

4 June 1958

SUGGESTION NO. 58-83: dated 26 August 1957

STATINTL

[REDACTED] GS-6, Secretary  
OSI, DD/I

A. Summary of Suggestion

Suggester proposes two changes in the present design of Form 240a, Courier's Classified Mail Receipt: (1) perforate both parts of the receipt; and (2) carbon interleave the two part set.

B. Summary of Evaluations

STATINTL

On 3 October 1957, CIA Top Secret Control Officer, Mr. John R. [REDACTED] stated:

"I am of the opinion that retention of the senders copy of form 240a in the booklet is the most economical from the standpoint of man-hours. If the senders copies are removed, they must be filed. As a result of the suggestion, however, eight of the largest Area TS control points in the Agency have been polled. Three of these areas prefer that all of the forms 240a be perforated, since they do remove the senders copy from the booklet. The other 5 areas retain the booklets intact, but would not find the perforation detrimental.

"Since there is no standard procedure for handling the senders copy of form 240a and the three areas preferring perforation represent a handling of at least 50% of the TS traffic, it is recommended that the suggestion be adopted.

"With respect to the pre-inserted carbon paper, this would be particularly desirable since carbon will be used. The approval of pre-inserted carbon is a question of economy, which I think should be passed on by Management. The use of NCR paper rather than carbon might be investigated."

STATINTL

On 9 December 1957, Chief, Mail & Courier Branch, AS/OL, Mr. Harry [REDACTED] stated:

"It is felt that any saving of time or money from the first suggestion would be negligible. However, some convenience would result and in view of the apparently modest cost involved, it is recommended that it be adopted.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Sugg. No. 58-83 Contd.

"It is recommended that the second suggestion regarding the insertion of carbon paper between each page of the courier receipt book, be adopted with the following qualification. This would have to be accomplished by devising some method which will insure that written information would not be transferred onto several other receipt forms."

On 22 May 1958, Acting Chief, Records Management Staff, Mr. James [redacted] stated:

STATINTL

"Based on good Forms Management practices, it is determined that the suggestion possesses tangible and intangible benefits and will be adopted at next reprinting.

"a. Intangible Benefits

To perforate both parts of the form will not increase its procurement cost. However, it will contribute appreciably to the morale of employees preparing courier receipts.

*IMP  
PT*

"b. Tangible Benefits - Carbon!

(1) Present Form

1000 books annual usage (50 sets per book)  
    .10 cost per book  
\$100.00 annual procurement cost of present form.

(2) Proposed Form

50,000 sets annual usage  
    .01 cost per set  
\$500.00 annual procurement cost of proposed form.

(3) Estimated Savings

50,000 sets annual usage  
    15 seconds per set  
    208 hours annual savings @ 15 seconds per set  
    \$2.00 per hour (average hourly rate of employees preparing forms)  
\$416.00 annual savings in preparation of form  
\$400.00 increased procurement cost  
\$ 16.00 actual tangible savings"

C. Line of Duty Status

Not in line-of-duty (Secretary)

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Sugg. No. 58-83 Contd.

D. Executive Secretary's Recommendation

1. Recognize intent of adoption by RMS at next reprinting.
2. \$60.00 award based on \$10.00 award for Tangible Savings of \$16.00 and \$50.00 award for Intangible Benefits (Slight-Local)

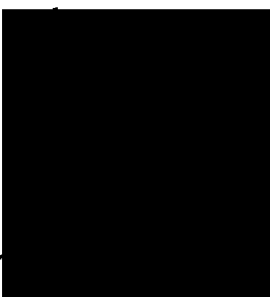
E. Decision of Committee

25-50

Adopted      50 Award      \_\_\_\_\_ Letter of Appreciation  
 \_\_\_\_\_ Not Adopted

*Based on Int.*

STATINTL



*moved 50.00  
 for Int Benz.  
 recorded,*

*Copy of  
 Carbon'd receipt  
 in file*