

CIA INTERNAL USE ONLY

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

15 July 1957

SUGGESTION NO. 3031: Dated 11 April 1957

STATINTL

Geographer

Office of Research and Reports

A. Summary of Suggestion

Suggester proposes that the security classification be printed more conspicuously on the Agency telephone directory.

B. Summary of Evaluations

On 25 April 1957, Physical Security Division, Office of Security, stated:

"The Physical Security Division, OS, recommends adoption of this suggestion on the grounds that it should have a definite and beneficial result in impressing Agency personnel with the necessity of safeguarding Agency Telephone Directories.

"...OL estimates that the cost (in time and material) of making the suggested change in format would be approximately \$10.00 for the first edition. On subsequent editions, no additional cost would occur."

On 16 May 1957 Chief, Administrative Staff, OL made the following statement:

"This suggestion is noteworthy and is approved for adoption by the Office of Logistics.

"The lettering at the present time is in 18 point type and was reduced by camera to 12 point. Effective with the July 1957 edition the size of lettering will be increased to 24 point and printed in bold face type.

"It is recommended that the suggester be given a nominal cash award based on intangible benefits which will accrue to Agency personnel."

C. Executive Secretary's Recommendation

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

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

Suggestion No. 3031

D. Decision of Committee

Adopted    \$10 Award     Letter of Appreciation  
 Not Adopted

CIA INTERNAL USE ONLY

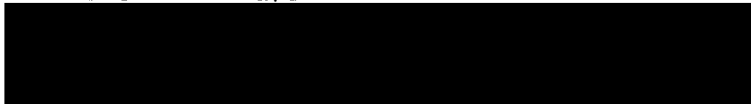
CONFIDENTIAL

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

16 July 1957

25X1A

SUGGESTION NO. 3076: dated 28 March 1957



A. Summary of Suggestion

Suggester designed a new indice card for use in the Counter Intelligence Staff. The cards are used daily in identifying subjects of cables, RI documents, etc.

B. Summary of Evaluation

See attached evaluation from Chief, Current Intelligence, Operational Approval and Support, dated 20 June 1957.

25X1A

Telephone inquiry of [redacted] of CI/OA shows that five GS-5 clerks work with these cards and he estimates two hours per day are being saved now.

C. Executive Secretary's Recommendation

1. Adoption of suggestion.
2. Award of \$50.00 based on tangible savings of \$915.20 per year (Grade GS-5 at \$1.76 per hour for 10 hours per week).

D. Decision of Committee

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

*Letter of Apprec.*

*Committee requests a check be made on this person's line of duty relative to this suggestion.*

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200090043-9

NO. 3076

TO: EXECUTIVE SECRETARY,  
INCENTIVE AWARDS COMMITTEE

FROM: CI/OA

ACTION RECOMMENDED

- INDICATE ACTION RECOMMENDED BY PLACING ACTION NUMBER IN BOX
1. ADOPT FOR USE. (DATE ADOPTED 1 June 1955)
  2. ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION. (SPECIFY BELOW)
  3. DISAPPROVED FOR ADOPTION.
  4. ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION.
  5. REQUIRE FURTHER STUDY. (EXPECTED DATE OF COMPLETION \_\_\_\_\_)
  6. OTHER (SPECIFY BELOW)
  7. REFER SUGGESTION TO \_\_\_\_\_ (OTHER COMPONENT)
- 1

REASONS FOR RECOMMENDATION

In order to guide the Incentive Awards Committee in making final determination, an analysis of the anticipated first year's savings and/or other benefits should be shown here. If applicable, indicate and explain below proposed disposition of savings as (1) allotment savings, (2) increased output at same cost or (3) application of resources saved to some other necessary activity. If suggestion contains intangible value, such as morale, safety, etc., please indicate the extent of the area which you think the suggestion will affect, i.e.: the immediate area, office-wide, Agency-wide. Attach additional sheet if more space is needed.

1. The new indices cards have resulted in the saving of man hours because positive identification can be made in a few moments. With the card previously used, it was necessary to pull the file and thumb through the papers to locate the date and place of birth. Often, it was necessary to hold up requests until files could be returned from RI/Archives in order to make positive identification.
2. The card has assisted in liaison with the Office of Security. CI/OA now indexes the Security number and when discussing these cases with the Office of Security, can give a ready reference to the file number of that office. Previously it was necessary to give parts of names or make more than one call to identify an individual.
3. The new card also lists the date and reason for cancellation. Many times a requester has wanted to know the reason for cancellation. Here too it was necessary to recall a file to determine the reason.
4. The amount of man hours saved is difficult to estimate. It, like the workload, varies from day to day.

CONTINUED ON ATTACHED SHEET

DATE  
20 June 1957

SIGNATURE OF EVALUATING OFFICIAL (TYPE NAME AND TITLE)  
[Redacted] Chief, CI/OA

25X1A