

CIA INTERNAL USE ONLY

29 February 1957

Suggestion No. 2727

Date of Suggestion: 9 January 1956

STATINTL



DDP SR

Researcher

GS-9

A. Summary of the Suggestion:

Suggester proposed that fans be reinstalled in the men's rest rooms in Buildings I, J, K and L.

B. Evaluation of the Concerned Office:

Chief, Administrative Staff/OL on 12 February 1957 stated the following:

"For reasons of his own the PBS Group Superintendent did not feel that oscillating fans were necessary. However, he agreed to furnish them after the SM&F Branch/OL convinced him that fans were an absolute necessity. Follow-up action will be taken to ensure that these facilities are installed as quickly as possible. Representatives of the SM&F Branch will check remaining Agency occupied buildings to determine whether or not fans are provided.

"The suggester should be given a nominal cash award based on intangible benefits which will accrue to Agency personnel."

C. Recommendation of the Executive Secretary:

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

CIA INTERNAL USE ONLY

*#20
FU to ensure that OL surveys
all Agg bldgs. + men + women
rest rooms.*

TAB

CIA INTERNAL USE ONLY

20 February 1957

Suggestion No. 2763

Date of Suggestion: 23 January 1957

STATINTL

Office of Research and Reports Geography Division
GS-13

A. Suggestion:

"Are the compilers of certain national estimates relying too heavily on classified sources of narrow perspective and too little on open sources of broad perspective?"

"How accurate an estimate on a relationship important to US security can the Soviets be expected to prepare from open sources?"

"It is suggested that an attempt be made to answer the above and other closely related questions by having separate groups work independently* on the same estimate--one group to use all available sources, one classified sources only, and one open sources only.

*on a one shot experimental basis"

B. Evaluation of the Concerned Office:

See attached evaluation of Deputy Assistant Director, National Estimates dated 13 February 1957.

C. Recommendation of the Executive Secretary:

Disapproval.

CIA INTERNAL USE ONLY

Disapproved,

DESCRIPTION OF EMPLOYEE SUGGESTION

TO: EXECUTIVE SECRETARY

FROM:

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200070025-1

ACTION RECOMMENDED

- 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)

INDICATE ACTION RECOMMENDED BY PLACING ACTION NUMBER IN BOX



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.

The point made in this suggestion is really twofold. The suggestor's first question deals with our proper use of open sources. We recognize that there is a constant danger of applying undue value to classified sources. Therefore, the suggestion of parallel groups strikes at a real problem and is constructive. However, we do not believe there is any subject on which it would be more than an academic exercise. Moreover, any separate group working on open sources would have to come from people who do not see, and have not for some time seen the classified sources. Hence, it would be almost impossible to conduct a valid experiment. In short, we don't see that it would be worth it.

The second question is essentially one of US information practices, and is quite different from the first. In the summer of 1951, this office conducted an experiment along the suggested lines by having a group at Yale University prepare an estimate of certain critical elements of US strength. The experiment was never completely evaluated but did indicate -- as might have been expected -- that a remarkably detailed picture could be attained. We do not believe that it would be desirable or necessary to repeat the experiment. Obviously, the Soviets could do much better from open sources concerning the US than we can on the USSR.

STATINTL



CONTINUED ON ATTACHED SHEET

DATE

13 Feb 57

SIGNATURE OF EVALUATING OFFICIAL (TYPE NAME AND TITLE)

Deputy Assistant Director, Nat. Estimates

CONFIDENTIAL

21 February 1957

Suggestion No. 2767

Date of Suggestion: 28 January 1957

25X1A



DD/P FE/5 Case Officer GS-11

A. The Suggestion:

"That the existing Form 804 be rubber stamped in the Remarks column to provide a block for the reviewer to remove the restriction on the document being cleared.

"The 'Request for Clearance to Review Restricted Documents' form (Form 804) is filled out by RI, attached to a restricted document and forwarded to the branch which applied the restriction, for review and approval or disapproval of clearance for review by the requestor. I have found that many documents once requiring restriction should now be unrestricted and in some cases, custodians have made remarks that the document should not have been so classified. Yet the instructions on the sheet do not encourage the reviewer to remove the restriction, although this could be done with no additional effort.

"If the form is so stamped, and the document removed from the restricted classification it will save further duplication of effort on the part of RI, personnel making name checks and the reviewer.

"It is understood that all restricted documents are scheduled for periodic review, but this is non-priority job for branches that are weighted down with operational priorities and judging from the date of some of the restrictions, document review is not kept current. In view of the above I believe that Form 804 if properly stamped could assist in document review by encouraging removal of the restriction and thus avoid the return of the document to the branch for formal review."

B. Evaluation of the Concerned Office:

Chief, RI on 12 February 1957 stated the following:

"The subject suggestion has been reviewed in the Records Integration Division and is considered to possess possible merit, but in view of procedures under study, would have no pertinence.

"In conjunction with the adoption of machine techniques and applications in RI, the Locator System is to be extended to the Document Chargeout System. As a result of this, the present clearance will be affected. The result may be the installation of a complete new clearance procedure."

Deferred pending completion of studies (6 mos.) FU. Advise suggested

Disapproval.

30 February 1957

CIA INTERNAL USE ONLY

Suggestion No. 2771

Date of Suggestion: 29 January 1957

STATINTL

Office of General Counsel Attorney Advisor GS-13

A. Summary of the Suggestion:

See suggestion quoted below:

"It occurs to me, after about four years in the DD/A - DD/S side of the Agency, that the Agency's administrative dispensation leaves a great deal to be desired. Therefore, respectfully I suggest that serious thought be given to clearing a sufficient number of representatives of a reputable management consultant firm as would be necessary to make a survey of the Agency's administrative system and recommendations for its improvement. The central focus of such a survey could be on the DD/S complex, and recommendations resultantly obtained could be applied elsewhere as appropriate. I do not believe the Agency itself to be sufficiently professionally equipped or pre-disposed to do the job from within.

"A recommendation generally similar to this one was made in the Hoover Commission's report on the executive branch of the federal establishment as a whole. So far as I know, the Veterans Administration was the only executive agency which took it to heart. From what I have been told and from what I have read, the results, obtained from Booz, Allen & Hamilton, were something short of magnificent."

B. Evaluation of the Concerned Office:

See attached evaluation of Chief, Management Staff dated 3 February 1957.

C. Recommendation of the Executive Secretary:

Disapproval.

Disapproved,

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

20 February 1957

Suggestion No. 2771

1. This suggestion is properly referred to the Chief, Management Staff for answer, however, the Suggestion Committee, may if it deems it fitting, refer the above suggestion and the answer here below to the DD/S.

2. It is quite unclear to me what the suggester means in his first sentence by "the Agency's administrative dispensation", so, I must make this answer on the basis of my interpretation of the sense of the suggestion.

3. This suggestion says in effect that the Agency's existing staff unit responsible for studying and recommending proper organizational alignments is unable to do its job, with particular reference to the DD/S complex.

a. This may be so, but because I don't believe it, one doesn't necessarily find a criterion.

b. Organization sense in our case requires a deep immersing in what I call organization "feel" (especially within DD/P). In my conviction, this calls for months of participation throughout our complex mechanism here. I wouldn't think of recommending the Booz Allen and Hamilton costs to satisfy this first requirement.

c. The Agency employed an outside consultant in 1951 to attack the problem of proper DD/S alignment, but General Smith (DCI) really settled the matter for him! What we now have is the product of General Smith's mind in the face of some possibilities provided by his consultant.

d. Various outside senior committees have also subjected Agency alignments to scrutiny. These committees were:

Dulles-Correa-Jackson Committee

Clark Committee

Boodittle Committee

4. The only real question that arises in respect to the DD/S complex vis-a-vis the Agency is that of centralized vs. decentralized support. This subject has been kicked around within my knowledge for the last six years, and no outside engineer, except the Lord himself, is going to be persuasive at this stage in the game, looking toward anything else than what we now have.

5. As to alignments within the support field itself, the present DCI has had placed before him considerations of other possibilities. It seems he likes what he has now.

a. Admitting the point that a prophet hath no honor in his own back-yard, such prophet has, nevertheless, to arise persuasively from within in order to get his words invited in out of his outer darkness.

CIA INTERNAL USE ONLY

Continued Sug. 2771

6. Six years is a short time to subject any Agency to as much scrutiny as we have already had applied, and even this excludes the survey conducted by the first committee in which our own present Director was an active participant. It is time now to leave the situation alone for awhile.

s/s


Chairman

Suggestion Awards Committee

STATINTL

8 February 1957

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

20 February 1957

Suggestion No. 2779

Date of Suggestion: 31 January 1957

STATINTL



Office of DD/P
Liaison Group

Clerk

GS-4

A. Summary of the Suggestion:

Suggester proposed the use of his car to deliver material going to different parts of the Washington area. A parking space at Gate 15 now marked for "Visitors or Government cars" is seldom used and suggester feels he could park his car in this space with no inconvenience to anyone. He felt that he could save the Government at least \$100 per month by his proposal.

B. Evaluation of the Concerned Office:

The Office of DD/P on 12 February 1957 stated the following:

"If all of DD/P operational offices were granted a parking space who are required to use taxi or Government owned automobiles for operational trips to State or up town, we would be required to make the total space now available for use of those only. This is not possible at all."

STATINTL

C. Recommendation of the Executive Secretary:

Disapproval.

Disapproval

if

TAB

CONFIDENTIAL

21 February 1957

TO: Suggestion Awards Committee

SUBJECT: Suggestion No. 2279 - [REDACTED]

25X1A

This suggestion was presented to the Committee at the 29 November 1956 meeting and the following action was taken:

"Suggestion 2279 - Defer pending receipt of a more precise estimate of benefits derived from this suggestion. Executive Secretary to obtain this from RI or invite RI representative to brief Committee."

The Chief, RI advises that the tangible savings for the adoption of this suggestion is approximately \$900.00 per year or approximately ninety (90) man days work at the salary of a GS-5 Clerk-Typist. This report is dated 4 February 1957. This makes a Tangible Savings of \$45.00. Previously the intangible benefits had been fixed at \$50 (slight benefit of local application). These figures tie in with the original recommendations of the Executive Secretary as set out in the Brief presented at the November Meeting.

The Executive Secretary again recommends:

Approval of an Award of \$95.00; \$50.00 for intangible benefits (slight benefit of local application) plus \$45.00 for tangible savings of \$900.00 (90 man days of a GS-5 Clerk-Typist).

*OK'd.
\$100 (45 for tangible
55 for intangible)*

CONFIDENTIAL

TAB

1 February 1957

SECRET

MEMORANDUM FOR: Chairman Suggestion Awards Committee

SUBJECT: Minutes of 31 January 1957 Committee Meeting

25X1A

1. The CIA Suggestion Awards Committee met on Thursday, January 1957 at 10:00 a.m. in Room 2601 Curie Hall with Mr. [redacted] presiding. The following persons were present.

25X1A



Advisor DDS/OP
DDP/PP
DDS/OC
DDI/OCR
DDI/Admin
DDS/OC
DDS/OC
DDS/OL
DDP/WE
DDS/MgtS
DDS/MgtS

25X1A

2. [redacted] introduced [redacted] who will be his replacement as a Committee Member.

25X1A

3. The Committee approved awards in the amounts shown for the following employee suggestions:

<u>Suggestion No.</u>	<u>Award</u>	<u>Estimated First-Yr. Tangible Savings</u>
728	\$25.00	
1053	75.00	\$767
1102	150.00	1533
88-1121	215.00 (2/3 or \$143.33 to Mr. Rounds and 1/3 or \$71.67 to Mr. Belknap).	1500
1826	35.00	
1948	25.00	
2230	25.00	

(Based on adoption in DII. To be reopened if adopted in DDS, DDP, or Agency-wide).

SECRET

SECRET
Con't

<u>Suggestion No.</u>	<u>Award</u>	<u>Estimated First-Yr. Savings</u>
2310	\$25.00	
2344	15.00	
2368	10.00	
2517	Letter of appreciation	
2539	25.00	
2560	100.00	
2574	10.00	
2575	Letter of appreciation	
2621	15.00	
2651	Letter of appreciation	
2660	100.00	
2691	Letter of appreciation	
W-2732	30.00 (\$15.00 to each of 2 suggesters)	\$436

4. The Committee recommended the action shown below on the following suggestions:

a. 1376, 1847, and 1937 - Decision deferred. Executive Secretary requested to invite evaluators from RMS, RQM, and OC or Cable Secretariat to

(1) Prepare memorandum giving proportionate contribution made by each suggestion to total benefit derived by Agency and further estimates of benefits including all now estimable.

(2) Brief SA Committee in person at next meeting to permit decision.

b. 2184 - Approved letter of appreciation and interim status report to suggester. [redacted] agreed OC would continue negotiation with NSA and attempt to interest them in accepting this suggestion as an R&D project. He estimated final implementation may require 5 years which will keep this suggestion on the books for at least that period.

25X1A

c. 2249 - Approved letter of appreciation and interim status report to suggester. To be reconsidered when OL's revised R and [redacted] are published.

25X1A

d. 2328 - Deferred pending resolution of certain questions involving Bureau of the Budget and G.P.O. [redacted] agreed to check with RMS evaluator and report to Committee.

25X1A

SECRET

SECRET

25X1A
e. 2114 - Approved interim status report to suggester.
[REDACTED] suggested that TAS be requested to submit new evaluation.

5. The Committee approved the recommendation of evaluating offices for non-adoption of the following suggestions:

1279
1513
2126

6. The meeting was adjourned at 11:50 a.m.

[REDACTED]

25X1A

25X1A
Executive Secretary
Suggestion Awards Committee

[REDACTED]

Chairman, Suggestion Awards Committee

Date:

SECRET

24 January 1957

25X1A

MEMORANDUM FOR: [REDACTED]

SUBJECT: Meeting of CIA Suggestion Awards Committee

The CIA Suggestion Awards Committee will meet on Thursday,
31 January 1957 at 10:00 A.M. in Room 2601, Curie Hall.

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE

[REDACTED]
Executive Secretary

25X1A

TAB