

S-E-C-R-E-T

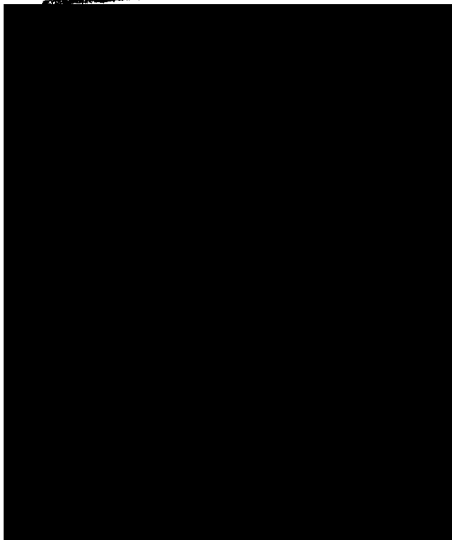
MINUTES OF MEETING
SUGGESTION AWARDS COMMITTEE
THURSDAY, 6 March 1958

On Thursday, 6 March 1958, at 10:00 A.M. in Room 2601 Curie Hall, [redacted] Chairman, chaired the Regular Meeting of the CIA Suggestion Awards Committee.

25X1A

The following were present:

Members



(DD/P)
(DD/P)
(DD/I)
(DD/I)
(DD/S)
(DD/S)

25X1A

(Personnel)
(Security)

rs

(Executive Secretary)
(SAS)

Minutes

The minutes of the regular Committee meeting held on 19 December 1957 were approved.

Chairman's Report

None

Executive Secretary's Report

a. Suggestions in process at this time total 202 cases. The age of the suggestions are as follows:

1956	2
1957 (1st Qtr.)	4
(2nd Qtr.)	19
(3rd Qtr.)	30
(4th Qtr.)	64
1958 (Jan. & Feb.)	<u>83</u>

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- b. The Chairman's report on his approval of 8 minimal award cases on 26 February 1958 was discussed.

The report was accepted by the Committee and the Chairman requested to continue this new procedure because it expedites processing of suggestions and is very helpful to the Committee.

In relation to the minimal award cases, a chart showing grades and amounts of awards for FY 1957 winners was presented.

- c. The Staff presented the Civil Service Commission's filmstrip "Partners in Progress" to 52 supervisors in the Records Integration Branch of the FI Division, DD/P. Thirty turned in written comments endorsing the value of the film. One expresses opposition to all incentive awards programs. Twenty-one did not comment.
- d. Samples were passed to the Committee of an educational bit of advertisement on the suggestion program prepared by the Staff and scheduled for distribution with the 7 March 1958 pay check.
- e. Similarly, printed ink blotters are distributed with correspondence to suggesters. Liquid ink is still used sufficiently to warrant the presence of a blotter on desks and the growing use of ball point pens will extend the life of the blotter and its "idea prompting" message.
- f. A recent phone check reveals that our 30 January 1958 visit and talk before 26 supervisors of [REDACTED] has stimulated some suggestions, revision of the [REDACTED] Committee and regulations, and installation of new poster frames and posters.

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- g. The [REDACTED] program and procedures have been completed.
- h. The Clandestine Services Special Panel of the Suggestion Awards Committee met 11 February 1958 and considered 9 sensitive cases:
- 1 - adopted and a Letter of Appreciation sent
 - 2 - referred for further DD/P study
 - 6 - not adopted.

Old Business

Details on the processing of Suggestion No. 788 were read to the Committee by the Executive Secretary. The Committee unanimously voted to reject the proposal of reducing bulb wattage in the halls and to close the case.

Suggestions
Approved

By unanimous vote on each case, the Committee approved the following awards for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
3203	\$100	Tangible (\$2,500) Intangible (Slight-Limited)
58-227	\$750	Intangible (High-General)
58-288	\$100	Intangible (Moderate-Local)
58-316	\$ 80	Tangible (\$2,159.80)
58-327	\$ 75	Tangible (\$400) Intangible (Moderate-Limited)

New Business

The Chairman commented on the Management Staff and DD/P, RI reactions to the filmstrip "A Partnership in Progress". He emphasized that some supervisors were not aware of their responsibilities with regard to the Suggestion Program. He asked the Committee to review the film with the supervisors in mind.

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Review of Film and Discussion of Committee

25X1A [redacted] suggested the film be shortened.

25X1A [redacted] proposed inserting
some Agency award cases.

25X1A [redacted] recommended a complete revision rather
than a patched film.

Committee Recommendation The Chairman directed the Suggestion Awards Staff
to ^{make} ~~submit~~ a revised film, discuss procedures, time,
and cost with AAS and report to the Committee at
the next meeting.

Adjournment The meeting adjourned at 11:45 A.M.

[redacted]

25X1A

Executive Secretary
Suggestion Awards Committee

25X1A

[redacted]

Chairman, Suggestion Awards Committee

6 June '58
Date

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