

MINIMAL AWARDS

31 MARCH 1976

UNCLASSIFIED

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SECRET

Approved For Release 2003/03/10 : CIA-RDP80-00706A000100060001-9

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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

EXTENSION

NO.

DATE

26 March 1976

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.

26 Mar 76 *leaf*

1 - 4: For your information.

2. C/BSD  
5E 69 Hqs.

3/26 *leaf*

5: Attached are 18 award case recommendations for your approval.

3. DD/Pers/SP  
5E 69 Hqs.

26 Mar 76 *leaf*

4. DD/Personnel  
5E 58 Hqs. 29 MAR 1976

29 MAR 1976

*M*

5. Chairman, SAAC  
5E 58 Hqs.

29 MAR 1976

*J*

7.

8.

9. EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE

3/31/76 *leaf*

10. 5-E-54, HEADQUARTERS

11.

12.

13.

14.

15.



25X1A

31  
MAR  
76

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 72-415: dated 19 May 1972  
[redacted] GS-13  
Records Management Officer  
Directorate of Operations/AF  
(Now DDA/OTR)

25X1A

A. Summary of Suggestion

Send all personnel assigned as corridor and stairway wardens under the Emergency Evacuation Plan to receive the OMS First Aid Course; also, explanation of the operation and maintenance of the pneolator.

B. Evaluations

1. OMS said they were prepared to train any individual in the use of the pneolator or to provide instruction in basic first aid. This training has been available for several years.

2. Fourteen (14) Fire and Emergency Evacuation Officers from OF attended the First Aid Instruction and Pneolator Training courses in October 1973. The Office of Logistics, through its training officer, advised its Fire Wardens that training in the use of the pneolator is available on a voluntary basis through OMS. Approximately 10 Office of Security employees received the training in May 1974.

3. An informal survey of the DDO indicated little interest in the training. OTR officials commented that they did not consider it necessary for their personnel located in Chamber of Commerce Building to attend a course in the use of the pneolator. Their proximity to Arlington Hospital, plus the Arlington Fire Department Emergency Squad gives OTR almost immediate access to professional medical assistance.

4. Four (4) OJCS employees attended the First Aid Course and one (1) employee attended the Pneolator course in 1974. Seventy-five (75) additional OJCS personnel voiced an interest in attending the course. Three (3) OC wardens received the training in 1974.



SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 73-310: dated 6 March 1973  
[redacted] GS-13  
Project Officer  
Directorate of Science and  
Technology/NPIC

25X1A

SUGGESTION NO. 76-145: dated 15 October 1975  
[redacted] GS-11  
Intelligence Research Specialist

25X1A

[redacted] GS-08  
Intelligence Analyst  
Directorate of Science and  
Technology/NPIC

25X1A

SUGGESTION NO. 76-293: dated 26 September 1975  
[redacted], GS-09  
Illustrator/General

25X1A

[redacted], GS-09  
Illustrator/General  
Directorate of Science and  
Technology/NPIC

A. Summary of Suggestions

1. Background

Doors to vaulted areas of [redacted] open outward into the hallways. When the doors are opened, the person leaving the vaulted area cannot see if anyone is in the hallway in the immediate proximity of the door.

25X1A

2. Suggestions

a. 73-310: Affix warning buzzers or flashing lights to the vault doors to be activated when the handle of the door is turned; or, install a oneway glass in the doors; or, place caution signs on the insides of the doors, i.e., "HAZARD - OPEN WITH CAUTION"; or, tape a warning area on the floor outside the door, i.e., "DANGER - DOOR OPENS OUTWARD".

b. 76-145: Install two-way mirrors in each cypher door. Since there is generally more light inside the vaulted area than in the hallway, the two-way mirror mounted in the cypher door could pose a security problem. To remedy this, mount a small flood light-type intensity light outside the door to reflect directly on the mirror. Thus, the exiting person could clearly see

out, with total darkness in the mirror for the person entering.

c. 76-293: Place a sign or poster on each cypher door explaining the safety hazard; or, install a one-way plexiglass window for viewing; or, install a photo cell warning device which is activated when the photo cell beam is broken; or, install a door mat equipped with an automatic buzzer.

B. Evaluations

1. NPIC originally declined Suggestion No. 73-310 because at the time there had been no related accidents reported since the opening of [redacted] in 1963, and thus nothing to substantiate the expenditure.

25X1A

2. Since that time, two (2) additional suggestions on this subject were submitted. Because so many employees were concerned about the safety of the doors, the NPIC Safety Officer and CIA Safety Officer inspected them again. Both felt that they meet the safety codes. As an inexpensive alternative, the NPIC Safety Officer decided to put up warning signs on the doors. The signs are in the shape of a "STOP" sign and are bright red. They have been placed on all the main vault doors of [redacted] for entering and exiting. The purpose of the signs are explained to employees in the 22 January 1976 issue of "How About That" (copy attached).

25X1A

3. NPIC recommends a Certificate of Appreciation for each suggester. No one suggestion influenced the NPIC Safety Officer to take action. However, a combination of receiving so many suggestions on the same subject and from employees in different groups, created the impact to post the signs.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation to each suggester.

D. Decision of the Chairman

[redacted] on and  
Achievement Awards  
Committee

31 MAR 1976

Date

*Carthage*  
Award

25X1A

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 74-438: dated 21 March 1974

[redacted] GS-13  
Chief, Personnel Research  
Directorate of Administration/OP

STATINTL

A. Summary of Suggestion

The suggester proposed the discontinuance of the combined civilian and military personnel status report (SRB Report No. 027), detailed description attached. (Director of Personnel sent the report to the Committee's Staff with this note: "Wouldn't it be possible to put this in for an awards prize?")

B. Evaluation

1. Chief, Automated Data Resources Staff/OP said that the suggester's estimate of savings are accurate. She has not been able to obtain actual figures from OJCS because the time spent in maintaining the report fluctuated from month to month.

2. However, it is certain that if the Agency had still been using this report in July 1975 when the change to single ceiling was implemented, it would have had to be completely reprogrammed. This would have entailed between 60 and 80 man-hours or \$1,020 to \$1,360 (\$1,200 average) in costs.

C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$110 award based on a cost avoidance of \$1,200.

D. Decision of the Chairman

STATINTL

[redacted]  
Chairman, Suggestion and  
Achievement Awards  
Committee

31 MAR 1976

Date

\$110.-

Award

Att

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PERS 74- 1103

21 March 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Discontinuance of the "Combined Civilian and Military Personnel Status Report" SRB Report #027

1. Report #027 or "Photostats" has been produced as the official On Duty Strength Report since 1952 using approximately the same format for the entire period. This is a favorable aspect of the report in that you can track an office's growth or decline over an extended period of time and have similar criteria for comparisons.
2. The report should be discontinued for the following reasons:
  - a. The initial data needed to start the production of the report is prepared in SRB at an average employee cost of \$7 and sent to OP/Status on the fifth work day of the month;
  - b. OP/Status requires an average of 40 minutes to key punch, verify and correct the data for submission to the OJCS computer center, (Employee cost approx. \$3);
  - c. OJCS has problems with this report because its logic is different than the rest of the reports and hence it normally requires programmer assistance to determine why it "Bombed" plus the forms have to be hand fed into the printer when it does run. Because of these two factors the report does not get produced until mid-month and OJCS estimates an average cost of \$83 for machine time and up to \$176 manpower cost (Last three months average);
  - d. When the reports are received from OJCS by SRB, its personnel have to check the figures to verify that the data is identical to their reports produced earlier in the month. The 1712 form on which the reports had been produced were not re-ordered two years ago, so an overlay form is produced by SRB. The overlay form has been redrawn almost every month since last July because of organizational changes. The reports with their overlay are then copied and reduced on a Xerox 7000. (This is in lieu of producing Photostatic copies by LOG/PSD which was costing OP \$32) This process has been averaging \$48 per month for SRB's employee cost; and,

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e. After all of this time and money is spent, the final report is of such poor quality that I am ashamed to send it out of the office. Some numbers have to be darkened by pencil in order to see them when reduced. The only recipients of the report are SRB, Vital Materials, and O/COMP. [redacted] in O/COMP said that he did not need the report since report #018 was revised to show all fields.

STATINTL

3. I recommend that the report #027 be discontinued immediately. Report #018 will be sent to Vital Materials and Mr. [redacted], O/COMP in lieu of #027. I feel that no worthwhile information will be lost yet a production savings of \$317 in employee and machine costs will be realized.

STATINTL

[redacted]

STATINTL

Chief,  
Statistical Reporting Branch

CONCUR:

[redacted]

STATINTL

1 APR 1974

D/Pers

Attachments: #018 and #027

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Next 4 Page(s) In Document Exempt

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-199: dated 8 November 1974  
[REDACTED], GS-06  
Secretary-Steno  
Directorate of Administration/OS

25X1A

A. Summary of Suggestion

1. Background

The secretary of External Activities Branch/OS receives between 35 and 40 calls per week for PCS and TDY travel briefings. Form 1987, Travel Briefing Data, is prepared for each traveler. The needed information to complete the form was recorded on a scratch pad or a blank Form 1987 until the form was typed up.

2. Suggestion

The suggester designed a form (sample attached) to record needed data for travel briefings.

B. Evaluation

1. OS/EAB began using the suggester's form in November 1974 to serve as a basic information register for official Agency travelers. The form is well arranged to permit an orderly recording of information necessary to conduct a travel briefing. It represents a ready reference of pertinent information for the EAB secretary who is responsible for the final preparation of Form 1987. One important characteristic of the form is that the specific information asked for is expressed in clear and concise terminology. It can be readily understood by someone untrained in EAB office procedure. Thus completion can be accomplished without prior instruction. In short, the form is considered to be a valuable adjunct to EAB office procedure.

2. OS/EAB said the new form saves approximately 150 hours annually of a GS-05 or \$643.50. About 1,200 copies of Form 1987, formerly used to record the information at the time of the telephone request, are saved annually.

3. OS/Polygraph Branch was asked if a modified version of the form would be helpful in their operations. They commented that their present system was working fine.

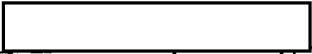
C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$100 award based on annual savings of \$643 (\$65), plus MODERATE/LIMITED (\$35) intangible benefits.

D. Decision of the Chairman

25X1A

  
 \_\_\_\_\_  
 Chairman, Suggestion and Achievement  
 Awards Committee

31 MAR 1976

\_\_\_\_\_  
 Date

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 Award

Att

TELEPHONIC REQUEST: Appointment for Travel Briefing  
Approved For Release 2003/03/10 : CIA-RDP80-00706A000100060001-9

NAME: \_\_\_\_\_ OFFICE: \_\_\_\_\_ x \_\_\_\_\_

GS- \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ PCS / TDY

TRAVELED FOR AGENCY BEFORE? yes/no CATEGORY A B C D

APPOINTMENT: \_\_\_\_\_

\*\*\*\*\*

NAME: \_\_\_\_\_ OFFICE: \_\_\_\_\_ x \_\_\_\_\_

GS- \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ PCS/TDY

TRAVELED FOR AGENCY BEFORE? yes/no CATEGORY A B C D

APPOINTMENT: \_\_\_\_\_

\*\*\*\*\*

NAME: \_\_\_\_\_ OFFICE: \_\_\_\_\_ x \_\_\_\_\_

GS- \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ PCS / TDY

TRAVELED FOR AGENCY BEFORE? yes/no CATEGORY A B C D

APPOINTMENT: \_\_\_\_\_

\*\*\*\*\*

NAME: \_\_\_\_\_ OFFICE: \_\_\_\_\_ x \_\_\_\_\_

GS- \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ PCS / TDY

TRAVELED FOR AGENCY BEFORE? yes/no CATEGORY A B C D

APPOINTMENT: \_\_\_\_\_

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-252: dated 3 January 1975  
[REDACTED], GS-13  
IO General  
Directorate of Intelligence/OPR

STATINTL

A. Summary of Suggestion

The suggester proposed a method of securing vaulted areas utilizing an electronic monitoring system integrated with the mechanical door latch (detailed description attached).

B. Evaluation

1. OS/Technical Security Division said that this suggestion is well thought out, is mechanically and electrically practical and reflects very favorably the suggester's concern with security. What it corrects, however, is a mechanical problem which can better be dealt with through good security procedures. The problem which the suggestion addresses is that of a misaligned bolt and keeper on an Extension 50 emergency escape device. If the misalignment exists, the lock will lock but the bolt will not engage leaving the door unlocked. However, if the door is tested by trying to open it as approved locking procedure dictates, it will of course open and reveal the problem.

2. Because of the difficulty in implementing the suggestion on most doors and the simple procedural solution to a "hung bolt" situation, OS will not adopt the suggestion as a general policy. OS will, however, keep the technique as a matter of record for possible use in a special situation requiring extraordinary security. Based on limited use, OS recommended an award in the SUBSTANTIAL/LIMITED intangible benefits range.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$75 award (SUBSTANTIAL/LIMITED).

D. Decision of the Chairman

STATINTL  
Chairman [redacted] and  
Achievement Awards  
Committee

31 MAR 1976

Date

\$ 75.  
Award

Att



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SUGGESTION NO: 75-252

3 January 1975

MEMORANDUM FOR: Employee Suggestion Program

THROUGH : Director, Political Research  
Chief Security Officer, Intelligence  
Directorate

SUBJECT : Security Improvement Recommendation

1. The security of vaulted areas would be much improved, it seems to me, if the electronic monitoring system were integrated with the mechanical door latch.

2. How best this could be done can be determined only through technical analysis. But after informal discussions with [redacted] the DDI security officer, and [redacted] Chief of the Technical Security Division in the Office of Security, the following method emerged as a possible practical system: the electrical monitoring circuit could include a loop passing just outside the keep (into which the bolt slides) in such a manner that the only way the circuit could be completed would be if the bolt had been fully thrown home. The completing of the circuit by the bolt action could be accomplished by any one of several types of switches. The attached illustration shows the basic idea in its simplest form.

3. The purpose of the proposed change would be to improve the security of vaulted areas, which are being increasingly employed at headquarters.

a. This kind of system would eliminate security violations occurring as a result of improper matching of the bolt with the keep, a situation that can allow the combination to be spun locked and the door to be shut sufficiently to engage the present electronic monitor, but leave the bolt hung up on the keep and not thrown home. This situation has in fact occurred and could recur owing to either a faulty lock mechanism or its improper installation.

b. Such a system would also eliminate violations resulting from the improper procedure of throwing the secure/access switch and closing the door without spinning shut the

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combination lock. This is, of course, a human error, but not presently subject to check by the guard at the central monitoring panel.

4. The cost of such a system should not necessarily be expensive, especially considering the gain in security for areas containing large amounts of extremely sensitive material. The main elements are the electrical circuit loop, the switch, and any modifications needed on the door latch assembly.

5. There is another benefit related to security that would be derived from such a system--peace of mind. The individual closing up the vaulted area would feel much more confident that the area was actually secure if he knew that the confirmation buzzer ring from the guard at the central monitoring panel meant that the bolt was fully engaged and not just that the door was closed.

STATINTL



Office of Political Research

Attachment: 1

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-347: dated 3 March 1975  
[REDACTED], GS-06  
DC/HSB/SSS  
Directorate of Administration/OS

25X1A

A. Summary of Suggestion

1. Background

a. Vehicles traveling on the perimeter roads where lanes intersect at a perpendicular angle are particularly susceptible to vehicles emerging from the lanes without stopping. This situation is particularly critical in west and south lots at the fence area.

b. Another hazardous situation exists on the inbound lanes after entering Gate 1 (Route 123) at the intersection with south parking lot. Traffic in the left turn lane can actually proceed to go straight ahead thus forcing the vehicle in the right lane to either sideswipe the on-coming car or possibly collide with a vehicle parked along the road.

2. Suggestion

a. Paint angular lines on the pavement of west and south lots and place yield or stop signs on the fence or in the pavement on stands where applicable.

b. Place flexible, tubular, yellow barriers along the solid line at appropriate intervals along the inbound road from Route 123, thus forwarning the motorist in the left lane that he cannot proceed straight and must turn left.

B. Evaluation

1. OS said the first portion of the suggestion was not implemented for the following reasons:

a. The erection of signs or lettering in every lane is simply not feasible in parking lots.

b. There is not need for such signs.

c. If installed, the area would be saturated with signs; it is a known fact that over-saturation will lead to a more hazardous condition because people have a tendency to ignore the signs.

2. Although OS had been considering the changes proposed in the second part of the suggestion for some time, this suggestion did focus the attention of Safety Branch to a greater extent in solving the hazards that existed. Attached is a sketch outlining the corrective action taken by OS.

C. Recommendation of Executive Secretary

- 1. Not line of duty.
2. \$35 Advisory Award

D. Decision of the Chairman

25X1A

[Redacted] Chairman, Suggestion and Achievement Awards Committee

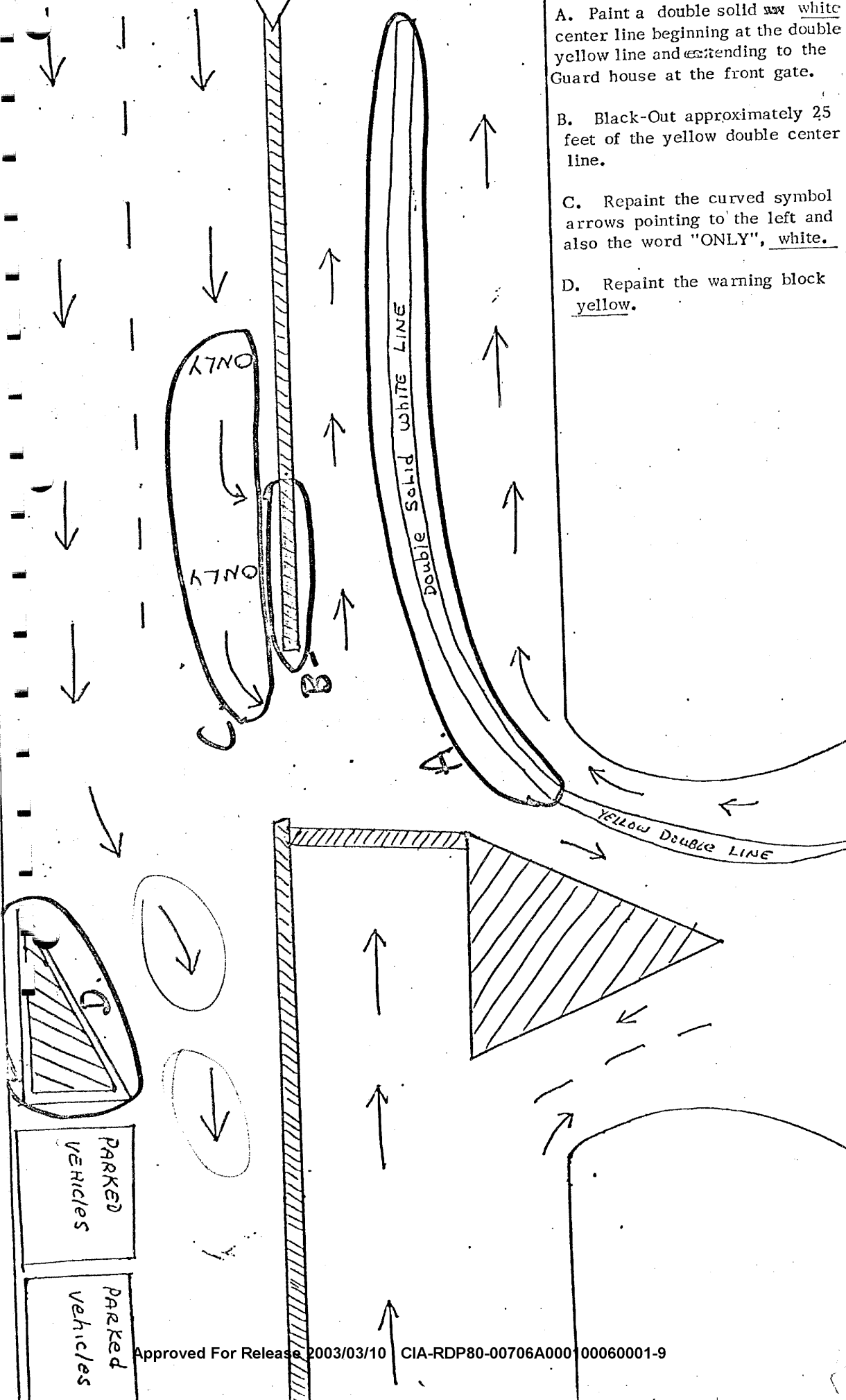
31 MAR 1975

Date

\$ 35.-

Award

Att



SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-428: dated 5 May 1975

[REDACTED], GS-04

25X1A

Courier

Directorate of Administration/OL

A. Summary of Suggestion

1. Background

Mail was handled on flat bed carts each with a handle on one end only.

2. Suggestion

Affix a handle to the other end of the mail cart with eyes to allow the attachment of cargo-type webbing. The webbing would allow more material to be placed on the carts; also, it would protect the material from falling off the carts. Once the webbing is in-place, the carts can be used to containerize the mail for handling on the mail trucks.

B. Evaluation

1. OL/LSD/Mail and Courier Branch added a second handle to each of their seven (7) carts as suggested. The handles enable the couriers to push the carts from either end. The handles can be removed when the carts are being loaded.

2. Mail and Courier Branch determined that the cargo-type webbing would hinder the expeditious movement of mail, and savings in time would be negligible. In most cases, mail is separated according to stops when loaded on the truck and then upon arrival at each destination is placed on the carts to transport into the building. Usually the load of loose boxes for each building is small, so if webbing were used it would have to be unfastened and refastened at each stop. Before leaving Headquarters Building, the cart would have to be loaded so that the mail for the last stop would be on the bottom; not always the best situation. It has also been

determined that webbing, if not properly attached each time to the carts, would be hanging from the cart and create a safety hazard.

3. OL rated intangible benefits MODERATE/LIMITED for the addition of the handles to the carts.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$35 award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A

                                  
Chairman, Suggestion and  
Achievement Awards  
Committee

31 MAR 1976

Date

\$ 35.  
Award



SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-448: dated 22 May 1975  
[redacted], GS-09  
Analyst  
Directorate of Intelligence/CRS

STATINTL

A. Summary of Suggestion

Detailed description of suggester's proposed CRS/Information Services Group photo processing and filing system is attached.

B. Evaluations

1. At the time this suggestion was sent to CRS for evaluation, they noted that this same idea had been proposed by Mr. [redacted] of CRS/ISG in March 1974. The proposal was sent through his branch chief to Chief, USSR Division, CRS. His proposal was declined at that time because of:

STATINTL

a. the strong views of those who had been working with personality photography for years and did not see a reason for change, and

b. a concern for the possible technical problems.

Because of the lack of favorable reaction and the potential technical problems, Mr. [redacted] proposal was dropped.

STATINTL

2. CRS said that in the case of Mr. [redacted] suggestion, a significant factor in its adoption was the strong effort by the Office of the Chief, ISG, to determine the feasibility of the proposal.

STATINTL

3. OL/P&PD adopted this procedure at the request of CRS approximately 1 December 1975. The previous P&PD method of production, dictated by format and size requirements, was to machine print 4" x 6" prints and hand print 2 1/4" x 2 3/4" prints. Minor changes in the

filming procedure has enabled P&PD to machine print all CRS personality photo requests. The time previously used for hand printing has been reduced by 50% through machine printing; however, P&PD has no record of the volume previously hand printed. There is no savings in material as the prints must still be replaced when one is used, however, it is not needed on a priority basis.

4. CRS estimated that this new method saves 156 man-hours annually (GS-07/5) or \$939 annually. The former procedure required extra time that was not always available. Having the photographs already in the proper size reduces both the processing costs and the time required to obtain head and shoulder photographs for publication purposes. CRS already uses another procedure that provides a large number of photographs in the proper size for report publishing. CRS retains halftone negatives when the photograph has been used previously and estimate that about half of the reports that we publish already have the halftone negative available. This suggestion applies to photographs which have not been previously published.

5. CRS recommended that the award be shared between

[Redacted]

STATINTL

C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$120 award, equally shared, based on annual savings of \$939 (\$95), plus MODERATE/LIMITED (\$25) intangible benefits.

D. Decision of the Chairman

[Redacted]  
Chairman, Suggestion and  
Achievement Awards  
Committee

31 MAR 1976

Date

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Table 2: Number of photos ordered and distributed by CRS/ISG, by agency and office.

	CY 1972	CY 1973	CY 1974
White House	172	138	50
DCI	10	23	26
<u>O/DDI</u>	27	2	19
<input type="checkbox"/>	26	3	?
CRS	381	280	252
OGCR	358	48	114
OCI	794	740	1503
OER	-	16	79
OPR	32	2	39
OSR	?	?	26
<u>O/DDO</u>	-	17	18
PS	14	12	?
CI/OPS	62	20	?
AF	56	12	?
EA	207	92	98
NE	52	23	?
SE	47	348	81
EUR	-	21	?
LA	220	88	10
<input type="checkbox"/>	-	12	?
Other	6	12	38
<u>DDA</u>			
OMS	66	35	22
Other	13	2	13
<u>DDS&amp;T</u>			
ORD	22	-	10
OSI	71	96	132
Other	7	7	3
Other CIA	65	-	52
<u>DOD</u>	14	42	24
JCS	25	216	?
DIA	161	213	181
NSA	183	12	10
Other	-	2	7
<u>DOA</u>	66	7	75
ACSI	29	57	151
FSTC	?	?	14

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**ADMINISTRATIVE - INTERNAL USE ONLY**

Table 2: (cont'd)

	CY 1972	CY 1973	CY 1974
<u>DON</u>			
USMC	288	90	15
	?	?	18
<u>DAF</u>			
FTD	15	34	45
Other	82	56	19
	1	1	1
<u>State</u>			
INR	940	1015	1105
USUN	211	144	95
FSI	69	32	?
USIA	45	8	?
Other	15	17	28
	5	1	1
<u>USIB</u>			
DEA			
Treasury	10	-	?
NSC	-	-	123
Other	?	?	17
	2	14	9
<u>Non-USIB</u>			
NASA			
Congress	52	-	?
Commerce	?	?	12
	?	?	37
All Other	95	102	33
<hr/>			
Totals	5016	4112	4605

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-476: dated 16 June 1975

[REDACTED], WP-15 (GS-09 equiv.)  
Photographic Technologist  
Directorate of Administration/OL/P&PD

25X1A

A. Summary of Suggestion

1. Background

At the Printing and Photography Building the hot water was left running through the Pako Pro 60 Processor overnight Monday through Thursday. The rate was one gallon per minute. This procedure shortened the start-up time from two (2) hours to approximately 1/2 hour because the water passed through two (2) wash tanks before entering the heat exchanger.

2. Suggestion

Modify the Pako Pro 60 Processor as follows (photo attached):

- a. Remove the heat exchanger by-pass line.
- b. Plug point A.
- c. Run a hot water line with a gate valve from the existing installation near the processor to the heat exchanger thermostat (not shown). Thermostat presently connects line A and B.

With proper adjustment of the thermostat, hot water is directly injected into the heat exchanger for 1/2 hour start-up time, making it unnecessary to run heated water overnight.

B. Evaluation

1. OL/P&PD adopted the suggestion in December 1975 with a temporary hookup using plastic pipe. The plastic pipe will be replaced with metal pipe and some safety features added; this will be completed within the next six (6) months.

2. The temporary hookup permits the hot water to flow directly into the heat exchanger which saves 84 minutes start-up time the first day of each week. It also saves 24 minutes start-up time Tuesday - Friday of each week. It allows the processor to be turned off at night eliminating the use of 14,000 gallons of heated water per month. The processor remains closer to the desired operating temperature during the work day thus eliminating down time from 1 to 6 hours per week. Less time and attention is required by the operator to maintain the proper operating temperature. Total man-hour savings per year are 311 (save a total of 72 hours the first day of each week per year and 83 the remainder of the week, and using an average of 3 hours a week down time eliminated = 156 hours per year) @ \$7.50 per hour or \$2,332.50 annual man-hour savings. Heated water consumption savings of 168,000 gallons per year = \$160 as estimated by OL/RECD/Headquarters Engineering Branch. OL/P&PD rated intangible benefits MODERATE/LIMITED.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$200 award based on annual savings of \$2,492 (\$175), plus MODERATE/LIMITED \$25) intangible benefits.

D. Decision of the Chairman

Chairman, Suggestion and Achievement  
Awards Committee

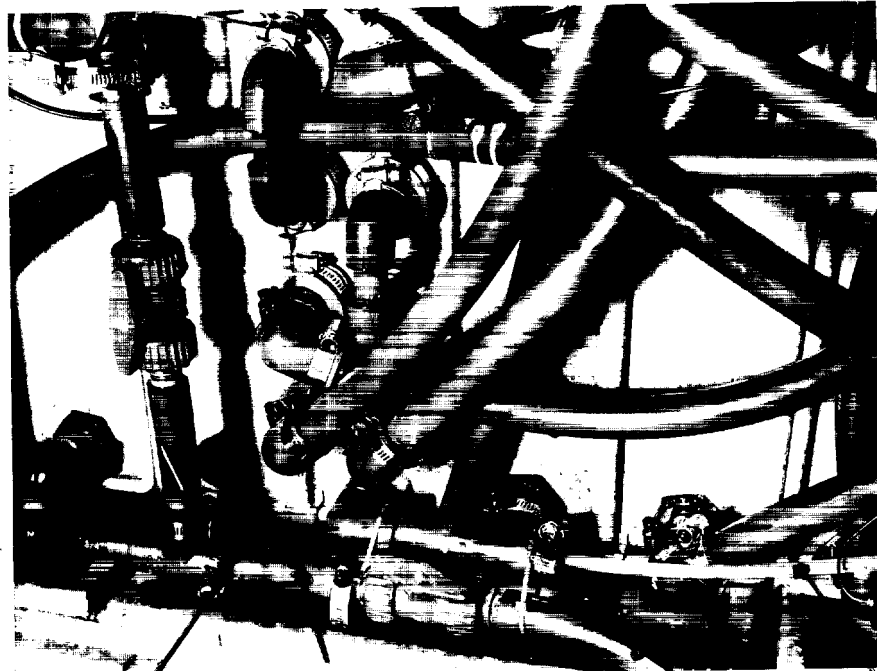
31 MAR 1976

Date

*\$200.*  
Award

25X1A

Att



A

HEAT EXCHANGER  
BY PASS LINE

LINE  
A

LINE  
B



25X1

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ADMINISTRATIVE  
INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-177: dated 10 November 1975  
[redacted], GS-11  
Computer Room Shift Supervisor  
Directorate of Science and  
Technology/NPIC

STATINTL

A. Summary of Suggestion

1. Background

The target header sector of the Installation Data File (IDF) was listed weekly in eight (8) different sequences. This was accomplished by processing eight (8) different Batch Query Language/Report Generator Programs. Each of these programs took from 1/2 to 4 hours to run or a total of 10 hours to complete the job.

2. Suggestion

The suggester proposed a faster way to process IDF header listings by running one Batch Query Language/Report Generator Program and then running Retrieve, Sort and Regenerate against this one output tape in order to obtain the various sequences.

B. Evaluations

1. NPIC adopted the suggestion in January 1976. They said that processing of this requirement under the old method took approximately 9 hours of computer time; the new method reduces the processing time to 1/2 hour or 4 1/2 hours per week. Tangible savings are \$1,357.20 (234 man-hours at an average hourly rate for operators of \$5.80). Many of the sequences requested contained the same information. Under the old method processing

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INTERNAL USE ONLY

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was limited to the evening shift, but the new method provides the capability of processing this requirement either during the day or evening shifts.

2. NPIC rated intangible benefits SUBSTANTIAL/EXTENDED. Since NPIC owns the computer, the savings in computer time have been applied to intangible benefits. The suggested method accesses the file one time and therefore speeds up other user jobs that are running concurrently using the same file. The computer is thus freed for other jobs in the Intelligence Community On-Line Information System.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$300 award based on annual savings of \$1,357 (\$120), plus SUBSTANTIAL/EXTENDED (\$180) intangible benefits.

D. Decision of the Chairman

Chairman, Suggestion and Achievement  
Awards Committee ✓

31 MAR 1976

Date

\$300.-  
Award

STATINTL

ADMINISTRATIVE  
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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-226: dated 16 December 1975  
[redacted], GS-09  
Electronic Tech Crypto  
Directorate of Administration/OC

25X1A

A. Summary of Suggestion

1. Background

The present method of mounting the versitron clutch card, as required by MWO 80-3, has proven impractical. Every time a tape reader is removed from an ASR for any reason, the clutch card gets involved due to its present mounting position (photo #1). With the reader removed from the ASR, the clutch card tends to flop around supported by connecting wires (photo #2). This action could possibly cause damage to the connections as well as the card itself. Until the reader is completely removed from its mounted position, the clutch battery (120VDC) appears on pins 1 and 2 of the clutch card. When mounting the tape reader, it is sometimes difficult to get the mounting screw through the mounting bracket attached to the clutch card in order to secure the reader to the ASR.

2. Suggestion

Mount the versitron clutch card in approximately the same location as originally located, but away from the tape reader mounting bracket and in a place where it will not be disturbed every time the reader is removed from the ASR.

a. Remove the mounting bracket completely from the clutch card and mount it, facing out, as shown in photo #3.

b. Screw the card to the mounted bracket (photos #4 and 5). The card will now only have to be removed for periodic filling of the oil well and in no way will impair the function of the oil well.

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B. Evaluation

1. OC said the lack of firm support of the clutch card when the tape reader is removed from its base could possibly result in damage to the wiring. There is no record of such damage occurring.

2. However, OC published the suggestion in the TECHNICIAN to inform field technicians of the idea and for their implementation, if they desire.

C. Recommendation of the Executive Secretary

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

D. Decision of the Chairman

25X1A

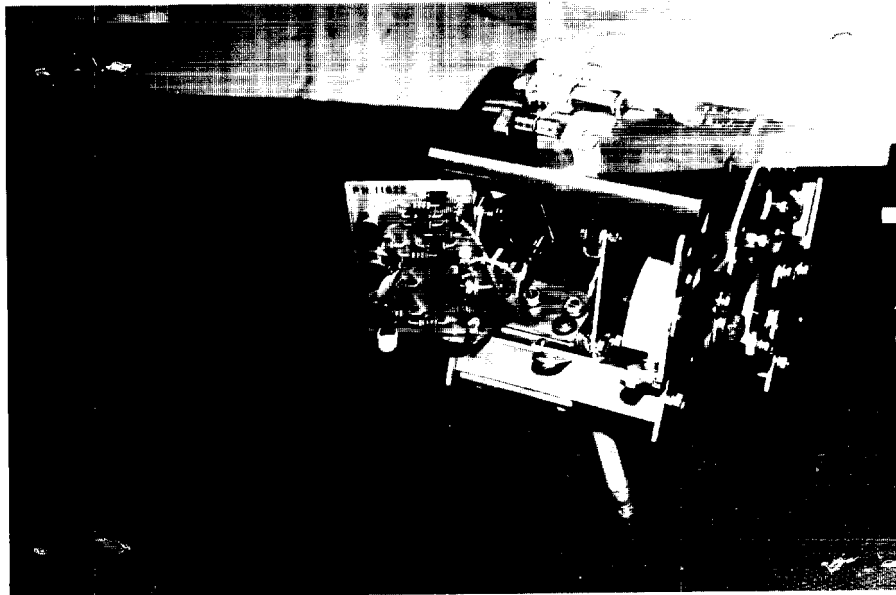
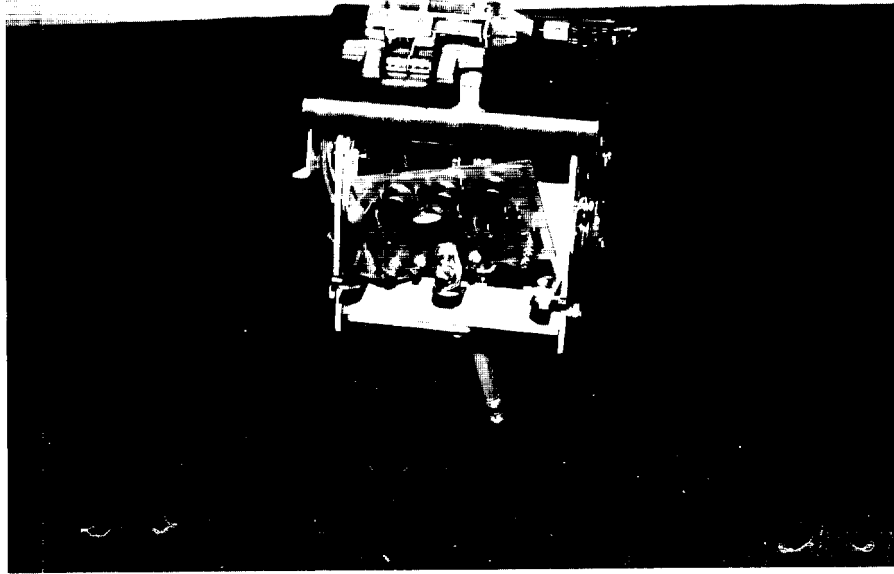
                                      
Chairman, Suggestion and  
Achievement Awards  
Committee

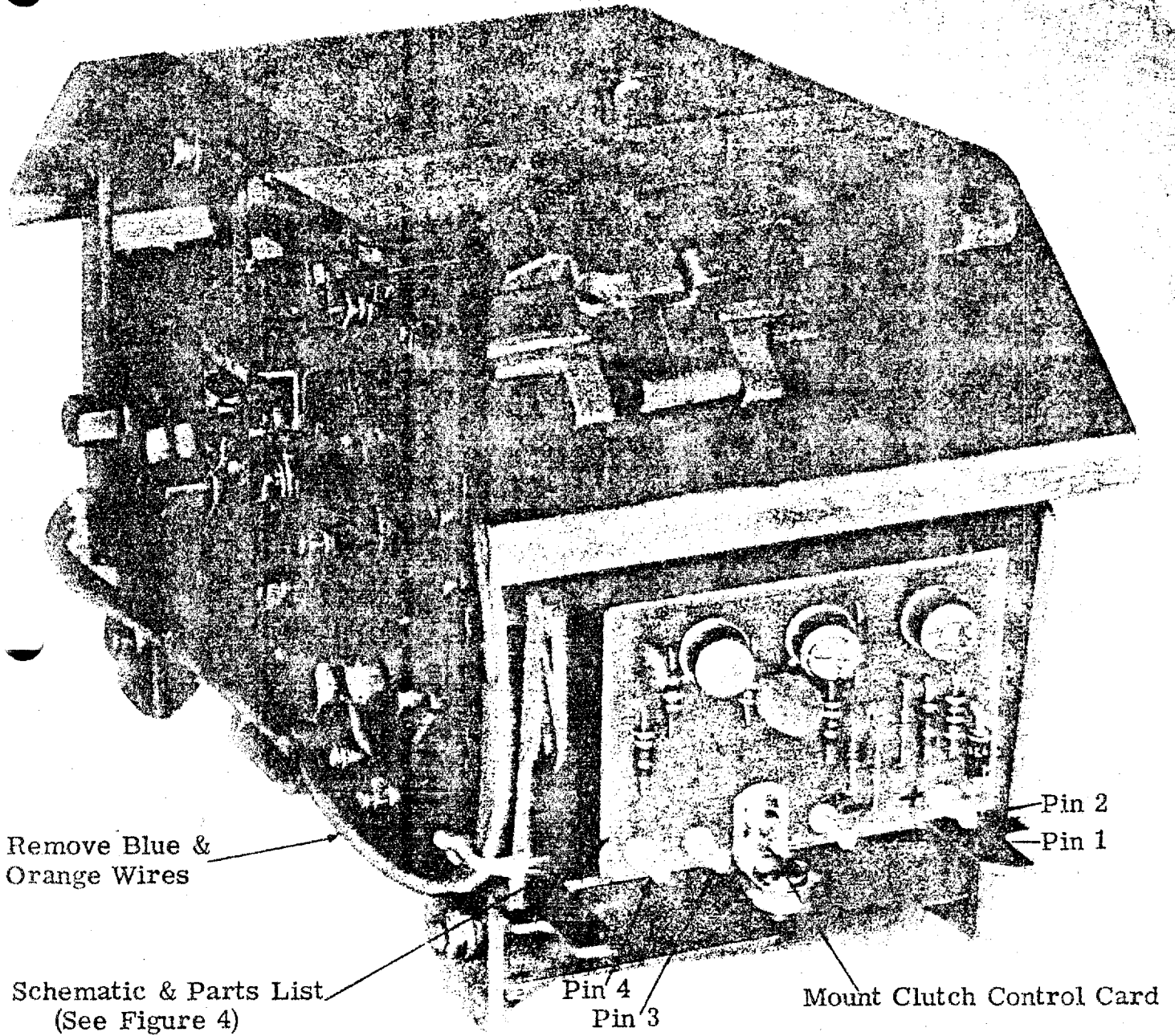
31 MAR 1976  
Date

  \$ 50.-    
Award

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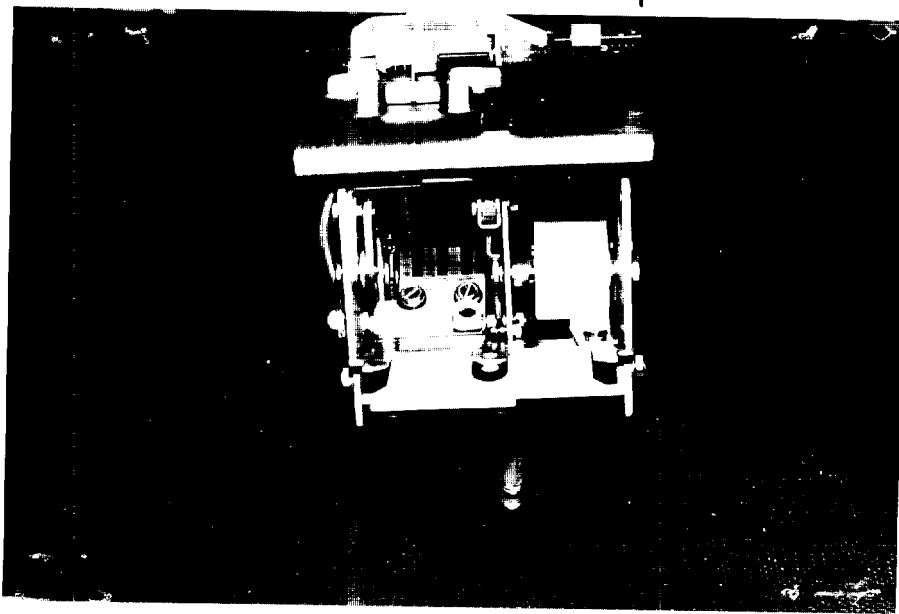
**CONFIDENTIAL**



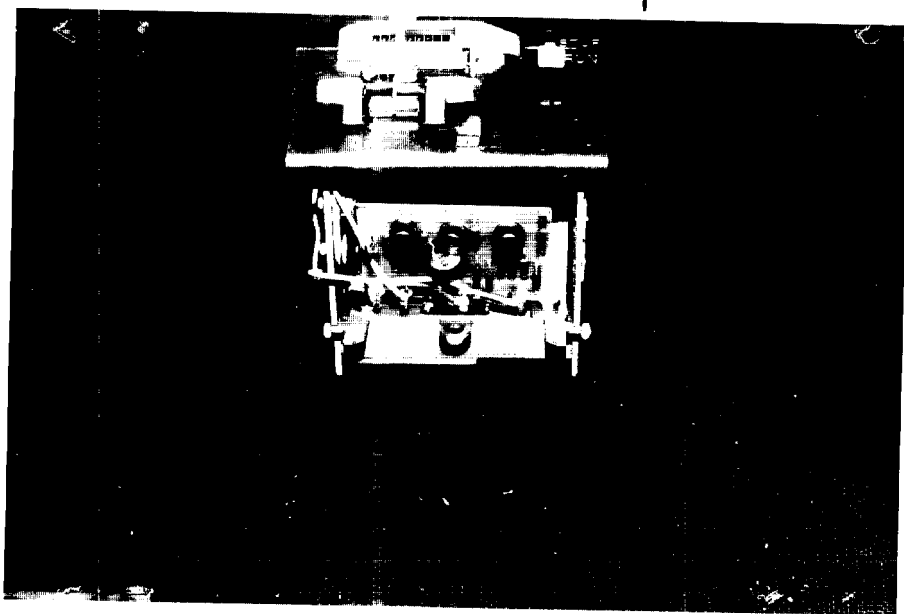
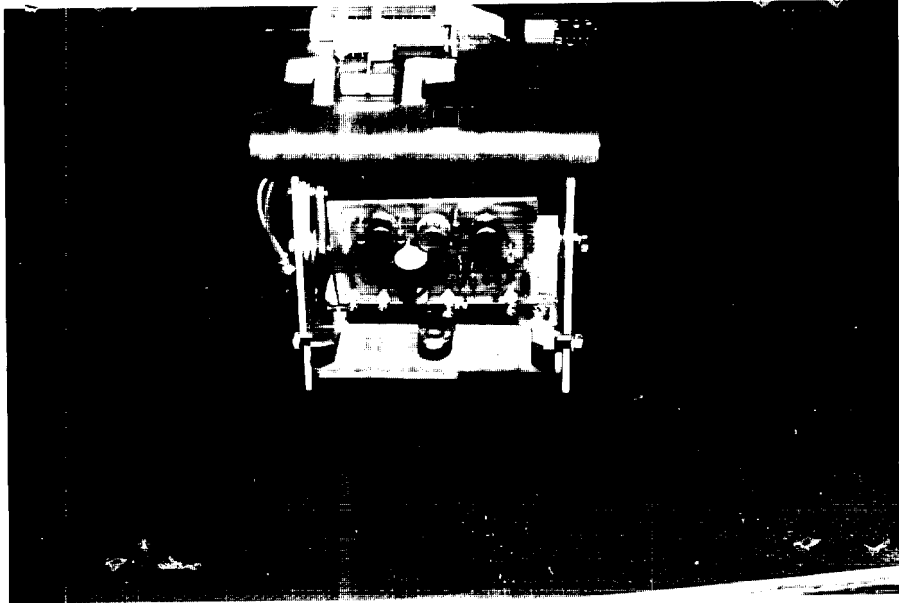


CLUTCH CONTROL CARD  
(Versitron No. 11622)

Figure 3







SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-247: dated 13 January 1976

[redacted] GS-14

25X1A

25X1A

C/DivD/SS

Directorate of Operations [redacted]

A. Summary of Suggestion

1. Background

Housing rental and sales notices were posted on the bulletin boards for a period of two (2) weeks. The suggester believed that this was insufficient time for such notices.

2. Suggestion

a. Establish a central, small office on the first floor of Headquarters Building to deal exclusively with housing for employees. The housing office located in [redacted] is an excellent example.

25X1A

b. As an alternative, establish a system for housing rentals and sales notices similar to the carpool locator board.

c. Or, if either of the above two (2) ideas are not feasible, allow real estate notices to remain on the bulletin boards for at least three (3) months.

B. Evaluation

1. OP commented that neither space nor personnel are now available for a housing office or a system similar to the one existing for carpools, and it is questionable that the problem would warrant the expense should either become available in the future.

2. A housing locator map on the first floor would pose environmental problems. The Fine Arts Commission is already concerned over the number of bulletin boards and other permanent displays and the adverse effect they have on the appearance of the building.

3. Merit has been found, however, in the idea of extending the time the real estate notices are posted on the bulletin boards. Effective 23 February 1976 real

estate notices were posted for four (4) weeks with an option to renew for an additional four (4) weeks.

C. Recommendation of the Executive Secretary

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

D. Decision of the Chairman

25X1A

                                  
Chairman, Suggestion and  
Achievement Awards  
Committee

31 MAR 1975

Date

Certificate  
Award

**CONFIDENTIAL**

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-252: dated 2 January 1976  
[redacted], GS-05  
Microphotographer  
Directorate of Intelligence/CRS

25X1A

A. Summary of Suggestion

1. Background

The classification and controls assigned to multiple part electrical messages are located on the first page of each part, within the header data preceding the text. The CRS microfiche operator preparing the documents for conversion to a microfiche format was required to stamp the classification and control on each page using a variety of rubber stamps.

2. Suggestion

Combine classification and control rubber stamps so that it is only necessary to stamp a document one time.

B. Evaluation

1. CRS adopted the suggestion in September 1975.

2. CRS estimated savings as follows:

2 minutes 10 seconds = time required  
to stamp an average document with  
two stamps

1 minute = time required to stamp an  
average document with a combined  
stamp

25X1

**CONFIDENTIAL**



SUMMARY AND RECOMMENDATIONS FOR THE CHIARMAN

SUGGESTION NO. 76-253: dated 13 January 1976  
[REDACTED], GS-10  
Qualifications Analyst  
Directorate of Administration/OP

25X1A

A. Summary of Suggestion

1. Background

Currently there is a time lapse of several months between an applicant's submission of a Personal History Statement and the date the employee enters on duty.

2. Suggestion

Processing Assistants have EOD's complete Form 444N "Qualifications Update", or other appropriate update form, to reflect changes since the PHS was submitted, such as: married, divorced, additional children, interim employment, college degrees received, other training, travel, new special qualifications.

B. Evaluation

1. OP officials commented that they are aware of the problems of individuals who fail to update their PHS', bioprofiles, et al, but do not believe a mass review and report at EOD would be worth the effort and expense. The problem of update is a continuing one beyond the EOD date. The need to update files is discussed in both the clerical and professional/technical EOD classes, and the Clerical Staffing Branch officers have been providing a Form 444N when an EOD advises of any change having taken place.

2. However, as a result of this suggestion, OP will put special emphasis on this point in all of the briefings and will have Form 444N available at the time of the briefings if any of the individuals concerned wish to record a change.

C. Recommendation of Executive Secretary

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

D. Decision of the Chairman

25X1A

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Chairman, Suggestion and Achievement  
Awards Committee

31 MAR 1976

\_\_\_\_\_  
Date

*Certificate*  
\_\_\_\_\_  
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-254: dated 2 January 1976

[redacted], GS-05  
Microphotographer  
Directorate of Intelligence/CRS

25X1A

A. Summary of Suggestion

1. Background

Reels of film were placed in double envelopes and caption sheets in single envelopes when being handcarried to Printing and Photography Division for processing.

2. Suggestion

Use an expandable portfolio to carry reels of film to P&PD for processing, thus eliminating the need to use envelopes. At least one (1) trip and sometimes two (2) are made daily to P&PD.

B. Evaluation

1. CRS adopted the suggestion in May 1975; it has proved to be a practical and efficient method of transmitting reel film to P&PD. The use of an expandable portfolio has eliminated the need for two (2) 12" x 16" and two (2) 14 1/2" x 18" envelopes each day and has resulted in a saving of time formerly needed to prepare envelopes. In addition, the portfolio container makes the handling of bulky material easier and more secure.

2. CRS estimated savings as follows:

43.5 man-hours annually for envelope preparation X \$4.72 (GS-05)	\$205.32
Material (envelopes)	<u>75.40</u>
Total savings	\$280.72

CRS rated intangible benefits MODERATE/LIMITED.

C. Recommendation of the Executive Secretary


1. Not line of duty.
2. \$60 award based on annual savings of \$280 (\$30),



plus MODERATE/LIMITED (\$30) intangible benefits.

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and  
Achievement Awards  
Committee

31 MAR 1976

Date

\$ 60.-

Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-351: dated 7 October 1975

25X1A

[REDACTED] GPA-7/1 (GS-13 equiv.)  
Deputy Chief, Bindery  
Directorate of Administration/OL/P&PD

A. Summary of Suggestion

1. Background

Items such as negative lays, original drawings, etc., being returned to the originator from P&PD were placed between two (2) flat pieces of corrugated board for protection.

2. Suggestion

Roll negative lays, drawings, etc., between flexible corrugated board. The flexible board affords the same protection; however, much less material is required for packaging.

B. Evaluation

1. OL/P&PD began using the roll flexible corrugated board in October 1975.

2. Formerly, two (2) pieces of corrugated board, called flats, 34" x 44" were required to package material to either be sent through the courier system or hand carried. It took approximately 10 minutes to prepare such an item for mailing. The material is now rolled with flexible corrugated board and taped at the end and on the seam. This takes approximately 3 minutes.



SUGGESTION NO. 76-351

RECORD OF USE AND SAVINGS

<u>Method</u>	<u>Flats Prepared</u>	<u>Sheets of Flat Corrugated Board</u>	<u>Cost</u>	<u>Rolls Filament Tape</u>	<u>Cost</u>	<u>Hours Labor</u>	<u>Cost</u>	<u>Grand Total</u>
1974 Old Method	2,170	4,340	\$1,354	194	\$309	* 361	\$1,318	\$2,981
New Method Effected Oct 1975	2,170 rolls	2,170 (30" strips of roll corrugated paper)	308	38	39	** 108	414	- 761
ESTIMATED ANNUAL SAVINGS			\$1,046		\$270		\$ 904	\$2,220

\*@ \$3.65/hr

\*\*@ \$3.83/hr