

MAJOR AWARDS

16 DECEMBER 1976

6

UNCLASSIFIED

Approved For Release 2006/10/31 : CIA-RDP80-00706A000200060001-8

INTERNAL USE ONLY

CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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

EXTENSION

NO.

DATE

9 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. Mr. F. W. M. Janney
5E 58 Headquarters

Attached is your Agenda for the Suggestion and Achievement Awards Committee Meeting on Thursday, 16 December 1976 at 0930 in 5E 62 Headquarters.

2.

3.

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15.

25X1

16
DEC
76

FORM 3-62

610 USE PREVIOUS EDITIONS

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SECRET

SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE MEETING

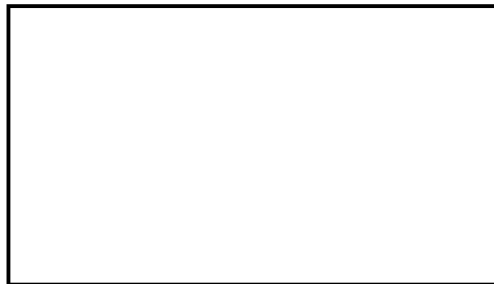
Thursday, 16 December 1976

0930

5E 62, Headquarters

A T T E N D A N C E L I S T

CHAIRMAN
F. W. M. Janney



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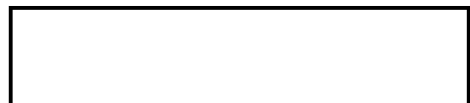
25X1

A G E N D A

1. Call to order
2. Minutes of last meeting (TAB 1)
3. Executive Secretary's Report
4. Comments by Chairman
5. Discussion by Members
6. Vote on the following cases (TAB 2):

<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>
A	76-87	Refurbishing HI-SPEED Printer Ribbons
B	76-231	Instruction Cost Savings (Information Science Training)
C	77-70	Use of Scrap Plywood

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<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>	
D	77-140	Accountability of High Precedence Traffic	
E	SA-61	Special Achievement Award Nomination - [REDACTED] ISAS (\$1,000)	25X1
F	SA-62	Special Achievement Award Nomination - [REDACTED] OL (\$1,200)	25X1
G	74-446	Centralized Location for IBM Typewriter Elements	

7. Adjournment

SECRET

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	ES/SAAC	12/13/76	<i>[Handwritten initials]</i>
2			
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
<p>Joe,</p> <p>I have reviewed and see no problems from our vantage point.</p> <p>Have a good meeting on the 16th. Jack and/or I should be around for the next one.</p> <div style="border: 1px solid black; width: 150px; height: 60px; margin: 10px auto;"></div>			
FOLD HERE TO RETURN TO SENDER			
			DATE
			10 Dec 76
<input checked="" type="checkbox"/>	UNCLASSIFIED	CONFIDENTIAL	SECRET

STATINTL

STATINTL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED CONFIDENTIAL SECRET

EYES ONLY OFFICIAL ROUTING SLIP

25X1

TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]	10 Dec	JG
2	14K 58 HQ		
3	ES/SAAC		
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks: Jack I. wanted you to read and let us know if you see any problems. Can you let us know before 15 Dec if you have any questions?

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO. DATE

EXECUTIVE SECRETARY SUGGESTION AND ACHIEVEMENT 8 Dec 76

AWARDS COMMITTEE UNCLASSIFIED CONFIDENTIAL SECRET

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SECRET

SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE

MINUTES

14 October 1976

On Thursday, 14 October 1976 at 0930, Mr. F. W. M. Janney, Chairman, chaired the regular meeting of the Suggestion and Achievement Awards Committee in 5 E 62, Headquarters. The following were present:

25X1



Office of the Director
Directorate of Operations
Directorate of Intelligence
Directorate of Science and
Technology

Directorate of Administration

Office of Security

Exceptional Accomplishment No.
52
Special Achievement No. 57

Executive Secretary
Recorder

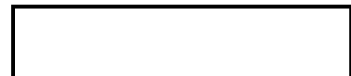
MINUTES

The minutes of the 25 August 1976 Meeting were approved as written.

XEC.
EC.
REPORT

Since the 25 August 1976 Meeting, 66 suggestions have been received; 60 or 91% were eligible and 6 ineligible. The Committee's Staff closed 59 cases. Two Special Achievement Award nominations were received since the last meeting.

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COMMITTEE ACTION The Committee took the following action on the cases listed below:

	<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
	76-465	Computer Output Microfilming of Classified Photo Mission Technical Documents	\$450 award based on annual savings of \$854 (\$90), plus SUBSTANTIAL/BROAD (\$360) intangible benefits.
	77-13	Special Handling of Covert Approval Paperwork for Agents	\$450 award based on annual savings of \$4,278 (\$290), plus MODERATE/BROAD (\$160) intangible benefits.
	77-71	Procedure for Cutting Plywood Boxes	\$430 award based on annual savings of \$7,566.
25X1	SA-56	Special Achievement Award - OTS	\$1,000 award (HIGH/BROAD).
25X1	EA-52	Exceptional Accomplishment Award - OWI	Recommend \$5,000 award (EXCEPTIONAL/GENERAL).
25X1	SA-57	Special Achievement Award - NPIC	Recommend \$7,000 award (EXCEPTIONAL/GENERAL).

ADJOURNMENT The meeting was adjourned at 1025.

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Executive Secretary
Suggestion and Achievement Awards Committee

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 76-87: dated 8 September 1975
[redacted], GS-12 STATINTL
Facility Manager
Directorate of Administration/OC STATINTL
[redacted] GS-14
Chief, Support Branch, Operations Division STATINTL
[redacted] GS-12
Security Officer
Directorate of Administration/ODP

A. Summary of Suggestion

1. Background

[redacted] OC noted that the Agency purchased and used inked ribbons in their HI-SPEED printers located in OC, ODP and other Agency offices. The ribbons were used until the ink began to fade and were then discarded.

2. Suggestion

[redacted] proposed that these ribbons be sent to FAB-TEX in Rockville, Maryland, for refurbishing and re-use.

B. Evaluations

1. ODP has been sending high speed computer printer ribbons to FAB-TEX for refurbishing since December 1974. [redacted] ODP Operations Division, first suggested the use of this process in ODP in July 1974. He and [redacted] ODP Security Officer, with the help of technicians in the Office of Technical Service, determined that the process presented no security problems. They obtained security approval from the Office of Security on 10 October 1974 and began sending ribbons to FAB-TEX in December 1974. During FY 1976, ODP reinked the following ribbons:

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 76-231: dated 18 December 1975
[REDACTED], GS-11

STATINTL

Career Trainee
Directorate of Administration/
OTR (now DCI/IG)

A. Summary of Suggestion

1. Background

The Information Science Training Branch courses all include a Probability Assessment instruction module. Student response to the questionnaire was achieved by interacting with the GE Timesharing Computer System. This method cost about \$12 per student and required 45 minutes to process. A normal class, 30 students, cost \$360 and took from 45 minutes to an hour to complete the questionnaire.

2. Suggestion

Design a form so that the 3M scoring machine can be utilized by ISTB for the Probability Assessment instruction module.

B. Evaluation

1. OTR/ISTB began using the proposed scoring form (sample attached) with their August 1976 class. OTR said the costs per student for the Subjective Probability Assessment Test (SPAT) are reduced from an average of \$12 to \$1.50; a net savings of \$10.50. From August - December 1976, OTR has tested a total of 416 students using the new forms @ a savings of \$10.50 per student or total savings of \$4,368. The students include:

RESORE

WRONG

41	a	b	c	d	e
42	a	b	c	d	e
43	a	b	c	d	e
44	a	b	c	d	e
45	a	b	c	d	e
46	a	b	c	d	e
47	a	b	c	d	e
48	a	b	c	d	e
49	a	b	c	d	e
50	a	b	c	d	e
51	a	b	c	d	e
52	a	b	c	d	e
53	a	b	c	d	e
54	a	b	c	d	e
55	a	b	c	d	e
56	a	b	c	d	e
57	a	b	c	d	e
58	a	b	c	d	e
59	a	b	c	d	e
60	a	b	c	d	e
61	a	b	c	d	e
62	a	b	c	d	e
63	a	b	c	d	e
64	a	b	c	d	e
65	a	b	c	d	e
66	a	b	c	d	e
67	a	b	c	d	e
68	a	b	c	d	e
69	a	b	c	d	e
70	a	b	c	d	e
71	a	b	c	d	e
72	a	b	c	d	e
73	a	b	c	d	e
74	a	b	c	d	e
75	a	b	c	d	e
76	a	b	c	d	e
77	a	b	c	d	e
78	a	b	c	d	e
79	a	b	c	d	e
80	a	b	c	d	e
81	a	b	c	d	e
82	a	b	c	d	e
83	a	b	c	d	e
84	a	b	c	d	e
85	a	b	c	d	e
86	a	b	c	d	e
87	a	b	c	d	e
88	a	b	c	d	e
89	a	b	c	d	e
90	a	b	c	d	e

FEED THIS DIRECTION

PART 2

- USE #2 PENCIL
- ERASE COMPLETELY TO CHANGE
- If an I.D. number is larger than 5 fill in 5 plus the number needed to add up to the desired number. Mark in the "0" column for a "0".

I.D. example
123-45-6789-0

7	0	1	2	3	4	5
6	0	1	2	3	4	5
5	0	1	2	3	4	5
4	0	1	2	3	4	5
3	0	1	2	3	4	5
2	0	1	2	3	4	5
1	0	1	2	3	4	5
0	0	1	2	3	4	5

TEST RECORD	
PART 1	
PART 2	
PART 3	
PART 4	
TOTAL	

NAME _____

COURSE _____

DATE _____ HOUR _____

FEED THIS DIRECTION

WRONG

41	a	b	c	d	e
42	a	b	c	d	e
43	a	b	c	d	e
44	a	b	c	d	e
45	a	b	c	d	e
46	a	b	c	d	e
47	a	b	c	d	e
48	a	b	c	d	e
49	a	b	c	d	e
50	a	b	c	d	e
51	a	b	c	d	e
52	a	b	c	d	e
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56	a	b	c	d	e
57	a	b	c	d	e
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63	a	b	c	d	e
64	a	b	c	d	e
65	a	b	c	d	e
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73	a	b	c	d	e
74	a	b	c	d	e
75	a	b	c	d	e
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83	a	b	c	d	e
84	a	b	c	d	e
85	a	b	c	d	e
86	a	b	c	d	e
87	a	b	c	d	e
88	a	b	c	d	e
89	a	b	c	d	e
90	a	b	c	d	e

RESORE

PART 4

FEED THIS DIRECTION

141	T	F	a	b	c	d	e
142	a	b	c	d	e		
143	a	b	c	d	e		
144	a	b	c	d	e		
145	a	b	c	d	e		
146	a	b	c	d	e		
147	a	b	c	d	e		
148	a	b	c	d	e		
149	a	b	c	d	e		
150	a	b	c	d	e		
151	a	b	c	d	e		
152	a	b	c	d	e		
153	a	b	c	d	e		
154	a	b	c	d	e		
155	a	b	c	d	e		
156	a	b	c	d	e		
157	a	b	c	d	e		
158	a	b	c	d	e		
159	a	b	c	d	e		
160	a	b	c	d	e		
161	a	b	c	d	e		
162	a	b	c	d	e		
163	a	b	c	d	e		
164	a	b	c	d	e		
165	a	b	c	d	e		
166	a	b	c	d	e		
167	a	b	c	d	e		
168	a	b	c	d	e		
169	a	b	c	d	e		
170	a	b	c	d	e		
171	a	b	c	d	e		
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179	a	b	c	d	e		
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184	a	b	c	d	e		
185	a	b	c	d	e		
186	a	b	c	d	e		
187	a	b	c	d	e		
188	a	b	c	d	e		
189	a	b	c	d	e		
190	a	b	c	d	e		

NUMBER RIGHT

RESCORE

WRONG

140	a	b	c	d	e		
139	a	b	c	d	e		
138	a	b	c	d	e		
137	a	b	c	d	e		
136	a	b	c	d	e		
135	a	b	c	d	e		
134	a	b	c	d	e		
133	a	b	c	d	e		
132	a	b	c	d	e		
131	a	b	c	d	e		
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94	a	b	c	d	e		
93	a	b	c	d	e		
92	a	b	c	d	e		
91	a	b	c	d	e		

FEED THIS DIRECTION

PART 3

T

WRONG

RESCORE

ADMINISTRATIVE INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 77-70: dated 25 August 1976
[REDACTED], WG-08 (GS-07 equiv.)
Nailing Machine Operator
Directorate of Administration/OL

STATINTL

A. Summary of Suggestion

1. Background

For some time, OL/Supply Division/Packing and Crating Section has been fabricating 4x4 ft. pallets "in-house" to ensure optimum storage and movement of certain types of its cargo. These pallets were constructed from Packing and Crating Section supplies and consisted of three each 2x4 in. stringers sandwiched between 1x12 in. slats spaced top and bottom as the pallet faces.

2. Suggestion

Use scrap plywood, which accumulates in abundance from plywood sheets cut for other construction, thus saving the two 16 ft. lengths of 1x12 in. lumber used for the pallet faces. This scrap plywood is 3/8 in. A double thickness can easily be substituted for the slats.

B. Evaluation

1. OL said that:

a. It had been customary to saw these remnants into conveniently disposable pieces for the scrap bin.

b. This suggestion eliminated the use of 1x12 in. lumber for the pallet faces. An estimated 18 pallets were constructed per month up to March 1976; then the consolidation unit/Packing and Crating Section was closed out. Since March, production has increased to an average of 45 units per month.

ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

STATINTL

SUGGESTION NO. 77-140: dated 12 October 1976
[REDACTED], GS-11
Systems Supervisor ACT-1
Facility
Directorate of Administration/OC

A. Summary of Suggestion

1. Background

The Headquarters Signal Center had its Automated Communications Terminal programmed to automatically assign the operating signal ZFF to all messages bearing a precedence of Immediate or higher.

2. Suggestion

STAT

B. Evaluation

1. OC adopted the suggestion effective 1 October 1976 after a 90-day trial period. During the trial period, the effectiveness of the suggestion was continually monitored and at the same time statistical information was compiled which closely approximates that included in the suggestion or \$12,261 annually.

2. OC rated intangible benefits SUBSTANTIAL/LIMITED. Application to field Signal Centers would be minimal because the procedure has been available on an optional basis at the operators discretion for some time.

ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

C. Recommendation of the Executive Secretary

1. Beyond line of duty.

2. \$700 award based on annual savings of \$12,261 (\$610), plus SUBSTANTIAL/LIMITED (\$90) intangible benefits.

D. Decision of the Committee

_____ Approved \$700 Award

_____ Disapproved 16 Dec 76 Date

Att

Administrative - Internal Use Only

SUGGESTION: Approved For Release 2006/10/31 : CIA-RDP80-00706A000200060001-8
Accountability high precedence traffic. [] Cont'd 2

STAT

PROPOSAL

Eliminate the automatic assignment of [] to NON-NIACT Immediate messages. The operator will retain the capability to selectively assign [] to these messages when warranted.

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Advise field stations that the Headquarters Signal Center is adopting this procedure; and recommend that they, at their discretion, do the same.

JUSTIFICATION

A recently conducted survey at the Headquarters Signal Center revealed that approximately 2,400 service wires per month [] were required to acknowledge receipt of high precedence messages originated at Headquarters. The survey also revealed that follow-up action was required on a total of 8 of the messages involved, and that the ultimate reason for retransmission was failure to clear check number cards, or filing the [] response by the field station.

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The assignment of [] to NIACT Immediate and Flash precedence only would result in the reduction of [] service wires to approximately 200 per month at Headquarters.

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STAT

ANTICIPATED SAVINGS

The following figures are taken from a recent work study performed by the DOMCA Programs Staff:

- A. Man-hours required to process each incoming [] - .0224
- B. Man-hours required to log each outgoing cable [] - .0120
- C. Man-hours required to search for each unanswered [] - .0061
- D. Man-hours required to check the circuit monitor for unlogged [] (once each shift) - .1542
- E. Man-hours required for preparing each [] - .0444

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STAT
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The following is keyed to the above formula to derive a monthly savings in man-hours:

- A. 2,200 incoming [] - 2200 X .0224 - 49.28
50% allowed for time saved in the field signal centers - 24.64
- B. 1,500 outgoing cables [] - 1500 X .0120 - 18.00

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STAT

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SUGGESTION: Accountability of high precedence traffic Cont'd 3

STAT

C. 900 unanswered (10 per shift) - 900 X .0061 - 5.49

STAT

D. 90 monitor searches - 90 X .1542 - 13.87

E. 300 requests (10 each day) - 300 X .0444 - 13.32

STAT

Total man-hours saved each month - 124.6

Annually - 124.6 X 12 - 1,495.2

The current average hourly rate being paid to the personnel assigned to the Automated Communications Terminal is \$8.20. Annually this equates to a savings of \$12,260.64 in salary alone.

In addition to the above, there would also be a savings realized in supplies and circuit time.

Administrative - Internal Use Only

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SECRET

DDA 7004-8 5898

SA-61

16 November 1976

25X1 MEMORANDUM FOR: [redacted] Executive Secretary, Suggestion
and Achievement Awards Committee

25X1 THROUGH : Assistant for Information, DDA B

FROM : [redacted] Acting Chief,
Information Systems Analysis Staff

25X1 SUBJECT : Special Achievement Award Recommendation -
[redacted]

REFERENCE : Memo to AC/ISAS from ES/SAAC, dtd. 10 Nov. 76;
same subj. w/atts

25X1 1. This is to recommend a cash award of \$1,000 to
accompany the presentation of the Certificate of Distinction
to [redacted]. This Special Achievement Award is
based on the following.

2. The value of the benefits derived from [redacted]
achievements is judged to be exceptional as a major procedure
and superior improvement to the quality of the forms control 25X1
aspect of the Agency's Records Management Program. The extent
of the application of her contribution is determined to be
broad as it encompasses the Program Agency-wide. The tangible
benefits realized from [redacted] accomplishment in the 25X1
forms program was computed at \$1,326,150.

3. These tangible benefits accrued as a result of the
establishment of a stringent forms review in FY-75 to eliminate
duplicate or redundant forms with a goal to reduce the forms
inventory in the Agency by 5% while simultaneously increasing 25X1
the use of standard forms by 2%. Through [redacted]
singular efforts, drive and enthusiasm she won the cooperation
of records officers throughout the Agency which resulted in
exceeding the goal with a net decrease of 10% over the
30 June 1976 total of 2,619 active forms. The calculated
savings for the 12 month period (FY-75) included:

a. Future annual printing costs avoided
by the elimination of 421 forms - \$63,150.

SECRET

SECRET

- 2 -

b. The processing cost savings of \$1,263,000 (\$40 for each \$1.00 of printing costs) was figured on only 200 of the 421 forms. The remaining 221 forms, although included in the printing costs, were not included in the processing costs since they were considered either "deadwood" forms the offices neglected to eliminate when they were no longer being used or they were forms that had been combined or consolidated where processing still continues.

25X1

4. [redacted] accomplishing 10% savings over the 5% goal clearly exceeded the most realistic of job requirements. Although this exercise was a one time occurrence, it is felt to have sustaining benefits through improved working procedures that have resulted from this dramatic forms reduction that inherently will save manpower, time, space, and materials.

[redacted]

25X1

Attachment: Referent memo

CONCUR:

[redacted]

Deputy Director for Administration

26 Nov. 76

Date

25X1

SECRET

SECRET

10 November 1976

MEMORANDUM FOR: Acting Chief, Information Systems
Analysis Staff

25X1 SUBJECT : Special Achievement Award Recommendation -
[redacted]

25X1 1. At its 2 November 1976 meeting, the Honor and Merit Awards Board requested that the attached recommendation (Certificate of Distinction) be forwarded to the Suggestion and Achievement Awards Committee for consideration as to a Special Achievement Award. The Board advised that the Certificate of Distinction has been approved.

25X1 2. I have advised [redacted] of this referral. He recommends it be sent to you for research and reply due to his retirement later this month.

25X1 3. [redacted] was the DDA Member present at the HMAB Meeting. You may wish to consult him about any ideas he may have on the subject.

25X1 4. Attached is a copy of our guidelines for the submission of Special Achievement Award nominations. Please submit additional data to us through the DDA which will indicate the level of cash award you recommend and justification for your recommendation.

[redacted]
Executive Secretary
Suggestion and Achievement Awards Committee

Atts

25X1

SECRET

Page Denied

RECOMMENDATION FOR HONOR OR MERIT AWARD

SECTION C--Narrative description of sustained performance warranting award

STATINTL

[redacted] has demonstrated exemplary leadership, ingenuity, and versatility in introducing and implementing new statutes, programs, systems and procedures with benefits directly impacting on resource management in CIA, its Forms Management Program, and on the Community. Acute paper shortages, spiralling cost increases, and critical demands for new/improved forms due to legislation and/or automated systems has indeed highlighted forms management activity in the Agency and most certainly points to the singular and unique contributions of [redacted] in this effort. Her technical competence and professional dedication have continually resulted in significant cost savings. Her skill in phasing in new forms in the implementation of manual and automated systems in CIA has permitted the Agency to avoid major or critical interruptions in its operations. In FY 1975, tangible cost savings of \$1,326,150 were realized in the forms program alone.

STATINTL

STATINTL

[redacted] was also directly responsible for saving many thousands of dollars in other tangible cost avoidances and intangible savings as well through recommending improved techniques and distribution procedures. Her workshops and seminars for the forms program have provided the foundation for other employees who need training in forms design and analysis.

She has had extensive membership in records management organizations in the Community, and has served as the Agency's expert in forms analysis and forms design. Her peers, both in the Agency and in the Community, recognize and rely heavily upon her ingenuity, integrity, and capability with the highest degree of confidence and make maximum use of her services and talent.

She participated in the Agency's implementation of the Privacy Act of 1974 and the Freedom of Information Act by designing forms needed for use in the program. She participated in the Agency's action to comply with the Privacy Act and Civil Service Commission's issuance to Federal agencies requiring action on Agency-used and created forms which

- 2 -

SECTION C (Continued)

include the solicitation of an individual's Social Security Number. Action included deleting the SSN as an item where SSN was not needed and revising forms that continued to solicit the SSN by including a statement informing the individual whether the disclosure is mandatory or voluntary, citing the statutory or other authority permitting solicitation, and what uses will be made of the SSN. This action involved the review of 2,304 Agency forms of which 144 required action. She contacted other Federal agencies on 40 of their forms used by CIA for applicable statements.

STATINTL [redacted] has conducted records management surveys in various Agency offices as comprehensive examinations of records policies, practices, methods or procedures, equipment, and supplies to find what conditions exist; analyze findings; determine what improvements, if any, are appropriate and feasible; what cost savings could be realized; and reported her recommendations to the head of the office under survey for acceptance and implementation.

She developed a set of envelopes for protecting and storing microfiche which contain no chemicals (acid, chlorine, etc.) in the paper or glue that will harm or affect the microfiche in any way. The envelopes are designed and printed to Agency specifications and needs.

She played a major role in the development of the common format of transmittal and receipt form to precede any messages transmitted on long distance xerography (LDX) Community-wide. She printed these forms for CIA use and format and gave the format to the Community LDX operators for their local reproduction.

She participated in the introduction of the new Xerox 1200 Computer Printing System to the Agency with briefings on its ability to integrate graphic and digital communication by printing forms and computer data in a single operation. She developed and designed the fixed format plastic overlay adhering to critical registration tolerance.

She also designed and helped develop glass slides for the Datagraphix 4360 and 4561 computer output microfilmers with original drawings done on a computer plotter rather than

-3-

SECTION C (Continued)

hand-drawn forms due to critical registration tolerance. These slides permit the overlay of fixed information onto a microfilm image for simultaneous printing with computer generated data. The design and development of these slides demonstrated initiative beyond that reasonably expected in the line of duty performance. The Agency was handicapped due to no available expertise, assistance, directions, or specifications and she could not seek help from the limited number of technical experts in the trade outside the Agency due to the sensitivity of certain data.


The OCR system began in 1966 with no expertise available externally or internally for forms design or forms printing. Her ingenuity again was demonstrated in implementing this program.

She has also played a direct role in the development of the Automated Payroll System; Employee Badge Systems; General Accounting System (GAS); Automated Personnel System (PERSIN); Privacy Act and Freedom of Information programs; automated systems for the forms program to control existing CIA, Standard, and other-agency forms used by the Agency; and other systems too numerous to catalog.

STATINTL



is hereby awarded the
Certificate of Distinction

in recognition of her sustained performance of high value from 1965 to 1976 as the Forms Management Officer of the Records Administration Branch, Information Systems Analysis Staff of the Directorate of Administration.  has demonstrated exemplary leadership, ingenuity, and versatility in introducing and implementing new statutes, programs, systems, and procedures under the Forms Program. Her technical competence and professional dedication has continually resulted in sustained and exceptionally high cost savings in the Agency Records Management Program, with the Forms Program alone exceeding over a million dollars savings during FY 1975. Her Agency and Federal Community peers recognize and rely heavily upon her ingenuity, integrity, and capability with the highest degree of confidence. She accomplished her duties in a highly professional and dedicated manner which reflects creditably on her, the Central Intelligence Agency, and the Federal Community.

STATINTL

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ADMINISTRATIVE INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

STATINTL

SA-62: Nomination Date: 22 November 1976
[REDACTED], GS-10
Chief, Acquisitions and Supply
Section
Directorate of Administration/OL

A. Summary

STATINTL

The attached nomination recommends [REDACTED] [REDACTED] for the CIA Special Achievement Award. The recommendation was concurred in by the Deputy Director for Administration on 24 November 1976.

STATINTL

B. Committee's Staff Comments

1. OL said that the period covered by this nomination should be for special acts and performance during FY 1976. Further discussion of this nomination with OL revealed the following intangible benefits:

a. Reduction in preparation of requisitions for typing elements from customers.

b. Decrease in procurement actions prepared by Procurement Division.

c. Availability of the items (fonts) readily off the shelf for the customers.

OL rated intangible benefits SUBSTANTIAL/BROAD.

2. In addition, OL said that such a project should have been the joint action of senior officers of Supply Division and Procurement Division. Chief, OL/LSD recommends an award in the \$1,050 to \$1,250 range.

ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

C. Recommendation of Executive Secretary

\$1,200 Special Achievement Award based on \$30,000 tangible savings (\$850), plus SUBSTANTIAL/BROAD intangible benefits (\$350).

D. Decision of the Committee

✓ Approved \$1,200 Award

Disapproved 16 Dec 76 Date

Att

NOTE: Extracts from the OL/LSD Report "Fighting Inflation and Reducing Daily Operating Costs" will be on hand at the Committee Meeting to illustrate how the \$30,000 annual savings was computed.

DD/A Registry
76-5866

Administrative - Internal Use Only

SA-62

22 NOV 1976

MEMORANDUM FOR: Chairman, Suggestion and Achievement Awards Committee

FROM : [redacted]
Director of Logistics

SUBJECT : Recommendation for Special Achievement Award for [redacted]

1. This memorandum constitutes a recommendation for a Special Achievement Award for [redacted] in recognition of her efforts and achievements during her tenure as Chief, Acquisitions and Supply Section, Building Services Branch, Logistics Services Division, OL.

2. This recommendation is based primarily on [redacted] contribution to the successful implementation of Employee Suggestion 74-446 which suggested that two of the four typing fonts received with each new IBM selectric typewriter be deleted from the package thereby achieving a savings equal to the cost of two typing fonts for each new selectric typewriter purchased. After having undergone a considerable amount of research by various elements within the Office of Logistics (OL), this suggestion was forwarded to the General Services Administration (GSA) which is the Government Agency responsible for contracting with IBM. In their response, GSA advised that two of the four fonts received with each new selectric typewriter are provided by IBM at no charge to the Government; consequently, the deletion of these two fonts would not constitute any savings.

3. Had it not been for [redacted], this suggestion would probably have terminated upon the receipt of GSA's response and no advantage would have been realized. However, in recognition of the enormous savings potential, [redacted] on her own initiative, continued to refine and develop the idea until a trade agreement was worked out with IBM under which we exchanged the new, unwanted fonts for the more popular type styles we need which were formerly purchased at a cost of \$18 each. During the first 10 months of operation, we have recorded an actual cost avoidance of \$9,072.

Administrative - Internal Use Only

Administrative - Internal Use Only

SUBJECT: Recommendation for Special Achievement Award
for Mrs. [redacted]

STATINTL

4. As we further review [redacted] record with the Logistics Services Division, OL, we find that the achievement discussed above is not an isolated event but is indicative of her record. Other contributions to cost-effective management include: recovery of administrative supply items for reissue, the substitution of less expensive supply items of equal quality, the institution of several paper conservation procedures, and the development of controls to restrict the issue of various items to avoid waste. We have extracted statistics from our cost-savings report prepared for fiscal year 1976 and estimate the value of the procedures which [redacted] either initiated or coordinated within OL to be \$30,000.

STATINTL

5. As we review the Tangible Awards Scale provided by the Incentive Awards Branch, we observe that a tangible benefit valued at \$30,000 normally merits an award of \$850.

STATINTL

6. Based on [redacted] several achievements and contributions to cost-effective management, it is recommended that she be favorably considered for a Special Achievement Award.

STATINTL

[redacted]

STATINTL

James H. McDonald

Attachments

STATINTL

CONCURRENCE -

[redacted]

John F. Blake
Deputy Director
for
Administration

24 Nov 76
Date

Distribution:

- Orig. & 1 - Adse, w/atts
- 2 - DD/A, w/atts
- 1 - OL/P&TS (Official), w/atts

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NOTE TO: Executive Secretary, Suggestion and Achievement
Awards Committee

STATINTL

1. In response to your request for further clarification of the savings attributed to [redacted] I am providing as attachment 1 a recapitulation sheet and supporting documentation (attachments 2 and 3).

STATINTL

2. Please note that our recommendation for the award is based on the savings recorded from July 1975 through June 1976. As you will see in attachment 1, the total value of the programs initiated by [redacted] during this period is \$38,136.80. After reducing this figure by the amount which should properly be attributed to other contributors, we arrived at the round figure of \$30,000.

3. Should you require any further clarification on this matter, please do not hesitate to contact me.



STATINTL

6 Dec 1976

Reference - Attachment 2 - July through December 1975

Group I

1.a.	\$	4,706.00
b.		2,748.00
c.		578.50
d.		4,725.00
e.		1,814.00
2.		4,800.00

Group III

2.a.	\$	1,275.00
b.		702.00
c.		<u>298.00</u>
		<u>\$ 21,646.50</u>

Reference - Attachment 3 - January through June 1976

Group I

1.a.	\$	391.00
b.		1,181.00
c.		2,642.80
2.		211.00
3.		2,244.00
4.		4,800.00
5.		4,212.00
6.		<u>808.50</u>

\$ 16,490.30

Grand Total \$38,136.80

Official

9 JAN 1976

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

SUBJECT : Fighting Inflation and Reducing Daily Operating Costs

REFERENCE : Multiple Adse Memo dtd 18 Dec 75; Same Subject

Listed below is the July through December semi-annual report on the anti-inflation and cost-reduction measures being taken by the Logistics Services Division, OL.

Group I: Savings to date for the current fiscal year.

①. Paper Conservation

25X1 (a) 2,353 reams of odd-sized (obsolete) paper were obtained from Supply Division [redacted] cut and assembled into 8"x 10" tablets by Printing and Photography Division (P&PD), and placed in the Building Services Branch (BSB) supply room for distribution. This exercise netted a savings of \$4,706.00.

Cost of one 8"x10 1/2" tablet = \$.40
Five tablets per ream x 2,353 reams = \$ 4,706.00

(b) 87,500 manila envelopes, bearing the State Department's return address, were obtained [redacted] and distributed through the BSB supply room after having the return address blacked out by P&PD. A savings of \$2,748.00 was realized.

9 1/2" x 12" envelopes @ \$2.45 per box of 100 x 485 boxes = \$ 1,188.00

12" x 16" envelopes @ \$4.00 per box of 100 x 390 boxes = \$ 1,560.00

Total = \$ 2,748.00

25X1 (c) 8,900 kraft folders (nonstandard size 11 3/4" x 9 1/2"), which were to be disposed of, were obtained [redacted] and distributed through the BSB supply room. This transfer netted a savings of \$578.50.

\$6.50 per box of 100 x 89 boxes = \$ 578.50

(d) During the fourth quarter of FY-75, BSB instituted a program of issuing record center boxes for Records Center requirements only, and issuing recycled cardboard boxes and plastic conveyor boxes for all other purposes. Originally, a 50 percent savings was anticipated. However, an 80 percent savings has been recorded during this period at a total savings of \$4,725.00.

SUBJECT: Fighting Inflation and Reducing Daily Operating Costs

Requirement for 6 months - FY-75 = \$ 5,906.00
Requirement for 6 months - FY-76 = \$ 1,181.00

Savings \$ 4,725.00

① Commercial watermark bond paper has been removed from the supply room shelves and issued only when required for correspondence. The requirement for the less expensive Government watermark bond paper has not increased as a result of this. A savings of \$1,814.00 has been recorded during this period.

25X1

FY-75 - 6 months

Letter size - 540 reams @ \$2.77 = \$ 1,495.80
Legal size - 540 reams @ \$3.15 = \$ 1,701.00

Total \$ 3,196.80

FY-76 - 6 months

Letter size - 340 reams @ \$2.77 = \$ 941.80
Legal size - 140 reams @ \$3.15 = 441.00

Total \$ 1,382.80

Savings \$ 1,814.00

② Thirty manual typewriters were repaired at little or no cost to the Agency in lieu of purchasing new machines. A savings of \$4,800.00 has been recorded.

30 x \$160.00 (cost of new typewriter) = \$ 4,800.00

3. The Mail and Courier Branch is continuing to monitor outgoing U.S. mail and delivering via courier any mail destined for one of its regularly scheduled stops. The recent postal rate increases, which became effective 31 December 1975, make this policy even more important. This policy has been expanded to ensure that a genuine requirement exists for registered and return receipt mail, in that rates for these two categories have nearly doubled. Specific information on the savings derived from this effort is not available.

4. The limit for a minor work order in Space Maintenance and Facilities Branch has been increased from \$100 to \$200. During the first 5 months of FY-76, 60 work orders fell into this category. The resulting decrease in paper-work processing time accounted for a savings of \$1,200.00.

60 x \$20.00 (average cost of processing one work order) = \$1,200.00

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 74-446: dated 4 April 1974

STATINTL

[REDACTED], GS-07
Administrative Assistant
Directorate of Operations/
OPS Staff (resigned 7/9/76)

A. Summary of Suggestion

1. Background

IBM typewriters are purchased and delivered with four different typing elements. Usually offices only have a need for one or two elements and the others are put in a desk drawer or office supply cabinet. When an office requires a certain type element, a requisition for its purchase is sent to Office of Logistics.

2. Suggestion

Purchase only one or two typing elements with each IBM Selectric Typewriter. Additionally, have OL/Building Supply stock two or three elements in all the various type styles from which offices could borrow on a short-term basis.

B. Evaluations

1. Per OL's request, the suggestion was referred to GSA who is responsible for Government procurement of typewriters, evaluation attached.

2. Upon receipt of the GSA reply we again asked OL for their comments. Attached is the OL evaluation. In answer to an inquiry of November 1976, OL conservatively

BRIEF OF EMPLOYEE SUGGESTION NO. OA-75-103

SUMMARY:

It has been suggested that the Agency purchase special type elements required and only one (1) or two (2) additional elements for each new IBM Selectric Typewriter, thus saving the cost of the extra type elements.

Since occasionally there is a need for a type style that is not widely used, a central location, within the Agency, be established whereby a specific type element could be borrowed for a particular project.

EVALUATION:

Federal Government customers (except those purchasing at educational prices) receive two (2) typing elements with each 71X and 72X "Selectric" model purchased, four (4) typing elements with each Dual Pitch "Selectric" II and Correcting "Selectric" model purchased and three (3) typing elements with each single pitch "Selectric" II and Correcting "Selectric" model purchased. Commercial customers and all customers purchasing at educational prices receive one (1), two (2) and two (2) respectively.

The aforementioned additional typing elements which are provided to Federal Government customers are "gratis" supply items at no additional cost to the Government.

In addition, if the using activity has no need for additional typing elements, they should review its requirements for the purchase of this type of equipment in accordance with FPMR E-100 (Economical Selection of items available from multiple award Federal Supply Schedules) and FPMR 101-26.408 (Purchase of Items from Federal Supply Schedule Contracts).

RECOMMENDATION:

The suggestion is not adopted for reasons stated above.

26 FEB 1976

MEMORANDUM FOR: Chairman, Internal Suggestion Awards Panel, OL
SUBJECT : Centralized Location for IBM Typewriter Elements
REFERENCE : (a) Employee Suggestion 74-446 dtd 5 Dec 74; Same Subject
(b) Memo to ES/SAC fr C/ISAP dtd 13 Nov 75; Same Subject

1. The purpose of this memorandum is to inform you of the progress of our efforts to implement this suggestion and to provide information from which tangible first-year savings can be projected.

2. As you recall, the original suggestion contained two recommendations; first, purchase only two or three elements with each new IBM typewriter, thereby, saving the cost of one or two elements; and second, establish a central location from which elements could be loaned. As a result of some rather intensive research, it was determined that two of the elements received with each typewriter are provided by IBM at no cost to the Government; consequently, no savings could be realized by eliminating them. It was generally agreed, however, that the second recommendation made a valid point and a savings could be realized by reducing the number of requisitions and procurement actions necessary to acquire replacement elements.

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3. [redacted] of the Building Services Branch, Logistics Services Division (BSB/LSD) should be given a considerable amount of credit for converting this idea into a reality. [redacted] negotiated a verbal agreement with the IBM representative wherein IBM will accept new and unused elements in their original sealed containers in an even trade for those elements that the Agency finds more useful. In order to expand this program to the point where significant savings could be accrued, the Supply Division (SD) agreed to remove the unnecessary elements from the new typewriters when they arrived at [redacted] and forward them to BSB to be used as trading stock. In addition, the Supply Management Branch, SD has been routing all requisitions for elements to BSB and these requirements have been filled in a considerably shorter period of time than was formerly experienced.

4. During the 6 weeks that this program has been in operation, 150 elements have been traded to IBM of which 49 have been issued from the Supply Room. This equates to an actual cash savings of \$882. Assuming that this issue factor continues, an annual savings of \$7,488 is anticipated.

OL 6 10,028

SUBJECT: Centralized Location for IBM Typewriter Elements

5. In addition to these efforts, SD is preparing a notice for all employees to inform them of the availability of IBM elements and to request them to return their unneeded elements to the Supply Room. It is nearly impossible to predict the impact of this notice with respect to the supply it may attract. Success in this area will depend upon customer response. It must also be understood that most of the elements turned in will have been used and/or removed from their original containers and, therefore, unsuitable for trade to IBM.

6. Without further complicating this matter, it is felt that the data already collected is representative of future experience and is sufficient to serve as a basis for computing an award. Please convey our deepest appreciation to the suggestor.



25X1

Chief
Logistics Services Division, OL

UNCLASSIFIED INTERNAL USE ONLY CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE 1001 AMES BUILDING	EXTENSION	NO.
		DATE 14 DEC 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. Mr. F. W. M. Janney 5E 58 Headquarters			/N/	Believe you received an advance information copy of the attached nomination from [redacted] 25X1
2.				Have prepared a summary sheet and sent copies to Committee Members so it may be reviewed at the 16 December Meeting. I have lined up [redacted] as a witness in case the Committee wishes to see what the draft NIE looks like and to answer any questions. 25X1
3.				I'll check with you Wednesday to ascertain if you'd like [redacted] to come shortly after the start of the meeting (about 0935) or later on. 25X1
4.				[redacted]
5.				[redacted]
6.				[redacted]
7.				[redacted]
8.				[redacted]
9.				[redacted]
10.				[redacted]
11.				[redacted]
12.				[redacted]
13.				[redacted]
14.				[redacted]
15.				[redacted]

SECRET

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SA-64: Nomination Date: 8 December 1976

25X1

[Redacted]

07
GS-06

Printing and Publications
Assistants
Publication Branch, National
Intelligence Staff/Office of
the DCI

A. Summary

The attached nomination from Chief, Presentation and Publication Branch, DCI/NI recommends the Special Achievement Award and an honorarium of \$200 each to the above listed employees. The nomination was endorsed by [Redacted], Deputy to the DCI for National Intelligence and Head of "E" Career Service.

25X1

B. Committee's Staff Findings and Comments

1. In order to acquire more background on this case, we met with [Redacted], Executive Officer/DCI/NI and [Redacted], Chief, Presentation and Publication Branch, DCI/NI. The following data is considered pertinent:

25X1

25X1

a. The draft publication the three employees were preparing for print is the most important intelligence document prepared annually by the Office of the Deputy to the DCI for National Intelligence.

b. The work of the employees nominated is in support of a three-volume production of NIE 11-3/8-76. The Committee concerned with publication deadline dates consists of senior

SECRET

[Redacted]

25X1

SECRET

officers from Department of State, DIA and NSA and eight to ten CIA officers. They had been meeting steadily for three to four weeks. Also, in order to cope with deadlines the Committee met all day Friday and Saturday, 10 and 11 December; in addition, some staff members worked Sunday, 12 December. This accelerated production rate was necessary in order to reach sufficient progress in preparation for the already scheduled National Foreign Intelligence Board (NFIB) Meeting the week of 20 December 1976. NIO executives say that if the remarkable work performed during the Thanksgiving week by the three employees nominated in this case had not been accomplished, it would have thrown the schedule on this production into "serious disarray".

c. The number of pages that this group would normally produce in a four day week would be in the 200 range. However, under pressure on past occasions in a five day week, they have turned out over 500 pages. Yet, during the four day week cited in this nomination they produced more than 600 pages. More significant is the fact that realizing this production achievement enabled the National Intelligence Staff to make their goals, and to retain the schedule of already fixed future meetings of NI Committees and the NFIB.

d. Conclusion: based upon the fact that this group has been supporting ten NIO's and their inter-agency projects concerned with making deadlines for the NFIB, it is believed that their achievement warrants a bit more than a \$200 award to each employee. On the Intangible Benefits Guide we conservatively rate this case HIGH/BROAD for a \$900 award total.

C. Recommendations of Executive Secretary

\$900 award, equally shared among the three employees recommended (HIGH/BROAD).

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ADMINISTRATIVE - INTERNAL USE ONLY

SA-64

8 December 1976

STATINTL
MEMORANDUM FOR: [redacted] Executive Secretary
Suggestion and Achievement Awards Committee
STATINTL
FROM : [redacted] Chief
Presentation and Publication Branch, DCI/NI
SUBJECT : Recommendations of Three Employees for Special
Achievement Awards

STATINTL
1. I hereby propose Special Achievement Awards for Mrs. [redacted] GS-7/2; and [redacted] GS-6/1. All three are printing and publication assistants in the Publication Branch, National Intelligence staff.

STATINTL
2. Special Achievement Awards for these three employees are justified under HR [redacted] "accomplish assigned tasks in a manner that achieves previously unattained records of production." This accomplishment occurred during Thanksgiving week when these three employees were charged with preparing for print:

a. A major part of NIE 11-3/8-76, Soviet Forces for Intercontinental Conflict Through the Mid-1980s; this estimate is probably the Intelligence Community's most important single finished product.

b. A particularly sensitive Interagency Intelligence Memorandum.

STATINTL
3. The task was formidable, if not near impossible. Yet the need for these products within the deadlines set was imperative. [redacted] responded with a sustained excellence that has never before been attained

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

by personnel of their unit. In the process, they set in four days a new record for the number of pages processed by their unit in any previous week. This number was, moreover, twice what we consider a reasonable rate of production. Perhaps even more remarkable, the quality of their product did not deteriorate.

4. In view of the importance of their task and the unequalled performance they turned in, [redacted] and [redacted] clearly deserve special recognition. Such recognition makes all the more sense in light of the fact that they have all, in any case, been performing in a superior fashion for some time, including the processing of a number of papers for President-elect Carter in the weeks that preceded and followed their finest hour. I therefore recommend that each receive a Special Achievement Award in the amount of \$200.

STATINTL

STATINTL

APPROVED:

[redacted]

Deputy to the DCI for National Intelligence

8 December 1976
Date

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STATINTL

MEMORANDUM FOR

[Redacted] Executive Secret
Suggestion & Achievement Awards
Committee

Attached, please find the recommendation we discussed on the phone earlier this week. I hope that consideration will not be complicated by the fact that the accomplishment does not fit precisely into the Intangible Benefits Guide. Please do your best to have it considered at the Committee's meeting on December 16th.

STATINTL

[Redacted]

EO/DCI/NI

Date 8 Dec 76

FORM 5-75 101 USE PREVIOUS EDITIONS

MEMORANDUM FOR

Director of Personnel

Dear Fred:

I take the liberty of sending you a copy of a recommendation I have endorsed for Special Achievement Awards. The girls concerned really did do something quite spectacular. I would appreciate anything you might do to speed this along.

STATINTL

[Redacted]

D/DCI/NI

Date 8 December 1976

FORM 5-75 101 USE PREVIOUS EDITIONS

ADMINISTRATIVE - INTERNAL USE ONLY

SA-64

8 December 1976

STATINTL

MEMORANDUM FOR: [redacted] Executive Secretary
Suggestion and Achievement Awards Committee

STATINTL

FROM : [redacted], Chief
Presentation and Publication Branch, DCI/NI

SUBJECT : Recommendations of Three Employees for Special
Achievement Awards

STATINTL

1. I hereby propose Special Achievement Awards for Mrs.

STATINTL

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STATINTL

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STATINTL

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ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

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STATINTL

STATINTL

[redacted]

STATINTL

APPROVED:

[redacted]

Deputy to the DCI for National Intelligence

8 December 1976
Date