



SECRET  
(If Not Filled In)

| REQUEST FOR PERSONNEL ACTION  |  |   |   | DATE PREPARED  |   |
|---|--|---|---|--|---|
| 1 SERIAL NUMBER<br><b>003620</b>  |  | 2 NAME (Last-First-Middle)<br><b>VITALE, GUY</b>                      |   | 17 Feb 69  |   |
| 3 NATURE OF PERSONNEL ACTION<br><b>RETIREMENT (VOLUNTARY) UNDER THE CIA<br/>RETIREMENT - CIA &amp; DISABILITY SY</b>  |  |   | 4 EFFECTIVE DATE REQUESTED<br>MONTH DAY YEAR<br><b>02 28 69</b>         |  | 5 CATEGORY OF EMPLOYMENT<br><b>REGULAR</b>  |
| 6 FUNDS<br><input checked="" type="checkbox"/> V TO V<br><input type="checkbox"/> CF TO V   |  | <input type="checkbox"/> V TO CF<br><input type="checkbox"/> CF TO CF |   | 7 FINANCIAL ANALYSIS NO CHARGEABLE<br><b>9235 0620</b> |   |
| 9 ORGANIZATIONAL DESIGNATIONS<br><b>DDP/WH<br/>WH/COG<br/>OPERATIONS BRANCH<br/>WH SECTION</b>  |  |   | 10 LOCATION OF OFFICIAL STATION<br><b>WASH., D.C.</b>                   |  |   |
| 11 POSITION TITLE<br><b>INTELLIGENCE ASST</b>   |  |   | 12 POSITION NUMBER<br><b>1685</b>                                       | 13 CAREER SERVICE DESIGNATION<br><b>D</b>              |   |
| 14 CLASSIFICATION SCHEDULE (1-5, I.B., etc.)<br><b>GS</b>   |  | 15 OCCUPATIONAL SERIES<br><b>0301.26</b>                              | 16 GRADE AND STEP<br><b>08 6</b>  | 17 SALARY OR RATE<br><b>\$ 8984</b>                    |   |
| 18 REMARKS<br><b>Last working day is 28 February 1969.<br/>1152 telecoord. w/ [redacted] R.D. - dnmw 3/3/69<br/>*Intel ASST occupying Intel ANALYST SLOT<br/><br/>1 - Finance<br/>[Signature] 20 Feb 69<br/>[Signature] 20 Feb 69</b> |  |   |   |  |   |
| 19A SIGNATURE OF REQUESTING OFFICIAL<br><b>[redacted]</b>   |  | DATE SIGNED<br><b>17 Feb 69</b>                                       | 19B SIGNATURE OF CAREER SERVICE APPROVING OFFICER<br><b>[Signature]</b> |  | DATE SIGNED<br><b>20 Feb 69</b>   |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL  |  |   |   |  |   |
| 19. ACTION CODE<br><b>45 10</b>   | 20 EMPLOY CODE   | 21 OFFICE CODING<br>NUMERIC ALPHABETIC                                |   | 22 STATION CODE  | 23 INTEGREE CODE  |
| 24 HOURES CODE  | 25 DATE OF BIRTH<br>MO. DA. YR.<br><b>1 16 17</b>          | 26 DATE OF GRADE<br>MO. DA. YR.                                       | 27 DATE OF LEI<br>MO. DA. YR.   | 28 NTE EXPIRES<br>MO. DA. YR.                          | 29 SPECIAL REFERENCE  |
| 30 RETIREMENT DATA<br>1-CC<br>2-ORCA<br>3-FICA<br>4-NONE  | 31 SEPARATION DATA CODE<br><b>BJCOO</b>                    | 32 CORRECTION CANCELLATION DATA<br>TYPE MO. DA. YR.                   | 33 SECURITY RES. NO.  | 34 SEX   | 35 VET. PREFERENCE CODE<br>0-NONE<br>1-5 PF<br>2-10 PF  |
| 36 SERV. COMP. DATE<br>MO. DA. YR.  | 37 LONG. COMP. DATE<br>MO. DA. YR.                         | 38 CAREER CATEGORY<br>CAR. BNSH<br>PROV/TEMP                          | 39 FEGLI HEALTH INSURANCE<br>CODE CODE 1-YES<br>HEALTH INS. CODE        | 40 SOCIAL SECURITY NO.                                 | 41 PREVIOUS CIVILIAN GOVERNMENT SERVICE<br>CODE<br>0-NO PREVIOUS SERVICE<br>1-NO BREAK IN SERVICE<br>2-BREAK IN SERVICE (LESS THAN 3 YEARS)<br>3-BREAK IN SERVICE (MORE THAN 3 YEARS) |
| 42 LEAVE CAT. CODE  | 43 FEDERAL TAX DATA<br>FORM EXECUTED CODE<br>1-YES<br>2-NO | 44 STATE TAX DATA<br>FORM EXECUTED CODE<br>1-YES<br>2-NO              | 45 POSITION CONTROL CERTIFICATION                                       | 46 OP APPROVAL<br><b>[Signature]</b>                   | DATE APPROVED<br><b>3</b>   |

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET  
(When Filled In)

| REQUEST FOR PERSONNEL ACTION   |   |   |   | DATE PREPARED   |  |  |   |
|--|---|---|---|---|--|--|---|
| 1 SERIAL NUMBER<br>003620  |   | 2 NAME (Last-First-Middle)<br>VITALE, GUY |   | 17 Feb 69   |  |  |   |
| 3 NATURE OF PERSONNEL ACTION<br>RETIREMENT (VOLUNTARY) UNDER THE CIA<br>RETIREMENT - CIA & DISABILITY SY.  |   |   |   | 4. EFFECTIVE DATE REQUESTED<br>MONTH DAY YEAR<br>02 28 69 |  | 5 CATEGORY OF EMPLOYMENT<br>REGULAR  |   |
| 6 FUNDS<br>X V TO V<br>CF TO V   |   | V TO CF<br>CF TO CF                       |   | 7. FINANCIAL ANALYSIS NO CHARGEABLE<br>9235 0620          |  | 8 LEGAL AUTHORITY (Completed by Office of Personnel)<br>P.L. 88-643<br>Sect. 233 |   |
| 9 ORGANIZATIONAL DESIGNATIONS<br>DDP/WH<br>WH/COG<br>OPERATIONS BRANCH<br>WH Section   |   |   |   | 10. LOCATION OF OFFICIAL STATION<br>WASH., D.C.           |  |  |   |
| 11 POSITION TITLE<br>INTELLIGENCE ASST (S)   |   |   |   | 12 POSITION NUMBER<br>1685                                |  | 13 CAREER SERVICE DESIGNATION<br>D   |   |
| 14 CLASSIFICATION SCHEDULE (GS, FB, etc.)<br>GS  |   | 15 OCCUPATIONAL SERIES<br>0301.26         |   | 16 GRADE AND STEP<br>08 6                                 |  | 17 SALARY OR RATE<br>\$ 8984   |   |
| 18. REMARKS<br>Last working day is 28 February 1969.<br>1152 telecoord. of [redacted] R.B. - dmv 3/3/69<br>*Intel Asst according Intel ANALYST SLOT*<br><br>1 - Finance<br><del>1 - Security</del><br><br>17 Feb 69<br>SA/esi 201669<br>C/WH/Personnel |   |   |   |   |  |  |   |
| 18A SIGNATURE OF REGULATING OFFICER<br>[redacted]<br>C/WH/Personnel  |   |   |   | DATE SIGNED<br>17 Feb 69                                  |  | 18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER<br>[Signature]<br>DATE SIGNED  |   |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL   |   |   |   |   |  |  |   |
| 19. ACTION CODE<br>45  | 20. EMPLOY CODE<br>10                                     | 21. OFFICE CODING<br>NUMERIC ALPHABETIC   |   | 22. STATION CODE  | 23. INTEGREE CODE  | 24. MOOTRS CODE<br>1   | 25. DATE OF BIRTH<br>MO. DA. YR.<br>1 16 17 |
| 26. DATE OF GRADE<br>MO. DA. YR.   | 27. DATE OF LEI<br>MO. DA. YR.                            | 28. RET EXPIRES<br>MO. DA. YR.            | 29. SPECIAL REFERENCE<br>1-CY<br>2-SCM<br>3-PIC<br>4-2/2E     | 30. RETIREMENT DATA<br>CODE                               | 31. SEPARATION DATA CODE<br>E P 1000                               | 32. CORRECTION-CANCELLATION DATA<br>TYPE MO. DA. YR.                             | 33. SECURITY REQ. NO.                       |
| 34. SEX  | 35. VET. PREFERENCE<br>CODE 0-NONE<br>1-5 PT.<br>2-10 PT. | 36. SERV. COMP. DATE<br>MO DA. YR.        | 37. LONG COMP. DATE<br>MO DA. YR.                             | 38. CAREER CATEGORY<br>CAR. RESY. PROV. TEMP              | 39. FEGLI/HEALTH INSURANCE<br>CODE 0-WAIVER<br>1-YES               | 40. SOCIAL SECURITY NO.  |   |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE<br>CODE 0-NO PREVIOUS SERVICE<br>1-NO BREAK IN SERVICE<br>2-BREAK IN SERVICE (LESS THAN 3 YEARS)<br>3-BREAK IN SERVICE (MORE THAN 3 YEARS)  |   | 42. LEAVE CAT. CODE                       | 43. FEDERAL TAX DATA<br>FORM EXECUTED CODE NO. TAX EXEMPTIONS |   | 44. STATE TAX DATA<br>FORM EXECUTED CODE NO. TAX EXEMP. STATE CODE |  |   |
| 45. POSITION CONTROL CERTIFICATION<br>3-6-69<br>je   |   |   |   | 46. O.P. APPROVAL<br>K. Jordan                            |  | DATE APPROVED  |   |

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

JLB: 10 MAR 69

| DEF NOTIFICATION OF PERSONNEL ACTION  |  |  |  |   |                                   |   |                                   |
|---|--|--|--|---|-----------------------------------|---|-----------------------------------|
| 1. SERIAL NUMBER<br><b>003620</b>   |  | 2. NAME (LAST, FIRST, MIDDLE)<br><b>VITALE GUY</b> |  |   |                                   |   |                                   |
| 3. NATURE OF PERSONNEL ACTION<br><b>RETIREMENT VOLUNTARY UNDER CIA<br/>RETIREMENT AND DISABILITY SYSTEM</b> |  |  |  | 4. EFFECTIVE DATE<br>MO DA YR<br><b>02 28 69</b>          |                                   | 5. CATEGORY OF EMPLOYMENT<br><b>REGULAR</b>                         |                                   |
| A. FUNDS <input checked="" type="checkbox"/>  |  | V TO V   |  | V TO CF   |                                   | 7. Financial Analysis No. Chargeable                                |                                   |
|   |  | CF TO V  |  | CF TO CF  |                                   | 8. CSC OR OTHER LEGAL AUTHORITY<br><b>P.L. 88-643<br/>SECT. 233</b> |                                   |
| 9. ORGANIZATIONAL DESIGNATIONS  |  |  |  | 10. LOCATION OF OFFICIAL STATION<br><b>9235 0620 0000</b> |                                   |   |                                   |
| 11. POSITION TITLE<br><b>INTELLIGENCE ASST</b>  |  |  |  | 12. POSITION NUMBER<br><b>1685</b>                        |                                   | 13. SERVICE DESIGNATION<br><b>D</b>                                 |                                   |
| 14. CLASSIFICATION SCHEDULE (GS, LB, etc.)<br><b>GS</b>   |  |  | 15. OCCUPATIONAL SERIES<br><b>0301, 26</b> |   | 16. GRADE AND STEP<br><b>08 8</b> |   | 17. SALARY OR RATE<br><b>8984</b> |
| 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.

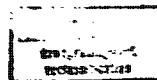
Robert S. Wattle  
Director of Personnel

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

OP BSD ROB/ [ ] Jef

(27 February 1969)

SECRET



SECRET  
(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.  
 Appointment arranged with Office of Medical Services.  
 Appointment for Office of Medical Services examination declined.
7. I have been informed of "conflict of interests" policy of the Agency and foresee no problem in this regard concerning my new employment.
8. Form 71 (Application for Leave).
9. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).
10. Instructions for returning to duty from Extended Leave or Active Military Service.

Signature of Employee

*Guy Vitale*

Date Signed

28 Feb. '69

Address (Street, City, State, Zip Code)

1770 "H" St. N.W. Wash, D.C.

Correspondence

Overt

Covert

SECRET

SECRET

|   |  |   |
|---|--|---|
| NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP  |  | DATE<br>18 February 1960  |
| TO:<br>(Check)  | <input checked="" type="checkbox"/> CHIEF, RECORDS AND CONTROL   | FILE NUMBER<br>11326  |
|   | <input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION      | EMPLOYEE NUMBER<br>003620   |
|   | <input type="checkbox"/> CHIEF, OPERATING COMPONENT (For action) | ID CARD NUMBER  |
| ATTN:<br>Chief Support Staff  | OFFICIAL COVER   | <input type="checkbox"/> BACKSTOP ESTABLISHED<br><input checked="" type="checkbox"/> DISCONTINUED |
| REF:<br>Retirement Debriefing   | SUBJECT<br>VITALE, Guy   | UNIT  |
| <b>KEEP ON TOP OF FILE WHILE COVER IN EFFECT</b>  |  |   |
| ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPM 20-400-11)   |  | CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPM 20-400-11)                                    |
| A. TEMPORARILY FOR _____ DAYS<br>EFFECTIVE DATE COB _____   | DATE (as of COB)<br>FROM EOD                                     |   |
| B. CONTINUING AS OF COB   |  |   |
| 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)  | RETURN ALL OFFICIAL DOCUMENTATION TO CCS.                        |   |
| SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-2a)   | DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY           |   |
| SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-2a)   |  |   |
| SUBMIT FORM 2688 <input checked="" type="checkbox"/> FOR HOSPITALIZATION CARD   |  |   |
| REMARKS AND/OR COVER HISTORY  |  |   |
| COVER HISTORY:<br>Oct 49 - Jan 57 Hqs/Overt<br>Jan 57 - Mar 60 Hqs/DAC<br>Mar 60 - Present Hqs/DAC  |  |   |
| FORWARDING ADDRESS: UNKNOWN   |  |   |
| EMPLOYMENT ADDRESS: UNKNOWN   |  |   |
| RE/kas  |  |   |
| DISTRIBUTION: COPY 1 - RCD<br>COPY 2 - OPERATING COMPONENT<br>COPY 3 - D/OS<br>COPY 4 - OL/TELSVC<br>COPY 5 - CCS - CHRONO<br>COPY 6 - CCS - FILE |  | CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF  |

SECRET

REF: 20 FEB 69

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

|  |  |  |  |
|--|--|--|--|
| 1. SERIAL NUMBER<br>003620   |  | 2. NAME (LAST FIRST MIDDLE)<br>VITALE, GUY             |  |
| 3. NATURE OF PERSONNEL ACTION<br>DESIGNATION AS PARTICIPANT IN CIA<br>RETIREMENT AND DISABILITY SYSTEM |  |  | 4. EFFECTIVE DATE<br>MO DA YR<br>02 23 69              |
|  |  |  | 5. CATEGORY OF EMPLOYMENT<br>REGULAR                   |
| 6. FUNDS   | <input checked="" type="checkbox"/> V TO V | <input type="checkbox"/> V TO CF                       | 7. Financial Analysis No. Chargeable<br>9235 0620 0000 |
|  | <input type="checkbox"/> CF TO V           | <input type="checkbox"/> CF TO CF                      |  |
|  |  | 8. CSC OR OTHER LEGAL AUTHORITY<br>PL 88-643 SECT. 103 |  |
| 9. ORGANIZATIONAL DESIGNATIONS<br>DDF/WH   |  | 10. LOCATION OF OFFICIAL STATION<br>WASH., D.C.        |  |
| 11. POSITION TITLE   |  | 12. POSITION NUMBER                                    | 13. SERVICE DESIGNATION<br>D                           |
| 14. CLASSIFICATION SCHEDULE (GS, LB, etc.)   | 15. OCCUPATIONAL SERIES                    | 16. GRADE AND STEP<br>08                               | 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<br>NUMERIC ALPHABETIC                      |  | 22. STATION CODE  | 23. INTEGREE CODE                                      | 24. MONTH CODE   | 25. DATE OF BIRTH<br>MO DA YR | 26. DATE OF GRADE<br>MO DA YR | 27. DATE OF LEI<br>MO DA YR |
| 28. NTE EXPRES<br>MO DA YR  | 29. SPECIAL REFERENCE          | 30. RETIREMENT DATA<br>1. CSC<br>2. CIA<br>3. PCA<br>4. NONE |  | 31. SEPARATION DATA CODE  | 32. Correction / Concussion Data<br>TYPE MO DA YR      |  | 33. SECURITY REQ NO           |                               | 34. SEX                     |
| 35. VET PREFERENCE<br>CODE 0 NONE<br>1 5 PT<br>2 10 PT  | 36. SERV COMP DATE<br>MO DA YR | 37. LONG COMP DATE<br>MO DA YR                               | 38. CAREER CATEGORY<br>CAR RESV<br>PROV TEMP |   | 39. FEGLI - HEALTH INSURANCE<br>CODE 1 WAIVER<br>2 YES |  | 40. SOCIAL SECURITY NO.       |                               |                             |
| 41. PREVIOUS CIVILIAN GOVERNMENT SERVICE<br>CODE 1 NO PREVIOUS SERVICE<br>2 NO BREAK IN SERVICE<br>3 BREAK IN SERVICE (LESS THAN 3 YRS)<br>4 BREAK IN SERVICE (MORE THAN 3 YRS) |                                | 42. LEAVE CAT. CODE  |  | 43. FEDERAL TAX DATA<br>FORM EXECUTED CODE NO TAX EXEMPTIONS<br>1 YES<br>2 NO |  | 44. STATE TAX DATA<br>FORM EXECUTED CODE NO TAX EXEMPT STATE CODE<br>1 YES<br>2 NO |                               |                               |                             |

EOD DATA

SIGNATURE OR OTHER AUTHENTICATION

FCST  
22-69  
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SECRET

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

SECRET

69-1750

Executive Registry  
69-2024

17 APR 1969

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

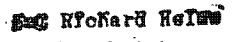
Dear Mr. Vitale:

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 Holms  
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/  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.

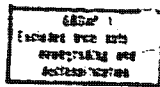
Robert S. Wattles  
Director of Personnel

The recommendation contained in paragraph 4 is approved:

\_\_\_\_\_  
Director of Central Intelligence

\_\_\_\_\_  
Date

SECRET



SECRET  
(When Filled In)

| REQUEST FOR PERSONNEL ACTION   |                |   |  |  |   | DATE PREPARED  |  |   |                                 |                        |                               |  |
|--|----------------|---|--|--|---|--|--|---|---------------------------------|------------------------|-------------------------------|--|
| 1 SERIAL NUMBER<br>003620  |                | 7 NAME (Last-First-Middle)<br>VITALE, Jay |  |  |   | 13 December 1965                                     |  |   |                                 |                        |                               |  |
| 3 NATURE OF PERSONNEL ACTION<br>REASSIGNMENT   |                |   | 4 EFFECTIVE DATE REQUESTED<br>MONTH DAY YEAR<br>12 28 65 |  | 5 CATEGORY OF EMPLOYMENT<br>REGULAR                                     |  |  |   |                                 |                        |                               |  |
| 6 FUNDS<br>X V TO V<br>CF TO V   |                | V TO CF<br>CF TO CF                       |  | 7 COST CENTER NO. CHARGEABLE<br>6235-1162                    |   | 8 LEGAL AUTHORITY (Completed by Office of Personnel) |  |   |                                 |                        |                               |  |
| 9 ORGANIZATIONAL DESIGNATIONS<br>DDP/HH<br>WH/C<br>Miami Operations Branch<br>PM Section   |                |   |  | 10 LOCATION OF OFFICIAL STATION<br>Washington, D.C.          |   |  |  |   |                                 |                        |                               |  |
| 11 POSITION TITLE<br>INTELL. ASST. (D)   |                |   | 12 POSITION NUMBER<br>1506                               | 13 CAREER SERVICE DESIGNATION<br>D                           |   |  |  |   |                                 |                        |                               |  |
| 14 CLASSIFICATION SCHEDULE (GS, FR, etc.)<br>GS (07)   |                | 15 OCCUPATIONAL SERIES<br>0301.23         | 16 GRADE AND STEP<br>03 (4)                              | 17 SALARY OR RATE<br>\$ 7553                                 |   |  |  |   |                                 |                        |                               |  |
| 18 REMARKS<br>From WH/C/MOB, PM Sec., #1142<br>P.R.A. per HR 20-21c(3) NTE December 1967.  |                |   |  |  |   |  |  |   |                                 |                        |                               |  |
| 18A SIGNATURE OF REQUESTING OFFICIAL<br>ROBERT D. CASHMAN, C/Asst. Pers.   |                |   |  | DATE SIGNED<br>12/23/65                                      | 18B SIGNATURE OF CAREER SERVICE APPROVING OFFICER<br>-H. J. [Signature] |  | DATE SIGNED<br>21 DEC 1965                                 |   |                                 |                        |                               |  |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL   |                |   |  |  |   |  |  |   |                                 |                        |                               |  |
| 19 ACTION CODE   | 20 EMPLOY CODE | 21 OFFICE CODING<br>NUMERIC ALPHABETIC    |  | 22 STATION CODE  | 23 INTEGREE CODE  | 24 MOOTERS CODE                                      | 25 DATE OF BIRTH<br>MO. DA. YR.                            |   | 26 DATE OF GRADE<br>MO. DA. YR. |                        | 27 DATE OF LEI<br>MO. DA. YR. |  |
| 37 10  | 10             | 51500 008                                 |  | 75015  |   |  | 10/16/17   |   |                                 |                        |                               |  |
| 28 NTE EXPIRES<br>MO. DA. YR.  |                | 29 SPECIAL REFERENCE                      | 30 RETIREMENT DATA<br>1-CSC<br>2-FIC<br>3-NONE           |  | 31 SEPARATION DATA CODE   | 32 CORRECTION, CANCELLATION DATA<br>TYPE MO. DA. YR. |  | EOD DATA  |                                 | 33 SECURITY SIG. NO.   | 34 SEX                        |  |
| 12/27/67   |                | 83  |  |  |   |  |  |   |                                 |                        |                               |  |
| 35 VET. PREFERENCE<br>CODE 0-NONE<br>1-5 PT<br>2-10 PT   |                | 24 SERV. COMP. DATE<br>MO. DA. YR.        |  | 37 LONG COMP. DATE<br>MO. DA. YR.                            |   | 28 CAREER CATEGORY<br>CAP RES.<br>PWCY PLMP          |  | 39 FEGLI HEALTH INSURANCE<br>CODE 0-WAIVER<br>1-YES |                                 | 40 SOCIAL SECURITY NO. |                               |  |
| 41 PREVIOUS GOVERNMENT SERVICE DATA<br>CODE 0-NONE<br>1-NONE<br>2-BREAK IN SERVICE<br>3-BREAK IN SERVICE (LESS THAN 3 YEARS)<br>4-BREAK IN SERVICE (MORE THAN 3 YEARS) |                | 42 LEAVE CAT. CODE                        |  | 43 FEDERAL TAX DATA<br>FORM EXECUTED CODE NO. TAX EXEMPTIONS |   |  | 44 STATE TAX DATA<br>FORM EXECUTED CODE NO. TAX EXEMPTIONS |   |                                 |                        |                               |  |
| 45 POSITION CONTROL CERTIFICATION<br>12 23 65 H  |                | 46 OP APPROVAL<br>[Signature]             |  |  | DATE APPROVED<br>12 23 65   |  |  |   |                                 |                        |                               |  |

SECRET

MEMORANDUM FOR: Mr. Guy Vitale

20 October 1965

THROUGH : Head of D Career Service

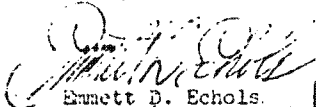
SUBJECT : Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

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 6E-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 1  
Excluded from automatic downgrading and declassification

**SECRET**  
(When Filled In)

|  |                       |  |  |   |  |  |   |  |  |                                  |  |                                |  |
|--|-----------------------|--|--|---|--|--|---|--|--|----------------------------------|--|--------------------------------|--|
| <b>REQUEST FOR PERSONNEL ACTION</b>  |                       |  |  |   | <b>DATE PREPARED</b><br>12 December 1962 |  |   |  |  |                                  |  |                                |  |
| 1. SERIAL NUMBER<br>003620 ✓   |                       | 2. NAME (Last-First-Middle)<br>VITALE, Guy ✓         |  |   |  |  |   |  |  |                                  |  |                                |  |
| 3. NATURE OF PERSONNEL ACTION<br><b>PROMOTION</b>  |                       |  |  | 4. EFFECTIVE DATE REQUESTED<br>MONTH DAY YEAR<br>01 20 63 |  |  | 5. CATEGORY OF EMPLOYMENT<br><b>REGULAR</b>           |  |  |                                  |  |                                |  |
| 6. FUNDS<br>▶ X V TO V<br>CF TO V  |                       | V TO CF<br>CF TO CF                                  |  | 7. COST CENTER NO. CHARGE-ABLE<br>3232-1000-1000          |  |  | 8. LEGAL AUTHORITY (Completed by Office of Personnel) |  |  |                                  |  |                                |  |
| 9. ORGANIZATIONAL DESIGNATIONS<br>DDP<br>Task Force W<br>FI/CI Branch  |                       |  |  | 10. LOCATION OF OFFICIAL STATION<br><br>Washington, D.C.  |  |  |   |  |  |                                  |  |                                |  |
| 11. POSITION TITLE<br><b>OPS OFFICER</b>   |                       |  |  | 12. POSITION NUMBER<br><b>0683</b>                        |  |  | 13. CAREER SERVICE DESIGNATION<br><b>D</b>            |  |  |                                  |  |                                |  |
| 14. CLASSIFICATION SCHEDULE (GS, LB, etc.)<br><b>GS</b>  |                       | 15. OCCUPATIONAL SERIES<br><b>0136.01</b>            |  | 16. GRADE AND STEP<br><b>08 (3)</b>                       |  |  | 17. SALARY OR RATE<br><b>\$6500</b> ✓                 |  |  |                                  |  |                                |  |
| 18. REMARKS<br>Promotion recommendation attached. Fitness Report submitted previously.<br><br><div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Recorded by<br/>CSPD<br/><i>Lawe</i></div> |                       |  |  |   |  |  |   |  |  |                                  |  |                                |  |
| 104. SIGNATURE OF REQUESTING OFFICIAL<br><i>Louis W. Armstrong</i><br>LOUIS W. ARMSTRONG, C/TFW/Perp.  |                       |  |  | DATE SIGNED<br>14 Dec 62                                  |  | 105. SIGNATURE OF CAREER SERVICE APPROVING OFFICER<br><i>H. J. ...</i>             |   |  |  | DATE SIGNED<br>11/7/63           |  |                                |  |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL   |                       |  |  |   |  |  |   |  |  |                                  |  |                                |  |
| 19. ACTION CODE<br>32  | 20. EMPLOY CODE<br>10 | 21. OFFICE CODING<br>NUMERIC ALPHABETIC<br>61300 TFW |  | 22. STATION CODE<br>75013                                 | 23. INTEROFF CODE                        | 24. POSTS CODE<br>1  |   | 25. DATE OF BIRTH<br>MO. DA. YR.<br>10 16 17                                     |  | 26. DATE OF GRADE<br>MO. DA. YR. |  | 27. DATE OF LEI<br>MO. DA. YR. |  |
| 28. NTE EXPIRES<br>MO. DA. YR.   |                       | 29. SPEC. REFERENCE                                  |  | 30. RETIREMENT DATA<br>1 - CSC<br>3 - FICA<br>5 - NONE    |  | 31. SEPARATION DATA CODE   |   | 32. CORRECTION/CANCELLATION DATA<br>TYPE MO. DA. YR.                             |  | 33. SECURITY REQ. NO.            |  | 34. SER                        |  |
| 35. VET. PREFERENCE<br>CODE 1 - NONE<br>2 - 5 YR.<br>3 - 10 YR.  |                       | 36. SER. COMP. DATE<br>MO. DA. YR.                   |  | 37. LONG. COMP. DATE<br>MO. DA. YR.                       |  | 38. CAREER CATEGORY<br>CAR/RESV<br>PROV/TEMP                                       |   | 39. FEGLI / HEALTH INSURANCE<br>CODE CODE 0 - WITHER<br>1 - YES HEALTH INS. CODE |  | 47. SOCIAL SECURITY NO.          |  |                                |  |
| 41. PREVIOUS GOVERNMENT SERVICE DATA<br>CODE 0 - NO PREVIOUS SERVICE<br>1 - NO BREAK IN SERVICE<br>2 - BREAK IN SERVICE (LESS THAN 3 YRS)<br>3 - BREAK IN SERVICE (MORE THAN 3 YRS)  |                       |  |  | 42. LEAVE CAT. CODE                                       |  | 43. FEDERAL TAX DATA<br>FORM EXECUTED CODE NO. TAX EXEMPTIONS<br>1 - YES<br>2 - NO |   | 44. STATE TAX DATA<br>FORM EXECUTED CODE NO. TAX EXEMPTIONS<br>1 - YES<br>2 - NO |  | 45. STATE CODE                   |  | 46. STATE CODE                 |  |
| 48. POSITION CONTROL CERTIFICATION<br><i>W. Kearney</i>  |                       |  |  |   |  | 49. O.P. APPROVAL<br><i>H. J. ...</i>  |   |  |  | DATE APPROVED                    |  |                                |  |

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SECRET  
(When Filled In)

| REQUEST FOR PERSONNEL ACTION   |   |  |  |   |   | DATE PREPARED   |  |  |
|--|---|--|--|---|---|---|--|--|
| 1. SERIAL NUMBER<br><b>003620</b>  |   | 2. NAME (Last-First-Middle)<br><b>VITALE, Guy</b>      |  |   |   | • <b>12 December</b>  |  |  |
| 3. NATURE OF PERSONNEL ACTION<br><b>PROMOTION</b>  |   |  |  | 4. EFFECTIVE DATE REQUESTED<br>MONTH    DAY    YEAR             |   | 5. CATEGORY OF EMPLOYMENT<br><b>REGULAR</b>                   |  |  |
| 6. FUNDS<br><b>X</b>   |   | V TO V   |  | V TO CP   |   | 7. COST CENTER NO. CHARGE-ABLE<br><b>3232-1000-1000</b>       |  |  |
|  |   | CF TO V  |  | CF TO CF  |   | 8. LEGAL AUTHORITY (Completed by Office of Personnel)         |  |  |
| 9. ORGANIZATIONAL DESIGNATIONS<br><b>DDP<br/>Task Force W<br/>FI/CI Branch</b>   |   |  |  | 10. LOCATION OF OFFICIAL STATION<br><b>Washington, D.C.</b>     |   |   |  |  |
| 11. POSITION TITLE<br><b>OPS OFFICER (D)</b>   |   |  |  | 12. POSITION NUMBER<br><b>0533</b>                              |   | 13. CAREER SERVICE DESIGNATION<br><b>D</b>                    |  |  |
| 14. CLASSIFICATION SCHEDULE (GS, LB, etc.)<br><b>GS</b>  |   | 15. OCCUPATIONAL SERIES<br><b>(09)</b>                 |  | 16. GRADE AND STEP<br><b>0136.01</b>                            |   | 17. SALARY OR RATE<br><b>03 (3)</b><br><b>\$6500</b>          |  |  |
| 18. REMARKS<br><b>Promotion recommendation attached. Fitness Report submitted previously.</b>  |   |  |  |   |   |   |  |  |
| 18A. SIGNATURE OF REQUESTING OFFICIAL<br><b>LOUIS W. ARISTROM, C/TFW/Pers.</b>   |   |  | DATE SIGNED  |   | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER                                      |   |  |  |
|  |   |  |  |   | DATE SIGNED   |   |  |  |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL   |   |  |  |   |   |   |  |  |
| 19. ACTION CODE  | 20. EMPLOY. CODE                          | 21. OFFICE CODING<br>NUMERIC    ALPHABETIC             |  | 22. STATION CODE  | 23. INTERSEE CODE   | 24. MOOTPS CODE   | 25. DATE OF 3-PT.<br>MO.    DA.    YR. |  |
|  |   |  |  |   |   |   | 26. DATE OF 2-PT.<br>MO.    DA.    YR. |  |
| 28. WTE EXPIRES<br>MO.    DA.    YR.   | 29. SPECIAL REFERENCE                     | 30. RETIREMENT DATA<br>1 - ESC<br>3 - FICA<br>5 - NONE |  | 31. SEPARATION DATA CODE  | 32. CORRECTION/CANCELLATION DATA<br>TYPE    MO.    DA.    YR.                           |   | 33. SECURITY REQ. NO.                  |  |
|  |   |  |  |   |   |   | 34. SER                                |  |
| 35. VET. PREFERENCE<br>CODE<br>0 - NONE<br>1 - 5 PT.<br>2 - 10 PT.   | 36. SEPV. COMP. DATE<br>MO.    DA.    YR. | 37. LONG. COMP. DATE<br>MO.    DA.    YR.              | 38. CAREER CATEGORY<br>CAR/RESV    CODE<br>PROV/TEMP |   | 39. FEELI / HEALTH INSURANCE<br>CODE    CODE    0 - NONE<br>1 - YES    HEALTH INS. CODE |   | 40. SOCIAL SECURITY NO.                |  |
| 41. PREVIOUS GOVERNMENT SERVICE DATA<br>CODE<br>0 - NO PREVIOUS SERVICE<br>1 - NO BREAK IN SERVICE<br>2 - BREAK IN SERVICE (LESS THAN 3 YRS)<br>3 - BREAK IN SERVICE (MORE THAN 3 YRS) |   |  | 42. LEAVE CAT. CODE                                  | 43. FEDERAL TAX DATA<br>FORM EXECUTED CODE<br>1 - YES<br>2 - NO |   | 44. STATE TAX DATA<br>FORM EXECUTED CODE<br>1 - YES<br>2 - NO |  |  |
| 45. POSITION CONTROL CERTIFICATION   |   |  |  | 46. O.P. APPROVAL   |   |   | DATE APPROVED                          |  |

**SECRET**  
(When Filled In)

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| <b>REQUEST FOR PERSONNEL ACTION</b>   |  |  |  |  |  | DATE PREPARED<br><b>12 March 1962</b>                                    |  |
| 1. SERIAL NUMBER<br><b>003620</b>   |  | 2. NAME (Last-First-Middle)<br><b>VITALE, Guy (IMA)</b>    |  |  |  |  |  |
| 3. NATURE OF PERSONNEL ACTION<br><b>REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS</b>  |  |  |  | 4. EFFECTIVE DATE REQUESTED<br>MONTH DAY YEAR<br><b>03   18   62</b>             |  | 5. CATEGORY OF EMPLOYMENT<br><b>REGULAR</b>                              |  |
| 6. FUNDS<br><input checked="" type="checkbox"/> V TO V<br><input checked="" type="checkbox"/> CF TO V   |  | 7. COST CENTER NO. CHARGE-ABLE<br><b>2235-1400-1000</b>    |  | 8. LEGAL AUTHORITY (Completed by Office of Personnel)                            |  |  |  |
| 9. ORGANIZATIONAL DESIGNATIONS<br><b>DDP/WH<br/>Branch 4<br/>FI/CI Sec.</b>   |  |  |  | 10. LOCATION OF OFFICIAL STATION<br><b>Washington, D. C.</b>                     |  |  |  |
| 11. POSITION TITLE<br><b>INTELL ASST</b>  |  |  |  | 12. POSITION NUMBER<br><b>0685</b>   |  | 13. CAREER SERVICE DESIGNATION<br><b>D</b>                               |  |
| 14. CLASSIFICATION SCHEDULE (GS, LB, etc.)<br><b>GS</b>   |  | 15. OCCUPATIONAL SERIES<br><b>0301.28</b>                  |  | 16. GRADE AND STEP<br><b>07 (3)</b>  |  | 17. SALARY OR RATE<br><b>\$ 5685</b>                                     |  |
| 18. REMARKS<br><b>From: DDP/EE/CS/Dev.Compl., D.C.</b><br><b>Security Approval by [Signature] 3/6/62</b><br><b>CONCURRENCE: [Signature] (per phone)</b><br><b>EE/Personnel Officer</b><br><br><b>1 copy to Security</b> |  |  |  |  |  |  |  |
| 19. SIGNATURE OF REQUESTING OFFICIAL<br><b>WH/4/Para. Officer</b>   |  |  |  | DATE SIGNED  |  | 18a. SIGNATURE OF CAREER SERVICE APPROVING OFFICER<br><b>[Signature]</b> |  |
| 20. EMPLOY. CODE<br><b>16</b>   |  | 21. OFFICE CODING<br>NUMERIC ALPHABETIC<br><b>205- [ ]</b> |  | 22. STATION CODE<br><b>4578</b>  |  | 23. INTERSEE CODE  |  |
| 24. MOS CODE<br><b>1</b>  |  | 25. DATE OF BIRTH<br>MO. DA. YR.<br><b>10   16   17</b>    |  | 26. DATE OF GRADE<br>MO. DA. YR.   |  | 27. DATE OF LEI<br>MO. DA. YR.   |  |
| 28. NTE EXPIRES<br>MO. DA. YR.  |  | 29. SPECIAL REFERENCE<br>1 - US<br>2 - FECA<br>3 - None    |  | 30. SEPARATION DATA CODE   |  | 31. CORRECTION/CANCELLATION DATA<br>MO. DA. YR.                          |  |
| 32. VET. PREFERENCE<br>CODE 0 - NONE<br>1 - 5 yr.<br>2 - 10 yr.   |  | 33. SERV. COMP. DATE<br>MO. DA. YR.                        |  | 34. LONG. COMP. DATE<br>MO. DA. YR.  |  | 35. MIL. SER. CREDIT/ALCD<br>CODE 1 - YES<br>2 - NO                      |  |
| 36. FEGLI / HEALTH INSURANCE<br>CODE 0 - NEITHER<br>1 - YES   |  | 37. SECURITY NO.   |  | 38. STATE TAX DATA<br>NO. TAX EXEMPTIONS FORM RECORDED<br>CODE 1 - YES<br>2 - NO |  |  |  |
| 39. PREVIOUS GOVERNMENT SERVICE DATA<br>CODE 0 - NO PREVIOUS SERVICE<br>1 - NO BREAK IN SERVICE<br>2 - BREAK IN SERVICE (LESS THAN 12 MOS)<br>3 - BREAK IN SERVICE (MORE THAN 12 MOS)                                   |  | 40. LEAVE CAT. CODE  |  | 41. FEDERAL TAX DATA<br>FORM EXEMPTED CODE NO. TAX EXEMPTIONS                    |  | 42. STATE TAX DATA<br>FORM RECORDED CODE NO. TAX EXEMPTIONS              |  |
| 43. POSITION CONTROL CERTIFICATION<br><b>[Signature] 03/2/62</b>  |  |  |  | 44. O.P. APPROVAL<br><b>[Signature]</b>  |  | DATE APPROVED  |  |



REQUEST FOR PERSONNEL ACTION

6 June 1960

|                                   |  |   |  |  |   |                                   |  |   |  |               |                                    |  |   |  |
|-----------------------------------|--|---|--|--|---|-----------------------------------|--|---|--|---------------|------------------------------------|--|---|--|
| 1. Serial No.<br>503620           |  | 2. Name (Last-First-Middle)<br>VITALE GUY   |  |  | 3. Date Of Birth<br>Mo. Da. Yr.<br>10 16 17 |                                   |  | 4. Vol. Pref.<br>None-0<br>5 Pr-1<br>10 Pr-2<br>Code<br>1 |  | 5. Sex<br>M 1 |                                    | 6. CS - EOD<br>Mo. Da. Yr.<br>09 13 49 |   |  |
| 7. SCD<br>Mo. Da. Yr.<br>10 24 42 |  | 8. CSC Patmt.<br>Yes-1<br>No-2<br>Code<br>1 |  | 9. CSC Or Other Legal Authority<br>50 USCA 403 |   | 10. Apmt. Affidav.<br>Mo. Da. Yr. |  |   | 11. FEGLI<br>Yes-1<br>No-2<br>Code<br>09 |               | 12. LCD<br>Mo. Da. Yr.<br>09 13 49 |  | 13. Mil. Serv. Credit, Yrs.<br>Yes-1<br>No-2<br>Code<br>2 |  |

PREVIOUS ASSIGNMENT

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

ACTION

|                                      |  |            |  |  |  |                                 |  |            |  |                     |  |
|--------------------------------------|--|------------|--|--|--|---------------------------------|--|------------|--|---------------------|--|
| 27. Nature Of Action<br>REASSIGNMENT |  | Code<br>17 |  | 28. Eff. Date<br>Mo. Da. Yr.<br>06 12 60 |  | 29. Type Of Employee<br>REGULAR |  | Code<br>25 |  | 30. Separation Data |  |
|--------------------------------------|--|------------|--|--|--|---------------------------------|--|------------|--|---------------------|--|

PRESENT ASSIGNMENT

|  |  |                          |  |              |  |   |  |                            |  |                                       |  |  |
|--|--|--------------------------|--|--------------|--|---|--|----------------------------|--|---------------------------------------|--|--|
| 31. Organizational Designations<br>CS/CS DEVELOPMENT COMPLEMENT<br>EE DIVISION |  |                          |  | Code<br>5258 |  | 32. Location Of Official Station<br>WASH., D.C. |  |                            |  | Station Code<br>25013                 |  |  |
| 33. Dept. - Field<br>Dept. USfld - Frgn -<br>Code<br>1                         |  | 34. Position Title       |  |              |  | 35. Position No.<br>161260                      |  | 36. Serv.                  |  | 37. Occup. Series                     |  |  |
| 38. Grade & Step   |  | 39. Salary Or Rate<br>\$ |  | 40. SD<br>D  |  | 41. Date Of Grade<br>Mo. Da. Yr.                |  | 42. PSI Due<br>Mo. Da. Yr. |  | 43. Appropriation Number<br>0320 1998 |  |  |

SOURCE OF REQUEST

|   |  |  |  |
|---|--|--|--|
| A. Requested By (Name And Title)<br>FCS Personnel               |  | C. Request Approved By (Signature And Title)<br><i>[Signature]</i> |  |
| B. Additional Information Call (Name & Telephone Ext.)<br>X3884 |  |  |  |

CLEARANCES

|                   |  |                    |  |         |  |                |  |                    |  |         |  |
|-------------------|--|--------------------|--|---------|--|----------------|--|--------------------|--|---------|--|
| Clearance         |  | Signature          |  | Date    |  | Clearance      |  | Signature          |  | Date    |  |
| A. Career Board   |  | <i>[Signature]</i> |  | 11/5/60 |  | Placement      |  | <i>[Signature]</i> |  | 11/5/60 |  |
| B. Pos. Control   |  | <i>[Signature]</i> |  | 14 1960 |  | E.             |  | <i>[Signature]</i> |  | 11/5/60 |  |
| C. Classification |  | <i>[Signature]</i> |  |         |  | F. Approved By |  | <i>[Signature]</i> |  | 11/5/60 |  |

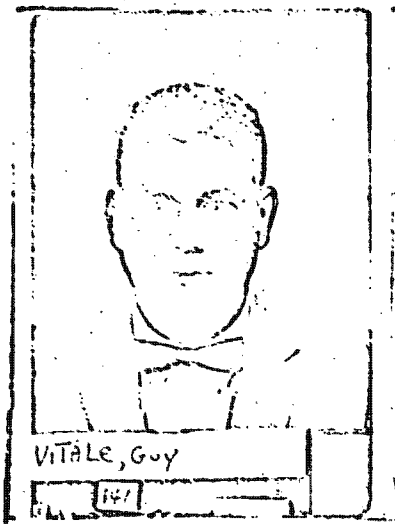
Remarks **In-casual**  
**FCS RETURNEE**

Pre 1960 Requests for  
Personnel Action

**SECRET**  
(When Filled In)

| 1. PERS. SERIAL NO.  |                                    | BIOGRAPHIC PROFILE (PART 1) |                             |  | SCD: 24 Oct 1942              |                         |
|--|------------------------------------|-----------------------------|-----------------------------|--|-------------------------------|-------------------------|
| 03630  |                                    | 2. NAME (Last-First-Middle) |                             | 3. SEX   | 4. DATE OF BIRTH              | 5. LONGEVITY COMP. DATE |
| VITALE, Guy (nmn)  |                                    | M                           |                             | Oct 1917                                       | 13 Sep 1949                   |                         |
| 6. MARITAL STATUS  | 7. DEPENDENTS (Exclud. employees)  | 8. YEARS OF BIRTH           |                             | 9. US NATURALIZATION DATE(S)                   |                               |                         |
| Single   | 0                                  | 0                           |                             | NA   |                               |                         |
| 10. CAREER STATUS  | MEMBERSHIP                         | 11. OTHER STATUS            |                             | 12. LAST MED. RPT. QUAL. FOR                   | 13. EVAL. FOR                 |                         |
| Staff  | Jul 1954                           |                             |                             | Apr 1960                                       | Dept Duties O/S Returnee      |                         |
| 14. CURRENT RESERVE STATUS   | NONE SERVICE                       | GRADE                       | ACTIVE DUTY WITH CIA CAT.-1 | RELEASE TO MIL. SER. CAT.-2                    | TO BE RETIRED DEFERRED CAT.-3 |                         |
| X  |                                    |                             |                             |  |                               |                         |
| 15. ASSESSMENT DATE  |                                    | 16. PROFESSIONAL TEST DATE  |                             | 17. LANGUAGE APTITUDE TEST DATE                |                               |                         |
| None   |                                    | None                        |                             | None   |                               |                         |
| 18. NON-CIA EMPLOYMENT   |                                    |                             |                             |  |                               |                         |
| 1938-41 Various jobs for short periods of time; also unemployed during part of this time.<br>1942-46 Military Service, US Army, Sgt<br>1946-49 Library of Congress, DC - Book Room Attendant |                                    |                             |                             |  |                               |                         |
| 19. NON-CIA EDUCATION  |                                    |                             |                             |  |                               |                         |
| 1937-38 Kents Hill Jr College, Maine<br>1948-50 George Washington, DC - Poli Sci   |                                    |                             |                             |  |                               |                         |
| 20. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested)  |                                    | None                        |                             |  |                               |                         |
| 21. AGENCY SPONSORED TRAINING  |                                    |                             |                             |  |                               |                         |
| 1962 Rcds Off Crs  |                                    |                             |                             |  |                               |                         |
| 22. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)  |                                    |                             |                             |  |                               |                         |
| EFFECTIVE DATE   | POSITION TITLE & OCCUPATIONAL CODE | GRADE                       | SO                          | ORGANIZATION & ORGAN. TITLE (If any)           | LOCATION                      |                         |
| Sep 1949   | Messenger 0302.01                  | CPC 3                       |                             | C&D/Admin/Mail&CourierSect                     | Hq                            |                         |
| Sep 1950   | File Clerk 0305.01                 | CS-3                        |                             | RR/Map/Proc&RefBr                              | "                             |                         |
| Jul 1951   | " " 0305.01                        | 4                           |                             | RR/Geo/Map Library Br                          | "                             |                         |
| Nov 1952   | " " 0305.01                        | 4                           |                             | ORR/Ch, GeoRes/MapLibrary/ProcBr               | "                             |                         |
| Sep 1955   | " " 0305.01                        | 5                           | IR                          | " " " " " " " "                                | "                             |                         |
| Dec 1956   | Clerk 0301.26                      | 5                           | DS                          | DDP/SE/OpsDiv/Rpts, Index&Biog                 | "                             |                         |
| 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-1/PI/CI Sec                          | "                             |                         |
| Jan 1963   | Ops Off 0136.01                    | 8                           | D                           | DDP/TFN/PI/CI Br                               | "                             |                         |
| 23. DATE REVIEWED  |                                    | 24. PROFILE REVIEWED BY     |                             | 25. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE |                               |                         |
| 25 Jan 1965  |                                    | hc                          |                             | No   |                               |                         |

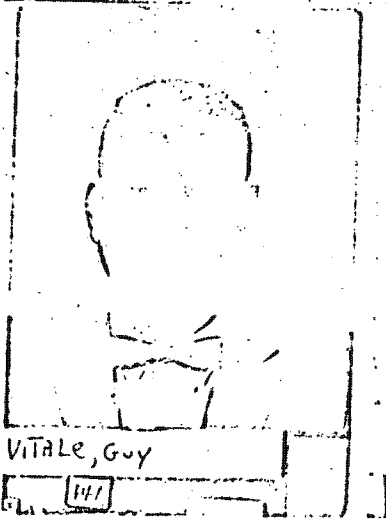
SECRET  
(When Filled In)

|  |                               |  |
|--|-------------------------------|--|
| PERM. SERIAL NO.<br>03620  | BIOGRAPHIC PROFILE (PART 2)   |  |
| NAME (Last-First-Middle)<br>VITALE, Guy (nm)   | DATE OF BIRTH<br>Oct 1917     |  |
| 22. SUMMARIES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS   |                               |  |
| <br>VITALE, Guy<br>1917  |                               |  |
| 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<br>Commendation 1960 from Ch, EE Logistics for services rendered while on a temporary assignment to EE Division Logistics Office. |                               |  |
| 27. DATE REVIEWED<br>25 Jan 1965   | 28. PROFILE REVIEWED BY<br>hc |  |

**SECRET**  
(When Filled In)

| 1. PERS. SERIAL NO.   |                                    | BIOGRAPHIC PROFILE (PART I) |  |                                    | SCD: 24 Oct 1942      |  |
|---|------------------------------------|-----------------------------|--|------------------------------------|-----------------------|--|
| 003620  |                                    | 3. SEX                      | 4. DATE OF BIRTH                               | 5. LONGEVITY COMP. DATE            |                       |  |
| VITALE, Guy (nm)  |                                    | M                           | 16 Oct 1917                                    | 13 Sep 1949                        |                       |  |
| 6. MARITAL STATUS   | 7. DEPENDENTS (Exclud. employes)   | 8. YEARS OF BIRTH           |  | 9. US NATURALIZATION DATE(S)       |                       |  |
| Single  | 0                                  | NA                          |  | NA                                 |                       |  |
| 10. CAREER STATUS   | MEMBERSHIP                         | OTHER STATUS                | 10. LAST MED. RPT. DATE                        | QUAL. FOR                          | EVAL. FOR             |  |
| None  | Jul 1954                           | Apr 1960                    | Dept Duties                                    | O/S 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 |  |
| 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, [ ] - 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  | C&D/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/ProcBr   | "                     |  |
| Sep 1956  | " "                                | 0305.01                     | 5  | " " " " " " " "                    | "                     |  |
| Dec 1956  | Clerk                              | 0301.26                     | 6  | DDP/SE/OpsDiv/Rpts, Index&Blot     | [ ]                   |  |
| Oct 1957  | " "                                | 0301.26                     | 6  | " " " " " " " "                    | "                     |  |
| Aug 1958  | Intel Asst                         | 0301.28                     | 6  | DDP/SE/OpsStf/RI Section           | "                     |  |
| Sep 1959  | " "                                | 0301.26                     | 7  | " " " " " " " "                    | "                     |  |
| Jun 1960  | " "                                | 0301.26                     | 7  | DDP/SE/CS/CSDevCorp                | Hq                    |  |
| Mar 1962  | " "                                | 0301.26                     | 7  | DDP/WH/Br-4/FI/CI Sec              | "                     |  |
| Jan 1963  | Ops Off                            | 0136.01                     | 8  | DDP/TFM/FI/CI Br                   | "                     |  |
| May 1965  | " "                                | 0136.01                     | 8  | DDP/WH/C/Miami Ops Er              | "                     |  |
| Dec 1965  | Intel Asst                         | 0301.28                     | 8  | " " " " " " " "                    | "                     |  |
| May 1968  | Intel Anal                         | 0132.35                     | 8  | DDP/WH/C                           | "                     |  |
| 20. DATE REVIEWED   | 21. PROFILE REVIEWED BY            |                             | 22. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE |                                    |                       |  |
| 6 Feb 1969  | hc                                 |                             | No   |                                    |                       |  |

SECRET  
(When Filled In)

|  |  |                               |  |
|--|--|-------------------------------|--|
| PERS. SERIAL NO.<br>03620  |  | BIOGRAPHIC PROFILE (PART 2)   |  |
| NAME (Last-First-Middle)<br>VITALE, Guy (nm)   |  | DATE OF BIRTH<br>16 Oct 1917  |  |
| 22.<br> <p>VITALE, Guy<br/>147</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<br>Commendation 1960 from Ch, ES Logistics for services rendered while on a temporary assignment to EE Division Logistics Office. |  |                               |  |
| 27. DATE REVIEWED<br>6 Feb 1969  |  | 28. PROFILE REVIEWED BY<br>hc |  |

**SECRET**  
(When Filled In)

| FITNESS REPORT   |   |                          |  | EMPLOYEE SERIAL NUMBER              |                            |                          |
|--|---|--------------------------|--|-------------------------------------|----------------------------|--------------------------|
|  |   |                          |  | 003620                              |                            |                          |
| <b>SECTION A GENERAL</b>   |   |                          |  |                                     |                            |                          |
| 1. NAME (Last) (First) (Middle)<br>Vitale, Guy   |   |                          | 2. DATE OF BIRTH<br>10/16/17                               | 3. SEX<br>M                         | 4. GRADE<br>08             | 5. SO<br>D               |
| 6. OFFICIAL POSITION TITLE<br>Intelligence Asst.   |   |                          | 7. OFF/DIV/BR OF ASSIGNMENT<br>DDP/WH/COG                  |                                     | 8. CURRENT STATION<br>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"/> |
| <input type="checkbox"/>   | CAREER-PROVISIONAL (See Instructions - Section C) |                          |  | <input checked="" type="checkbox"/> | ANNUAL                     | <input type="checkbox"/> |
| SPECIAL (Specify):   |   |                          | SPECIAL (Specify):   |                                     |                            |                          |
| 11. DATE REPORT DUE IN O.P.<br>July 1968   |   |                          | 12. REPORTING PERIOD (From - to)<br>1 July 67 - 30 June 68 |                                     |                            |                          |
| <b>SECTION B PERFORMANCE EVALUATION</b>  |   |                          |  |                                     |                            |                          |
| <p><b>W - <u>Weak</u></b> 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><b>A - <u>Adequate</u></b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - <u>Proficient</u></b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - <u>Strong</u></b> Performance is characterized by exceptional proficiency.</p> <p><b>O - <u>Outstanding</u></b> 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> |   |                          |  |                                     |                            |                          |
| <b>SPECIFIC DUTIES</b>   |   |                          |  |                                     |                            |                          |
| 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<br>Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program.   |   |                          |  |                                     |                            | RATING LETTER<br>P       |
| SPECIFIC DUTY NO. 2<br>Assists personnel with machine name traces and other operational support assistance.  |   |                          |  |                                     |                            | RATING LETTER<br>P       |
| SPECIFIC DUTY NO. 3<br>Preparation of biographic input sheets for machine processing into the Cuban IS program.  |   |                          |  |                                     |                            | RATING LETTER<br>P       |
| SPECIFIC DUTY NO. 4<br>As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents.  |   |                          |  |                                     |                            | RATING LETTER<br>P       |
| SPECIFIC DUTY NO. 5  |   |                          |  |                                     |                            | RATING LETTER            |
| SPECIFIC DUTY NO. 6  |   |                          |  |                                     |                            | RATING LETTER            |
| <b>OVERALL PERFORMANCE IN CURRENT POSITION</b>   |   |                          |  |                                     |                            |                          |
| 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<br>P       |

9 AUG 1968  
JK

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. Comments 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

7/18/68

SIGNATURE OF EMPLOYEE

*Greg 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

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/TH/COG/OS

TYPED OR PRINTED NAME AND SIGNATURE

SECRET



## SECTION C/Continued

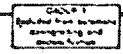
## NARRATIVE COMMENTS

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.



**SECRET**  
(When Filled In)

| FITNESS REPORT  |                                  |                                      |   |  | EMPLOYEE SERIAL NUMBER    |  |
|---|----------------------------------|--------------------------------------|---|--|---------------------------|--|
|   |                                  |                                      |   |  | 003620                    |  |
| <b>SECTION A GENERAL</b>  |                                  |                                      |   |  |                           |  |
| 1. NAME<br><b>VITALE</b> (Last) <b>Guy</b> (First) (Middle)   |                                  | 2. DATE OF BIRTH<br><b>16 Oct 17</b> | 3. SEX<br><b>M</b>  | 4. GRADE<br><b>GS-08</b>                         | 5. SO<br><b>D</b>         |  |
| 6. OFFICIAL POSITION TITLE<br><b>Intell Asst</b>  |                                  |                                      | 7. OFF/DIV/BR OF ASSIGNMENT<br><b>DDP/WH/COG</b>                      | 8. CURRENT STATION<br><b>Washington</b>          |                           |  |
| 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)<br><b>1 July 1966 - 30 June 1967</b> |  |                           |  |
| <b>SECTION B PERFORMANCE EVALUATION</b>   |                                  |                                      |   |  |                           |  |
| <p><b>W - Weak</b> 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><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> 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> |                                  |                                      |   |  |                           |  |
| <b>SPECIFIC DUTIES</b>  |                                  |                                      |   |  |                           |  |
| 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<br><b>Maintains project and agent 201 files for the Branch's paramilitary program.</b>  |                                  |                                      |   |  | RATING LETTER<br><b>S</b> |  |
| SPECIFIC DUTY NO. 2<br><b>Locates and maintains material for use in briefings and in the conduct of liaison with other government agencies.</b>   |                                  |                                      |   |  | RATING LETTER<br><b>A</b> |  |
| SPECIFIC DUTY NO. 3<br><b>Aids in conducting name traces and in processing operational clearances.</b>  |                                  |                                      |   |  | RATING LETTER<br><b>P</b> |  |
| SPECIFIC DUTY NO. 4<br><b>As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents.</b>  |                                  |                                      |   |  | RATING LETTER<br><b>P</b> |  |
| SPECIFIC DUTY NO. 5<br><b>Assists in conduct of input to Cuban I.S. Machine Records Program.</b>  |                                  |                                      |   |  | RATING LETTER<br><b>P</b> |  |
| SPECIFIC DUTY NO. 6   |                                  |                                      |   |  | RATING LETTER             |  |
| <b>31 AUG 1967</b>  |                                  |                                      |   |  |                           |  |
| <b>OVERALL PERFORMANCE IN CURRENT POSITION</b>  |                                  |                                      |   |  |                           |  |
| 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<br><b>P</b> |  |



(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>Monies of performance of non clerical 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>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>Greg 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,<br>PM Operations                                 | <input type="text"/>                        |  |
| 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/NO   | <i>Robert A. Ortman</i><br>Robert A. Ortman |  |

SECRET

file

SECRET

11 May 1960  
File K-1849

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

SUBJECT : VITALE, Guy, nam

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)

5-176  
012

SECRET  
(When Filled In)

ALB: 10 MAR 69

**NOTIFICATION OF PERSONNEL ACTION**

DEF

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

|   |  |                      |  |            |  |   |  |  |  |   |  |   |  |  |  |  |  |                            |
|---|--|----------------------|--|------------|--|---|--|--|--|---|--|---|--|--|--|--|--|----------------------------|
| 1. LAST NAME<br>VITALE  |  | FIRST NAME<br>GUY    |  | INITIAL(S) |  | 2. APPOINTMENT DATA<br>Entered on duty 9-13-49 F, T P T<br>Subject to Sec. 203(d), 1951 Leave Act<br>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/><br>Ceased to be subject to Sec. 203(d) on _____<br>Annual Leave Bal. _____ |  |  | 3. TOTAL SERVICE FOR LEAVE<br>(as of date of separation)<br>Years 26 Months 11 Days 4<br><input type="checkbox"/> More than 15 years |   |  |   |  |  |  |  |  |                            |
| 4. DATE AND NATURE OF SEPARATION<br>2-28-69 RETIREMENT CIARDS     |  |                      |  |            |  | 5. SUMMARY OF ANNUAL AND SICK LEAVE (HOURS)   |  |  |  |   |  | 6. SUMMARY OF HOME LEAVE (DAYS)               |  |  |  |  |  | REMARKS<br>SCD<br>10-24-42 |
| 5. Balance from prior leave year ended 1-11-19 69                 |  | ANNUAL               |  | SICK       |  | 14. Date arrival abroad for HL purposes   |  | 15. Current balance as of 19                                   |  | 16. 12-month accrual rate                   |  | 17. Dates leave used, prior 24 months         |  |  |  |  |  |                            |
| 6. Current leave year accrual through 3-08-19 69                  |  | 274                  |  | 1655       |  |   |  |  |  |   |  |   |  |  |  |  |  |                            |
| 7. Total  |  | 24                   |  | 12         |  | 18. Monthly accrual date  |  | 19. Calendar days credit for next accrual date                 |  | 20. Date basic service period completed     |  |   |  |  |  |  |  |                            |
| 8. Reduction in credits, if any (current year)                    |  | 0                    |  | 0          |  | 21. Dates during current calendar yr. to  |  | 22. Dates during preceding calendar yr. to                     |  |   |  |   |  |  |  |  |  |                            |
| 9. Total leave taken  |  | 4                    |  | 0          |  |   |  |  |  |   |  |   |  |  |  |  |  |                            |
| 10. Balance   |  | 294                  |  | 1667       |  |   |  |  |  |   |  |   |  |  |  |  |  |                            |
| 11. Total hours paid in lump sum 274 hrs                          |  |                      |  |            |  |   |  |  |  |   |  |   |  |  |  |  |  |                            |
| 12. Salary rate(s) 88984  |  |                      |  |            |  |   |  |  |  |   |  |   |  |  |  |  |  |                            |
| 13. Lump sum leave dates from 0830 3-3-69 to 4-18-69 1030 (Hours) |  |                      |  |            |  |   |  |  |  |   |  |   |  |  |  |  |  |                            |
| 26. (Signature) [Signature]                                       |  | (Date) 11/27/69      |  |            |  | 23. During leave year in which separated  |  | 24. During step-increase waiting period which began on 1-14-68 |  | LWOP or AWOL or Furlough/Suspension (Hours) |  | 25. During 12-month HL accrual period (date): |  |  |  |  |  |                            |
| FOR CHIEF PAYROLL (Title)   |  | 143-2595 (Telephone) |  |            |  |   |  |  |  | 0 0   |  | 0 0   |  |  |  |  |  |                            |

Standard Form 1150  
November 1965  
1150-106

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION  
FPM SUPPLEMENTS 286-31 AND 993-2

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 512 AND 516 OF TITLE 5, U.S.C. 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 | 005520 | 51    | 300   | V GS 08 6 | \$ 8,614   | \$ 8,944   |

SECRET  
(When Filled In)

| NOTIFICATION OF PERSONNEL ACTION                                 |  |   |  |   |  |                                      |  |
|--|--|---|--|---|--|--------------------------------------|--|
| 1. SERIAL NUMBER<br>005520                                       |  | 2. NAME (LAST-FIRST-MIDDLE)<br>VITALE GUY |  |   |  |                                      |  |
| 3. NATURE OF PERSONNEL ACTION<br>A. ASSIGNMENT                   |  |   |  | 4. EFFECTIVE DATE<br>MO. DA. YR.<br>05 14 68    |  | 5. CATEGORY OF EMPLOYMENT            |  |
| A. FUNDS   |  | V TO V                                    |  | V TO CF   |  | 7. FINANCIAL ANALYSIS NO. CHARGEABLE |  |
| CF TO V  |  | CF TO CF                                  |  | 8. CSC OR OTHER LEGAL AUTHORITY                 |  | 8.235 0020 0000                      |  |
| 9. ORGANIZATIONAL DESIGNATIONS<br>DIRP/WH DIVISION<br>WH SECTION |  |   |  | 10. LOCATION OF OFFICIAL STATION<br>WASH., D.C. |  |                                      |  |
| 11. POSITION TITLE<br>INTEL ANALYST                              |  |   |  | 12. POSITION NUMBER<br>1485                     |  | 13. CAREER SERVICE DESIGNATION<br>D  |  |
| 14. CLASSIFICATION SCHEDULE (GS, 18, etc.)<br>GS                 |  | 15. OCCUPATIONAL SERIES<br>0132.35        |  | 16. GRADE AND STEP<br>0A                        |  | 17. SALARY OR RATE                   |  |
| 18. REMARKS  |  |   |  |   |  |                                      |  |
| SIGNATURE OR OTHER AUTHENTICATION                                |  |   |  |   |  |                                      |  |

POSTED

5/17/68

C/WH/COG

|  |      |                       |                |                         |      |                  |                |                |      |
|--|------|-----------------------|----------------|-------------------------|------|------------------|----------------|----------------|------|
| 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<br>8368      | 01/16/66       | GS 08                   | 6    | \$ 8,008<br>8611 | 01/14/68       |                |      |
| CERTIFICATION AND AUTHENTICATION   |      |                       |                |                         |      |                  |                |                |      |
| I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEES IS OF ACCEPTABLE LEVEL OF COMPETENCE.   |      |                       |                |                         |      |                  |                |                |      |
| SIGNATURE  |      |                       |                |                         |      |                  | DATE           |                |      |
|  |      |                       |                |                         |      |                  | 17 NOV 67      |                |      |
| <input checked="" type="checkbox"/> NO EXCESS LWOP<br><input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD<br><input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD |      |                       |                |                         |      |                  |                |                |      |
| CLERKS INITIALS NM   |      |                       |                |                         |      | AUDITED BY       |                |                |      |
|  |      |                       |                |                         |      |                  |                |                |      |
| FORM 560 E   |      | Use previous editions |                | PAY CHANGE NOTIFICATION |      |                  |                | (4-31)         |      |

"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: 9 OCTOBER 1967

| NAME       | SERIAL | ORGN. | FUNDS | GR-STEP | OLD SALARY | NEW SALARY |
|------------|--------|-------|-------|---------|------------|------------|
| VITALE GUY |        |       |       |         |            |            |

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301 PURSUANT TO AUTHORITY OF ICF AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 18 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   |

G-33

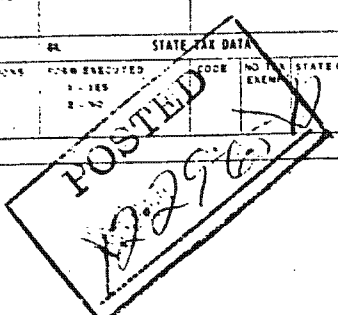
|  |      |            |                |                       |      |                 |                |                |     |     |
|--|------|------------|----------------|-----------------------|------|-----------------|----------------|----------------|-----|-----|
| 1. Serial No.  |      | 2. 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    | 7,792           | 01/15/66       |                |     |     |
| 8. Remarks and Authentication  |      |            |                |                       |      |                 |                |                |     |     |
| / / NO EXCESS LWOP<br>/ / IN PAY STATUS AT END OF WAITING PERIOD<br>/ / LWOP STATUS AT END OF WAITING PERIOD<br>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 |                |                |     |     |
| <b>PAY CHANGE NOTIFICATION</b>   |      |            |                |                       |      |                 |                |                |     |     |

JAN 7 1966



PJH: 29 DEC 65

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 |  |                   |                         |         |
| REASSIGNMENT   |                  |                                 |                         |                                 | 12 28 65                         |                                      | REGULAR                   |  |                   |                         |         |
| 6. FUNDS   |                  | 7. COST CENTER NO. CHARGEABLE   |                         | 8. CSC OR OTHER LEGAL AUTHORITY |                                  |                                      |                           |  |                   |                         |         |
| X  |                  | 6235 1162 0000                  |                         | 50 USC 403 J                    |                                  |                                      |                           |  |                   |                         |         |
| 9. ORGANIZATIONAL DESIGNATIONS   |                  |                                 |                         |                                 | 10. LOCATION OF OFFICIAL STATION |                                      |                           |  |                   |                         |         |
| DDP/WH<br>WH/C<br>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. Hdqtrs. Code                     | 25. DATE OF BIRTH         |  | 26. RATE OF GRADE | 27. DATE OF LEI         |         |
| 37   | 10               | 51500                           | WH                      | 75013                           |                                  | 1                                    | MO DA YR                  | MO CA YR                                   | MO DA YR          |                         |         |
| 28. TIME EXPIRES   |                  | 29. SPECIAL REFERENCE           |                         | 30. RETIREMENT DATA             |                                  | 31. SEPARATION DATA CODE             |                           | 32. CORRECTION/CANCELLATION DATA           |                   | 33. SECURITY REG. NO.   | 34. SEX |
| NO DA YR   |                  | 1 - CSC<br>2 - FICA<br>3 - NONE |                         | CODE                            |                                  | TYPE MO DA YR                        |                           | EOD DATA                                   |                   |                         |         |
| 35. VET. PREFERENCE  |                  | 36. SERV. COMP. RATE            |                         | 37. LONG. COMP. DATE            |                                  | 38. CAREER CATEGORY                  |                           | 39. FEGLI / HEALTH INSURANCE               |                   | 40. SOCIAL SECURITY NO. |         |
| CODE   |                  | MO DA YR                        |                         | MO DA YR                        |                                  | CAN. MILIT. PRIV. TEMP               |                           | CODE CODE 0 - WAIVER 1 - YES               |                   | HEALTH INS. CODE        |         |
| 41. PREVIOUS GOVERNMENT SERVICE DATA   |                  |                                 |                         | 42. LEAVE CAT. CODE             |                                  | 43. FEDERAL TAX DATA                 |                           | 44. STATE TAX DATA                         |                   |                         |         |
| CODE   |                  |                                 |                         | CODE                            |                                  | FORM EXECUTED CODE NO TAX EXEMPTIONS |                           | FORM EXECUTED CODE NO TAX STATE CODE ENEM. |                   |                         |         |
| 0 - NO PREVIOUS SERVICE<br>1 - NO BREAK IN SERVICE<br>2 - BREAK IN SERVICE (LESS THAN 3 YRS)<br>3 - BREAK IN SERVICE (MORE THAN 3 YRS) |                  |                                 |                         | 1 - YES<br>2 - NO               |                                  | 1 - YES<br>2 - NO                    |                           | 1 - YES<br>2 - NO                          |                   |                         |         |
| SIGNATURE OR OTHER AUTHENTICATION  |                  |                                 |                         |                                 |                                  |                                      |                           |  |                   |                         |         |
|    |                  |                                 |                         |                                 |                                  |                                      |                           |  |                   |                         |         |

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 05/27/65

|                           |  |
|---------------------------|--|
| 1 SERIAL NUMBER<br>003690 | 2 NAME (LAST FIRST MIDDLE)<br>VITALE GUY |
|---------------------------|--|

|  |  |  |  |                          |
|--|--|--|--|--------------------------|
| 3 NATURE OF PERSONNEL ACTION<br>REASSIGNMENT | 4 EFFECTIVE DATE<br>MO DA YR<br>05 31 65 |  |  | 5 CATEGORY OF EMPLOYMENT |
|--|--|--|--|--------------------------|

|         |  |                                   |   |                                |
|---------|--|-----------------------------------|---|--------------------------------|
| 6 FUNDS | <input checked="" type="checkbox"/> V TO V | <input type="checkbox"/> V TO CF  | 7 COST CENTER NO CHARGEABLE<br>5235 1162 0000 | 8 CSC OR OTHER LEGAL AUTHORITY |
|         | <input type="checkbox"/> CF TO V           | <input type="checkbox"/> CF TO CF |   |                                |

|  |  |
|--|--|
| 9 ORGANIZATIONAL DESIGNATIONS<br>DDP/WH DIVISION<br>WH C MIAMI OPS BR PM SEC | 10 LOCATION OF OFFICIAL STATION<br>ASH., D. C. |
|--|--|

|                                  |                            |                                    |
|----------------------------------|----------------------------|------------------------------------|
| 11 POSITION TITLE<br>OPS OFFICER | 12 POSITION NUMBER<br>1142 | 13 CAREER SERVICE DESIGNATION<br>D |
|----------------------------------|----------------------------|------------------------------------|

|   |                                   |                         |                   |
|---|-----------------------------------|-------------------------|-------------------|
| 14 CLASSIFICATION SCHEDULE (GS, TB, etc.)<br>GS | 15 OCCUPATIONAL SERIES<br>0136.01 | 16 GRADE AND STEP<br>08 | 17 SALARY OR RATE |
|---|-----------------------------------|-------------------------|-------------------|

18. REMARKS

**POSTED**  
6-10-65 AH

SIGNATURE OF OTHER AUTHENTICATION



|   |      |            |               |                      |      |              |                |               |    |     |
|---|------|------------|---------------|----------------------|------|--------------|----------------|---------------|----|-----|
| 1 Serial No   |      | 2 Name     |               | 3 Cert Center Number |      | 4 LWOP HEAVY |                |               |    |     |
| 003620  |      | VITALE GUY |               | 49 300 V             |      | 37F          |                |               |    |     |
| 5 OLD SALARY RATE   |      |            |               | 6 NEW SALARY RATE    |      |              |                | 7 TYPE ACTION |    |     |
| Grade   | Step | Salary     | Last Eff Date | Grade                | Step | Salary       | Effective Date | PSI           | LS | ADL |
| GS 08   | 3    | \$ 6810    | 01/20/63      | GS 08                | 4    | \$ 7020      | 01/19/64       |               |    |     |
| 8 Remarks and Authorization   |      |            |               |                      |      |              |                |               |    |     |
| / / NO EXCESS LWOP<br>/ / IN PAY STATUS AT END OF WAITING PERIOD<br>/ / LWOP STATUS AT END OF WAITING PERIOD<br>CLERKS INITIALS AUDITED BY <i>flr</i><br>SALARY CONTINGENT ON CONGRESSIONAL APPROVAL<br>I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS<br>OF AN ACCEPTABLE LEVEL OF COMPETENCE.<br>SIGNATURE: <i>Charles V. [unclear]</i> DATE: <i>3/25/63</i><br>PAY CHANGE NOTIFICATION |      |            |               |                      |      |              |                |               |    |     |

APR 13 4 18 PM '64  
 NEW YORK

Form 560 Obsolete Previous Edition (451)

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 | ORGN | 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.<br>FI/CI BRANCH  |                 |                               |                         |                                 | WASH., D. C.                     |                          |                                |                                  |                   |                         |         |
| 11. POSITION TITLE   |                 |                               |                         |                                 | 12. POSITION NUMBER              |                          | 13. CAREER SERVICE DESIGNATION |                                  |                   |                         |         |
| OPS OFFICER  |                 |                               |                         |                                 | 0683                             |                          | D                              |                                  |                   |                         |         |
| 14. CLASSIFICATION SCHEDULE (GS, LR, UG)   |                 |                               | 15. OCCUPATIONAL SERIES |                                 | 16. GRADE AND STEP               |                          | 17. SALARY OR RATE             |                                  |                   |                         |         |
| GS   |                 |                               | 0135.01                 |                                 | 09 3                             |                          | 6500                           |                                  |                   |                         |         |
| 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. HOURS CODE           | 25. DATE OF BIRTH              |                                  | 26. DATE OF GRADE | 27. DATE OF LEI         |         |
| 22   | 10              | 61300   75013                 |                         | 75013                           |                                  | 1                        | 10   16   17                   |                                  | 01   20   63      | 01   20   63            |         |
| 28. NTE EXPIRES  |                 | 29. SPECIAL REFERENCE         |                         | 30. RETIREMENT DATA             |                                  | 31. SEPARATION DATA CODE |                                | 32. CORRECTION/CANCELLATION DATA |                   | 33. SECURITY REG NO.    | 34. SEX |
|  |                 |                               |                         |                                 |                                  |                          |                                | EOD DATA                         |                   |                         |         |
| 35. VET. PREFERENCE  |                 | 36. SERV. COMP. DATA          |                         | 37. LEAVE CAT.                  |                                  | 38. CAREER CATEGORY      |                                | 39. FEGLI / HEALTH INSURANCE     |                   | 40. SOCIAL SECURITY NO. |         |
|  |                 |                               |                         |                                 |                                  |                          |                                |                                  |                   |                         |         |
| 41. PREVIOUS GOVERNMENT SERVICE DATA   |                 |                               |                         | 43. FEDERAL TAX DATA            |                                  |                          |                                | 44. STATE TAX DATA               |                   |                         |         |
|  |                 |                               |                         |                                 |                                  |                          |                                |                                  |                   |                         |         |
| SIGNATURE OR OTHER AUTHENTICATION  |                 |                               |                         |                                 |                                  |                          |                                |                                  |                   |                         |         |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>POSTED</p> <p>02/21/63</p> </div> |                 |                               |                         |                                 |                                  |                          |                                |                                  |                   |                         |         |

FORM 4-62 1150

Use Previous Edition

18 JAN 1963

*Bob*

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC  
DOWNGRADING AND  
DECLASSIFICATION

(When Filled In)

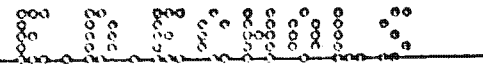
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 47 - 793 AND  
 OGI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS.  
 EFFECTIVE 14 OCTOBER 1962

| NAME       | SERIAL | ORGN  | FUNDS | OLD<br>GR. ST | OLD<br>SALARY | NEW<br>GR. ST | NEW<br>SALARY |
|------------|--------|-------|-------|---------------|---------------|---------------|---------------|
| VITALE GUY | 003620 | 61000 | 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      | ADJ. |  |  |
| 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<br>/ / IN PAY STATUS AT END OF WAITING PERIOD<br>/ / IN LWOP STATUS AT END OF WAITING PERIOD<br>CLERKS INITIALS      AUDITED BY <i>[Signature]</i><br>PAY CHANGE NOTIFICATION |      |            |                |                       |      |               |                |                |          |      |  |  |

**SECRET**  
(When Filled In)

|  |      |            |                |                       |      |               |                |                |     |     |
|--|------|------------|----------------|-----------------------|------|---------------|----------------|----------------|-----|-----|
| 1. Social No.  |      | 2. Name    |                | 3. Cost Center Number |      | 4. LWOP Hours |                |                |     |     |
| 003620   |      | VITALE GUY |                | DDP/FE                |      | UV            |                |                |     |     |
| 5. OLD SALARY RATE   |      |            |                | 6. NEW SALARY RATE    |      |               |                | 7. TYPE ACTION |     |     |
| Grade  | Step | Salary     | Last Pbl. Date | Grade                 | Step | Salary        | Effective Date | FSI            | LSI | ADJ |
| GS   | 07   | 2          | 5,520          | 09/04/60              | 07   | 3             | 5,685          | 09/03/61       | X   |     |
| 8. Remarks and Authentication  |      |            |                |                       |      |               |                |                |     |     |
| <p align="center"><i>2-0-00</i></p> <p align="center"><del>NO EXCESS LWOP</del></p> <p align="center">IN PAY STATUS AT END OF WAITING PERIOD</p> <p align="center"><i>cur</i> IN LWOP STATUS AT END OF WAITING PERIOD</p> <p align="center"><i>9/26/61</i></p> |      |            |                |                       |      |               |                |                |     |     |
| <br><b>PAY CHANGE NOTIFICATION</b>   |      |            |                |                       |      |               |                |                |     |     |

Form 560  
7-60

Obsolete Previous Edition

**SECRET**

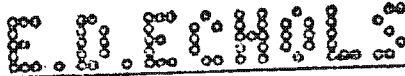
(4-61)

ABM: 20 MAR 62

**SECRET**  
(When Filled In)

|  |  |  |                       |  |                               |                      |  |  |                           |   |  |                                  |  |  |                                 |  |  |                   |  |                                  |                   |  |  |                 |  |  |  |  |  |
|--|--|--|-----------------------|--|-------------------------------|----------------------|--|--|---------------------------|---|--|----------------------------------|--|--|---------------------------------|--|--|-------------------|--|----------------------------------|-------------------|--|--|-----------------|--|--|--|--|--|
| OCF  |  |  |                       |  |                               |                      |  |  |                           | NOTIFICATION OF PERSONNEL ACTION                |  |                                  |  |  |                                 |  |  |                   |  |                                  |                   |  |  |                 |  |  |  |  |  |
| 1. SERIAL NUMBER   |  |  |                       |  | 2. NAME (LAST-FIRST-MIDDLE)   |                      |  |  |                           | 3. NATURE OF PERSONNEL ACTION                   |  |                                  |  |  | 4. EFFECTIVE DATE               |  |  |                   |  | 5. CATEGORY OF EMPLOYMENT        |                   |  |  |                 |  |  |  |  |  |
| 003620   |  |  |                       |  | VITALE GUY                    |                      |  |  |                           | REASSIGNMENT AND TRANSFER TO<br>VOUCHERED FUNDS |  |                                  |  |  | 03 18 62                        |  |  |                   |  | REGULAR                          |                   |  |  |                 |  |  |  |  |  |
| 6. FUNDS   |  |  |                       |  | 7. COST CENTER NO. CHARGEABLE |                      |  |  |                           | 8. CSC OR OTHER LEGAL AUTHORITY                 |  |                                  |  |  | 9. ORGANIZATIONAL DESIGNATIONS  |  |  |                   |  | 10. LOCATION OF OFFICIAL STATION |                   |  |  |                 |  |  |  |  |  |
| X  |  |  |                       |  | 2235 1400 1000                |                      |  |  |                           | 50 USC 403 J                                    |  |                                  |  |  | DDP WH<br>BRANCH 4<br>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              |  |  |                   |  | 18. REMARKS                      |                   |  |  |                 |  |  |  |  |  |
| GS   |  |  |                       |  | 0301.28                       |                      |  |  |                           | 07 3  |  |                                  |  |  | 5685                            |  |  |                   |  |                                  |                   |  |  |                 |  |  |  |  |  |
| SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL |  |  |                       |  |                               |                      |  |  |                           |   |  |                                  |  |  |                                 |  |  |                   |  |                                  |                   |  |  |                 |  |  |  |  |  |
| 19. ACTION CODE  |  |  | 20. EMPLOY CODE       |  |                               | 21. OFFICE CODING    |  |  | 22. STATION CODE          |   |  | 23. INTELEEE CODE                |  |  | 24. WAGES CODE                  |  |  | 25. DATE OF BIRTH |  |                                  | 26. DATE OF GRADE |  |  | 27. DATE OF LEV |  |  |  |  |  |
| 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 REG NO             |  |  | 34. SEX           |  |                                  |                   |  |  |                 |  |  |  |  |  |
|  |  |  |                       |  |                               |                      |  |  |                           |   |  |                                  |  |  | EOD DATA                        |  |  |                   |  |                                  |                   |  |  |                 |  |  |  |  |  |
| 35. VET. PREFERENCE                                      |  |  | 36. SERV. COMP. DATE  |  |                               | 37. LONG. COMP. DATE |  |  | 38. MIL. SERV. CREDIT LCD |   |  | 39. FEGLI / HEALTH INSURANCE     |  |  | 40. SOCIAL SECURITY NO          |  |  |                   |  |                                  |                   |  |  |                 |  |  |  |  |  |
|  |  |  |                       |  |                               |                      |  |  |                           |   |  |                                  |  |  |                                 |  |  |                   |  |                                  |                   |  |  |                 |  |  |  |  |  |
| 41. PREVIOUS GOVERNMENT SERVICE DATA                     |  |  |                       |  |                               |                      |  |  |                           | 42. LEAVE CAT.                                  |  |                                  |  |  | 43. FEDERAL TAX DATA            |  |  |                   |  | 44. STATE TAX DATA               |                   |  |  |                 |  |  |  |  |  |
|  |  |  |                       |  |                               |                      |  |  |                           |   |  |                                  |  |  |                                 |  |  |                   |  |                                  |                   |  |  |                 |  |  |  |  |  |
| SIGNATURE OR OTHER AUTHENTICATION                        |  |  |                       |  |                               |                      |  |  |                           |   |  |                                  |  |  |                                 |  |  |                   |  |                                  |                   |  |  |                 |  |  |  |  |  |

**SECRET**  
(WHEN FILLED IN)

|   |      |                       |                     |     |     |                               |      |                |                |              |     |
|---|------|-----------------------|---------------------|-----|-----|-------------------------------|------|----------------|----------------|--------------|-----|
| 1. EMP. SERIAL NO.<br>503620  |      | 2. NAME<br>VITALE GUY |                     |     |     | 3. ASSIGNED ORGN.<br>DDP/FF C |      | 4. FUNDS<br>UV |                | 5. ALLOTMENT |     |
| 6. OLD SALARY RATE  |      |                       |                     |     |     | 7. NEW SALARY RATE            |      |                |                |              |     |
| GRADE   | STEP | SALARY                | LAST EFFECTIVE DATE |     |     | GRADE                         | STEP | SALARY         | EFFECTIVE DATE |              |     |
| GS 07   | 1    | \$ 4,990              | MO                  | DA. | YR. | GS 07                         | 2    | \$ 5,520       | MO             | DA.          | YR. |
|   |      |                       | 09                  | 06  | 59  |                               |      |                | 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         |      |                | 11. AUDITED BY |              |     |
| <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD   |      |                       |                     |     |     |                               |      |                |                |              |     |
| <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.D.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT |      |                       |                     |     |     | 2 000                         |      |                |                |              |     |
| 14. AUTHENTICATION  |      |                       |                     |     |     |                               |      |                |                |              |     |
| 4LF 7/23/60   |      |                       |                     |     |     |                               |      |                |                |              |     |
|                       |      |                       |                     |     |     |                               |      |                |                |              |     |
| <b>PAY CHANGE NOTIFICATION</b>  |      |                       |                     |     |     |                               |      |                |                |              |     |

FORM 5-59

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)

ARE:10 JUNE 1960

### NOTIFICATION OF PERSONNEL ACTION

|               |     |                             |       |                                 |               |                  |     |                    |               |      |           |       |             |       |                     |    |
|---------------|-----|-----------------------------|-------|---------------------------------|---------------|------------------|-----|--------------------|---------------|------|-----------|-------|-------------|-------|---------------------|----|
| 1. Serial No. |     | 2. Name (Last-First-Middle) |       |                                 |               | 3. Date Of Birth |     |                    | 4. Vet. Prof. |      | 5. Sex    |       | 6. CS - EOD |       |                     |    |
| 503620        |     | VITALE GUY                  |       |                                 |               | Mo.              | Da. | Yr.                | Nono-0        | Code | M         | 1     | Mo.         | Da.   | Yr.                 |    |
| 10            |     | 24                          |       | 42                              |               | 10               | 16  | 17                 | 5 Pt-1        | 1    |           | 09    | 13          | 49    |                     |    |
| 7. SCD        |     | 8. CSC Rotmt.               |       | 9. CSC Or Other Legal Authority |               |                  |     | 10. Apmt. Allidav. |               |      | 11. FEGLI |       | 12. LCD     |       | 13. MIL. SERV. VET. |    |
| Mo.           | Da. | Yr.                         | Yes-1 | Code                            |               |                  |     |                    | Mo.           | Da.  | Yr.       | Yes-1 | Code        | Yes-1 | Code                |    |
| 10            | 24  | 42                          | No-2  | 1                               | 50 USCA 403 J |                  |     |                    |               |      |           | No-2  |             | 09    | 13                  | 49 |
|               |     |                             |       |                                 |               |                  |     |                    |               |      |           |       |             |       |                     | 2  |

PREVIOUS ASSIGNMENT

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

ACTION

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

PRESENT ASSIGNMENT

|   |      |                    |  |        |                                  |                   |           |             |                   |                          |  |
|---|------|--------------------|--|--------|----------------------------------|-------------------|-----------|-------------|-------------------|--------------------------|--|
| 31. Organizational Designations             |      |                    |  | Code   | 32. Location Of Official Station |                   |           |             | Station Code      |                          |  |
| CS/CS DEVELOPMENT COMPLEMENT<br>EE DIVISION |      |                    |  | 5288   | WASH., D. C.                     |                   |           |             | 75013             |                          |  |
| 33. Dept. - Field                           |      | 34. Position Title |  |        | 35. Position No.                 |                   | 36. Serv. |             | 37. Occup. Series |                          |  |
| Dept - 1                                    | Code | INTELL ASST        |  |        | 061260                           |                   | GS        |             | 0301.28           |                          |  |
| USStd - 3                                   | 1    |                    |  |        |                                  |                   |           |             |                   |                          |  |
| Frqn - 5                                    |      |                    |  |        |                                  |                   |           |             |                   |                          |  |
| 38. Grade & Step                            |      | 39. Salary Or Rate |  | 40. SD |                                  | 41. Date Of Grade |           | 42. PSI Dye |                   | 43. Appropriation Number |  |
| 07 1  |      | \$ 4980            |  | D      |                                  | Mo. Da. Yr.       |           | Mo. Da. Yr. |                   | 0320 1098                |  |
|   |      |                    |  |        |                                  | 09 106 159        |           | 09 104 160  |                   |                          |  |

44. Remarks

CASUAL (PCS RETURNEE)

**POSTED**  
 16 JUN 1960

Pre 1960 Notifications  
of Personnel Action

**SECRET**  
(When Filled In)

| FITNESS REPORT  |                                  |  |   |  | EMPLOYEE SERIAL NUMBER    |
|---|----------------------------------|--|---|--|---------------------------|
| <b>SECTION A</b>  |                                  |  |   |  | 003620                    |
| <b>GENERAL</b>  |                                  |  |   |  |                           |
| 1. NAME<br>(Last) (First) (Middle)<br><b>Vitale, Guy</b>  |                                  | 2. DATE OF BIRTH<br><b>10/16/17</b>              | 3. SEX<br><b>M</b>  | 4. GRADE<br><b>08</b>                            | 5. SD<br><b>D</b>         |
| 6. OFFICIAL POSITION TITLE<br><b>Intelligence Asst.</b>   |                                  | 7. OFF/DIV/BR OF ASSIGNMENT<br><b>DDP/WH/COG</b> |   | 8. CURRENT STATION<br><b>Hqs.</b>                |                           |
| 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"/> 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.<br><b>July 1968</b>   |                                  |  | 12. REPORTING PERIOD (From- to-)<br><b>1 July 67 - 30 June 68</b> |  |                           |
| <b>SECTION B PERFORMANCE EVALUATION</b>   |                                  |  |   |  |                           |
| <p><b>W - Weak</b> 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><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> 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> |                                  |  |   |  |                           |
| <b>SPECIFIC DUTIES</b>  |                                  |  |   |  |                           |
| 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<br>Analysis and Research of clandestine service documents for information pertinent to the criteria of the CUIS/LA Subversive machine program.  |                                  |  |   |  | RATING LETTER<br><b>P</b> |
| SPECIFIC DUTY NO. 2<br>Assists personnel with machine name traces and other operational support assistance.   |                                  |  |   |  | RATING LETTER<br><b>P</b> |
| SPECIFIC DUTY NO. 3<br>Preparation of biographic input sheets for machine processing into the Cuban IS program.   |                                  |  |   |  | RATING LETTER<br><b>P</b> |
| SPECIFIC DUTY NO. 4<br>As Branch Records Officer insures compliance with CS Records directives including authorization for destruction of CS documents.   |                                  |  |   |  | RATING LETTER<br><b>P</b> |
| SPECIFIC DUTY NO. 5   |                                  |  |   |  | RATING LETTER             |
| SPECIFIC DUTY NO. 6   |                                  |  |   |  | RATING LETTER             |
| <b>OVERALL PERFORMANCE IN CURRENT POSITION</b>  |                                  |  |   |  |                           |
| 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<br><b>P</b> |

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><i>AUG 6</i><br/>Mr. Vitale since he was assigned to <i>essentially</i> 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   |                                     |  |
| 7/18/68  | <i>Darry 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  |   |                                     |  |
| 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   |                                     |  |

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.

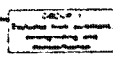
*Robert J. Weatherwax*  
Robert J. Weatherwax

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/WH/COG 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 type="checkbox"/> INITIAL                 | <input type="checkbox"/> REASSIGNMENT SUPERVISOR |                |
| <input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)   |                                  |                                    | <input checked="" type="checkbox"/> ANNUAL       | <input type="checkbox"/> REASSIGNMENT EMPLOYEE   |                |
| <input type="checkbox"/> SPECIAL (Specify):   |                                  |                                    | <input type="checkbox"/> 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><b>W - Weak</b> 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><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> 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 the Branch's paramilitary program.  |                                  |                                    |  |  | S              |
| SPECIFIC DUTY NO. 2   |                                  |                                    |  |  | RATING LETTER  |
| Locates and maintains material for use in briefings and in the conduct of liaison with other government agencies.   |                                  |                                    |  |  | A              |
| SPECIFIC DUTY NO. 3   |                                  |                                    |  |  | RATING LETTER  |
| Aids in conducting name traces and in processing operational 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  |
| Assists in conduct of input to Cuban I.S. Machine Records Program.  |                                  |                                    |  |  | 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  |
|   |                                  |                                    |  |  | P              |

31 AUG 1967



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.

AUG 31 9 26 AM '67

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<br>25 Aug '67  | SIGNATURE OF EMPLOYEE<br><i>Guy Vitale</i>                      |  |
| 2. BY SUPERVISOR  |   |  |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION<br>12   | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION |  |
| DATE<br>25 August 1967  | OFFICIAL TITLE OF SUPERVISOR<br>Section Chief,<br>PM Operations | TYPED OR PRINTED NAME AND SIGNATURE<br><br>  |
| 3. BY REVIEWING OFFICIAL  |   |  |
| COMMENTS OF REVIEWING OFFICIAL<br><br>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<br>28 AUG 1967   | OFFICIAL TITLE OF REVIEWING OFFICIAL<br>C/WH/COG/MO             | TYPED OR PRINTED NAME AND SIGNATURE<br><i>Robert A. Ortman</i><br>Robert A. Ortman |

SECRET

SECRET  
(When Filled In)

| FITNESS REPORT  |  |  |                                      |  |                          | EMPLOYEE SERIAL NUMBER                   |  |
|---|--|--|--------------------------------------|--|--------------------------|--|--|
|   |  |  |                                      |  |                          | 003620                                   |  |
| <b>SECTION A GENERAL</b>  |  |  |                                      |  |                          |  |  |
| 1. NAME<br>(Last) (First) (Middle)<br><b>VITALE Guy</b>   |  |  | 2. DATE OF BIRTH<br><b>16 Oct 17</b> | 3. SEX<br><b>M</b>   | 4. GRADE<br><b>GS-08</b> | 5. SD<br><b>D</b>                        |  |
| 6. OFFICIAL POSITION TITLE<br><b>Intelligence Analyst</b>   |  |  |                                      | 7. OFF. DIV/BR OF ASSIGNMENT<br><b>DDP/WH/C</b>                  |                          | 8. CURRENT STATION<br><b>Wash., D.C.</b> |  |
| 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"/> REASSIGNMENT EMPLOYEE |                                      | <input checked="" type="checkbox"/> ANNUAL                       |                          |  |  |
| CAREER-PROVISIONAL (See instructions - Section C)   |  |  |                                      | SPECIAL (Specify):   |                          |  |  |
| SPECIAL (Specify):  |  |  |                                      | SPECIAL (Specify):   |                          |  |  |
| 11. DATE REPORT DUE IN O.P.   |  |  |                                      | 12. REPORTING PERIOD (From to) <b>1 July 1965 - 30 June 1966</b> |                          |  |  |
| <b>SECTION B PERFORMANCE EVALUATION</b>   |  |  |                                      |  |                          |  |  |
| <p><b>W - Weak</b> 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><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> 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> |  |  |                                      |  |                          |  |  |
| <b>SPECIFIC DUTIES</b>  |  |  |                                      |  |                          |  |  |
| 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<br>Maintains project and agent 201 files for an extensive paramilitary program.   |  |  |                                      |  |                          | RATING LETTER<br><b>S</b>                |  |
| SPECIFIC DUTY NO. 2<br>Locates and maintains material for use in briefings and the conduct of liaison with other government agencies.   |  |  |                                      |  |                          | RATING LETTER<br><b>P</b>                |  |
| SPECIFIC DUTY NO. 3<br>Aids in conducting name traces and processing clearances.  |  |  |                                      |  |                          | RATING LETTER<br><b>P</b>                |  |
| SPECIFIC DUTY NO. 4<br>As Branch Records Officer, insures compliance with CS records directives, including authorization for destruction of CS documents.   |  |  |                                      |  |                          | RATING LETTER<br><b>P</b>                |  |
| SPECIFIC DUTY NO. 5   |  |  |                                      |  |                          | RATING LETTER                            |  |
| SPECIFIC DUTY NO. 6   |  |  |                                      |  |                          | RATING LETTER                            |  |
| <b>OVERALL PERFORMANCE IN CURRENT POSITION</b>  |  |  |                                      |  |                          |  |  |
| 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<br><b>P</b>                |  |
|   |  |  |                                      |  |                          | 29 JUL 1966                              |  |



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.

JUL 26 4 07 PM '66

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.

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   |   |
| 11 July 1966   | <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 |   |
| 10 months  |   |   |
| DATE   | OFFICIAL TITLE OF SUPERVISOR                                    | NAME AND SIGNATURE                          |
|  | C/WH/C/MO/PM  |   |
| 3. BY REVIEWING OFFICIAL   |   |   |
| COMMENTS OF REVIEWING OFFICIAL   |   |   |
| I have had opportunity to observe subject's performance closely for nine months and while I generally concur in his supervisor's ratings of the duties as listed, it should be noted that these same duties could be performed equally well by a more junior Intel Clerk or Intel Assistant and, therefore, the overall rating as a GS-8 Intel Assistant does not accurately reflect his capability. In my opinion it would be very difficult, if not impossible, for subject to perform competitively with other Intel Assistants at a GS-8 level, and I recommend his position title be changed to Ops Support Assistant, a role in which he performs capably. |   |   |
| DATE   | OFFICIAL TITLE OF REVIEWING OFFICIAL                            | TYPED OR PRINTED NAME AND SIGNATURE         |
| 25 July 1966   | C/WH/C/MO   | <i>Robert A. Ortman</i><br>Robert A. Ortman |

SECRET

**SECRET**  
(When Filled In)

| FITNESS REPORT  |  |                                  |  | EMPLOYEE SERIAL NUMBER  |  |  |  |
|---|--|----------------------------------|--|---|--|--|--|
|   |  |                                  |  | 003620  |  |  |  |
| SECTION A   |  |                                  |  | GENERAL   |  |  |  |
| 1. NAME (Last) (First) (Middle)<br><b>VITALE, Guy</b>   |  |                                  | 2. DATE OF BIRTH<br><b>16 Oct 17</b>           | 3. SEX<br><b>M</b>  | 4. GRADE<br><b>GS-08</b>                     | 5. SD<br><b>D</b>                                |  |
| 6. OFFICIAL POSITION TITLE<br><b>Ops Officer</b>  |  |                                  | 7. OFF/DIV/BR OF ASSIGNMENT<br><b>DDP/WH/C</b> |   | 8. CURRENT STATION<br><b>Washington D.C.</b> |  |  |
| 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"/> CAREER-PROVISIONAL (See instructions - Section C)  |  |                                  |  | <input checked="" type="checkbox"/> ANNUAL                        |  | <input type="checkbox"/> REASSIGNMENT SUPERVISOR |  |
| <input type="checkbox"/> SPECIAL (Specify):   |  |                                  |  | <input type="checkbox"/> SPECIAL (Specify):                       |  |  |  |
| 11. DATE REPORT DUE IN O.P.<br><b>31 July 1965</b>  |  |                                  |  | 12. REPORTING PERIOD (From- to-)<br><b>1 July 64 - 30 June 65</b> |  |  |  |
| SECTION B   |  |                                  |  | PERFORMANCE EVALUATION  |  |  |  |
| <p><b>W - Weak</b> 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><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> 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.   |  |                                  |  |   |  | 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.  |  |                                  |  |   |  | P  |  |
| SPECIFIC DUTY NO. 5   |  |                                  |  |   |  | RATING LETTER                                    |  |
| 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                                    |  |
| 23 JUL 1965   |  |                                  |  |   |  | S  |  |

**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.

JUL 23 12 00 PM '65

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<br>13 July 65  | SIGNATURE OF EMPLOYEE<br><i>Ray Vitale</i>                      |  |
| 2. BY SUPERVISOR  |   |  |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION<br>46 months  | IF THIS REPORT WAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION |  |
| DATE<br>13 Oct 1965   | OFFICIAL TITLE OF SUPERVISOR<br>C/WH/C/MO/PM                    | TYPED OR PRINTED NAME AND SIGNATURE<br><i>Calvin Hicks</i><br>Calvin Hicks     |
| 3. BY REVIEWING OFFICIAL  |   |  |
| COMMENTS OF REVIEWING OFFICIAL<br>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<br>20 July 1965  | OFFICIAL TITLE OF REVIEWING OFFICIAL<br>C/WH/C/MO               | TYPED OR PRINTED NAME AND SIGNATURE<br><i>Walter T. Cini</i><br>Walter T. Cini |

**SECRET**

**SECRET**  
(When Filled In)

| FITNESS REPORT  |                                  |                                    |                                      |   | EMPLOYEE SERIAL NUMBER                           |                           |  |
|---|----------------------------------|------------------------------------|--------------------------------------|---|--|---------------------------|--|
|   |                                  |                                    |                                      |   | 49300 005620                                     |                           |  |
| <b>SECTION A GENERAL</b>  |                                  |                                    |                                      |   |  |                           |  |
| 1. NAME<br>(Last) <b>VITALE</b><br>(First) <b>Guy</b><br>(Middle)   |                                  |                                    | 2. DATE OF BIRTH<br><b>16 Oct 17</b> | 3. SEX<br><b>M</b>  | 4. GRADE<br><b>GS-08</b>                         | 5. SD<br><b>D</b>         |  |
| 6. OFFICIAL POSITION TITLE<br><b>Ops Officer</b>  |                                  |                                    |                                      | 7. OFF/DIV/BR OF ASSIGNMENT<br><b>DDP/SAS</b>                         | 8. CURRENT STATION<br><b>Washington, D.C.</b>    |                           |  |
| 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 checked="" 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.<br><b>31 July 1964</b>  |                                  |                                    |                                      | 12. REPORTING PERIOD (From- to-)<br><b>1 July 1963 - 30 June 1964</b> |  |                           |  |
| <b>SECTION B PERFORMANCE EVALUATION</b>   |                                  |                                    |                                      |   |  |                           |  |
| <p><b>W - Weak</b> 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><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> 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> |                                  |                                    |                                      |   |  |                           |  |
| <b>SPECIFIC DUTIES</b>  |                                  |                                    |                                      |   |  |                           |  |
| 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<br><b>Processes name traces and clearances; traces and maintains agent 201 files.</b>   |                                  |                                    |                                      |   |  | RATING LETTER<br><b>O</b> |  |
| SPECIFIC DUTY NO. 2<br><b>Conducts research for preparation of reports and plans.</b>   |                                  |                                    |                                      |   |  | RATING LETTER<br><b>S</b> |  |
| SPECIFIC DUTY NO. 3<br><b>Maintains office files on a complex project.</b>  |                                  |                                    |                                      |   |  | RATING LETTER<br><b>S</b> |  |
| SPECIFIC DUTY NO. 4<br><b>Prepares cable or dispatch replies to name trace requests.</b>  |                                  |                                    |                                      |   |  | RATING LETTER<br><b>P</b> |  |
| SPECIFIC DUTY NO. 5<br><b>Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.</b>  |                                  |                                    |                                      |   |  | RATING LETTER<br><b>P</b> |  |
| SPECIFIC DUTY NO. 6   |                                  |                                    |                                      |   |  | RATING LETTER             |  |
| <b>OVERALL PERFORMANCE IN CURRENT POSITION</b>  |                                  |                                    |                                      |   |  |                           |  |
| 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<br><b>S</b> |  |
| <b>14 AUG 1964</b>  |                                  |                                    |                                      |   |  |                           |  |

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<br>July 23, 64  | SIGNATURE OF EMPLOYEE<br><i>Mr. Vitale</i>                      |   |
| 2. BY SUPERVISOR   |   |   |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION<br>34 months   | IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION |   |
| DATE<br>15 July 1964   | OFFICIAL TITLE OF SUPERVISOR<br>C/WH/SA/MOB/PM                  | TYPED OR PRINTED NAME AND SIGNATURE<br>Calvin W. Hicks  |
| 3. BY REVIEWING OFFICIAL   |   |   |
| COMMENTS OF REVIEWING OFFICIAL<br><br>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<br>28 July 1964   | OFFICIAL TITLE OF REVIEWING OFFICIAL<br>C/WH/SA/MOB             | TYPED OR PRINTED NAME AND SIGNATURE<br><div style="border: 1px solid black; width: 100px; height: 20px;"></div> |

SECRET

SECRET  
(When Filled In)

| FITNESS REPORT  |                                  |                                    |   |  | EMPLOYEE SERIAL NUMBER                           |   |  |
|---|----------------------------------|------------------------------------|---|--|--|---|--|
| 81  |                                  |                                    |   |  | 003620   |   |  |
| <b>SECTION A GENERAL</b>  |                                  |                                    |   |  |  |   |  |
| 1. NAME<br>(Last) (First) (Middle)<br><b>VITALE Guy</b>   |                                  |                                    | 2. DATE OF BIRTH<br><b>16 Oct. 1917</b> | 3. SEX<br><b>Male</b>  | 4. GRADE<br><b>GS-8</b>                          | 5. SD<br><b>D</b>                             |  |
| 6. OFFICIAL POSITION TITLE<br><b>Ops. Officer</b>   |                                  |                                    |   | 7. OFF/DIV/BR OF ASSIGNMENT<br><b>DDP/S.A.S.</b>                     |  | 8. CURRENT STATION<br><b>Washington, D.C.</b> |  |
| 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 checked="" 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.<br><b>31 July 1963</b>  |                                  |                                    |   | 12. REPORTING PERIOD (From to)<br><b>1 July 1962 to 30 June 1963</b> |  |   |  |
| <b>SECTION B PERFORMANCE EVALUATION</b>   |                                  |                                    |   |  |  |   |  |
| <p><b>W - Weak</b> 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><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> 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> |                                  |                                    |   |  |  |   |  |
| <b>SPECIFIC DUTIES</b>  |                                  |                                    |   |  |  |   |  |
| 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.  |                                  |                                    |   |  |  | P   |  |
| SPECIFIC DUTY NO. 5   |                                  |                                    |   |  |  | RATING LETTER                                 |  |
| Records Officer - Insures compliance with CS records, directives and authorizes destruction of CS documents.  |                                  |                                    |   |  |  | P   |  |
| SPECIFIC DUTY NO. 6   |                                  |                                    |   |  |  | RATING LETTER                                 |  |
| <b>OVERALL PERFORMANCE IN CURRENT POSITION</b>  |                                  |                                    |   |  |  |   |  |
| 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. ~~Ability for supervisory duties~~ 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.~~

Subject continues to do an exceptional <sup>MAIL ROOM</sup> 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 <sup>high</sup> high, primarily due to the fact that ~~his nature~~ <sup>his experience</sup> 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 Guy Vitale

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

22 mths.

DATE 12 June 63 OFFICIAL TITLE OF SUPERVISOR DC/SAS/NOB/EM TYPED OR PRINTED NAME AND SIGNATURE Calvin W. Hicks

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 Charles W. Matt

SECRET

**SECRET**  
(When Filled In)

**FITNESS REPORT**

EMPLOYEE SERIAL NUMBER  
**003620**

|  |  |                                  |  |   |  |  |                    |  |                   |
|--|--|----------------------------------|--|---|--|--|--------------------|--|-------------------|
| <b>SECTION A</b>   |  |                                  |  | <b>GENERAL</b>  |  |  |                    |  |                   |
| 1. NAME (Last) <b>VITALE</b>   |  | (First) <b>Guy</b>               |  | (Middle)  |  | 2. DATE OF BIRTH<br><b>16 Oct. 1917</b>        | 3. SEX<br><b>M</b> | 4. GRADE<br><b>GS-7</b>                          | 5. SD<br><b>D</b> |
| 6. OFFICIAL POSITION TITLE<br><b>Intell. Asst.</b>                         |  |                                  |  | 7. OFF/DIV/BR OF ASSIGNMENT<br><b>DDP/TFM/EM Tr.</b>                    |  | 8. CURRENT STATION<br><b>Wash., D.C.</b>       |                    |  |                   |
| 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 type="checkbox"/> ANNUAL   |  | <input type="checkbox"/> REASSIGNMENT EMPLOYEE |                    |  |                   |
| 11. DATE REPORT DUE IN O.P.<br><b>31 July 1962</b>                         |  |                                  |  | 12. REPORTING PERIOD (From - to)<br><b>1 Sept. 1961 to 30 June 1962</b> |  |  |                    |  |                   |

**SECTION B PERFORMANCE EVALUATION**

**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.

**A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

**P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.

**S - Strong** Performance is characterized by exceptional proficiency.

**O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

**SPECIFIC DUTIES**

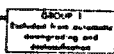
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

|  |                             |
|--|-----------------------------|
| SPECIFIC DUTY NO. 1<br><b>Processes name traces and clearances - Traces and maintains agent 201 files.</b>                                 | RATING LETTER<br><b>S/O</b> |
| SPECIFIC DUTY NO. 2<br><b>Conducts research for preparation of reports and plans.</b>  | RATING LETTER<br><b>S</b>   |
| SPECIFIC DUTY NO. 3<br><b>Maintains office files on a complex project.</b>   | RATING LETTER<br><b>S</b>   |
| SPECIFIC DUTY NO. 4<br><b>Prepares cable or dispatch replies to name trace requests.</b>   | RATING LETTER<br><b>A</b>   |
| SPECIFIC DUTY NO. 5<br><b>Records Officer - Insures compliance with CS Records, Directives and authorizes destruction of CS documents.</b> | RATING LETTER<br><b>A</b>   |
| 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. Manner of performance of managerial or supervisory duties must be described, if applicable.</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   | <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 |                                     |  |
| 10 MONTHS  |   |                                     |  |
| DATE   | OFFICIAL TITLE OF SUPERVISOR                                    | TYPED OR PRINTED NAME AND SIGNATURE |  |
| 21 August 1962   | TFW/PM/OPS  | <i>C.W. Hicke</i><br>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/PM   | <i>C.W. MATT</i><br>C.W. MATT       |  |

**SECRET**  
(When Filled In)

| FITNESS REPORT   |                                   |  |  |  | EMPLOYEE SERIAL NUMBER      |                 |   |   |   |
|--|-----------------------------------|--|--|--|-----------------------------|-----------------|---|---|---|
| <b>SECTION A GENERAL</b>   |                                   |  |  |  | RECORDED BY<br>E.S.D.       |                 |   |   |   |
| 1. NAME (Last) (First) (Middle)  |                                   |  | 2. DATE OF BIRTH   | 3. SEX   | 4. GRADE                    |                 |   |   |   |
| 5. SERVICE DESIGNATION   |                                   |  | 6. OFFICIAL POSITION TITLE   |  | 7. OFF/DIV/BR OF ASSIGNMENT |                 |   |   |   |
| 8. CAREER STAFF STATUS   |                                   |  | 9. TYPE OF REPORT  |  |                             |                 |   |   |   |
| <input type="checkbox"/> NOT ELIGIBLE  | <input type="checkbox"/> MEMBER   | <input type="checkbox"/> DEFERRED      | <input type="checkbox"/> INITIAL   | <input type="checkbox"/> REASSIGNMENT/SUPERVISOR |                             |                 |   |   |   |
| <input type="checkbox"/> PENDING   | <input type="checkbox"/> DECLINED | <input type="checkbox"/> DENIED        | <input type="checkbox"/> ANNUAL  | <input type="checkbox"/> REASSIGNMENT/EMPLOYEE   |                             |                 |   |   |   |
| 10. DATE REPORT DUE IN O.P.  |                                   | 11. REPORTING PERIOD<br>From 31 AUG 67 |  | SPECIAL (Specify)                                |                             |                 |   |   |   |
| <b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>  |                                   |  |  |  |                             |                 |   |   |   |
| 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. 1<br>Research Work Required in the Preparation of Reports. |  | RATING NO.<br>5             |                 |   |   |   |
| SPECIFIC DUTY NO. 2<br>Assistant to C/O (leg man)  |                                   | RATING NO.<br>5                        | SPECIFIC DUTY NO. 2<br>Maintenance of Office Files                           |  | RATING NO.<br>6             |                 |   |   |   |
| SPECIFIC DUTY NO. 3<br>Safehouse Keeper  |                                   | RATING NO.<br>7                        | SPECIFIC DUTY NO. 3<br>Intel Ass't.  |  | RATING NO.<br>5             |                 |   |   |   |
| <b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>   |                                   |  |  |  |                             |                 |   |   |   |
| 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.<br>2 - Performance meets most requirements but is deficient in one or more important respects.<br>3 - Performance clearly meets basic requirements.<br>4 - Performance clearly exceeds basic requirements.<br>5 - Performance in every important respect is superior.<br>6 - Performance in every respect is outstanding.   |                                   |  |  |  | RATING NO.<br>5             |                 |   |   |   |
| <b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>   |                                   |  |  |  |                             |                 |   |   |   |
| 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: *Henry Vitale*

2. BY SUPERVISOR  
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 9 months  
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION: *Employee at top*

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: Thomas G. Clines  
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: *Subject was assigned activities for which reviewing official was responsible for a period of two months.*

DATE: 13 Feb. 62 OFFICIAL TITLE OF REVIEWING OFFICIAL: *PH Relations Off.*

SECRET

**SECRET**  
(When Filled In)

|                       |                        |
|-----------------------|------------------------|
| <b>FITNESS REPORT</b> | EMPLOYEE SERIAL NUMBER |
|-----------------------|------------------------|

|  |  |   |  |   |
|--|--|---|--|---|
| <b>SECTION A GENERAL</b>                                 |  |   |  |   |
| 1. NAME (Last) <b>VITALE</b> (First) <b>Guy</b> (Middle) |  | 2. DATE OF BIRTH<br><b>10/16/17</b>                           | 3. SEX<br><b>M</b>                         | 4. GRADE<br><b>GS-7</b>                                   |
| 5. SERVICE DESIGNATION<br><b>DS</b>                      |  | 6. OFFICIAL POSITION TITLE<br><b>Intelligence Assistant</b>   |  | 7. OFF/DIV/RR OF ASSIGNMENT<br><b>EE/Germany (casual)</b> |
| 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"/> INITIAL           | <input type="checkbox"/> REASSIGNMENT/SUPERVISOR          |
| <input type="checkbox"/> PENDING                         | <input type="checkbox"/> DECLINED          | <input type="checkbox"/> DENIED                               | <input checked="" type="checkbox"/> ANNUAL | <input type="checkbox"/> REASSIGNMENT/EMPLOYEE            |
| 10. DATE REPORT DUE IN O.P.                              |  | 11. REPORTING PERIOD From <b>1 May 60</b> To <b>15 Nov 60</b> |  |   |

|  |                     |                        |                     |               |              |                 |
|--|---------------------|------------------------|---------------------|---------------|--------------|-----------------|
| <b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>  |                     |                        |                     |               |              |                 |
| 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<br><b>Process name traces</b>  |                     | RATING NO.<br><b>3</b> | SPECIFIC DUTY NO. 4 |               | RATING NO.   |                 |
| SPECIFIC DUTY NO. 2<br><b>Process POA's.</b>   |                     | RATING NO.<br><b>4</b> | SPECIFIC DUTY NO. 5 |               | RATING NO.   |                 |
| SPECIFIC DUTY NO. 3  |                     | RATING NO.             | SPECIFIC DUTY NO. 6 |               | RATING NO.   |                 |

|  |                        |
|--|------------------------|
| <b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>   |                        |
| 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. |                        |
| <ul style="list-style-type: none"> <li>1 - Performance in many important respects fails to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>   | RATING NO.<br><b>3</b> |

|  |                    |                   |                          |                        |           |
|--|--------------------|-------------------|--------------------------|------------------------|-----------|
| <b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>   |                    |                   |                          |                        |           |
| 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-<br>CABLE      | NOT OB-<br>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



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.



Chief, EE/Germany

SECRET

Pre 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 as an enthusiastic-willing worker who gave selflessly of his time and showed a strong devotion to duty.

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

  
Chief, EE Logistics

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Pre 1960 FRO &  
Certifications for insurance  
and retirement

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When Filled In

OFFICIAL USE ONLY

*WHR/MD*  
*[Signature]*

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<br><b>003620</b> | 2 NAME (Last First Middle)<br><b>VITALE GUY</b> | 3 SEX<br><b>M</b>                   | 4 DATE OF BIRTH<br><b>10/16/17</b>           | 5 SCHEDULE GRADE STEP<br><b>GS-00-05</b> |
| 6 SSN                         | 7 POSITION TITLE<br><b>INTELLIGENCE ASST</b>    | 8 OFFICE OF ASSIGNMENT<br><b>AW</b> | 9 LOCATION (Country, City)<br><b>WASH DC</b> |  |

SECTION II

AGENCY OVERSEAS SERVICE

| AREA       | TYPE TOUR             | FROM                | TO                   |
|------------|-----------------------|---------------------|----------------------|
| [Redacted] | PCS-52<br>TDY-10 days | 57/01/01<br>61/4/01 | 60/01/24<br>61/04/10 |

**OVERSEAS DATA**  
**CODED**  
**DATE: 10 JUL 67**    **INITIALS: [Signature]**

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 |

| 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

| 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 |
|  | 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.  |                         |      |    |               |



Pre 1960 - PHS, CLEARANCE  
request &  
appl. forms

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

DATE May 1970