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. 28 FEB 1984

MEMORANDUM FOR : Mr. Guy Vitale

THROUGH

: Head of CS Career Service

SUBJECT

: Notification of Approval of Request for

Voluntary Retirement

- i. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.
- 2. Your retirement will become effective 28 February 1969 and your annuity will commence as of 1 March 1969. The annuity is payable on the first day of the month following that for which it accrued. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.
- 3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

Robert S. Wattles
Director of Fersonnel

Distribution:

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1 - D/Fers

1 - OP Files

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(27 February 969)



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I hereby :	acknowledge the receipt of the foll n from CIA as indicated by check ma	owing forms and/or information concerning my rk:
	Standard Form 8 (Notice to Federa	1 Employee about Unemployment Compensation).
2	- Standard Form 55 (Notice of Conve Life Insurance).	rsion Privilege, Federal Employees' Group
3.	Standard Form 56 (Agency Certific Group Life Insurance Act of 1954)	ation of Insurance Status, Federal Employers'
٤.	Standard Form 2802 (Application f	or Refund of Retirement Deductions).
5.	Form 2595 (Authorization for Disp	osition of Paychecks).
6.	my separation from this Agend check to my health and well- Appointment arranged with Off	ght to have a medical examination before by and of the importance of such a medical being.
7.	I have been informed of "conflict foresee no problem in this regard	of interests" policy of the Agency and concerning my new employment.
8.	Form 71 (Application for Leave).	
9.	CSC Pamphlet 51 (Re-employment Rig Forces Duty).	hts of Federal Employees Performing Armed
10.	Instructions for returning to duty Service.	from Extended Leave or Active Military
Signature of	f Employee	Date Signed
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Executive Registry

17 APR 1969

Mr. Goy Vitale 1730 H Streat, 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 shead 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.

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

Sincoroly,

Fig Richard Relies
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Director

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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. Cuy Vitale, CS-08, Intelligence Analyst, Western Hemisphere Division, Clandestine Services, has applied for volun-10 tary retirement under the provisions of Head-quarters Regulation 20-50j, to be offective 28 February 1959.
- 3. Mr. Vitale has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 51 years old with over 28 years of Federal service. This service includes over 2. years with the Agency of which 5 years were in qualifying service. The Head of the Clandestine Services Career Service and the CIA Retirement Board have recommended that his application for voluntary retirement be approved. I endorse these recommendations.
- 4. It is recommended that you approve the voluntary retirement of Mr. Cuy Vitale under the provisions of Readquarters Regulation 20-50].

Robert & Wattles
Director of Personnel

The recommendation contained in paragraph 4 is approved:

Director of Central Intelligence

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MEMORANDUM FOR: Mr. Guy Vitale

20 October 1965

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: 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 ER 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the system may be designated participants as soon as possible.

- 2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in me way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.
- 3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees".
- 4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in floom 6E-1319 Head-quarters (extension 6001). If such discussions do not recolve 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 Direc r of Personnel

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NARRATIVE COMMENTS

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

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

SECTION D	CERTIFICATION
1.	CERTIFICATION AND COMMENTS
	BY EMPLOYEE
DATE	I CERTIFY THAT I HAVE SEEN SECTIONS A. S. AND C OF THIS REPORT
2/18/68	SIGNATURE OF EMPLOYEE
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 Jaly	, a signature
3.	BY REVIEWING OFFICIAL
I concur in the	es evaluation of this employee as presented above.
ATE	OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE
13 July 1968	C/NH/COG/OS

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.

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NARRATIVE COMMENTS

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

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

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SECTION D	CERTIFICATION AND COMMENTS
1.	BY EMPLOYEE
7	CERTIFY THAT I HAVE SEEN SECTIONS A. B. AND C OF THIS REPORT
25 Chy 67	SIGNATURE OF EMPLOYEE
2. //	// BY SUPERVISOR
MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
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DATE	Section Chief,
25 August 1967	PM Operations
3.	BY REVIEWING OFFICIAL
COMMENTS OF REVIEWING OFFICE	AL

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

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

11 May 1960 File K-1:849

MEMORANDUM FOR: Chief, Records and Services Division

Office of Personnel

SUBJECT

VICALE, Guy, nmi

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

Chief, Central Cover Division

cc: SSD/OS

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I. LAST NAME	FIRST NAME	nountries of the State of the S	NITIAL(S) 2	APPOINTMENT DATE		3. TOTAL SE	RVICE FOR LEA	V£ .
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I. LAST NAME VITALE	G UY	1	· · · · · · · · · · · · · · · · · · ·	Entered on duty Q_13_49 Subject to Sec. 203(d).	F, T P T X 1931 Leave Act	1.25 0/ 0.	ne of separation	y <i>J</i>
I. LAST NAME VITALE 4. DATE AND NAT	OUY			Entered on duty Q 1 3 1 9 Subject to Sec. 203(d). Yes 1	1931 Leave Act	Yeors Yeors	Months 1	Days
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UITALE 4. DATE AND NAT	GUY TURE OF SEPARATION RETIREMENT	CIARDS		Entered on duty Q	F, T	Yeors 25	Months 1	Days
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I. LAST NAME VITALE 4. DATE AND NAT 2=28=69 SUMA 5. Balance from pr 19 69 6. Current leave ye	GUY TURE OF SEPARATION RETIREMENT MARY OF ANNUAL AND (HOURS) Top leave year ended 1-	CIARDS SICK LEAVE ANNUAL	Sica 1655	Entered on duty 9 1 3 4 9 Subject to Sec. 203(d). Yes	F,T P T X 1051 Leave Act No Sec. 20 Not II Leave Bot (DAYS) Nor HL purposes	Years 20 More the	Months 1	Doys Li REMARKS
J. LAST NAME VITALE 4. DATE AND NAT 2-28-69 SUMM 5. Balance from pr 19-69 6. Current leave ye	GUY FURE OF SEPARATION RETIREMENT MARY OF ANNUAL AND (HOURS) FOR leave year ended 1.	CIARDS SICK LEAVE -1108- 274 -24	Sica 1655 1	Entered on duty 9-13-49 Subject to Sec. 203(d). Yes 1 Leased to be subject to Son. Annual SU 4. Date arrival abroad 13. Current balance as it	F,T P T X 1051 Leave Act No [] Sec. 203(d) Il Leave Bol. [DAYS] for HL purposes of	Years 20 More the	Months 1	Doys Li REMARKS
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1. LAST NAME VITALE 4. DATE AND NAT 2=28=69 SUMA 5. Balance from pr 19 69 6. Current leave ye 19 69 7. Tatol 8. Reduction in cree	GUY TURE OF SEPARATION RETIREMENT MARY OF ANNUAL AND (HOURS) THE leave year ended	CIARDS SICK LEAVE -11- -08- 274 298 0 11	Sicu 1655 1667 0 0	Entered on duty 9 1 3 4 9 Subject to Sec. 203(d). Yes 1 Leated to be subject to Son. Annual 4. Date arrival abroad 13. Current balance as a 14. Date share used, pi 17. Dates have used, pi 18. Maniety accrual date 19. Calendar days credit	F,T P T X 1931 Leave Act to [] Sec. 203(d) Il Leave Bal. JMMARY OF HOI [DAYS] for HL purposes	Years 20 More the	Months 1	Doys Li REMARKS
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Standard Form 1150 November 1905 1150-106

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RECORD OF LEAVE DATA TRANSFERRED

"PAY ADJUSTMENT IN ACCOMPANCE WITH SECTIONS 212 AND 210 DESERGED AND EXECUTIVE DROLF 11413 PURSUE I TO ACT RITY FOLL AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND AMED AMED DIRECTIVE DATED & ECTOSER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS 14 JULY 1968

NAME SERIAL BROW, FUNDS GRASTEP SALARY SALARY
VITALE GUY 003520 51 300 V GS 08 0 8 8,614 \$,8,984

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

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

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

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 CCTOBER 1967

NAME

OFD NEH SERIAL ORGN. FILVOS GRESTEP SALARY SALARY MPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL R9-301 PURSUART TO AUTHORITY OF LCT AS PROVIDED IN THE CIA ACT OF 1949, AS APENDED, AVE A-DCI POLICY DIRECTIVE DATED A OCTUBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS TO OCTOBER 1965

NAME

SERIAL OPGN. FUNDS GRESTED SALARY SALARY

VITALE GUY

985628 51 588 V GS 98 4 \$ 7,299 \$ 7,553

Cost Center Number 51. 500 VITALE GUY 7. TYPE ACTION NEW SALARY RATE OLD SALARY RATE GS 08 4 1 7.553 01/19/64 GS US 5 % 7,781 01/15/06 / NO EXCESS LWOP / IN PAY STATUS AT END OF WAITING PERIOD / LWOP STATUS AT END OF WAITING PERIOD - AUDITED BY CLERKS INITIALS I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE: PAY CHANGE NOTIFICATION (4-51) 1 65 560E Mig. 3-65

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NOTIFICATION OF PERSONNEL ACTION **OCF** 2. name (Last-Fiest-middle) 1. SERIAL NUMBER VITALE GUY 003620 S. CATEGORY OF EMPLOYMENT 4 EFFECTIVE DATE 3. HATURE OF PERSONNEL ACTION 12 28 65 REGULAR REASSIGNMENT . B. USC JE STHER LEGAL AUTHORITY 7. COST CENTER NO. CHARGEABLE W TO CF runds > 50 USC 403 J 6235 1162 0000 CF TO CF CF TO T 18. LOCATION OF OFFICIAL STATION P. ORGANIZATIONAL DESIGNATIONS DDP/WH WH/C MIAMI OPERATIONS BR/PM SECTION WASH., D.C. 13. SERVICE DESIGNATION 12. POSITION NUMBER D 1506 INTELLIGENCE ASST 18. GRADE AND STEP 17. SALARY OR HATE 14. CLASSIFICATION SCHEDULE (ES. LB. erc.) IS. OCCUPATIONAL SERIES 7553 n8 4 0301.28 GS 18. REMARKS SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL 27. DATE OF LET The BATE OF GRADE 24. Hagirs. | 25. DATE OF BIRTH 22. STATION | 29. INTEGREE 21. OFFICE CODING 19. ACTION 70. Employ. CODE 10 16 17 1 75013 51500 WH 10 37 SPECIAL 30. RETIREMENT DATA RETERENCE 33. SECURITY 34. SEX 32. CORRECTION/CANCELLATION DATA II. SEPARATION DATA CODE 199 SPECIAL SOD DATA 83 12 27 67 40. SOCIAL SECURITY NO. 35. VET. PREFERENCE 34. SERV. COMP. RATE 37. LONG. COMP. DATE 38. CAREER CATEGORY LECT: \ RETTR SETTER SETTERE 39. 0 . B4:4E4 CODE STATE FAR DATA FEDERAL TAX DATA PREVIOUS GOVERNMENT SERVICE DATA 42. LEAVE CAT. 43 FORW ENECUTET. CODE C008 1 . YES 1 . NO BREAK IN SERVICE 2 . BREEK IN SERVICE CESS "MAN 3 YRS? 3 . BREEK IN SERVICE (MONLE THAN 3 YRS! SIGNATURE OR OTHER AUTHENTICATION FORM 11-62 1150

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1 SERIAL NUMBER 2 NAME (LAST FIRST MIDDLE)				
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Form 11508 1-63 MFG 1-63 Use Previous Edition

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68007 ! Excluded from automatic downgrading data declassification (#-51)

(Winen Filled In)

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

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

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

							C2 1			
			Per A	nnum	Rates	and	Steps			10
GRADE	1 1	2	3	4	5	6	7	8	9	10
	A2 205	¢2 500	\$3.615	\$3.730	\$3,845	\$3,960		\$4,190	\$4,305	\$4,420 4,805
	\$3,385 3,680	3,805	3,930	4,055	4,10V	3,000		4,555		
GS-2	4,005			4,410	4,545	4,680	4,815	4,950		
GS- 3 GS- 4	4,480			4,930	5,080	5,230		5,530 6,155		
GS- 5			5,330	5,495	5,660	5,825	5,990 6,615			
GS- 6	5,505		5,875	6,060	6,245	6,430 7,050				7,850
GS-7	6,050	6,250		6,650		7,730			8,390	8,610
\widetilde{GS} - 8	6,630	6,850		7,290				8 935	9.180	9,425
GS- 9		7,465		7,955 8,710	1	0.050	0.520	9 790	110.060	10,330
GS-10	7,900	8,170	8,440			1	140 490	10,715	11,010	11,305
GS-11	8,650	10 605	10 960		1	4000	110 000	117/73		LU. ILV
GS-12	10,250	19 495	12,915	13.335	13,755	14,175	14,595	15,015	12,430	15,855 18,580
GS-13	14 170	14 660	15,150	15,640	16,130	16,620	17,110	17,000	21,020	18,580 21,590
GD-14	16 460	17.030	17,600	18,170	18,740	19,310	19,880	20,430	24 175	21,590
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GS-17	21.445	22,195	22,945	23,695	24,445			1		
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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DGT MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME VITALE GUY

SERIAL OMON FUNDS GR-ST SALARY SALARY
003620 49 300 V GS 08 3 \$ 6:500 \$ 6:810

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003620	VITALE GUY			· . ·			•	
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FOR₩ 4-62 1150

Secret Sale

(When Filled in)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAG 97 - 799 AND DOL MEMORANDUM DATED I AUGUST 1956 . SALARY IS ACCUSTED AS ECLEDIS.

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OFFICIAL PERSONNEL FOLDER

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

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/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

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SECTION C NARRATIVE COMMENTS

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Section C, attach a separate wheet of paper.

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

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

SECTION D	CERTIFICATIO	N AND COMMENTS	
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SECTION C/Continued

NARRATIVE COMMENTS

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

Robert J. Weatherwax

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Mr. Vitale continues to perform his duties as an operational support against the camp his hackground knowledge of Cushan

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
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25 August 1967	PM Operations
3.	BY REVIEWING OFFICIAL
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As noted in the last Fitness Report, I concur generally in the supervisor's ratings of Mr. Vitale's performance as listed; but I must again note that these are duties which could be performed by a more junior clerical type and that Mr. Vitale should not be considered as performing GS-2 level Intelligence Assistant work at a Proficient rating. Indeed, he is, in my opinion, not qualified for such a role and his official position title should be changed to prevent any misunderstanding as to the somewhat unique nature of his value to the Agency.

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SECTION C

NARRATIVE COMMENTS

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

SECTION D	CERTIFICATION AND C	OWNERTS
1	BY EMPLOYEE	
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UNDER MY SUPERVISION		
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3.	BY REVIEWING OFFI	CIAL
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(When Filled In) SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language compotence, if required for current position. Amplify or explicitly alless given in Section B to provide best basis for determining luture personnel action. Manner of performance of managerial or supervised childs have be described, if

MAIL ROOM

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

SECTION D	CERTIFICATION AND CO	NAMENTS
1.	BY EMPLOYEE	,
DATE O	I CERTIFY THAT I HAVE SEEN SECTIONS A, I	B, AND C OF THIS REPORT
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T 7	V BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 34 months	IP THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
15 July 1964	C/WH/SA/MOB/PM	Calvin W. Hicks
3. COMMENTS OF REVIEWING OPFIC	BY REVIEWING OFFICE	At
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MARRATIVE COMMENTS אכודספנ

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

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

SECTION D	CERTIFICATION AND CO	DAMENTS
1,	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
Puna 13,63	They fittle	
2. /	8Y SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
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12 June 63	DC/SAS/NOB/EM	Calvin W. Hicks
1	BY REVIEWING OFFIC	
or from the manner as to whether the if they were perfo additional duties	whing to detract from the in which he performs to nature of his duties was bruned in an outstanding of a more demanding national weigh his performance of	e value of subject's duties hem, I do have strong doubts rrant promotion to GS-9 even manner. During the next year ure will be placed on subject under those circumstances
	Toggish Place of Brushing of the	AL TYPED OR PRINTED NAME AND SIGNATURE
DATE	OFFICIAL TITLE OF REVIEWING OFFICE	Rolling Stary
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FITNESS REPORT	EMPLOYEE SER	
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APECIAL (Specify):	ANNUAL REASSIGNM	ENTEMPLOY
1. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)	
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ECTION B PERFORMANCE	E EVALUATION	
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O • <u>Quistanding</u> Performance is so exceptional in relation to recothers doing similar work as to watrant special		ormance of
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SECTION C . NARRATIVE COMMENTS

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

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

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

SECTION D	CERTIFICATION AND COMM	ENTS
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21 August 1962	tfw/pm/ops	C.W. HICKE
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DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
· 21 August 1962	DC/TFW/PM	C.W. MATT

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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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

Subject is very versatile and can be utilized effectively on an assignment involving heterogeneous duties. His ability 10/fnuction as an agent handler is extremely commendable. Subject is able to communicate equally well with this or low level agents. He further demonstrated his usefulness in the preparation of research papers and the maintenance of files. Supervisor feels that Subject's productivity and effectiveness is dependent on whether he is in a position that he personally likes (It should be noted that Subject is 44 yrs old).

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

SECTION F	CERTIFICATION AND C	COMMENTS
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C/EE/Germany

23 Nov 60

Section 3. Comments of Reviewing Official:

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



SECTE

Pre 1960 Fitners Reports

2 June 1960

MEMORANDUM FOR: Chief, EE Fersonnel

SUBJECT : Commendation - Mr. Guy Vitale

1. The Eastern European Division Logistics Office wishes to commend Mr. Guy Vitale for the manner in which he conducted himself while on temporary assignment in this office. Rather than sit idle awaiting a new assignment, Mr. Vitale volunteered his services and was given various logistical general services jobs and daties 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.

Chier, Es logistics

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Pre 1960 FRQ & certifications for insurance and retirement

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Pre 1960 - PHS, CLEARANDE request & appl. forms

RECORD OF

PREVIOUS GOVERNMENT

SERVICE RETURNED TO

FEDERAL RECORDS CENTER IN

ST. LOUIS, MO.

DATE May 1976