

MINIMAL AWARDS

17 DECEMBER 1976

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
 SUGGESTION AND ACHIEVEMENT
 AWARDS COMMITTEE
 1001 AMES BUILDING

EXTENSION NO.

DATE
16 December 1976

25X1

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

DATE

RECEIVED FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DC/BSD
5E 56 Hqs.

16 Dec 76 *WFB*

1 to 5: For your information.

2. C/BSD
5E 56 Hqs.

12/16 *EES*

6: Attached are 12 Minimal Awards for your approval.

3. DD/Pers/SP *for*
5E 56 Hqs.

16 DEC 1976 *EJ*



25X1A

4. Exec Asst/OP
5E 58 Hqs.

16 DEC 1976 *W*

5. DD/Pers
5E 58 Hqs.

17 DEC 1976 *M*

6. Chairman, SAAC
5E 58 Hqs.

17 DEC 1976 *J*

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[Redacted]
5E 58 Hqs

12/17 *WFB*

(7) Helen:
 Can you call
 please after Mr.
 JANNEY has reviewed
 the book?
BPDH

17
Dec
76

9. EXECUTIVE SECRETARY
 SUGGESTION AND ACHIEVEMENT
 AWARDS COMMITTEE
 1001 AMES BUILDING

12/20/76 *JW*

10.

11.

12.

13.

14.

15.

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 67-75: dated 12 October 1966
[redacted], GS-08 (now GS-11)
Personnel Assistant
Directorate of Administration/OP
(now DDI/CRS)

25X1A

SUGGESTION NO. 72-339: dated 23 March 1972
[redacted] GS-15
Executive Officer (now
Chief, Management Staff)
Directorate of Administration/ODP

A. Summaries of Suggestions

1. 67-75

a. Form 642, Personnel Emergency and Locator Record was a two-part form. The suggester proposed that it be made a three-part form and the third copy be sent to the employee at six month intervals for verification of the accuracy of personnel locator information. This procedure would help eliminate the outdated data.

b. The suggester reported that a recent survey of personnel locator information in the Office of Personnel pointed out that over 20% of the cards needed correction. Because of the importance of accurate personnel locator information, the suggester contended that this would be a desirable change for Agency-wide application.

2. 72-339

a. The suggester noted that periodically a computer listing of locator information was sent each office for review. The practice in most offices was

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to route this list to employees to verify their locator information. Necessary changes were noted and "Locator Change Cards" were sent to the Office of Personnel. He said that this process took much time to reach personnel in a large office. Also, there was no privacy to the personal data on the listing.

b. Consequently, the suggester proposed that a unit record be prepared for each employee containing the same information instead of the computer listing. This unit record could be appropriately designed with instructions for correcting data and returning the form directly to the Office of Personnel.

B. Evaluations

1. Implementation of these suggestions was delayed for some time due to the fact that they were tied in with the CEMLOC project and the issuance of [redacted], Central Emergency and Locator System dated 24 August 1976. Form 642V "Personal Verification - Central Emergency and Locator System" has now been printed and is ready for use in the near future, (copy attached). In an earlier evaluation to these cases on 20 March 1974, the Office of Personnel Suggestion Coordinator stated that it was decided that individual employee audits of locator data should be delayed until the CEMLOC System was implemented. However, OP had initiated [redacted] dated 3 October 1973, to remind all concerned of the importance of maintaining accurate locator information.

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2. After much review of these cases over the years, [redacted] OP/Automated Data Resources Staff concluded that Suggestion No. 72-339 was more on target with the current CEMLOC System. He rated intangible benefits MODERATE/GENERAL. However, Mr. [redacted] and the Committee's staff observes that Suggestion No. 67-75 has more than five years precedence over the second case. Also, the general intent of each proposal is somewhat similar, i.e., to ensure the maintenance of more accurate locator information. Therefore, we conclude that award credit should be equally shared.

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C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$300 award (MODERATE/GENERAL) equally shared.

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D. Decision of the Chairman

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| | |
|--|---|
| | Chairman, Suggestion and Achievement Awards Committee |
|--|---|

| | |
|--|-------------|
| | 17 DEC 1976 |
| | Date |

| |
|---------|
| \$ 300. |
| Award |

Att

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PERSONNEL INFORMATION REPORT - CENTRAL EMERGENCY AND LOCATOR SYSTEM

(When Filled In)

The printed data on this form shows the information currently recorded for you in the Central Emergency & Locator System. Please check its accuracy. *Print any needed changes in the shaded area just below the items affected.* If there are no changes, simply initial the form in the box provided. Return the completed form to your component personnel officer. When changes occur at times when you are NOT in receipt of this form, please report these changes without delay to your component personnel officer. The Agency updates the central locator record daily and depends on you for corrections.

(REFER TO ITEM DEFINITIONS ON REVERSE SIDE)

| | | | | | | | | | | | | | |
|--|--|--------------------|-----------|----------------------------------|---|------------------------------------|---|------------|------------------------------------|------------|---------------|------------------|-------------------|
| A Social Security Number | | Name | | | Affiliation | | Hqs. Code | SPCL REF 1 | SPCL REF 2 | SPCL REF 3 | Control Point | Information Date | Title Used W Name |
| B Office Division | | Office Room Number | Building | Office Location Qualifier | | Limitation Category Number | Registry or Office Mailing Address | | | | | | |
| C Office Telephone Extensions | | Black 1 | Black 2 | Red 1 | Red 2 | Green 1 | Gray 1 | Gray 2 | Home Telephone Number | | | | |
| D Home Address | | | | | | | | | | | | Apt. No. | ZIP Code |
| E External or Non-Agency Office Address (See HRB 20-7) | | | | | | | | | | | | | |
| F External or Non-Agency Office Telephone Numbers | | IDS Code | Extension | Public Telephone Exchange Number | | | U.S. mailing address if different from home address | | | | | | |
| G Name of Emergency Designee | | | Relation | Year of Birth | Designee Writing of Agency Employ. 1-Yes 2-No | Notification Restriction on Record | Designee Home Telephone Number | | Designee Business Telephone Number | | Extension | | |
| H Designee's Home Address | | | | | | | | | | | | | |
| I Designee's Business Address | | | | | | | | | | | | | |
| Remarks | | | | | | | | | | | | | |

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Approved For Release 2003/03/10 : CIA-RDP80-00706A000100110001-3

SOCIAL SECURITY NUMBER - Please verify its correctness. This number is used in accordance with approved Federal personnel standards to ensure differentiation of your record from all other personnel records.

NAME - (Last-First-Middle) - Your name should be the same name which appears on your paycheck or personnel action.

Affiliation
Hqs Code
SPCL REF 1
SPCL REF 2
SPCL REF 3
Control Point

Items will be verified or completed by your personnel officer.

Information Date - Date last change was processed against your record.

TITLE USED W/NAME - The title normally used to address you in correspondence, an introduction, etc. (Mr., Mrs, Miss, Ms., Dr., Colonel, etc.).

OFFICE/DIVISION - Abbreviation of the office to which you are assigned.

OFFICE ROOM NUMBER) If you're assigned to the Headquarters area, the room number and building shown should be your actual physical work location. If you're
BUILDING) outside the Headquarters area, this information relates to the physical location of your component personnel officer... note below.

OFFICE LOCATION QUALIFIER - The letter "W" signifies that the room and building are actual work location; the letter "C" signifies that the location represents an administrative control point (your personnel officer).

LIMITATION CATEGORY NUMBER - Verified and completed by your personnel officer.

REGISTRY OR OFFICE MAILING ADDRESS - Room number and building of the component registry or mail room which receives your mail (often different from your work location).

OFFICE TELEPHONE EXTENSIONS - All of the boxes applicable to you should contain data. If you have more than one black, red or gray line, make sure the second extension is noted.

HOME TELEPHONE NUMBER - If your telephone number can be dialed directly from the Headquarters Building without use of an area code, only the regular 7-digit number should be listed (Ex: 321-1234). If an AREA CODE must be used, please note the code with your number (EX: 703/123-1234). If your home telephone number is an UNLISTED number, please note the letters UL after the number (EX: 321-1234 UL -or- 703/123-1234 UL). Except for official emergencies, your permission will be sought before releasing an unlisted number.

HOME ADDRESS - This address along with an apartment number (when applicable) and the ZIP CODE (note exception below) should represent your PLACE OF RESIDENCE. If your mailing address is different from your home address, please ensure that the mailing address is recorded on line F (EX: P.O. Boxes, etc.). When there is a separate mailing address, the ZIP CODE should relate to the mail address and not the home address.

EXTERNAL OR NON-AGENCY OFFICE ADDRESS - If you're detailed to another agency, the other agency office address should appear here. If you're detailed to this Agency from another agency, your home agency administrative office address should be noted on this line. If you're assigned to a U.S. field office, the field office address should appear on this line.

EXTERNAL OR NON-AGENCY OFFICE TELEPHONE NUMBERS - Telephone numbers and extensions which apply to the above.

U.S. MAILING ADDRESS IF DIFFERENT FROM HOME ADDRESS (see explanation in "Home Address").

NAME OF EMERGENCY DESIGNEE - The person named is the person whom you designate to be notified in case you become seriously ill, are injured or die. The person you name should be able to act on your behalf.

RELATION - A 2-digit code signifying your designee's relationship to you (MO = mother, FA = father, WI = wife, etc.). Your personnel officer has a list of the codes.

YEAR OF BIRTH - Designee's year of birth (optional). (last 2-digits, ex: 1930 = 30). This item will assist emergency officers in knowing the age bracket of the person to be notified in case of emergency. If you don't know, cannot approximate or do not wish to give the date, note two dashes (- -)

DESIGNEE WITTING OF AGENCY EMPLOY (self explanatory)

NOTIFICATION RESTRICTION ON RECORD {Y = Yes; N = No} - If your emergency designee suffers from a heart condition or other serious ailment which necessitates special procedures or care in making contact with this person, the letter "Y" should appear in this box and you should write a "Memorandum for the Record", Subject "Notification Restriction - Emergency Designee", for inclusion in your Official Personnel Folder. Send the memo to the Office of Personnel through your component personnel officer. The memo should explain the condition and make recommendations on how to make contact.

DESIGNEE HOME TELEPHONE NUMBER - The rules suggested for your home telephone number above also apply to your designee (i.e., use of area code, UL indicator, etc.).

DESIGNEE BUSINESS TELEPHONE NUMBER - EXTENSION - The numbers recorded in these two boxes should relate to Designee's Business Address Given Below.

DESIGNEE'S HOME ADDRESS - The number, street, city, state and ZIP CODE of your emergency designee's place of residence (where your designee physically resides). Generally, this address would be used for contact purposes rather than mail.

DESIGNEE'S BUSINESS ADDRESS - Use of this field is optional but strongly recommended if your emergency designee is employed either full time or part time. Data recorded should consist of: (1) the name of employer; and (2) the business address. If a specific address is unknown but you do know the location, then an entry such as "J.D. SMITH COMPANY, Des Moines, Iowa" will suffice.

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 74-568: dated 21 June 1976
[redacted] GS-11
Operations Officer
Directorate of Operations/LA
(Field)

A. Summary of Suggestion

Detailed description of the suggester's proposal to establish a dissent channel between the field and Headquarters is attached.

B. Evaluation

1. The Associate Deputy Director for Operations stated that the proposed mechanics whereby a dissent message from the field would go Eyes Only to the division chief and in Headquarters to the chief of the component next senior to that of the suggester seems reasonable. As both the need to know principle and sound management standards seem to rule out any independent reviewing board, the officer reviewing the dissent message should be required within a set period to respond formally in writing to the suggester explaining what action had been taken on the dissent message, or why it was not acted upon favorably. The associate DDO rated intangible benefits MODERATE/GENERAL. The Associate DDI agreed with the comments and evaluation of the Associate DDO.

2. OC was in agreement with the basic suggestion, i.e., that employees should have an opportunity to express dissent. However, OC said that it must be established clearly that a dissent channel is not to be confused with "grievance procedures". In addition, a dissent channel should be utilized only after attempts to resolve differences through normal chain-of-command

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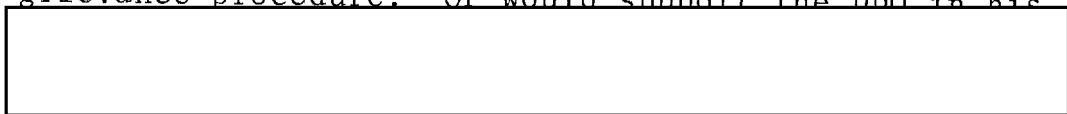
[redacted]

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have been exhausted. The portion of the suggestion regarding the establishment of a review group with authority to see that dissent recommendations are carried out was unacceptable to OC. Eyes Only correspondence to a component chief would seem an appropriate procedure. In the final analysis, it is the component chief's responsibility to evaluate and act upon all information received. Dissent correspondence from the field should be forwarded via dispatch. The use of electrical transmission methods should only be utilized if the dissent is of an urgent nature. OC rated intangible benefits MODERATE/GENERAL.

3. Director of Personnel commented that there is some merit in such a mechanism for personnel stationed in the foreign field. Other employees have available other mechanisms to use such as their command structure, Management Advisory Groups, the Inspector General, Directorate counsellors, and the grievance procedure. OP would support the DDO in his



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4. As a result, [redacted] was revised 4 October 1976 (copy attached), to add paragraph 3 for sending a dissent message to headquarters.

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C. Recommendation of Executive Secretary

- 1. Not line of duty.
- 2. \$300 award (MODERATE/GENERAL).

D. Decision of the Chairman

25X1A

[redacted]
Chairman, Suggestion and Achievement
Awards Committee

17 DEC 1976

Date

\$ 300.-

Award

Atts

SECRET

Secret

74-568
21 JUNE
1974

TO : Suggestion Awards Committee
FROM :
SUBJECT: Dissent Channel

1. I call your attention to Department of State Airgram A-3592, dated 2 May 1974 which reaffirms and publicizes provisions for open dialogue within the Department of State.

2. The Agency, which is widely regarded as innovative and flexible in meeting unusual demands set forth by the intelligence community and the White House, can borrow a page from the Department of State. I suggest that the Agency institute a dissent channel for its personnel to submit differing views on policy (operational, administrative, etc.) directly to Headquarters by cable or pouch.

3. The dissent channel can operate in the same fashion as the submission of suggestions, i.e. in a private manner without first going through a supervisor. Dissenting opinions on policy matters will, however, of necessity be reviewed by experienced, knowledgeable and senior officials. There should be no retribution against an unpopular dissenting opinion.

4. There is a real need for open and free expression of differing views. While in many cases these are resolved at the working level in overseas Stations or in the various Branches or Offices at Headquarters, there are times when a dissenting view is disregarded or shrugged off and goes no further than the immediate supervisor. In some cases the lack of a channel for dissenting views may have contributed to the disaffection of junior officers with disastrous security consequences.

5. I hope that this suggestion will be seriously reviewed. I am convinced that a dissent channel will assist in the location of disaffected personnel. Apart from the salutary affect the channel will have as an outlet for frustration it may even produce better methods of conducting operations, better ideas and possibly save the Agency from embarrassing situations. Its affect on morale will be significant.

Secret

Secret

PAGE TWO

6. As far as the mechanism for submitting a dissenting view, I recommend the following format:

TO : Headquarters
FROM : DDO/ ... 25X1A
SUBJECT: Dissent Message/Dissent Channel

1. This message transmits a dissenting view submitted by (drafter's name and location).

2.-3., etc. (text of message)

CLASSIFICATION

7. Dissent Channel messages should be distributed to a more senior component (if originator is in a DDO Station or Base it would go to the Host Division - if originator is in Headquarters it would go to the next senior component) and also to a group specifically empowered to review the dissent message and make a recommendation on it. During this review process both advocate and adversary should be given the opportunity to present their views orally, if present in Headquarters, before the reviewing group. I would hope that such a reviewing group would not be weighed exclusively in favor of the male or grey hair.

8. The empowerment of authority to the reviewing group is at best a thorny problem given the rather independent authority and responsibility of DDO/Station and Division Chiefs. The reviewing group would, however, have to have some flexibility in seeing to it that its decisions were carried out fully and promptly. Such recommendations would be returned to the author and component or in the field Station for final disposition.

Secret

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-378: dated 19 March 1975
[redacted] GS-06
Secretary
Directorate of Administration/IPS

STAT

A. Summary of Suggestion

1. Background

Illegible xerox copies were destroyed without credit being received from Xerox Corporation.

2. Suggestion

Key operators collect illegible copies to be returned to Xerox Corporation for credit.

B. Evaluation

1. In February 1976, Chief, Records Admin Branch sent the attached memorandum to all key operators in an effort to persuade offices to claim credit from Xerox Corporation through use of the meter cards.

2. During the first three months of the test, November, December 1975 and January 1976, the credits for xerox copies averaged 6,200 per month (some degree of these savings was due to the impetus from the suggestion and the study it caused). For the next three months, February through April 1976, the credits jumped to 9,400 for a net increase of 3,200 copies monthly.

3. Since the above study, no additional exact count was kept but the meter cards were turned in monthly to OL/P&PD, now in charge of the copy management function, and have been in turn relayed to Office of Finance who deducts the credits from appropriate vouchers due Xerox Corporation.

4. OL/P&PD made an actual count of the total credits for November 1976. They report that the total credits soared to 14,000 copies. Deducting the credits during the first three months of the test, 6,200 copies average, we reach a net increase of 7,800 copies for November. In consultation with ISAS and P&P Division officers, who have been concerned with copy management through the last year, it was agreed that the net increase monthly in Xerox credits for the remaining two months of the one year experiment could be estimated at 7,000 and 7,800 copies respectively.

5. From a conservative standpoint, ISAS and P&P Division officers agree that the first-year savings from this program should be estimated at 60,000 copies. We receive a credit of 3¢ per copy from Xerox Corporation so this amounts to a first year tangible savings of \$1,800.

6. Intangible benefits:

a. The suggestion and the studies it caused made users of copy machines in various components of the Agency conscious as to the cost of illegible xerox copies.

b. Components were now aware of the fact that they did not have to tolerate bad copies.

c. The suggestion and the studies it triggered also resulted in the Agency getting an increase in the number of Xerox technicians on duty in the Headquarters Building. It became apparent that the Xerox equipment is aging and no doubt needs closer maintenance.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$300 award based upon first year estimated tangible savings of \$1,800 (\$140) plus intangible benefits of MODERATE/BROAD (\$160).

3. Refer suggestion to GSA/Office of Management, National Archives and Records Service, Attn: Mr. Carl Sheerer, Copy Management Program for evaluation in accordance with recommendation of C/ISAS.

D. Decision of the Chairman

STAT

Chairman, Suggestion and Achievement
Awards Committee

17 DEC 1976

Date

\$ 300.
Award

Att

5 February 1976

MEMORANDUM FOR:

SUBJECT : Credit for Illegible Xerox Copies

REFERENCE : Memorandum to Copier Representatives
and Xerox Key Operators, Same Subject,
date 28 May 1975

1. For the past three months (November, December and January) Xerox meter cards for the Xerox Copier Model Serial # _____ Rental # _____ in your area did not reflect any credits for bad copies. This indicates one of two things; either every copy was acceptable and you did not have a service call during this period or no credit was obtained from the Xerox technician for unusable copies. We believe that in most cases the latter is true. We are convinced that bad copies are not being saved and credit is not being obtained from Xerox causing the Agency to spend hundreds of dollars each month unnecessarily in Xerox rental fees.
2. The initial action taken to get proper credit for bad copies was the result of an employee suggestion (75-378). This suggestion called attention to the poor copies produced by Xerox machines due to jams and other malfunctions between service calls. These copies were normally destroyed without receiving credit from Xerox. (Every copy from a Xerox copier costs the Agency about \$.03 whether it is usable or not). In the referent memorandum, RAB outlined a procedure where credit could be obtained for these bad copies. The research necessary to evaluate the suggestion has shown that not only do we lose credit for the unusable copies made between service calls which are not reported to the service technician, but we are not obtaining credit for the copies made by the Xerox technician in the process of repairing a malfunctioning copier or doing routine preventive maintenance. It is not unusual for a hundred or more copies to be made during this

process — and the Agency is paying for them unless they are recorded as credits on the Xerox meter card by the Xerox technician.

3. RAB will again discuss this matter with the Xerox sales representative and demand that the technicians give the Agency proper credit for the copies they make and for unusable copies made by Agency employees. However, for the Agency to receive full benefit from this program, we must have the conscientious support of both key operators and managers. For your information, the Agency is now making approximately 3,750,000 copies each month on Xerox copiers at a rental cost of about \$90,000. This cost can be reduced with your cooperation.

4. For additional information or assistance in establishing procedures for the proper use of your copier, please contact

[Redacted]

STAT

[Redacted]

STAT

Chief,
Records Administration Branch

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-447: dated 29 May 1975

GS-09

25X1A

Telecom Specialist
Directorate of Administration/OC
(Field)

A. Summary of Suggestion

The suggester's proposal to incorporate OCS-75-131, "Assignments Available" dispatch into a permanent Office of Communications document is attached.

B. Evaluation

1. OC has now incorporated the information listed below into a computerized Expected Position Vacancy List (EPVL) and a supplemental document giving pertinent post information attached as a Post Assignment Guide (PAG). Both the EPVL and the PAG will be distributed bi-monthly in microfiche format.

a. Post differential information and cost of living adjustments will be given in the PAG. R&R information will also be given as a YES or NO rather than by specific location. The PAG will also give other station information pertaining to educational and medical facilities, etc., that is presently prepared and distributed manually.

b. Regarding position vacancy information, supervisory responsibilities will be shown in the EPVL. As a result of this suggestion, it was noted that technicians assigned to area headquarters and base stations are sometimes collocated; this separation of responsibility will also be included in the EPVL. The EPVL will also include the number of personnel

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assigned to each field post. Headquarters position descriptions will be somewhat amplified upon, however, location and position title information are tied to OP's central data base.

2. OC said that inclusion of this additional information will enhance the career management of the majority of OC personnel.

C. Recommendation of Executive Secretary

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

D. Decision of the Chairman

25X1A

[Redacted]

17 DEC 1976

Chairman, Suggestion and Achievement Awards Committee

Date

\$ 100.-

Award

Att

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~~Secret~~

From:

[Redacted]

25X1A

To:

Chief, CMS

Info:

[Redacted]

25X1A

Subj:

Suggestion to incorporate OCS-75-131 "Assignments Available" Dispatch into a permanent OC document.

Fully realizing and appreciating the work involved, and also realizing that OC is constantly striving to keep the people in the field well informed, I would like to suggest that the "Assignments Available" list that is sent each year be made into a permanent document.

I feel that it would reduce the duplication of work, reduce the materials expended, and most importantly, give the employees in the field a more rounded picture of what is available for them.

I am submitting this suggestion because I do not personally feel that I am receiving all of the pertinent information about a post to help me better select exactly what I am seeking, especially in the way of career development.

In many instances, it appears that an opening may be the OIC slot when in reality it is not. The reasoning is the lack of knowledge of exactly how big a post is.

My suggestion incorporates the basic idea put forth in the dispatch with some additional information that I feel will greatly broaden the picture of our overseas posts.

I feel with this additional information, employees in the field could be more selective in their choices and possibly alleviate some of the work that is quite apparent in the issuance of assignments by the Headquarters Staff.

The most important factors that I feel are omitted are the new ones that are shown in the attached suggestion. The most important would be the manning table because this is where I feel that I might make my biggest mistake.

When thinking of different posts and possibly asking for an OIC slot, one might mistake a GS-10 slot for the OIC slot at a seemingly small post when in reality the slot is a GS-11 and the GS-10 slot noted is the second position.

There are also things like post differential and R&R points that might make a post more appealing when looking for a new assignment.

As you will note I have also added a section into the suggestion that shows the proper way to fill out ones Career Service Action form for reassignment. I feel that this should also be shown so that different ideas could be considered without waiting until the last minute for a snap decision.

~~Secret~~

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Following this page is the beginning of the suggestion. I have chosen an arbitrary name and have assigned an OCHB number to display a bit of realism to the suggestion.

The first major point to be considered in this document as in any other document would be corrections. With a permanent document, message corrections could be the major way of correction. With just changing dates, etc., it could be a great deal of time before a page change would have to occur.

As you will note, each month would have its own section, and at first this would seem like a great deal of wasted space, but this wasted space would provide the place for additional information for upcoming years.

I would suggest that message changes would be made on a quarterly basis, and with the new computer standards that CMS is adopting, the information could be programmed to be provided by the computer and then the message change initiated.

Also, with a quarterly change, the document would always be updated to the point that one could choose their assignments quite easily as they are not due until nine months previous to your departure from post, and these available assignments would be noted.

Another point on the quarterly method, is that if a person has extended, this information would be recorded by the message change, and possibly prevent many persons asking for an assignment that is no longer available, thus giving the person a better chance at receiving his choice.

This is just a basic suggestion and I am sure that it could be amplified upon by the proper authorities with all the pertinent information that is available.

I feel that this is quite enough for my introduction and any further information that I might have that is relevant to the suggestion will be contained within the suggestion itself.

Respectfully submitted,

Signed

Secret

NOTE

Throughout this suggestion the reverse sides have been left blank for ease of reading.

Secret

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Next 19 Page(s) In Document Exempt

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7 September 1976

MEMORANDUM FOR: Executive Secretary, Suggestion and Achievement Awards Committee *ed. [signature]*

FROM : [redacted]
DDI/CRS/DSB, [redacted]

STATINTL

SUBJECT : Suggestion Award 76-57, 3x5 Inspection Card System

1. While working as a film inspector in the Pictorial Services Branch, I realized that a lot of time and money could be saved by changing the inspection card system. Each time a film was inspected its card was pulled, and the date of inspection, along with the film's condition, was written down. This served no purpose, so I suggested to my two fellow workers, [redacted] that we change the system. I suggested that we eliminate our present card system and use a smaller form, putting down only any change in the film's condition. The three of us then sat down and considered several ideas. Finally we took the plan to our supervisor, [redacted]. He was enthusiastic, and wanted it in writing. We had [redacted] as the senior man in our unit, write it up (to be submitted for a suggestion award). Ed and I assumed that it would include all our names and that we would share the award money equally.

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2. We learned a short time later that the suggestion had been accepted and that it was to be put into effect as soon as possible. Jim began to transcribe the information from the old cards to the new system. Ed and I kept up with the rest of the unit's work so that Jim could concentrate on the implementation.

3. On several occasions I asked Nick how soon we would get our money. His response was that he had to wait for more data to properly evaluate the system.

4. I read in the CRS Staff Notes that [redacted] had received a certificate and \$110 for his suggestion. I visited the PSB unit to ask when the money would be divided. Jim laughed at the idea. I went to Nick, but he said that since we had made no arrangements with Jim there was nothing he could do.

STATINTL

Approved For Release 2003/03/10 : CIA-RDP80-00706A000100110001-3

ADMINISTRATIVE — INTERNAL USE ONLY

SUBJECT: Suggestion Award 7657, 3x5 Inspection Card System

5. I then went to my immediate supervisor, [redacted] who directed me to my Branch Chief, [redacted] who is also DSB coordinator for CRS suggestions. She suggested that I express my views in writing and send them to you to see if there is any way Ed and I can receive credit for initiating the idea behind this suggestion.

[redacted]

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Approved For Release 2003/03/10 : CIA-RDP80-00706A000100110001-3

Next 1 Page(s) In Document Exempt

Approved For Release 2003/03/10 : CIA-RDP80-00706A000100110001-3

2 November 1976

MEMORANDUM FOR: Executive Secretary, SAAC


FROM : H. C. Eisenbeiss
Director, Central Reference Service

SUBJECT : Suggestion 76-57

1. Attached is Suggestion 76-57 and a response dated 19 October from the chief of the unit involved. The response is not very satisfactory. It will satisfy neither the complainant nor the person to whom the award was made and it does not particularly satisfy me. I am, however, at a loss on how to proceed further.

2. This is the second such case involving CRS employees this calendar year. At least a portion of the problem with both cases stems from the fact that the evaluating office does not know who made the suggestion nor does it know whether the who is one or more persons. Identification of the maker of the suggestion would help. So would information as to whether the suggester was one or more persons. In this case the cost of trying to arrive at a settlement of some ilk is far more than the \$110 award. The various people have various ideas about what happened and the sequence in which it happened. I can understand the feeling of the complainant and another co-worker, and I can have certain sympathy for their position. On the other hand, the recipient of the award, in my view, genuinely feels that he did most of the work and is entitled to the award which he received. I believe the net effect of the reexamination is little more than a hardening of the individual views of the three people involved. I cannot establish a case that would, in my view, justify a demand that the recipient give portions of his award to other people. I cannot, on the other hand, establish firmly that the complainant is without justification. I am, consequently, as of this moment, thoroughly dissatisfied with the whole program. The program this year has cost CRS heavily in terms of supervisory time and employee dissatisfaction.

3. I would welcome additional suggestions on how to resolve such issues in a timely and nondisruptive manner, but as of the moment, I see little additional possibility for resolution within CRS.


H. C. Eisenbeiss

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-277: dated 3 February 1976
[REDACTED] GS-06
PI Clerk
Directorate of Administration/
OP (resigned 20 August 1976)

STAT

A. Summary of Suggestion

1. Background

Pursuant to the Privacy Act of 1974, OP/CD/ Transactions and Records Branch cannot disclose certain personal information about an individual without the prior written consent of the individual concerned. Since no form existed to obtain the employee's authorization to release information, employees often used a scrap of paper which sometimes did not include all required information.

2. Suggestion

The suggester designed the attached "Privacy Act Authorization to Release Information" form.

B. Evaluation

OP/CD/TRB began using the form in October 1976, copy attached. TRB is the only user of the form. Monthly use of the form is estimated to be 25 or approximately 300 annually. OP rated intangible benefits MODERATE/LIMITED. OS and Information and Privacy/DDA did not find a use for the form.

C. Recommendation of Executive Secretary

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

D. Decision of the Chairman

STAT

Chairman, Suggestion and Achievement
Awards Committee

17 DEC 1976
Date

\$ 35.-
Award

Att

PRIVACY ACT
AUTHORIZATION TO RELEASE INFORMATION
OFFICE OF PERSONNEL

I, _____,
(name - please type or print)

do (do not) hereby authorize CIA, Office of Personnel to
release to: _____

(name or firm - specify)

all disclosable information pertinent to my employment for

(general reason-mortgage, credit, legal proceeding, etc.)

Date: _____

Signature: _____

FORM 3954
10-76

(14)

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-403: dated 22 April 1976
[redacted] Jr., GS-10
Logistics Officer
Directorate of Administration/
ODP

STAT

A. Summary of Suggestion

1. Former Method

a. The ODP Tape Library rotated 80 magnetic computer tapes weekly with the Records Center under one deposit number. At the same time, ODP requested the return of the previous week's deposit. Thus, 160 tapes were handled weekly for this requirement alone. A total of 3,966 tapes were at the Records Center with 1,200 subject to recall on a weekly, bi-weekly, monthly or quarterly basis. Each tape was handled on an individual basis and placed in a cardboard sleeve, marked with appropriate identification and deposit number and packed for shipment to the Records Center.

b. Records Control Documents recorded each tape as a line item being transferred to the Records Center. Accountability by both the ODP Tape Library and Records Center was for each individual tape. As the tapes were processed through the Records Center they were again handled on an individual basis, i.e.: each tape was unpacked from its shipping container, inventoried against the shelf list sent with the deposit, marked with a shelf location, and placed on the shelf in its proper location. Due to the size and shape of the tape sleeve, six tapes fitted into 1 cu. ft. of space. Each of the tapes were marked with the locator number.

c. When the tapes were recalled from the Records Center the process was reversed. The tapes were pulled from the shelf, inventoried and documented, packed and shipped to Headquarters. When received by ODP the tapes were removed from their sleeves. Then the sleeves were thrown away to avoid confusion of identification markings shown on the sleeve.

2. Adopted Suggestion

a. Use of a newly designed and fabricated tape sleeve and shipping carton, eliminating the necessity to handle each tape individually. As a tape is placed in a sleeve, the sleeve is numbered 1-80 consecutively. Tape sleeves are packed in the outer cartons and each carton is sealed. The shelf list indicates by tape identification numbers the sleeve and carton in which the tape is located. The Records Control Documents are placed in a sealed envelope and taped to the top of carton No. 1 of the deposit. Each carton is identified by deposit number with a label affixed to the upper right hand corner. An address label is placed in the center of the carton and each carton is numbered.

b. When received at the Records Center the documents are removed from the envelope and the number of cartons verified. Shelf space is identified and marked on each carton. The cartons are then placed on the shelf with the deposit label and locator number visible. Each carton of seven tapes requires 1 cu. ft. of shelf space.

c. When recalling tapes from the Records Center the cartons are removed from the shelf, new address labels affixed, and shipping documents placed in the envelope on carton No. 1. The ODP Tape Library can reuse both the tape sleeves and shipping cartons as there are no markings left on the containers. The old deposit and address labels are removed and the containers reused.

B. Evaluations

1. ODP began using the suggested boxes in July 1975. Cost savings are as follows:

a. Formerly, it took 3.5 manhours to process a deposit from the Tape Library to the Records Center.

The new procedure takes 1.67 hours (1 hour 40 minutes), a savings of 1.83 manhours.

b. The time required to process a deposit from the Records Center to the Tape Library was 4 manhours. It now takes 1.67 manhours (1 hour 40 minutes) to process, a savings of 2.33 manhours.

At the average grade of GS-08 (\$5.88 per hour) x 4.16 hours saved for each weekly deposit = \$24.46 per week or \$1,271.92 annually.

2. ODP rated intangible benefits SUBSTANTIAL/EXTENDED. Under the old procedure each tape was handled individually with the possibility of damaging the tape. With the new procedures, only the tape librarian handles the tapes. This relieves Records Center personnel from the responsibility of handling and accounting for each tape. They are responsible only for the receipt and safe storage of the outer cartons, not their contents. The new procedures reduce the physical work required to process a deposit as well as the time element. The cartons require less handling by all concerned and fewer cartons are handled with each deposit. These work saving aspects will reduce employee fatigue.

3. Chief, Archives and Records Center estimated their manhour savings to be the same as those of ODP or \$1,272 and storage cost savings to be \$1,000.

4. OWI has ordered the suggested boxes. They estimate shipment of about 100 tapes annually to the Records Center. OWI said the new box will protect their tapes. OWI rated intangible benefits MODERATE/LIMITED. In the past, when they used the Records Center boxes the plastic often was broken and the tapes became unwound.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$300 award based on annual savings of \$3,544 (\$230), plus MODERATE/EXTENDED intangible benefits (\$70).

D. Decision of the Chairman

STAT

17 DEC 1976

[Redacted]
Chairman, Suggestion and Achievement
Awards Committee

Date

\$300.-
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-452: dated 18 May 1976

GS-05

STAT

Microphotographer
Directorate of Intelligence/CRS

A. Summary of Suggestion

1. Previous Method

The microfiche caption sheet (att. 1) was placed in the header attachment (att. 2) when using the NCR microfiche camera. When the camera operator finished filming a document, the header attachment was placed in the proper position. The correct caption was aligned with pointers on each side of the frame that held the caption sheet in place. Then the caption was photographed, creating an eye readable title across the top of the microfiche.

2. Suggestion

Place an additional indicator on the top of the aperture located within the header attachment so the entire title may be easily judged by the camera operator to be within the correct area of the frame that holds the caption sheet in place for photographing.

B. Evaluations

1. CRS/MPB/SSD commented that the proper alignment of a title caption sheet is most critical. The addition of the indicator pictured in attachment 2 does not solve the problem completely; it is located too far away from the area being photographed and still requires the critical eye of the camera operator to insure a complete and accurate transfer of the title to the film. Therefore, a piece of black thread has been attached to the frame at point "B", running vertical to another point on the bottom side of the frame equal to point "B". This allows the camera operator to align the title caption sheet at point "A" as before, and by

looking directly down into the header attachment, the operator need only slide the caption sheet to the right until it is past the black thread. This procedure assures a complete and accurate transfer of the title to microfiche.

2. CRS estimated savings as follows:

| | | |
|-------------------------|---------------|----------|
| a. Minutes per day | 5 | |
| Work days per year | <u>251</u> | |
| Hours saved annually | 20.92 | |
| Average wage (GS-4 - 5) | <u>\$4.72</u> | |
| Savings | | \$ 98.74 |

Labor savings by not having to refilm documents which had part of the title missing is equal to approximately ten working days annually, or:

10 x 8 hours x \$4.72 per hour = \$377.60

Total savings \$476.34

b. Use of this technique minimizes the need to refilm documents because of incorrect alignment of title captions at the camera stage. In addition, processing time to produce microfiche is reduced and documents should be available to the Intelligence Community more rapidly. CRS rated intangible benefits MODERATE/EXTENDED.

3. OL/P&PD, NPIC and OS commented that they do not have the problem experienced by CRS; therefore, the suggestion was not of value to them. Chief, Micrographics Program Branch/ISAS/DDA said that the suggester should be rewarded for the benefits derived by CRS.

C. Recommendation of Executive Secretary

1. Not line fo duty.
2. \$50 award based on annual savings of \$476.

D. Decision of the Chairman

17 DEC 1976

STAT

[Redacted]
Chairman, Suggestion and Achievement
Awards Committee

Date

\$50.-
Award

Atts

THE TITLE OF A DOCUMENT IS TYPED WITHIN THE AREA OUTLINED IN
NON-PHOTOGRAPHIC BLUE.

STAT

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-479: dated 16 June 1976
[redacted], GS-06
Secretary
Directorate of Science and
Technology/ORD

STAT

A. Summary of Suggestion

1. Background

The Directorate of Operations required a memorandum signed by the Administrative Support Staff, Deputy Director for Science and Technology in order to request a travel order for foreign travel. This memorandum was approximately two pages long. Copies were distributed to all offices involved in the preparation of the travel order as well as to the offices of the signers of the memorandum. Frequently, these offices did not want their copies and they were returned to the originating office.

2. Suggestion

Eliminate the memorandum used to request a travel order for foreign travel. Since all the information necessary is contained on the travel order form, the form could contain spaces for the appropriate approving signatures, and copies of the form could be used for necessary distribution.

B. Evaluation

1. C/AS/DD/S&T said that DDO no longer requires a staff study in order to request a travel order for foreign travel. The necessary information required by the DDO to approve TDY's is now provided by the Travel Order and a come-back copy of the cable or telepouch which is sent to the field approving the travel. In addition, the staff study served no purpose within the DD/S&T as far as TDY travel is concerned. C/AS/DD/S&T rated intangible benefits MODERATE/EXTENDED.

2. Office of the SSA/DDA says that the travel memo is not required from DDO components or from offices of the DDA. However, the cable to the field and documentation on the Travel Order must be most complete.

3. This suggestion was also sent to the DDI which uses the travel memo. The memo has been used as an internal control in the DDI. The DDI decided to retain the approval memo as it is the mechanism through which the DDI or Associate DDI first decides whether the foreign travel request should be processed further.

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 |

| |
|-------------|
| 17 DEC 1976 |
| Date |

| |
|--------|
| \$75.- |
| Award |

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-485: dated 17 June 1976

GS-05

STAT

Clerk-Typist

Directorate of Intelligence/CRS

A. Summary of Suggestion

1. Background

Heavy cartloads of material are often transported between Headquarters and P&PD Building. A ramp exists in front of the P&PD Building; however, no ramp existed on the Headquarters side of the perimeter road, thus it was often necessary for two employees to make the trip to P&PD to lift the cart over the curb.

2. Suggestion

Install a ramp on the Headquarters side of the crosswalk like the one on the P&PD side.

B. Evaluation

1. OL said that the ramp at the entrance to the Printing and Photography Division Building, along with the other ramps on the Headquarters compound, was constructed in compliance with Federal directives which require that provisions be made for physically handicapped persons. During the evaluation of this suggestion, it was recognized that no practical avenue exists between the P&PD Building and the Headquarters Building which is suitable for use by the physically handicapped.

2. The ramp was installed on 14 October 1976 at a cost of \$600. Safety Branch appraised this safety improvement at least MODERATE/LIMITED.

3. OL/P&PD officials had a survey conducted to determine the volume of carts conveyed to the P&PD Building to pick up materials. It was found that employees go to the plant on an average of three times daily. Since the ramp was installed, it was noted that only one person goes to the plant with each cart. There are definite hourly savings but they are difficult to estimate because of the various offices using the ramp.

C. Recommendation of Executive Secretary

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

D. Decision of the Chairman

STAT

[Redacted]
Chairman, Suggestion and Achievement
Awards Committee

17 DEC 1976
Date

\$75.-
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-36: dated 26 July 1976
[redacted], GS-05
machine Operator
Directorate of Operations/Services
Staff (Now Office of Security)

STAT

A. Summary of Suggestion

The suggester proposed that the attached "File Slip" form be made a standard Agency form rather than an internal office form reproduced on office copiers.

B. Evaluation

1. The "File Slip" Form No. 3952 (attached) was printed in October 1976. DDO/ISG estimated that approximately 80 forms are used monthly or 960 annually at a savings of approximately \$67 annually.

2. DDO/ISG rated intangible benefits MODERATE/LIMITED.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$25 award based on combined savings of \$67 and intangible benefits of MODERATE/LIMITED.

D. Decision of the Chairman

STAT

Chairman, Suggestion and Achievement
Awards Committee

17 DEC 1976

Date

\$ 25. -
Award

Atts

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FORM 10-76 3952

(18)

'SECRET

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO: 77-117: dated 4 October 1976
[redacted] GS-11
Communications Officer
Directorate of Administration/OC
(Field)

25X1

A. Summary of Suggestion

The suggester proposed format changes to Headquarters originated intelligence briefs, detailed description attached.

B. Evaluation

1. OC adopted the following portions of this suggestion by Book Dispatch 10859, dated 12 July 1976:

a. Assignment of the message handling indicator "BRIEF" vice "STAFF".

b. Separation of the preamble from the message text by inserting twenty-five line feeds following "[redacted]".

25X1

c. Elimination of the remaining page identification information which consisted of the page number, message reference number (DIRECTOR did not appear in this line), and the classification, including the [redacted] control when appropriate.

25X1

2. Even though only portions of the proposed changes were adopted, OC said that the suggestion resulted in improving the [redacted] format to the extent that field stations should be able to make the distribution to [redacted] components without further sterilization measures being required. OC rated intangible benefits MODERATE/EXTENDED.

25X1A

25X1A

SECRET

[redacted] 25X1

25X1A

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