

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:
INCENTIVE AWARDS COMMITTEE
29-114 CURIE HALL

NO.
DATE
19 FEB 1954

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Chief, ESD	Wing E				<p>Agenda for CIA Incentive Awards Committee Meeting, 25 February 1954.</p> <hr/>
2. DAD/P	223 Curie	<i>23 FEB 1954</i>		<i>WDS</i>	
3. AD/P	217 Curie	<i>24 FEB</i>		<i>RGR</i>	
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19 February 1954

MEMORANDUM FOR: Chairman, Incentive Awards Committee

SUBJECT: Meeting of CIA Incentive Awards Committee

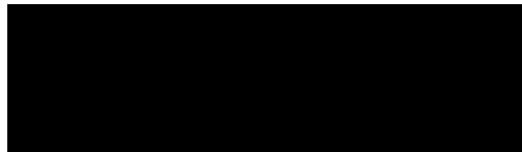
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1. In accordance with the provisions of Regulation  Incentive Awards Program, the CIA Incentive Awards Committee will meet on Thursday, 25 February 1954 at 1:45 P.M. in Room 223, Curie Hall.

2. For initial Committee consideration, there is one recommendation for a Superior Accomplishment Award and 37 employee suggestions. The Superior Accomplishment recommendation is outlined in Tab 1; the suggestions, together with the evaluation brief prepared for each, are summarized in Tabs 2 through 10, and A through D, and are supplied to you for your advance information.

3. In order to effect a reduction in the back-log of suggestions awaiting Committee action, the briefings contained in Tabs A through D have been condensed. These suggestions are concerned with proposals in which the rejections by evaluating offices have been based upon legal restrictions, security considerations, etc., which provide a clear-cut basis for rejection.

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE



Executive Secretary

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Attachments:

Tabs 1 through 10
Tabs A through D

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A G E N D A

SUPERIOR ACCOMPLISHMENT AWARD

<u>NAME</u>	<u>TAB NO.</u>
25X1A [REDACTED]	1

SUGGESTIONS

<u>SUGGESTION NO.</u>	<u>TAB NO.</u>
679	2
506	3
653	4
714	5
642	6
530	7
537	8
560	9
534	10

MISCELLANEOUS NO. SUGGESTIONS

TABS A, B, C, D.



MEMORANDUM FOR: Chairman, Incentive Awards Committee
FROM: Executive Secretary, Incentive Awards Committee
SUBJECT: Award for Superior Accomplishment - [REDACTED]
REFERENCE: Paragraph 3a(4), [REDACTED]

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1. Agency Regulation [REDACTED] and supporting memorandum from the Director of Training recommending the granting of a within-grade pay increase as an award to [REDACTED] for Superior Accomplishment have been reviewed to determine compliance with legal requirements set forth in Public Law 429. [REDACTED] compensation is less than the maximum rate for his grade, GS-13. He has received no previous advancement as an award for the past 78 weeks--the prescribed waiting period for a normal periodic pay increase.

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2. If the Committee approves an award for Superior Accomplishment to [REDACTED], his salary will be increased from \$8,360 to \$8,560.

FOR THE INCENTIVE AWARDS COMMITTEE



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Attachment

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TO : Executive Secretary,
Incentive Awards Committee

FROM : Director of Training

SUBJECT : Incentive Award Recommendation

11 February 1954

25X1A REFERENCE: CIA [REDACTED]

1. I wish to recommend [REDACTED], Training Instructor of the Intelligence Training Division, OTR, for a one-step salary increase in accordance with Par. 3.a.(4) of above regulation, which authorizes an award "for sustained work performance of a high degree of efficiency."

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25X1A 2. I consider [REDACTED] eligible for an award for the following reasons:

a. Superior performance as a training instructor. Since his assignment to the staff of the Intelligence Training Division, [REDACTED] has carried a major share of the instructional load in the Basic Intelligence Course (I). This course has now been offered seventeen times to new professional employees of the Agency, and in each session [REDACTED] performance has been unusually high quality. No other member of the instructional staff has been so commended so generally and frequently by the students for mastery of subject matter and effectiveness of presentation. Student critiques prepared at the end of each course reflect this judgment over a period of almost two years. Quite a few of these students have recently come from university graduate schools where they have been studying in the fields of communism and Soviet affairs - [REDACTED] specialties -, and they are almost always impressed by his scholarship and instructional skill.

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25X1A b. Contributions to the organization and conduct of the BIC (I). Each succeeding session of the BIC (I) has had changes of content and method introduced in an effort to meet training requirements more fully. On a staff like that of this Division, it is difficult to attribute a particular change to one instructor's

C O N F I D E N T I A L

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ideas, but [REDACTED] has proposed many improvements and has developed others in practical ways. He has been very resourceful in seeking to improve all phases of the course.

- c. Professional development. [REDACTED] has constantly sought to enhance his qualifications as a training instructor by reading and study in the subjects for which he is responsible. He has also endeavored to develop new fields of competence by study and by seeking professional advice within the Agency on methods and practices. In short, he has taken advantage of every opportunity to equip himself to be an increasingly versatile intelligence training officer.

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- d. Contributions to non-Agency training programs. In recent months [REDACTED] has given lectures in courses of the Foreign Service Institute and the CIC School at Fort Holabird. He has also given a series of talks to a Pentagon unit of the Air Force Reserve Organization. On all these occasions his performance has been of a quality to reflect creditably upon the Agency. The preparation for these presentations has required considerable time beyond office hours.

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3. On the basis of superior performance of regular duties, high motivation and cooperativeness in the field of intelligence training, I believe that [REDACTED] merits the award recommended.

/s/ MATTHEW BAIRD

C O N F I D E N T I A L

Employee Suggestion 679

A. Summary of the Suggestion:

The suggester designed a Mobile Rack for the delivery and pickup of typewriters, adding machines, time and date stamps, and clocks. (Please refer to drawings submitted by suggester).

B. Previous Method:

Prior to the adoption of the Mobile Rack designed by the suggester, he states, "the above items of equipment were placed on the bed of trucks for delivery and pickup. Thirty pieces of equipment could be handled in this manner for delivery and thirty for pickup. Damage enroute, due to bouncing and sliding, was extensive and costly to the Agency."

C. Present Method:

"With each rack containing thirty compartments, sixty typewriters, for example, are now handled or a total of one-hundred twenty pieces of equipment delivered and picked up. (Note: As each typewriter is removed for delivery, a pickup replaces same). These racks can be placed on any of our trucks and removed quickly. Typewriters, etc., fit snugly in each compartment, eliminating damage."

D. Suggester Estimates Savings:

Material is now placed in the truck, aligned and removed in approximately three minutes compared to ten minutes previously required for a saving of seven man-hours per day. Three men now efficiently handle twice the amount of equipment, releasing two men for other duties, resulting in a savings of an additional sixteen man-hours. Previously, a crew of five men were used for the delivery and pickup of this material. With the use of the Mobile Rack, there is now added space available for the delivery and pickup of other material; whereas, formerly only typewriters and small items could be delivered by assigned truck with a considerable amount of waste space.

E. Evaluation of Concerned Office:

The Logistics Office has informed the Committee that the suggestion has been adopted for use and has supplied the following evaluation:

1. "The portable rack, as suggested, has been in use in the [redacted] for approximately three months and has been found to be entirely satisfactory for the purpose intended. The storage rack provides greater safety to equipment being transported between the depot and headquarters offices, and additionally allows for greater utilization of truck space which,

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in turn, would reduce the number of trips delivering administrative equipment from the depot.

2. "It is not possible to estimate the actual dollars in savings as a result of the installation of this rack; however, it is recommended that an incentive award, not to exceed \$75.00, be considered, which is felt to be appropriate to improvements which have resulted from the suggestion. "

25X1A In an effort to obtain further information for the Committee, inquiry was made to [redacted] Logistics Office, who indicated that there has been a considerable reduction in recent weeks in the number of typewriter Surveys as a result of damage enroute. The Agency typewriter repair shop was also queried as to the number of damaged typewriters being sent to that shop and the reply was given that the number damaged in this manner had declined appreciably. Whether or not the above resulted from the utilization of this Mobile Rack is a matter of conjecture.

F. Recommendation:

It is suggested that the Committee consider a recommendation of the Logistics Office as indicated above.

Employee Suggestion No. 506

A. Summary of the Suggestion:

The suggester proposes that, in order to effect economy of money, time, and motion, the Agency purchase for general office use the prong half only of metal-filing fasteners for the following reasons:

- a. Some offices find it much more time-saving to use only the prong half of the file fasteners, and usually throw away the compressor (top) half.
- b. The savings of time (man-hours) can be effected in the filing of material where the prong half only is used as fewer separate motions are required.
- c. Using the "prong only" system, eagle-spreading the prongs across the papers filed helps to keep the top corner of filed papers pressed down tight; using the compressor on the prong permits the corners to bend back, crease, or tear.
- d. The number of compressors presently available in the Agency Supply Rooms would perhaps be sufficient to meet the needs of those few offices where both parts of the fastener may be required; therefore, the re-ordering of both parts could be greatly reduced.

B. Evaluation of Concerned Office:

The Logistics Office has informed the Committee "Experience reveals that there are Agency requirements for compressors as well as the prongs. In view of this it would be impracticable to adopt the employee suggestion recommending procurement of prongs only.

"It is recognized that more prongs are used than compressors, and that there are certain advantages in utilizing the prongs alone.

"While it is anticipated that availability and use of prongs alone may result in economy, it is impossible to estimate any specific amount. Action has been taken, however, to advise Agency components that they may obtain prongs without compressors from the various Building Supply Rooms, (see Supply Division Memorandum of 23 December 1953 attached). Since this action may be considered to be a partial adoption of the suggestion, it is recommended that some type of recognition be granted to the suggester."

In order to provide the Committee with additional information relative to this suggestion, the Executive Secretary obtained stock control usage figures

from the Logistics Office which indicated that for a twelve-month period 775,100 metal fasteners were issued at a cost of \$3,667. Therefore, it is anticipated that the amount of (unknown) savings would depend upon the extent to which offices adopt the practice of using only the prong half of the fasteners. A time and motion study conducted by the File Room Supervisor, Personnel Office, the Committee Secretary, and a third office in the filing of correspondence indicated that on the average the filing of twelve pieces of material using the compressor required three times as long as filing with the prong half only.

An inquiry made to two Building Supply Offices by the Secretary revealed the information that there has been a considerable increase since the issuance of the attached Logistics Memorandum in the requests for "prongs only."

C. Recommendation:

In view of the difficulty of determining savings in filing, time, and materials, it is recommended that an award be considered in keeping with the Scale of Awards for suggestions with tangible benefits under Level D.

23 December 1953

MEMORANDUM FOR: All Administrative Officers
FROM : Supply Division, Logistics Office
SUBJECT : File Fasteners, Prongs and Compressors, * * * *

1. In the past, filing aids in the form of prongs and compressors (Acco and Presto) have been stocked in the Building Supply Rooms in sets and have been obtainable from the Supply Rooms only in sets. Considerable waste has resulted because much filing in offices of the Agency has been accomplished by using only the prongs. Most unused flat metal compressors have been discarded via wastebaskets.

2. In order to correct this situation, "prongs", in 1" and 2" spreads are being stocked as separate items. It is requested that offices using only these prongs request them only from Building Supply Rooms, and that in the interest of economy, sets of prongs with compressors be neither requested nor accepted.

* * * *

/s/ 
Supply Activities Officer

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Employee Suggestion No. 653

A. Summary of the Suggestion:

The suggester proposes "that the wooden holders on obsolete rubber stamps be salvaged for utilization by the appropriate office in South Building (GARD/TSS). Some of these stamps have already been destroyed since the warehouse has no place to store them. Salvaging of these stamp holders would result in a savings to the Agency." This salvage is in connection with the new classification policy effective 15 December 1953.

B. Evaluation of Concerned Office:

The Logistics Office has supplied the following evaluation to the Committee:

"This policy is already in effect in most of the Building Supply Rooms; however, in two areas obsolete stamps have been destroyed or discarded in classified trash. The situation has been brought to the attention of all BSO's to insure obsolete rubber stamps in the future will all be turned into the GARD/TSS element in South Building for possible utilization.

"The monetary value of any savings in the additional number of stamp frames salvaged is negligible and it is doubtful if a savings of \$50.00 in a year can be realized after considering labor costs for salvaging the item."

C. Recommendation:

In view of the difficulty in estimating monetary savings involved in the adoption of this suggestion, it is recommended that a token award, in keeping with the Scale of Awards for suggestions with intangible benefits, be considered.

Employee Suggestion No. 714

A. Summary of the Suggestion:

The suggester proposes "that the entrance steps to the building at Gate 15 either be moved to another side of the platform or the door open from the other side. It opens the wrong way when coming up the steps and is liable to cause an accident when someone is coming up the steps and another person is coming out the door at the same time. (This is K Building)."

B. Evaluation of Concerned Office:

The General Services Office, realizing the safety hazard presented, took immediate steps to remedy the situation. They have informed the Committee that "arrangements have been made to relocate platform steps approximately 12 feet westward. This will reduce the possibility of injury resulting from collision at this exit."

C. Recommendation:

A token award is recommended for this safety suggestion with intangible benefits in keeping with Level "D" of the Scale of Awards as found in the Committee handbook.

Employee Suggestion No. 642

A. Summary of Suggestion:

The suggester proposes that wooden manhole covers be replaced with more permanent concrete or steel manhole covers throughout the area occupied by temporary buildings of the Agency. "This suggestion was forwarded as a preventive safety measure since untreated wood placed in damp soil in humid climate such as we have in Washington is highly susceptible to rapid deterioration from the elements. In certain instances these covers may become concealed with earth, leaves, or other debris and as they progressively become weaker present a serious hazard to all individuals in the area. Accidents which may result from these conditions may be a possible source of costly compensation claims against the Agency or the U.S. Government as well as a cause of serious or fatal injury to the victims. The possible hazards outlined above have become a reality according to recent newspaper articles."

B. Evaluation of Concerned Office:

The General Services Office has supplied the following evaluation to the Committee:

"A survey made by this office revealed that all wooden covers are presently in good condition. Contact was made with a representative of the National Capital Park Service who indicated that immediate steps are taken to replace these covers when signs of deterioration are noted.

"However, permanent type covers should be used in that they would completely eliminate the possibility of serious accidents. Therefore, a letter has been sent to the Superintendent, National Capital Parks requesting that permanent type covers be installed to reduce this safety hazard."

"While no monetary savings can be attributed to this suggestion, it is recommended that the suggester receive an appropriate recognition for his or her ability to evaluate a situation which may prove a safety hazard."

C. Recommendation:

It is recommended that either a token award under the Scale of Awards for suggestions with intangible benefits or a commendatory letter be considered by the Committee for this safety suggestion.

A. Summary of the Suggestion:

The suggester proposes that, in line with current Government economy efforts, a directive from the DD/A be circulated abolishing the practice of retyping "internal Agency memoranda other than those of extremely high level" which have minor typographical errors or omissions, i.e. reversal of two typewritten letters or the omission of a single comma. Corrections could, in these cases, be made with pen and ink on the original and carbon copies rather than have the complete document retyped.

"It would be difficult to estimate actual savings in dollars and cents; however, it is obvious that such a practice of retyping for minor errors could, over a period of years, amount to thousands of hours of secretarial time, destruction of reams of good quality paper, not to mention delays resulting from the failure to process a document in the minimum amount of time. The morale factor for the typist who must retype documents for such minor mistakes should not be overlooked."

B. Evaluation of Concerned Office:

The General Services Office has supplied the following evaluation in recommending that the suggestion be adopted:

"The suggestion has merit. Agency personnel should be advised officially that a point of diminishing return is reached when absolute typing perfection on routine internal correspondence is expected in every instance. It is definitely felt that an entire page should not be retyped for transposition errors, punctuation omissions, and other minor errors. These can be corrected readily and neatly by typewriter, or if circumstances permit, by pen and ink.

"It is therefore recommended that this suggestion be adopted and placed into effect by the issuance of a CIA Notice. A proposed notice is attached. In conjunction with the Correspondence Management Program, the General Services Office will also publicize the economy practices endorsed by this Notice."

The Management Improvement Staff, Comptroller's Office, in its evaluation of the suggestion, also recommended its adoption.

Committee members will recall that this suggestion was referred to them for their study prior to its being presented at the Committee meeting for a final recommendation. All members concurred in adoption of the suggestion.

C. Note:

Presentation of this suggestion is being made at this time in order that the Committee may make final disposition of the proposal.

NOTICE
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CUTTING CORRESPONDENCE COSTS

1. This Notice is issued to discourage a practice prevalent in the Agency - that of requiring typists to retype an entire page of routine internal correspondence in order to correct minor typographical errors.

2. Transposition of letters, punctuation omissions, and minor misspelling can be corrected readily and neatly by typewriter, or if informality permits, by the dictator or signing official, using pen and ink.

3. It is therefore requested that these methods be employed whenever permitted by the nature of the correspondence. Substantial economies and higher typist morale should result.

4. A note of caution - this Notice does not ^{IMPLY} ~~refer~~ that we should condone careless typing simply because there exists an expeditious and economical means of making corrections.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

DISTRIBUTION:

Employee Suggestion No. 537

A. Summary of the Suggestion:

The suggester proposes that the hotel reservation service of the American Express Company be utilized by the Agency to assure personnel (especially members of TSS/MD) of a hotel reservation upon arrival. This service was originally provided free of charge to the Agency, and the suggester feels that it would be much cheaper if this service were again made available to our personnel as opposed to the existing situation where long distance calls and telegrams are required. It would also improve the morale of employees traveling for the Agency by having all reservations handled by the American Express Company, rather than by the individual.

B. Evaluation of Concerned Office:

The Plans, Research, and Development Staff, Personnel Office, states that "charges for telephone calls and telegrams in connection with hotel accommodations are items to be paid from the per diem allowances authorized in lieu of subsistence (Standardized Government Travel Regulations). The charges made by the American Express Company for its service represent these items and are not properly borne by the Government."

The service once offered to Agency employees by the American Express Company was secured through another Federal agency and is no longer available. Hotel reservations can be obtained without extra charge by contacting a hotel reservation agency or a local hotel which is a member of a chain having a hotel at the designation, therefore, the adoption of this suggestion does not appear to be practical.

C. Recommendation:

Rejection for an award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Employee Suggestion No. 560

A. Summary of the Suggestion:

The suggester proposes that check-out sheets containing name, destination, time out, and time in, be placed in all offices and shops. All persons leaving the office, except those on highly confidential business, would sign in and out on these sheets. Any unusual amounts of time away from the office would then be noted and explained to the supervisor. This would eliminate time wasted by loitering in the corridors, snack bars, etc., thereby increasing man hours available for Agency operations, and would also enable the supervisor to know the whereabouts of employees in case they are needed.

B. Evaluation of Concerned Office:

The Plans, Research and Development Staff, Personnel Office, feels that although the check sheet might be useful in keeping tabs on employees, it "is somewhat in the elementary school tradition and seems out of place in an organization of mature individuals...Whatever benefits might be realized in a few isolated instances would be overbalanced by the natural resentment of adult workers at this type of supervision. Representatives of the Personnel Office are available to discuss alternative methods of solving supervisory problems of this nature."

C. Recommendation:

Rejection for an award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Employee Suggestion No. 534

A. Summary of the Suggestion:

The suggester proposes that work space in the form of quiet cubicles be provided analysts for their report writing in order to increase the quality and quantity of reports. This would improve morale among analysts by enabling them to write their reports without undue disturbance.

B. Evaluation of Concerned Office:

The Office of Research and Reports has advised that present lack of space makes consideration of this suggestion impossible at this time. Should the space situation ever improve, however, the Divisions themselves, rather than the Office, might be able to provide limited facilities for private work. It is doubtful "that the Agency will ever be in a position to provide duplicate space for each analyst; an office for consultation and a private cubicle for composition." It would be preferable to encourage units to move the consultations out of the rooms in which report writing occurs, rather than encourage the setting aside of certain space for private work.

C. Recommendation:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

<u>Suggestion No.</u>	<u>Summary of Suggestion</u>	<u>Evaluation of Concerned Offices</u>
183	Use of suction-type material, "Stik-Tak", in place of scotch tape, etc. on walls.	GSO procured and tested suggested product and found it unsatisfactory for use
278	Diagonal parking be permitted around Ohio Drive to increase parking facilities by about 50%.	U.S. Park and Met. Police advise that previous experience has demonstrated angle parking is responsible for a material increase in accident rate in areas where allowed.
289	Discontinuance of fanfold dividers for grouping abstract cards.	An employee suggested present fanfold divider system, receiving \$100 for suggestion. OCD says results of the suggestion have proved entirely satisfactory.
294	Person having security check duty each day be instructed to check the covering of office machinery; this would reduce maintenance and repair costs.	Logistics Notice 45-51 specifically states it is responsibility of supervisors to see that office machines are covered when not in use.
339	Smaller-sized parking spaces be set aside for foreign-type and miniature cars.	GSO says that although Adm. Officers could authorize miniature cars parking end-to-end in a single space if individuals required them, any other arrangement would be too expensive to inaugurate.
293	Direct reimbursement by office heads, rather than request OTR, for training charges under \$25, for professional society meetings, symposia, etc.	OTR states this type of function not training within Sec. 4, Pub. Law 110, therefore cost of registration fee, etc. should be paid by the individual.

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<u>Suggestion No.</u>	<u>Summary of Suggestion</u>	<u>Evaluation of Concerned Offices</u>
341	a. Unvouchered payroll be set up on a 2-week rather than a 4-week basis. b. Installation of IIM machines to expedite the preparation of the payroll.	Comptroller states payroll function would be doubled by this arrangement and expenses would also be increased. An IIM run is already in effect.
377	"Flying Squads" be sent out from the Inspector General's Office to talk to employees.	The I.G. states that basic idea is already in effect.
383	All lines in K Bldg. serve the same menus--hot food and sandwiches. Enlarge J Building snack bar.	GSO feels separate snack lines more efficient. There is no room available for enlarging snack bar in J Building.
391	Person making telephone calls pay attention to number given when call is answered.	GSO states a general notice is to be published on telephone usage; special notice superfluous.
405	Printing Security check sheets on both sides to save 50% of sheets now used.	Sec. Office initiated prior to receipt of suggestion.
427	Documents from Library to requesters be routed by use of Form 60-41 instead of manila envelopes.	Sec. Office requires sealed envelopes for classif. above confidential. Unbound documents are protected by envelopes. Form 60-41 not very durable--to secure would require staples injurious to the documents.
430	Abolish cafeteria guard posts.	Sec. Office states cafeterias unsecured areas, therefore must have guard posts to keep unauthorized personnel from entering building corridors.
431	Place metal grommets around holes in badges to increase service.	Sec. Office says splitting of badges insufficient to warrant extra costs of grommets.

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<u>Suggestion No.</u>	<u>Summary of Suggestion</u>	<u>Evaluation of Concerned Offices</u>
434	Demarcation of microfilmed documents.	a. Already practiced in OCD. b. GSO says a great many frames would be lost if practiced. c. RI says similar aids are available in present microfilm rolls.
436	Erection of a wooden bridge over Independence Ave. connecting I, J, K, L, with Curie, [redacted] etc.	Natl. Parks Comm. says a study has been conducted, but no funds available for even the installation of automatic control signals for pedestrians.
439	Omission of transliterated Russian text in "Monthly List of Russian Accessions"--Library of Congress.	OAD/RR feels exact Russian title necessary. However, this office prefers Russian title be in Cyrillic, which would take care of complaint that Russians cannot read title in transliterated Roman--no savings would occur with this suggestion.
✓ 446	Give IAB employees awaiting clearance special training in formats to be used in their office.	PO does not always know assigned office. Only a few People would need this training; frequent changes in procedures. OTR would cooperate in instances where an Office is aware of an individual to be in IAB.
✓ 453	Movies of overseas posts to brief families going over with Agency.	PRDS is unable to recommend adoption since films would disclose areas of Agency's operations--considerable technical skill required to produce satisfactory films.



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<u>Suggestion No.</u>	<u>Summary of Suggestion</u>	<u>Evaluation of Concerned Offices</u>
458	Invert brackets supporting bars at emergency exits to prevent being unable to get out in case of panic.	Suggestion would make it even more difficult to move bars, since supporting pins would have to be removed. Sec. Office does not recommend.
✓ 462	Reminders on security matters be printed on cafeteria napkins, cupt, etc.	Sec. Office feels suggestion is too expensive; security consciousness should be more deeply instilled in Agency employees.
463	Increase \$100 limit on personal checks cashed at Credit Union. Withdrawals be made same day as requested (no one day lag).	Credit Union feels \$100 check limit sufficient--no longer a charge for cashing checks. Cash withdrawals can now be made at C. U. windows immediately.
475	Guards to refuse admittance of employees using <u>In</u> and <u>Out</u> boxes for cafeteria trays.	Impose additional duty on cafeteria guards and snack bars (biggest offenders) could not be controlled.
477	Use of sterile forms in overseas posts be abolished.	[REDACTED]
482	Award temporary parking spaces to successful suggesters in lieu of cash awards	Law prescribes definite type of awards.
489	New form pertaining to travel vouchers in regard to advanced travel funds.	Comptroller says a modified form from Finance Div. will handle problem. Suggestion would cause duplication.
495	Synchronizing all Agency clocks.	Agency-wide synchronization studied by GSO. Modified solution has been inaugurated.
500	Stocking of typing device called Read-Ease to use in place of Rite-Line.	Logistics states Read-Ease not a substitute for Rite-Line, however, it may be useful and will be stocked if requests indicate the necessity.

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