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SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

2 April 1958

STATINTL

SUGGESTION NO. 58-263: dated 27 December 1957
████████████████, GS-6, Branch Secretary
FDD, OO, DD/P

A. **Summary of Suggestion**

Suggester proposes that steno-typists be instructed in most frequently used intelligence word usage.

B. **Summary of Evaluations**

STATINTL

On 31 January 1958, Chief, Intelligence School of OTR, ████████████ STATINTL
████████, stated:

"The Office of Training has for a long time been working to improve the technical intelligence vocabularies of clerical personnel and is using both word lists and dictation copy based on Agency material in two phases of clerical training: Clerical Orientation and Clerical Refresher.

"The suggestion makes a contribution, in causing the Office of Training again to propose the use of slightly more specific intelligence vocabulary material in Induction, the first of three stages of clerical training. The outcome is not now known, but even if acceptable from the security standpoint, will have no assignable monetary value."

O&M (DD/I & DD/S) feel that because the problem exists and OTR claims they are taking corrective action, a small award is deserved.

STATINTL   On 25 March 1958, ████████████████ of OP stated:

"I agree with OTR's comments as to the feasibility of adopting these suggestions and doubt that the expense involved in compiling a special CIA dictionary and of teaching it is warranted. There are special vocabularies used in each of various offices and no need for every stenographer to attempt to learn them all. Shorthand students are taught--and experienced stenographers follow the rule--to create brief forms for words commonly encountered in their own work. I believe that the exercise of a little initiative on the part of individual stenographers would solve this problem except where the subject matter field is entirely alien to them. In the latter case, more vocabulary training than a word list is needed."
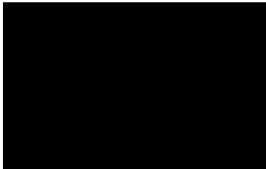
Sugg. No. 58-263 Contd.

C. <u>Executive Secretary's Recommendation</u>

    1. Not in line-of-duty (Branch Secretary – GS-6)
    2. Letter of Appreciation

D. <u>Decision of Chairman</u>

    ___✗___ Award – as recommended by Executive Secretary above

    _____ Cash Award

may '58   STATINTL

_____   _____
Chairman   Date
Suggestion Awards Committee