

3 May 1957

CIA INTERNAL USE ONLY

Suggestion No. 3008

Date of Suggestion: 8 April 1957

STATINTL



Deputy Director (Plans) NEA/4

JOT GS-9

A. Summary of the Suggestion:

Suggestion recommends the use of green colored ball point pens for marking of documents to be sent to RI/AN. ~~The use of these ball point pens would save considerable man-hours on the part of analysts attempting to read from documents marked with soft green pencil.~~

*To save time.*

B. Evaluation of the Concerned Offices:

The Office of Logistics on 10 April 1957 stated that ball point pens with green ink are available through GSA as a standard item in 2 sizes - medium and fine, and they cost \$0.11 and \$0.16 respectively.

Chief, NE on 16 April 1957 stated the following:

"The use of green ball point pens would improve the legibility of material returned to RI for additional indexing."

SA NOTE

The idea has not been adopted due to lack of funds in FY 1957. [Redacted] and the Office of Logistics agree that it will definitely be adopted when funds are available in FY 1958.

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C. Recommendation of the Executive Secretary:

Approval. Award of \$25-\$50 based on intangible benefits (slight-local).

*JK 25*  
*J.H.*

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