

22 January 1957

CIA INTERNAL USE ONLY

Suggestion No. 1053  
(See Suggestion No. 1102)

Date of Suggestion: 6 July 1954

STATINTL

Secretary GS-6

A. Summary of the Suggestion:

Suggester proposes that manila transmittal envelopes have an outside slot or window, perhaps the size of a 3" by 5" card, a new card could be inserted in the slot each time it was used and thus avoid unnecessary waste.

B. Evaluations of the Concerned Offices:

a. 28 July 1954 evaluation by C/AS/OL recommended disapproval. (Attachment A).

b. Suggestion disapproved by Incentive Awards Committee at meeting of April 1955.

c. Suggester notified of turndown by SAS letter of 20 April 1955.

d. Records Management Staff did a study on envelopes in 1956. The window envelope idea has been adopted, with the approval of the Office of Security.

f. RMS recommends the award be shared. Suggestion No. 1053 to get 1/3 of the award and Suggestion No. 1102 to get 2/3 of the award. (See attached evaluations from Chief, RMS dated 29 November 1956 and 16 January 1957. )

C. Recommendations of the Executive Secretary:

Approval. Cash award of \$75. (\$75 award represents 1/3 of the total cash award of \$225 recommended for this suggestion and Suggestion No. 1102. )

OK-#75  
[Award of \$767.  
(1/3 of \$2300)]

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EVALUATION OF EMPLOYEE SUGGESTION

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200070026-0

1053

TO: Executive Secretary, Incentive Awards Committee

FROM: Chief, Administrative Staff, Logistics Office

ACTION RECOMMENDED

CHECK APPROPRIATE BOX:

Adopt for use.

Disapproved for adoption.

Requires further study (indicate below the expected date of completion).

Suggestion already in effect and no part of suggestion makes added contribution.

Suggestion already in effect but makes added contribution.

Other (please specify in section below).

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 some 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.

1. At the present time Building Supply Rooms are stocking two sizes of messenger chain envelopes to be used for intra-Agency mailing. These items adequately serve the functions referred to in this suggestion.

2. Suggestor should be commended for his interest in this program.

DATE

STATINTL

SIGNATURE OF EVALUATING OFFICIAL



29 January 1957

Suggestion No. 1053

Date: 29 November 1956

TO: Chief, Physical Security Division  
FROM: Chief, Records Management Staff  
SUBJECT: Changes in Agency Chain Envelopes

1. Security Clearance and Approval is hereby requested for the contemplated changes in the "chain envelope" currently being used by this Agency. These changes will assure greater efficiency of operation, a saving in operating man-hours, and economy in envelope consumption. The changes are as follows:

a. No printing to provide for addresses on the face or back of the envelope.

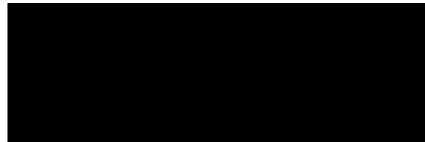
b. The adoption of the "string and button" fastener rather than sealing the envelope with an adhesive tape.

c. The addition of a "window envelope" on the face of the chain envelope to carry courier receipts. This will assure the right receipt with the appropriate material and eliminate the second writing of the address.

2. The new envelope will be for internal use only.

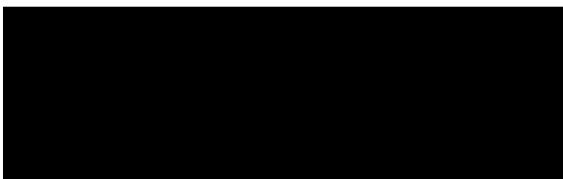
3. It is anticipated that the new envelope will also be used as the "outer envelope" in the transmittal of highly classified material within the Agency.

4. Subject to the concurrence of the Office of Security with the proposal, this office will prepare the necessary instructions to implement the change. These instructions will be coordinated with your office prior to issuance.



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STATINTL



Date: 30 Nov 56

**EVALUATION OF EMPLOYEE SUGGESTION**

Suggestion No. **1053**

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

**FROM: Chief, Records Management Staff**

**ACTION DESIRED**

CHECK APPROPRIATE BOX:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Adopt for use.  | <input type="checkbox"/> Suggestion already in effect and no part of suggestion was added. |
| <input type="checkbox"/> Disapproved for adoption.  | <input type="checkbox"/> Suggestion already in effect but other action warranted.          |
| <input type="checkbox"/> Requires further study (indicate below the expected date of completion). | <input type="checkbox"/> Other (please specify in section below).                          |

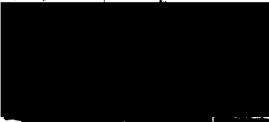
**REASONS FOR RECOMMENDATION**

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.

- A decision has been made to make two changes in the Chain Envelope:
1. Secure the envelope by the use of "String and Button" thus eliminating the use of adhesive tape for sealing. (See Suggestion 1102)
  2. A "window" type envelope will be securely attached to the Chain Envelope for the purpose of holding the Courier Receipts. Readdressing the envelope will not be necessary in such cases. If Courier Receipts are not used, it will be necessary to place an address sheet or card in the window envelope.

It is estimated that the adoption of these two changes should cut the consumption of 9 1/2"x12" (561,758) and 10"x15" (399,100) plain manila envelopes by 50%. Due to the anticipated longer life of the new chain envelope, total yearly consumption in chain envelopes should rise very little. However, the cost of the new chain envelope will double thereby reducing the estimated dollar saving in envelopes to approximately \$2300. In addition, there will be an unestimable dollar saving in sealing materials, plus a man hour saving in performing the sealing operation.

As the dollar savings to be realized from the changes being made in the Chain envelope must be evaluated as a complete package, it is recommended that the gross award be split two ways, 1/3 for Suggestion 1053 (Window Envelope idea) and 2/3 for Suggestion 1102 (String and Button method of securing of envelopes).



STATINTL

Office of Logistics

Date

DATE

16 January 1957

SIGNATURE OF EVALUATING OFFICIAL



STATINTL