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19 February 1957

Suggestion No. 2555

Date of Suggestion: 25 September 1956

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OSI, Fundamental Sciences Division GS-14
Chief, Biological and Agricultural Branch

A. Summary of the Suggestion:

Suggester proposed that consideration be given to providing easily identifiable specially-marked envelopes to safeguard all SI material handled in the Agency. On each envelope the words "Special Handling Required" were suggested.

B. Evaluations of the Concerned Offices:

Chief, Special Intelligence Security Branch, OSI on 7 December 1956 made the following statement:

"It should be pointed out that the OSI Registration Section currently utilizes 9 different sizes of specially prepared envelopes for the handling and distribution of SI material. These envelopes graduate in size from 8½ x 11 inches to 12 x 16 inches and bear distinctive markings in addition to the appropriate security classification. While the OSI Registration Section is the only mail room using such envelopes, steps will be taken by the OSI Security Office to coordinate the utilization of such envelopes with the various office representatives so that a uniform system will be used throughout the entire activity."

Assistant to DD/I (Administration) pointed out the lack of administration in the use of these envelopes and therefore considers the suggestion worthy of an award based on intangible benefits (local-slight).

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-25 based on local-slight intangible benefits.

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