <input type="checkbox"/> SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-)				
31 Jan. 1962			1 Sept. 1961 to 30 June 1962				
SECTION B PERFORMANCE EVALUATION							
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
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 supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Processes name traces and clearances - Traces and maintains agent 201 files.						S/O	
SPECIFIC DUTY NO. 2						RATING LETTER	
Conducts research for preparation of reports and plans.						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Maintains office files on a complex project.						S	
SPECIFIC DUTY NO. 4						RATING LETTER	
Prepares cable or dispatch replies to name trace requests.						A	
SPECIFIC DUTY NO. 5						RATING LETTER	
Records Officer - Insures compliance with CS Records, Directives and authorizes destruction of CS documents.						A	
SPECIFIC DUTY NO. 6						RATING LETTER	
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						S	

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties must be described, if applicable.</u></p> <p>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.</p> <p>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.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
Aug 21, 1962	[Signature]		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
10 MONTHS			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
21 August 1962	TFW/FM/OPS	[Signature] C.W. HICKE	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
21 August 1962	DC/TFW/FM	[Signature] C.W. MATT	

SECRET

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER <div style="border: 1px solid black; padding: 2px;">1512</div>							
SECTION A GENERAL											
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE						
		30 Oct. 1950									
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT							
				JCS/ASST							
8. CAREER STAFF STATUS			9. TYPE OF REPORT								
<input type="checkbox"/> NOT ELIGIBLE <input type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT/SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT/EMPLOYEE								
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		12. SPECIAL (Specify)							
		From 31 AUG 51 To 31 AUG 52									
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES											
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).											
1 - Unsatisfactory 2 - Barely adequate 3 - Acceptable 4 - Competent 5 - Excellent 6 - Superior 7 - Outstanding											
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 2		RATING NO.						
			Research Work Required in the Preparation of Reports.		5						
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.						
Assistant to C/O (leg man)		5	Maintenance of Office Files		6						
SPECIFIC DUTY NO. 5		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.						
Safehouse Keeper		7	Intel Ass't.		5						
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 duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.											
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.					RATING NO. 5						
SECTION D DESCRIPTION OF THE EMPLOYEE											
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee											
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree			
CHARACTERISTICS					NOT APPLI- CABLE	NOT OB- SERVED	RATING				
							1	2	3	4	5
GETS THINGS DONE											X
RESOURCEFUL											X
ACCEPTS RESPONSIBILITIES									X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES											X
DOES HIS JOB WITHOUT STRONG SUPPORT									X		
FACILITATES SMOOTH OPERATION OF HIS OFFICE										X	
WRITES EFFECTIVELY									X		
SECURITY CONSCIOUS											X
THINKS CLEARLY											X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS										X	
OTHER (Specify):											
SEE SECTION "E" ON REVERSE SIDE											

SECRET

(When Filled In)

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

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

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

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE 28 Feb. 62	SIGNATURE OF EMPLOYEE <i>Henry J. Vitale</i>	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 9 months	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION <i>Employee at hotel</i>	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE 12 FEB 62	OFFICIAL TITLE OF SUPERVISOR C/O	TYPED OR PRINTED NAME AND SIGNATURE <i>Thomas G. Clines</i> THOMAS G. CLINES
3. BY REVIEWING OFFICIAL		
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL <i>Subject was assigned activities for which reviewing official was responsible for a period of two months.</i>		
DATE 13 Feb. 62	OFFICIAL TITLE OF REVIEWING OFFICIAL SA Relations Off. 10-4-4	TYPED OR PRINTED NAME AND SIGNATURE <i>Glenn J. Farnsworth</i> GLENN J. FARNSWORTH

SECRET

SECRET
(When Filled In)

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

SECRET

(When Filled In)

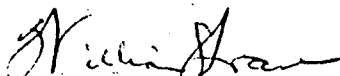
SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE		
<p>Stress strengths and weaknesses demonstrated in current position. Indicate suggestions for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.</p> <p>Mr. Vitale was assigned to the S&T Section of the ⁶¹¹60 man Branch on a casual basis from 1 May to 15 November 1960. His duties consisted entirely of processing name traces and POA's. Although ^{11 37 AM}had little experience in this type of work, he performed his duties in a thoroughly satisfactory manner. He was always polite to his fellow employees and did his best to contribute to the smooth operation of the section.</p>		
SECTION F CERTIFICATION AND COMMENTS		
1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
6 1/2	Already reassigned prior to preparation of this fitness report.	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 Nov 60	C/EE/G/S&T	Herbert W. Natzke Herbert W. Natzke
3. BY REVIEWING OFFICIAL		
I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
See attached sheet.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 Nov 60	C/EE/Germany	William J. Graver William J. Graver

SECRET

14-00000

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

SECRET

Pxe 1968 Fitness Reports

SECRET

2 June 1960

MEMORANDUM FOR: Chief, EE Personnel

SUBJECT : Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office wishes to commend Mr. Guy Vitale for the manner in which he conducted himself while on temporary assignment in this office. Rather than sit idle awaiting a new assignment, Mr. Vitale volunteered his services and was given various logistical general services jobs and duties which he carried out with enthusiasm and effort rarely seen in a person in his status. We found him to be 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.

[Signature]
S. D. LUCK
Chief, EE Logistics

SECRET

Pre 1960 FRO &
Certifications for insurance
and retirement

SECRET

When Filled In

OFFICIAL USE ONLY (Do Not Fill In)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING TYPE OR PRINT AVOID USING LIGHT COLORED INKS

SECTION I

BIOGRAPHIC AND POSITION DATA

1. EMP. SER. NO. 003620	2. NAME (Last First Middle) VITALE GUY	3. SEX M	4. DATE OF BIRTH 10/16/17	5. SCHEDULE GRADE STEP GS-08-05
6. SO D	7. POSITION TITLE INTELLIGENCE ASST	8. OFFICE OF ASSIGNMENT AW	9. LOCATION (Country, City) HASH, D.C.	

SECTION II

AGENCY OVERSEAS SERVICE

AREA	TYPE TOUR	FROM	TO
GREECE Vieques Island, Puerto Rico	PCS-52 TDY-10 days	97/01/01 61/4/01	60/01/24 61/04/10

OVERSEAS DATA
CODED
DATE: 10 Jul 67 **INITIALS:** APT

SECTION III

EDUCATION

DEGREE	MAJOR FIELD	COLLEGE	YEAR
	NO COLLEGE DEGREE ON RECORD		

SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

67 JUL ENTD (4-51)

SECRET

When Filled In

SECTION III

EDUCATION (Cont'd)

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS City State Country	YEARS ATTENDED From To	GRADUATE <input type="checkbox"/> YES <input type="checkbox"/> NO
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COLLEGE OR UNIVERSITY STUDY

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

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

6.	
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TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

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

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1. American Mission School, Athens, Greece	Greek Language	57/2	57/4	3 mo.
2.				
3.				
4.				
5.				

AGENCY-SPONSORED EDUCATION

Specify which, if any, of the education shown in Section III was Agency sponsored

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.				
2.				
3.				
4.				
5.				

SECRET

The 1960 - PHS, CLEARANCE
request &
Apple. James

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

DATE May 1970