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Approved For Release 2000/08/15 : CIA-RDP80-00832A000200080043-0

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

19 February 1958

25X1A

SUGGESTION NO. 58-208: dated 22 November 1957
[REDACTED], GS-7
Documents Analyst, OO/FDD/DDI

A. Summary of Suggestion

The suggester proposed that the marked copies of Russian newspapers received by FDD/BU be retained in-tact in the files and the unmarked copy be used for clipping purposes. The procedure had been to use the marked copy for clipping.

B. Summary of Evaluation

On 9 December 1957, the Deputy Chief, FDD/OO stated:

"The procedures outlined in this suggestion will be implemented in the USSR Branch 2 January 1958 for the reasons set forth in the suggestion. No money saving will result, but we anticipate that we can increase the quality of our reporting somewhat by its use. The suggester states that he, or she, is an officer in the branch. This suggestion is clearly within the responsibilities of FDD officers as outlined. Many such ideas are proposed and adopted each month in FDD. We, therefore, do not feel that it is appropriate to the Incentive Awards Program."

C. Line-of-Duty Status

An excerpt from the suggester's job description states:

"...the GS-7 level is the trainee or junior Intelligence Officer level in which complete proficiency is required in the language or languages used, but knowledges of and experience in the techniques of intelligence, research methods, operating procedures, reporting techniques, etc., are still to be gained during this period."

A conversation with the Deputy Chief, FDD/OO [REDACTED] revealed: 25X1A

Each officer is expected to come up with ideas on how to improve the use of Source material. Each person is not only responsible for extracting the information, but also for improving the techniques necessary to do this.

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Sugg. No. 58-208 Contd.

D. Executive Secretary's Recommendation

1. Line-of-duty. (Documents Analyst, GS-7)
2. Letter of Appreciation

E. Decision of Chairman

Adopted Award Letter of Appreciation
 Not Adopted

as recommended in D

ret

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SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

19 February 1958

STATINTL

SUGGESTION NO. 58-304: dated 15 January 1958
[redacted], GS-13
Acting Chief, Employee Activity Branch
OS, DD/S

A. Summary of Suggestion

Suggester proposed that the dark colored steel pipes, protecting fire hydrant in Quarters Eye parking lot, be painted yellow and red reflectors added to minimize possible accidents.

B. Summary of Evaluation

On 3 February 1958, the CIA Safety Officer stated:

"It is felt that this is an excellent suggestion and should be adopted for use."

He also reported that a request was sent to Space Maintenance and Facilities Branch of the Office of Logistics which advised that the painting and addition of reflectors would be accomplished when the lot is regraded in the near future.

C. Executive Secretary's Recommendation

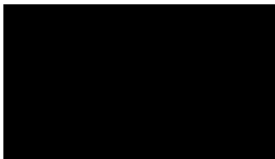
1. Not in Line-of-Duty. (Acting Chief, EAB, OS)
2. Letter of Appreciation.

D. Decision of Chairman

Adopted Award Letter of Appreciation
 Not Adopted

as recommended in C.

STATINTL



Feb.