

6 December 1956

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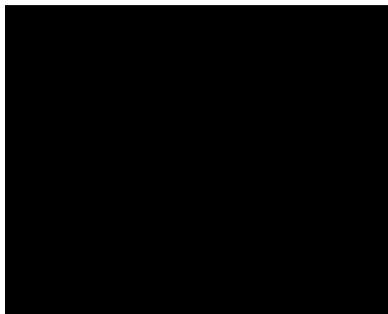
MEMORANDUM FOR: Chairman Suggestion Awards Committee

SUBJECT: Minutes of 29 November 1956 Committee Meeting

1. The CIA Suggestion Awards Committee met on Thursday, 29 November 1956 at 10:00 A. M. in 2601 Curie with [redacted] presiding. The following persons were present:

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nnel Advisor DDS/OP  
DDI/OCR  
DDS/OC  
DDS/Mgts  
DDS/OL  
Security Advisor DDS/OS  
DDP/FE  
DDP/WE  
DD/I

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[redacted] Chief, Procurement Division/OL and Mr. [redacted] Special Assistant to C/Procurement/OL, attended to brief the Committee on the Procurement Division's suggestion program.

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2. a. [redacted] explained why Procurement Division's suggestion program was needed and the direct and indirect benefits derived. He emphasized high participation as shown by submission of 54 suggestions in less than two years from a Division with average strength of about 65 employees. He reported following results to date: FY 56-22 suggestions submitted with 15 adopted; 2 referred to Agency Committee for cash awards

*65  
23 adopted*

FY 57-32 suggestions submitted to date, 27 decided with approximately 18 adopted.

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b. [redacted] discussed problems of integrating this Divisional program with the Agency Program. He stressed the necessity of overcoming the obsolete notion that employees are prohibited from receiving awards for suggestions pertaining to their own work. [redacted] pointed out the similarity of this program with previous proposals for work simplification programs in OL/PRS and other components which had been referred by the Committee Chairman to OTR for study.

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2. Committee approved [redacted] proposal that he discuss the Procurement Division Program with C/Mgt Staff and recommend proposal of a working group to study and submit recommendations concerning further action to be taken by the Committee.

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3. The Committee approved or recommended approval of awards in the amounts shown for the following employee suggestions: [redacted]

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<u>Suggestion No.</u>	<u>Award</u>
✓✓ 2254	\$100- Executive Secretary to check OI/REEC/SMF to determine whether this suggestion also led to recent improvement in Quarters Eye Cafeteria.
2418	Approved letter of appreciation.
✓ 2436	\$10
✓ 2477	35
✓ 2559	25
✓ 2595	15
✓ 2622	250
✓ ✓ S-993	25

4. The Committee recommended the action shown below on the following suggestions:

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- a. SF-1121 [redacted] briefed Committee. Final decision deferred to permit Commo/ [redacted] to check and report re the proper division of award between co-suggesters and re-estimate benefits resulting from increase in affected cable traffic expected beginning January 1957.
- b. Suggestion 2279- Defer pending receipt of a more precise estimate of benefits derived from this suggestion. Executive Secretary to obtain from RI or invite RI representative to brief Committee.
- c. Committee deferred decision pending check to see whether method proposed in 2368 duplicates earlier suggestion proposed for sorting salary checks in FI/RI or any other earlier suggestions.

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5. The Committee approved the recommendation of evaluating offices for non-adoption of the following suggestions:

1487	2609
2530	2610
2604	

2347- Committee requested Executive Secretary to advise employee that this idea had previously been submitted, also adopted and granted an award. Letter to include explanation of why not yet in effect. Executive Secretary to follow-up with OL/REG/SMF to insure completion of adoption of previous suggestions.

6. The meeting was adjourned at 11:45 a.m.



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Executive Secretary  
Suggestion Awards Committee

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~~Alternate Chairman, Suggestion Awards Committee~~

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 13 Dec  
~~Chairman, Suggestion Awards Committee~~

Date:

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