

CIA INTERNAL USE ONLY

22 January 1957

Suggestion No. 1102

(See Sug. No. 1053)

Date of Suggestion: 29 July 1954

STATINTL



Logistics Office, Control Staff 08-9

A. Summary of the Suggestion:

Recommends the use of chain envelopes with end openings and string closings.

B. Evaluation of Concerned Offices:

- a. Records Management Staff recommended adoption 10 December 1954, provided Security would approve. 18 May 1955 Security disapproved the idea.
- b. Records Management Staff did a study on envelopes in 1956. The chain envelope with the string opening idea has been adopted, with the approval of the Office of Security.
- c. The idea of suggestion No. 1102--to use the string and button method of securing of envelopes was also considered along with 1053.
- d. RMS recommends the award be shared. 1053 to get 1/3 of the award--1102 to get 2/3 of the award. (See attached evaluations from Chief, RMS dated 29 November 1957 and 16 January 1957.)

C. Recommendations of the Executive Secretary:

Approval. Cash award of \$150. (\$150 award represents 2/3 of the total cash award recommended for this suggestion and suggestion #1053).

Intangible benefits and tangible savings for both suggestions are determined to be as follows:

# 2300  
Tangible----~~\$2000~~----\$95.  
Intangible--Minor-general---\$140.

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OK \$150

23 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 the 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.

25X1A

Concurrence

Chief, Physical Security Div.

Date: 30 Nov 56

<b>EVALUATION OF EMPLOYEE SUGGESTION</b>		Suggestion No. 1053
TO: Executive Secretary, Incentive Awards Committee	FROM: Chief, Records Management Staff	
<b>ACTION RECOMMENDED</b>		
CHECK APPROPRIATE BOX:		
<input checked="" type="checkbox"/> Adopt for use.	<input type="checkbox"/> Suggestion already in effect and no part of suggestion makes added contribution.	
<input type="checkbox"/> Disapproved for adoption.	<input type="checkbox"/> Suggestion already in effect but makes added contribution.	
<input type="checkbox"/> Requires further study (indicate below the expected date of completion).	<input type="checkbox"/> Other (please specify in section below).	
<b>REASONS FOR RECOMMENDATION</b>		
<p>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.</p> <p>A decision has been made to make two changes in the Chain Envelope:</p> <ol style="list-style-type: none"> <li>1. Secure the envelope by the use of "String and Button" thus eliminating the use of adhesive tape for sealing. (See Suggestion 1102)</li> <li>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:</li> </ol> <p>It is estimated that the adoption of these two changes should cut the consumption of 9 1/2"x22" (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.</p> <p>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).</p>		
Concurrence		
<hr style="width: 80%; margin: auto;"/> Office of Logistics		
<hr style="width: 80%; margin: auto;"/> Date		
DATE	SIGNATURE OF EVALUATING OFFICIAL	
16 January 1957	25X1A	