

S-E-C-R-E-T

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

2 June 1958

SUGGESTION NO. 2797: dated 7 February 1957  
[REDACTED], GS-13, Admin Officer  
FE, DD/P

25X1A

A. Summary of Suggestion

Suggester proposed that a brief of references be typed under the text of a cable to further identify cables whose text is not self-explanatory.

B. Summary of Evaluations

On 19 February 1957, Deputy Cable Secretary, [REDACTED], stated:

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"The Cable Secretariat doubts that the mere identification of subject matter would obviate pulling the reference. If specific benefits to recipient officers can be determined by survey or study, the Cable Secretariat will be glad to reconsider the feasibility of applying the suggested treatment to Incoming Cables. However, such a service would obviously require additional personnel within the Cable Secretariat. Until those bodies were furnished and the T/O adjusted, the Cable Secretariat could not perform the service, however beneficial."

On 6 March 1957, Chief, O&M (DD/P), [REDACTED] stated:

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"It is our opinion that typing of a brief defeats the purpose of the referencing theory. For example, references:

- a. Reduce the transmission time;
- b. Reduce preparation time;
- c. Are often made to familiar working regulations;
- d. Usually involve a problem of a desk who is aware of the history;
- e. Supplement the text; and
- f. Decrease the possibility of violating "need to know."

"This office concurs with the Cable Secretariat in his statement that a "brief" of the reference(s) would not eliminate pulling the references. The suggester recommends a procedural change which is not warranted on the basis of the information furnished. In view of the above comments, this suggestion cannot be favorably considered."

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Sugg. No. 2797 Contd.

In March 1957, Committee Members concurred in these disapprovals on a Round Robin concurrence sheet.

On 15 November 1957, the suggester sent the Executive Secretary a copy of a Memorandum for All Cable Recipients from Cable Secretary, [REDACTED] (see TAB A) which had not only incorporated his suggestion but caused him to re-open his case.

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On 7 January 1958, Chief, O&M (DD/P) stated:

"Observation and interview has verified that the proposal set forth in Suggestion No. 2797 is the same as a procedure currently in effect in the Cable Secretariat."

On 28 January 1958, Deputy Cable Secretary stated:

"The Cable Secretariat recommends an award appropriate for an estimated annual savings of \$45,000 be presented to the originator of Employee Suggestion No. 2797 which suggested that originators summarize references in outgoing cables to properly identify subject matter, and that the same also be done on incoming cables for the benefit of all recipients.

"This recommendation is based on the following:

a. ES No. 2797 was disapproved by the Cable Secretariat 19 February 1957

(1) because of insufficient information concerning the possible benefits to cable recipients, and

(2) strong doubt that the increased workload in summarizing references for incoming cables could be absorbed by the Cable Secretariat without additional personnel.

b. In September 1957, the Cable Secretariat began to summarize references for both incoming and outgoing cables on a trial basis. Questionnaires returned from 115 offices indicated great enthusiasm for the service and attested to an aggregate savings of 10.5 man days per day. Cost to the Cable Secretariat in providing the service was estimated at 1.5 man days per day. Net savings to the Agency was thus determined to be 9 personnel at an estimated average salary of \$5,000 per annum for a total of \$45,000 per year.

"The Cable Secretary's decision to initiate essentially the same service described in ES No. 2797 for all cable recipients as an extension of a service furnished the Director was influenced by two factors unrelated to the suggestion.

(1) Belief that cable dissemination would improve in accuracy if Analysts were required to summarize references rather than review them, and,

(2) Belief that the theoretical improved accuracy could be achieved and the additional workload absorbed because of full on-duty strength of 75 persons for September in contrast to 70 persons during March 1957. Both of these beliefs have proven to be true -- our on-duty strength has remained high, the additional workload has been absorbed, and dissemination accuracy has improved (average error percentage recorded as 0096% for September, October and November declined to 0058% for December).

"It would be appreciated if the person submitting this suggestion could be told that the decision by the Cable Secretary to supply a short synopsis of the most recent cable was undertaken with no intent or desire to deprive him of his just award.

"It is recommended that this suggestion be referred to DD/P since a part of the suggestion has to do with the originator preparing the synopses. This is being done only partially and by only a few units, primarily FE, TSS and occasionally EE and NEA."

The Suggester's estimate was slightly higher:

"Reflecting a requirement that approximately forty offices are required to independently look up pertinent references-- considering the receipt of fifty cables daily based on a five-day work week, assuming three minutes (minimum) to look up each reference; total 150 minutes daily times 40 equals 6000 minutes or 100 hours daily spent in looking up references equals 500 man hours per week, equalling 12 1/2 man days per day to cope with the problem. At \$5,000 average salary, equals \$62,500 annual savings. (Above is strictly an estimate since number of copies effected by degree of sensitivity, addressees, etc., and the actual number of copies received and disseminated unknown.)

"Outgoing--consider originator's typing of a brief resume on outgoing cables (when required for clarity) requires a minimum amount of the typist time which would be reduced to nihil by virtue of the fact that ultimate recipients of "comeback" copies (offices coordinated with, or copies distributed to, by C/S) would not be required to look up references. Another thought is that this procedure should reduce filing requirements of all "information" offices."

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Sugg. No. 2797 Contd.

The Suggestion Awards Staff then attempted to equate the advantages and disadvantages to the customers. In response the DC/EE, C/FE, C/IO, C/NEA, DC/WE, C/WH, C/SR, and C/SE, pointed up the value of these synopses - on incoming cables particularly - but rested their case on the intangible benefits.

C. Line of Duty Status

Not in line-of-duty (Admin Officer - Deputy Chief of Support)

N. B. In FE Division there is a cable officer in the Executive Secretariat's office who handles all cables.

FE/Support's relation thereto is that of a customer who receives support cables for action. FE/Support does not have any responsibility for the handling or format of cables.

*Took high 9  
Formula backing up.  
25X1A Moved  
Sec'd*


D. Executive Secretary's Recommendation

1. Recognize adoption of suggestion.
2. \$450.00 award based on Intangible Benefits (High-Extended) *9 high?*

E. Decision of Committee

Adopted 450.00 Award  Letter of Appreciation  
 Not Adopted

*Even though C.D. says - idea put into effect  
apart from Sugg's idea - F.R. reviewed*

*Sugg. - Said a Survey would be needed.  
25X1A Lot  ordered Survey - F.R. told us  
he still opposed it -*

*Program would rapidly disintegrate if Sugg. felt  
an idea based on -*

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TAB A

4 November 1957

MEMORANDUM FOR: All Cable Recipients

SUBJECT : Cable Reference Resumes

1. Your response to my memorandum of 30 September 1957 soliciting your comments concerning the value to your office of the Cable Secretariat resumes of referenced cables was very gratifying.

2. You may be interested to know that based on the estimates furnished by all offices, it appears that these resumes have reduced the Agency workload by approximately 9 man days per day, or approximately \$45,000 per year if we estimate the average salary at \$5,000. In addition to the estimated saving in terms of dollars, the comments show that almost without exception cables are easier to handle when resumes are furnished. This is a service which we are happy to provide in our role of making your job easier.

3. I have observed that some units are preparing their own resumes at the time an outgoing cable is prepared. To the extent that this is done, it makes our job in the Cable Secretariat easier.

/s/

  
Cable Secretary

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