

9 December 1963

MEMORANDUM FOR: All Personnel Document Division

SUBJECT : Employee Suggestion

25X1

25X1 1. Attached is a copy of the award presented to Miss [redacted] of this Division for her suggestion to use Polyethylene Black Ribbons on the IPI Justowriters so as to eliminate any need for the plastic spraying of index cards prior to photo-reproduction.

2. The Suggestion Awards System does work, and each suggestion, no matter how minimal it may seem, is given careful consideration. A copy of the Agency's policy on Suggestion and Invention Awards is attached. Any of you who have ideas for improvement are encouraged to submit them in the prescribed manner.

25X1

[redacted]
Chief, Document Division

Attachment(s):

- 1 - Copy of Award
- 2 - Agency's Policy on Suggestion and Invention Awards