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MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Employee Suggestions enumerated 174, 340, 400, 629, 952, 1231, 1232, 1233, and 1335

1. The general subject of the above suggestions is distribution of Agency notices on an all-employee basis.
2. The Regulations Control Staff has, over the last month, polled its distribution officers with respect to the suggestions enumerated above. The consensus is that the present system has defects but that no other system readily useable can come so close to fulfilling the requirement of getting an official notice into the hands of each employee. Certain offices have requested, on an individual basis, that distribution of this type be reduced, and the Staff has approved the action in one case on an experimental basis to see if it works.
3. It is recognized that there are methods of making an all-employee distribution other than the one now used. In this connection, however, it may be pointed out that this Staff is charged, by regulation, with furnishing each of the Agency's distribution points with a sufficient number of copies so that it may be assured that each employee will receive one. Distribution within the individual components of the Agency is the responsibility of the components themselves.
4. It is, therefore, recommended that none of the suggestions listed be adopted.

[Redacted Signature]

Chief, Regulations Control Staff

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Attachments:
Employee Suggestions

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