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Change in Class.

Classified

Declassify on: TS S C

11-28-76 By: 35

**SECRET**

**CONFIDENTIAL**

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Recommended Award for Meritorious Suggestion

REFERENCE : Paragraph 6b(5), Regulation [REDACTED]

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1. The Special Panel of the CIA Incentive Awards Committee recommended an award for the below named employee on 12 October 1954 which was concurred in by the undersigned as Chairman of the Committee 29 October 1954.

2. In accordance with the above referenced Regulation, which requires that all Awards exceeding \$250.00 be approved by the Deputy Director (Administration), the following information is furnished relative to the recommended Award.

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SUGGESTION NO. 1316 - [REDACTED] - TSS/GARD

Summary of the Suggestion: The suggester developed a thermo-plastic reproduction process for the use of TSS in effecting materiel, production, and man-hour savings. (Note: This suggestion was not submitted to the Committee by the employee, but by his office in recognition of the unusually outstanding contribution made.)

Evaluation of Concerned Office: The suggestion was referred by the employee's supervisor to GARD/TSS for evaluation, which office placed the suggestion into use and has found it results in considerable savings in both time and money. [REDACTED] former Chief, TSS/GARD, supplied the following evaluation, citing the actual cost figures in support of the savings:

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"2. The die-technicians (die-stamping) involved in turning out these dry seals are paid \$4.03 per hour. Thus the actual savings to the Government on the two jobs quoted by [REDACTED] amounts to 435 man-hours x \$4.03, or in excess of \$1750.00.

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"3. The Carver Laminating Press which he adapts to this work (for which it was never conceived) cost about \$450. and has thus paid for its investment over three times on two jobs!

"4. The thermo-plastic dies furnished operations now are equally as effective as the old steel dies and much easier to ship and handle. There is no limit to the number that may be reproduced from one basic die-cutting [REDACTED] method.

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"5. Application of this method to all jobs requiring duplication of basic dies with different numbers during current year, 1954, should result in an estimated savings of approximately 2500 hours or about \$10,000.

"6. More important, however, than the actual dollar savings, is the fact that many more jobs can now be turned out without increasing the number of technicians, an impracticability under existing personnel ceilings; this will greatly assist operations."

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[redacted], Chief, TSS/GARD, advised that [redacted] is employed on an hourly wage rate basis and that the development of the plastic reproduction method outlined in the suggestion could not be considered as part of the normal requirements of his job. [redacted] concurred for [redacted] in the above. (TSS security considerations preclude the supplying of more detailed information.)

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Recommendation: The Special Panel recommended a combined award of \$500. based on the tangible savings provided, as well as the intangible benefits obtained, which will result in many more reproduction jobs being turned out without increasing the number of technicians. Further, the Panel considered the unusual creativeness of the suggestion which will greatly assist TSS in their operations.

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Harrison G. Reynolds  
Chairman, Incentive Awards Committee

Approved:

151 R. K. White

Deputy Director  
(Administration)

DD/A Dist:  
0-1 - AD/P  
1 - IAC

1 - Comps  
1 - DD/A [unclear]

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