

58-0197

JAN 15 1958

MEMORANDUM FOR: Alternate Executive Secretary, Suggestion Awards Committee

SUBJECT : Suggestion No. 58-247

1. On October 14, 1957, the functions and responsibilities of the Regulations Control Staff were transferred to the immediate office of the Deputy Director (Support), and Suggestion No. 58-247 has therefore been forwarded to us for review and evaluation.

2. Distribution of Agency Notices to "All Employees" is intended to assure the dissemination of information to each employee of the Agency. Such notices are usually of a type that must be brought to the attention of the employees immediately if the information therein is to be of value. There is therefore a definite time factor. Hence, the objective is not ultimate dissemination at least cost, but immediate dissemination. If the subject suggestion were adopted, it is believed that this objective would be defeated. In the first place, the necessity of sending one copy to several readers would obviously result in distribution delays, and some employees would not see it at all. Secondly, in the "All Employees" distribution it is not intended that any supervisor substitute his judgment and decide that certain employees would have no interest in a particular notice. And, thirdly, we feel that the administrative burden of routing, follow-ups, checking, and filing would more than offset any savings which might accrue from limited printings and controlled distributions.

3. In addition to the time element, there is frequently the added factor that employees may wish to retain notices dealing with such items as income taxes, Credit Union Meetings, etc. for future references.

4. In view of the above, this Office recommends that Suggestion No. 58-247 not be adopted. In your notification to the employee submitting the suggestion, however, it may be indicated that we recognize the volume of paperwork as a major problem, and we very much appreciate suggestions and criticisms which could lead to its reduction.



Executive Assistant to the Deputy Director (Support)

SA-DD/S:TBA:ecb (15 Jan 58)
Distribution:

- Orig & 1 - Addressee w/att
- 1 - DD/S Chrono
- ✓ 1 - DD/S Subject w-att Maria
- 1 - DD/S Reading w/att
- 1 - [Redacted] w/att

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NO. PGS 2
REV CLASS V
NO. PGS 2
CREATOR
DATE
NEXT REV DATE
IN CLASSIFIED
JOB NO.

BOX NO. FILE NO. DOC. NO. NO CHANGE
CLASS CHANGED TO: IS S C REV. INT.
DATE REVIEWER
DATE COMP. OFF. FILED
AUTH: HR 733