

MINIMAL AWARDS

20 NOVEMBER 1975

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
 SUGGESTION AND ACHIEVEMENT
 AWARDS COMMITTEE
 5-E-54, HEADQUARTERS

EXTENSION NO. _____
 DATE **18 NOV 1975**

25X1

TO: (Officer designation, room number, and building)

	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DC/BSD 5E 69 Hqs.	18 Nov		[Signature]	1-4: For your information. 5: Attached are seventeen (17) Minimal Awards for your approval.
2. C/BSD 5E 69 Hqs.		11/18	[Signature]	
3. DD/Pers/SP 5E 69 Hqs.	19 NOV 1975		[Signature]	
4. DD/Pers 5E 58 Hqs.	19 NOV 1975 K	20 NOV 1975	[Signature]	
5. Chairman, SAAC 5E 58 Hqs.		20	[Signature]	
7.				<div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto;"></div>
8. EXECUTIVE SECRETARY SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE	11/24/75		[Signature]	
9. 5-E-54, HEADQUARTERS				
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SECRET

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 73-298: dated 27 February 1973
[redacted] GS-11
Analyst
Directorate of Intelligence/CRS

A. Summary of Suggestion

The suggester proposed a Photo Briefing Album for the various levels of each Directorate. Also, he suggested that photos of the DCI, DDCI, IG and other top level officials be included. The advantage would be to provide all personnel with an awareness of the appearance of their superiors and facilitate recognition when such officers might appear within their office area. Distribution would be limited to the Directorate to which they applied. The suggester thought it would be advisable to retain the albums in appropriate Personnel Offices and make distribution semi-annually together with the "Regulations on Conduct". Also, a couple of blank spaces could be included for insertion of appropriate Division and Branch Chiefs photos so that the album could also be used in the orientation of new personnel.

B. Evaluations

1. The Management Advisory Group (MAG) first received this suggestion in response to their Headquarters Notice of January 1973. The MAG said that they agreed it was a worthwhile idea but could best be handled by the Suggestion Awards Committee. Furthermore, in view of the numerous high level personnel changes that had recently taken place, MAG believed that this was a valid suggestion and endorsed it.

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2. This idea was referred among the directorates and key Agency Offices for study and evaluation and was given much consideration. Summary of reports from the various components:

a. The CIA Librarian, who had received the suggestion for comment from the DDI Committee Member, discussed the proposal with the suggester and two members of the MAG group. It was concluded that: many components in the Agency already had such books and that if others would be added they all might not reach as many employees as the suggester intended; and, most employees might not likely go to the component personnel office or administrative office for this kind of information. One member of MAG suggested that the CIA Library might be the appropriate place in which to post the pictures of the officials which the suggester wished to publicize. An area above the card catalogs was suggested with photos of the officials occupying the positions listed on the attached chart and also include the Associate Deputy Director of each directorate. Since the Library is locked at night, this would provide some security.

b. OS had for several years posted pictures of the DCI, DDCI, DD/A, Director of Security and Deputy Director of Security in the OS Security Records Division. OS added photos of the DDO, DDI and DD/S&T as a direct result of this suggestion.

c. DDO thought that such a photo briefing album would serve a useful purpose and enable Directorate personnel to recognize their key officers. For security reasons, the DDO believed that only the name and title of the individual should appear in the photo album with no other identifying or biographic information. The DDO evaluation stated that it would be a good point to have photos of the DCI, DDCI and other top-level positions in the album. Also, they thought that each Directorate should have a photo of the Deputy Director and Associate of each other Directorate in the album. Finally, the album should be brought to the attention of incoming personnel and annually or semi-annually be brought to the attention of directorate personnel. However, the DDO delayed action on this project because of the alternate proposal under discussion to post pictures of Agency officials in the CIA Library as mentioned in a, above.

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d. NPIC and OC had photo albums which served to bring employees up-to-date on the key officers on duty in their areas. Imagery Analysis Service, as a management aid, uses a wall display which combines individual photos with brief personnel and organizational data but only on IAS people.

e. DD/S&T has a Photo Briefing Album similar to that proposed in the suggestion. It is used for briefing purposes. DD/S&T has encouraged the preparation and use of similar albums at the office levels.

f. OL, OF and [] declined the use of such an album in their areas. Finally, the Fine Arts Commission which at one time endorsed the concept of having photos of senior Agency officials hung in the Library stated that the present membership did not believe that such photos would add to the attractiveness of our decor. FAC said that they believe it is a question as to whether the benefits of having such a display outweigh what they consider to be the artistic disadvantages. FAC concluded by saying that if it is decided to go ahead with this project, they would be glad to offer suggestions as to the most appropriate method of mounting the display.

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g. Chief, CRS was then asked for a final evaluation as to the advisability of having a photo board in the CIA Library of senior officials and said: the practice of putting up pictures of senior officials on the classified bulletin board seems to have made the suggestion at least in part obsolete; I don't think the picture board would help the Library's ambiance and would prefer not to have it there; and I don't think this kind of a board is what the new employee needs anyway; he needs something that is much more relevant to his own environment and for that reason CRS has a show-and-tell book for new employees; and, I think the ideal place for an Agency-level board would be on the same wall as the employee bulletin board and that the Associate Deputy Directors would be about as far down as we would have to go.

h. In April 1974, Chief, BSD/OP, who is charged with the operation of the Agency Classified Bulletin Boards, stated that it is planned to continue to post photos of selected senior officials on the classified board and these will get greater exposure when classified boards are placed in other buildings.

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i. Finally, after the CRS veto of a photo board in the CIA Library, an answer was requested of the DDO about the implementation of a photo briefing notebook. Current DDO position as stated by the Associate DDO is: "This is not a good time to adopt this proposal for DDO." The DDO Committee Member thought it might be best to ask the DDO about this idea again in about nine months at which time there may be new legislation, less demands for material, less chance of security flaps, etc.

C. Comments and Recommendations of Executive Secretary

1. Not line of duty.

2. Comments:

a. This case, as will be noted, has had much Agency-wide study and analysis which could be of value if the subject is considered again at a later date. To date, the suggestion has caused some offices, such as OS, to enlarge their former photo coverage of Agency officials. It has served to remind others of the advantages of using their existing albums for briefing new employees, etc.

b. Finally, during the lengthy period that this proposal has been under evaluation, other measures have been undertaken by Management in conjunction with other programs which represent adoption of a portion of the intent of the suggester's proposal. The measures included the posting of photos of some Agency senior officials on the Agency Classified Bulletin Boards and the mounting of photos of DDI senior officials to include office and staff chiefs on the new DDI Classified Bulletin Board.

3. Recommend an interim award of \$75 (MODERATE/EXTENDED) and referral again to the DDO in about nine months to ascertain if they then wish to implement a Photo Briefing Album.

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D. Decision of the Chairman

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[Redacted] Achievement
Chairman, Suggestion
Awards Committee

20 Nov 75
Date

\$ 75.00
Award

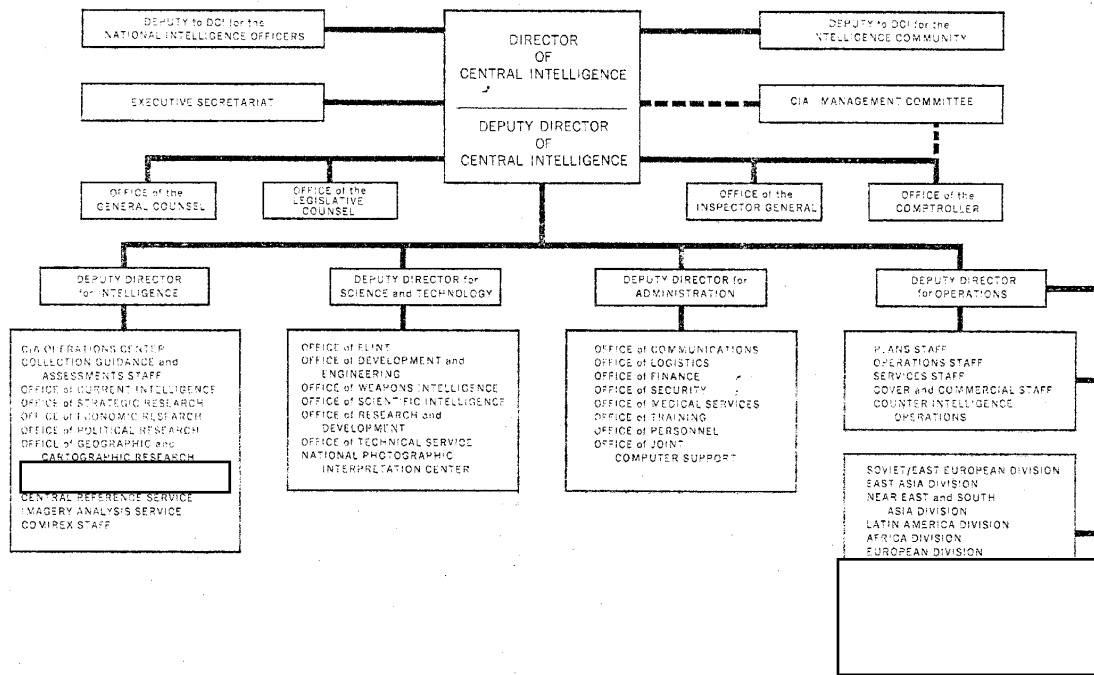
Att
CIA Organization Chart

SECRET

Revised: 18 March 1975 (666)
565018 4-75 CIA

CENTRAL INTELLIGENCE AGENCY

ORGANIZATION



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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A SUGGESTION NO. 74-172: dated 5 November 1973
[redacted], GS-11
Intelligence Analyst
Directorate of Administration/OC

A. Summary of Suggestion

Attached is a detailed description of the suggestion to eliminate unnecessary steps in Agency pouch accountability.

B. Evaluations

1. OC said that effective 1 April 1957, Headquarters return of receipted pouch manifests to field stations was discontinued (Book Dispatch No. 226 from Chief, Headquarters, RI, attached). In October 1972, OC eliminated the return of receipted manifests to Headquarters from Area Headquarters (RMS-72-038, attached). OC adopted the recommendation to eliminate the return of receipted manifests by field stations to Headquarters. The receiving station is now responsible for monitoring receipt of incoming pouches. The return of receipted pouch manifests verifies receipt of a pouch and is an important security check for stations that receive or pouch infrequently. Since many field lateral pouches are accomplished on an infrequent and irregular basis, OC is continuing the exchange of receipted manifests for lateral field pouches. Annual tangible savings to OC are:

Signing and returning receipted pouch manifests: 10 hours per year x \$4.09 per hour (GS-5)	\$ 40.90
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[redacted]

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Filing of receipted manifests: 4 man-hours per week x 52 weeks per year = 208 man-hours annually x \$4.09 per hour (GS-5) \$ 850.72

Conducting pouch manifest checks: 6 man-hours per check x 8.67 checks per year (one every six weeks) = 52 man-hours per year x \$4.09 per hour (GS-5) 212.68

TOTAL \$1,104.30

2. Forms 748 and 2439 were discontinued as a result of this suggestion, resulting in the following savings:

<u>Form No.</u>	<u>Annual Cost</u>	<u>Annual Volume</u>
748	\$ 15.00	1,500
2439	<u>720.00</u>	2,000
	\$735.00	annual savings by discontinuance

Because of the continuous annual reduction in the above forms through the Organization's pouch system, intangible benefits of MODERATE/LIMITED are believed appropriate. Forms 255a and 255b were marked for abolishment by DDO/RMO prior to receipt of the suggestion.

3. DDO/Records Management Officer said that the suggestion will not be implemented throughout the DDO because the requirements for good security and management would place a burden on field installations beyond that which we could reasonably expect to have carried out. Of the [redacted] field installations, less than [redacted] have full-time registry employees. Pouches for the remaining installations are often handled by persons who were often not trained in pouch handling. It would be unwise to place on these persons the responsibility to account for "missing" pouches sent from Headquarters. Also, the receipt shows the exact pouching time - this is frequently important especially for lateral pouches; and, receipt allows for informal

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communications in regard to pouching - such as correcting errors in content listings on manifests. DDO/RMO concurred in the savings realized by OC adoption of the suggestion.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$175 award based on annual savings of \$1,839 (\$145) plus MODERATE/LIMITED intangible benefits (\$30).

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D. Decision of the Chairman

[redacted]
Chairman, Suggestion and Achievement Awards Committee

20 Nov 75
Date

\$175.00
Award

Atts

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TITLE: Eliminating unnecessary steps in Agency pouch accountability.

I. PRESENT METHOD - Agency pouch procedures require the return of a receipted copy of a pouch manifest to the originating station. Headquarters, however, does not return manifests to field stations and assumes receipt unless notified otherwise. OC Field stations do return manifests laterally in addition to returning manifests to Headquarters. OC procedures exempt OC Area Headquarters from returning manifests to Headquarters. If a receipted manifest is missing, Form 2439 or 748 (Pouch and Manifest Tracer) is employed.

II. Form 255 Pouch Manifest (3 part, NCR) is currently used as follows:

1. Suspense Copy (Pink) of Form 255 is filed.
2. White and Yellow copies are sent to addressee- Yellow copy is retained by addressee for their files.
3. White copy is receipted and returned to sender by entering as a line item on a subsequent pouch manifest to Hqs or a lateral station.
4. Headquarters "In Pouch Unit" checks off manifest and outgoing manifest copy goes to file.
5. Manifests are arranged alphabetically (Station) and then placed in numerical order.
6. Suspense copy (pink) is then removed from station file and substituted with receipted white copy.

III. A manifest check is conducted periodically to determine if a receipted manifest is missing.

IV. Forms 2439 and 748 (Pouch and Manifest Tracer) are being used by OC and DDO (others?)

I. SUGGESTION(S):

1. Current Pouch procedures be amended to eliminate the return of receipted manifests.
2. Each station be responsible for monitoring receipt of pouches. Originating station will assume receipt unless notified otherwise.
3. Reduce Form 255 (pouch manifest) from present three parts to two parts.
4. Eliminate Forms 2439 and 748
5. Eliminate receipted Pouch Manifest Check.

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I. ADVANTAGES

II. If a pouch is missing either in Headquarters or Field, this would be easily detected as pouches are controlled numerically. To trace a "missing pouch" a routine administrative cable would suffice. If this suggestion is implemented, it would eliminate the need for Forms 2439 and 748. OC uses both cables and Pouch Manifest Tracer. The latter is used to trace missing receipted pouch manifests.

Most (all?) registrys conduct a receipted "Manifest Check" by checking the appropriate files to determine if a receipted pouch manifest has been returned. With the above suggested method this procedure could be eliminated as a "missing manifest" would be flagged by the routine administrative cable mentioned earlier.

III. SAVINGS:

Am not able to compute the actual dollar savings, personnel wise, however, the man hours involved, Agency wide, would be tremendous. The cost of forms can be measured. The Agency presently uses about 88,800 Pouch Manifests per year. The cost per 100 is \$1.70 or \$1,509.60 per year direct cost as these forms are printed commercially. Reducing Form 255 to two parts would be an obvious saving. In addition, the entire cost for printing forms 2439 and 748, would be saved.

Att: Copies of Forms
748 & 2439

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SECRET
(When Filled In)

POUCH AND MANIFEST TRACER

STATION

DATE

OUR RECORDS INDICATE THE FOLLOWING (FIELD/HQ POUCH NUMBER - HQ/FIELD RECEIPTED MANIFEST) AS BEING UN-ACCOUNTED FOR:

POUCH NUMBER(S)

MANIFEST NUMBER(S)

DATE(S)

FIELD/HQ POUCH NUMBER(S): PLEASE ADVISE PROMPTLY IN THE SPACE PROVIDED BELOW AS TO THE DISPOSITION OF THE ABOVE MENTIONED POUCH NUMBER(S).

HQ/FIELD MANIFEST(S): IT IS REQUESTED THAT THE ATTACHED DUPLICATE COPY(IES) OR THE WHITE SIGNATURE COPY(IES) BE SIGNED AND RETURNED.

REMARKS

REPLY

TO:
ATT:

DATE

CONFIDENTIAL
(When Filled In)

POUCH AND MANIFEST TRACER

FROM:

CHIEF,

DATE:

Our records indicate the following Headquarters pouch manifest(s) have not been returned. Please fill in the date, if received, and sign below. If a pouch has not been received, notify Headquarters via RADNOTE cable.

POUCH AND MANIFEST NUMBER

DATE POUCHED

DATE RECEIVED
IN FIELD

SIGNATURE:

DATE:

FORM 2439 USE PREVIOUS EDITIONS

CONFIDENTIAL

(13)

STAT

Book DISPATCH NO. 226

VIA AIR
(Specify Air or Sea Pouch)

S-E-C-R-E-T
CLASSIFICATION

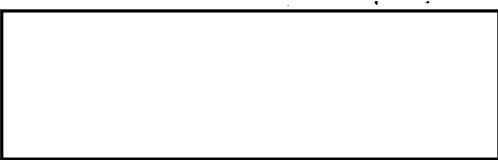
TO : Chiefs of All Stations and Bases DATE 14 MAR 1957

FROM : Chief, Headquarters, RI

SUBJECT { GENERAL : Administrative
SPECIFIC : Return of Pouch Manifests

Action Required: For information only

Field registry personnel are asked to note that, effective 1 April 1957, blue copies of pouch manifests received in Headquarters will no longer be returned to field installations. Delinquent pouches are discovered at Headquarters through a careful check of incoming manifests and are traced by means of the RI Pouch and Manifest Tracer, (Form No. 748), thus making return of the blue manifests a duplicate effort.



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(6 March 1957)

Distribution:
1 - All Stations and Bases

S-E-C-R-E-T
CLASSIFICATION

DISPATCH

CLASSIFICATION

CONFIDENTIAL

PROCESSING ACTION

MARKED FOR INDEXING

NO INDEXING REQUIRED

ONLY QUALIFIED DESK
CAN JUDGE INDEXING

MICROFILM

Chief,

Chief, [redacted]

Return Pouch Manifests - Form 255

REQUIRED - REFERENCES

REF: [redacted] Chapter V, Para 2

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1. Effective upon receipt of this dispatch it will not be necessary to return to [redacted] signed pouch manifests acknowledging receipt. This procedure applies only to Area Headquarters.

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2. Area Headquarters will be responsible for the accountability of all pouches received from [redacted]. If a pouch is suspected to be missing, a command cable should be forwarded to [redacted] advising the pouch number involved.

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Distribution:

A, less [redacted]

25X1A

[redacted]

[redacted]

DISPATCH SYMBOL AND NUMBER

DATE

[redacted]

CLASSIFICATION

HQS FILE NUMBER

25X1

25X1

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 74-309: dated 29 January 1974

[REDACTED]
Instructor
Directorate of Administration/
OTR

STAT

A. Summary of Suggestion

1. Background

The fire extinguishers on the sixth floor of Chamber of Commerce Building were Type A - e.g. wood (non-electrical) fires. They contained a prohibition for electrical use. The installation of the 20 computer terminals and associated electrical equipment presented a fire hazard in view of the known tendency for the TT-37 power supply to overheat.

2. Suggestion

a. Install an electrical-type fire extinguisher in Room 616 Chamber of Commerce Building.

b. Make an Agency-wide survey to determine other computer terminal installations which are inadequately protected.

B. Evaluations

1. Safety Branch/OS, made a comprehensive safety survey of all Agency facilities in the Washington area containing computer terminals. The survey revealed that 275 rooms contained a total of 862 terminals. All of these areas, however, did not present the same fire potential, i.e., some rooms had only one terminal vs. 28 in others. One single terminal unit, regardless of

cost, presents a fire potential slightly more than an IBM electric typewriter. Five to twenty-eight terminals, however, increases the fire potential. Some of the larger areas are already protected with portable fire extinguishers to meet the existing potential but some are not. OS/Safety Branch recommended that the terminals which are not provided with the adequate protection be supplied with the proper extinguishers. The CIA Safety Officer rated intangible benefits MODERATE/BROAD.

2. Space Maintenance and Facilities Branch/OL, installed additional fire extinguishers in Agency buildings as requested by Safety Branch:

Headquarters	5 lb. Extinguisher	9 each
	15 lb. Extinguisher	10 each
Ames	5 lb. Extinguisher	1 each
	15 lb. Extinguisher	1 each

A total of 21 extinguishers were installed by General Services Administration.

The total cost of purchase and installation of the added fire extinguishers was \$592.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$100 award (MODERATE/BROAD).

D. Decision of the Chairman

STAT
Chairman, Suggestion and Achievement
Awards Committee

20 Nov 75
Date

\$100.00

Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 74-364: dated 22 February 1974

Claims Assistant
Directorate of Administration/
OP (Resigned)

STAT

A. Summary of Suggestion

1. Background

Association Benefit Plan insurance policy holders obtained itemized bills from their doctors and submitted them to Insurance Branch for appropriate claims processing.

2. Suggestion

The suggester designed a form, attached, to be completed by the doctor and submitted direct to the Association Benefit Plan. This method simplifies the process of making claims; often times policy holders encountered difficulties in obtaining itemized doctor bills. The form improves communication between physicians and the insurance company, eliminates time and frustration on the part of policy holders and reduces the number of calls the insurance claims adjuster must make to the doctor to obtain the needed information to finalize the claim.

B. Evaluation

1. Insurance Branch began using the new form in mid-March 1975 (attached). It is estimated that 5,000 of the forms will be used annually. The form improves Insurance Branch efficiency and eliminates the filing and storage of many separate physician statements as well as saving time for the claimant.

2. Forms Management said that the forms cost about \$200 annually.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$75 award (MODERATE/EXTENDED).

D. Decision of the Chairman

STAT
Chairman, Suggestion and Achievement
Awards Committee

20 Nov 75
Date

\$ 75.00
Award

Atts

GOVERNMENT EMPLOYEES HEALTH ASSOCIATION

CLAIM FORM

FORWARD COMPLETED CLAIM FORM TO: GEHA, P. O. BOX 463, WASHINGTON, D. C. 20044

To Be Completed By Insured Member

1. Insured's name _____ Date of birth _____

Address _____
(Street & Number) (City) (State) (Zip Code)

Policy No. _____ Cert. No. _____

If claim is for a dependent, give name _____ Relationship _____ Date of birth _____

2. Give nature of sickness or injury _____

3. DID THIS INJURY OR SICKNESS ARISE OUT OF OR IN THE COURSE OF EMPLOYMENT? Yes No

If yes, please explain _____

DOUBLE COVERAGE (See section in your official brochure entitled "DOUBLE COVERAGE.")

(a) Spouse's or other dependent's occupation _____ Name of employer _____

(b) Are you or any member of your family covered under any other plan or plans for which payroll deductions are made, or for which an employer makes a contribution in whole or in part, which provides benefits for accident or illness? Yes No
If "yes," give name and address of insurance company or other organization providing such coverage _____

(c) Are you or your spouse covered under Health Insurance for the Aged under Social Security (Medicare)?

SELF: Yes No SPOUSE: Yes No

If "yes," indicate your coverage by checking appropriate blocks:

SELF: Hospital Only Medical Only Hospital & Medical
SPOUSE: Hospital Only Medical Only Hospital & Medical

I hereby certify that the foregoing statements, including any accompanying statements, are to the best of my knowledge and belief true, correct and complete. I hereby authorize any physician or any hospital to furnish and disclose all known facts concerning this disability. I understand that in executing this authorization I waive the right for such information to be privileged. A copy or photocopy of this authorization shall be as valid as the original.

Date _____, 19____

Signed _____
(Signature of Insured)

PLEASE ATTACH ITEMIZED BILLS

AUTHORIZATION TO PAY BENEFITS TO PHYSICIAN: I hereby authorize payment directly to the undersigned physician of the Surgical and/or Medical Benefits, if any, otherwise payable to me for his services as described below but not to exceed the reasonable and customary charge for those services.

SIGNED (INSURED PERSON)

Date _____

STATEMENT BY ATTENDING PHYSICIAN
 (To Be Completed by Attending Physician)
 And Forwarded To The Address Shown On The Reverse
 Obverse

PATIENT'S NAME _____ AGE _____

WAS PATIENT: HOSPITAL INPATIENT HOSPITAL OUTPATIENT DOCTOR'S OFFICE PATIENT

SURGERY OR OBSTETRICS	1) DATE _____ PROCEDURE: _____	CHARGE _____
	2) DATE _____ PROCEDURE: _____	CHARGE _____
EMERGENCY TREATMENT	1) DATE INJURED _____ DATE SICKNESS BEGAN _____	
	2) DID INJURY OR SICKNESS ARISE FROM PATIENT'S EMPLOYMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
COMPLAINTS AND DIAGNOSIS		

IS DISABILITY RELATED TO PREGNANCY? YES NO DATE OF LMP _____

RELATED SERVICES RENDERED

OFFICE AND HOME VISITS	DATE	CHARGE	DATE	CHARGE		
	DATE	CHARGE	DATE	CHARGE		
	DATE	CHARGE	DATE	CHARGE		
OFFICE X-RAYS AND LAB TESTS	X-RAY	DATE	CHARGE	X-RAY	DATE	CHARGE
	TEST	DATE	CHARGE	TEST	DATE	CHARGE
	TEST	DATE	CHARGE	TEST	DATE	CHARGE
HOSPITAL VISITS	DATES	@ \$	EACH =			
	DATES	@ \$	EACH =			
	DATES	@ \$	EACH =			

TOTAL ALL CHARGES \$ _____

PHYSICIAN'S NAME: TYPE OR PRINT _____ M.D. DATE _____

SIGN HERE _____ M.D. PHONE NO. _____

ADDRESS _____ INDIVIDUAL PRACTITIONERS - SS # _____
 ALL OTHERS - EMPLOYER I.D. # _____

MISCELLANEOUS ILLNESSES

DATE OF SERVICE	COMPLAINT OR DIAGNOSIS	TYPE OF SERVICE	SIGNATURE OF M.D.	CITY AND PHONE	CHARGE

HEALTH INSURANCE CLAIM

PART A

TO BE COMPLETED BY PATIENT

Insured's Name and Address (Please include Zip Code) _____ Date of Birth _____

Insured's Name if Patient is a Dependent _____

Name of Insurance Company _____ Policy Number _____ Certificate Number _____

MUTUAL OF OMAHA

5,000

Name of Association through whom Insured _____

ASSOCIATED GOVERNMENT EMPLOYEES, P.O. Box 1751, Washington, D. C. 20013

AUTHORIZATION TO PAY BENEFITS TO PHYSICIAN: I hereby authorize payment directly to the undersigned Physician of the Surgical and/or Medical services, if any, otherwise payable to me for his services as described below and not to exceed the reasonable and customary charge for these services.

Signed (Insured Person) _____

Date _____

AUTHORIZATION TO RELEASE INFORMATION: I hereby authorize the undersigned to release any information acquired in the course of my diagnosis or treatment.

Signed (Patient, or Parent if Minor) _____

Date _____

PART B

ATTENDING PHYSICIAN'S STATEMENT

1. Diagnosis and Concurrent Conditions (If Diagnosis code other than ICDA* used, give name): _____

2. Is condition due to injury or sickness arising out of patient's employment? Yes No
Pregnancy? Yes No If Yes, approximate date pregnancy commenced. DATE: _____

3. Report of Services (or attach itemized bill)

Date of Services	Place of Services	Description of Surgical or Medical Services Rendered	PROCEDURE CODE -- IF USED (IF CODE OTHER THAN CPT** USED, GIVE NAME)	Charges
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Charges \$ _____

Doctor's Office IH - Inpatient Hospital NH - Nursing Home
 Patient's Home OH - Outpatient Hospital OL - Other Locations

Amount Paid \$ _____

*ICDA-International Classification of Diseases

**CPT-Current Procedural Terminology (current edition)

Balance Due \$ _____

4. Date symptoms first appeared or accident happened. _____

5. Date patient first consulted you for this condition. _____

6. Patient ever had same or similar condition? Yes No If "Yes" when and describe. _____

7. Patient still under your care for this condition? Yes No

8. Patient was continuously totally disabled (unable to work) From _____ Thru _____

9. Patient was partially disabled From _____ Thru _____

10. If still disabled, date patient should be able to return to work. _____

11. Patient was house confined. From _____ Thru _____

12. Does patient have other health coverage? Yes No If "Yes" please identify. _____

13. I do not accept assignment. _____

Date Physician's Name (print) Degree _____

Individual Practitioners -SS# _____
All Others-Employer I.D.# _____

Physician's Signature Telephone _____

Must Be Furnished Under Authority of Law

Street Address _____ City or Town _____ State or Province _____ Zip Code _____

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 74-521: dated 10 May 1974
[REDACTED], GS-07
Intelligence Assistant
Directorate of Science and
Technology/NPIC

STATINTL

A. Summary of Suggestion

1. Background

Holding film flat so that it would remain in focus on the Zoom 240 Stereoscope presented a problem. Photo interpreters used weighted rubber rings and "L's" to solve the problem for the static viewing situation; however, the weighted rings and "L's" were a problem when the optics or the film was moved constantly during the search phase.

2. Suggestion

The suggester designed a "Film Hold-Down Collar" (photo attached) to fit around the barrel of the 2x mono search lens of the Zoom 240 Stereoscope. When in use, the collar is allowed to drop the film surface where it holds the film beneath the lens flat by the collar's own weight. The film or the optics can be moved at will without further attention to the collar. The collar keeps the film flat constantly when searching with the 2x mono lens and eliminates constant readjusting of the focus or moving of the Richards hold-down rings.

B. Evaluation

1. NPIC said the prototype of the "Film Hold-Down Collar" was made in-house. The collars are now being made by an outside contractor at a cost of \$7.04 each. The primary operation of NPIC/Imagery Exploitation

Group is to search the film on a timely basis. This suggestion is one of the few improvements to the search function. Many human engineering studies performed for NPIC have established the difficulties the photo interpreter must overcome to maintain an alert search posture throughout his workday. The need to constantly refocus the Zoom 240 Stereoscope while searching or use cumbersome hold-down rings or bars was a hindrance in the PI's ability to comfortably search during an entire day. The collar rides with the film, overcoming the necessity to constantly refocus the Zoom 240 Stereoscope as the PI searches. Use of the collar is optional. If a PI chooses, he can slide it up the barrel and out of the way. He also can do this when switching from 1x mono or stereo. The device is then in place and ready to use when he returns to 2x mono.

2. NPIC/IEG purchased 330 of the collars for distribution to each of their PI's; DIR-5 (DIA) purchased 225; IAS has 120 on order; and, SPAD has purchased some of the collars. Since any organization with a 2x barrel scope can use the collar, NPIC will canvas the Intelligence Community for other users.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$200 interim award (SUBSTANTIAL/EXTENDED).
3. Review in one (1) year to determine further use of the collar by Intelligence Community organizations.

D. Decision of the Chairman

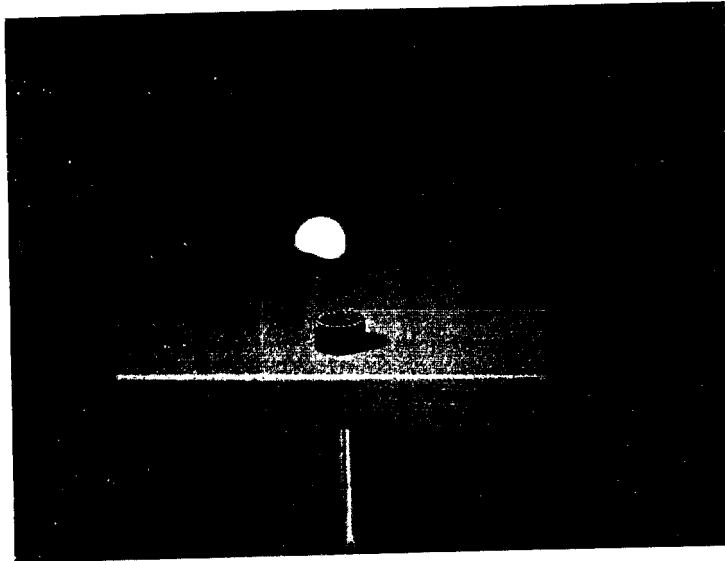
STATINTL

[Redacted]
Chairman, Suggestion and Achievement
Awards Committee

20 Nov 75
Date

\$ 200.00
Award

Att



"FILM HOLD-DOWN COLLAR"

Diameter - 2"
Height - 1 1/4"

BEST COPY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-44: dated 22 July 1974
[redacted], GS-05
Information Control Clerk
Directorate of Operations/ISG

25X1A

A. Summary of Suggestion

1. Background

Incoming pouches received in Information Processing/Dispatch and Pouch Section are unwrapped (often 2 or more wrappings). The classified markings are cut off and deposited in classified trash bags. The unclassified portion of the wrappings were placed in a trash truck for later disposal in the trash room. The trash truck often had to be emptied more than once a day and took up a large area of Dispatch and Pouch Section.

2. Suggestion

Use a trash compactor to dispose of the unclassified portion of pouch wrappings.

B. Evaluations

1. IP/Dispatch and Pouch Section purchased a trash compactor at a cost of \$3,300 and began using it on 3 July 1975 (brochure attached). The trash compactor is approximately the size of a four (4) drawer safe, resulting in a savings of about three (3) square feet of floor space over the former trash truck. Use of the trash compactor minimizes the possibility of mixing classified material with the unclassified trash.

CONFIDENTIAL

[redacted] 25X1

CONFIDENTIAL

On one occasion when manifests of incoming pouches were being checked, it was discovered that one pouch was missing. Upon further checking the pouch was found in the unclassified trash. Apparently it had slipped off the incoming mail cart.

2. C/IP/D&P estimated man-hour savings to be 173 annually for two (2) employees to take the trash to the trash room (20 minutes for each individual), empty the trash, and return with the trash truck @ the GS-04 rate of \$3.84 per hour or an annual savings of \$664. Trash from the trash compactor is picked up at the D&P room by GSA personnel. Office of Security concurred with the purchase of this equipment.

C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$100 award based on annual savings of \$664 (\$70), plus MODERATE/LIMITED (\$30) intangible benefits.

D. Decision of the Chairman

25X1A

[redacted]
Chairman, Suggestion and Achievement
Awards Committee

26 Nov 75
Date

\$100.00

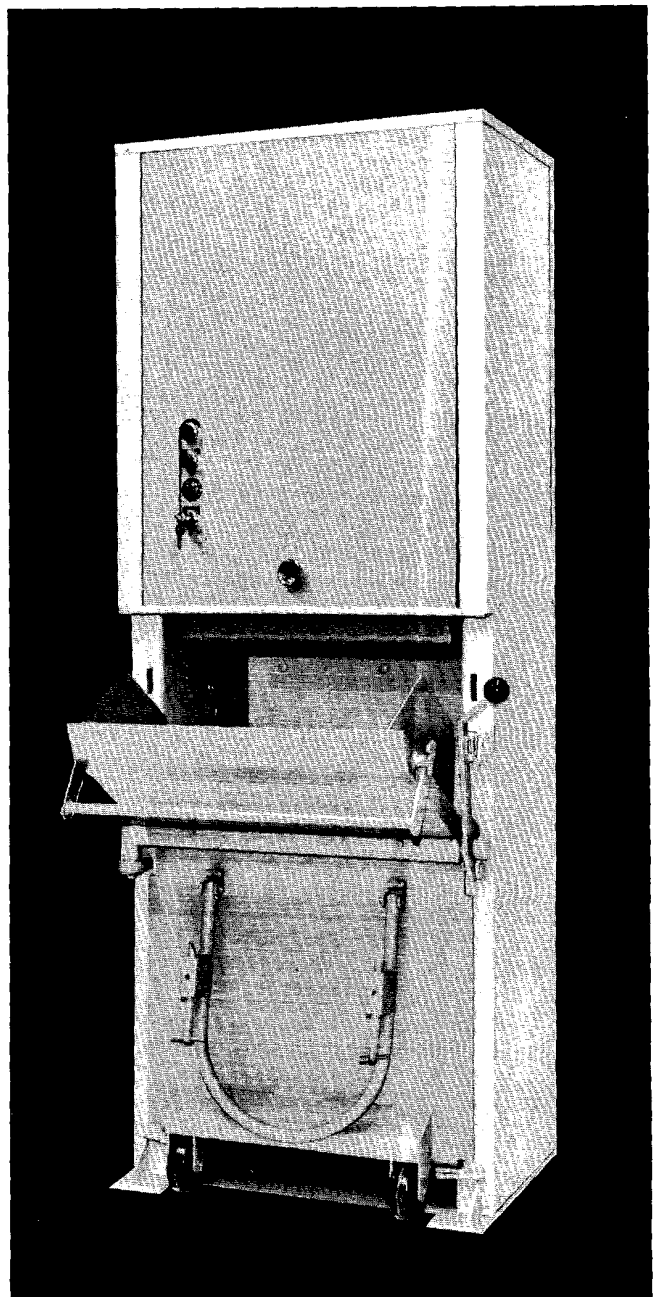
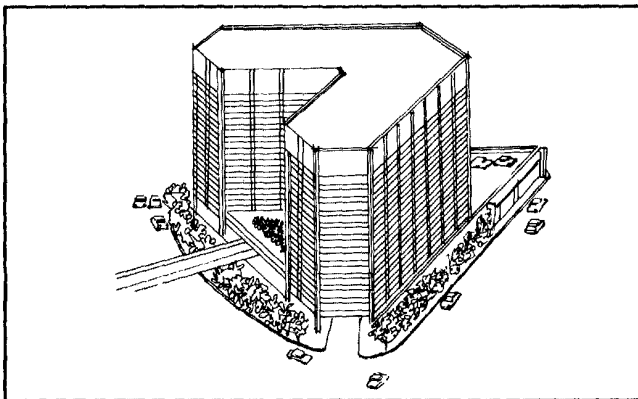
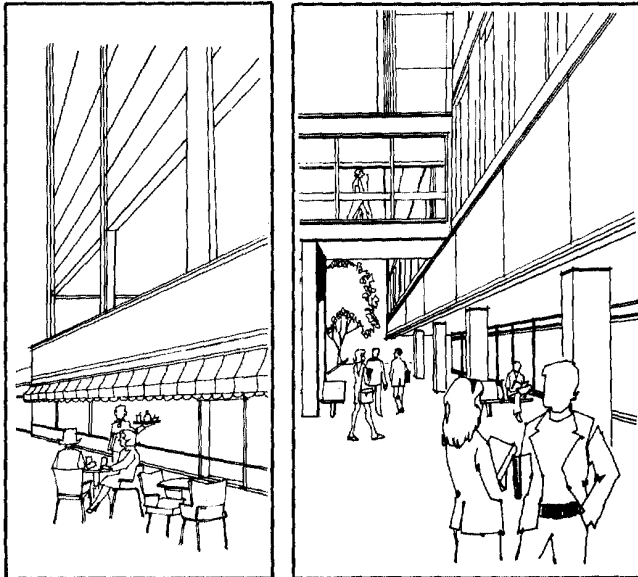
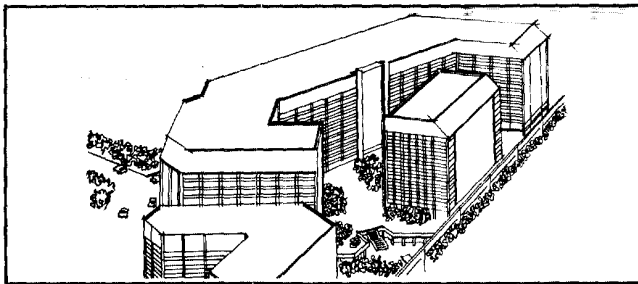
Award

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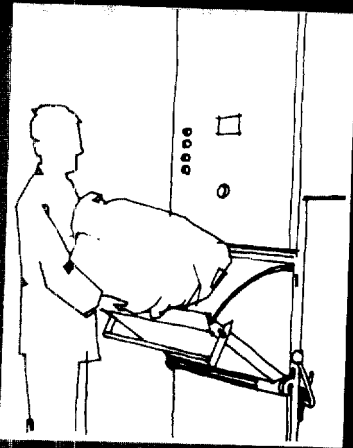
CONFIDENTIAL

REFUSE COMPACTORS DESIGNED TO SOLVE ALL SOLID WASTE HANDLING SITUATIONS

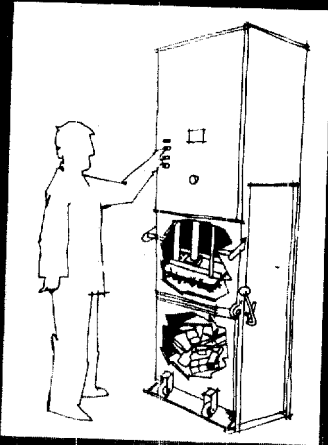
A Division of UNION ENVIRONMENTAL CORP.



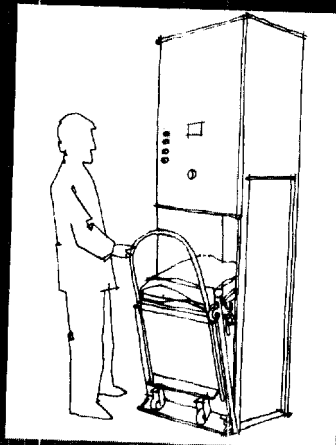
HOW UNION-PAK COMPACTORS FUNCTION



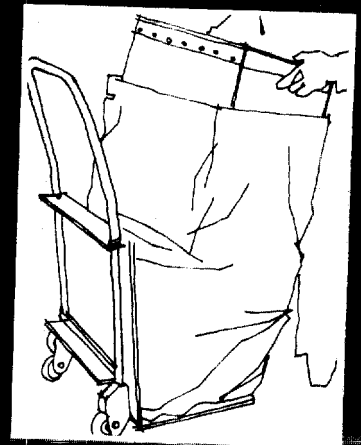
All solid waste, including bottles and cans, regardless of refuse mix, is emptied into the UNION-PAK compactor. Rear loading, chute loading or automatic hopper loading models and accessories are available providing total loading flexibility.



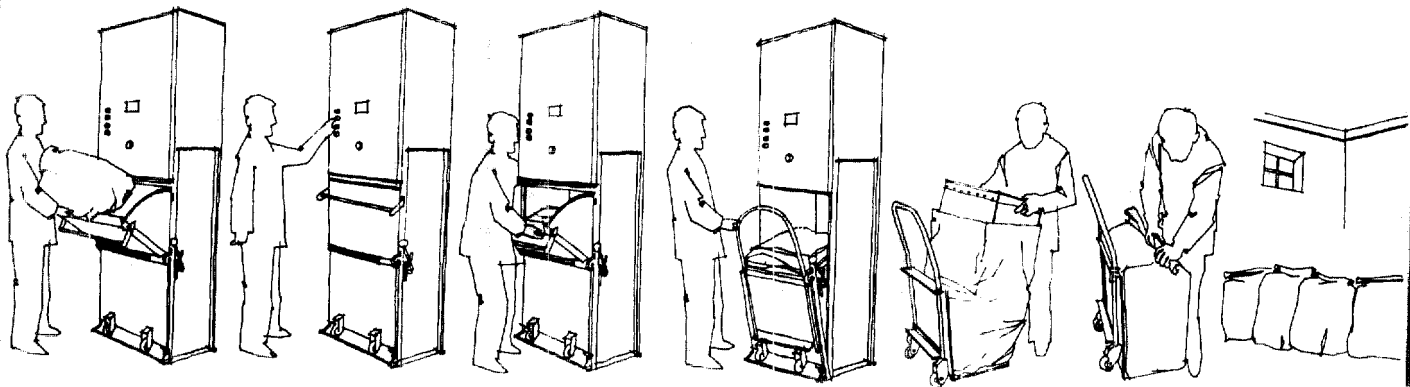
The UNION-PAK solid, sturdy, hydraulic ram compresses and compacts waste and refuse to a fraction of its original bulk, (up to 20:1). With each stroke, the automatic spray apparatus deodorizes and disinfects.



Pre-set package weight capability automatically signals when full. Built-in hand truck "dolly" provides for ease of package handling.



Refuse is compacted into heavy duty (5 mil.) plastic bags, or wax-lined corrugated containers or specially designed metal containers. All UNION-PAK models have a protective metal sleeve that permits safe compaction of metal and glass without fear of ripping or tearing.

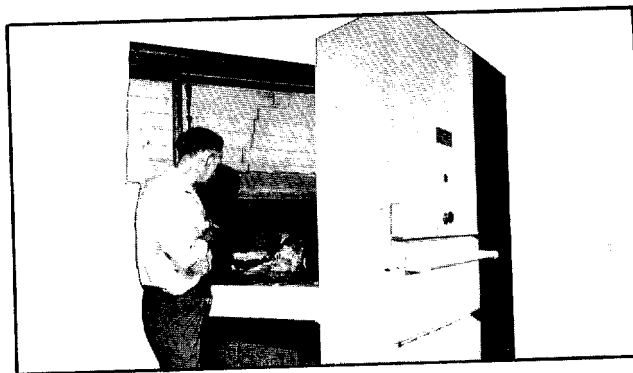


Compacted refuse takes up less space, cuts down danger of loose refuse including rats, vermin, disease, ground pollution, fire hazards. Compaction means labor savings up to 50 percent in handling solid waste.

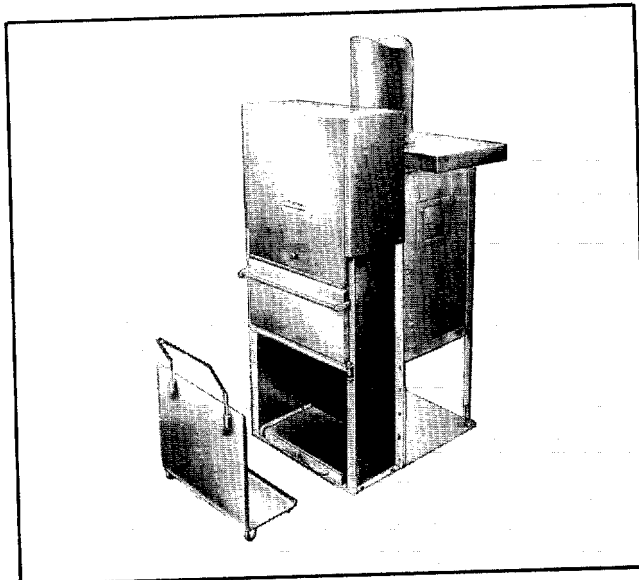
Only UNION-PAK Solid Waste Handling Systems offers unique flexibility that means a solution to your solid waste problem. There's flexibility in a wide range of basic compactor models, all built to UNION'S rugged quality and performance standards, plus the flexibility of the UNION-PAK modular system that enables you to add auxiliary equipment to any basic machine at any time in the future.

Rugged construction means less maintenance, less downtime. UNION-PAK performs better and lasts longer. And all over the United States and Canada UNION'S service and distribution network is there to help solve your refuse problems.

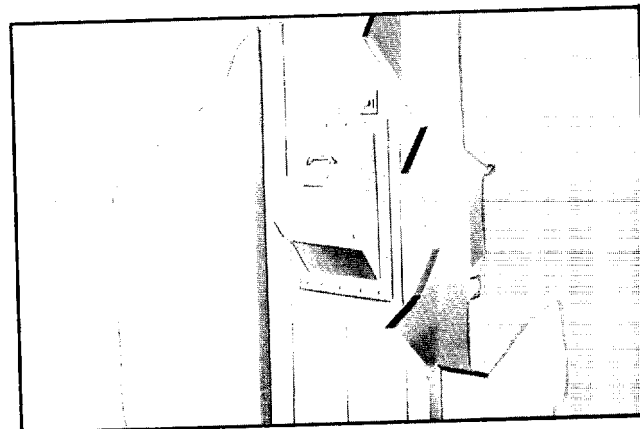
By removing the rear face plate of UNION-PAK compactor and installing a customized trough-feeding device, quick, easy and economical conversion for condemned chute-fed incinerators is possible, without altering or modifying either the incinerator chamber or the structure of the building. Union-Pak installation engineers custom assemble feeding troughs on-site, utilizing either 100, 200, or 300 series compactors. Machines converted for manual trough-fed incinerator conversion are designated Models 120D, 220, and 320.



Attached to the rear of Union-Pak compactors, Model 23U Hopper Loaders are equipped with automatic sensing and activating devices for non-attendant movement of refuse from a building's built-in trash chute system directly into the Union-Pak compactor for automatic non-attendant compaction. Model 23U Hopper Loaders are protected with automatic sprinkler systems for protection from fire, and have visual and/or audio signaling devices to alert building maintenance personnel when the machine has reached its preset package weight. The Model 23U Hopper Loader is used in conjunction with the Model 105D, 205 and 305 compactors.



Union-Pak compactors equipped with Automatic Hopper Loaders are designated _____ and _____ respectively.



MODEL 21 THROUGH-WALL LOADER

A patented through-wall loading door developed for customized built-in installations of Union-Pak compactors. The Model 21 features a safety device preventing its being opened during the compaction cycle, and it is ideally suited for tenant-operated apartment-house applications. The rear face-plate of the Union-Pak compactor is removed, and the Model 21 loads refuse into the back of the machine, allowing unimpeded access to the front insertion opening for additional loading capability, and to the hand-truck door for easy removal of the refuse package.

Manufactured by

135 S. Nineteenth Street, Phila., Pa. 19103
THE ECOLOGY GROUP OF THE UNION CORPORATION.

Distributed and Serviced by:

Of all the compactors you can buy, only Union-Pak gives you so many important benefits!

You can determine exactly how much refuse you want compacted in advance—and a red light tells you when the package is filled to that point.

A protective sleeve prevents bottles and cans from tearing the 5 mil "union bag." The bag catches liquids, keeps them from spilling on floor. Saves you time and mess.

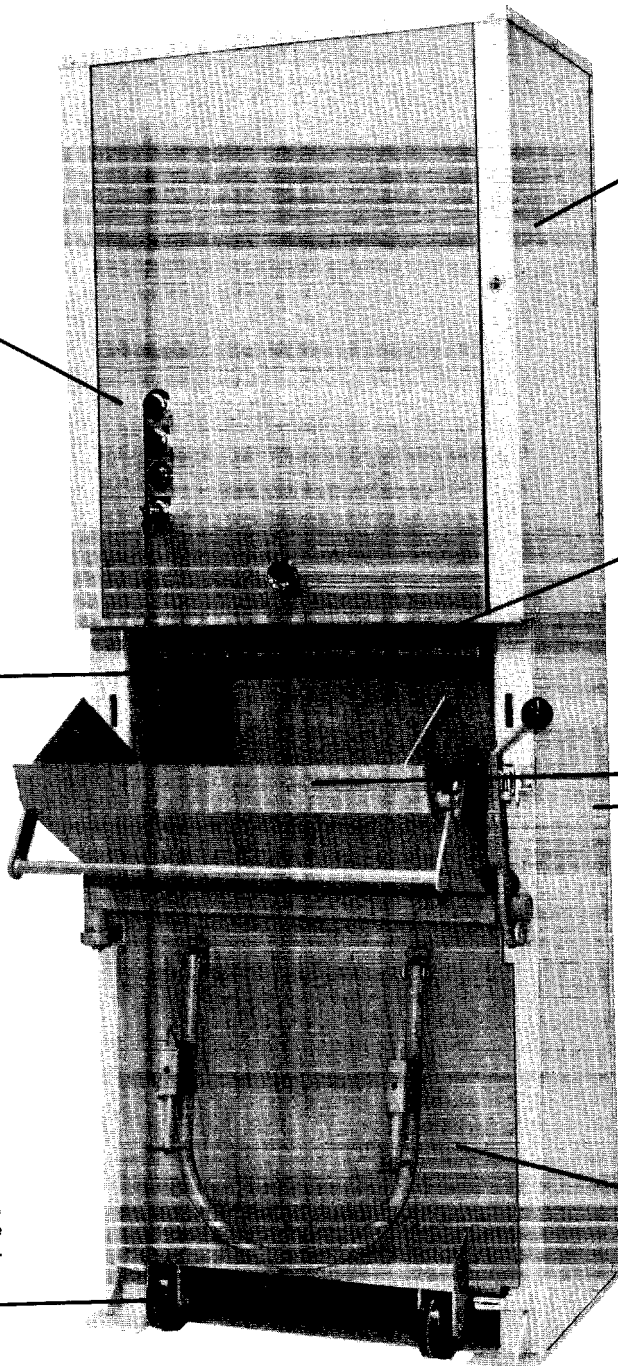
A built-in dolly makes it much easier to remove the package filled with refuse. No struggle. No strain. It simply rolls out.

Rugged construction means less maintenance, less downtime. Union-Pak performs better and lasts longer.

A special platen (ram) cover prevents refuse and liquids from accumulating on top of the platen (ram), reducing cleaning maintenance.

You can feed the Union-Pak through the front—or through the rear. And you can easily adapt it to be used with a can, bag, box or bale. This flexibility lets you get much more use out of the Union-Pak.

A layer of disinfectant reduces odor in the compactor and in the bags. It keeps things cleaner and more sanitary.



All in all, the UNION-PAK gives you 21 important benefits. Some competitive models have some of these benefits. Other models have none. UNION-PAK and only UNION-PAK gives you all 21.

We invite you, encourage you, urge you to compare before you buy. The more you know about all the benefits, the more convinced you'll be that UNION-PAK gives you more compactor for your money.

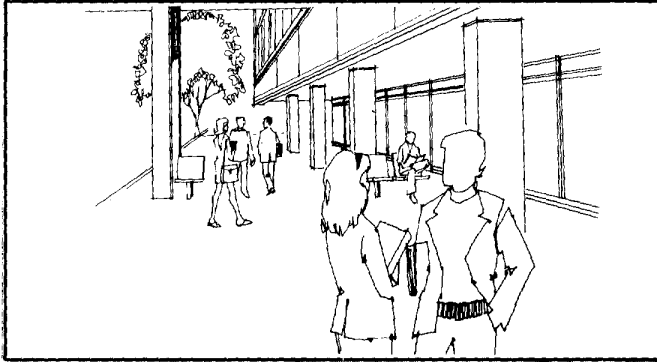
SPECIFICATIONS

UNION-PAK COMPACTORS

These specifications dated December 1, 1971, supersede all previous information and specifications relating to this equipment. Continuous product improvement is a policy of Union Environmental Corporation, therefore all specifications are subject to change without notice.

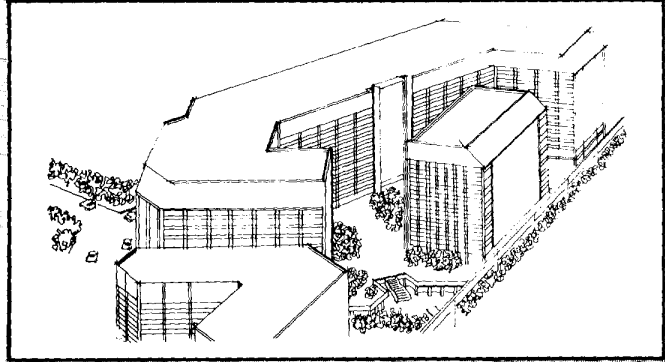
	SERIES 100	SERIES 200	SERIES 300	MODEL 23U HOPPER LOADER
OVERALL DIMENSIONS:	29" w. x 80.5" h. x 19.5" d.	35" w. x 90 $\frac{1}{4}$ " h. x 21" d.	41" w. x 91 $\frac{3}{8}$ " h. x 25" d.	OVERALL DIMENSIONS: 50 $\frac{1}{2}$ " wide x 61" high x 28" deep
WEIGHT (unloaded):	900 lbs.	1,350 lbs.	1,800 lbs.	WEIGHT: 400 lbs.
FLOOR SPACE NEEDED:	29" x 19 $\frac{1}{4}$ " (approx. 3.6 sq. ft.)	35" x 21"	41" x 25"	SIZE OF SAFETY DOOR: (TOP OF HOPPER) 50 $\frac{1}{2}$ " x 28"
WORK SPACE NEEDED IN FRONT OF MACHINE:	9 sq. ft.	13 sq. ft.	17 sq. ft.	FLOOR SPACE: 28" x 28"
SIZE OF CHAMBER:	24" w. x 24" h. x 16" d.	30" w. x 24" h. x 16 $\frac{1}{4}$ " d.	36" w. x 24" h. x 20" d.	INSERTION OPENING TO HOPPER. 24" x 24"
SIZE OF OPENING:	13" x 24"	20" x 30"	20" x 36"	SLOPE ANGLE 40°
TIME OF CYCLE:	31 seconds (approx.)	27 seconds (approx.)	27 seconds (approx.)	METHOD OF MACHINE OPERATION: Automatic operation by mechanical sensors which start the compression return cycle when trash is detected. Machine can automatically signal, visually or audibly, and shut down when full. Manual operation (semi-automatic) of compression return cycle by push-button controls.
METHOD OF PACKAGING:	Cardboard box, plastic bag, wire or rope ties, covered with plastic bag.	Cardboard box, plastic bag, rope or wire ties, covered with plastic bag.	Cardboard box, plastic bag, rope or wire ties, covered with plastic bag.	
WEIGHT OF PACKAGE: (normal bulk refuse)	50 to 125 lbs.	125 to 225 lbs.	200 to 350 lbs.	
SIZE OF PACKAGE:	24" w. x 24" d. x 16" h.	30" w. x 24" h. x 16 $\frac{1}{4}$ " d.	36" w. x 24" h. x 20" d.	
PACKAGE:	5.2 cu. ft.	7.0 cu. ft.	10.0 cu. ft.	
DENSITY OF PACKAGE:	490 lbs. per cu. yd. based on 100 lbs.	675 lbs. per cu. yd. based on 175 lbs.	810 lbs. per cu. yd. based on 300 lbs.	NOISE: Sound-deadening construction on the hopper loader reduces noise entering the chute.
COMPRESSION RATIO:	Adjustable up to 20:1 depending upon type refuse	Adjustable up to 20:1 depending upon type refuse.	Adjustable up to 20:1 depending upon type refuse.	SAFETY FEATURES: Automatic chute shut-off on trash overload or fire. Fire and overload warning signals. Built-in sprinkler head. Loading door interlock.
TOTAL PRESSURE:	3 tons (6,000 lbs.)	5 tons (10,600 lbs.)	9 tons (18,800 lbs.)	
PRESSURE:	1200 psi line	1500 PSI line	1500 PSI line	
ELECTRICAL:	115 V 1-phase	208-220-440V-3 phase	208-220-440V-3 phase	ELECTRICAL REQUIREMENTS: Compatible with Series 100/200/300 compactors.
SIZE MOTOR:	1 HP	3 HP	5 HP	
CONTROLS:	Model 101D Manual Model 105D Automatic	Model 201—manual Model 205—automatic	Model 301—manual Model 305—automatic	SPACE REQUIREMENTS: Height of trash room—8 ft. minimum; Width of trash room—7 $\frac{1}{2}$ " minimum; Length of trash room—9 ft. minimum.
SAFETY:	Model 101D —two-hand control Model 105D —door lockout	Model 201 —two-hand control Model 205 —door lockout	Model 301 —two-hand control Model 305 —door lockout	

UNION-PAK COMPACTORS are utilized in buildings and institutions, saving labor as they solve solid waste handling problems...



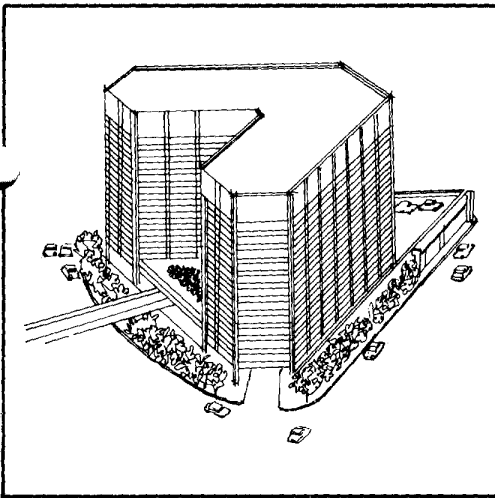
SCHOOLS

Install a UNION-PAK in the cafeteria to handle the waste and refuse generated there. In other areas, a UNION-PAK can handle all the refuse a school develops.



HOTELS

Install a UNION-PAK anywhere in hotels or motels where trash accumulates. Install units on every floor or in a central trash room.

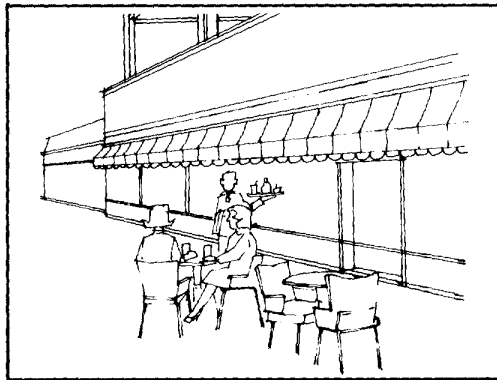


APARTMENTS

Install a UNION-PAK Compactor in the apartment waste room, and connect it to an existing incinerator chute.

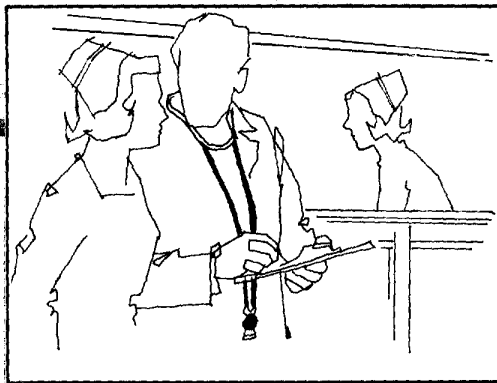
Place UNION-PAK units in the utility room for tenant operation.

Wherever you place a UNION-PAK you'll have a neater trash area and substantial labor savings in handling waste and refuse. UNION offers a free standing compactor shelter suitable for external use in garden apartment complexes and other similar applications.



RESTAURANTS

There's a right UNION-PAK model for every restaurant from the fast food hamburger spot to the finest restaurant or club. UNION-PAK sales counselors can help specify the right model with the right accessories to solve any restaurant's waste and refuse problems.



HOSPITALS

Strategically positioned at nursing stations, refuse or linen areas, Union-Pak not only assists in reducing internal labor associated with waste movement, but aids in curbing germ emissions throughout the hospital.

There's even a UNION mobile unit for use in schools and office buildings.

UNION-PAK COMPACTORS AND SOLID WASTE MANAGEMENT SYSTEMS

SERIES 100 Systems

—producing a refuse package of 75 lbs. nominal weight, suitable for retail outlets, drive-ins, apartments, hospitals, etc.

SERIES 200 Systems

—producing a refuse package of 175 lbs. nominal weight, suitable for apartment houses, industrial plants, larger restaurants, schools, retail out-

SERIES 300 Systems

—producing a refuse package of 275 lbs. nominal weight, suitable for supermarkets, large retail outlets, hotels, high-rise apartments, office

SERIES 500 Systems

—producing a refuse package of 60 lbs. nominal weight, suitable for "Fast Food" stores, drive-ins, hospitals, schools or wherever compactor mobility

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-103: dated 28 August 1975

[REDACTED]
Shop Foreman Assistant
Directorate of Administration/OL

STAT

A. Summary of Suggestion

1. Former Method

Agency employees seeking the issuance of driver's licenses to operate Government vehicles or to sign out U-Drive-It vehicles walked to and from the new Headquarters Garage in all kinds of weather.

2. Suggestion

Provide Agency bus service to and from the new Headquarters Garage, particularly during inclement weather. Individuals could be informed of the new service by the Motor Pool Dispatcher at the time specific requests were made. After the opening of the new Garage, consideration was being given to parking U-Drive-It vehicles near the Headquarters Building during the day for the convenience of customers. This, of course, would interfere with the problems of administrative control and maintenance.

B. Evaluations

1. Upon relocation of the Motor Pool/Room from G B 1915, Headquarters to the new Garage, it was apparent that the U-Drive-It vehicles would present some difficult administrative problems. U-Drive-It customers, which **daily** varied from 10 to 20 and used 14 vehicles, would obtain the keys from the Dispatcher and find the car in the South Loading Dock parking area. This had been the practice since 1961. With the move to the Garage, there were naturally requests from many customers to have the vehicles remain at South Loading Dock. This was undesirable for the following reasons:

a. The Office of Security demanded reduction in vehicle congestion and stipulated that the vehicles be parked at the Headquarters Garage at night.

b. Monitoring of the keys and attendant record keeping would have to be taken over by some other unit in Headquarters Building.

c. Delivery of the vehicles each morning and reparking at night at the Headquarters Garage would be very time consuming.

d. The daily maintenance, cleaning and refueling of vehicles would be very difficult to accomplish.

2. At this point it was decided by Logistics Management that the U-Drive-It cars would be kept at the Headquarters Garage, and that the mechanics or spare drivers would shuttle the customers between the Garage and the Headquarters Building. At the same time, but to a lesser degree, were requests for transportation between the tunnel entrance at Headquarters Building and the Garage. Most of these customers needed Agency Driver's permits.

3. This suggestion relieved the pressure to establish a sub-pool at the South Loading Dock or any area adjacent to the Headquarters Building. This was the suggestion's greatest value. It is obvious that it saves gasoline, wear and tear, and employees time, but this is hard to accurately calculate. OL rated benefits MODERATE/LIMITED. However, the committee's staff believes the case merits MODERATE/EXTENDED intangible benefits because it saves time for Motor Pool employees, enhances vehicle control, saves a limited amount of gasoline and relieved OL management of pressure to establish a sub-pool of U-Drive-It vehicles. Such a pool would require an estimated 520 gallons of gasoline and 520 man-hours of time annually. However, awards credit for such possible man-hours and gasoline savings is not believed appropriate. The sub-pool alternative never began operation because this suggestion solved the problem.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$75 award (MODERATE/EXTENDED).

D. Decision of the Chairman

STAT
Chairman, Suggestion and
Achievement Awards
Committee

20 Nov 75
Date

\$ 75.00
Award

CONFIDENTIAL

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 75-119: dated 26 September 1974
[REDACTED], GS-06
Secretary
Directorate of Operations/EA

A. Summary of Suggestion

1. Background

When using transmittal manifest self-reproducing form package (1236a) the date was typed on the bottom left of the form. Due to the form design, the date did not appear on the first two (2) copies (sample attached). There was also duplication of the classification and classified by number.

2. Suggestion

Redesign Form 1236a so the date, classification and classified by number will not have to be typed more than once and appear on all copies of the form. Having the date on all copies will aid in locating under separate cover attachments.

B. Evaluation

1. Form 1236a was revised in March 1975 (attached). ISG/DIM said that in accordance with instructions for preparation of dispatches, the legend "CL BY _____" is to appear on headquarters copies only. Therefore, in redesigning the form, the "CL BY" legend was printed on copy number three which is the retention or headquarters copy. The instructions also specify that transmittal manifests prepared in the field have the date pouched entered at the upper right. Thus the date now appears in the upper right of the form, as the result of this suggestion.

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25X1

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Approved For Release 2003/04/29 : CIA-RDP80-00706A000100030001-2

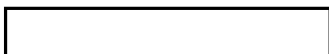
2. Agency Forms Management officials said that 11,000 sets of Form 1236a are used per month or 132,000 annually. They believe that little time will be saved by components. Many were not adding the "Classified By" number to the Parts 1 and 2, and the classification was already going through to all parts.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$25 award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A



 Chairman, Suggestion and Achievement
 Awards Committee

20 Nov 75

 Date

\$ 25.00

 Award

Atts

CONFIDENTIAL

Approved For Release 2003/04/29 : CIA-RDP80-00706A000100030001-2

CAUTION - Blank form requires
secure storage in field.

(CLASSIFY IF APPROPRIATE WHEN FILLED IN)

TRANSMITTAL MANIFEST		DATE
TO	FROM	Nº 70302
ITEM NO.	DESCRIPTION	REMARKS

(13-47)

FORM 1236a USE PREVIOUS EDITIONS
3-75

(CLASSIFY IF APPROPRIATE WHEN FILLED IN)

DATE

SIGNATURE OF RELEASING OFFICER

(13-47)

FORM 1236a USE PREVIOUS EDITIONS
3-75

CLASSIFIED BY: _____

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-127: dated 2 October 1974

[REDACTED]

STAT

Photography Gen.
Directorate of Administration/OL

A. Summary of Suggestion

Install water conservation kits on all OL/P&PD film processing equipment. The kit decreases the water flow from 4 1/2 gallons to 1 gallon a minute when the equipment is in the standby position. The equipment in P&PD is often in the standby position 5 to 6 hours per day.

B. Evaluations

1. OL/P&PD said that while on external training to Eastman Kodak in Rochester, New York, the suggester observed that their equipment was outfitted with commercially available water conservation devices. [REDACTED] subsequently suggested that P&PD outfit their equipment with water conservation devices. OL/P&PD Maintenance Shop concurrently initiated design for the installation of units to conserve both water and electricity for selected equipment. Although the kits have been commercially available for some time, the energy crisis and resulting rising costs has now led to consideration of these kits to offset high utility costs. It is impossible to determine if the maintenance shop was influenced by the manufacturer's advertisements, their independent observations, the aggressive federal conservation campaign or the suggestion itself. There is probably no mutually acceptable way of computing savings. However, we are conserving a limited resource.

2. OL has installed the kit on ten (10) processors at a nominal cost. If energy costs, continue to rise, the significance of the change can be quite meaningful. OL recommended a \$100 advisory award.

3. Both NPIC and OTS commented that there was no application of the suggestion in their area.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$100 award (SUBSTANTIAL/LIMITED).

D. Decision of the Chairman

Chairman, Suggestion and Achievement
Awards Committee

20 Nov 75
Date

\$100.00
Award

ADMINISTRATIVE
INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-193: dated 4 November 1974
[redacted], GS-11

STATINTL

Finance Officer
Directorate of Science and
Technology/NPIC

A. Summary of Suggestion

1. Background

a. NPIC had the following separate equipment rental contracts: nine (9) with IBM for 17 MTST and MCST typewriters; and six (6) with Xerox Corporation for six (6) copying machines. Since each contract had to be obligated separately, a total of 15 entries which were made monthly on the "Obligation Abstract Form" to the Office of Finance. OF in turn made the same number of corresponding entries to the monthly "Obligation Status Report".

b. Office of the Deputy Director for Science and Technology required a separate Contract Menu Sheets for each contract for the purpose of entering certain detailed information into STEPS. Therefore, 15 Contract Menu Sheets were prepared and updated as Contract changes occurred, and 15 separate line items appeared on the STEPS printout.

2. Suggestion

Since all the equipment is budgeted for and obligated under one Fan Account, NPIC/Logistics Branch requested that Office of Logistics/Procurement Division consolidate all the MTST and MCST typewriters under one contract with IBM and all Xerox machines under one contract with Xerox Corporation. Thus, the number of existing contracts would be reduced from 15 to 2.

ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

B. Evaluations

1. NPIC said that prior to this suggestion, 33 separate contracts were written and maintained on 33 separate items of equipment. This was the result of monies being sequestered in separate FAN accounts. As a result of consolidation of funds for rentals of items of common equipment in NPIC/Support Staff, it became possible to consolidate the contracts. This suggestion was the decisive factor in this action, and resulted in the combination of 33 contracts into 12 for FY 1976. In future years, it may be possible to consolidate these 12 contracts into 4.

2. Prior to initiation of this suggestion, approximately 24 hours per month was spent servicing and posting the 33 contracts. As a result of the consolidation, 16 hours are spent to service and post the 12 contracts or a savings of 8 hours per month. This results in an annual savings of 96 hours x \$9.38 (GS-11/7) per hour = \$900.48. NPIC rated intangible benefits MODERATE/LIMITED for the reduced use of machine records and computers, fewer papers, and easier access and reference to information.

3. OL/Procurement Division stated that they have attempted for some time to consolidate as many requirements as possible into as few contracts as practicable.

C. Recommendation of Executive Secretary

STATINTL

1. Not line of duty. The consolidation of contracts is not responsibility. The contracts are initiated by Logistics Branch and Finance Branch is merely responsible for ensuring that money is available, payment is authorized, and that proper financial procedures are followed in obligating funds.

2. \$125 award based on \$900 annual savings (\$90), plus MODERATE/LIMITED intangible benefits (\$35).

ADMINISTRATIVE
INTERNAL USE ONLY

D. Decision of the Chairman

STATINTL

Chairman, Suggestion and Achievement
Awards Committee

20 Nov 75
Date

\$ 125.00
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-266: dated 17 January 1975
[redacted] GS-07
Freight Traffic Assistant
Directorate of Administration/OL

STATINTL

A. Summary of Suggestion

1. Background

STATINTL

The stamps affixed to pieces of parcel post at [redacted] Freight Traffic Branch had to be reinked each time they were used.

2. Suggestion

Use a preinked stamp to affix "AIR MAIL", "REGISTERED" and "MOM" (Military Official Mail) to parcels. The preinked stamp would be less messy to use and would speed up the stamp application.

STATINTL

B. Evaluations

1. [redacted] / Freight Traffic Branch processes 14,600 pieces of parcel post annually. The use of the preinked "MOM", "REGISTERED" and "AIR MAIL" stamps reduces the time required to stamp packages by one-half. Each parcel is stamped four (4) times, taking 30 seconds under the former method and 15 seconds under the present method or a savings of 60 hours annually. Annual savings are:

60 hours annually x \$6.02 per
hour (GS-7/5) = \$361.12 - \$20
(cost of 3 stamps) = \$341.12
annual savings

STATINTL

[redacted] / FTB rated intangible benefits MODERATE/
LIMITED.

2. Chief, Mail and Courier Branch/OL has purchased 5 preinked stamps for their use. M&CB processes an average of 75 pieces of mail per day or 19,500 pieces annually. It is estimated that 65 hours will be saved annually @ \$4.29 per hour (GS-05) or \$278.85 annually less \$22.50 for 5 stamps = \$256.35 annual savings. Formerly, an open stamp pad was the source of ink stains on desk tops and other furnishings. M&CB rated intangible benefits MODERATE/LIMITED.

3. OS/Special Facilities Unit is considering adoption of this suggestion. However, they are not sure at this time whether the savings would offset the cost of the stamps.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$110 award based on annual savings of \$597 (\$60), plus MODERATE/LIMITED (\$50) intangible benefits.

3. Check with OS/Special Facilities Unit in 6 months to determine if the suggestion has been adopted and what additional recognition is due the suggester.

D. Decision of the Chairman

STATINTL

Chairman, Suggestion and Achievement
Awards Committee

20 Nov 75
Date

\$110.00
Award

ADMINISTRATIVE
INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

STATINTL SUGGESTION NO. 75-348: dated 3 March 1975
[redacted] GS-6
Security Equipment Tech
Directorate of Administration/OS

A. Summary of Suggestion

Issue an employee bulletin to remind employees that push button door locks are not approved to secure classified material in a work area when left unattended for a short time.

B. Evaluation

1. OS issued a Headquarters Notice [redacted] on 15 August 1975, copy attached, to clear up any confusion that exists as to the purpose of the push button locks. The notice should serve as a deterrent to inadvertent exposure of classified material.

2. Intangible benefits rate MODERATE/EXTENDED as the reminder applies to the entire Headquarters area.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 award (MODERATE/EXTENDED)

STATINTL

ADMINISTRATIVE
INTERNAL USE ONLY

~~ADMINISTRATIVE~~
~~INTERNAL USE ONLY~~

D. Decision of the Chairman

STATINTL

[redacted]
Chairman, Suggestion and Achievement
Awards Committee

20 Nov 75
Date

\$50.00
Award

Att

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 September 1976

SECURITY

15 August 1975

STATINTL

USE OF PUSHBUTTON DOOR LOCKS

Employees are reminded that pushbutton door locks are not approved to secure classified material in an unattended area even for a brief period of time. Pushbutton door locks are operated by pushing a series of buttons in a preset sequence. They serve as a convenience to allow authorized personnel access to an area without requiring someone already in the area to open the door.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN N. MCMAHON
Acting Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

ADMINISTRATIVE - INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS OF THE CHAIRMAN

SUGGESTION NO. 75-418: dated 29 April 1975

[REDACTED]
Production Control Specialist
Automation
Directorate of Science and
Technology/NPIC

STAT

A. Summary of Suggestion

Coffee was made by the secretary or other employees of NPIC's Human Resources Branch to accommodate visitors using the NPIC Auditorium. This task was usually performed about four times weekly and involved the handling of money and purchase of coffee, sugar, cream and cups. The suggester recommended that a coffee vending machine be installed on the sixth floor alongside the north corridor [REDACTED]. This would enable employees of the Human Resources Branch to perform their regular duties on schedule.

B. Evaluations

1. The NPIC Suggestion Panel reported that:

a. NPIC sponsors or provides meeting areas for numerous classes, committees, working groups and seminars attended by Intelligence Community personnel. A large number of these groups meet in the NPIC Auditorium which is controlled by the Human Resources Branch.

b. Adoption of the employee's basic suggestion for a vending machine had logistical and security aspects such as: the proposed sixth floor location would require an extensive, expensive plumbing run to accommodate such a machine to include the necessary power; such machines

require constant care and maintenance if they are to be kept in a sanitary and operational mode; the manpower to maintain the area in an acceptable manner would have to come from in-house personnel.

c. In lieu of a vending machine, the NPIC Support Staff acquired new self-service coffee making equipment which makes as much as 50 cups of coffee at one time. NPIC Support Staff authorized the purchase of coffee supplies from the Wilkins Company and a schedule for new supplies was set up and paid for out of petty cash in order to accommodate visitors from the Intelligence Community. This suggestion triggered the above action, and the NPIC Panel recommended a \$50 award based upon MODERATE/LIMITED benefits. However, the Committee's staff ascertained that the new system has resulted in more effective use of secretarial personnel. The former system took time by secretarial personnel about four times weekly at a daily savings of about 45 minutes or 3 hours weekly and approximately 150 annually at \$4.78 hourly (GS-06 rate) which realizes an annual cost avoidance of \$717. About 250 Intelligence Community visitors weekly use this convenience. It is just out of the question to use the NPIC Cafeteria on the 1st floor for coffee needs by visitors using the 6th floor auditorium. The time and distances will not allow for it as well as the escort problem

2. Normally, this type of case would not be processed through the Suggestion System because it involves services and benefits to employees such as vending machines. Yet this case corrected a practice that was causing expenditure of employee official work time valued at over \$700 annually. Therefore, the Committee's staff believes that the initial \$50 award recommendation by NPIC is appropriate.

C. Recommendation by Executive Secretary

1. Not line of duty.
2. \$50 award (MODERATE/LIMITED).

D. Decision of the Chairman

20 Nov 75
Date

STAT Achievement
Chairman, Suggestion
Awards Committee

\$50.00
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-471: dated 10 June 1975

[REDACTED]
Inforex Lead Operator
Directorate of Operations/ISG

STAT

A. Summary of Suggestion

1. Background

Data is keyed into machinable language using the Inforex 1302 key to disk system in DDO/ISG. Verified data is transferred to two (2) magnetic tapes (original and backup). The data is then deleted from the Inforex 1302 disk and the original magnetic tape sent to OJCS for computer set up and processing. After processing, the original is degaussed by OJCS and returned to data conversion as a scratched tape. The backup tape is kept for 30 days, then degaussed by OJCS.

2. Suggestion

Rather than send two (2) magnetic tapes to OJCS, send only one (1) tape. The tape should not be degaussed after processing by OJCS, but rather returned to data conversion for 30 day storage as a backup tape. To insure against tape failure during processing, the data on the Inforex disk not be deleted until the tape is returned from processing and the data verified. (Attachment 1 illustrates the previous processing procedure; Attachment 2 is the suggester's recommended system.)

B. Evaluation

1. ISG implemented the suggestion in June 1975. Prior to this suggestion two (2) tapes were used; however, now only one (1) tape is needed. There are no tape savings because just prior to receipt of this suggestion a supply of tapes was purchased. The suggestion as adopted, saves approximately 5 minutes

time daily of a GS-5/2 (\$4.43 per hour) or approximately 20 hours annually for savings of \$88.60. Intangible benefits are very slight.

2. ISG commented that this suggestion is representative of a succession of attributes displayed by this individual which directly influenced the recent decision to award her with a Quality Step Increase.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

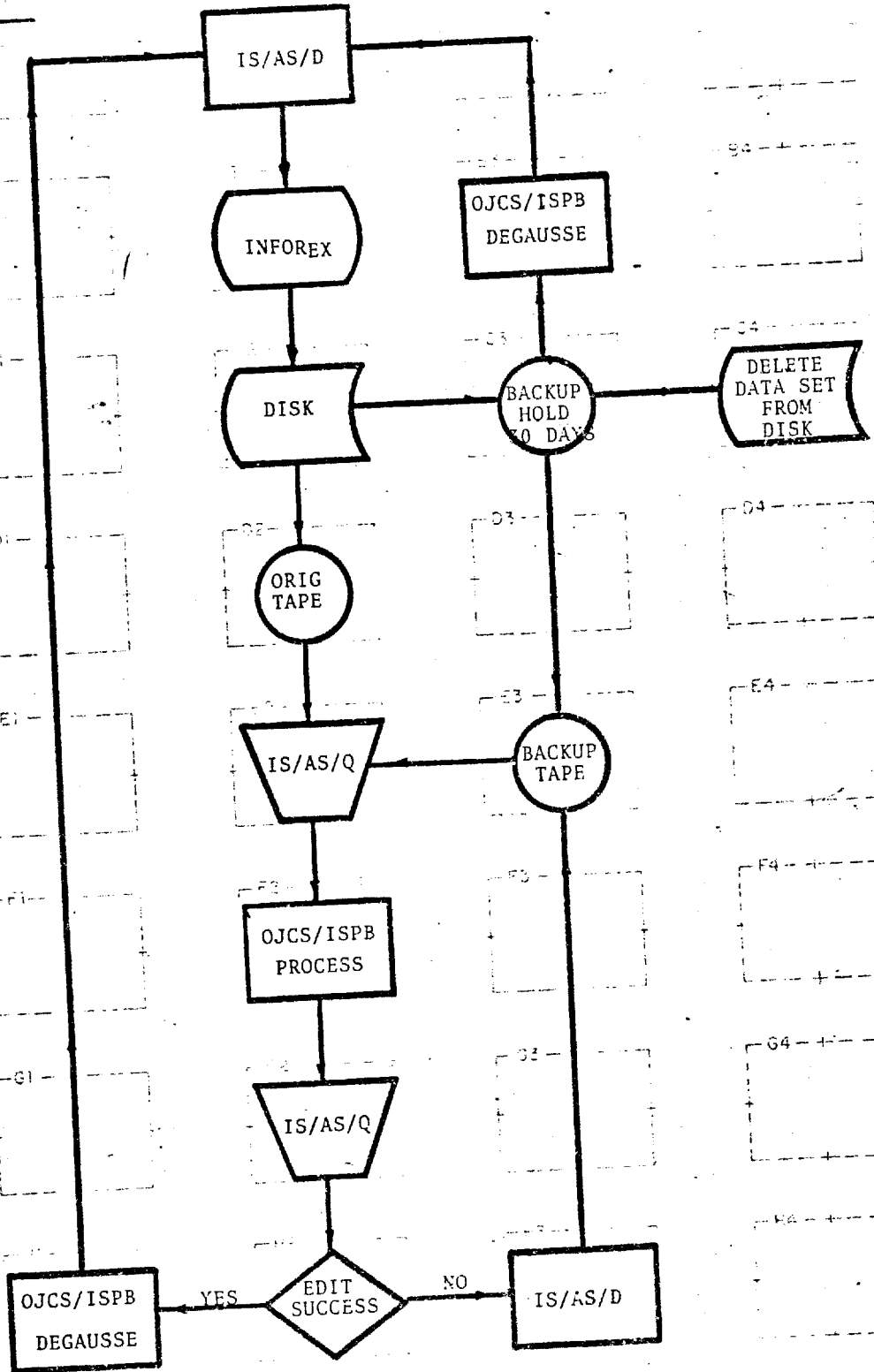
Chairman, Suggestion and Achievement
Awards Committee

20 Nov 75
Date

20 Nov 75 Certificate
Award

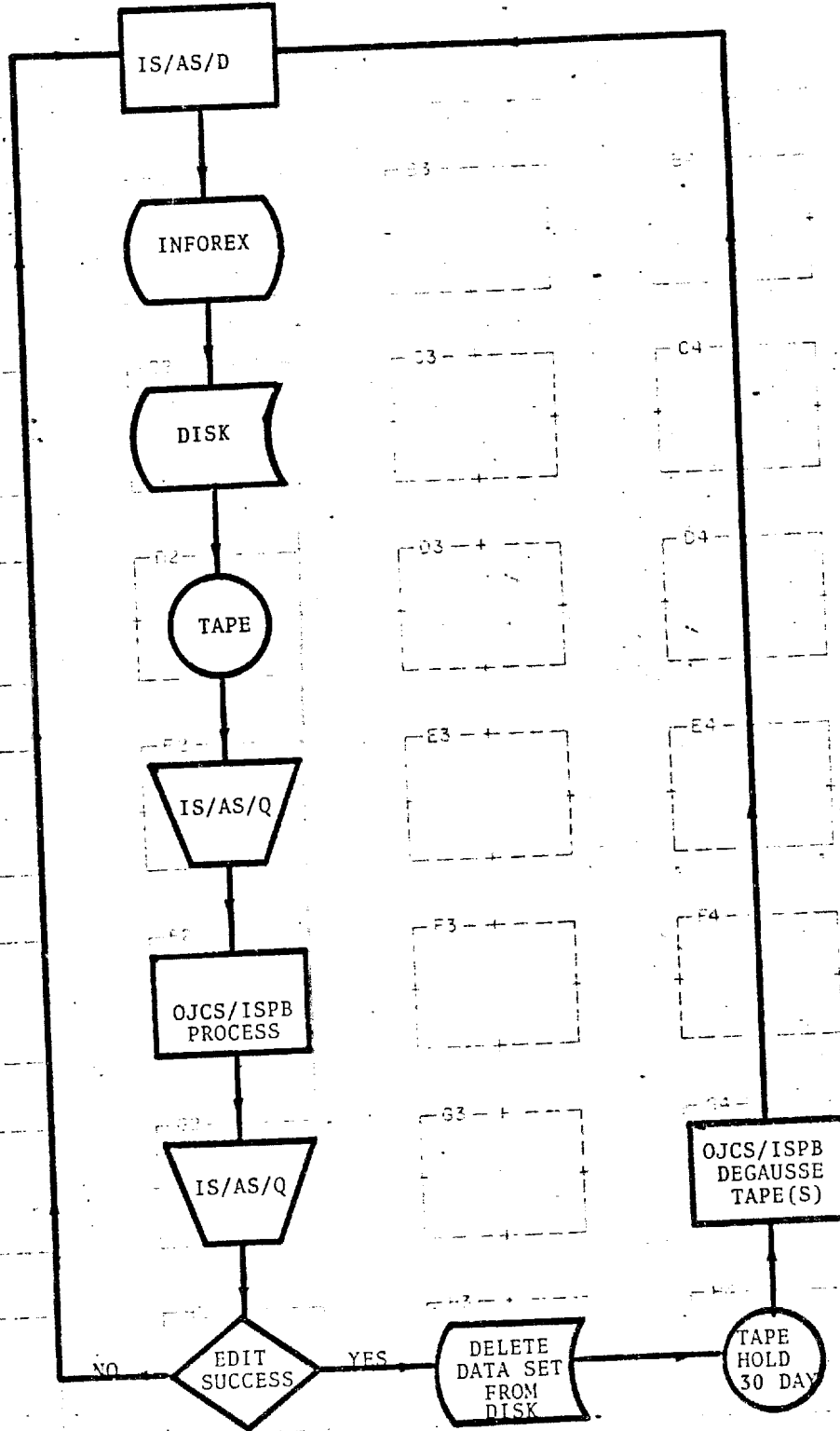
Atts

ATT 1



↑ Fold under at dotted line.

ATT 2



Fold under at dotted line.

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-21: dated 11 July 1975

Library Assistant
Directorate of Intelligence/CRS

STAT

A. Summary of Suggestion

1. Background

Form 3180, Film Processing Record, (TAB A) is used to process and control film and videotape accessioned by CRS/Pictorial Services Branch. Much of the information requested on the form is no longer required by PSB.

2. Suggestion

Revise Form 3180 (TAB B) to delete unneeded sections and include additional space for the return address, language, and film length.

B. Evaluation

1. CRS revised Form 3180 as proposed, in July 1975 (TAB C). All relevant information contained on the form was updated, standardized and consolidated on a form half the size of the previous form. As a result, it is estimated that fifteen minutes per day at the GS-07/1 level is being saved in the preparation, processing, filing and retrieval of the revised form. Form 3180 currently controls over 29,000 films and videotapes.

2. In addition, the form requires less filing space and will be easier to microfilm as a permanent record of processing activity. Approximately 2,000 forms are added to the system annually. Tangible savings are as follows:

65 man-hours annually (GS-7/1) \$5.31 per hour	\$345.15
Printing and material cost savings	<u>60.00</u>
Total Annual Savings	\$405.15

3. CRS said that the revised form is considered to be an important improvement to internal PSB processing activities; it is used or handled by five or six persons during the course of accessioning newly acquired motion picture films or videotapes. CRS rated intangible benefits SUBSTANTIAL/LIMITED.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$140 award based on annual savings of \$405 (\$45), plus SUBSTANTIAL/LIMITED intangible benefits (\$95).

D. Decision of the Chairman

STAT.
Chairman, Suggestion and Achievement
Awards Committee

20 Nov 75
Date

\$140.00
Award

Atts

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FILM PROCESSING RECORD

AY	MO.	YR.	LOT	ITEM OF	REQUEST CODE	REQUEST NUMBER	ITEM	SERV. OFF.	CLASS.	FILM NUMBER	PRINT
----	-----	-----	-----	---------	--------------	----------------	------	------------	--------	-------------	-------

TITLE	CONTROLS
-------	----------

WORK TITLE OR SUBJECT OR ARBA	DISTRIBUTOR
-------------------------------------	-------------

PRODUCER	CONTACT
----------	---------

ATTACHMENT A

OUR	DAY	MO.	YR.	SOURCE NUMBER	BY	DAY	MO.	WITH	COURIER	MAIL	PK-UP	DAY	MO.
-----	-----	-----	-----	---------------	----	-----	-----	------	---------	------	-------	-----	-----

REMARKS

DAY	MO.	REQUESTS	THIS ACTION			AT	ON	RETURN		OUT		IN		RETURNED
			SHOW	SEND	PK-UP	HOUR	DAY	DAY	MO.	DAY	MO.	DAY	MO.	DAY
RECEIVED		CODE	NUMBER											
RETURN														BY
EXTEND														RECEIPT
STANDARD		NON STANDARD												
RUN TIME		CONDITION												

AREA	ANALYST	SIZE	REELS	CANS	CASES	CORES	OTHER
SUBJECT		8MM					
RECOMMENDATION		16MM					
REMARKS		35MM					
		T.					
		S					
		OTHER					

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FILM/VIDEOTAPE PROCESSING RECORD

DAY	MO.	YR.	LOT	ITEM	OF	REQUEST CODE/REQUEST NO.	SERV. OFC.	FILM NO.	PN	CLASSIFICATION & CONTROLS				
FILE														
DR	DAY	MO.	YR.	SOURCE NO.	BY	DAY	MO.	WITH	COURIER	MAIL	PR-UP	DAY	MO.	DATE RETURNED
DD/DIST					CONTACT					RETURN TO:				
					ATTACHMENT B									
DAY	MO.	REMARKS												
RECEIVED														
RETURN														
EDITION	LANGUAGE	MM	CO	BW	TIME	FEET	REELS	CAMS	CASES	OTHER				
REQUESTOR	OFFICE	REQUEST NO.	BOOKING DATE	DATE SENT	DATE DUE	RETURN								

FORM 3180
1-75

OBsolete PREVIOUS EDITIONS

CONFIDENTIAL (WHEN FILLED IN)

E-2 IMPDET CC BY/

ATT. C

FILM/VIDEOTAPE PROCESSING RECORD

CONFIDENTIAL (When Filled In)

DAY	MO.	YR.	LOT	ITEM	OF	REQUEST CODE/REQUEST NO.	SERV.OFF.	FILM NO.	PN	CLASSIFICATION & CONTROLS				
TITLE														
CUR	DAY	MO.	YR.	SOURCE NO.	BY	DAY	MO.	WITH	COURIER	MAIL	PK-UP	DAY	MO.	DATE RETURNED
MOD/DIST					CONTACT					RETURN TO:				
DAY	MO.	REMARKS												
RECEIVED														
RETURN														
CONDITION	LANGUAGE			MM	CO	BW	TIME	FEET	REELS	CANS	CASES	OTHER		
REQUESTOR	OFFICE	REQUEST NO.			BOOKING DATE			DATE SENT	DATE DUE		RETURN			

FORM 3180 USE PREVIOUS EDITIONS

CONFIDENTIAL



25X1

CONFIDENTIAL

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-31: dated 22 July 1975

25X1A

[REDACTED], GS-08
Logistics Field Support Officer
Directorate of Science and
Technology/OTS

A. Summary of Suggestion

1. Background

The suggester noted that surreptitious entry could be gained to South Building by lifting the metal grate on the northeast corner of the building and dropping into the pit adjacent to the mechanical room window. The walls of the pit would provide protective cover while the individual crawled through the easily accessible window into the building basement.

2. Suggestion

Install a grating on the window of the northeast basement corner of South Building with a padlock to prevent entry.

B. Evaluations

1. Chief, Physical Security Division/OS said the suggester's observation was valuable. The work was completed in late July 1975. The suggestion has intangible benefit by improving the security posture of the Agency. OS recommended an award of \$50 to \$100 based upon the above discovery.

CONFIDENTIAL

[REDACTED] 25X1

~~CONFIDENTIAL~~

2. Thereafter, Chairman, OTS Suggestion Panel, in checking the completion of the above proposal, noted another vulnerable area and had it corrected. The OTS Chairman recommended a \$150 award for the improvements to the security of both South and East Buildings. (The basement area of each building is connected by a tunnel which is open on a 24-hour daily basis).

3. OTS Security Officer commented that the suggester's recommendation was of significant importance. He rated it as an excellent "find" relative to the vulnerability of their building security. The OTS Security Officer recommended a \$100 award for the suggester's alertness and initiative. The DD/S&T Suggestion and Achievement Awards Committee Member concurred.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$125 award (SUBSTANTIAL/EXTENDED).

D. Decision of the Chairman

25X1A

Chairman, Suggestion and Achievement
Awards Committee

20 Nov 75
Date

\$125.00
Award

~~CONFIDENTIAL~~

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