

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

2 June 1958

SUGGESTION NO. 58-531: dated 5 May 1958

STATINTL

[Redacted] OS-12, Analyst
SR/DD/P

A. Summary of Suggestion

Suggester proposes the installation of spot-lights in the microfilm reading rooms of the CIA Library.

B. Summary of Evaluation

On 15 May 1958, Deputy CIA Librarian, [Redacted] stated:

STATINTL

"This suggestion has considerable merit. At one time the Library had a set of small lights clamped to clip boards for this purpose. This was discontinued only because the lamps were carried away. In the absence of complaints, no attempt was made to replace them.

"Since this suggestion may represent a wider but unexpressed need, the Library will experiment with spot lighting for note taking in the microfilm reading room.

"Although it would be very difficult to establish a monetary saving, there will almost certainly be an improvement of service as a result of this suggestion."

C. Line of Duty Status

Not in line-of-duty (Analyst)

D. Executive Secretary's Recommendation

1. Recognize adoption of suggestion.

2. \$25.00 award based on Intangible Benefits (Slight-Local) when a new installed lamp is decided upon - as proposed to a lamp clipped to the book

E. Decision of Committee

Adopted Award Letter of Appreciation
Not Adopted

OK

being tested -

S-E-C-R-E-T

MEMORANDUM FOR: Suggestion Awards Committee

SUBJECT : Film for Suggestion Awards Program

1. INTRODUCTION:

At the last Committee Meeting, 6 March 1958, the Chairman directed the Suggestion Awards Staff to outline a revised film, discuss procedures, time and cost with OTR/AAS, and report to the Committee at the next meeting.

2. FINDINGS:

a. A narrated motion picture, in color, of about 20 minutes duration can be made by OTR/AAS, probably during the month of July. (The film production group takes vacation during August). Suggestion Awards Staff would be charged \$400-\$500, which covers film cost only; OTR would absorb labor and equipment costs. Cost for black and white production would be \$200-\$300.

b. The OTR/AAS scrip writer is on extended leave through September and has several projects to resume upon his return. Consequently, so that the film may be completed soonest it will be necessary for the Suggestion Awards Staff to develop the ideas and write the scrip. The Executive Secretary will briefly describe the outline at the meeting.

c. An alternate possibility would be a motion picture of 40 minutes duration with actors, dialogue, etc., requiring about three months and costing approximately \$10,000,--20 times the cost of a narrated motion picture. OTR/AAS estimates they could not start such a production until late Spring, 1959 because of 4 priority films and 12 others ahead of our request.

3. CONCLUSIONS:

a. The present Civil Service film is not suitable for showing on a regular basis throughout the Agency. With some deletions it might bring favorable reactions in certain field type installations.

b. Considering our immediate publicity objectives, costs, and the work schedule of OTR/AAS personnel, a 15-20 minute narrated color motion picture is the most practical type of presentation.

4. RECOMMENDATION:

That the Suggestion Awards Staff be directed to proceed with the Office of Training for the production of a narrated color motion picture during the month of July 1958.

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S E C R E T