

**25X1A**

**Approved For Release 2000/08/15 : CIA-RDP80-00832A000200090038-5**

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TAB

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

16 October 1957

MEMORANDUM FOR: The Record

SUBJECT: Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 24 October 1957, at 10:00 a.m. in Room 2601, Curie Hall.
2. A tentative Agenda for the meeting is enclosed as Tab 1.
3. Minutes of the last meeting of the Committee are enclosed as Tab 2.
4. Summaries of evaluations by the offices concerned and recommendations by the Executive Secretary on the suggestions to be considered at the forthcoming meeting are also enclosed for your review as Tab 3.

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

STATINTL



Executive Secretary

Enclosures:

1. Agenda
2. Minutes
3. Suggestion summaries

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

Regular Meeting of the Suggestion Awards Committee  
Thursday, 24 October 1957

AGENDA

1. The call to order.
2. Minutes of last meeting.  
(to stand as mailed?)
3. Comments by Chairman.
4. Report by Executive Secretary.
5. Old Business
6. New Business  
Vote on suggestions attached
7. Plans for next meeting--date and time.  
(Thursday, 21 November 1957, 10:00 a.m.?)
8. Adjournment

S-E-C-R-E-T

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

14 October 1957

25X1A SUGGESTION NO. 1644: dated 13 March 1955  
[REDACTED], GS-13, Intelligence Officer  
WE-FI-DD/P

A. Summary of Suggestion

Suggester proposes that a standard typewriter symbol (\* or #) to indicate selective indexing needed for any given name, be adopted for use by originators of dispatches and documents within DD/P. This places primary responsibility for selective indexing upon officers originating correspondence both in the field and at Headquarters and will develop a greater conscientiousness of the vital importance of proper and accurate indexing and carding in intelligence work.

B. Summary of evaluations

In April 1955, this suggestion was disapproved by the Office of primary interest, RI-FI-DD/P, and closed out by this Staff on 16 November 1955.

In March 1957, Chief, RI stated:

"The Clandestine Services Records Committee voted, this date, to adopt and implement a procedure very similar to that outlined in Suggestion No. 1644.

"It is the recommendation of this Office that your Committee re-open the case and consider the suggester of suggestion numbered 1644 for appropriate reward."

In May 1957, Chief, RI stated:

"RI considers this of broad application and moderate benefit. (\$200.00 to \$300.00). Regulation [REDACTED] was distributed to Headquarters and Field this week implementing this suggestion."

In September 1957, Assistant Executive Officer, DD/P stated:

"This approach to originator participation and its enforcement becomes fundamental to the records business as it is shaping up. But I wouldn't know how to put it into cold \$\$."

S-E-C-R-E-T

Sugg. No. 1644 Contd.

Chief, RI then stated:

"I believe this suggestor's grade precludes a cash award.  
I suggest a letter of commendation."

C. Line of Duty Status

Not in line-of-duty. (Intelligence Officer)

D. Executive Secretary's Recommendation

1. Recognize adoption of the principal contained in the suggestion.

2. Cash award of \$150-\$200 based on intangible benefits.  
(Moderate - Extended)

E. Decision of Committee

Adopted \$150 Award  Letter of Appreciation

Not Adopted

S-E-C-R-E-T

C-O-N-F-I-D-E-N-T-I-A-L

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

14 October 1957

25X1A

SUGGESTION NO. 2286: dated 21 March 1956  
[REDACTED], Reference Librarian, GS-12  
CIA Library, OCR, DD/I

A. Summary of Suggestion

Suggester proposes that all Agency offices forward copies of "internally produced and used" guides, handbooks, manuals, etc. to the Office of Training to serve there as sources of ideas and information. Also send two copies of each publication to the CIA Library for possible cataloging and reference use.

B. Summary of Evaluations

On 13 March 1957, the CIA Librarian made the following statement:

"The CIA Library would be most happy to receive such publications and to have cataloged those of possible interest to other offices within the Agency. However, it must be understood that the Library has final authority to retain or destroy, since many procedure manuals will be useful only to the issuing office. Also the publications would not form a collection, but would be incorporated into the system subject-wise.

"There will be no material gain, as such, if this suggestion is carried out. However, a wider use of the research aids could lead to reduced duplication of effort and increased efficiency."

On 22 March 1957, Chief, Library Section, Office of Training stated the following:

"It would serve no useful purpose for both CIA and OTR Libraries to maintain extensive collections of the manuals under consideration. If CIA Library retains and catalogs two copies of those manuals considered valuable, an adequate collection for the use of CIA personnel should be available.

"OTR Library's collection to service instructional needs would be adequate if one copy of each manual were forwarded to OTR with the understanding that only those research guides and handbooks considered of value to courses of instruction would be retained.

"The categories of useful materials which at present have a limited audience could legitimately be extended to include bibliographies and other working papers of value to research."

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Sugg. No. 2286 Contd.

In September 1957, the CIA Librarian sent the attached memorandum to the various offices of the Agency asking them to send this material to the Library.

C. Line of Duty Status

Not in line-of-duty (Reference Librarian)

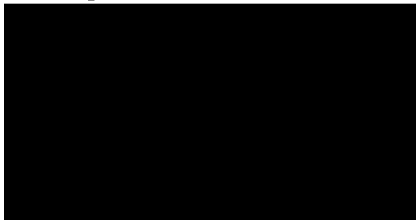
D. Executive Secretary's Recommendation

1. Adoption of suggestion.
2. Award of \$50-75 based on intangible benefits (Slight - Extended)

E. Decision of Committee

~~Adopted~~ \_\_\_\_\_ Award \_\_\_\_\_ Letter of Appreciation \_\_\_\_\_  
 ✓ Not adopted ✓ *Line of Duty*

ILLEGIB



*recognize that it has been adopted -  
 thank him. Ltr of appv.*



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

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

10 October 1957

STATINTL

SUGGESTION NO. 3217: dated 25 June 1957

[REDACTED] GS-11, Analyst  
Office of Scientific Intelligence, DD/I

A. Summary of Suggestion

Suggester proposes eliminating present methods used to designate rooms or areas in Barton Hall and setting up a new system for identifying its wings, rooms, and areas. This would avoid confusion in case of an emergency and simplify directives in general.

B. Summary of Evaluation

On 5 August 1957, Chief, Administration Branch, Office of Scientific Intelligence, stated:

"In the opinion of this Office this suggestion definitely has merit and should be implemented throughout the Agency.

"The present system for identifying wings, rooms and areas, as described in the suggestion, not only causes no end of confusion in daily operations but is a distinct hazard in case of an emergency."

On 20 September 1957, Chief, Administrative Staff, Office of Logistics, stated:

"The PBS Group Superintendent will initiate action to standardize building designations.

"All alphabetical nomenclature will be removed from buildings having a combination system at present. The following structures are the only ones involved. All other Agency occupied buildings carry numerical identification.

Alcott Hall  
Barton Hall  
Curie Hall  
Quarters Eye

"The Suggester should receive an award based on intangible benefits which will accrue to Agency personnel."

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

SUGG. NO. 3217 Contd.

C. Line of Duty Status

Not in line-of-duty. (Analyst)

D. Executive Secretary's Recommendation

1. Adoption of suggestion.
2. Award of \$10-\$25 based on intangible benefits (slight-limited)

E. Decision of Committee

Adopted       Award       Letter of Appreciation  
 Not Adopted

S-E-C-R-E-T

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

4 October 1957

SUGGESTION NO. 3222: dated 25 June 1957

25X1A

[REDACTED] GS-12  
Assistant Production Manager  
Printing Services Division, OL, DD/S

A. Summary of Suggestion

Suggester proposes increasing the number of lines per page of printed reports. He says this can be attained by instructing reports-producing agency components to leave only one-half inch at top, then the classification, one-half inch of blank space, then the first line of text. After fifty-two lines of text, leave a two-line blank space, center the classification and add the page number to either the left or right edge of the typed page and on the same line with the classification. This would leave one-half inch of blank space at the bottom.

B. Summary of Evaluations

On 6 August 1957, Chief, Plans and Policy Staff, Office of Training, stated the following:

"The proposal would not impair the readability of documents whose format conformed to the suggestion. The proposal would, in fact, save some reading time by cutting down the number of pages to be turned. These findings are valid only if the printed lines are not increased in length and the amount of space between print is not reduced."

On 22 August 1957, Chief, Administrative Staff, Office of Logistics, made the following statement:

"The important thing in this suggestion is that the general idea is good. To try to be more specific is debatable. The United States Government Printing Office Style Manual does not stipulate precisely margin space but rather sets minimum requirements. 'The top margin of the trimmed book should be at least 3 picas and the bottom margin at least 4 picas. The outside margin should be at least 1 pica greater than the back but not as wide as the bottom margin. If a running head is used, the head margin should be the same as the back margin; but if the bottom folio is used, that line and the slug above it should be counted as part of the margin.' Although these margins are not identical to those made in the suggestion, they tend to agree that the use of smaller margins is possible.

S-E-C-R-E-T

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Sugg. No. 3222 Contd.

"The Printing Services Division believes that technical improvements should be continuously sought by PSD personnel and others in the Agency who are associated with printing. Such suggestions as this should be matters of common daily concern to PSD technicians and other Agency personnel who are responsible for format, planning, production of printing, etc., rather than the subject of an employee suggestion by such personnel. It is therefore felt that an award should not be made for this suggestion if it was submitted by one who is charged with the responsibility of advising or acting on matters pertaining to printing. If it was submitted by one who has no such responsibility, a nominal award would be in order for calling attention to the need for closer attention to the utilization of 'white space' by those responsible for such matters."

On 17 September 1957, Chief, Records Management Staff stated the following:

"This Staff is not in a position to judge whether or not the suggester is responsible for promoting the standards he advocates. We do feel, however, that such standards should be applied in view of the extremely high cost of storing records in CIA. The most recent price quotation for a 4 drawer safe cabinet was \$428 (about \$4.45 per linear inch of filing space). We further feel that fullest application of these standards would result if they were published as Agency policy. Contingent upon such action, we recommend that the suggester be considered for an award commensurate with his responsibility for promoting printing standards."

The Office of Personnel (PED) sent us the position description for the suggester which supports the comments of OL by implication, particularly with regard to liaison responsibility, installation of cost control systems, etc. Personnel further stated that if the changes would affect the GPO Style Manual, they would not be considered within the suggester's job responsibilities, but if they are designed to affect the planning of CIA printing jobs, it is clearly his responsibility.

C. Line of Duty Status

Clearly line of duty - *within the Agency*

~~S-E-C-R-E-T~~

~~S-E-C-R-E-T~~

Sugg. No. 3222 Contd.

D. Executive Secretary's Recommendation

1. Adoption - publication of CIA guide lines for all components by PSD as a service to the components.
2. Committee approval for referral to GPO for comment and possible government-wide adoption.

E. Decision of Committee

Adopted       Award       Letter of Appreciation  
 Non-Adopted       Referral to GPO



ILLEGIB

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S-E-C-R-E-T

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

14 October 1957

SUGGESTION NO. 3196: dated 19 June 1957

Document Finishing Specialist,  
GA \$3.62 per hour  
TSS Deputy Director (Plans)

25X1A

A. Summary of Suggestion

Suggester proposes a method to modify available equipment (paper drill) in order to apply serial numbers on documents used for operational purposes. He has solved the problems of controlled inking, impression pressure, and accurate positioning. (Photographs of equipment will be available at meeting.)

B. Summary of Evaluations

On 3 July 1957 Deputy Chief, Technical Operations, TSS made the following statement:

"The device has been in use at [redacted] for some two years. It is reasonably estimated over 800 man hours, representing about \$3000 in wages, are saved annually by use of this method. The value of savings occasioned by elimination of spoilage of document blanks cannot be readily estimated. Document blanks and reproductions may cost as much as \$300 per unit; it is not unreasonable to expect that the elimination of wastage may result in added savings equivalent to another \$3000 annually.

"This device will continue to be used in support of cases which are documented in the field and continued economies, dependent on the degree of operational activity, will accrue to the Agency."

On 10 July 1957 the Inspection and Review Staff, DD/P, stated the following:

"The employee who developed this timesaving and practical solution to a very definite problem is an hourly employee. It is felt that the appropriate award in this case will, in addition to being a fair reward, provide an incentive for other employees in TSS to apply their skill in solving the many technical problems that still exist.

"If it is appropriate, may we suggest that an award of

S E C R E T

S-E-C-R-E-T

Sug. No. 3196 contd.

On 12 September 1957 Chief, Administrative Staff, Office of Logistics made the following statement:

"It has been determined that the device was developed to solve a particular problem connected with the numbering of documents. Since the Printing Services Division has available equipment suitable for this purpose, the device would have no particular application within the plants operated by this Division."

C. Line of Duty Status

Not in line-of-duty (Document Finishing Specialist)

D. Executive Secretary's Recommendation

1. Adoption of suggestion.
2. Award of \$200.00 including \$175.00 based on tangible savings of \$6,000.00 and \$25.00 for intangible (Slight-Limited) benefits.

E. Decision of Committee

       Adopted      \$200 Award             Letter of Appreciation

       Not Adopted

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

7 October 1957

STATINTL

SUGGESTION NO. 3125: dated 17 May 1957

[REDACTED] GS-9, Project Planner  
Machine Division, OCR, DD/I

A. Summary of Suggestion

Suggester proposed the use of racks available from the IBM 082 sorter to be used with the IBM 083 sorter. He suggested modification of these racks by adding two wooden legs to support the front of the 082 sorter rack.

B. Summary of Evaluations

Chief, Technical Accounting Staff, Office of the Comptroller on 5 June 1957 stated the following:

"The suggestion is recommended for use in lieu of using stands purchased by Machine Records Division for \$39 if a saving can be shown, based upon a comparison of the cost of providing the extra legs, adequate bracing, etc., to make a safe stand from the available 'bolt-on' units. Determination as to the cost of such alterations in the presently available equipment should be made by reference of this suggestion to the Office of Logistics."

Chief, RI on 12 June 1957 made the following statement:

"The subject suggestion has been reviewed in the Records Integration Division and is considered to be worthy of adoption, although this suggestion does not now apply to the Records Integration Division.

"RI has not exchanged any 082 IBM machines for 083's and therefore use the racks which were designed for the appropriate machine. It is understood by RI, however, that in areas where the 082's were exchanged for 083's, the 082 racks were retained and legs were purchased as suggested by the suggester."

Machine Division, OCR, on 10 July 1957 stated the following:

"This suggestion has been adopted throughout all the machine units in OCR. All the users are well satisfied with this type of rack. One of the users did indicate that he felt the rack should have an additional brace if the machine is to be used in an open, instead of against the wall. So far OCR has converted 14 of these units and have three more Type 083 Sorting Machines on order. The machines on order will be delivered sometime in fiscal year 1958.

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. 3125 Contd.

"We feel the suggestion is a good one, it not only saved the government \$999.74, it also saved approximately one square foot of badly needed floor space per machine."

Chief, Administrative Staff, Office of Logistics on 12 September 1957 made the following statement:

"Since the suggested modifications have been adopted within OCR, it would seem appropriate for an award to be issued on the savings involved therein. Insofar as extending these modifications to other components, it would seem necessary that the components concerned determine whether or not the modifications would be appropriate for their use."

C. Line of Duty Status

Not in line-of-duty (Project Planner)

D. Executive Secretary's Recommendation

1. Adoption of suggestion.
2. Award of \$50.00 based on tangible savings of \$1,000.00 the first year.
- 3.

E. Decision of Committee

Adopted \$50 Award \_\_\_\_\_ Letter of Appreciation

Not Adopted \_\_\_\_\_ Refer to CSC

*Business Machines Staff says there may be one or two more O82s around but their evaluations cover the Agency sufficiently.*

*Business Machines recommendations suggest be sent to other Govt Agencies for consideration*

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

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

17 October 1957

STATINTL

SUGGESTION NO. 58-41: dated 26 July 1957

[REDACTED] GS-11, Asst. Admin. Officer  
Foreign Documents Division, OO, DD/I

A. Summary of Suggestion

Suggester proposes that an additional copy of the personnel action covering maternity leave be prepared for the Medical Staff to preclude follow ups by that office in connection with the use of sick leave in such cases.

B. Summary of Evaluation

On 8 October 1957, the Assistant Executive Officer, Office of Personnel stated the following:

"The employee suggestion for using the personnel action for this purpose is impractical because of the limited copies of these documents which can be produced in legible form. However, consideration of this suggestion has led to the adoption of an alternate procedure which accomplishes the same purpose. The Employee Relations Branch of this office will obtain a completed SF 71, Application for Leave, from each employee departing on maternity leave and forward it to the Medical Staff. This procedure has been discussed with the Chief Nurse and has her concurrence.

"From the point of view of this office, this suggestion does not save time but rather imposes a small additional work-load. However, there will be small savings in time throughout the Agency by the termination of the follow up for those individuals who are on maternity leave. It is our opinion that such savings cannot readily be measured and that the real benefit of this suggestion is intangible achieved by relieving offices of what appears to be an unnecessary follow up."

C. Line of Duty Status

Not in line-of-duty (Asst. Admin. Officer)

D. Executive Secretary's Recommendation

1. Recognize adoption of suggestion in part.
2. Award of \$10 based on intangible benefits (Slight-Limited)

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. 58-41 Contd.

E. Decision of Committee

Adopted 510 Award  Letter of Appreciation  
 Not Adopted

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

S-E-C-R-E-T

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

14 October 1957

25X1A

SUGGESTION NO. 58-75: dated 21 August 1957

Geographer, GS-13  
Geography Division, ORR, DD/I

A. Summary of Suggestion

Suggester proposes that the "Week in Brief" section of the Current Intelligence Weekly Summary have part numbers typed at the top of each page. Therefore, every page reference could be quickly linked to the correct part number without referring back to the beginning of the section.

B. Summary of Evaluations

On 20 September 1957, Acting Chief, Editorial Division, Office of Current Intelligence stated the following:

"This is a useful idea and we adopted it immediately after receiving the suggestion for evaluation.

"The suggestion will have certain intangible benefits for more than 700 recipients of the publication throughout the intelligence community. The readers and file clerks may save a small amount of time and avoid annoyance by being able to establish immediately in which part of the publication an article is to be found. They will thus avoid false starts in searching for an article.

"Adoption of the suggestion will not result in any additional expense to this office. Since the present format provides for four spaces between the date and the first article on the page, the part designation can be inserted without any additional consumption of paper."

On 2 October 1957, the Office of Logistics stated that "since part number would be typed on the mat by the originator, there would be no additional labor involved by PSD."

C. Line of Duty Status

Not in line-of-duty (Geographer)

D. Executive Secretary's Recommendation

1. Recognize adoption of suggestion.
2. Award of \$10-35 based on intangible benefits  
(Slight-Limited)

S-E-C-R-E-T

~~S-E-C-R-E-T~~

Sugg. No. 58-75 Contd.

E. Decision of Committee

Adopted     \$15 Award     \_\_\_\_\_ Letter of Appreciation  
 Not Adopted

~~S-E-C-R-E-T~~

S-E-C-R-E-T

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

16 October 1957

25X1A

SUGGESTION NO. 58-91: dated 28 August 1957

[REDACTED] GS-7, Reports Officer  
FE, Deputy Director (Plans)

A. Summary of Suggestion

Suggester proposes that the RI number be typed on the bottom of the multilith master of CS reports, thereby eliminating the danger of RI numbers being released outside the Agency, expediting the routing of the File Section, and eliminating delay in the Numbering Section where a clerk performs the task of putting RI File numbers on each finished CS report coming to her from Division Reports and Reproduction Offices.

B. Summary of Evaluation

On 12 September 1957, Chief, RI stated:

"The adoption of employee suggestion No. 58-91 is recommended by RI. RI has prepared a draft of the necessary CS Notice to implement this procedure. The award should be based on moderate benefit with extended application. (\$150.00 to \$200.00) It is estimated the implementation of this suggestion would free one (1) full-time employee, GS-4, for other tasks."

C. Line of Duty Status

Not in line-of-duty (Reports Officer)

D. Executive Secretary's Recommendation

1. Adoption of suggestion.
2. Award of \$115.00 based on tangible savings of \$3,415.00 in first year (one GS-4).
- 3.

E. Decision of Committee

Adopted \$115 Award  Letter of Appreciation

Not Adopted

*Vote award but order that it not be paid until suggestion is implemented or CSN published,*

S-E-C-R-E-T

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

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

17 October 1957

STATINTL

SUGGESTION NO. 58-96: dated 16 August 1957

[REDACTED] Bindery Operative, GP-3  
Printing Services Division, Office of Logistics  
DD/S

A. Summary of Suggestion

Suggester proposes installation of a strap or chain across the doorway of the Vanette type trucks, as well as making the passenger's seat stationary as a measure of protection for the passenger in event of sudden stops.

B. Summary of Evaluation

On 2 October 1957, Chief, Administrative Staff, Office of Logistics stated the following:

"This suggestion concerns the installation of a strap or chain across the doorway of the Vanette type trucks, as well as making the passenger's seat stationary as a measure of protection for the passenger in event of sudden stops. The suggester states that this type of truck is usually operated with the sliding door open during the summer season, and experience has indicated that this is true.

"This Office recommends approval of this suggestion. Action will be taken to install such straps and make the passenger seats stationary on all Vanette type sliding-door trucks under the cognizance of the Office of Logistics.

"The benefits to be derived from the adoption of this suggestion will have an intangible value, as the contribution is a protective matter and will affect only two vehicles in the metropolitan Washington area."

C. Line of Duty Status

Not in line-of-duty. (Bindery Operative)

D. Executive Secretary's Recommendation

1. Adoption of suggestion.
2. Award of \$10-\$25 based on Intangible Benefits (Slight-Limited)

3. Refer to other Govt. Agencies

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

Sugg. No. 58-96 Contd.

E. Decision of Committee

Adopted #10 Award  Letter of Appreciation

Not Adopted

Refers to CSC

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



~~S-E-C-R-E-T~~

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

17 October 1957

25X1A

SUGGESTION NO. 58-122: dated 18 September 1957

[REDACTED] GS-4, Clerk  
Records Integration Division, FI, DD/P

A. Summary of Suggestion

Suggester proposes revision of Form No. 831 which is used by the Records Integration Division in its process of opening 201 files. The suggester proposes two blank spaces on the form instead of only one as at present to accommodate those instances when two 201 file openings are required.

B. Summary of Evaluation

On 8 October 1957, Chief, Records Integration Division stated:

"This suggestion is of value in those cases where the basic document is not filed in the new 201 file. This occurs in approximately 10% of the 201 openings.

"However, no revision of the form is necessary as there is space to include the FI file number and date of the document in Section I of Form 831 - and the Supervisor concerned has been instructed to effect this procedure immediately.

"Since it is the intent of the 201 program to maintain each 201 file as a complete unit, the situation as described by the suggester will not occur as a copy of the pertinent portions of a document will be reproduced immediately for each 201 file during processing in the Control Unit. This latter procedure will take place upon the receipt of document reproducing equipment.

"The effect of this suggestion will be office-wide and moderate savings will be effected in the document location, file pulling, and future consolidation operations.

C. Line of Duty Status

Not in Line-of-duty (Clerk)

D. Executive Secretary's Recommendation

1. Recognize that suggestion was adopted in part.
2. Award of \$10-\$25 based on intangible benefits (Slight-Limited).

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~~S-E-C-R-E-T~~

Sugg. No. 58-122 Contd.

E. Decision of Committee

Adopted 15 Award  Letter of Appreciation  
 Not Adopted

~~S-E-C-R-E-T~~

TAB

**25X1A**

**Approved For Release 2000/08/15 : CIA-RDP80-00832A000200090038-5**

**Approved For Release 2000/08/15 : CIA-RDP80-00832A000200090038-5**

23 August 1957

MEMORANDUM FOR: The Record

SUBJECT: Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 29 August 1957 at 10:00 a.m. in Room 2601, Curle Hall.

2. A tentative Agenda for the meeting is enclosed as Tab 1.

3. Minutes of the last meeting of the Committee are enclosed as Tab 2.

4. Summaries of evaluations by the offices concerned and recommendations by the Executive Secretary on the suggestions to be considered at the forthcoming meeting are also enclosed for your review as Tab 3.

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE

  
Executive Secretary

STATINTL

Enclosures:

1. Agenda
2. Minutes
3. Suggestion summaries

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Regular Meeting of Suggestion Awards Committee  
Thursday, 29 August 1957

AGENDA

1. The call to order.
2. Minutes of last meeting.  
(to stand as mailed?)
3. Comments by Chairman.
4. Report by Executive Secretary.
5. Old Business.
6. New Business.  
Vote on suggestions attached
7. Plans for next meeting--date and time.  
(Thursday, 26 September, 10:00 a.m.?)
8. Adjournment