

19 February 1957

CONFIDENTIAL

Suggestion No. 2328

Date of Suggestion: 20 April 1956

25X1A

Office of Personnel

Clerk-Steno 'OS-4

A. Summary of the Suggestion:

Suggester proposed that numbered typing spaces be printed along the edge of Agency stationery to save typists from guessing the number of typing spaces remaining on a page.

B. Evaluations of the Concerned Offices:

Chief, Records Management Staff on 14 May 1956 stated the following:

"This Staff concurs in the basic idea of providing typists with these typing guides. Presently they are on paper offset masters and stencils, and the Agency recently ordered hectograph masters which will have these guides. However, it is only considered practical to print these guides on stationery or duplicating masters when it can be done simultaneously (and therefore without added cost) with the printing of other material on the masters or stationery. Even in these cases appearance must be considered. For example, it would not be appropriate to print space numbers along the edge of the letterhead stationery used by the Director, the Deputy Director and other officials.

"The one possible exception to this ruling on appearance is the U.S. Government Memorandum, Standard Form No. 64. Since this stationery is used exclusively for interoffice correspondence, I feel that it would be appropriate to print on the form an unobtrusive guide such as a single tick mark. Such a mark along the edge of the paper would indicate to the typist that, for example, only one more inch of typing space remained on the page."

See attached evaluation of Chief, Records Management Staff, dated 8 February 1957.

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Suggestion No. 2328
(Con't)

G. Recommendation of the Executive Secretary:

Approval. Award of \$10-\$25 based on intangible benefits
(slight benefit local application)

OK- \$10⁰⁰

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Approved For Release 2000/08/15 : CIA-RDP80-00832A000200070020-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Secretary, Suggestion Awards

DATE: 8 February 1957

FROM : Chief, Records Management Staff

SUBJECT: Employee Suggestion 2300: Numbering Typing Spaces on the Edge of Stationery.

1. In my memorandum of 29 Nov. 1956 I recommended that the suggester be granted an award based on adopting a modification of his suggestion, i.e., the printing of a tick mark on the Office Memorandum form (SF64) to serve as a typing guide.

2. I understand that approval of this award was deferred by the Suggestion Awards Committee pending resolution of certain questions. Perhaps the following information will help.

a. Only blue SF64 is stocked by the Federal Supply Service. Its price as listed in the Stores Stock Catalog is \$2.20 per thousand.

b. We do not recommend using blue SF64 for the following reasons:

(1) It is less acceptable to agency typists and officials.

(2) Blank Blue paper would have to be stocked for second and succeeding pages.

(3) Blue paper does not provide the best contrast for microfilming.

c. The Agency uses about 270,000 sheets of white SF64 yearly which we procure from the Government Printing Office. Our last order of white SF64 cost \$2.31 per thousand, or \$.31 more per thousand than the price of blue SF64 available through the Federal Supply Service.

d. The added cost for printing a tick mark on the SF64 used by CIA would be infinitesimal.

2. In view of the above I again recommend adoption of this suggestion.

25X1A

14 February 1957

CONFIDENTIAL

Suggestion No. 2483

Date of Suggestion: 9 August 1957

25X1A

Office of DD/P, FI/RI

Analyst GS-7

A. Summary of the Suggestion:

Suggester proposes that an Elliott-Fisher Writing Machine be used for making up all 201 file folders and for purposes where large type of lettering is required.

B. Evaluation of the Concerned Office:

Chief, RI on 22 January 1957 stated the following:

"The Elliott-Fisher Writing Machine referred to in the subject suggestion has been in RI approximately one (1) month. The testing of this machine, so far, has shown an advantage in a marked improvement in appearance and legibility in file designations placed on file folders. However, there are disadvantages in the machine in that production is limited to one employee as compared to the hand lettering method where several people could be placing file titles on folders at one time. This limitation can result in backlog although the backlog now in RI is not serious on this particular item. The only way to prohibit accumulation of this backlog would be to have several machines.

"RI is of the opinion that advantages offered by this machine would be of benefit through the clarity of printing, etc. However, any savings are considered to be intangible and it is impossible to determine at this time any savings experienced in filing; or finding time through the clarity and legibility of lettering. On the basis of the above, however, RI is of the opinion that it would be of moderate benefit and local application."

C. Recommendation of the Executive Secretary:

Approval. Cash award of \$100.00 based on intangible benefits (moderate benefit-local application).

OK-#50


CIA INTERNAL USE ONLY

20 February 1957

Suggestion No. 2486

Date of Suggestion: 15 August 1956

25X1A

 Medical Division Medical Technician GS-9

A. Summary of the Suggestion:

Suggester proposed an expendable cardboard container so constructed that vaccines requiring temperature below freezing and those requiring normal refrigeration can be shipped in the same container.

B. Evaluations of the Concerned Offices:

See attached evaluations of Deputy Chief, Administrative Support Division/MS, dated 16 November 1956 and Chief, Administrative Staff, OL, dated 7 February 1957.

C. Recommendation of the Executive Secretary:

Approval. Award of \$70 for tangible savings of \$1620.

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Proposed Award of \$200
{ \$70 for tang. savings
{ \$130 for intang. benefits

Refer ID (CSC - PHS, etc.) see OL eval.

OK the interim award of \$300 { \$100 - tang. savings } for CIA
{ \$200 - intang. benefits }
for supplementary CIA benefits to be reviewed in 1 yr.

Refer ID now
full suggester status. (imposs. ext. value human
life - D)

 *(Refer to offer of award.)*

25X1A

USE LETTERS TO MAKE
77E: COPIES, IF THEY ARE
REQUIRED.

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200070020-6
EVALUATION OF EMPLOYEE SUGGESTION
SUGGESTION NUMBER
2486

TO: EXECUTIVE SECRETARY,
INCENTIVE AWARDS COMMITTEE

FROM: Chief, Administrative Support Division
Medical Staff

ACTION RECOMMENDED

- INDICATE ACTION RECOMMENDED BY PLACING ACTION NUMBER IN BOX
1. ADOPT FOR USE. (DATE ADOPTED _____)
 2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION. (SPECIFY BELOW)
 3. DISAPPROVED FOR ADOPTION.
 4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION.
 5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION _____)
 6. OTHER (SPECIFY BELOW)
 7. REFER SUGGESTION TO _____ (OTHER COMPONENT)

1

REASONS FOR RECOMMENDATION

In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.

Summarising the evaluation of the suggestion:

1. The container would save between three hundred and four hundred dollars a year in picnic boxes.
2. It could possibly save thousands of dollars in perishable materials such as vaccines, serums, chemicals, frozen foods, etc., by longer refrigeration while enroute to destination.
3. It would save man-hours as it is a two-in-one container, capable of housing both frozen and controlled temperature biological for several days.

Unlike picnic boxes it has unlimited space.

It assures Agency of proper refrigeration and removes responsibility from airlines.

Material can be shipped anywhere in the world with assured refrigeration a minimum of six days and a maximum of eight days.

CONTINUED ON ATTACHED SHEET

DATE

SIGNATURE OF EVALUATING OFFICIAL (TYPE NAME AND TITLE)

76 Nov. 1956

Deputy Chief, Administrative Support Div./MS

25X1A

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200070020-6

CIA INTERNAL USE ONLY

**To: Executive Secretary,
Incentive Awards Committee**

From: Chief, Administrative Staff, OL

1. Adopt for Use. (Date adopted FALL 1956)

This suggestion has been adopted and placed into effect in the handling of shipments of medical supplies requiring refrigeration. The necessary implementation has been accomplished through the joint efforts of the Medical Office and personnel of this Office.

This suggestion will result in an estimated savings of \$1,020.00 per year, which represents the difference in cost between the previous container utilized and the new container, for a total of 68 shipments per year.

In addition to the savings in containers, it is estimated the tangible benefits in reduced transportation costs due to weight savings, will approximate between \$450 and \$600 annually.

This Office is presently developing technical specifications for the new container and upon completion of written specifications, it is recommended that this suggestion then be submitted for consideration by other Government agencies such as Public Health, Department of Defense Medical Procurement Agencies, and any others which have occasion to handle shipments of medical items requiring refrigeration.

7 February 1957

CIA INTERNAL USE ONLY