

Suggestion No. 1577

A. Summary of the Suggestion:

Suggest that the offices of Comptroller, Personnel and Logistics create a liaison person to work with Planning & Liaison Staff of M.R.D. for study of existing and proposed jobs. These men would know working and aims of all divisions within their office any job in M.R.D. If set up currently, will make information usable by more than one division. Also, a job initiated by one division may effect other divisions which one man would recognize.

The liaison man would save Division Chiefs' time by working out problems at a lower level and then submitting solution to Chiefs for approval.

B. Evaluation of Concerned Office:

The Chief, Machine Records Division stated:

"Comptroller Instruction No. 4 dated 31 January 1955 and Office of Personnel memorandum 16-51 establish liaison contact as suggested.

- a. As far as can be ascertained there has been no delegation of authority and responsibilities to one operating Unit in the Logistics Office.
- b. It is recommended that similar procedure be established in Logistics Office.

"Unable to estimate monetary savings, more efficient operations have resulted due to adoption by Office of Comptroller and Office of Personnel.

NOTE: Action taken per Para. 1, above, taken prior to receipt of suggestion. Suggested action, therefore, already in effect."

The Chief, Planning & Analysis Staff commented:

"The Office of Personnel has had such a liaison "person" for over 2 years on its Planning and Analysis Staff. Pursuant to internal instructions, this liaison officer is responsible for coordinating activity between the Office of Personnel and the Machine Records Division. It is considered that the advantage indicated by the suggester in such an arrangement have been realized as a result of the activities performed by this liaison "person". So far as this Office is concerned, no award is recommended."

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Suggestion No. 1577 (Cont'd)

The Chief, Administrative Staff, OL reported:

"The proposal contained in this suggestion is in effect as a result of a Reports Management Program initiated by this Office of 26 September 1955. An integral part of this program provides for assignment of responsibility to the Administrative Staff of this Office to review and approve new or revisions to existing reports for the Office. This responsibility will necessarily involve certain liaison work with MRD and at the same time provide for other advantageous features cited in the suggestion. Inasmuch as the Reports Management Program is designed to accomplish the suggested proposal, and since the program was initiated as a result of a memorandum dated 9 September 1955 from the Acting Deputy Director (Support), this suggestion must be considered as being in effect."

C. Recommendation of the Executive Secretary:

No award since suggestion is already in effect.

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Suggestion No. 1885

A. Summary of the Suggestion:

The suggester proposes the use of books with a central map space and Kardex tables along the sides to be used in the collection, analysis, and presentation of any type of data in which the locational factor is important. In this format, the map in the center can be marked with number or other references to detailed plans, maps, photos, text, etc. in the Kardex. The map and the exposed Kardex tabs will give a visual summary of the whole picture, and details needed on a given point can be quickly located by lifting the appropriate Kardex flap. Books of this type can be obtained on special order from Remington Rand or can be constructed as needed in Government offices from materials purchased from Remington Rand.

B. Evaluation of Concerned Office:


The Executive, RR submitted the following evaluation to the Incentive Awards Staff:

"The usual criteria for rating suggestions are not applicable in this case, since, in our opinion, it can only be accessory to the work of an individual and cannot be made a part of a process, or a technique, or a piece of machinery. It is an ingenious suggestion but one applicable only to special users in special situations. The folders, because each one would have to be made up individually, could not replace maps as used in publications, and would not be of assistance in our geographic or cartographic divisions. They would be bulky to store and expensive in time to make up.

"It might be of use to an individual with a definite and limited area responsibility or interest and with ample clerical assistance. Possibly a DD/P case officer working on a limited area might be such an individual and we suggest referring number 1885 to DD/P for additional comment. It might also be useful to high-level officials who desire to have material on limited areas kept for them in such a form as to be available for instant consultation."

The DD/P committee member stated: "This would be a very exceptional item - not of sufficiently general interest to DD/P."

C. Recommendation of the Executive Secretary:

Suggester is commended. 

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Approved For Release 2000/08/15 : CIA-RDP80-00832A000200100015-8  
Suggestion No. 2127

A. Summary of the Suggestion:

This suggestion is along morale-boosting lines. Something should be done about the shuttle service at the beginning and end of the working day. Thursday, November 10, I stood with some fifty employees outside EYE Building for about twenty-five minutes in a pouring rain. Two full buses passed while we stood there waiting. I'm sure many of us planned trips to homes in nearby states for the weekend.

I volunteer that a survey should be made to determine where the heaviest flow of employees leave from both in the morning and in the evening, and the shuttle service schedule should be altered to have extra buses waiting at the heaviest traffic points. The same problem exists in the morning at Central Building and often means tardiness in reporting to work since many employees park in that area. The delay in the evening upsets many home routines for as much as 1 hr.

B. Evaluation of Concerned Office:

The Office of Logistics states:

"Employee Suggestion No. 2127 states that the present Agency bus system is inadequate to handle the traffic generated, before 0830 and after 1700, by employees who park their automobiles near Central Building. This suggestion further recommends that a survey be made to determine at which points the greatest volume of such traffic generates and that buses be scheduled to depart from these points.

"The Agency must base the number of buses it operates on the minimum number required for "official purposes". The number of buses operated during normal working hours (0830-1700) has proven to be adequate as these buses are not overcrowded during these hours. Public Law 600 prohibits the use of government transportation in transporting employees to and from all or any part of the distance between their places of residence and employment. Although Agency buses are operated for  $\frac{1}{2}$  hour before and  $\frac{1}{2}$  hour after normal working hours, such operation is permitted only to provide transportation for those individuals on official business. As a convenience, these buses may be utilized to capacity by other Agency employees, but it must be strongly stressed that the buses are operated solely for official transportation and that any use of these buses by individuals not on official business is authorized only as a courtesy to off-duty employees.

"Therefore, as this suggester states that he utilizes the Agency bus system only to ride to and from the point at which he parks his car, it is recommended that Suggestion 2127 be disapproved for adoption."

C. Recommendation of the Executive Secretary:

Disapproval based on comments made by Logistics.

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