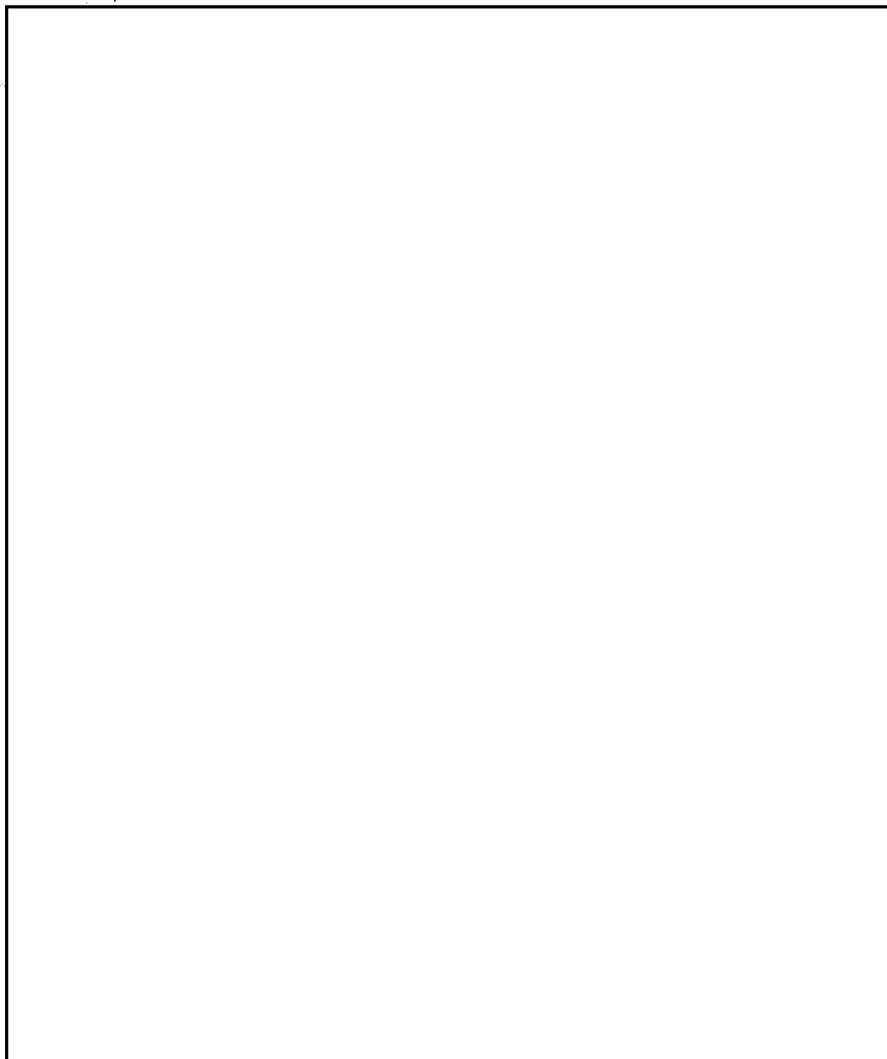


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Next 1 Page(s) In Document Exempt

25X1A



a. In addition to tangible savings mentioned in paragraph C 1 by Chief, RID, it is believed that adoption of this procedure would result in intangible benefits to a moderate degree (improvement of a routine service) and to a local extent (clerical personnel in seven divisions). *typing, etc., not preparation*

b. Benefits to area divisions would be in:

- (1) Elimination of certain division logging action and records.
- (2) Reduction in time and work involved in getting name trace results back to the field. *(24-72 hrs.)*
- (3) The timing of RID name traces no longer being affected by division workload, and
- (4) Ability of the division to conduct a check of their own files simultaneously with the check being conducted by RID: thus resulting in more expeditious handling of routine name checks.

Recommendation of Executive Secretary:

1. Not in line-of-duty.

2. Award of \$285.00-\$335.00 based upon:

\$100.00-\$150.00 for Intangible Benefits (Moderate-Local)

\$185.00 based upon net Tangible Savings of \$6,377.00.

E. G. S. S.

adopted \$335 award — C of A

not adopted



*\$335 award
1000/s (over \$300)*

25X1A

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Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

27 October 1960

SUGGESTION NO. 58-584: dated 2 June 1958

[redacted], GS-12, Assistant
DD/P, AF Budget Officer

A. Summary of Suggestion

This suggestion proposes a reclassification of financial accounts to accommodate functional activities, thereby revising all administrative and operational reporting. This provides a better basis for executive management.

This proposal deals with the revision of the current Accounts Classification and related financial and operational reporting. Basically it was designed to, first of all establish a uniform method of measuring costs and accomplishments of each activity on a world-wide basis; and eliminate the thousands of man hours spent by varying numbers of persons and staffs in initiating, reviewing, reporting and directing hundreds of small FI projects, none of which gives them an overall view.

(The suggestion was originally reviewed by the Suggestion Awards Committee on 9 February 1960. The Chairman proposed tabling final action for approximately six (6) months until the system had a reasonable trial period, and until the Comptroller could evaluate his part of the new system.)

B. Summary of Evaluation

This valuable suggestion served as a basis for a complete modification of the manner in which Clandestine Services Operational Programs are prepared for the knowledge and approval of top-level management. (Old and new reporting forms will be available at the meeting.) This is the first step in this revolutionary proposal, and it is expected that other similar steps will follow, such as the substitution of country activity plans for projects as the vehicles for approval above the division level and the reclassifying of accounts.

[redacted] Assistant to the Deputy Director Plans stated in February, 1960 that he considered this idea to be in the High-Extended category. He also remarked that Mr. Bissell has used a copy of the suggestion repeatedly as an exhibit to emphasize the new streamlining efforts of his office.

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

SUGGESTION NO. 58-584 (continued)

In his latest evaluation, the Comptroller states that the specifics of the suggestion itself do not affect the techniques used in the Office of the Comptroller to prepare budgets, accumulate accounting data and to prepare accounting reports. Accordingly, he recommends that the Chief, DD/P, PG be consulted for data on the recent developments that may have resulted from the suggestion.

Chief, DD/P, PG, was consulted again on 19 October 1960. His views are still as stated in his January 1960 evaluation.

Even greater benefits cannot accrue until another year or two when other phases of this proposal might be placed into operation. He rates the suggestion as worth at least \$400.00 to the originator.

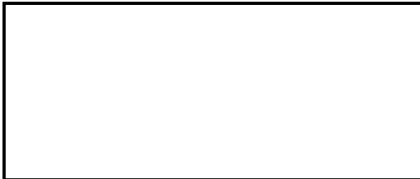
C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$⁴⁵⁰400.00 award based on the Intangible Benefits (High-Extended)

D. Decision of the Committee

Adopted \$ ⁴⁵⁰450 Award Certificate of Appreciation

Not Adopted



STATINTL

To do/s (over \$300)

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

25X1A

Next 1 Page(s) In Document Exempt

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

SUGGESTION NO. 60-478 (Continued)

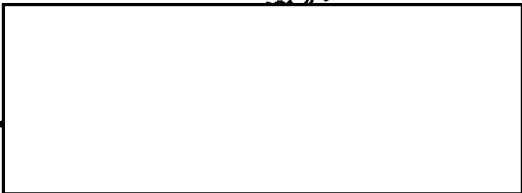
C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$150.00 to \$200.00 award based on the Intangible Benefits (Moderate-Extended)
3. Referral to CSC for distribution to Army, Navy, Air, and NSA.

D. Decision of the Committee

✓ Adopted \$50 per yr. cont. form of payment not

Not Adopted moved



25X1A

Said tang benefit plus intang

390.00 per. a yr. = \$20. Conte. app. + int. benefit 120 mon hr.

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

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S-E-C-R-E-T

60-441	\$300.00	(Intangible Benefits (Mod-Ext) (Tangible Savings \$5,000.00
60-478	\$ 50.00	Intangible Benefits (Mod-Ext)
60-598	\$120.00	Tangible Savings \$3,700.00
61-1	\$125.00	Intangible Benefits (Mod-Loc)
61-12	\$ 50.00	Intangible Benefits (S11-Loc)
61-23	\$100.00	Tangible Savings \$3,700.00
61-33	\$200.00	Intangible Benefits (Mod-Ext)
61-39	\$100.00	(Intangible Benefits (S11-Lin) (Tangible Savings \$2,150.00
61-40	\$ 50.00	Intangible Benefits (Mod-Lin)
	Interim Award	
61-90	\$125.00	Intangible Benefits (Mod-Loc)

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The meeting adjourned at 4:10 p.m.

25X1A



Executive Secretary

Approved

25X1A



60

Acting Chairman
Suggestion Awards Committee

S-E-C-R-E-T

all Incentive Awards Administrators in the Federal Government. They also attended a Federal Incentive Awards Association meeting at which the Commissioner, Mrs. Gunderson, was the principle speaker.

- h. There will be a Civil Service Commission meeting at the General Accounting Office Auditorium the afternoon of November 15th. If any members wish to attend, please let the Executive Secretary know after the meeting, and reservations will be made.
- i. We have received a proposal from the DD/I area to launch an "office level" program -- starting with one component and then perhaps expanding into others.
- j. Memos have been prepared for the DD/I, the DD/P, and the DD/S describing comparative scores for suggestions received and adopted in Fiscal Year 1960 -- remarks from the Civil Service Commission Chairman and attachments for dissemination from the Deputy Director to each Component's Office and Division are included. There are also four commendations to outstanding supervisors included.
- k. **Publicity: Film Showings --** (1) We have continued to show the "Power of Suggestion" to Management Supervision classes, to JOT classes in OTR, to Divisions in the DD/P, and in connection with introducing the new Clandestine Services Operations Suggestion Panel.
 (2) We have submitted articles for the Support Bulletin with sketches.
 (3) We borrowed a handsome display from the Life Underwriter's Training Council and used it successfully at our Support Exhibit.

The Executive Secretary represented the Chairman at a large ceremony in OSI where Dr. Scoville awarded \$100.00 to an OSI employee.

Committee
Action

The Committee approved the following action for the suggestions indicated:

<u>Suggestion Number</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
58-584	\$450.00	Intangible Benefits (Hi-Ext)
59-127	\$335.00	(Intangible Benefits (Mod-Loc)
		(Tangible Savings \$6,377.00
59-448	\$ 50.00	Intangible Benefits (Mod-Lim)

S-E-C-R-E-T

Next 7 Page(s) In Document Exempt

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

27 October 1960

STATINTL SUGGESTION NO. 61-23: dated 18 July 1960
[redacted] GS-1, Courier
OL, DD/S

A. Summary of Suggestion

Suggester proposed consolidation of two courier positions serving Central, Admin, and North Buildings. Two couriers average three hours of work each per working day. The combination of these positions and establishment of a single route covering all stops in the three buildings could be put into effect by stationing a single courier in the Admin Building to whom all truck deliveries for all buildings would be made.

B. Summary of Evaluation

After consultation with the Management Staff Analysts, this suggestion was tested by the Chief of the Mail and Courier Branch, OL, for three days beginning 28 September 1960. The test was successful and the courier posted for the North/Central Building complex has been discontinued.

The GS-4 courier (\$3,755) formerly assigned to the North/Central Building post has been assigned to other duties. The net saving is not quite equal to the salary of the former courier because the new system does require some additional time and work on the part of the couriers on the "A" Mail Shuttle runs which service the Agency buildings in this general area.

STATINTL

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$100.00 Award.
3. Based upon tangible savings of \$3,755 an award of \$120 would be justified. However, since the net savings is not quite equal to the net salary of the former courier, an award of \$100.00 is considered proper.



D. Recommendation of the Committee

Adopted

Award

____ Certificate of Application

Not Adopted

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

STATINTL

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Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

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

SUGGESTION NO. 61-39 (cont'd)

The Assistant Executive Officer, DD/P, sums up this achievement with the statement that, "...through intensive work and constructive ideas, he has made a notable contribution to the quality of the future mechanized index. He has understood the interrelationship between the human factor and the terribly rigid demands for accuracy of a machine system. His new program tends to reduce human error and raise the proportion of useful machine language information." This evaluating official, recognizing the spirit and inventiveness of the suggester adds, "May his example be encouraged and followed all over."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$100.00 award based on Tangible Savings (\$30.00) and Intangible Benefits (\$20.00) (Slight-Limited)

D. Decision of the Committee

Adopted \$100.00 award _____ Certificate of Appreciation

Not Adopted



more
second

STATINTL

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

27 October 1960

STATINTL

SUGGESTION NO. 61-39: dated 20 July 1960

OPSER/RID/DDP

, GS-8, Typing Unit Supervisor

A. Summary of Suggestion

Suggester devised electro-mechanical modifications to Flexo-writer machines and an improved program tape for RID/Machine Input Section as follows:

1. Modification of automatic horizontal margin control which prevents the operator from erroneously typing beyond the limit of a 3 x 5 card. Previously, approximately 4,730 cards were retyped annually at a cost of some \$344.00.
2. Automatic card advance modifications which:
 - a. Prevented the machine from throwing the cards out of alignment. This defect of the basic machine caused the operator to stop work to realign cards in the machine. The man-hour losses amounted to approximately \$1,255 annually.
 - b. Prevented the operator from starting to type too low on the card. Previously this error had caused the retyping of about 30 cards weekly, a cost of about \$112.00 in extra man hours.
3. Another modification made possible the use of an improved program tape which automatically controls the card format for WALNUT input. This improvement ensures format consistency, eliminates manual operating errors which cost about \$375.00 annually.

Total tangible annual savings gained amount to some \$2,150.00.

B. Summary of Evaluation

Although Flexowriter modifications usually are implemented by technically trained persons, this suggestion was developed by a person whose personal training and job responsibilities are not technical.

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

SUGGESTION NO. 61-90 (cont'd)

C. Recommendation of Executive Secretary

1. Not in line of duty
2. \$125.00 award based on Intangible Benefits (Moderate Local)

D. Decision of the Committee

Adopted *125*

Not Adopted

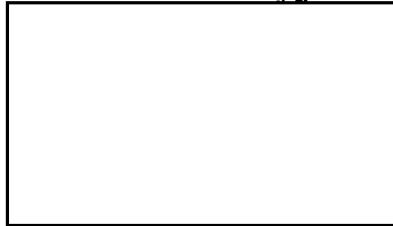
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over 125 added

CS-12 level

STATINTL



C-I-A I-N-T-E-R-N-A-T-I-O-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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

27 October 1960

STATINTL

SUGGESTION NO. 61-90: dated 22 August 1960
[redacted], GS-12, SI Analyst
SI, DD/I

A. Summary of Suggestion

FDD's Consolidated Translation Survey is prepared monthly from lists received through USIB Agencies and other sources. It lists foreign document translations begun or completed during the preceding month. It also lists translations which are "in process."

As a result of this system, the analyst checked each subsequent issue of the CTS to know if the items were available. This entailed a cumbersome personal bookkeeping and follow-up system.

The suggester proposed the following:

- a. Assign "in process" translations a temporary working number.
- b. List this temporary number with citations in the monthly CTS.
- c. Analysts can then request "in process" translations in advance of completion.
- d. OCR/LY can then receive and hold these advance requests, filling them when the requested translations become available.

Besides the savings in time, both secretarial and administrative, the most significant improvement is the assurance that important translations do not escape the analysts' attention. Another advantage: OCR will have a realistic index of how many copies of each translation the Agency needs.

B. Summary of Evaluation

This suggestion has been accepted by both OO/FDD and the CIA Library. The Library will, upon receiving requests for translations which are still in process, accumulate these requests. On the 15th of each month, the Library will send these requests to the OO/Foreign Documents Division/CTS where their status will be checked. These procedures were put into effect on 17 October 1960.

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

27 October 1960

STATINTL

SUGGESTION NO. 61-55: dated 29 July 1960

[redacted], GS-12, Intelligence Officer
OCI, DD/I

A. Summary of Suggestion

Suggester proposed that each item translated from Soviet Publications be identified by "date submitted for Editorial Review", "date sent to the press" and "number printed." It is often important to know when a particular statement was made (or published) and in the case of brochures and monographs, the number of copies printed. This suggestion will make translations more valuable to the analyst and free him from the unnecessary process of requesting the original source through library channels.

B. Summary of Evaluations

Although recent instructions to [redacted] for a particular project incorporated the essence of this suggestion, the suggester has focused attention on the general problem, resulting in revised instructions being sent to [redacted] implementing the suggestion. Data, as requested, will be included in the reports to the FDD USGR Branch personnel and other branches of FDD whenever appropriate.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$75.00 award based on Intangible Benefits (Slight-Extended)

D. Decision of the Committee

Adopted Award Certificate of Appreciation
 Not Adopted

*get job respon.
table. till next
meeting
Ask supervisor for a
more definite statement
of L.O.B.
is it placing a
requirement?*

STATSPEC
STATSPEC

STATSPEC

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

27 October 1960

STATINTL

SUGGESTION NO. 61-40: dated 21 July 1960



CS-11, Photo Ops. Office

A. Summary of Suggestion

Suggester proposed that a line adapter be used as a battery substitute for low voltage D. C. to power solenoids, time-exposure motors and film magazine motors on photographic devices.

Suggester reports that the Line Current Adapter has been accepted by TSD to the extent that fifteen have been ordered for field use.

B. Summary of Evaluation

Because the prototype of this device has been used operationally at Headquarters continually for a period of over two months and has proven much more satisfactory and dependable than a series of batteries, Photographic Operations Branch has placed an order for fifteen current adapters with a commercial contractor. These will be located strategically throughout the world for use in photo operations requiring D. C. voltage sources.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$50.00 award based on Intangible Benefits (Moderate-Limit)

Gale: what about us by PIC, Commo, and OASD

D. Decision of the Committee

STATINTL

Adopted

\$50 Interim Award

Not Adopted

Interim award



STATINTL



interim award recorded

ILLEGIB



all our Agency?



STATINTL

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

Minimal Award Cases Contd.
22 August 1960

Action Taken : When the present stock on hand is depleted,
Section Two (Paragraph 2) of the back-flap
will be raised approximately one inch as
suggested.

Award : \$15.00 award granted.

Minimal Award Cases Contd.
22 August 1960

STATINTL SUGG. NO. 60-579: dated 16 June 1960
[redacted], GS-5, Library Assistant
OCR, DD/I

Summary : Suggester proposed that the classification, "CIA Internal Use Only" be stamped on the top of Aperture Cards in red color, so that classification of the document may be determined without resorting to a mechanical aid or viewer.

Action Taken : All new Aperture Cards requiring the "Internal Use Only" classification will be stamped by the Agency Library as proposed by the suggester.

Award : \$25.00 award granted.

STATINTL SUGG. NO. 60-468: dated 4 April 1960
[redacted], GS-6, Secretary
TSD, DD/P

Summary : The suggester proposed that the Agency stock backing sheets for use in thermofaxing letter-size correspondence and documents, in letter size, as is done in the case of legal-size paper and backing sheets.

Action Taken : Originally the Supply Division (OL) disapproved the adoption of this suggestion because they were going to order 8" x 10 $\frac{1}{2}$ " white, bond-weight thermofax paper; however, after further investigation, the Supply Division ordered thermofax backing sheets as requested since the bond-weight paper proved to have limited applicability.

Award : \$10.00 award granted.

STATINTL SUGG. NO. 60-515: dated 3 May 1960
[redacted], GS-3, Admin Assistant
EE, DD/P

Summary : Suggester proposed a revision in Form 610a, so that staples or staple holes will not impede the use of a pen in completing this form.

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

Minimal Award Cases Contd.
22 August 1960

Action Taken : The glue method now used in the binding process has proven highly satisfactory, is faster than the proposed tape method and is more economical.

Award : \$15.00 award granted

STATINTL

SUGG. NO. 61-18: dated 18 January 1960
[redacted] \$2.50 per hr. (GS-10 level)
Offset Pressman, PSD, OL, DD/S

Summary : Suggester proposed that "Hobby Shop Drills" be installed for use in honing ticks and excess screens off of offset plates after they are on the press.

Action Taken : A modification of the suggestion has been adopted in the Admin Building Printing Plant. Instead of the electric drills, an electric eraser has been tested and is in use. This method, though satisfactory, has produced no noticeable time-savings.

Award : Certificate of Appreciation

STATINTL

SUGG. NO. 60-564: dated 20 June 1960
[redacted], GS-6, Secretary
OCR, DD/I

Summary : Suggester proposed that Forms 123 and 123a (Request for Approval of Liaison) be carbon-interleafed and that Form 123a, incorporating needed pre-printed routine information, be formally adopted.

Action Taken : A saving of approximately 27 clerical hours has resulted in the preparation of each form, and forms will be interleafed, preprinted and made available for Agency-wide use.

Award : \$10.00 award granted.

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

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY ACTING CHAIRMAN

MINIMAL AWARD CASES

22 August 1960

STATINTL

SUGG. NO. 61-17: dated 20 January 1960
[redacted] \$3.50 per hr., GS-10 level
Offset Pressman, PSD, OL, DD/S

Summary : Suggester proposed that the vertical rack used for storing offset printing plates be inverted to form a "V" to make plates more easily accessible and to eliminate the possibility of damage to the plates through dropping.

Action Taken : A plate-holding device was developed which will eliminate any safety hazard and will make the plates more easily accessible.

Award : \$20.00 award granted.

STATINTL

SUGG. NO. 60-532: dated 12 May 1960
[redacted], GS-15, Ops. Officer
NE, DD/P

Summary : Suggester proposed that yellow lines dividing the flow of traffic be painted at right-angle corners in collision-prone areas in Tempo. "I" Building.

Action Taken : Traffic lines were painted, as requested, on 20 July 1960.

Award : Certificate of Appreciation

STATINTL

SUGG. NO. 61-2 : dated 2 July 1960
[redacted], \$3.15 per hr. (GS-9 level)
Bookbinder - PSD, OL, DD/S

Summary : Suggester proposed that machine-sewn sections of single sets be glued and pressed together in order to save hand sewing and the need to have a tape machine built for use in connection with a conventional sewing machine.

S-E-C-R-E-T

19 October 1960

MEMORANDUM FOR: RECORD

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 27 October 1960, at 2:00 p.m. in Room 1-A,

25X1A

2. The following items are enclosed for your review:

TAB 1 -- Tentative Agenda

TAB 2 -- Minutes of Last Committee Meeting

TAB 3 -- Summary of Suggestions to be considered at this meeting.

TAB 4 -- Summary of Minimal Awards

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A

Executive Secretary

S-E-C-R-E-T

25X1A

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

PROPOSITION NO. 61-1: (continued)

Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$125.00 award based on Intangible Benefits
(Moderate-Local)

Decision of the Committee

adopted

or 125

Not Adopted



ord.

25X1A

25X1A

25X1A



recommended that we study further
moved \$125 based on fact that the Agency benefits
by many people who are not in the machine business

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

25X1A

SUGGESTION NO. 61-1: dated 1 July 1960
[redacted], GS-11, Security Officer
DD/I, OGI

Summary of Suggestion

Suggester proposed that the 5" x 8" manual card file system for recording special intelligence security clearances be changed to IBM. These facilities are available within the immediate area; future expansion can be completed in a few hours on the machines compared to several weeks or months of typists' time. Suggester also proposed that the more expensive 5,000-record cardineer, used for a general record index, be replaced by a rotary file.

Summary of Evaluation

Special Intelligence Branch, OGI, completed the change-over on 25 July 1960. Additional savings will result when the IBM records for the other six (6) SI Special Centers are established in the DD/I area of the new building.

The old 5" x 8" cards in SI Security Branch, OGI were broken down into some of the Agency Components as a means of recording the names of cleared persons in those components. Under the IBM system, a machine run will produce rosters of cleared persons in all components of the Agency in a matter of several hours; rosters of personnel in other special categories are also available under the new IBM system whereas before such data had to be prepared manually. It is estimated that a total of 1715 clerical hours will be saved by converting all SI clearance records to the IBM system. Also IBM cards are less expensive; furthermore, each new Cardineer to be used will cost \$176.00 less than the type holding 5" x 8" cards.

There are various intangible benefits accruing from this suggestion:

1. Formerly SI Security Branch sent a record of changes in their roster to the Records Center where a clerk posted the changes to the old record. Under the new system Records Center receives a current roster each month; the old roster is destroyed upon receipt of the new and individual posting of changes is no longer necessary.
2. IBM cards are much easier to handle in the searching process.

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Not for
Controlled
For

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

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

30 June 1960

25X1A

Sugg. No. 60-205: dated 21 October 1959
[redacted], GS-12, Logistics Officer
FE, DD/P

Summary : Suggester proposed that cost of cables be reduced through more discriminative use of cable verbiage. Where cables include allotment or cost center number the project crypto or "SUPPORT" in lieu of station could be more economically cited.

Action Taken : Chief of Supply, OL, while visiting the area at fault, explained mistake, and because of this action the problem was resolved.

Award : Letter of Appreciation

Sugg. No. 60-357: dated 2 February 1959
[redacted] GS-7, Stenographer
NE, DD/P

Summary : Suggester proposed revision of Form 51-59, Operational & Source Cover Sheet, to include lines for "Country", "Subject" and "File Number" (at present, these items must be typed in), and to extend the space allowed for "References" and "By Copy Distribution."

Action Taken : This suggestion was adopted and incorporated in a new Form No. 1467, Report Cover Sheet. Several copies of this form are prepared for every pouched information report (many thousands prepared annually and every field installation prepares such reports.

Award : \$15.00 award granted.

25X1A

Sugg. No. 60-359: dated 12 January 1960
[redacted], GS-7, Fiscal Acct. Asst.
Comptroller, DD/S

Summary : Suggester proposed that procedures for the Accounting Branch, Fiscal Division, Office of the Comptroller, be changed: a) To establish a new general ledger account to record outstanding cash disbursements; and b) To require the disbursing Officer to submit a more detailed form showing the accounts which have been reimbursed. At present, an adding machine tape accompanied by a Voucher & Schedule of Payments

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. 60-359 Contd.

Minimal Awards Cases Cont'd.
30 June 1960

form is the only supporting material for these reimbursements.

Action : A new general ledger account and corresponding change in recording cash disbursements has been established. The second part of the suggestion was not adopted, however, because the adding machine tape and the SF1166 already supplied by the Disbursing Officer adequately document the reimbursement.

Award : \$25.00 award granted.

25X1A

Sugg. No. 60-390: dated 18 February 1960
[redacted], GS-5, Analyst
RID, DD/P

Summary : Suggester proposed the deletion of the Abstract Block on all record and routing sheets. At present these blocks are checked before any document is processed, and this step was thought to be unnecessary.

Action : Although the Abstract Block will continue to be used on all forms, because of the suggestion this clerical procedure, which had been assumed by the analysts, has now been placed in a strictly clerical sphere.

Award : Letter of Appreciation.

25X1A

Sugg. No. 60-413: dated 9 March 1960
[redacted], GS-4, Micro-Photographer
Machine Division, OCR

Summary : Suggester proposed that a fire alarm be placed in Room 7, Riverside Stadium, because the nearest alarm is not always heard and employees must depend on verbal instructions as to fire drills, etc.

Action : A fire gong is being installed in Room 7 to provide a warning system for persons in that area.

Award : \$15.00 award granted.

25X1A

Sugg. No. 60-415: dated 19 February 1960
[redacted], GS-14, Area Ops. Officer
FE, DD/P

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. 60-415 Contd.

Minimal Awards Cases Contd.
30 June 1960

Summary : Suggester proposed that Form 1050 be modified so that numbers run from No. 1 at the beginning of the Form, consecutively, through to the last number at the end of the Form. At present each section is numbered from No. 1 on through, and there is confusion with several Nos. 1, several Nos. 2, etc.

25X1A Action : Fifteen Thousand new forms (1050) have been ordered by [redacted] -- CI, DD/P, and concurred in by RMS (verbally). The average usage of this Form is about 100 a week. Numbering as proposed by the suggester, has been adopted for use on Form 1050.

Award : Letter of Appreciation

25X1A Sugg. No. 60-424: dated 15 March 1960
[redacted], GS-4, Guard
Guard Force

Summary : Suggester proposed that incorrect EXIT signs posted in Temporary Buildings I, J, K, and L be corrected to eliminate confusion to employees and visitors trying to leave these buildings.

Action : Exit signs will be posted where applicable; "Entrance to Building, Rear 4th Wing" will be posted and "Entrance" will be posted outside rear of Wing 4.

Award : \$10.00 award granted.

25X1A Sugg. No. 60-465: dated 25 November 1959
[redacted], GS-6, Warehouse Supervisor
DD/S

Summary : Suggester proposed that buses [redacted] be equipped with electric fans, aimed at the side windows nearest the driver, to afford a clear side view in inclement weather. Defrosters only clear the front windshields. These buses are used for transportation to schools, as well as normal [redacted] transportation.

25X1A

25X1A

Action : This suggestion has been adopted [redacted] with an improvement in safety and efficiency. Agency buses are already equipped with defrosters and fans.

25X1A

Award : \$25.00 award granted.

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

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

Minimal Awards Cases Contd.
30 June 1960

25X1A Sugg. No. 60-480: dated 17 March 1960
[redacted], GS-12, Budget Officer
OS, A&TS, DD/S

25X1A Summary : Suggester proposed revision of an internal office procedure for forwarding time and attendance reports [redacted]. The suggestion eliminated the preparation, mailing, and filing of [redacted] offices as well as review of reports by GS-14, GS-13 and GS-5 personnel every two weeks.

Action : The suggestion was adopted in the OS and placed in effect on 22 March 1960. It has accelerated the transmission of T & A awards [redacted] offices, and has increased the efficiency of the operation.

25X1

Award : \$25.00 award granted.

25X1A Sugg. No. 60-488: dated 13 April 1960
[redacted], GS-9, Operations Officer
SR, DD/P

Summary : Suggester proposed that the schedules for the shuttle buses be listed in detachable form in the Agency Telephone Directory to make the printed schedule easily accessible to all employees.

Action : The suggestion has prompted a notation in the Directory of where and how to obtain Agency shuttle bus schedules, which will read as follows:

"Agency shuttle bus schedules may be obtained by Agency supervisors or their authorized representatives by calling [redacted]"

25X1

Award : Letter of Appreciation

25X1A Sugg. No. 60-500: dated 14 April 1960
[redacted], GS-9, Logistics Officer
OS, DD/S

Summary : The suggester proposed that the second-floor storage room presently used by the Office of Security for handling bulk operational equipment, stationery and supplies, visual aids, etc., for Headquarters and the field, be transferred from its present location one floor and two wings away from the Office of Security, Logistics Branch, to the existing guard's locker room located on the first floor next to the

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. 60-500 Contd.

Minimal Awards Cases Contd.
30 June 1960

wing housing the Logistics Branch which has charge of the room.

Action : The suggestion will eliminate the hauling of an average daily 65-pound delivery to and from the second floor of the building as well as cutting time required for issuance and receipt of the equipment. Probability of accident or injury is lessened through the elimination of carrying heavy equipment up and down stairs.

Award : Letter of Appreciation

Sugg. No. 60-524: dated 25 April 1960
[redacted], GS-12, Investigator
OS, DD/S

Summary : This suggester proposed that the unused space in the North Barton Parking area be made into a legal parking space. It had previously been considered illegal due to the fact that it adjoins the fire lane. This area is large enough to accommodate two cars and the suggester proposed that he be assigned one of the spaces.

Action : The suggestion was acted upon by the Office of Logistics and brought about a slight improvement. Originally this space had been assigned to the Office of the SSA, DD/S, but was abolished to make a needed right-of-way. Due to the suggestion, the space was converted and assigned to the Office of SSA, DD/S.

Award : Letter of Appreciation.

25X1A

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

25X1A

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Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

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

SUMMARY OF RECOMMENDATIONS FOR THE COMMITTEE

23 June 1960

STATINTL

SUGGESTIONS NO. 58-618: dated 16 June 1958

		GS-9, Analyst
58-632:		, GS-7, Secretary
59-119:		Deputy Branch Chief
59-190:		GS-13, Case Officer
59-222:		-12, Ops Officer
59-245:		Chief, Ops Branch
59-273:		2, Intell. Officer
59-384:		Admin Asst.

WH, DD/P

A. Summary of Suggestions

Suggesters proposed revisions to the Dispatch Form (Form 53), Dispatch Continuation Sheet (Form 53a), and the Routing and Record Sheet (Form 610b).

B. Summary of Evaluations

All these suggestions were considered together in a study, by the DD/P and Forms Management Branch/Records Management Staff, of the Dispatch Form and procedures. The combination of these eight suggestions pointed out trouble areas and recommended solutions.

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

C. Suggestions and Action Taken

- Suggestion -- Print 610b, Routing & Record Sheet, on back of Dispatch Form, to allow filing of pertinent information without filing the record sheet. (58-618 & 59-273)
- Action -- Pertinent information is now a part of the Dispatch Form. The new Form can serve as a routing sheet in lieu of Form 610b. The principle of these suggestions has been adopted.
- Suggestion -- Have letter-size Dispatch Forms for use in short administrative-type dispatches. (58-632 & 59-273)
- Action -- The new Dispatch Form has a letter-size message area. Thus, the principle of these suggestions has been adopted.
- Suggestion -- Include the Releasing signatures in true name on the Record copy -- to eliminate the need for filing the Routing Sheet. (58-632, 59-190 & 59-273)
- Action -- The Releasing and Coordinating signatures in true name are now made a permanent part of the record copies of the new Dispatch Form. Thus, adopting these suggestions.
- Suggestion -- 58-632 requested that the new Form be made up in Original and eight copies. 59-384 requested that the number of copies to be forwarded to the Field be reduced to two.
- Action -- The new Form is made up in Original and five copies. Extra copies, as needed, can be made on plain white letterex. Instructions for the use of this new Form stress limiting the number of copies as much as possible. Again, these suggestions pointed out the need to study the distribution aspect of the Form and the need to again stress cutting down on the distribution.
- Suggestion -- Place a perforated tab on the top of the Form to allow easy detachment by offices needing copies. (59-119)
- Action -- Although this suggestion was originally considered non-adoptable because of the added expense of such a tab, the new Form does have a tab which has the added purpose of giving general instructions. Thus, this suggestion has been adopted.

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

Suggestion -- Data identifying the dispatch (i.e., Dispatch symbol and number, file number, cross reference, date typed and date dispatched) be placed on the bottom of the form for easy identification when filed. (59-222, 59-245 and 59-273)

Action -- This information has been included on the bottom of the form as suggested.

D. Certain portions of these suggestions were not adopted, viz:

59-190 -- Suggested using the CS copy to record comments (as well as distribution.)

The form is too complex now to bother with extra space for comments. If comments are necessary, an extra piece of paper can be attached.

59-273 -- Provide an extra tab to help reviewers in finding the original copy.

This idea was considered impractical, too expensive and a problem of very minor significance.

Revise Form 53a by providing letter-size copies, and placing identifying data on the bottom of the page.

In a normal work-planning exercise, form 53a will be considered in about nine months from the date form 53 is distributed, to determine the need for this and any other revisions.

Form 610b printed on reverse side of cable form.

The cable form is set up for mechanical distribution, and that form already includes the pertinent information.

E. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Total award of \$200.00, based on Intangible Benefits (Moderate-Broad) to be divided equally between the eight suggesters (\$25.00 each).

F. Decision of Committee

Adopted *to go* Award Letters of Appreciation
 Not Adopted

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

23 June 1960

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 58-543: dated 8 May 1958

STATINTL

[Redacted] GS-12, Admin-Services Officer
(Chief, VM Repository [Redacted])

STATINTL

A. Summary of Suggestion

Suggester proposed that where feasible all IBM paper for the making of machine listings be made a standard size for Agency and Government-wide use. This would permit such lists to be filed upright in standard filing equipment, expediting searching, and saving 8" per file drawer or 33 1/3% per file cabinet. Offices filing the 11" paper in standard equipment file it flat, item upon item, or fold the paper over, resulting in lost motion and unnecessary use of space.

B. Summary of Evaluations

The suggestion was referred to the 20 offices in the Agency receiving machine listings for comment. OCR had already converted a portion of their operation to 10" paper. All other offices agreed to receive their reports on 10" paper except Comptroller, Logistics and Audit Staff who wanted to be sure that procurement costs would not be higher if they agreed to use 10" paper. However, Comptroller has already agreed to have some of their forms on the 501 run on 10" paper.

Since 10" IBM paper was not a Government stock item, which made the cost higher than the 11" machine listing paper, this proposal was sent to the largest users throughout the Government to determine if sufficient Government-wide requirements existed to make the 10" paper a stock item. As a result of this suggestion, at least five Agencies have thus far indicated willingness to use 10" paper. National Buying Service, GSA, New York Office, has taken procurement action and the 10" tabulating paper will be available on 1 September 1960 or before, in the GSA Regional Depots.

As a result of this suggestion, all forms for use on the RCA 501 have been ordered at the 10" size and considerable savings will result as soon as the paper can be procured through GSA channels.

Evaluations received from Chief, Records Management Staff state:

"...The problem area is not the small number of large volume users, such as statistical and accounting units, which are usually in secure areas where their material can be stored on open shelving, but is those small individual users whose numbers are in the hundreds and who are forced to store oversize records in space in safes costing over \$50 per cu. ft. of storage. (31 October 1958)

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 June 1960

STATINTL

SUGGESTION NO. 59-1: dated 7 May 1958

[redacted] GS-11, C/S7S Branch
Printing Services Division, OL, DD/S
(now with EE Division overseas)

A. Summary of Suggestion

Suggester proposed two changes in the Offset paper plates now in use in the Agency: (1) Change the size (width) of the masters used by placing in the supply system a more economical medium run master, 8½" x 15". The 8½" x 15" medium run master costs \$3.93 per box of 100 vs. \$4.89 per box of 100 for the 10" x 15½" size. (2) Change the marginal indicia preprinted on the masters.

B. Summary of Evaluations

1. OL/Supply Division solicited various Agency offices and concluded as follows on 5 February 1959:

"It has been determined that the 8½" x 15" medium run masters, with marginal indicia, are available from approximately five manufacturers and may be procured on Government Schedule.

"This office will abide with the desire of the Printing Services Division which, it is believed, is better qualified to determine the advantages and disadvantages of masters which are used on a day-to-day basis. In other words, we agree with making 8½" x 15" medium run the standard and will do so unless PSD sees technical objection."

2. OL/PSD, on 11 February 1959 stated: "The printing Services Division has no technical objection to stocking the medium run 8½" x 15" offset paper plates. Supply Division records indicate that 3,000 boxes of 10" x 15" plates have been used in the past six months. At the above rate it is estimated that 600,000 plates would be used per year. This is an estimated savings of \$.96 per 100 or \$6,000 per year, provided the entire Agency uses the 8½" x 15" plates."

STATINTL

3. [redacted] Chief, Adm OL stated on 12 August 1958: "As to the second part of the suggestion, the indicia form has no effect on the printing ability of the master. The indicia amounts to guide lines to assist the typist in typing the masters. Adoption is recommended and a minimum award suggested since the results are mostly intangible."

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

SUGGESTION NO. 59-1 (Cont'd)

C. Previous Suggestion Awards Committee Action

The Suggestion Awards Committee reviewed this case on 25 March 1959 and voted to defer award decision until such time as issuance figures were available which would prove, over a reasonable period of time, that the new medium run master was actually being used in lieu of the less economical other size paper plates.

D. Results of Issue Experience

1. In December 1959, figures obtained from OL/Supply Div/Stock Management Branch covering issues for the past six months' period indicated that the savings that could have been realized from complete utilization of the 8½" x 15" master would have been \$1035 or \$2070 for an annual period. This would have justified an award of \$80 based on tangible savings.
2. Shortly after the above determination based upon issue experience, the following objections were received from the offices indicated with respect to eliminating the 10" x 15½" medium run master from the supply system:
 - a. OL/PSD stated informally that the new medium run master is difficult to handle and they preferred to use the 10" x 15½" medium run master for certain types of jobs.
 - b. OCI Secretariat stated on 8 February 1960 that his office uses 95% of the mats issued to the DDI area and that they need the wide mats and their customers do too. He stated that they need to write on the margins to explain points to individuals reviewing the report.

E. Conclusions

OL/Supply Division intends to retain the new Medium Run, more economical 8½" x 15" master in the supply system because it represents a savings, wherever it can be used; \$3.93 per box vs. \$4.84 for the 10" x 15½" master. For the first quarter of 1960 a total of 115 boxes of the 10" x 15½" masters were issued in comparison with 600 boxes of the more economical 8½" x 15" master. However, the level maintained in stock or on order on each of the two masters is relatively the same for a six months' period, i.e., 1200 boxes for the 10" x 15½" and 1250 boxes for the 8½" x 15".

F. Recommendations of Executive Secretary

1. Not in line-of-duty.
2. \$50.00 to \$100.00 award based upon the following criteria:
 - a. For adoption of the more economical offset paper plate in the supply system; \$25/\$50 Slight-Local.

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

SUGGESTION NO. 59-1 (Cont'd)

G. Decision of the Committee

Adopted 75 Award Letter of Appreciation
 Not Adopted

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

23 June 1960

25X1A

SUGGESTION NO. 60-82: dated 24 July 1959
 [redacted], GS-8, Technician
 OC, DD/S

A. Summary of Suggestion

Suggester designed a plastic dust shield assembly to cover the function box and main shaft of M-28 Teletypewriter equipment. The dust shield curtailed the flow of paper chaff into moving parts of the machine and resulted in considerable savings of maintenance man-hours.

25X1A

B. Summary of Evaluations (See also "Customer Reactions", Tab A)

1. [redacted], OC/E, stated:

"To accomplish this suggestion, twelve dust shield assemblies were fabricated and installed on Model 28 printers in various installations throughout the headquarters area. The modification proved to be most effective on machines handling multiple copy paper, where the accumulation of carbon and paper chaff is extremely heavy. The modification also reduced the accumulation of normal dirt and dust in and around the Stunt Box. The test proved that the design of the shield can be further improved to make installation and removal easier. When current workload and personnel situation permit, this redesign work will be undertaken and a suitable quantity of shields will be made up for installation where applicable."

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2. [redacted] OC/E, and [redacted] Chief, Wire Maintenance Section, OC/E added the following information: 25X1A

a) The suggester calculated tangible savings of \$3,022, based on installing shields on fifty machines, but OC believes Intangible benefits are more realistic.

b) Without the shield, the dirt and shreds falling in the Stunt Box cause lubrication absorption and subsequent functional break down of bars and levers. Removing a Stunt Box and installing it again takes at least an hour; also, maladjustments often result from this maintenance task, necessitating additional service man-hours. The dust shield device will extend the operating time of the M-28 machine.

3. Commo intends to mass produce this shield and on some 300 M-28's as soon as they make one minor modification in the original design. OC will contact Teletype Corporation to determine if they would be willing to place a similar shield on future M-28 machines without additional cost, or just what ideas they have regarding use of the shield. OC will also contact other appropriate Government agencies through their technical channels to determine if they are interested in using the shield on their M-28 equipment.

S-E-C-R-E-T

SUGGESTION NO. 60-82 Cont'd.

D. Recommendation of Executive Secretary

1. Not in line-of-duty. (Suggester is a wire maintenance technician, not responsible for modifications to equipment.)

2. \$200.00 award based on Intangible Benefits (Moderate to High-Local)

E. Decision of the Committee

Adopted \$ 200 Award Letter of Appreciation

Not Adopted

S-E-C-R-E-T

CUSTOMERS/REACTIONS

25X1A 1. [redacted] presently uses fifteen M-28 Teletypewriters in the Headquarters area and will soon have sixty machines in operation (Headquarters and Field). In Headquarters, OC technicians perform the maintenance on their M-28 machines. In the field, [redacted] is responsible for maintenance on the M-15 and M-19 machines which will soon be replaced by the M-28 printer. In response to our request as to the value of this suggestion, [redacted] said:

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a. "This is a very valuable and worthwhile suggestion and I think the benefits due the suggester should be judged quite liberally. The man has come up with an answer that should have been built into the machine in the first place. The fact that the Teletypewriter Corporation did not come up with this solution is in the suggester's favor.

b. "This development will also reduce preventive maintenance on the M-28 printers. The savings in maintenance time in the field will be significant because [redacted] personnel who maintain the M-28's also have other maintenance responsibilities.

STATSPEC

c. "More significant is the fact that we will be able to keep less costly spares on hand. The cost of the M-28 Teletypewriter ranges from \$2500 to \$3,000; in smaller installations where we normally would have kept two machines on hand, one as a spare. We may now be able to get by with one machine.

d. "A delay in receiving vital information due to machine breakdown cannot be calculated in dollars."

25X1A 2. [redacted] responsible for the operation of M-28's in OCI said:

a. Our twenty-five Model 28 printers operate twenty-four hours a day, seven days a week at 100 words a minute, not sixty words, as is normal. They have experienced many preventive maintenance difficulties in the past because their material goes directly to the customers and the many copies add to the accumulation of paper chaff in the function box.

b. OCI is an "action station" and any delay in the receipt of information could be embarrassing. At times they have had as many as eight and ten printers out of order. Particularly when vital information is coming in, such a delay is unconscionable.

S E C R E T

25X1C

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S-E-C-R-E-T

Sugg. No. 60-217 Contd.

D. Decision of Committee

Adopted #15 Award Letter of Appreciation
 Not Adopted

6 *aw*

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 RECOMMENDATIONS FOR THE COMMITTEE

23 June 1960

STATINTL SUGGESTION NO. 60-262: dated 16 November 1959
[redacted], GS-6, Photostat Operator
PSD, DD/S

A. Summary of Suggestion

Suggester proposed and built a device which facilitates the process of manually cutting photographic and Xerographic copy for the Copyflow machine. The device, which is electrically driven, controls the rotational speed, and the paper-feed rate, thus eliminating major operational defects.

B. Summary of Evaluations

Printing Services Division has successfully used the device during the past three months. It has increased efficiency in the cutting process through less operator-fatigue due to constantly pulling paper from the roll, elimination of over-supplying paper to the cutter and realignment of paper in the cutter, as well as providing a smoother and more satisfactory means of manual cutting.

The device has a potential value to all departments, inside and outside the Agency, using Copyflow equipment. RI has told us informally that they have placed requirements on PSD for two machines.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$100.00 to \$150.00 award based on Intangible Benefits (Moderate-Local)
3. Referral to CSC for possible Government-wide application.

D. Decision of the Committee

Adopted Award Letter of Appreciation
 Not Adopted

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 June 1960

25X1A

Resubmission of
SUGGESTION NO. 60-397: dated 10 July 1959
[redacted] GS-12, Supervisor
OS, DD/S
(Suggestion Awards Committee, on 28 April 1960,
disapproved this proposal.)

A. Summary of Suggestion

Suggester proposed a revision in the Operational Approval procedures, to speed up the processing of favorable report cases. He proposed that all clear, favorable or non-derogatory OA reports be TWX'd to Headquarters. Heretofore, all operational approvals were reported in written form. Typing backlogs occurred. The suggested procedure will speed up the reply, and the written report will follow along — but, not on a priority basis.

B. Summary of Evaluations

This suggestion was adopted by the Office of Security with the approval of CI Staff. Chief, OS/SSD states that it is not contemplated that any overt pecuniary benefits will be derived from this suggestion, with the exception of better service to all DD/P elements.

The Office of Security estimated the value to be Slight-Extended.

C. Previous Committee Action

The Suggestion Awards Committee, when reviewing this case on 28 April 1960, decided that this kind of improvement would normally be offered to the Agency in the supervisor's regular working day and in the interest of normal growth of the Agency. The Committee instructed [redacted] Security Advisor to the Suggestion Awards Committee, to advise the Office of Security of this "in line-of-duty" decision.

25X1A

25X1A

D. Office of Security Request for Reconsideration (TAB B)

Attached memorandum from [redacted] Chairman of the Office of Security Incentive Awards Committee is self-explanatory. Upon further inquiry, [redacted] stated that the suggester is not really a "Supervisor" and that he carries such a job title for "slotting" purposes only. In reality, he is an "Investigator" and has no supervisory responsibilities, not even over clerical personnel. His job is to guide and follow-up on cases under investigation and see them through to conclusion.

25X1A

25X1A

[redacted] informally told us that Colonel Sheffield Edwards also wanted this case reconsidered by the Suggestion Awards Committee.

S-E-C-R-E-T

S-E-C-R-E-T

SUGGESTION NO. 60-397 (Cont'd)

E. Recommendation of Executive Secretary

1. Reconsider the case in the light of additional facts from the Office of Security.
2. \$25.00 to \$50.00 award based on Intangible Benefits (Slight-
~~Local~~) *g*

F. Decision of Committee

Adopted

⁷⁵
~~50~~ Award

Letter of Appreciation

Not Adopted

S-E-C-R-E-T

25X1A

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S-E-C-R-E-T

Minutes of Meeting
23 June 1960

- b. Under authority granted the Executive Secretary to resolve cases which are duplicates or have unanimous recommendation for disapproval, 93 cases were closed between 28 April and 23 June 1960.
- c. The Clandestine Services Special Panel of the Suggestion Awards Committee met on 9 June 1960. An award of \$20.00 was paid for one suggestion, however 15 cases were resolved. The Clandestine Services Special Panel has an excellent record for the Fiscal Year 1960.
- d. So far this year, we have a record of 116 award cases, 93 of them cash awards totaling \$6,300, representing tangible savings of \$63,000.00.
- e. Film Showings: We continued to show our film and the Civil Service Commission filmstrip. We need more and larger audiences.
- During the month of May, we showed the films to about 600 people. Every effort will be made to have more showings in the month of July.
- f. Publicity: We have distributed our "WANTED" posters. Our Car Cards, "Progress through the Power of Ideas" and, "In October, 1957, Four Employees were awarded \$8,500. through your Suggestion Awards Program" were posted.
- g. [redacted] regarding the Statute of Limitations has been published.
- h. During the beginning of June the Suggestion Awards Staff spent a day taking inventory of suggestions.
- i. The Executive Secretary briefed the DD/S on statistics and on the Program growth.
- j. The Executive Secretary attended and participated in several meetings throughout the city including; Federal Incentive Awards Association, Civil Service Committee Meeting, Society Personnel Administration Seminar titled "Incentives".

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25X1A

Message from
the Chairman

[redacted] asked that a message be sent to the Committee, saying that he was called to a PRC Meeting and would like to thank each member for the help and cooperation which helped to make this year successful for the Suggestion Awards Program.

S-E-C-R-E-T

S-E-C-R-E-T

Minutes of Meeting
23 June 1960

New
Business

Sugg. No.
60-397

The Office of Security is appealing the Suggestion Awards Committee decision of 28 April 1960 regarding Suggestion No. 60-397 and asked the Committee if they will hear a witness in their behalf.

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The witness, [redacted] was called. He is the Chairman of the OS Panel of the Suggestion Awards Committee. [redacted] said that the Suggester's title of "Supervisor" is misleading -- he is actually an administrative employee and does not have any jurisdiction over anyone, any organizational component, nor does he have any supervisory responsibilities.

25X1A

Furthermore, over the years, some 200 persons have held the same type of investigator position -- as a matter of fact, the suggester is one of fifteen investigators at present. Any one of these could have submitted this improvement idea, but did not. It took the suggestion to get the action taken.

Because of the testimony given by [redacted] the Suggestion Awards Committee voted to award the suggester \$75.00 based on a Slight degree of benefit with Extended application.

25X1A

Committee
Action

The Committee approved the following action for the suggestions indicated:

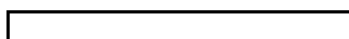
<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
58-618	\$25.00)
58-632	\$25.00)
59-119	\$25.00)
59-190	\$25.00)
59-222	\$25.00)
59-245	\$25.00)
59-273	\$25.00)
59-384	\$25.00)
59-1	\$75.00	Intangible Benefits (Slight-Extended)
60-82	\$200.00	Intangible Benefits (High-Limited)
60-217	\$75.00	Intangible Benefits (Slight-Extended)
60-262	\$100.00	Intangible Benefits (Moderate-Local)
60-397	\$75.00	Intangible Benefits (Slight-Extended)

S-E-C-R-E-T

Minutes of Meeting
23 June 1960

60-486	\$25.00	Intangible Benefits (Slight-Local)
60-499	\$100.00	Intangible Benefits (Moderate-Limited)
58-543	\$150.00	Intangible Benefits (Moderate-Local)

Adjournment The meeting adjourned at 4:00 p.m.


Executive Secretary

25X1A

APPROVED:

25X1A



Acting Chairman
Suggestion Awards Committee

7 July 1960
Date

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 RECOMMENDATIONS FOR THE COMMITTEE

23 June 1960

SUGGESTION NO. 60-499: dated 20 April 1960

STATINTL

[redacted], (GS-8) S-02, Box Shop Foreman
Logistics, DD/S

A. Summary of Suggestion

Suggester proposes that a hand-made circular table saw be used for cutting plastic foam, in lieu of the present hand-cutting method. The plastic foam requires custom cutting, for which the manufacturer suggested a wood-working band saw (estimated cost \$300.00). The suggested saw would be made from existing worn-out saw blades at little cost to the Agency.

B. Summary of Evaluations

STATINTL

This suggestion has been adopted for use in the Packing and Crating Section, [redacted], and, with the extended use of plastic foam, will be adopted at the other three storage installations. Besides the saving in cost of the suggested item over the manufactured item, there is a saving in the foam itself -- the manufactured item causes a wasted dust, while the suggested item does not. The advantage of the blade over the old knife method is a time-saving factor -- the blade cuts the material ten times faster than the hand cutting.

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. \$100.00 to \$150.00 award based on Intangible Benefits (Moderate-Local)

D. Decision of Committee

_____ Adopted P100 Award _____ Letter of Appreciation
_____ Not Adopted

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

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 June 1960

25X1A

Suggestion No. 60-486: dated 13 April 1960
[redacted] GS-12, PP Officer
WH, DD/P

A. Summary of Suggestion

Suggester proposed that the use of Form 812, Subject & Project File Request, be discontinued in the retirement of records in RI/Archives. Area desks previously had to submit a Form 1666, Transmittal of Inactive Records, to RI/Archives to retire the projects, as well as this Form 812 to RI/Files notifying Files that the project had been terminated and that their records should be marked accordingly.

B. Summary of Evaluations

Because of a memorandum submitted by the suggester to the DD/P Records Management Officer, substantially as stated in "summary" above, the DD/P Records Management Officer issued a CS Records Management Memorandum No. 4, stating:

25X1A

"SUBJECT : Closing and Retiring Project Files and Subject Files

REFERENCE: [redacted] dated 16 December 1959"

"1. Current practices require execution of Form 812 to close project and subject files which are being retired to RID/AR under Form 1666 - Transmittal of Inactive Records. Effective 15 April 1960, a Staff or Division may retire and close project or subject files at the same time by adding the words "Closed File" in Section I, File Identification - Description, of Form 1666. Execution of a separate Form 812 is not required in such cases.

25X1A

"2. Execution of Form 812 will continue to be required in cases where files are closed but not retired."

C. Recommendation of Executive Secretary

1. Line-of-duty Status --- [redacted] a PP Officer, wrote this memo as an area Records Management Officer to indicate some of the problems in his area, his proposal was adopted for all of DD/P. Not in line-of-duty.

2. \$25-50 award, based on Intangible Benefits (Slight-Local).

D. Decision of Committee

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Adopted [redacted] Award [redacted] Letter of Appreciation.
Not Adopted [redacted]

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 June 1960

STATINTL

SUGGESTION NO. 60-432: dated 18 March 1960

[redacted], GS-9, Requirements Officer
OO, DD/I

A. Summary of Suggestion

Suggester proposed that Forms 122 (Request for Information from Foreign Documents) and 695 (Project Record) be combined into one form for expediting detail work.

B. Summary of Evaluations

Foreign Documents Division has decided to put this suggestion into effect when the present supply of Forms 122 or 695 is nearly exhausted. This suggestion will effect a saving in paper work as well as cutting required filing space to one-half. The receiving office will benefit from the suggestion in that material pertinent to a given project will be on one sheet of paper.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 to \$50.00 award based on Intangible Benefits (Slight to Moderate-Limited).

D. Decision of Committee

Adopted \$25 Award Letter of Appreciation
 Not Adopted

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

Regular Meeting of the Suggestion Awards Committee

Thursday, 23 June 1960

AGENDA

1. Call to order
2. Minutes of last meeting
3. Report by Executive Secretary
4. Comments by Chairman
5. Old Business
6. New Business
(Vote on suggestions attached)
7. Adjournment

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

S-E-C-R-E-T

16 June 1960

MEMORANDUM FOR: Record

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 23 June 1960, at 2:00 p.m. in Room 1-A,

25X1A

2. The following items are enclosed for your review:

TAB 1 -- Tentative Agenda

TAB 2 -- Minutes of Last Committee Meeting

TAB 3 -- Summary of Suggestions to be considered at this meeting.

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A

Executive Secretary

S-E-C-R-E-T

S-E-C-R-E-T

8 June 1960

MEMORANDUM FOR: Executive Secretary
Suggestion Awards Committee

SUBJECT : OS - Employee Suggestions
(Suggestion of [redacted] 60-397)

25X1A

25X1A

25X1A

1. The Office of Security Incentive Awards Committee was recently advised by [redacted] Security Advisor to the Agency Suggestion Awards Committee, that Suggestion #60-397, submitted by [redacted] of this office, was deemed not awardable by the Agency Committee, since it was believed to be an "in line-of-duty" suggestion.

2. At the time this suggestion was evaluated by the Chief, Security Support Division, he commented that, "the suggestion proposed would normally not be expected from the employee submitting it out of his daily routine work. It is commendable that he has used such initiative to make the suggestion." After further discussing this suggestion with the suggester's Branch and Division Chiefs, I believe that the Agency Committee might wish to consider the following information:

(a) Although the employee is described as a supervisor in the suggestion documents he is, in fact, an administrative employee who is responsible for evaluating and guiding field activities in a specialized area and as such he does not supervise personnel or an organizational component. Numerous other employees in the Security Support Division fall within the same category. The suggester in this instance would not have the authority to implement his suggestion.

(b) This suggestion could only be implemented by the Branch Chief with concurrence of his Division Chief and the outside concurrence of the Chief, CI/OA/DDP. A change in procedure, such as proposed by this suggestion, would ordinarily originate with the Branch Chief.

3. Based on the above comments, it is respectfully requested that [redacted] suggestion be reconsidered.

25X1A

[redacted]
Chairman, OS
Incentive Awards Committee

C O P Y

S-E-C-R-E-T

25X1A

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S-E-C-R-E-T

Minutes of Meeting
28 April 1960

So far this fiscal year, we have received 49 suggestions from the field, compared to 6 for the entire Fiscal Year 1959.

- b. Under authority granted the Executive Secretary to resolve cases which are duplicates or have unanimous recommendation for disapproval, 123 cases were closed between 1 February and 28 April 1960.

Recently, figures were assembled to reply to an officer who challenged the time spent by evaluators. The Suggestion Awards Staff, since 1957, has resolved 1,541 cases without reference to your Committee.

- c. The Clandestine Services Special Panel of the Suggestion Awards Committee met on 10 March 1960. A total of \$330.00 was awarded for three suggestions; one of which was for \$300.00, earning a DCI certificate.
- d. The Minimal Awards Committee met on 30 March 1960, considered 16 suggestions, awarded 9 cash awards and 7 Letters of Appreciation.
- e. So far this year, we have a record of 96 award cases, 77 of them cash awards totaling \$5,115, representing tangible savings of \$39,000.00.
- f. Film Showings: We showed the Civil Service Commission filmstrip, illustrating 1959 top award cases in government, to [redacted] and [redacted]. On these occasions, we also conducted workshops.

Our own movie is scheduled to be shown each week in May.

- g. Ceremonies: The Office of Security had an impressive ceremony for five award winners, with some 100 persons present. The Chairman of the Internal Panel gave a brief description of each suggestion; the individual came up to the table where the Senior Staff members sat, received his award and personal compliment from Colonel Edwards; two photographers took pictures.

That same week, there was a \$200 award ceremony in the Office of the Chief, EE Division, DD/P. Photographs were also taken.

25X1A

25X1A

S-E-C-R-E-T

Minutes of Meeting
28 April 1960

25X1A

- h. Publicity: [] has a daily bulletin which they use to publicize the Program.

We are now preparing our Support Bulletin article for the next issue. We have submitted two Box Ads, similar to the ones on the shuttle buses, for this issue.

We have a new poster ready for distribution in May.

25X1

- i. The Political & Psychological Warfare phase of the CS Special Panel has been concurred in by Mr. Helms, C/OPS. [] is being prepared, at which time we hope to have a big Suggestion Awards Day, with our movie and special posters and notices about previous award winners.

- j. The Executive Secretary briefed the DD/S on statistics and on the Program growth.

25X1A

- k. The Executive Secretary chaired a workshop on "Better Supervisory Understanding" of the Suggestion Awards Program, at the request of the Civil Service Commission, for the Federal Incentive Awards Association. From comments received, it is clear that our Agency's Program enjoys the most "Supervisory Understanding" and support.

25X1A

- l. [] and the Suggestion Awards Staff are working on new poster frames for the new building.

25X1A

New Building Suggestions

[] described the handling of the new building suggestions. Previously, a new building suggestion was automatically closed out as not falling within the Suggestion Awards system -- per [] dated 9 December 1955; and the suggestion was sent to the New Building Committee for whatever action they considered appropriate. Now, the New Building Committee receives the suggestions for evaluation and the suggester is given a logical answer regarding his particular contribution. So far, there have not been any proposals which would be adopted, or which had not been considered by the Building Committee, architects, etc.

New Business

- a. The Executive Secretary asked for a vote on the Statute of Limitations for awardable suggestions which had been adopted prior to submission. During day-to-day operations, employees often make proposals for improvements which would make them eligible for awards if submitted as suggestions. It is very difficult for a Committee to ascertain an employee's rights if a long period of time

S-E-C-R-E-T

S-E-C-R-E-T

Minutes of Meeting
28 April 1960

elapses before he submits his suggestions in writing. Provision should be made for a time limitation within which suggestions must be submitted in writing to the Suggestion Awards Committee, in order to make the suggester eligible for an award. The Special Panel has asked that this ruling be obtained from the Committee. It was therefore proposed that Regulation [] be 25X1A changed and that an Agency Notice be issued informing employees that after 1 July 1961, adopted ideas which had been in effect for more than one year, and which had not previously been submitted in writing to the Suggestion Awards Committee for award consideration would not be eligible for award action -- the Committee to reserve to itself the right to make exceptions for valid reasons.

25X1A

Discussion: [] preferred that there not be a Statute of Limitations, having in mind the many employees who have two year tours of duty overseas and who do not fully understand what constitutes an awardable idea. He subsequently recommended that the Statute of Limitations be extended to two years.

25X1A

[] proposed that the effective date be 31 December 1960 -- however, the length of time to get a regulation published was discussed and the date of 1 July 1961 seemed more realistic to the Suggestion Awards Staff.

The Chairman proposed that the new employee suggestion form describe the amendment when next printed.

25X1A

The motion was made, seconded and carried to establish a two year time limitation, commencing 1 July 1961, within which suggestions must be submitted in writing in order to make the suggester eligible for an award; to change Regulation [] accordingly, and to publicize the change in an Agency notice and on the employee suggestion form when next printed, & the Support Bulletin.

25X1A

- b. The Chairman mentioned the Office of Communications suggestion which promises to be an interesting award winner, and which the Committee will be proud to have had a part in considering.
- c. [] proposed that we not award suggestions recommending forms revision to include carbon-interleaving or NCR paper. The Executive Secretary stated that Forms Management Branch does consider these improvements

S-E-C-R-E-T

Minutes of Meeting
28 April 1960

in all revisions of forms, but that some of these old suggestions preceded this policy.

25X1A

- d. [] remarked that since [] was leaving the Agency, as a member of the Committee he wanted to compliment her and thank her for her contributions. He added that he had served on many Committees, Boards and Panels in his official career, and that the administrative support he had enjoyed on this Committee was the finest and most efficient he had ever experienced, and that he was well aware that [] deserved the credit for this outstanding performance. The Chairman and other Committee members joined in this expression.

25X1A

Committee Action

The Committee approved the following action for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
123	\$125.00) Tangible Savings (\$17,150)) Intangible Benefits) (Moderate-Extended)
2684	\$100.00	
3119	\$100.00	
58-21	Letter	
58-106	Letter	
58-259	Letter	
2591 & 59-150	\$175.00)
58-57	\$25.00) Intangible Benefits) (Slight-Extended)
60-137	\$25.00	
58-306	\$160.00	Tangible Savings (\$4,224.19) Intangible Benefits (Slight-Local)
58-433	\$100.00	Intangible Benefits (Moderate-Local)
58-444	\$25.00	Intangible Benefits (Slight-Local)
59-529	\$25.00	Intangible Benefits (Slight-Local)
60-87	\$25.00	Intangible Benefits (Slight-Local)
60-249	No Award	
60-282	\$100.00	Intangible Benefits (Moderate-Limited)

S-E-C-R-E-T

Minutes of Meeting
28 April 1960

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
60-373	\$25.00) Intangible Benefits (Moderate-Limited)
60-442	\$25.00	
60-392	Letter	
60-397	No Award	
60-409	\$100.00	Tangible Savings (\$2,421.20) Intangible Benefits (Slight-Limited)

Adjournment The meeting adjourned at 4:10 p.m.

[Redacted Signature Box]

25X1A

Executive Secretary

APPROVED:

25X1A

[Redacted Signature Box]

Chairman
Suggestion Awards Committee

5 May '60
Date

STAT

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

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, 28 April 1960

AGENDA

1. Call to order
2. Minutes of last meeting
3. Report by Executive Secretary
4. to discuss New Building suggestions and their handling
5. Old Business
6. New Business
(Vote on suggestions attached)
7. Adjournment

STATINTL

S-E-C-R-E-T

22 April 1960

MEMORANDUM TO: RECORD

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 28 April 1960, at 2:00 p.m. in Room 1-A,

25X1A

2. The following items are enclosed for your review:

TAB 1 -- Tentative Agenda

TAB 2 -- Minutes of Last Committee Meeting

TAB 3 -- Summary of suggestions to be considered at this meeting.

TAB 4 -- Summary of Minimal Awards

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A

Executive Secretary

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

28 April 1960

Suggestions No. 123 : dated 23 September 1952

25X1A

		, GS-9, Intel. Officer
2684		
		-11, Supply Officer
3119		
		-5, Clerk
58-21		
		-12, Analyst
58-106		
		, Secretary
58-259		
		, GS-9, JOT
2591		
59-150		3, Intel. Officer

CI, DD/P

A. Summary of Suggestions

Suggesters proposed that the Agency only issue inks (stamp pad, writing, etc.) which would reproduce on thermofax machines.

B. Summary of Evaluations

The combination of these suggestions brought about a review of the thermofax problem by the Office of Logistics, Office of Security and Management Staff. As a result of this review, Office of Logistics will publish a notice which will:

1. Recall all stamp pads and stamp pad inks, and replace them with one new stamp pad and thermofaxable pad ink. [The savings will include a reduction of four types of stamp pads, and an elimination of five types of inks. There will also be corresponding savings in warehouse space, shipping item costs, and man-hours utilized in handling inventories;]

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

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

Suggs. No. 123, 2684, 3119, 58-21, 58-106,
58-259, 2591 & 59-150 Contd.

- 2. Issue [one type thermofaxable ball point pen (except for the executive type pen which will still be issued until Logistics can secure one which will safely use thermofaxable ink). According to OL's experience during the past two years, the first year tangible savings amounts to \$17,150 by the elimination of four types of ball point pens.]

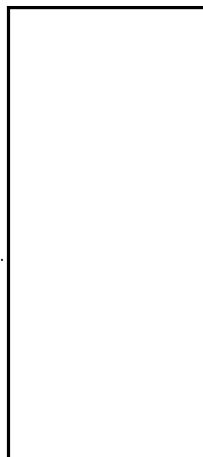
Additional savings in previously wasted imperfect thermofax copies and in man-hours used to hand stamp dates and classifications of documents will also accrue. Better security of documents is another favorable consideration.

C. Recommendation of Executive Secretary

- 1. Not in line-of-duty.
- 2. \$500.00 award, based on: \$325 for Tangible Savings (\$17,150)
+ 175 for Intangible Benefits
\$500 (Moderate-Extended)

Award to be divided as follows:

25X1A

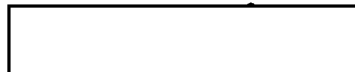


- \$125 -- 1st person to suggest thermofaxable stamp-pad ink
~~\$125~~
- \$125 -- 1st person to suggest the security aspect of this problem
~~\$125~~
- \$125 -- 1st person to include the writing inks into this study
~~\$100~~
- \$125 -- 1st person to calculate man-hour savings
~~\$100~~
- Letters of Appreciation -- Duplicates of above, but all of these suggestions treated as one package compelled this corrective action.

D. Decision of Committee

Adopted \$500 Award 3 Letters of Appreciation
 Not Adopted

25X1A



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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

28 April 1960

25X1A

Suggestion No. 58-57 : dated 12 August 1957
[redacted], GS-12, Ops. Officer
NEA, DD/P

25X1A

60-137: dated 23 August 1959
[redacted] GS-5, Admin Asst.
AF, DD/P

A. Summary of Suggestion

The two suggesters proposed that Form 1467, Report Cover Sheet, be padded and carbon-interleaved.

B. Summary of Evaluations

Forms Management Branch of Records Management Staff has informed us that this idea is being adopted. They estimate the intangible benefits to be within the Slight-Extended category.

Suggestion No. 58-57 was considered non-adoptable in August 1957. Forms Management Branch cross-referenced their file on Form 1467 with Suggestion No. 58-57 for future consideration. Suggestion No. 60-137 precipitated the study of this form and both suggestions were considered together.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

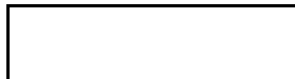
2. \$50-75 award, based on Intangible Benefits (Slight-Extended), to be divided equally between the two suggesters.

D. Decision of Committee

 Adopted \$50 Award Letter of Appreciation

25X1A

 Not Adopted



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

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

28 April 1960

Suggestion No. 58-306: dated 21 January 1958
[redacted] GS-5, Stenographer
WH, DD/P

STATINTL

A. Summary of Suggestion

Suggester proposed that PRQ forms, 1050 and 1050a, be produced in carbon-interleaved, five part and four part sets, respectively. Formerly, these five part forms were assembled in single sets, consisting of pages 1-5, and stapled in the upper left hand corner. To make the required number of copies, the person handling the forms had to disassemble these sets, put all of page one, etc. together in the required number of copies, interleave with carbon paper, align, and, when the typing was finished, reassemble in sets of pages 1-5. Suggester proposed that each page be made up in carbon interleaved sets of the required number of copies -- thus, it would be a case of only typing and assembling.

B. Summary of Evaluations

on NCR sets
Pads are now available, all pages 1 together, all pages 2 together, etc. Now, a persons tears the pages from the pad, inserts them in the typewriter and, when finished, assembles them.

Employees from grades GS-5 to GS-17 complete these forms. Records Management Staff, using a study made by industry by Beadaux Engineers, calculates the savings by use of this new form to be \$4,224.19, plus intangible benefits in the Slight-Extended category.

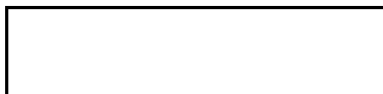
C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$160-185 award: \$25-50 for Intangible Benefits (Slight-Local)
Plus
\$135 for Tangible Savings (\$4,224.19)

D. Decision of Committee

Adopted \$160 Award Letter of Appreciation
 Not Adopted

STATINTL



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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

28 April 1960

25X1A

Suggestion No. 58-433: dated 27 March 1958

GS-11, Chief, Registry
EE, DD/P

A. Summary of Suggestion

Suggester proposed that the Pouch Manifest form No. 255 be revised by eliminating the Division copy -- thus eliminating the filing, checking and maintenance of these manifests by the various Division Branches and Staffs and the transmission of these manifests by RID to the areas.

B. Summary of Evaluations

The DD/P was canvassed regarding this suggestion, and agreement was finally obtained to eliminate the Division copy of Form 255 at the next printing.

This form is also used by the Office of Communications, to a much lesser degree. That Office will use a plain tissue copy for its required check-off sheet.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$100-150 award based on Intangible Benefits (Moderate-Local)

D. Decision of Committee

Adopted \$100 Award Letter of Appreciation

Not Adopted

25X1A

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

28 April 1960

25X1A

Suggestion No. 58-444: dated 2 April 1958
[redacted] GS-6, Deputy Asst. Supervisor
RID, DD/P

A. Summary of Suggestion

Suggester proposed a new filing system for double-barrel (hyphenated) names, to be used by RID/INDEX.

B. Summary of Evaluations

This suggestion was adopted by the Records Integration Division for use with Spanish names only. The suggestion was considered in a study made by Language Specialists on the RID file system, and found to be the best method.

C. Recommendation of Executive Secretary

- a. Not in line-of-duty.
- b. \$25-50 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

 Adopted # 25 Award Letter of Appreciation
 Not Adopted

25X1A



S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

28 April 1960

25X1A

Suggestion No. 59-529: dated 15 June 1959

[Redacted], GS-7, Analyst
RID, DD/P

A. Summary of Suggestion

Suggester proposed a revision of Form 1355, RID File Locator Card, and the procedure for the use of this card. Originally, Form 1355 was placed in an envelope, Form 1360, which was stapled to the inside of each 201 folder charged out to DD/P areas. When the folder was transferred or returned to RID, the desk was to remove a Form 1355 and send it to RID/DRS. The suggester contended that the desks were not sending in these forms, primarily because they were in the envelope and the desks did not even know what they were for. She proposed that Form 1355 be revised to include a perforated tab, and that they be attached to the folder by stapling through the tab -- thus they would be in plain sight, easy to remove and send in.

B. Summary of Evaluations

Study by RID revealed that the desks prefer to have a supply of Form 1355 at their desks. The person to open the file and thus see the forms, under the existing and proposed procedures, are the case officers, and they do not prepare the forms. RID has decided to: eliminate the envelope (Form 1360); discontinue attaching Form 1355 to the inside of folders; discontinue the use of Form 1355 when the file is being returned to RID/201 or RID/Files; and issue Form 1355, revised to include name and telephone number, to file control points at the desks and within RID.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25-50 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

_____ Adopted \$25 Award _____ Letter of Appreciation

_____ Not Adopted

25X1A



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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

28 April 1960

STATINTL

Suggestion No. 60-87: dated 7 August 1959

[REDACTED]
WE, DD/P

GS-11, Case Officer

A. Summary of Suggestion

Suggester proposed that Headquarters form la-2, Information Report, be sterilized at future printings in order that these forms may be sent to the field as a worksheet. The object was to make for a smoother operation in typing the finished report on the multilith mat.

B. Summary of Evaluations

After reviewing this suggestion, Records Management Staff and RQM both felt that the expense of printing and disseminating a worksheet form to the field was not warranted.

EE, WH, FE, WE, AF and NE all stated that they would make effective use of this form if available, but that it was not an absolutely necessary tool.

In December 1959, Form 51-58, a raw information report form, was revised by RMS with concurrence by RQM (new Form la-4). As a result of this revision, a form was designed which is exactly what the suggester requested. The form will serve primarily as a raw information report form for complete field dissemination, and secondarily as a field information report worksheet. It can not be ascertained whether or not the suggester's proposal influenced development of the worksheet aspect of this new form. However, the suggestion, reviewed by RMS and RQM in August and September 1959, preceded the action to revise Form 51-58, which revision combines the worksheet advantage for field use with the report form.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25-50 award based on Intangible Benefits (Slight-Local)

N.B. Normally this award would fall in the Slight-Extended category (\$50-75), but the suggestion was not adopted exactly as presented.

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

Sugg. No. 60-87 Contd.

D. Decision of Committee

 Adopted

#25 Award

 Letter of Appreciation

STATINTL

 Not Adopted

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

28 April 1960

25X1A Suggestion No. 60-249: dated 8 October 1959
[redacted], GS-8, Supply Officer
OC, DD/S

A. Summary of Suggestion

25X1A Suggester proposed that the cleaning crew at the [redacted] Station be scheduled for work every three days rather than every day, as at present. This work is done after hours and the crew is paid on an over-time basis.

B. Summary of Evaluations

25X1A The [redacted] Station has adopted this idea with an approximate overtime saving of \$1,800 per year. FE Division has stated that this idea is not applicable to all other FE stations; however, they will mention this improvement to certain of their other stations where there is a possibility of achieving similar savings.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25-50 award based on Intangible Benefits (Slight-Local)

N.B. The Tangible Savings of \$1,800 merit an award of \$70.00; however, the Executive Secretary believes the award should be based on Intangible Benefits because the cleaning service will obviously be less satisfactory.

D. Decision of Committee

_____ Adopted #0 Award _____ Letter of Appreciation

25X1A _____ Not Adopted

[redacted]

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

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

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

28 April 1960

25X1A

Suggestion No. 60-282: dated 1 December 1959

[Redacted]

GS-11, Supply Officer

OL, DD/S

A. Summary of Suggestion

Suggester designed a piece of equipment for making cartons. The equipment was considered to be economical. He suggested that it also be used in other small stations.

B. Summary of Evaluations

The Office of Logistics stated that the suggester did construct an effective and cheap carton-making machine at his station. The cartons which this machine made, however, are not completely acceptable elsewhere because there exists a certain amount of hand work which is too expensive in areas other than [Redacted]. That Office stated that commercially available equipment serves the purpose better in larger stations. Supply Division, OL will, however, forward the drawings to other stations for their consideration. Tangible Savings for this one station are about \$3,860.

25X1A

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50-100 award based on Intangible Benefits (Moderate-Limited)

N.B. Tangible Savings amounting to \$3,860 would merit an award of \$125.00; but the results, although usable, are less satisfactory than the commercial product. The Executive Secretary, therefore, recommends award based on Intangible Benefits (Moderate-Limited).

D. Decision of Committee

25X1A

_____ Adopted

\$100

Award

_____ Letter of Appreciation

_____ Not Adopted

[Redacted]

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

28 April 1960

STATINTL Suggestion No. 60-373: dated 15 January 1960
[redacted], GS-12, Investigator
US, DD/S

STATINTL Suggestion No. 60-442: dated 29 February 1960
[redacted], GS-12, Investigator
US, DD/S

A. Summary of Suggestion

STATINTL
STATINTL

The two suggesters independently proposed revisions in the forms used for National Agency Checks: 1) [redacted] proposed incorporating Form 1024 (covert National Agency Check request form) and Form 1024a (National Agency Check report form) onto the 1024 form (endorsement style); 2) [redacted] proposed incorporating Form 644 (overt National Agency Check request form) and Form 1024a onto the 644 form (endorsement style). In each case, eliminating Form 1024a and the paper work involved in the use of this form, and speeding up handling procedures.

B. Summary of Evaluations

The Office of Security has adopted these two suggestions. Aside from the elimination of Form 1024a and the speed-up of handling procedures, the popular use of TWX's for "No Record" replies has been eliminated to a considerable degree.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50-100 award based on Intangible Benefits (Moderate-Limited) to be divided equally between the two suggesters.

D. Decision of Committee

STATINTL

Adopted \$50 Award Letter of Appreciation
 Not Adopted [redacted]

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

STATINTL

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

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

Sugg. No. 60-392 Contd.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. \$50.00 total award based on Tangible Savings of \$1,000, to be divided equally between the two employees -- the change came from a combination of thoughts of the two people.

D. Decision of Committee

Adopted

Award

Letter of Appreciation

Not Adopted

STATINTL

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

28 April 1960

25X1A

Suggestion No. 60-397: dated 10 July 1959

[Redacted], GS-12, Supervisor
OS, DD/S

A. Summary of Suggestion

Suggester proposed a revision in the Operational Approval procedures, to speed-up the processing of favorable report cases. He proposed that all clear, favorable or non-derogatory OA reports be TWX^od to Headquarters. Heretofore, all operational approvals were reported in written form. Typing backlogs occurred. The suggested procedure will speed-up the reply, and the written report will follow along -- but, not on a priority basis.

B. Summary of Evaluations

This suggestion has been adopted by the Office of Security with the approval of CI Staff. The benefit to be derived is faster service to CI on Operational Approvals -- although OS administrative work has been increased by the added TWX^os.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25-50 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

_____ Adopted Award _____ Letter of Appreciation

_____ Not Adopted

25X1A

[Redacted]

*Dir. of Sec. may deem it prof
to commend him*

*Lat... meeting
me... 75.00*

25X1A

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

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

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

30 March 1960

- 25X1A Sugg. No. 58-454: dated 7 April 1958
[redacted], GS-7, Records Analyst
[redacted] DD/S
- 25X1A Summary : Suggester proposed that the NIS status report list the sections completed rather than the chapters completed. In some cases where a section of a chapter is not applicable, this report listed misleading information, leaving a question in the minds of recipients as to whether or not they actually had in hand a completed report.
- Action Taken : This idea was adopted by OBI by listing "Sections Not in Completed Chapters". OBI stated that this was done from a consolidation of ideas and not just from this suggestion.
- Award : Letter of Appreciation
- *****
- 25X1A Sugg. No. 59-482: dated 15 May 1959
[redacted], GS-11, Analyst
OSI, DD/I
- Summary : Suggester proposed a tentative curriculum for a special training course in the administration of external contracts, to fit the needs of OSI analysts.
- Action Taken : OSI stated that a modified Office of Logistics course in external contracts has been initiated, incorporating many of the suggester's proposals.
- Award : Letter of Appreciation
- *****
- 25X1A Sugg. No. 60-47 : dated 24 July 1959
[redacted], GS-12, Intel. Officer
OCI, DD/I
- Summary : Suggester designed and proposed Agency use of a paper off-set master protection holder. This holder would protect the master from damage during the necessary handling from the time it is typed until the time it is actually printed.

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

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

Minimal Awards Cases Contd.
30 March 1960

Sugg. No. 60-47 Contd.

Action Taken : This suggestion has been effectively adopted by OCI for all their publications. No other Agency office has need for this protector

Award : \$25.00 award granted.

25X1A

Sugg. No. 60-120: dated 10 September 1959
[redacted], GS-5, Payroll Clerk
Comptroller, DD/S

Summary : Suggester proposed that the names of individuals authorized to approve the payment or credit of over-time be placed on one large legal size page with a plastic cover and hard back, for quicker ready reference by payroll personnel.

Action Taken : Vouchered funds payroll office of the Office of Comptroller has effectively adopted this suggestion. It will be used by about 12 payroll clerks, each of whom uses a different list of names for reference purposes.

Award : \$10.00 award granted.

25X1A

Sugg. No. 60-139: dated 17 September 1959
[redacted] GS-7, Cable Analyst
OL, DD/S

Summary : Suggester proposed an economical way to attach Security Check sheets to the top of safes. He proposed taping Acco fasteners to the top of safes and punching holes in the check sheets. At present, employees generally use scotch tape to affix them, which mutilates them when they are turned over to be used on the other side.

Action Taken : Office of Security described this method of attaching Security Check sheets to safes, in the February 1960 issue of the Support Bulletin.

Award : \$10.00 Advisory award granted.

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

Minimal Awards Cases Contd.
30 March 1960

25X1A

Sugg. No. 60-238: dated 13 November 1959
[redacted], GS-7, Admin Asst.
OSI, DD/I

Summary : Suggester proposed that Form 615, Document Receipt, be revised by: a) doubling the size of the form, printing all the information on one side, and carbon interleaving the form -- at present the typist must re-insert the carbon paper to type necessary information on the reverse side; and b) providing a block for date sent and receipt number -- at present, no space is provided for such information.

Action Taken : Records Management Staff will include a "date sent" block at the next reprinting of the form. Offices of primary interest did not approve of the other changes recommended.

Award : Letter of Appreciation

25X1A

Sugg. No. 60-271: dated 24 November 1959
[redacted]
ISS, DD/P

Summary : Suggester proposed that all persons going overseas on TDY tours be given injections of gamma globulin for protection against infectious diseases.

Action Taken : For medical reasons, this injection is not made mandatory -- however, it is available to all employees going overseas. Medical Staff will re-examine their system to be sure that no oversights are made in informing employees of this available preventative.

Award : Letter of Appreciation

25X1A

Sugg. No. 60-339: dated 13 January 1960
[redacted] GS-4, Clerk
OO, DD/I

Summary : Suggester proposed that the lists of names of large industries and colleges,

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

Minimal Awards Cases Contd.
30 March 1960

Sugg. No. 60-339 Contd.

be placed in alphabetical order, each letter of the alphabet on a separate page. This system would make it easier to find a name and to make additions to the list.

Action Taken : This suggestion was adopted by the Office of Operations, and considered by that Office to be very good thinking on the part of this new employee.

Award : \$15.00 award granted.

25X1A Sugg. No. 60-347: dated 23 October 1959
[redacted] WB-13 (GS-9), Chief, Equipment Unit

25X1A

25X1A Summary : Suggester proposed that weekly tests be made of the [redacted] alarm systems. Heretofore, these alarms were tested monthly by the ADT Alarm Company.

25X1A Action Taken : This suggestion has been adopted at [redacted] It is not applicable to Headquarters, which tests equipment three times a month.

Award : Letter of Appreciation

25X1A Sugg. No. 60-348: dated 23 October 1959
[redacted] (GS-8), Driver

25X1A Summary : Suggester proposed installing mounting ladders on the loading dock at [redacted] at the shipping and receiving doors -- flush with the landing.

25X1A Action Taken : This suggestion was adopted at [redacted] It is not applicable to Headquarters, because the loading platforms are not particularly long and the ramps suffice. This suggestion will be referred to GSA for any application at other Government warehouses.

Award : \$15.00 award granted.

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

Minimal Awards Cases Contd.
30 March 1960

- 25X1A Sugg. No. 60-349: dated 23 October 1959
[redacted] (GS-6), Packer
- 25X1A Summary : Machinery used by the lift operators in the Packing & Crating section at [redacted] inadvertently blows exhaust fumes at the packers. Suggester proposed that a diverting tube be added to the lifts to prevent this uncomfortable and unhealthy situation.
- 25X1A Action Taken : This suggestion was adopted at [redacted] at a cost of \$8.98 per vehicle.
- Award : \$15.00 award granted.
- *****
- 25X1A Sugg. No. 60-355: dated 25 January 1960
[redacted], GS-4, Clerk
OO, DD/I
- Summary : In OO, many cases have more than one folder. The folders are numbered in the right hand corner with "1 of 6, 2 of 6, etc." As new folders are added to the cases, this numbering must be changed on all affected folders (1 of 7, etc.). To change these numbers, clerks have been erasing them, leaving a hard-to-read surface and shortening the life of the folders. Suggester proposed that a masking tape base be put over the numbering section of the folder. As changes are made, the tape need only be removed and a new strip added for the change.
- Action Taken : OO has adopted this suggestion at a saving of about 5 folders per month.
- Award : Letter of Appreciation
- *****
- 25X1A Sugg. No. 60-356: dated 22 January 1960
[redacted], GS-9, Admin Asst.
SR, DD/P
- Summary : Suggester proposed that the Abstract File Slips attached to all documents emanating from RID be

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. 60-356 Contd.

Minimal Awards Cases Contd.
30 March 1960

stapled through the tab above the perforated lines,
for easier removal by the area clerks.

Action Taken : RID has adopted this method of attaching the
Abstract File slips with satisfactory results.

Award : \$15.00 award granted.

25X1A

Sugg. No. 60-369: dated 26 January 1960
[redacted] GS-11, Mechanical Engineer
OC, DD/S

Summary : Suggester proposed a method to prevent bleeding of
communications one-time cipher pads, by the use of
an additional polyethylene sheet on the top and
bottom of the pad, to be molded in as part of the pad.

Action Taken : This suggestion has been adopted by the Office of
Communications -- however, no more than 10 pads are
used per year.

Award : Letter of Appreciation

25X1A

Sugg. No. 60-386: dated 15 February 1960
[redacted] GS-5, Library Assistant
OCR, DD/I

Summary : Suggester proposed a revision in the procedures of
the Communications Branch of the CIA Library, whereby
he simplified the filing and referencing of commercial
brochures, advertising, electronics, communications,
etc.

Action Taken : This suggestion was adopted by OCR for use in the
small branch library, which services the Office of
Communications.

Award : \$10.00 award granted.

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

Minimal Awards Cases Contd.
30 March 1960

25X1A

Sugg. No. 60-427: dated 4 January 1960



-6), Truck Driver
GS-6), Truck Driver

Summary : Suggesters proposed the installation of chain and binder baskets on the two flat-bed trucks in operation. This will give the drivers immediate access to the chain and binders to secure any type of load at any point of loading.

25X1A

25X1A

Action Taken : This suggestion was adopted at [redacted] at a cost of \$25.00 per vehicle.

Award : \$20.00 total award granted, to be divided equally between the two suggesters.

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

SUGGESTION NO. 60-427: dated 4 January 1960

STATINTL



-6), Truck Driver
GS-6), Truck Driver

A. Summary of Suggestion

STATINTL

Suggesters proposed the installation of chain and binder baskets on the two flat-bed trucks in operation at [redacted]. This will give the drivers immediate access to the chain and binders to secure any type of load at any point of loading.

B. Summary of Evaluations

This suggestion has been adopted at a cost of \$25.00 per vehicle. The Intangible Benefits fall within the Slight-Limited category.

C. Recommendation of Executive Secretary

1. Not in line-of-duty

2. \$20.00 award, based on Intangible Benefits (Slight-Limited), to be divided equally between the two employees.

STATINTL D. Decision of Chairman



*Twenty dollars
Total 1/2
split.*

Award

Chairman
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

STATINTL SUGGESTION NO. 60-386: dated 15 February 1960
[redacted] GS-5, Library Assistant
OCR, DD/I

A. Summary of Suggestion

Suggester proposed a revision in the procedures of the Communications Branch of the CIA Library, whereby he simplified the filing and referencing of commercial brochures, advertising, electronics, communications, etc.

B. Summary of Evaluations

The revised procedure was adopted in this small independent two-man library branch, serving solely the needs of Office of Communications, with the result that the service to Communications personnel has been improved.

The suggester is a grade 5 in a 7 slot. Naturally, improvement ideas are expected of these employees -- particularly since this branch is so small and undiversified.

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. \$10.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[redacted]

Ten dollars

Award

Chairman
Suggestion Awards Committee

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

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

Sugg. No. 60-339 Contd.

Minimal Awards Cases Contd.
30 March 1960

be placed in alphabetical order, each letter of the alphabet on a separate page. This system would make it easier to find a name and to make additions to the list.

Action Taken : This suggestion was adopted by the Office of Operations, and considered by that Office to be very good thinking on the part of this new employee.

Award : \$15.00 award granted.

25X1A

Sugg. No. 60-347: dated 23 October 1959
[redacted] (GS-9), Chief, Equipment Unit

25X1A

Summary : Suggester proposed that weekly tests be made of the [redacted] alarm systems. Heretofore, these alarms were tested monthly by the ADT Alarm Company.

Action Taken : This suggestion has been adopted at [redacted] It is not applicable to Headquarters, which tests equipment three times a month. 25X1A

Award : Letter of Appreciation

25X1A

Sugg. No. 60-348: dated 23 October 1959
[redacted] (GS-8), Driver

Summary : Suggester proposed installing mounting ladders on the loading dock at [redacted] at the shipping and receiving doors -- flush with the landing. 25X1A

25X1A

Action Taken : This suggestion was adopted at [redacted] It is not applicable to Headquarters, because the loading platforms are not particularly long and the ramps suffice. This suggestion will be referred to GSA for any application at other Government warehouses.

Award : \$15.00 award granted.

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

Minimal Awards Cases Contd.
30 March 1960

- 25X1A Sugg. No. 60-349: dated 23 October 1959
[redacted] (GS-6), Packer
- 25X1A Summary : Machinery used by the lift operators in the Packing & Crating section at [redacted], inadvertently blows exhaust fumes at the packers. Suggester proposed that a diverting tube be added to the lifts to prevent this uncomfortable and unhealthy situation.
- 25X1A Action Taken : This suggestion was adopted at [redacted] at a cost of \$8.98 per vehicle.
- Award : \$15.00 award granted.
- *****
- 25X1A Sugg. No. 60-355: dated 25 January 1960
[redacted] GS-4, Clerk
OO, DD/I
- Summary : In OO, many cases have more than one folder. The folders are numbered in the right hand corner with "1 of 6, 2 of 6, etc." As new folders are added to the cases, this numbering must be changed on all affected folders (1 of 7, etc.). To change these numbers, clerks have been erasing them, leaving a hard-to-read surface and shortening the life of the folders. Suggester proposed that a masking tape base be put over the numbering section of the folder. As changes are made, the tape need only be removed and a new strip added for the change.
- Action Taken : OO has adopted this suggestion at a saving of about 5 folders per month.
- Award : Letter of Appreciation
- *****
- 25X1A Sugg. No. 60-356: dated 22 January 1960
[redacted] GS-9, Admin Asst.
SR, DD/P
- Summary : Suggester proposed that the Abstract File Slips attached to all documents emanating from RID be

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

Sugg. No. 60-356 Contd.

Minimal Awards Cases Contd.
30 March 1960

stapled through the tab above the perforated lines,
for easier removal by the area clerks.

Action Taken : RID has adopted this method of attaching the
Abstract File slips with satisfactory results.

Award : \$15.00 award granted.

25X1A

Sugg. No. 60-369: dated 26 January 1960
[redacted], GS-11, Mechanical Engineer
OC, DD/S

Summary : Suggester proposed a method to prevent bleeding of
communications one-time cipher pads, by the use of
an additional polyethylene sheet on the top and
bottom of the pad, to be molded in as part of the pad.

Action Taken : This suggestion has been adopted by the Office of
Communications -- however, no more than 10 pads are
used per year.

Award : Letter of Appreciation

25X1A

Sugg. No. 60-386: dated 15 February 1960
[redacted] GS-5, Library Assistant
OCR, DD/I

Summary : Suggester proposed a revision in the procedures of
the Communications Branch of the CIA Library, whereby
he simplified the filing and referencing of commercial
brochures, advertising, electronics, communications,
etc.

Action Taken : This suggestion was adopted by OCR for use in the
small branch library, which services the Office of
Communications.

Award : \$10.00 award granted.

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

Minimal Awards Cases Contd.
30 March 1960

25X1A Sugg. No. 60-427: dated 4 January 1960
[redacted] -6), Truck Driver
[redacted] SS-6), Truck Driver

25X1A Summary : Suggesters proposed the installation of chain and binder baskets on the two flat-bed trucks in operation at [redacted]. This will give the drivers immediate access to the chain and binders to secure any type of load at any point of loading.

25X1A Action Taken : This suggestion was adopted at [redacted] at a cost of \$25.00 per vehicle.

Award : \$20.00 total award granted, to be divided equally between the two suggesters.

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

25X1A

SUGGESTION NO. 58-454: dated 7 April 1958

25X1A

[redacted], GS-7, Records Analyst
[redacted] DD/S

A. Summary of Suggestion

Users of the National Intelligence Survey are provided with a NIS Quarterly Production Report which gives the production status of individual country reports. Each status report has an "Outline" or key in the front of the pamphlet which gives the title of each Chapter and each Section number referred to in the report. For example:

- Chapter VI -- ECONOMICS
 - Section 60 -- Introduction
 - Section 61 -- Agriculture, Fisheries, and Forestry
 - Section 62 -- Fuels and Power
 - Section 63 -- Minerals and Metals
 - Section 64 -- Manufacturing and Construction
 - Section 65 -- Trade and Finance

25X1A

25X1A

25X1A

If a person wanted information on Trade & Finance for [redacted] he would check in the Report and see that VI was listed, indicating that all of the Chapter on Economics was completed and is available. He would then request Section 65. On the other hand, [redacted] indicates a completed Chapter III -- however, [redacted] has no Merchant Marine (Section 36, which falls under Chapter III). Formerly, the lack of a Section was not pointed out in the status report. When a request would go to Records Center for Chapter III, [redacted] Records Center had to explain to the requester that there was no Section 36 in that Chapter.

Suggester proposed that the NIS status report spell out all Sections completed rather than listing Chapters completed, so the requester would know immediately that there would be no Section 36 forthcoming.

B. Summary of Evaluations

Office of Basic Intelligence, which is responsible for the NIS Reports, stated that the added space and thus paper necessary to adopt this idea would cost much more than the savings accrued by explaining that a Chapter is non-existent. However, in the latest NIS Report, there is a column listing "Sections Not in Completed Chapters", which solves the problem. OBI states that that Office is constantly getting ideas for changing their report. Ideas will still come in. The revision was made from a consolidation of ideas and not just from this suggestion.

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

SUGG. NO. 58-454 Contd.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

D. Decision of Chairman

25X1A



Letter

Award

Chairman
Suggestion Awards Committee

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

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

SUGGESTION NO. 59-482: dated 15 May 1959

STATINTL

[Redacted], GS-11, Analyst
OSI, DD/I

A. Summary of Suggestion

Suggester proposed a tentative curriculum for a special training course in the administration of external contracts, to fit the needs of OSI analysts.

B. Summary of Evaluations

STATINTL

[Redacted], Office of Scientific Intelligence, stated that a modified course in external contracts has been initiated, incorporating many of the suggester's proposals. This course will affect a small number of approximately 15 project officers in OSI, improving efficiency and over-all performance.

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. Letter of Appreciation

D. Decision of Chairman

STATINTL

[Redacted]

Letter

Award

Chairman
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

STATINTL SUGGESTION NO. 60-47: dated 24 July 1959 [redacted] GS-12, Intel. Officer
OCI, DD/I

A. Summary of Suggestion

Suggester designed and proposed Agency use of a paper off-set master protection holder. This holder would protect the master from damage during the necessary handling from the time it is typed until the time it is actually printed.

B. Summary of Evaluations

This suggestion has been effectively adopted by the Office of Current Intelligence. They state:

"The protector-holder has been of definite value. It is being used daily for OCI's chief publication, using about a dozen mats a day. The protector-holder has enabled us to turn out a better looking publication because it has substantially reduced the number of finger prints and scratches that get on mats. Such defects cannot always be removed and used to cause poorly printed pages. Sometimes the product would be so bad that the page had to be retyped. Since this publication is printed at night, a typist would have to be called in. In general, we feel that the protector has been so successful in this past year of what might be considered experimental use, that we plan to adopt it for all our publications."

This suggestion was reviewed by ORR, OL, CD/OO, FDD/OO and OSI. None of these offices has this problem, and the protector would be more of a hindrance than a help to them.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation - *sl Lem*

STATINTL D. Decision of Chairman

[redacted] *Twenty-five dollars*

Chairman Award
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

STATINTL SUGGESTION NO. 60-120: dated 10 September 1959
[Redacted], GS-5, Payroll Clerk
Comptroller, DD/S

A. Summary of Suggestion

Suggester proposed that the names of individuals authorized to approve the payment or credit of overtime be placed on one large legal size page with a plastic cover and hard back, for quicker ready reference by payroll personnel.

B. Summary of Evaluations

Vouchered funds payroll office of the Office of Comptroller has effectively adopted this suggestion. It will be used by about 12 payroll clerks, each of whom use a different list of names for reference purposes.

Neither Cable Secretariat nor Records Integration Division has any use for this system.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$10.00 award based on Intangible Benefits (Slight-Limited)

STATINTL D. Decision of Chairman

[Redacted Signature]

Ten dollars

Award

Chairman
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

STATINTL SUGGESTION NO. 60-139: dated 17 September 1959
[Redacted] GS-7, Cable Analyst
OL, DD/S

A. Summary of Suggestion

Suggester proposed an economical way to attach Security Check Sheets to the top of safes. He proposed taping Acco fasteners to the top of safes and punching holes in the check sheets. At present, employees generally use scotch tape to affix them, which mutilates them when they are turned over to be used on the other side.

B. Summary of Evaluations

Although the Office of Security will not insist on a particular way to attach this Form 108 to the safes (the Regulation requires it be attached -- how is entirely up to the individual office), they did describe this method in the February 1960 issue of the Support Bulletin, as an economical and effective method.

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. \$10.00 Advisory award

D. Decision of Chairman

STATINTL

[Redacted Signature]

Ten dollars

Award

Chairman
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

STATINTL SUGGESTION NO. 60-238: dated 13 November 1959
[Redacted] GS-7, Admin Asst.
OCI, DD/I

A. Summary of Suggestion

Suggester proposed that Form 615, Document Receipt, be revised by: a) doubling the size of the form, printing all the information on one side, and carbon interleaving the form -- at present the typist must re-insert the carbon paper to type necessary information on the reverse side; and b) providing a block for date sent and receipt number -- at present, no space is provided for such information.

B. Summary of Evaluations

OCR and OCI agree that a "date sent" block would be helpful and should be included at next reprinting. Forms Management Branch states that they "will try to get this on at next reprinting, which probably will be about October or November of 1960".

OCR and OCI are against the suggestion to double the size of the form and have it carbon interleaved, because they rubber-stamp the form rather than type it, and because the greatest user, TOP SECRET CONTROL, completes the form by means of a stencil which has been made up for other office use.

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. Letter of Appreciation

D. Decision of Chairman

STATINTL

[Redacted Signature]

Letter

Award

Chairman
Suggestion Awards Committee

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

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

25X1A

SUGGESTION NO. 60-271: dated 24 November 1959

[Redacted]
TSS, DD/P

A. Summary of Suggestion

Suggester proposed that all persons going overseas on TDY tours be given injections of gamma globulin for protection against infectious diseases.

B. Summary of Evaluations

Suggester stated that he was not given these shots when he was sent out on a TDY tour, and he contracted infectious hepatitis. He [Redacted] This disease is so serious that it could prevent him from continuing in his profession.

Medical Staff has informed us that gamma globulin shots are not given on a mandatory basis for medical reasons, but that all individuals are informed of the availability of these shots. The suggester's particular case was an over-sight on the part of Medical.

As a result of this suggestion and conversation with the suggester, Medical Staff will re-examine their system to be sure that no oversights are made in the future.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

25X1A

D. Decision of Chairman

[Redacted Signature]

Letter

Award

Chairman
Suggestion Awards Committee

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

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

STATINTL SUGGESTION NO. 60-339: dated 13 January 1960

[Redacted], GS-4, Clerk
OO, DD/I

A. Summary of Suggestion

Suggester proposed that the names of employees found in the front of jackets of large industries and colleges be placed in alphabetical order, each letter of the alphabet on a separate page. This system would make it easier to find a name and to make additions to the list.

B. Summary of Evaluations

This suggestion has been effectively adopted by the Office of Operations. That Office states:

"The suggester is a new employee and as such hit upon a very helpful idea that those of us who are so close to the work didn't think of. The benefits are intangible, but nevertheless quite real."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

STATINTD. Decision of Chairman

[Redacted Signature]

Fifteen dollars

Award

Chairman
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

STATINTL

SUGGESTION NO. 60-347: dated 23 October 1959

[Redacted]

(GS-9), Chief, Equipment Unit

A. Summary of Suggestion

STATINTL

Suggester proposed that weekly tests be made of the [Redacted] alarm systems. Heretofore, these alarms were tested monthly by the ADI Alarm Company.

STATINTL

B. Summary of Evaluations

STATINTL

This suggestion has been adopted at [Redacted] Investigation revealed that there is no fixed government-wide rule for testing this equipment. This Agency tests their equipment at the change of the guards -- three times a month. This is a general safety practice and should have been initiated as soon as the alarm system went in.

C. Line-of-Duty Aspect

STATINTL

Suggester is now in charge of these systems at [Redacted] but, was not at the time he submitted this suggestion.

D. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

E. Decision of Chairman

STATINTL

[Redacted]

Letter

Award

Chairman
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

STATINTL SUGGESTION NO. 60-348: dated 23 October 1959

[Redacted]

(GS-8), Driver

A. Summary of Suggestion

STATINTL

Suggester proposed installing mounting ladders on the loading dock at [Redacted], at the shipping and receiving doors -- flush with the landing.

B. Summary of Evaluations

STATINTL

Chief, [Redacted] states that the ladders were constructed of surplus angular steel, and flush-mounted into the dock bump block in order that they would not interfere with or hamper dockside truck or rail car loading and unloading operations. The benefit accrues to employees who must leave their trucks to help load and unload. Previously, rather than go to the end ramps to get onto the platform, the drivers would climb up and jump down -- thus exposing themselves to injury and possible compensation from the government.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15.00 award based on Intangible Benefits (Slight-Limited)
3. Referral to GSA for use at warehouses with particularly long loading platforms.

D. Decision of Chairman

STATINTL

[Redacted Signature]

Chairman
Suggestion Awards Committee

Fifteen dollars

OK

Award

GSA Referral

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

SUGGESTION NO. 60-349: dated 23 October 1959

STATINTL

[Redacted]

(GS-6), Packer

A. Summary of Suggestion

STATINTL

Machinery used by the lift operators in the Packing & Crating section at [Redacted] inadvertently blows exhaust fumes at the packers. Suggester proposed that a diverting tube be added to the lifts to prevent this uncomfortable and unhealthy situation.

B. Summary of Evaluations

STATINTL

The suggestion was adopted at [Redacted] at a cost of \$8.98 per vehicle. It does not eliminate the fumes, but it controls them and keeps them above the heads of the employees. This situation does not exist at other Agency warehouses.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[Redacted]

*Fyfe
Chadwick*

Award

Chairman

Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

STATINTL SUGGESTION NO. 60-355: dated 25 January 1960

[Redacted] GS-4, Clerk
OO, DD/I

A. Summary of Suggestion

In the Office of Operations, many cases have more than one folder. The folders are numbered in the right hand corner with "1 of 6, 2 of 6, etc." As new folders are added to the cases, this numbering must be changed on all affected folders (1 of 7, etc.). To change these numbers, clerks have been erasing them, leaving a hard-to-read surface and shortening the life of the folders. Suggester proposed that a masking tape base be put over the numbering section of the folder. As changes are made, the tape need only be removed and a new strip added for the change.

B. Summary of Evaluations

The Office of Operations has put this idea into effect in their area, with a saving of about 5 folders per month. Records Management Staff knows of no other area where such a system is used.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

STATINTL D. Decision of Chairman

[Redacted Signature]

[Handwritten Signature]

Award

Chairman
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

STATINTL SUGGESTION NO. 60-356: dated 22 January 1960
[redacted], GS-9, Admin Asst.
SR, DD/P

A. Summary of Suggestion

Suggester proposed that the Abstract File Slips attached to all documents emanating from RID be stapled through the tab above the perforated lines, for easier removal by the area clerks.

B. Summary of Evaluations

RID has adopted this method of attaching the Abstract File slips with satisfactory results.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[redacted]

Fifteen dollars

Award

Chairman
Suggestion Awards Committee

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

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 MAR 1960

25X1A SUGGESTION NO. 60-369: dated 26 January 1960
[redacted], GS-11, Mechanical Engineer
OC, DD/S

A. Summary of Suggestion

Suggester proposed a method to prevent bleeding of communications one-time cipher pads, by the use of an additional polyethylene sheet on the top and bottom of the pad, to be molded in as part of the pad.

B. Summary of Evaluations

This suggestion has been effectively adopted by the Office of Communications. That Office qualified the benefits from adoption by stating that "the production of these special one-time pads is very limited -- not more than 10 per year, and these are used only by a few very sensitive stations".

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

D. Decision of Chairman

25X1A

[redacted] *Jeth*
Chairman Award
Suggestion Awards Committee

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

Minimal Awards Cases Contd.
30 March 1960

25X1A

Sugg. No. 60-238: dated 13 November 1959
[redacted], GS-7, Admin Asst.
OSI, DD/I

Summary : Suggester proposed that Form 615, Document Receipt, be revised by: a) doubling the size of the form, printing all the information on one side, and carbon interleaving the form -- at present the typist must re-insert the carbon paper to type necessary information on the reverse side; and b) providing a block for date sent and receipt number -- at present, no space is provided for such information.

Action Taken : Records Management Staff will include a "date sent" block at the next reprinting of the form. Offices of primary interest did not approve of the other changes recommended.

Award : Letter of Appreciation

25X1A

Sugg. No. 60-271: dated 24 November 1959
[redacted]
OSI, DD/I

Summary : Suggester proposed that all persons going overseas on TDY tours be given injections of gamma globulin for protection against infectious diseases.

Action Taken : For medical reasons, this injection is not made mandatory -- however, it is available to all employees going overseas. Medical Staff will re-examine their system to be sure that no oversights are made in informing employees of this available preventative.

Award : Letter of Appreciation

25X1A

Sugg. No. 60-339: dated 13 January 1960
[redacted], GS-4, Clerk
OO, DD/I

Summary : Suggester proposed that the lists of names of large industries and colleges,

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

Minimal Awards Cases Contd.
30 March 1960

Sugg. No. 60-47 Contd.

Action Taken : This suggestion has been effectively adopted by OCI for all their publications. No other Agency office has need for this protector

Award : \$25.00 award granted.

25X1A

Sugg. No. 60-120: dated 10 September 1959
[redacted], GS-5, Payroll Clerk
Comptroller, DD/S

Summary : Suggester proposed that the names of individuals authorized to approve the payment or credit of over-time be placed on one large legal size page with a plastic cover and hard back, for quicker ready reference by payroll personnel.

Action Taken : Vouchered funds payroll office of the Office of Comptroller has effectively adopted this suggestion. It will be used by about 12 payroll clerks, each of whom uses a different list of names for reference purposes.

Award : \$10.00 award granted.

25X1A

Sugg. No. 60-139: dated 17 September 1959
[redacted] GS-7, Cable Analyst
OL, DD/S

Summary : Suggester proposed an economical way to attach Security Check sheets to the top of safes. He proposed taping Acco fasteners to the top of safes and punching holes in the check sheets. At present, employees generally use scotch tape to affix them, which mutilates them when they are turned over to be used on the other side.

Action Taken : Office of Security described this method of attaching Security Check sheets to safes, in the February 1960 issue of the Support Bulletin.

Award : \$10.00 Advisory award granted.

- 2 -

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

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

30 March 1960

- 25X1A Sugg. No. 58-454: dated 7 April 1958
[redacted], GS-7, Records Analyst
[redacted] DD/S
- 25X1A Summary : Suggester proposed that the NIS status report list the sections completed rather than the chapters completed. In some cases where a section of a chapter is not applicable, this report listed misleading information, leaving a question in the minds of recipients as to whether or not they actually had in hand a completed report.
- Action Taken : This idea was adopted by OBI by listing "Sections Not in Completed Chapters". OBI stated that this was done from a consolidation of ideas and not just from this suggestion.
- Award : Letter of Appreciation
- *****
- 25X1A Sugg. No. 59-482: dated 15 May 1959
[redacted], GS-11, Analyst
OSI, DD/I
- Summary : Suggester proposed a tentative curriculum for a special training course in the administration of external contracts, to fit the needs of OSI analysts.
- Action Taken : OSI stated that a modified Office of Logistics course in external contracts has been initiated, incorporating many of the suggester's proposals.
- Award : Letter of Appreciation
- *****
- 25X1A Sugg. No. 60-47 : dated 24 July 1959
[redacted], GS-12, Intel. Officer
OCI, DD/I
- Summary : Suggester designed and proposed Agency use of a paper off-set master protection holder. This holder would protect the master from damage during the necessary handling from the time it is typed until the time it is actually printed.

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

25X1A

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Minutes of Meeting
18 February 1960

The Chairman said "no" [redacted]

Minutes of the regular Committee meeting, held on 10 December 1959, were approved.

Minimal Award Cases

25X1A

60-190 -- suggester proposed that loose wires of office equipment be attached to desks for safety purposes. [redacted] asked if this had been considered for Agency-wide use (it was a [redacted] case and adopted only at that installation.) The Executive Secretary reported that it had been, but that action was turned down by the Agency Safety Officer.

25X1A

Report by Executive Secretary

a. Our record of unresolved cases as of 17 February 1960 is as follows:

1957 -- 7
1958 -- 13
1959 -- 133
1960 -- 53

- b. Under authority granted the Executive Secretary to resolve cases which are duplicates or have unanimous recommendation for disapproval, 123 cases were closed out between 1 December and 17 February.
- c. The Clandestine Services Special Panel of the Suggestion Awards Committee met on 7 January 1960 to consider 9 suggestions. The disposition was as follows: 1 Letter of Appreciation, 2 awards totaling \$45.00, 4 cases rejected, and 2 cases pending.
- d. An ad hoc Special Panel of the DD/I met to conclude deliberations on a sensitive suggestion. In September 1957 a \$75.00 interim award was made. At this final meeting, the suggester was awarded an additional \$25.00 and the case was closed.
- e. Film Showings:--
Support Exhibit -- two showings -- in the future, will show the film at noon time to JOT Intelligence Orientation Courses.

25X1A

OTR Supervision Course -- with lecture by Suggestion Awards Staff -- other courses will be covered as recommended by [redacted]

Minutes of Meeting
18 February 1960

DPD showings -- very effective -- list of suggestions submitted and awards approved for that area was distributed.

25X1A

f. Met with [redacted] DDP/PAD, to discuss launching a special operations suggestion committee in the DD/P.

g. Colonel White Briefings by Executive Secretary:

1. Furnished statistics of suggestion awards for the DD/S Clandestine Services lecture. Asked him to emphasize particular handling of CS suggestions thru the Special Panel and our intention to launch PP Warfare phase of the program.

25X1A
25X1A

2. Regular monthly briefing -- Executive Secretary reported on program activities to date: film, exhibits, publicity, relationships with [redacted] and [redacted]; and described some of the interesting cases to be considered at today's meeting.

h. 38 Anniversary cards sent out.

Comments by
Chairman

The Chairman asked for more views on publicity for the Suggestion Awards Program:

25X1A

a. [redacted] mentioned that he has written a DD/P paper of award winners, which is being considered by [redacted]

25X1A

b. [redacted] advocated articles in the Support Bulletin -- particularly summaries of award winning suggestions.

25X1A

c. The Chairman mentioned use of posters (of minor value).

25X1A

d. [redacted] mentioned a DD/I publication, and asked for material from the Suggestion Awards Staff on DD/I figures and suggestions for publication in that bulletin, which has overseas distribution as well as Headquarters.

25X1A

e. The Chairman discussed the Honor & Merit Awards Board and its lack of publicity.

f. [redacted] suggested publicizing names of Incentive Awards winners, perhaps in the Library -- it was pointed out that Security would never permit such a list.

Minutes of Meeting
18 February 1960

25X1A
25X1A

g. [redacted] told of the Office of Communications letters by [redacted] and the Office of Communications publications, giving individual recognition by name, which go to all Communications people here and abroad.

25X1A

h. The Executive Secretary mentioned the DDP/DPD lists of award winners which were published and distributed at their movie showing.

New Building Suggestions

[redacted] discussion of the handling of New Building suggestions was postponed until the next meeting.

25X1A

Old Business

The Executive Secretary reported to the Committee that the [redacted] suggestion for specific reporting guides (considered to be in line-of-duty at the last Committee meeting) was returned to her supervisor for Honor and Merit Award action if considered appropriate. Her office will not submit a recommendation to the Honor & Merit Awards Board.

Suggestions Approved

The Committee approved the following action for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
58-178	\$ 40	Tangible Savings (\$230)
		Intangible (Slight-Limited)
58-312	30	Tangible Savings (\$580)
58-453	20	Intangible (Slight-Limited)
59-130	25	Intangible (Slight-Local)
59-241	25	Intangible (Slight-Limited)
59-366	200	Intangible (Moderate-Extended)
59-430	20	Intangible (Slight-Limited)
59-458	Letter	
59-494	Letter	
59-502	Letter	
59-544	50	Intangible (Slight-Local)
60-14	Letter	
60-49	25	Intangible (Slight-Limited)
60-68)		
69)	25	Intangible (Slight-Limited)
70)		
60-109	25	Intangible (Slight-Limited)
60-153	Letter	
60-190	10	Intangible (Slight-Limited)
60-214	Letter	

S-E-C-R-E-T

Minutes of Meeting
18 February 1960

<u>Suggestions</u>	<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
<u>Approved</u>			
<u>Contd.</u>	60-248	\$ 25	Intangible (Slight-Limited)
	60-250	150	Intangible (Moderate-Extended)
	60-251	Letter	
	60-254	75	Intangible (Slight-Broad)
	60-255	50	Tangible Savings (\$1,000)
	60-258	25	Intangible (Slight-Local)
	60-274	250	Tangible Savings (\$2,500)
	60-345	Letter	
	60-352	15	Intangible (Slight-Limited)

Suggestion
Deferred 58-584, proposing a reclassification of financial accounts to accommodate functional activities, tabled for six months at request of the Chairman, in order to obtain an experience factor. (An interim letter has been sent.)

Adjournment The meeting adjourned at 4:35 p.m.

25X1A

Executive Secretary

APPROVED:

25X1A

Chairman
Suggestion Awards Committee

H. W. ... '60
Date

S-E-C-R-E-T

STAT

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Regular Meeting of the Suggestion Awards Committee

Thursday, 18 February 1960

AGENDA

1. Call to order
2. Minutes of last meeting
3. Report by Executive Secretary
4. to discuss New Building suggestions and their handling
5. Old Business
6. New Business
(Vote on suggestions attached)
(Vote on MINIMAL AWARD CASES)
7. Adjournment - 4:35

STATINTL

STATINTL

re. new bldg. suggs. (no time)
ate

S-E-C-R-E-T

9 February 1960

25X1A

SUGGESTION NO. F 60-274: dated 3 November 1959
[redacted] GS-8, Electronic Technician
CC, DD/S

A. Summary of Suggestion

The suggester proposed a way to provide spacers at the ends of three (3) wire rhombic antenna curtains to reduce chafing of antenna wires, compensate for small differences in wire length and prevent twisting of wires.

B. Summary of Evaluations

It is recognized that this relatively slight change in the construction of a rhombic antenna may well reduce maintenance and antenna unserviceability time 50%. Applied to 115 antennas in our world-wide network, this may save about \$2500 per year, but more important is the saving in time otherwise lost when these important antennas, costing about \$6000 each, are out of service. It is difficult to place a dollar value on a communication link which is vital to national interests.

In addition to the tangible benefits, the intangible benefits would appear to fall into the Slight-General category. Many of the installations at which these antennas are used handle not only the traffic of this Agency, but the traffic of other Agencies as well. Also recommend suggestion be forwarded to Department of Defense for consideration by the Communications Components of Army, Navy, and Air.

C. Recommendation of Executive Secretary

1. Not in line of duty.
2. \$240-340 award based on: \$90 for Tangible Savings (\$2500) plus \$150-250 for Intangible Benefits (Slight-General)

D. Decision of Committee

Adopted \$250 Award Letter of Appreciation

Not Adopted CSC Referral

[redacted]

25X1A

S-E-C-R-E-T

S-E-C-R-E-T

9 February 1960

25X1A

SUGGESTION NO. 60-250: dated 9 October 1959

[Redacted Name]
[Redacted Title]

GS-8, Wire Equip. Tech.
GS-9, Electronics Technician

CC, DD/S

A. Summary of Suggestion

Two suggesters found a way to prolong the life of the Honey-well Visicorder Drive Motor used by the Office of Communications. The electronic motor stop unit was redesigned to act as a motor start unit. Naturally, insertion of this unit delays initial starting of the Visicorder, but with forty (40) recognition pulses preceding a message, the drive motor speed is sufficiently high to preserve the message text although maximum speed may not be realized until after approximately the second group of the message text has been recorded.

B. Summary of Evaluation

This reduction in running time solves what had become a serious maintenance problem with the instrument, which had not been designed for continuous use. The system is now better equipped to serve its purpose of 24-hour monitoring and is less likely to fail at a critical moment.

An investigation is now under way to determine the optimum redesign to be incorporated in other systems.

C. Line-of-Duty Status

This suggestion is not considered to be in the suggesters' line of duty. Suggesters are technicians, expected to implement what engineers originate; but they actually performed an engineer's job. The original idea was that of the GS-8. The GS-9 took the idea, developed it, modified the equipment, and submitted the suggestion in both names.

D. Recommendations of Executive Secretary

1. Not in line-of-duty.

2. \$50-100 award based on Intangible Benefits (Moderate-Limited) ^{extended}
Apportioned as follows: 2/3 award to Catellier
1/3 award to Evans

E. Decision of Committee

Adopted \$150 Award Letter of Appreciation
 Not Adopted [Redacted]

*Machine overruns full 24 hours.
now turn off & only runs when a message
starts to come in.*

25X1A

S-E-C-R-E-T

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

9 February 1960

SUGGESTION NO. 59-544: dated 24 June 1959
25X1A [redacted], GS-12, Salary & Wage Officer
OP, DD/S

A. Summary of Suggestion

Suggester proposed an economical way for this Agency to clean drums of the Copy-flo equipment. This system permits reuse of otherwise unuseable drums.

B. Summary of Evaluations

The Office of Logistics stated that this suggestion prompted them to adopt this method. This suggester, in line with some Personnel research he was doing in the Department of Commerce, observed the Commerce studies on ways of reclaiming the drums of the Copy-flo equipment. He brought the idea back to this Agency. A similar method had been described by the Haloid (Copyflo) Company, but had not been acted upon by the Office of Logistics. This suggestion prompted them to test the method used by the Department of Commerce, which proved to be satisfactory - 40% of the drums can be reclaimed at an annual savings of approximately \$2,596.

The Office of Logistics recommended that the dollar savings not be used in determining an award, because similar information had been received from the manufacturer and the Division had plans to investigate it thoroughly; but the suggestion did have the effect of facilitating the adoption of the method now used, and it is recommended that a token award be made.

The Suggestion Awards Staff checked with the Department of Commerce and there is no question of an award to be made by them. The use of this method had no relationship to their Suggestion Program.

C. Recommendation of Executive Secretary

1. Not in line of duty.
2. \$25-50 award based on Intangible Benefits (Slight-Local) ^{\$2,596 = 90 award}

D. Decision of Committee

Adopted ^{\$50} Award Letter of Appreciation

Not Adopted

[redacted]

25X1A

S-E-C-R-E-T

9 February 1960

25X1A

SUGGESTION NO. 59-241: dated 10 December 1958

[redacted] OS-13, Investigator
OS, DD/S

A. Summary of Suggestion

The suggester developed a device to be used with the Ampex 600 Recorder, which enables one to repeat any given length of a recording immediately preceding and including the word or words not clearly understood. This device is under the complete control of the operator and does not prevent the recorder from being used in the normal manner when desired.

B. Summary of Evaluations

This modification shows considerable merit as a field expedient, and OS intends to notify all of its offices of its potential as an economy measure. OS has used this device in one area, on several occasions, in the absence of similar commercial devices with resultant savings of clerical and professional manhours. The device, which cost about \$10.00, has saved the Agency from purchasing newer equipment. The Office of Communications and TSS state that there are now numerous tape recorders and reproducers on the market which would answer this suggester's needs, but when OS bought these machines, there were no modern types available. The Ampex 600 in those days (1956) cost about \$600, and rather than buy the up-to-date ones now, this modification has made the old ones useful. [redacted] Chief, Telecommunications, Training and Techniques Staff, OC, stated that this was a good suggestion for the suggester's own office, but that it has no other application in the Agency.

25X1A

C. Recommendations of Executive Secretary

1. Not in line of duty.
2. \$50-100 award based on Intangible Benefits (Moderate-Limited)

D. Decision of Committee

Adopted # 25 Award Letter of Appreciation

Not Adopted

[redacted]

25X1A

9 February 1960

25X1A SUGGESTION NO. 58-584: dated 2 June 1958
[redacted] GS-12, Budget Officer
AF, DD/P

A. Summary of Suggestion

This suggestion by an area division assistant budget officer, proposes a reclassification of financial accounts to accommodate functional activities, thereby revising all administrative and operational reporting so that it provides a better basis for executive management.

B. Summary of Evaluation

The suggestion was of considerable value in serving as a basis for a complete modification of the manner in which Clandestine Services Operational Programs are prepared for approval by top-level management. (Forms will be available at the meeting which show the change from the old to the new approach.) This is the first step to be accomplished in such a broad proposal, and it is possible that other steps will follow such as the substitution of country activity plans for projects as the vehicles for approval above the division level and the reclassifying of accounts.

Originally each operation in Panama now all of operations in one area considered as a whole.

25X1A [redacted] Chief, DDP/PG, stated that in his opinion this suggestion is of moderate degree in benefit with a broad extent of application.

25X1A [redacted] informally stated on the telephone that [redacted] considered this in the High-Extended category and that Mr. Bissell has used this paper repeatedly as an exhibit to emphasize the new streamlining efforts of his office.

C. Line-of-Duty Status

25X1A [redacted] emphasized that this is far beyond the ordinary duties of an Assistant Budget Officer.

D. Recommendations of Executive Secretary

1. Not in line of duty.
2. \$200-300 award based on Intangible Benefits (Moderate-Broad)

E. Decision of Committee

_____ Adopted _____ Award _____ Letter of Appreciation

_____ Not Adopted

O'S - recommends taking for 6 mos follow for security purposes & up well to grant award until actually put

S-E-C-R-E-T

8 February 1960

MEMORANDUM FOR: *Record*

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 18 February 1960, at 2:00 p.m. in Room 1-2,

25X1A

2. The following items are enclosed for your review:

TAB 1 -- Tentative Agenda

TAB 2 -- Minutes of Last Committee Meeting

TAB 3 -- Summary of suggestions to be considered at this meeting.

TAB 4 -- Summary of Minimal Awards

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

Executive Secretary

25X1A

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

8 February 1960

SUGGESTION NO. 59-130: dated 10 October 1958
STATINTL [redacted] GS-5, Photographer(Gen)
PIC/Data Management Division, DD/I

A. Summary of Suggestion

Suggester proposed a photographic process which would prevent the curl of photostat prints and allow immediate and continuing flat prints for each scrutiny by analysts.

B. Summary of Evaluations

The only office with an interest in this process is the Photographic Intelligence Center, DD/I. Other areas have various methods they use which serve their purpose. PIC's requirements call for a process such as this which will give immediate and continuing flat prints, although this process will cause a certain amount of damage to drying belts over a period of time.

Since the return of this suggestion to PIC for re-evaluation, several of the print flatteners mentioned in the evaluation reports have been tried; and we have found that the glycerin is the most effective and economical of any tried. It is true that the glycerin or any other flattening agent will cause limited damage to the drying belts in the photostat expeditor over an extended period of time, thereby making slightly more frequent replacement necessary. The advantages, however, of producing flat and easy usable prints directly from the machine greatly overcome this weakness. In this office most of the photostat copies are used or disseminated immediately for research purposes; time does not permit pressing or weighting them down in order to obtain flat and ready usable copies.

C. Line-of-duty Status

Suggester is a photographer and is not responsible for printing procedures.

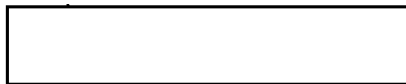
D. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50 award based on: Intangible Benefits (Slight-Local)

D. Decision of Committee

Adopted \$ 25 Award Letter of Appreciation

Not Adopted



STATINTL

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

25X1A

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

2. Improved control of sensitive mail from use of the pre-numbered Form.
3. Improved OS filing procedures.

C. Recommendations of Executive Secretary

1. Not in line-of-duty
2. \$200-300 award based on: Intangible Benefits ^{*Slight*} (~~Moderate-Broad~~)

D. Decision of Committee

Adopted

\$75 Award

 Letter of Appreciation

Not Adopted

25X1A

8 February 1960

25X1A

SUGGESTION NO. 60-258: dated 19 November 1959
[redacted], GS-12, Supervisor
OS, DD/S

SUGGESTION NO. 60-258 -- Supplemental Summary of Suggestion

Present Procedure:

1. Badge request sent to: CI Staff for concurrence
CCD for concurrence
SSD for approval
2. SSD approves request and sends separate memorandum requesting badge to PSD/Badge Office
3. Badge Office makes up badge and forwards to SSD, charging SSD for the badge

It should be noted that the responsibility of SSD in this exercise is only for approval of the request.

Suggested Procedure:

1. Badge request sent to: CI Staff for concurrence
CCD for concurrence
SSD for approval
PSD/Badge Office for issuance
2. Badge Office notifies requestor by telephone that badge is ready, charging requestor with the badge

This suggested procedure eliminates the two memoranda by SSD (one to Badge Office, and one to requestor), and keeps the records of badges issued in PSD/Badge Office -- eliminating dual control and expediting issuances.

ILLEGIB [redacted]

2. \$25-50 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

Adopted \$25 Award Letter of Appreciation
 Not Adopted [redacted]

25X1A

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

27 JANUARY 1960

SUGG. NO. 58-453: dated 10 March 1958
25X1A [redacted], GS-7, Records Analyst
Records Center, DD/S

Summary : Suggester designed a new form for use by members of the IAC community in requesting extra copies of classified publications. This new form would achieve uniformity in ordering procedures, speed up service to customers and streamline procedures within the Records Center.

Action Taken : The suggester's design for a new form was not accepted. Review of the suggestion revealed an existing form, available to the Community, which was designed for the purpose of requesting classified publications, and resulted in placing a requirement on the Community to use this existing form. From this requirement comes savings at the Records Center of 16 hours per week (approximately \$1,988 per year) — these hours saved are being put to effective use within the Center. Because this suggestion brought about complete use of an existing procedure, the award is based on Intangible Benefits of Slight-Limited, rather than the Tangible Savings.

Award : \$20.00 award granted.

SUGG. NO. 59-430: dated 21 April 1959
25X1A [redacted], \$4.36/hr (GS-13), Admin Officer

Summary : Suggester proposed that battery operated portable lanterns, located throughout Agency buildings for use during power failures, be marked with luminous tape or paint.

Action Taken : This suggestion has been adopted by the Office of Logistics in areas which would be in complete darkness during a power failure. In areas requiring 24 hour service, as the Cable Secretariat, emergency power plants are used.

Award : \$20.00 award granted.

S-E-C-R-E-T

Minimal Award Cases Contd.
27 January 1960

25X1A

SUGG. NO. 59-458: dated 11 May 1959
[redacted], GS-15, C/O&M(DD/P)
Management Staff, DD/S

Summary : Suggester proposed that the Agency telephone book be revised to alphabetically list the breakdown of the DD/S and DD/I components found in the back of the telephone book.

Action Taken : This suggestion will be adopted in the next issuance in the telephone book.

Award : Letter of Appreciation

25X1A

SUGG. NO. 59-494: dated 19 May 1959
[redacted], GS-12, Cosmo Spec.
OC, DD/S

Summary : Suggester proposed that: 1) dividends be clearly marked as a separate entry with the date and amount on the Credit Union books; and 2) the Credit Union pamphlet include a more complete explanation of the dividend policy.

Action Taken : The Office of Personnel states that dividends are marked in the Credit Union books with an identifying "DIV". In the case of field employees, the books are marked on their return from the field with a total amount credited -- if dividends are requested, the employee is told that amount.

The Office of Personnel states that the revised issue of the Credit Union pamphlet will specifically state that dividends are payable on a calendar year basis.

Award : Letter of Appreciation.

- 2 -

S-E-C-R-E-T

S-E-C-R-E-T

Minimal Award Cases Contd.
27 January 1960

25X1A

SUGG. NO. 59-502: dated 20 May 1959

[REDACTED] GS-14, Deputy Chief
OC, DD/S

- Summary** : Suggester proposed a method of reducing cable relay traffic by cutting down on the number of "Information" addressees on cables. He further suggested that the Cable Handbook include information stressing the requirement for "Information" copies of cables.
- Action Taken** : The suggester stated that "Information" addressees were replying to cables, and thus the great amount of relay traffic. The Office of Communications states that this is not the typical procedure -- if a reply is required, the addressee would normally be an "Action" addressee -- not an "Information" addressee.
- The Office of Communications and the Cable Secretariat informed this Staff that they will include in the revised Cable Handbook a clear statement of the purpose and definition of Book and Multiple Address cables -- that is, addressees of a cable are determined by the content of the cable and not by its references.
- Award** : Letter of Appreciation

25X1A

SUGG. NO. 60-14 : dated 7 July 1959

[REDACTED]
WE, DD/P

- Summary** : Suggester proposed that Form 601a, Routing & Record Sheet, be amended so that the first two lines of routing are lower on the page in order that the abstract file slip, when stapled will not obscure these first two lines.
- Action Taken** : This suggestion was approved by the Records Integration Division and adopted in the December 1959 revision of Form 610a.
- Award** : Letter of Appreciation

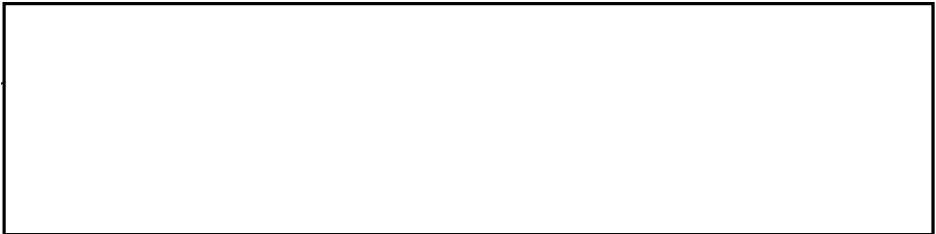
S-E-C-R-E-T

S-E-C-R-E-T

Minimal Award Cases Contd.
27 January 1960

25X1A SUGG. NO. 60-49 : dated 23 July 1959
[redacted] GS-12, Commo Spec.
OC, DD/S

Summary



25X1C

Action Taken : This situation does not exist elsewhere in the Agency. Because of this suggestion, Office of Communications personnel are provided with appropriate [redacted] permits for their peculiar situation.

Award : \$25.00 award granted.

25X1A SUGG. NO. 60-68, 69 & 70: dated 31 July 1959
[redacted], GS-11, Intel. Officer
OSI, DD/I

Summary & Action Taken : 60-68 -- Suggester proposed annotating the Department of State, German Science Bulletin with: Title of Publication, Date of Issue and Volume Number.

The Department of State has informed this Staff that the suggestion will be adopted in future issues of the Bulletin.

STATSPEC
STATSPEC

60-69 -- Suggester proposed annotating the FDD [redacted] bulletins with: Title of Publication, Date of Issue and Volume Number.

The Foreign Documents Division has informed this Staff that the suggestion will be adopted in future issues of the bulletin, except for the Date of Issue.

60-70 -- Suggester proposed annotating the Department of Navy, ONRL Technical Reports with: Title of Publication, Date of Issue and Volume Number.

S-E-C-R-E-T

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

Minimal Award Cases Contd.
27 January 1960

Suggs. No. 60-68, 69 & 70 Contd.

60-70 -- The Department of Navy informed this Staff that the only part of this suggestion which will be adopted in future issues of these reports is the addition of Report Number on all pages.

Award : Total award of \$25.00 granted for all three suggestions.

25X1A

SUGG. NO. 60-109: dated 19 August 1959
[redacted], GS-9, Elec. Tech.
OC, DD/S

Summary : Suggester proposed a modification of the KL-7 Communications equipment, which would prevent mistakes made in the erroneous shifting of the keyboard to the "figures" position.

Action Taken : Office of Communications, Engineering Staff, believes that this is a good idea which solves an aggravating problem of the KL-7 operation. That Office considers it has intangible benefits, but that this idea is not new in communications work -- some of our own field personnel have used this system in their particular operations. This particular suggestion has been adopted for all KL-7 equipment in this Agency, and credit is given to the suggester for sharing this information.

Award : \$25.00 award granted.

25X1A

SUGG. NO. 60-153: dated 28 September 1959
[redacted] GS-7, JOT
JOIP, OTR, DD/S

Summary : Suggester proposed that wall clocks which are removed for repair not be replaced, because most persons wear wrist-watches. He also proposed that clocks not be installed in every room in the new building.

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

S-E-C-R-E-T

Minimal Award Cases Contd.
27 January 1960

Sugg. No. 60-153 Contd.

Action Taken : This suggestion prompted Supply Division to include an item stressing economy about wall clocks in their next bulletin.

Award : Letter of Appreciation

SUGG. NO. 60-190: dated 22 May 1959

25X1A

[redacted], GS-4, Clerk-Typist

Summary : Suggester proposed that a clamp be used to attach loose cords of office machines to the sides of desks, as a safety measure.

25X1A

Action Taken : Work was completed as suggested on 8 desks at [redacted] 25X1A [redacted] thus eliminating a safety hazard.

Award : \$10.00 award granted

SUGG. NO. 60-214: dated 21 October 1959

25X1A

[redacted], GS-13, Security Officer
OS, DD/S

Summary : Suggester proposed that the paved area east of Gate 7, adjacent to "I" Building and just inside the perimeter fence be used for angle parking small cars.

Action Taken : The Office of Logistics informed this Staff that angle parking of small cars on the paved area is prohibited because of the pedestrian sidewalk, but parking parallel with the perimeter fence is approved -- giving 9 additional parking spaces.

Award : Letter of Appreciation

S-E-C-R-E-T

S-E-C-R-E-T

Minimal Award Cases Contd.
27 January 1960

- 25X1A SUGG. NO. 60-248: dated 19 November 1959
[redacted] GS-7, JOT
JOTF, OTR, DD/S
- Summary : Suggester proposed that the CIA Library maintain a volume of current New York Times tables of contents.
- 25X1A Action Taken : [redacted] Chief Reference Librarian, CIA Library, stated that this suggestion would be adopted at once. He believed that access to current New York Times articles, both by the Library staff and by requesters, will be easier and slightly faster.
- Award : \$25.00 award granted.
- *****
- 25X1A SUGG. NO. F 60-251: dated 9 October 1959
[redacted] GS-9, Electronic Technician
OC, DD/S
- Summary : Suggester proposed a modification of a Communications instrument which would prevent the burn-out of meters valued at \$150.00.
- Action Taken : This idea was adopted, but it was one of several solutions to the problem - was not unique.
- Award : Letter of Appreciation
- *****
- 25X1A SUGG. NO. 60-345: dated 27 August 1959
[redacted] GS-9, C/T&I
OC, DD/S
- Summary : Suggester proposed that a protective covering be made, for the shipment of certain Communications equipment, to protect the relays and tubes of the equipment. Under the present system, these relays and tubes protrude and are apt to break-off with normal handling.
- Action Taken : The pertinent information in this suggestion will be included in a Technical Bulletin, thus enabling those field areas affected to take advantage of the idea.

25X1A

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

S-E-C-R-E-T

Minimal Award Cases Contd.
27 January 1960

25X1A

SUGG. NO. 60-248: dated 19 November 1959
[redacted] GS-7, JOT
JOTP, OTR, DD/S

Summary : Suggester proposed that the CIA Library maintain a volume of current New York Times tables of contents.

25X1A

Action Taken : [redacted] Chief Reference Librarian, CIA Library, stated that this suggestion would be adopted at once. He believed that access to current New York Times articles, both by the Library staff and by requesters, will be easier and slightly faster.

Award : \$25.00 award granted.

25X1A

SUGG. NO. F 60-251: dated 9 October 1959
[redacted] GS-9, Electronic Technician
OC, DD/S

Summary : Suggester proposed a modification of a Communications instrument which would prevent the burn-out of meters valued at \$150.00.

Action Taken : This idea was adopted, but it was one of several solutions to the problem - was not unique.

Award : Letter of Appreciation

25X1A

SUGG. NO. 60-345: dated 27 August 1959
[redacted] GS-9, C/T&I
OC, DD/S

Summary : Suggester proposed that a protective covering be made, for the shipment of certain Communications equipment, to protect the relays and tubes of the equipment. Under the present system, these relays and tubes protrude and are apt to break-off with normal handling.

Action Taken : The pertinent information in this suggestion will be included in a Technical Bulletin, thus enabling those field areas affected to take advantage of the idea.

25X1A

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

S-E-C-R-E-T

Minimal Award Cases Contd.
27 January 1960

Sugg. No. 60-153 Contd.

Action Taken : This suggestion prompted Supply Division to include an item stressing economy about wall clocks in their next bulletin.

Award : Letter of Appreciation

25X1A

SUGG. NO. 60-190: dated 22 May 1959
[redacted], GS-4, Clerk-Typist

Summary : Suggester proposed that a clamp be used to attach loose cords of office machines to the sides of desks, as a safety measure.

25X1A

Action Taken : Work was completed as suggested on 8 desks at [redacted] thus eliminating a safety hazard.

25X1A

Award : \$10.00 award granted

25X1A

SUGG. NO. 60-214: dated 21 October 1959
[redacted] GS-13, Security Officer
OS, DD/S

Summary : Suggester proposed that the paved area east of Gate 7, adjacent to "I" Building and just inside the perimeter fence be used for angle parking small cars.

Action Taken : The Office of Logistics informed this Staff that angle parking of small cars on the paved area is prohibited because of the pedestrian sidewalk, but parking parallel with the perimeter fence is approved -- giving 9 additional parking spaces.

Award : Letter of Appreciation

S-E-C-R-E-T

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

Minimal Award Cases Contd.
27 January 1960

Suggs. No. 60-68, 69 & 70 Contd.

60-70 -- The Department of Navy informed this Staff that the only part of this suggestion which will be adopted in future issues of these reports is the addition of Report Number on all pages.

Award : Total award of \$25.00 granted for all three suggestions.

25X1A

SUGG. NO. 60-109: dated 19 August 1959
[redacted], GS-9, Elec. Tech.
CC, DD/S

Summary : Suggester proposed a modification of the KL-7 Communications equipment, which would prevent mistakes made in the erroneous shifting of the keyboard to the "figures" position.

Action Taken : Office of Communications, Engineering Staff, believes that this is a good idea which solves an aggravating problem of the KL-7 operation. That Office considers it has intangible benefits, but that this idea is not new in communications work -- some of our own field personnel have used this system in their particular operations. This particular suggestion has been adopted for all KL-7 equipment in this Agency, and credit is given to the suggester for sharing this information.

Award : \$25.00 award granted.

25X1A

SUGG. NO. 60-153: dated 28 September 1959
[redacted] GS-7, JOT
JOIP, OIR, DD/S

Summary : Suggester proposed that wall clocks which are removed for repair not be replaced, because most persons wear wrist-watches. He also proposed that clocks not be installed in every room in the new building.

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

S-E-C-R-E-T

Minimal Award Cases Contd.
27 January 1960

25X1A SUGG. NO. 60-49 : dated 23 July 1959
[redacted], GS-12, Commo Spec.
OC, DD/S

Summary :

[redacted]

25X1C

Action Taken : This situation does not exist elsewhere in the Agency.
Because of this suggestion, Office of Communications
personnel are provided with appropriate [redacted]
permits for their peculiar situation.

Award : \$25.00 award granted.

25X1A

SUGG. NO. 60-68, 69 & 70: dated 31 July 1959
[redacted] G., GS-11, Intel. Officer
OSI, DD/I

Summary &
Action Taken

: 60-68 -- Suggester proposed annotating the Department
of State, German Science Bulletin with:
Title of Publication, Date of Issue and
Volume Number.

The Department of State has informed this
Staff that the suggestion will be adopted in
future issues of the Bulletin.

STATSPEC
STATSPEC

60-69 -- Suggester proposed annotating the FDD [redacted]
[redacted] bulletins with:
Title of Publication, Date of Issue and Volume
Number.

The Foreign Documents Division has informed
this Staff that the suggestion will be adopted
in future issues of the bulletin, except for
the Date of Issue.

60-70 -- Suggester proposed annotating the Department
of Navy, ONRL Technical Reports with: Title
of Publication, Date of Issue and Volume Number.

S-E-C-R-E-T

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

Minimal Award Cases Contd.
27 January 1960

25X1A

SUGG. NO. 59-502: dated 20 May 1959

[redacted], GS-14, Deputy Chief
Americas Division, OC, DD/S

- Summary : Suggester proposed a method of reducing cable relay traffic by cutting down on the number of "Information" addressees on cables. He further suggested that the Cable Handbook include information stressing the requirement for "Information" copies of cables.
- Action Taken : The suggester stated that "Information" addressees were replying to cables, and thus the great amount of relay traffic. The Office of Communications states that this is not the typical procedure -- if a reply is required, the addressee would normally be an "Action" addressee -- not an "Information" addressee.
- The Office of Communications and the Cable Secretariat informed this Staff that they will include in the revised Cable Handbook a clear statement of the purpose and definition of Book and Multiple Address cables -- that is, addressees of a cable are determined by the content of the cable and not by its references.

Award : Letter of Appreciation

25X1A

SUGG. NO. 60-14 : dated 7 July 1959

[redacted]
WE, DD/P

- Summary : Suggester proposed that Form 601a, Routing & Record Sheet, be amended so that the first two lines of routing are lower on the page in order that the abstract file slip, when stapled will not obscure these first two lines.
- Action Taken : This suggestion was approved by the Records Integration Division and adopted in the December 1959 revision of Form 610a.
- Award : Letter of Appreciation

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

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

Minimal Award Cases Contd.
27 January 1960

25X1A

SUGG. NO. 59-458: dated 11 May 1959
[redacted] GS-15, C/O&M(DD/P)
Management Staff, DD/S

Summary : Suggester proposed that the Agency telephone book be revised to alphabetically list the breakdown of the DD/S and DD/I components found in the back of the telephone book.

Action Taken : This suggestion will be adopted in the next issuance in the telephone book.

Award : Letter of Appreciation

25X1A

SUGG. NO. 59-594: dated 19 May 1959
[redacted], GS-12, Commo Spec.
OC, DD/S

Summary : Suggester proposed that: 1) dividends be clearly marked as a separate entry with the date and amount on the Credit Union books; and 2) the Credit Union pamphlet include a more complete explanation of the dividend policy.

Action Taken : The Office of Personnel states that dividends are marked in the Credit Union books with an identifying "DIV". In the case of field employees, the books are marked on their return from the field with a total amount credited -- if dividends are requested, the employee is told that amount.

The Office of Personnel states that the revised issue of the Credit Union pamphlet will specifically state that dividends are payable on a calendar year basis.

Award : Letter of Appreciation.

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

S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

27 JANUARY 1960

25X1A

SUGG. NO. 58-453: dated 10 March 1958
[redacted], GS-7, Records Analyst
Records Center, DD/S

Summary : Suggester designed a new form for use by members of the IAC community in requesting extra copies of classified publications. This new form would achieve uniformity in ordering procedures, speed up service to customers and streamline procedures within the Records Center.

Action Taken : The suggester's design for a new form was not accepted. Review of the suggestion revealed an existing form, available to the Community, which was designed for the purpose of requesting classified publications, and resulted in placing a requirement on the Community to use this existing form. From this requirement comes savings at the Records Center of 16 hours per week (approximately \$1,988 per year) -- these hours saved are being put to effective use within the Center. Because this suggestion brought about complete use of an existing procedure, the award is based on Intangible Benefits of Slight-Limited, rather than the Tangible Savings.

Award : \$20.00 award granted.

SUGG. NO. 59-430: dated 21 April 1959
[redacted], \$4.36/hr (GS-13), Admin Officer

25X1A

Summary : Suggester proposed that battery operated portable lanterns, located throughout Agency buildings for use during power failures, be marked with luminous tape or paint.

Action Taken : This suggestion has been adopted by the Office of Logistics in areas which would be in complete darkness during a power failure. In areas requiring 24 hour service, as the Cable Secretariat, emergency power plants are used.

Award : \$20.00 award granted.

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

27 January 1960

SUGGESTION NO. 59-430: dated 21 April 1959

STATINTL

[Redacted], \$4.36/hr (GS-13),
[Redacted]

A. Summary of Suggestion

Suggester proposed that battery operated portable lanterns, located throughout Agency buildings for use during power failures, be marked with luminous tape or paint.

B. Summary of Evaluations

This suggestion was adopted by the Office of Logistics on 26 October 1959. The degree of benefit is considered to be limited. "Of the approximately 650 battle lanterns installed, only a very small fraction are located in areas which would be completely darkened during a power failure. Inside corridors and stairwells compose such areas. Power failures are extremely infrequent, hence the potential benefit of the suggestion is limited." Logistics also stated that application of the material to fire extinguishers, hose stations, fire boxes, etc. is not warranted.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$20.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[Redacted Signature] ⁰⁰
20.
Award

Chairman
Suggestion Awards Committee

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 RECOMMENDATIONS FOR THE CHAIRMAN

26 January 1960

25X1A

SUGGESTION NO. F 60-251: dated 9 October 1959

[redacted] GS-9, Electronic Tech.
OC, DD/S

A. Summary of Suggestion

Suggester proposed a modification of a Communications instrument which would prevent the burn-out of meters valued at \$150.00.

25X1A

B. Summary of Evaluations

[redacted], Executive Officer, Office of Communications, stated that this idea was adopted, but that this solution was one of many on the subject and was not really unique -- it was more of a routine modification. [redacted] recommended a Letter of Appreciation rather than a monetary award.

25X1A

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

D. Decision of Chairman

25X1A

[redacted] _____ Award

Chairman
Suggestion Awards Committee

elhr

S-E-C-R-E-T

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

26 January 1960

25X1A

SUGGESTION NO. 60-345: dated 27 August 1959
[redacted] GS-9, C/T&I
OC, DD/S

A. Summary of Suggestion

Suggester proposed that a protective covering be made, for the shipment of certain Communications equipment, to protect the relays and tubes of the equipment. Under the present system, these relays and tubes protrude and are apt to break-off with normal handling.

B. Summary of Evaluations

25X1A

Chief, Engineering Staff, OC, [redacted] stated:

"The suggestion as set forth certainly has merit, however, the incidence of damage is indeterminable. Breakage of the nature described has not been previously reported.

② "The pertinent information in this suggestion will be included in a Technical Bulletin, thus enabling those field areas affected to take advantage of the idea.

"It is recommended that the writer be given a written commendation, but due to the limited application and the fact that the CP-4 Communications equipment is being replaced, no monetary award is recommended."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

D. Decision of Chairman

25X1A

[redacted signature box]

Chairman
Suggestion Awards Committee

Letter

Award

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25X1A

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

11 January 1960

STATINTL SUGGESTION NO. 60-248: dated 19 November 1959
[redacted] GS-7, JOT
JOTP, OTR, DD/S

A. Summary of Suggestion

Suggester proposed that the CIA Library maintain a volume of current New York Times tables of contents.

B. Summary of Evaluations

STATINTL

[redacted] Chief Reference Librarian, CIA Library, stated that this suggestion would be adopted at once. He believed that access to current New York Times articles, both by the Library staff and by requesters, will be easier and slightly faster.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[redacted] _____
 Chairman
 Suggestion Awards Committee

25.⁰⁰
 Award

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

26 January 1960

25X1A SUGGESTION NO. 60-109: dated 19 August 1959
[redacted], GS-9, Elec. Tech.
OC, DD/S

A. Summary of Suggestion

Suggester proposed a modification of the KL-7 Communications equipment, which would prevent mistakes made in the erroneous shifting of the keyboard to the "figures" position.

B. Summary of Evaluations

Office of Communications, Engineering Staff, believes that this is a good idea which solves an aggravating problem of the KL-7 operation. That Office considers it has intangible benefits, but that this idea is not new in communications work -- some of our own field personnel have used this system in their particular operations. This particular suggestion has been adopted for all KL-7 equipment in this Agency, and credit should go to the suggester for sharing this information.

25X1A

C. Line-of-Duty Status

[redacted] Executive Officer, OC, states that this type of modification would not be expected of a Technician -- it is more in an Engineer's line of work.

D. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

25X1A

E. Decision of Chairman

[redacted] _____
Chairman
Suggestion Awards Committee

_____ Award
25.00

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 RECOMMENDATIONS FOR THE CHAIRMAN

26 January 1960

STATINTL SUGGESTION NO. 60-190: dated 22 May 1959
[redacted], GS-4, Clerk-Typist

A. Summary of Suggestion

Suggester proposed that a clamp be used to attach loose cords of office machines to the sides of desks, as a safety measure.

B. Summary of Evaluations

STATINTL Work was completed as suggested on 8 desks at [redacted] STATINTL
[redacted] thus eliminating a safety hazard.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$10.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[redacted] ^{10.00}
 _____ Award
 Chairman
 Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25 January 1960

STATINTL

SUGGESTION NO. 60-14: dated 7 July 1959

[Redacted]

WE, DD/P

A. Summary of Suggestion

Suggester proposed that Form 601A, Routing & Record Sheet, be ammended so that the first two lines of routing are lower on the page in order that the abstract file slip, when stapled, will not obscure these first two lines.

B. Summary of Evaluations

This suggestion was approved by the Records Integration Division and adopted in the December 1959 revision of Form 610A.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation.

D. Decision of Chairman

STATINTL

[Redacted Signature]

letr

Award

Chairman
Suggestion Awards Committee

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

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25X1C

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Sugg. No. 60-255 Contd.

D. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50 award based on: Tangible Savings (\$1,000)

E. Decision of Committee

Adopted #50 Award _____ Letter of Appreciation

Not Adopted

STATINTL

25X1C

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Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

19 January 1960

SUGGESTION NO. 58-178: dated 3 October 1957
[redacted], GS-5, Fisc. Acct. Clk. 25X1A
Comptroller, DD/S

A. Summary of Suggestion

Suggester proposed a standard form to be used by field stations in transferring field payroll allotments to Headquarters.

B. Summary of Evaluations

This suggestion was adopted and described in the revised [redacted] 25X1A

25X1A [redacted] The new Form 1435, Schedule of Field Allotments has been ordered. The Comptroller's office estimates a saving of 130 man-hours (\$230) per year will accrue plus Intangible Benefits to the field in the Slight-Limited categories.

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. \$25-40 award based on: \$10-25 for Intangible-Benefit
(Slight-Local) *Limited*
\$15 for Tangible Savings (\$230)

D. Decision of Committee

Adopted *40 Award _____ Letter of Appreciation
 Not Adopted

*No set form - some send extraneous info, others not enough info.
all field stations send them in - this standardizes the procedure.*

25X1A

[redacted] - 1
- 2nd.



S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

19 January 1960

25X1A

SUGGESTION NO. 58-312: dated 21 January 1958
[redacted] GS-5, Intel. Analyst
RID, DD/P

A. Summary of Suggestion

Suggester proposed that OSS Form 4055 and Form 1096 be combined for use in the retirement of records to Archives. At present OSS Form 4055 is considered obsolete. Current DD/P projects are transmitted to RI/AR under Form 1096, but in order to maintain proper RI/AR records, the obsolete OSS form 4055 still has to be used to describe the contents of the material.

B. Summary of Evaluations

~~This has reference to the previous reply made to Suggestion No. 58-312. This is to advise that the basic proposal to combine OSS Form 4055 and Form 1096 was broadened to include the use of the reverse side of Form 140. ~~the~~ new form (1066) has been printed and is in force.~~

Tangible annual savings are as follows:

Eliminate printing, stocking and issue of two forms, estimated savings -----	\$52.00
Eliminate the preparation and filing of 200 sets of Form 140, in quadruplicate, estimated savings -----	84.00
Eliminate the separate preparation and filing of 1,000 sets of Form 1096, in triplicate, estimated savings -----	414.00
 Total estimated annual savings are	 <u><u>\$580.00</u></u>

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$30 award based on: Tangible Savings (\$580)

D. Decision of Committee

Adopted \$ 30 Award Letter of Appreciation

Not Adopted



25X1A

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y
SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

18 January 1960

STATINTL SUGGESTION NO. 58-453: dated 10 March 1958

[Redacted]
Records Center, DD/S

GS-7, Records Analyst

A. Summary of Suggestion

Suggester designed a new form for use by members of the IAC community in requesting extra copies of classified publications. This new form would achieve uniformity in ordering procedure, speed up service to customers and streamline procedures within the Records Center.

B. Summary of Evaluations

Review by this Agency revealed that a Department of Defense Form 1142 exists, was designed for the purpose of requesting classified publications and satisfies all needs. Form 1142 was not being used by OCR as intended, but will be used in the future, providing faster service to the customer and faster filing of Records Center requests.

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. \$20.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[Redacted Signature]

20/00

Award

Chairman
Suggestion Awards Committee

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

15 January 1960

25X1A

SUGGESTION NO. 59-502: dated 20 May 1959
[redacted], GS-14, Deputy Chief
Americas Division, OC, DD/S

A. Summary of Suggestion

Suggester proposed a method of reducing cable relay traffic by cutting down on the number of "Information" addresses on cables. He further suggested that the Cable Handbook include information stressing the requirement for "Information" copies of cables.

B. Summary of Evaluations

The suggester stated that "Information" addressees were replying to cables, and thus the great amount of relay traffic. The Office of Communications states that this is not the typical procedure -- if a reply is required, the addressee would normally be an "Action" addressee -- not an "Information" addressee.

The Office of Communications and the Cable Secretariat informed this Staff that they will include in the revised Cable Handbook a clear statement of the purpose and definition of Book and Multiple Address cables -- that is, addressees of a cable are determined by the content of the cable and not by its references.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

D. Decision of Chairman

25X1A

[redacted] *Letter*
Chairman Award
Suggestion Awards Committee

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 RECOMMENDATIONS FOR THE CHAIRMAN

14 January 1960

STATINTL

SUGGESTIONS NO. 60-68, 69 & 70: dated 31 July 1959
[redacted], GS-11, Intel. Officer
OSI, DD/I

A. Summary of Suggestions and Evaluations

60-68 -- Suggester proposed annotating the Department of State, German Science Bulletin with: Title of Publication, Date of Issue and Volume Number.

The Department of State has informed this Staff that the suggestion will be adopted in future issues of the Bulletin.

60-69 -- Suggester proposed annotating the FDD [redacted] bulletins with: Title of Publication, Date of Issue and Volume Number.

The Foreign Documents Division has informed this Staff that the suggestion will be adopted in future issues of the bulletin, except for the Date of Issue.

60-70 -- Suggester proposed annotating the Department of Navy, ONRL Technical Reports with: Title of Publication, Date of Issue and Volume Number.

The Department of Navy informed this Staff that the only part of this suggestion which will be adopted in future issues of these reports is the addition of Report Number on all pages.

B. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award, based on Intangible Benefits (Slight-Limited), be approved as a combined award for these three suggestions.

C. Decision of Chairman

STATINTL

_____ [redacted] _____
 Chairman Award

Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

14 January 1960

STATINTL SUGGESTION NO. 60-214: dated 21 October 1959
[redacted], GS-13, Security Officer
OS, DD/S

A. Summary of Suggestion

Suggester proposed that the paved area east of Gate 7, adjacent to "I" Building and just inside the perimeter fence be used for angle parking small cars.

B. Summary of Evaluation

The Office of Logistics informed this Staff that angle parking of small cars on the paved area is prohibited because of the pedestrian sidewalk, but parking parallel with the perimeter fence is approved -- giving 9 additional parking spaces.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

STATINTL D. Decision of Chairman

[redacted] *Letter*
Chairman Award
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

11 January 1960

STATINTL SUGGESTION NO. 60-49: dated 23 July 1959
[redacted], GS-12, Commo. Spec.
OC, DD/S

A. Summary of Suggestion

STATINTL

[redacted]

B. Summary of Evaluations

STATINTL

[redacted], Chief, Central Cover Division, stated that means now available and in use are fully adequate to solve the problem. Such matters need only be referred to the proper administrative echelon for solution.

STATINTL

STATINTL

[redacted], Executive Officer, Office of Communications, pointed out that the Office of Communications did not issue [redacted] and because of this suggestion, procedures were stimulated which will result in increased security practices.

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[redacted signature]

25.00

Chairman
Suggestion Awards Committee

Award

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

11 January 1960

STATINTL SUGGESTION NO. 59-494: dated 19 May 1959
[redacted] GS-12, Commo Spec.
OC, DD/S

A. Summary of Suggestion

Suggester proposed that: 1) dividends be clearly marked as a separate entry with the date and amount on the Credit Union books; and 2) the Credit Union pamphlet include a more complete explanation of the dividend policy.

B. Summary of Evaluations

The Office of Personnel states that dividends are marked in the Credit Union books with an identifying "DIV". In the case of field employees, the books are marked on their return from the field with a total amount credited -- if dividends are requested, the employee is told that amount.

The Office of Personnel states that the revised issue of the Credit Union pamphlet will specifically state that dividends are payable on a calendar year basis.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

D. Decision of Chairman

STATINTL

[redacted]

Chairman
Suggestion Awards Committee

Letter

Award

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

11 January 1960

STATINTL SUGGESTION NO. 60-153: dated 28 September 1959
[redacted] GS-7, JOT
JOIP, OIR, DD/S

A. Summary of Suggestion

Suggester proposed that wall clocks, which are removed for repair, not be replaced, because most persons wear wrist-watches. He also proposed that clocks not be installed in every room in the new building.

B. Summary of Evaluations

STATINTL

[redacted] Supply Division/OL, informed the Suggestion Awards Staff that clocks which can not be repaired in the Supply rooms are disposed of, because the paper work and the cost of repairs would be more than the GSA cost of a new clock. He also stated that clocks for the new building have been provided for. This suggestion, however, prompted Supply Division to include this item in their next Supply Bulletin stressing economy, although they admitted that there is no issuance policy on this item.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

D. Decision of Chairman

STATINTL

[redacted] _____
Chairman Award
Suggestion Awards Committee

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

25X1A

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25X1A

[redacted] --- Commented that publicity within individual's area is given at the presentation ceremonies.

25X1A

[redacted] --- Explained that in OL publicity is given at staff meetings.

The Executive Secretary reminded the Committee members that the object of this publicity at the local level was to make sure that the award winners' colleagues know about the achievement and thus will inspire them to try also.

Suggestions
Approved

The Committee approved the following action for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
58-578	\$100.00	Intangible (Slight-Broad)
59-161	100.00	Intangible (Slight-Local)
59-281	150.00	Tangible (\$322.00) Intangible (Slight-Extended)
59-342	80.00	Tangible (\$2,475.00) Intangible (Moderate-Limited)
59-364	50.00	Tangible (\$535.00) Intangible (Slight-Extended)
59-368	125.00	Intangible (Moderate-Local)
59-530	40.00	Intangible (Slight-Local)
60-43	50.00 (Interim)	Intangible (Moderate-Limited)
60-45	65.00	Intangible (Slight-Local)
60-99	100.00	Tangible (\$292.00) Intangible (Moderate/Slight-Extended)
60-132	155.00	Intangible (Moderate-Local) Tangible (\$1,170.00)

Special
Suggestion

60-101, regarding a designed Form No. 1649, Military Strength Accounting Ledger, to replace three forms previously used, was submitted by a military employee. The Committee voted an award of \$50.00 based on Intangible Benefits (Moderate-Limited), subject to payment policy decision by the Chairman. If an award is not possible under present law, the Committee authorized a Letter of Appreciation.

N.B. Arrangements have been made with the office of the DDCI to sign a commendation for the airman's military 201 file.

S-E-C-R-E-T

Minutes of Meeting
10 December 1959

- c. Under authority granted the Chairman to resolve and award minimal cases, \$90.00 was paid out for 5 suggestions and one Letter of Appreciation was awarded.
- d. The Suggestion Awards Staff has set up a consultant relationship with [redacted] to properly staff out scientific and technical suggestions. 25X1A
- e. In a report to the DD/S, Executive Secretary commented on the fact that 75 more suggestions have been received this year compared to last year at this time; and that the DD/P is now interested in encouraging ideas all over the Agency which will further the cold-war efforts -- this program will be launched in the early part of 1960. The Executive Secretary also reported that of the \$30,000 in Tangible Savings calculated for this fiscal year, \$27,000 was accrued by the DD/P.
- f. The Suggestion Awards movie was shown at a TSS Staff Meeting, at which [redacted] took the opportunity to present three \$150.00 award checks to three employees. It was a very successful meeting. 25X1A
- g. The Special Panel of the Suggestion Awards Committee met and awarded a total of \$410.00 to four employees.
- h. Publicity aids -- the payroll stuffers have been distributed, and the Christmas poster will be distributed next week.

Copies of award letters are being sent to the members of the Suggestion Awards Committee. The Executive Secretary asked how the members were using them.

25X1A

[redacted] -- Every two months a newsletter is sent to all Communications field and headquarters personnel. This newsletter incorporates information about suggestion and honor award winners in the Office of Communications.

25X1A

[redacted] -- Nothing of much importance to publicize yet.

25X1A

[redacted] -- Plans to gather them together and have a DD/P notice published. Will discuss with OPSER Division.

S-E-C-R-E-T

S-E-C-R-E-T

Minutes of Meeting
10 December 1959

Referral of Suggestion

59-515 & 59-516, regarding two guide-books: Soviet Submarine Sighting Guide and Soviet Merchant Shipping Collection Guide, submitted by a Reports Officer, was considered to be in line-of-duty. The Committee, however, suggested that this case be returned to the suggester's supervisor for his consideration regarding a proposal to the Honor & Merit Awards Board.

Discussion

When a vote was asked for regarding the minutes of the Minimal Awards Meeting, the Committee thought they were debating the merits of the individual cases. [redacted] questioned an award of \$25.00 to a GS-13 for proposing a new [redacted] proposed that no action be taken because the award had been made.

25X1A

25X1A

25X1A

The Executive Secretary offered to have the checks for minimal awards held up until approval of the minutes have been obtained from the Committee. [redacted] agreed to this.

Adjournment

The meeting adjourned at 4:00 p.m.

[redacted]

25X1A

Executive Secretary

APPROVED:

25X1A

[redacted]

Vice Chairman
Suggestion Awards Committee

19 January 1960

Date

NOTED:

25X1A

[redacted]

Chairman
Suggestion Awards Committee

20 Jan. '60

Date

S-E-C-R-E-T

25X1A

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Regular Meeting of the Suggestion Awards Committee

Thursday, 10 December 1959

AGENDA

1. Call to order.
2. Minutes of last meeting.
3. Report by Executive Secretary
4. Comments by Chairman
5. Old Business
6. New Business
(Vote on Suggestions attached)
7. Adjournment

25X1C

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4 December 1959

MEMORANDUM FOR: RECORD

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 10 December 1959, at 2:00 p.m. in Room 1a, .

25X1A

2. The following items are enclosed for your review:

TAB 1 -- Tentative Agenda

TAB 2 -- Minutes of Last Committee Meeting

TAB 3 -- Summary of Suggestions to be considered at this meeting

TAB 4 -- Summary of Minimal Awards.

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A

Executive Secretary

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

1 December 1959

SUGG. NO. 58-578: dated 22 May 1958

25X1A

GS-9, Supervisor
Cable Secretariat, O/DCI

A. Summary of Suggestion

The suggester designed a form to be used when making changes in cable dissemination. The primary purpose is to reduce the number of telephone calls made to the Cable Secretariat -- which, according to that office, is the "greatest single factor tending to retard accurate, rapid and efficient processing of cables and production volume". Also, this form would provide a record in Division Registries of requests for changes in dissemination.

B. Summary of Background & Evaluations

The suggested form was approved for use by Cable Secretariat, RID, EE, FE, NEA and C/I&R. It was printed in March 1959 and assigned form no. 1604.

The FY '59 Suggestion Awards Committee voted to postpone award consideration until the Cable Secretariat had a chance to obtain an "experience factor".

After 6 months use, the Cable Secretariat reports that this form reduced telephone calls by 40%.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$75-150 award based on Intangible Benefits (Slight-Broad)

D. Decision of Committee

Adopted \$100 Award Letter of Appreciation
 Not Adopted

25X1A



*cables get out faster
more accurate work*

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

1 December 1959

SUGG. NO. 59-364: dated 13 February 1959

[redacted], Jr., GS-13, Investigator
OS, DD'S

STATINTL

A. Summary of Suggestion

Suggester proposed: (a) that three Data-Guides -- "English Grammar", "Punctuation Guide", and "Writing Guide" -- be furnished Agency writers and typists; and (b) that similar guides be developed to describe cable and dispatch procedures. Samples of (a) with case.

B. Summary of Evaluations

1. Suggested Data-Guides for English Grammar, Punctuation and Writing were effectively used by several stenographers in the Office of Security, were recommended for adoption by Records Management Staff and Office of Training, and were ordered by Records Management Staff on 19 May 1959 through Office of Logistics at a total cost of \$750 for 500 of each. They are now available in the Building Supply Offices.
2. Suggested Data-Guides for cable & dispatch procedures were disapproved for adoption by Records Management Staff and the Cable Secretary because of the classified matter involved and the constant changes in cable procedures.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50-75 award based on Intangible Benefits (Slight-Extended)

D. Decision of Committee

Adopted \$50 Award Letter of Appreciation

Not Adopted

STATINTL

[redacted]

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

25X1B

Next 1 Page(s) In Document Exempt

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

27 November 1959

SUGG. NO. 59-347: dated 12 February 1959
[redacted], GP (GS-10), Supervisor
Bindery Section, PSD, OL, DD/S

A. Summary of Suggestion

1. The suggester designed a mechanical guide for making book casings which eliminated imperfect hand setting and consequent loss of time. He designed this for one particular job only (5,000 book cases).

2. He then designed a mechanical guide for permanent use. This guide is adjustable and has many advantageous features.

B. Background

The FY '59 Suggestion Awards Committee approved an interim award of \$50.00 for the idea itself. This award was based on Intangible Benefits (Moderate-Local), and as an interim award, the lowest amount was decided upon.

The one-time-only guide saved the Agency \$300 for the one job of 5,000 book cases. It is estimated that the permanent guide, which cost \$596.00, will save the Agency an additional \$235.00 for the first year of adoption. The guide was adopted by the Office of Logistics in August 1959.

C. Recommendation of Executive Secretary

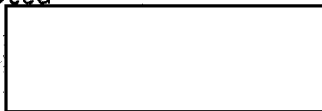
1. Not in line-of-duty -- suggester is responsible for using the equipment and not for designing it.

2. \$80.00 additional award based on: \$50 for Intangible Benefits
To bring to the top of (Moderate-Local) Lim
\$30 for Tangible Savings
(\$300 + \$235 = \$535.00)

D. Decision of Committee

_____ Adopted \$ 80 Award _____ Letter of Appreciation

_____ Not Adopted



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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

24 November 1959

SUGG. NO. 59-161; dated 9 October 1958

[Redacted], GS-9, Analyst

A. Summary of Suggestion

Certain Agency documents which must be photographically reproduced, and which are too sensitive to send to the [Redacted] TSS does not have the facilities to process large volumes of this priority work. The suggester proposed that a Polaroid Land Camera be used -- thus speeding up the processing time, and reducing processing costs.

B. Summary of Evaluations

[Redacted] stated that the suggested procedure was put into effect in September 1958, and has proven to be so satisfactory that it is now Standard Operating Procedure. He estimated the intangible benefits to be Moderate-Local. In stressing these benefits, he stated:

"Use of the Polaroid Land Camera for the stated purpose means a great reduction in the time spent by the professional staff of this division in transportation and waiting in the photo shop, and consequently the staff can devote more time and effort to their assigned tasks. This division also has felt the effect of this new SOP on the TSS/PSD workload, since with fewer rush jobs TSS/PSD has more time for expeditious handling of other ID requirements."

Tangible Savings were also realized -- estimated 1st year's savings were \$322.00, based on a savings in man-hours and in the cost of prints.

C. Recommendation of Executive Secretary

1. Not in line-of-duty

2. ~~\$100~~ ^{\$80} award based on: ~~\$100-150~~ ^{\$100-150} for Intangible Benefits ~~slight~~ ^{slight} (Moderate-Local) \$20 for Tangible Savings (\$322)

D. Decision of Committee

Adopted ^{\$100} Award Letter of Appreciation
Not Adopted

[Redacted]

Appeared as a witness

[Redacted] (comp. ee)

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

25X1A

25X1A

25X1A

25X1A

25X1A

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 November 1959

SUGG. NO. 59-530: dated 16 June 1959

[Redacted], GS-7, Qual. Anal.
OP, DD/S

STATINTL

A. Summary of Suggestion

For every clerical who is tested and rejected in the field, two cards are made up in the field and sent to Headquarters for filing: 1) "Field Test Card", a product of OTR, which gives complete test scores; and 2) "Field Reject Card", a product of OP, which gives a synopsis of interview, test results and background. (The Reject card is also made up for persons who have been interviewed, but who did not file application). The suggester proposed that both of these cards be eliminated, as they are merely records of persons who have not been employed, and should these same persons apply again they would be re-tested and re-interviewed.

B. Summary of Evaluations

The Office of Personnel stated that they need the Field Reject Cards as a permanent record to be used in the event a person applies again or in the event Congressmen or other important people should inquire into an applicant's employment status.

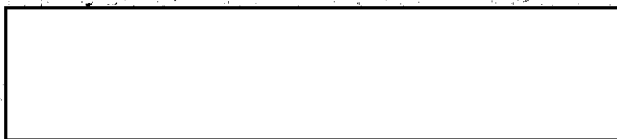
The Office of Training stated that the Field Test Cards were duplicated by the information on the Field Reject Cards. OTR eliminated the Field Test Cards for unsuccessful applicants as a result of this suggestion. This will eliminate the processing of 4000 to 5000 cards a year, at a saving of 83 to 104 hours per year.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25-50 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

Adopted 440 Award Letter of Appreciation
 Not Adopted



STATINTL

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 November 1959

SUGG. NO. F-60-43: dated July 1959
[redacted], GS-11, Case Officer
EE, DD/P

A. Summary of Suggestion

[redacted]

B. Summary of Evaluations

The Office of Training has stated that they are now using these tapes; plan to continue using them and to keep them up-dated; and plan to ask the field for similar tapes of [redacted] language material. These tapes are of good quality and have proved helpful; however, it is still too early to determine the full degree of benefit and extend of application.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50.00 interim award based on Intangible Benefits (Moderate-Local). Review this suggestion in one year to determine any added benefits to the Agency.

D. Decision of Committee

Adopted \$50 Award Letter of Appreciation
 Not Adopted Review in one year

[redacted]

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 November 1959

SUGG. NO. 60-45: dated 21 July 1959
[redacted], GS-5, File Supervisor
RID/FILES, DD/P

A. Summary of Suggestion

When a request for a document comes into RID/FILES, the document is charged out to "copy-flo", where it is reproduced. Sometimes a second request comes in, necessitating repeated follow-up to obtain the document upon its return from copy-flo. The suggester proposed that the second request be attached to the "copy-flo charge-out card" so that when the document was returned, the clerk would see immediately that it should be processed again -- thus speeding up the RID/FILES service.

B. Summary of Evaluations

[redacted] Chief, RID stated that this suggestion has been adopted with an estimated saving of 156 man-hours (\$292.00 per year). He further stated:

"Although the savings of man hours is modest, the improvement of service to requesters contributes to the completion of name traces in less time. For this reason, it is recommended that the suggester be presented an award based on improvement that offers moderate benefit to a local extent of application affecting more than the immediate work area."

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. \$115-165 award based on: ²⁵⁻⁵⁰ \$100-150 for Intangible Benefits
~~High~~ (Moderate-Local)
\$15 for Tangible Savings (\$292)

D. Decision of Committee

Adopted \$65 Award Letter of Appreciation
 Not Adopted

[redacted]

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 November 1959

SUGG. NO. 60-99: dated 21 August 1959

[Redacted]
OS, DD/S

GS-8, Security Assistant

25X1A

A. Summary of Suggestion

This suggester proposed a way to speed up the Office of Security processing of requests for clearances. In the past, OS made a complete check on the individual and on all references furnished, and then sent the information out for the National Agency check (FBI, CSC, Army, Navy, etc.). The suggester proposed that the Office of Security check the individual and then, at the same time as the references are being check, have the National Agency check conducted.

B. Summary of Evaluations

[Redacted] Chief, Security Records Division, OS, stated that because of this suggestion, OS has adopted the new procedure with an estimated 20-day savings in overall time for processing of this type of clearance. Mr. [Redacted] considers the Intangible Benefits to be Slight-Extended.

25X1A

25X1A

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. ¹⁵⁰⁻²⁰⁰ ~~50-75~~ based on Intangible Benefits (~~Slight-Extended~~)

MODERATE - Slight split

D. Decision of Committee

 Adopted 100 Award Letter of Appreciation

 Not Adopted

Moderate to Agency.

[Redacted]

25X1A

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

23 November 1959

SUGG. NO. 59-368: dated 12 March 1959
[redacted] GS-9, Analyst
RID/AN, DD/P

25X1A

A. Summary of Suggestion

"T", Administrative" dispatches were distributed by RID/D&P to RID/AN for review. Because these dispatches were of an administrative nature, RID/AN had no interest in them. However, because of the extra step in processing, they were delayed. The suggester proposed that RID/D&P give these dispatches directly to the RID mail room for delivery to the area involved -- by-passing RID/AN completely.

B. Summary of Evaluations

[redacted] Chief, RID, stated that a study of this procedure revealed "the routing of 'T' dispatches through RID/AN is not warranted and needlessly occupies analyst's time". He determined the benefits from the adoption of this suggestion to be Moderate-Local.

25X1A

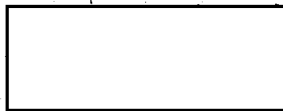
C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$100-150 award based on Intangible Benefits (Moderate-Local)

D. Decision of Committee

Adopted \$125 Award Letter of Appreciation
Not Adopted

25X1A



SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

5 NOVEMBER 1959

SUGG. NO. 59-125: dated 7 October 1958
[redacted] GS-6, Statistical Draftsman
OP, DD/S

25X1A

Summary : The suggester's office had a problem with the storage, viewing and handling of oversized graphics, visual aids and charts. To correct the problem, [redacted] suggested to her that they make 8"x10 1/2" photographs of these items and place them in loose-leaf binders. The suggester noticed the benefits of this system and proposed it be considered by other offices for their possible use.

25X1A

Action Taken : Visual aids, ORR, PSD/OL, Supply Division/OL, OTR and PIC evaluated this suggestion for use in their areas. PIC was the only office which adopted the idea -- the other areas had no need for the idea.

Award : \$15.00 award granted.

SUGG. NO. 59-539: dated 20 July 1959
[redacted], GS-4, Clerk Typist
OTR, DD/S

25X1A

Summary : Suggester proposed that CIA orientation of new employees include a briefing regarding public acknowledgment of CIA affiliation as it affects other employees. The suggester pointed out that often new employees at social gatherings would inadvertently connect CS personnel with the Agency.

Action Taken : The Office of Security added several illustrations to the "cover" portion of the Security Indoctrination Lecture.

Award : \$15.00 award granted.

S-E-C-R-E-T

Minimal Awards Cases Contd.
5 November 1959

SUGG. NO. 60-84: dated 3 June 1959
[redacted] GS-5, Time Leave & Pay Clerk
Comptroller, DD/S

25X1A

Summary : Suggester proposed a revision of Form 945a, Normal Pay Record, which deleted unnecessary information and added new, necessary information on the cards.

Action Taken : The revised form was adopted by the Comptroller's office.

Award : \$25.00 award granted.

SUGG. NO. 60-167: dated 22 September 1959
[redacted], GS-13, Operations Officer
FE, DD/P

25X1A

Summary : Suggester proposed that the Office of Training replace their out-dated Japanese language text books with the latest Foreign Service Institute text materials and accompanying tapes.

Action Taken : This idea was adopted by the Office of Training. The basic methods and principles of teaching, however, will not be affected.

Award : \$25.00 award granted.

SUGG. NO. 60-173: dated 6 October 1959
[redacted] GS-11, Area Records Officer
OP, DD/S

25X1A

Summary : Suggester proposed that a "Table of Contents" be made part of the CIA Support Bulletin.

Action Taken : The Agency will adopt this idea in future issues of the Support Bulletin.

Award : \$10.00 award granted.

S-E-C-R-E-T

Minimal Award Cases Contd.
5 November 1959

SUGG. NO. 60-177: dated 7 October 1959
[REDACTED], GS-13
OSI, DD/I

25X1A

Summary

: The suggester pointed out that many office registries open all incoming mail before delivery to the addressee. This system applies to suggestion correspondence as well. With the opening of suggestion correspondence and forwarding through channels for all to see, the anonymity feature of the program is lost. The suggester proposed that the Suggestion Awards Staff take steps to correct this situation.

Action Taken

: All correspondence to suggesters will now be sent in "Eyes Only" envelopes. The exception to this rule is the award letters.

Award

: Letter of Appreciation.

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

5 NOVEMBER 1959

SUGG. NO. 59-125: dated 7 October 1958
[redacted], GS-6, Statistical Draftsman
OP, DD/S

25X1A

Summary : The suggester's office had a problem with the storage, viewing and handling of oversized graphics, visual aids and charts. To correct the problem, [redacted] suggested to her that they make 8"x10 1/2" photographs of these items and place them in loose-leaf binders. The suggester noticed the benefits of this system and proposed it be considered by other offices for their possible use.

25X1A

Action Taken : Visual aids, ORR, PSD/OL, Supply Division/OL, OTR and PIC evaluated this suggestion for use in their areas. PIC was the only office which adopted the idea -- the other areas had no need for the idea.

Award : \$15.00 award granted.

SUGG. NO. 59-539: dated 20 July 1959
[redacted], GS-4, Clerk Typist
OTR, DD/S

25X1A

Summary : Suggester proposed that CIA orientation of new employees include a briefing regarding public acknowledgment of CIA affiliation as it affects other employees. The suggester pointed out that often new employees at social gatherings would inadvertently connect CS personnel with the Agency.

Action Taken : The Office of Security added several illustrations to the "cover" portion of the Security Indoctrination Lecture.

Award : \$15.00 award granted.

Minimal Awards Cases Contd.
5 November 1959

SUGG. NO. 60-84: dated 3 June 1959

[redacted] GS-5, Time Leave & Pay Clerk
Comptroller, DD/S

25X1A

Summary : Suggester proposed a revision of Form 943a, Normal Pay Record, which deleted unnecessary information and added new, necessary information on the cards.

Action Taken : The revised form was adopted by the Comptroller's office.

Award : \$25.00 award granted.

SUGG. NO. 60-167: dated 22 September 1959

[redacted], GS-13, Operations Officer
FE, DD/P

25X1A

Summary : Suggester proposed that the Office of Training replace their out-dated Japanese language text books with the latest Foreign Service Institute text materials and accompanying tapes.

Action Taken : This idea was adopted by the Office of Training. The basic methods and principles of teaching, however, will not be affected.

Award : \$25.00 award granted.

SUGG. NO. 60-173: dated 6 October 1959

[redacted], GS-11, Area Records Officer
OP, DD/S

25X1A

Summary : Suggester proposed that a "Table of Contents" be made part of the CIA Support Bulletin.

Action Taken : The Agency will adopt this idea in future issues of the Support Bulletin.

Award : \$10.00 award granted.

S-E-C-R-E-T

Minimal Award Cases Contd.
5 November 1959

SUGG. NO. 60-177: dated 7 October 1959

GS-13

OSI, DD/I

Summary

: The suggester pointed out that many office registries open all incoming mail before delivery to the addressee. This system applies to suggestion correspondence as well. With the opening of suggestion correspondence and forwarding through channels for all to see, the anonymity feature of the program is lost. The suggester proposed that the Suggestion Awards Staff take steps to correct this situation.

Action Taken

: All correspondence to suggesters will now be sent in "Eyes Only" envelopes. The exception to this rule is the award letters.

Award

: Letter of Appreciation.

25X1A

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

5 November 1959

25X1A

SUGGESTION NO. 59-125: dated 7 October 1958

[REDACTED]
OP, DD/S

GS-6, Statistical Draftsman

A. Summary of Suggestion

25X1A

The suggester's office had a problem with the storage, viewing and handling of oversized graphics, visual aids and charts. To correct the problem, [REDACTED] suggested to her that they make 8" x 10 $\frac{1}{2}$ " photographs of these items and place them in looseleaf binders. The suggester noticed the benefits of this system and proposed it be considered by other offices for their possible use.

B. Summary of Evaluations

Comments by Visual Aids, ORR, Printing Services Division/OL, Supply Division/OL, and OTR indicated no need for this suggestion in these offices. The Data Management Division, Photographic Intelligence Center has adopted this principle and made the following comments:

"Under the system used in PIC, we did not maintain the small prints in a looseleaf binder, but have bound them as a result of the suggestion and find that it does make the prints easier to handle.

"Another advantage...is that a photographic enlargement can be made easily and such an enlargement can often be used in lieu of the original graphic.

"...the time of a file clerk who would have to pull the graphics from a file is saved, and the customer is free to browse through the book at his own speed, and wear & tear on the original graphics is saved. But, we have found there is a tendency on the part of the customer to request more graphics when he has access to the entire collection through the use of the book. Of course, it must be assumed that the customer's briefing or new graphic or report will be a better product because he has had access to more information.

"About 350 graphics are stored in this collection."

C. Recommendation of Executive Secretary

1. Not in line-of-duty as used in PIC.
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

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

Sugg. No. 59-125 Contd.

D. Decision of Chairman

25X1A

as recommended

Chairman
Suggestion Awards Committee

Award

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

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

4 November 1959

STATINTL SUGGESTION NO. 60-167: dated 22 September 1959
[Redacted], GS-13, Operations Officer
FE, DD/P

A. Summary of Suggestion

Suggester proposed that the Office of Training replace their out-dated Japanese language text books with the latest Foreign Service Institute text materials and accompanying tapes.

B. Summary of Evaluations

The Office of Training is adopting this suggestion. The basic methods and principles of teaching will not be affected. An average of about 20 persons a year will be affected by this text change.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[Redacted Signature] *as recom*

Chairman v Award
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

3 November 1959

STATINTL SUGGESTION NO. 60-177: dated 7 October 1959

[Redacted] GS-13
OSI, DD/I

A. Summary of Suggestion

The suggester pointed out that many office registries open all incoming mail before delivery to the addressee. This system applies to suggestion correspondence as well. With the opening of suggestion correspondence and forwarding through channels for all to see, the anonymity feature of the program is lost. The suggester proposed that the Suggestion Awards Staff take steps to correct this situation.

B. Summary of Evaluations

As a direct result of this suggestion, the Suggestion Awards Staff now sends all correspondence to suggesters in "Eyes Only" envelopes. The exception which makes this rule is the award letters.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation.

STATINTL D. Decision of Chairman

<div data-bbox="609 1302 868 1449" style="border: 1px solid black; width: 160px; height: 70px; margin: 0 auto;"></div> <p>Chairman Suggestion Awards Committee</p>	<p>-----</p> <p><i>Letter</i></p> <p>Award</p>
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S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

3 November 1959

25X1A SUGGESTION NO. 59-539: dated 20 July 1959
[redacted] GS-4, Clerk Typist
OIR, DD/S

A. Summary of Suggestion

Suggester proposed that CIA orientation of new employees include a briefing regarding public acknowledgment of CIA affiliation as it affects other employees. The suggester stated that often new employees at social gatherings would inadvertently connect CS personnel with the Agency.

B. Summary of Evaluations

25X1A

On 18 August 1959, [redacted] Chief, Training Branch/A&TS/OS, stated that cover is explained in detail in the Security Orientation for new employees. However, because of this suggestion, several new illustrations have been added to the text of the Security Indoctrination Lecture.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

25X1A

D. Decision of Chairman

[redacted signature box]

as recommended

Chairman

Award

Suggestion Awards Committee

25X1A

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

S-E-C-R-E-T

MINUTES OF MEETING

SUGGESTION AWARDS COMMITTEE

THURSDAY, 22 OCTOBER 1959

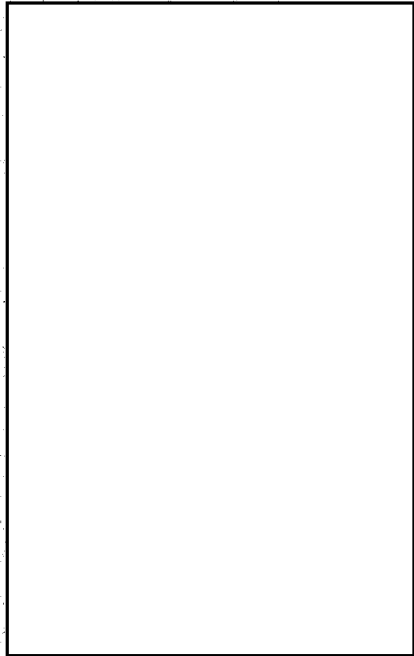
25X1A

On Thursday, 22 October 1959, at 9:30 a.m., in Room 1a, [redacted] Chairman, chaired the regular meeting of the CIA Suggestion Awards Committee.

The following were present:

Members

25X1A



(DD/P)
(DD/I)
(DD/I)
(DD/S)
(DD/S)

(DD/P)
(DD/S)(attended as an observer)

(Personnel)
(Security)

(Executive Secretary)
(Sugg. Awds. Officer)

Minutes

The minutes of the regular Committee meeting, held on 17 September 1959, were approved.

Report by Executive Secretary

- a. The Committee members were asked to designate a day agreeable to all for holding the regular Committee meetings. Thursday afternoons were agreed upon by all present.
- b. The Letter of Appreciation vs the Letter of Thanks was described. The Letter of Appreciation is sent to a suggester with a carbon copy placed in the Official Personnel Folder. Is awarded for suggestions which have been adopted, but for which no monetary award is considered proper, either because the suggestion is of such minor benefit or because of the rank of the suggester. The Letter of Thanks is sent to all suggesters for ideas which are not adopted.

S-E-C-R-E-T

S-E-C-R-E-T

Minutes of Meeting
22 October 1959

- c. Round-Robins were explained. Sometimes suggestions come in with unanimous recommendations for disapproval, but some differences of opinion are evident between the using offices and the office of primary interest, or the Suggestion Awards Staff does not fully understand the scope of the suggestion. These cases are sent around to four members of the Committee (constituting a quorum for votes) asking their opinion, their guidance and their decision as to whether the cases should be rejected or submitted for Committee action.
- d. "The Power of Suggestion", the movie which was produced by the Office of Training, has been shown to many areas. The supervisors in all of the DD/S components have seen it, as well as the stations at [redacted] In the Office of Training, we showed the movie and conducted a small workshop within the Management Supervision Course. The movie has also been shown to supervisors in some components of the DD/I area and in one DD/P area. We intend that all Agency supervisors will see it. We expect to cover all returnees from the field through the regular curriculum of the Office of Training.
- e. The Suggestion Awards Committee will have witnesses appear at meetings to help resolve certain complex cases.
- f. The Executive Secretary discussed the National Association of Suggestion Systems Convention, held at St. Louis, Missouri, October 11 & 12. There were two very important luncheon speakers at this convention, which was attended by some 1,000 persons. All of big industry was represented, plus the U.S. and Canadian Governments. Mrs. Barbara Bates Gunderson, Civil Service Commissioner, addressed the convention, making an eloquent plea for the recruitment of intelligent young persons into the Government service. She used as a basis for her plea the Suggestion System, which provides opportunities for advancement. She emphasized the fact that the Suggestion System helps to negate the prevalent idea that U. S. Government employees are second class citizens. The statistics are staggering -- 44 million dollars have been paid out in awards in the 55 months since Public Law 763 has been in effect and the tangible savings are calculated at \$558,600,000.00.

S-E-C-R-E-T

Minutes of Meeting
22 October 1959

Another very important and very worthwhile speaker was Mr. William A. Glassford of United Airlines. Mr. Glassford chose as his subject, "The Paradox of the Suggestion System vs Teamwork", as advocated by all new management philosophers. He described the depth of this problem. He did not resolve it to the satisfaction of the members of the Convention with whom I discussed it, but it was my view that he stimulated the realization that we must encourage the "odd-ball", the independent thinker, to present his new ideas so that they could be considered by other elements of an organization. It was a splendid speech -- thought provoking and deep.

- g. The Civil Service Commission conducted a workshop. It was scheduled for two half-days. The 1st session, of little interest to the Suggestion Awards Staff, dealt with the Superior Performance Awards. The second session dealt with administrative practices, tricks of the trade, duplicates, etc. -- from a suggestion point of view. At both of these meetings we gleaned new ideas for the future. One in particular was to find a way of printing a certificate to go out with all awards which would provide all necessary copies for the Comptroller, the Office of Personnel, etc. This would cut down on much of the correspondence and transmittal of letters.
- h. An excellent publicity idea has come to our attention from the Office of Central Reference. An internal Office of Central Reference notice was published to announce that one [redacted] Library Assistant, had received a cash award of \$10.00 for suggesting that pens be attached to desks in the microfilm reading room. The Executive Secretary asks that all components try this. To this end, copies of the letters to the award winners will be sent to the Committee members, for publicity action. Mr. [redacted] suggested that the Support Bulletin could accomplish this. The Support Bulletin does announce the kinds of awards that have been made and the kinds of suggestions involved, but it is sterilized to such an extent that the individual who proposed the suggestion is not given credit, and this is what we are after in this instance. It was agreed that the Office of Communications, the Office of Security, the Office of Training, the Office of Operations [redacted] and the Office of Central Reference could handle this. STAT

S-E-C-R-E-T

Minutes of Meeting
23 October 1959

Comments by
Chairman

- a. The Chairman commented upon the fact that according to all reports, all big business and industry is vitally interested in the suggestion systems, pushing them and making every effort to encourage individual ideas and to assure that appropriate awards are made. The Chairman remarked that we hope that a very big and important suggestion will come in which will encourage each member present by giving him a feeling of satisfaction that he has had a part in honoring and awarding and encouraging ideas which are of significant value to the Agency.

Suggestions
Approved

The Committee approved the following action for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
59-192	\$100.00	Intangible (Moderate-Limited) Tangible (\$600.08)
59-418	125.00	Intangible (Moderate-Local)
59-436	500.00	Intangible (Moderate-Local) Tangible (\$19,098.00)
59-445	25.00	Intangible (Slight-Limited)
59-457	25.00	Intangible (Slight-Limited)
59-503	25.00	Tangible (\$201.00) Intangible (Slight-Local)

Suggestion
Deferred

59-482, regarding administration of external contracts, deferred until a later date because the Suggestion Awards Committee believes that there are many more areas within the Agency where this idea can be exploited to fuller advantage.

Adjournment

The meeting adjourned at 10:38 a.m.

[Redacted Signature]

executive secretary

Approved

[Redacted Signature]

Chairman
Suggestion Awards Committee

Nov 59

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Regular Meeting of the Suggestion Awards Committee

Thursday, 22 October 1959

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1038

AGENDA

1. Call to order
2. Minutes of last meeting *no obj'n*
3. Report by Executive Secretary
4. Comments by Chairman
5. Old Business
6. New Business
(Vote on suggestions attached)
7. Adjournment

ILLEGIB



15 October 1959

MEMORANDUM FOR: RECORD

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 22 October 1959, at 9:30 a.m. in Room 1-A,

25X1A

2. The following items are enclosed for your review:

TAB 1 -- Tentative Agenda

TAB 2 -- Minutes of Last Committee Meeting

TAB 3 -- Summary of suggestions to be considered at this meeting.

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A

Executive Secretary

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

23 September 1959

25X1A

SUGGESTION NO. 60-84: dated 3 June 1959
[redacted], GS-5, Time Leave & Pay Clerk
Comptroller, DD/S

A. Summary of Suggestion

Suggester proposed a revision of Form 945a, Normal Pay Record, which deleted unnecessary information and added new, necessary information on the cards.

25X1A

B. Summary of Evaluations

On 11 August 1959, Acting Chief, Staff Employees Accounts Section, [redacted], stated:

25X1A

"Effective 30 November 1958, a new payroll system for Staff Employees Accounts Section was installed. With this new payrolling system, [redacted] revised the pay card, Form 945, to better conform with the new payrolling system. The revised draft of his ideas was circulated within the payroll sections that would be using this card for comments concerning adaptability. It was accepted as being an improvement over the old pay card and is now being used."

25X1A

On 16 September 1959, Chairman, Compt. Sugg. Awds. Panel, [redacted] stated:

25X1A

"...It has resulted in simplifying the preparation of essential pay data on the pay cards and perhaps has contributed to a reduction of errors. The revised form is used only by the Compensation and Tax Accounts Branch, Finance Division.

"...Use of the revised form is restricted to a comparatively small group and it is a minor modification of existing procedures. The suggestion, therefore, should be considered as having 'limited application' and as of 'slight benefit'. We recommend an award be made in the maximum amount authorized in the circumstances."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-5, Time Leave & Pay Clerk)
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

25X1A

D. Decision of Chairman

[redacted]

as recom'd

CONFIDENTIAL

25X1A

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S-E-C-R-E-T

Minutes of SAC Meeting
17 September 1959

Discussion

- a. The following questions evoked answers as indicated:
- Q. Does the Suggestion Awards Staff acknowledge receipt of suggestions?
- A. Yes.
- Q. What is the length of time it takes to process a suggestion?
- A. It depends on the complexity of the suggestion. It may take one month or one year.
- Q. Are suggesters sent letters when a case is turned-down?
- A. Yes.
- Q. How many awards are made per annum?
- A. About 120, on an average.

b. The CIA standing compared to other Government agencies was discussed. It was pointed out that we are only half as good as industry and as the Government as a whole, although our adoption rate went up from 13.2% to 20%. One reason for this poor comparison is the lack of publicity for security reasons, the other reason is the lack of interest by supervisors.

25X1A

25X1A

[redacted] explained that the lack of supervisory participation caused us to produce our movie. [redacted] said that for morale reasons alone, this is one of the few ways we can acknowledge a CIA employee's interest and initiative and we should make our program twice as good as other agencies. [redacted] gave it as his opinion that he had been with programs where recognition was the only award and that these programs were successful. He believes that our inability to publicly recognize individuals is our biggest obstacle.

25X1A

[redacted] asked if the Agency could increase the amounts of the awards, or were they stabilized by legislation. She was told it was stabilized by legislation.

N.B. The tangible award scale is established by law, but is

S-E-C-R-E-T

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

Minutes of SAC Meeting
17 September 1959

presently under study at the Civil Service Commission with a view toward asking the Congress to raise the amounts prescribed in 1946. The awards for intangible benefits are set forth as guides only and allow for a wide use of independent judgment as to the amounts to be awarded.

25X1A

c. [redacted] appeared before the Committee as a witness to discuss Suggestion No. 59-411. He took the opportunity to explain that there is a very real challenge in his department to encourage improvements and at the same time to recognize line-of-duty limitations. Most of the men come from GPO, etc. where minor maintenance matters are awardable. They do not always understand Committee decisions. Many times a man who submits a real work saving or time saving improvement would be eligible for an award because of the inherent customs of that particular tradecraft. In the case of Suggestion No. 59-411, [redacted] believes that the award should be based on the modification -- not on the equipment itself. The suggester is not an engineer and therefore is not required to effect such an improvement.

25X1A

Suggestions
Approved

By unanimous vote on each case, the Committee approved the following action for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
58-215	\$ 15.00	Intangible (Slight-Limited)
58-407)	100.00)	
59-10)	100.00)	Intangible (Moderate-Broad)
59-63)	100.00)	
58-479	155.00	Intangible (Moderate-Limited)
		Tangible (\$1,041.25)
58-634	100.00	Intangible (Moderate-Limited)
		Tangible (\$1,000)
59-113)	35.00)	
58-497)	25.00)	Intangible (Slight-Extended)
58-406)	15.00)	
59-411	150.00	Intangible (Moderate-Local)
60-56	55.00	Tangible (\$1,120)

Suggestions
Deferred

Six suggestions were deferred to the next Committee meeting.

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S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

15 September 1959

SUGGESTION NO. 59-113: dated 30 September 1958
[redacted] GS-9, CT/C (Supvr)
OC, DD/S

A. Summary of Suggestion

Suggester proposed that briefings be conducted for personnel going overseas -- especially Support types (secretaries, Supply and Finance personnel, and Communications personnel). These briefings would cover United States problem areas -- [redacted] atomic testing, Far East policy and [redacted] etc.

B. Summary of Evaluations

Evaluations by OTR, SSA/DDS and DD/P revealed that this subject is not new, there was a need for definite requirements, but committee meetings had failed to produce a positive requirement.

On 15 June 1959, a conference was held with representatives of DD/P and OTR, the suggester and the Executive Secretary of the Suggestion Awards Committee. The outcome of this meeting was a more detailed OTR course entitled "How to Meet the Critic". (TAB A, attached, fully documents the 15 June conference.)

It should be noted that although this suggestion was not new, it did force a specific statement of the requirements on the part of DD/P.

C. Suggestions Also to be Considered

TABs B & C (attached) are two previous, similar suggestions proposing training courses in the proper defense of U.S. philosophies and objectives. These two suggestions were declined because of a lack of requirements placed upon OTR. These two suggestions have a claim to reconsideration because they are still within the two year Statute of Limitations.

D. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. \$75.00 award, based on Intangible Benefits (Slight-Extended), to be divided equally amongst the three suggesters, whose combined efforts brought about a constructive and positive statement of operational requirements with the resultant inclusion in the curriculum of this subject matter.

S-E-C-R-E-T

S-E-C-R-E-T

Sugg. No. 59-113 Contd.

E. Decision of Committee

25X1A

Sugg. No. 59-113: dated 30 September 1958
[redacted], GS-9, CT/C (Supvr)
OC, DD/S

Adopted \$ 33 Award Letter of Appreciation

Not Adopted

25X1A

Sugg. No. 58-497: dated 22 April 1958 (TAB B)
[redacted], GS-9, CT/Radio
OC, DD/S

Adopted \$ 25 Award Letter of Appreciation

Not Adopted

25X1A

Sugg. No. 58-406: dated 14 March 1958 (TAB C)
[redacted], GS-12, Ops C
WH, DD/P

Adopted \$ 15 Award Letter of Appreciation

Not Adopted

ILLEGIB



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S-E-C-R-E-T

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

9 September 1959

SUGGESTION NO. 58-215: dated 25 November 1957
[redacted], GS-9, Fiscal Assistant
SE, DD/P

25X1A

A. Summary of Suggestion

Suggester proposed that the "Standardized Government Travel Regulations, Circular No. A-7" be revised to allow parking fees at terminals when private vehicles are used in lieu of taxicabs, provided the amount of parking fee plus the mileage allowance does not exceed the normal taxicab fare.

B. Summary of Evaluations

Comments by the Comptroller's Office, SSA/DDS, and the Bureau of the Budget stated that such reimbursements were allowable. The Bureau of the Budget further stated:

"....As indicated above, parking fees at terminals are authorized by a Comptroller General's decision. However, the Bureau of the Budget has had under consideration the overall matter of parking fees. Until it is decided what further action, including legislation may be appropriate, we believe it inadvisable to cover in the regulations the relatively minor exception to the general prohibition against reimbursement of parking fees."

25X1A

However, this authorization was made known to all employees in [redacted] revised 14 August 1959. The following paragraph was included in this regulation because of this suggestion.

"When an automobile used under the provisions of paragraph (3) immediately above, is parked at the terminal during the period of travel, parking fees incurred may be authorized or approved; provided the amount of parking fees plus mileage at 10 cents per mile for the round trip mileage does not exceed the usual round-trip taxicab fare, plus allowable tip, between the place of abode and terminal."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-9, Fiscal Asst.)
2. \$25-50 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

Adopted #15 Award Letter of Appreciation
 Not Adopted

25X1A

25X1A
25X1A

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

8 September 1959

- 25X1A SUGGESTION NO. 58-407: dated 17 February 1958
[redacted]
NEA, DD/P
- 25X1A SUGGESTION NO. 59-10 : dated 9 July 1958
[redacted], GS-9, Admin Asst.
WH, DD/P
- 25X1A SUGGESTION NO. 59-63 : dated 18 August 1958
[redacted] GS-12, Intelligence Officer
NEA, DD/P

A. Summary of Suggestion

25X9

These suggesters proposed a revision in the field pouch wrapping procedures in RID. In the past, Secret and Top Secret dispatches were wrapped as received, each with individual accompanying manifests. As a result of these suggestions, Secret and Top Secret dispatches are now accumulated and prepared for specific recurring pouch closing dates for each of [redacted]. They are thus grouped into a minimum number of pouches with accompanying manifests. This improvement saves filing (manifests -- both in the field and at headquarters) and clerical typing, and reduces the security disposal problem of pouch envelopes in the field.

B. Background

These suggestions were considered together by the Committee on 22 April 1959 because each proposal attempted to achieve the same objective -- namely: consolidation of pouches dispatched to the field. (Copy of Agenda reviewed by the Committee is attached as TAB C)

The Committee voted as follows: (1) The first suggestion received, No. 58-407, was considered within line-of-duty since it had been submitted by a Chief of Station; (2) Suggestions Nos. 59-10 and 59-63 were considered as duplicates, in principle, of 58-407 and therefore not deserving of a cash award.

C. Summary of Request for Review

25X1A

In a memorandum dated 25 August 1959 to the Committee, the suggester of 59-10, [redacted] stated in part:

1. He received word that his suggestion had been declared a duplicate by the Committee, which, under ordinary circumstances might be a reasonable enough explanation. However, he feels it was the responsibility of the Suggestion Awards Staff to advise him of the duplicate in July 1958, not

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

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

Suggs. No. 58-407, 59-10 & 59-63 Contd.

April 1959 after the Committee decided an award was not warranted. (See D1 below for explanation.)

2. While his idea was not original, the old system persisted. He submitted his suggestion in the hope that action would be ordered from a higher source.
3. His suggestion, together with the two others, was responsible for getting action which was not taken when the Management Staff performed a survey several years ago on the same subject.
4. His suggestion, together with the two others, performed just as great a service to the Agency as if the idea had never been presented before. Therefore, he requests reconsideration for an award.

D. Comments by Executive Secretary

1. Normally the Suggestion Awards Staff would have closed 59-10 and 59-63 as duplicates, but occasionally when several suggestions are received on one general subject, the Suggestion Awards Staff requests the evaluating offices to consider them as a group. This is done to indicate that more than one person feels there is a problem and that something ought to be done about solving it. Also, it is done because each suggestion, while pertaining to the same general subject, may have added features that are different from the other suggestions. This is particularly the case with No. 59-10 which gave examples of pouch numbers that had been sent, dates, number of items and classification of pouches. Also, 59-63 is more complete than 58-407 because it furnishes more detail. So, in a case like this, three suggestions, each with different supporting information, are of assistance to the evaluating offices in reaching a conclusion.
2. The Civil Service Commission explained that there is no appeal system built into the Suggestion Awards Program. However, this does not preclude the former Committee or the new Committee giving further consideration if it appears something has been overlooked. The Commission [redacted] said, the original decision could be reversed if the new Committee felt that it would best serve the interests of the program, especially if it was believed that the suggester had a legitimate complaint.
3. It is acknowledged that this group of suggestions proved to be the instrumentality through which results and savings were finally achieved, whereas surveys and other proposals had failed to result in adoption. RI Division previously recommended an award based on slight benefit and extended application of the intangible savings chart, or \$50-75.

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S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

27 August 1959

25X1A

SUGGESTION NO. 58-479: dated 14 April 1958

[redacted] GS-6, Intelligence Analyst

A. Summary of Suggestion

Suggester proposed a way to mechanize the preparation of reference cards in the DD/P, RI Division. Heretofore, Form 812 (a form to request action on a case file, such as: Open File, Amend File, Close File, Restrict File to Desk, etc.) was acted upon in the RI Division, and then sent to the interested analysts for their information. These analysts then manually entered the information on a 3x5 card or in a looseleaf notebook. Now, an abstract is mechanically prepared on cards and the cards are forwarded simultaneously to the interested analysts for their retention and use. The Form 812 is forwarded to the file room directly and the information copy to the area desk involved.

25X1A

B. Summary of Evaluations

On 19 August 1959, [redacted] for Chief, RID, stated:

"The suggested procedure has been tested in part for a period of approximately 4 months and is considered to be worthy of adoption. The intangible benefits would be realized immediately and include improved access to and recovery of information and the release of personnel to perform analytical duties.

"Evaluation of the tangible savings realized from adoption of this suggestion must be made on the basis of machine versus manual preparation of cards. Machine cost is approximately 1.3 cents per card, manual cost is approximately 3 cents per card. Initial conversion involves 40,250 cards. Based on current requests an estimated 21,000 cards per year will be produced. Machine production of cards will result in savings of \$1,041.25 for the first year plus additional savings of \$357.00 each subsequent year."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-6, Intelligence Analyst)
2. \$105-155 award based on \$55 for Tangible Savings (\$1,041.25) Plus \$50-100 for Intangible Benefits (Moderate-Limited)

D. Decision of Committee

25X1A

_____ Adopted \$155 Award _____ Letter of Appreciation

[redacted] S-E-C-R-E-T

S-E-C-R-E-T

27 August 1959

MEMORANDUM FOR: RECORD

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 17 September 1959, at 9:30 in Room 1-A,

25X1A

2. The following items are enclosed for your review:

TAB 1 -- Tentative Agenda

TAB 2 -- Minutes of Last Committee Meeting

TAB 3 -- Summary of Suggestions to be considered at this meeting.

TAB 4 -- Summary of Minimal Awards.

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

25X1A

Executive Secretary

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 RECOMMENDATIONS FOR THE COMMITTEE

25 August 1959

STATINTL SUGGESTION NO. 59-418: dated 9 April 1959

[redacted], GS-9, Chief, Info. Control
ORR, DD/I

A. Summary of Suggestion

Suggester proposed a revision of Form 466, Map Request Routing Sheet, which eliminates Form 188, Library Record Slip (used as a receipt), and the self-addressed return envelope. The new form combines the request and the receipt into one form, using the reverse side of the receipt as a self-mailer.

B. Summary of Evaluations

STATINTL

On 20 May 1959, Chief, Map Library, [redacted] stated that: "Suggestion No. 59-418 was adopted for use in the Map Library in January 1959 and has proved to be superior in operating efficiency and accuracy to the method formerly used". (See TAB A for a complete copy of his comments.)

STATINTL

On 26 May 1959, [redacted] O/DDI, discussed the value of this proposal. (See TAB B for his complete comments.)

C. Line-of-Duty Status

The following portions of the suggester's job description are pertinent for making a line-of-duty determination:

"Responsible for administration of section, involving supervision of four subordinates, training of new employees, allocation of functions within section, and studying and improving work systems and techniques in order to most efficiently accomplish assigned responsibilities of section.

"...Is responsible for the establishment and maintenance of records for controlling the voluminous traffic of documentary material flowing into and out of the Geographic Area."

Following are questions, used as a guide by the Civil Service Commission for determining line-of-duty status, and answers arrived at by the Executive Secretary after a review of the suggester's job description:

Q. Is the employee expected or required to make suggestions of the type under consideration? If so, is there anything that is special or unique about this particular one?

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. 59-418 Contd.

STATINTL

25X1A

[Redacted]

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O.R.R. -*

[Redacted]

*To ask
a stress benefit
local may expedite*

A. Yes, insofar as forms and procedures of the Information Control Section are concerned. However, in this case the suggester went outside the scope of his duties as Chief, Information Control (a Registry-type or Mail Room operation) and revised a Reference Branch form, combining the necessary information formerly contained on the Information Control Section's receipt form and self-addressed return envelope. The former forms had been devised by professional librarians; in developing the revised combined form the suggester cut across branch lines in the Map Library.

Q. Is the nature of the suggestion such that the employee's performance would be judged less than satisfactory if he had not made this suggestion?

A. Obviously not, evidenced by the high endorsement from Chief, Map Library.

Q. Is the suggestion one pertaining to the immediate work area which the employee can place into operation without consulting higher authority and which affects only his work?

A. No. Whereas it could be argued that revision of the former receipt form (No. 188) and the self-addressed return envelope could apply to his immediate work area, the revision of Form 466 and consolidation of all three forms required the concurrence of Chief, Reference Branch and Chief, Processing Branch and approval of Chief, Map Library.

D. Recommendation of Executive Secretary

- 1. Not in line-of-duty (GS-9, Chief, Information Control)
- 2. \$150-200 award based on Intangible Benefits (Moderate-Extended)
- 3. Publication of this idea in the Support Bulletin for application to other Agency forms.
- 4. Referral to the Civil Service Commission for review by other agencies.

STATINTL E. Decision of Committee

*don't need
a witness. See
comment*

Adopted *#125* Award Letter of Appreciation

Not Adopted CSC Referral Support Bulletin Publication

[Redacted]

[Redacted]

STATINTL

STATINTL

[Redacted]

150
100
150

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

TAB A

20 May 1959

TO: ASP/RR
THRU: Ch/G/RR
FROM: Ch/D/GL/RR
SUBJECT: Suggestion No. 59-418

1. Suggestion No. 59-418, which concerns Revised Form No. 466 and a new system of transmitting, tracing, and recalling map materials, was adopted for use in the Map Library in January 1959 and has proved to be superior in operating efficiency and accuracy to the method formerly used.

2. The revised form was devised by the Chief of the Information Control Section, Map Library, ORR, who is not a professional librarian and who would not normally have been expected to create a new system for the preparation and maintenance of the records of all map loans and the distribution of all classified map materials. In developing and implementing his suggestion, the suggestor had cut across branch lines in the Map Library and has modified Form No. 466 as it was formerly used by the Reference Branch and has adapted it in such a way that he has been able to eliminate receipt Form No. 188 and its self-addressed return envelope, formerly used in the Information Control Section of the Map Library. The present adaptation of Form No. 466 consolidates on one form the information that was formerly contained on two different forms (No. 466 and No. 188) and has reduced the number of file copies in the Information Control Section from four to one. Former Forms No. 466 and No. 188 had been devised by professional librarians and had been used as part of the standard established map library transmittal, tracing, and recall procedures for several years.

3. When the suggestor first conceived the idea of converting the system than being utilized to the one presently being used, he sought the advice of two professional librarians, the Chief of the Reference Branch and the Chief of the Processing Branch. The Chief of the Reference Branch, a professional librarian, agreed that Reference Branch Form No. 466 could be advantageously modified to include receipt-type information on the proposed third attachment, thus completely eliminating Receipt Form No. 188 and self-addressed return envelope, being used in the Information Control Section. The suggestion was also reviewed and discussed with the Chief of the Processing Branch of the Map Library, a professional librarian, who heartily endorsed the idea. The two Branch chiefs, together with the Chief of the Map Library, encouraged the suggestor to proceed with the development of his idea. The suggestor then consulted with personnel in the Forms Management component, and the revised form was eventually authorized and the new system was implemented.

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

SUBJECT: Suggestion No. 59-418

4. Based on past statistics, it is estimated that revised Form No. 466 will be used from 14,400 to 18,000 times yearly in the Map Library. The revised form creates no additional work for the Reference Branch. The elimination of all three file copies of Form No. 188 results in a saving of 2½ months' time yearly of a grade 7 employee in the Information Control Unit. Since the revised form filed in the Information Control Section now presents on one form the complete status of the loan picture, including both the actual request and the receipt, increased efficiency and additional time saved on the part of Map Library personnel (at various grades) when they refer to the records are automatic additional benefits of the new system.

5. The consolidation of the actual map request and the receipt for the materials on revised Form No. 466 reduces the chance for error formerly possible when copying information from one form to another and also virtually eliminates the possibility of mistakenly recording that materials were charged to one component instead of another. The present method thus provides a more accurate record of where the materials are at all times and facilitates the recall of map materials. Since the revised form provides a more accurate record of determining which requesters have materials on loan and since the form is a record of CLASSIFIED materials, the value of the form becomes increasingly significant from a SECURITY standpoint. Classified materials that heretofore might have been assigned a wrong control number might not have been voluntarily returned by the actual recipient. In that case, a person not having the materials would have been contacted for the recall of the materials and the materials might not have been returned for an indefinite period. The present system definitely ties in the request with the recipient and shows the actual date of the request, the date the material left the Map Library, the date it was received by the recipient and bears the signature of the recipient and thereby lessens the likelihood of losing classified materials. The present system has also made possible the elimination of one safe, formerly used to store file copies of Form No. 188.

6. Revised Form No. 466 is currently being utilized in three branches of the Map Library. The request for map materials is recorded on it in the Reference Branch; the form is then forwarded to the Processing Branch for servicing of the request; and the form ultimately goes to the Information Control Section, to be used for the transmittal of the requested map materials and for their recall. The form affects all the customers of the Map Library, both in other components of CIA and in all other U. S. Government agencies that borrow map materials from CIA, insuring an accurate record of transmittal, of receipt, and of current location on borrowed materials.

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

SUBJECT: Suggestion No. 59-418

7. While revised Form No. 466 was designed especially for use in the Map Library, the idea of the form could be adopted by any component which transmits materials and desires a receipt. The idea could be applied to other library components throughout the Government, to mail rooms, to offices sending materials to field posts, etc., which would result in a substantial saving of record keeping time for these components, as well as for the CIA Map Library.

8. Suggestion No. 59-418 receives high endorsement from the Map Library.

/s/

[Redacted Signature Box]

STATINTL

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

TAB B

26 May 1959

Evaluation of Employee Suggestion No. 59-418

STATINTL

Although an argument could be made that this suggestion has a line-of-duty aspect to it in this case, since the suggester is only a 9, I will go along with [] and say it was not line-of-duty and, therefore, the man is entitled to an award for both tangible and intangible benefits. With respect to tangible benefits the total savings based on 2½ months time of a GS-7, \$1038. With respect to intangible, you will note that ORR has indicated that this suggestion should fall in the moderate-extended category. This, I believe, is much too high. The basic impact of the suggestion will be felt only in the three small branches of the Map Library whose total population by no means exceeds 25 and, therefore, the suggestion at best should be placed in the moderate-limited category. In the course of operations the form does get farmed out to numerous agencies but that should not be used as a criterion for determining its value. Therefore, I do not go along with moderate-extended.

With respect to the gratis comments by Burt in para 7 of his memo, while it is true that this idea might have ramifications in other components I do not see its applicability elsewhere in the DD/I. The Library's receipt, distribution and control channels have been examined so often it seems pointless to go through it again with them.

/s/

[], O/DD/I

STATINTL

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 RECOMMENDATIONS FOR THE COMMITTEE

13 August 1959

25X1A SUGGESTION NO. 59-482: dated 15 May 1959
[redacted], GS-11, Analyst
OSI, DD/I

A. Summary of Suggestion

Suggester proposed a tentative curriculum for a training course for OSI analysts in the administration of external contracts. This course to include: 1) Initiating the Contract; 2) The Contract; 3) Monitoring the Contract; and 4) Terminating the Contract. The suggester states that the advantages would be a reduction in: a) the trial and error approach used by intelligence officers; b) unprofessional and contradictory approaches of Agency employees to contractors; and c) risk of security violations.

25X1A B. Summary of Evaluations

On 5 June 1959, [redacted] Chairman, Career Service Board for OSI, stated:

"The OSI/CSB considered the advisability of having the Office of Logistics conduct a course in Administration of External Contracts and approved the course in principle. The OSI Training Officer and the Office of Logistics Training Officer are developing a tentative curriculum for the Board's consideration.

"In the opinion of the Board, the suggestion has merit and should result in increasing the efficiency of processing external research projects. Although it is expected that improved efficiency and better overall performance will be more quickly realized, the degree of benefit will be slight to moderate. The extent of application will be limited, affecting a small number of approximately 15 project officers in OSI."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-11, Analyst)
2. \$50-100 based on Intangible Benefits (Moderate-Limited)

*POSTPONE
see file
-*

Decision of Committee

_____ Adopted _____ Award _____ Letter of Appreciation
_____ Not Adopted

See comments of OC + DD/P.

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 RECOMMENDATIONS FOR THE COMMITTEE

13 August 1959

STATINTL SUGGESTION NO. 59-445: 18 April 1959

[Redacted], GS-7,
Photographer, Motion Picture
Printing Services Division, OL, DD/S

A. Summary of Suggestion

Suggester proposed a light-tight pass-through door to be used in areas where film is processed, so that exposed film may be received without stopping processing work.

B. Summary of Evaluations

This suggestion was reviewed by Printing Services Division of OL; Microphotography Branch of OCR; Photographic Laboratory Section of PIC; and PSD of TSS. The only office which had any use for this device was the Printing Services Division of OL. That Office stated:

"The suggestion...has been adopted in the Printing Services Division.

"The cabinet was made and installed by the suggester on his own time. During the first six months the cabinet was in use it was very beneficial. The section was able to process film without stopping the operation and turning on the lights to receive or return the work. This in turn increased production approximately 10%.

Used twice a month

"In the past six months the type of work which was processed by the section utilizing the cabinet has decreased approximately 85% and the cabinet is seldom used. The suggestion is still a good one and any photographic laboratory having the need for a light tight cabinet would find that the suggested one would be entirely satisfactory and beneficial to their operation.

(by hand) manual microfilming processing project was used all day long - 1 year - 185 project. no large require not autome none.

"It is recommended that an award be given to the suggester for his idea even though it is seldom used at this time...The Intangible Benefits derived by the adoption of the suggestion in the Printing Services Division are limited application of moderate degree of benefit."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50-100 award based on Intangible Benefits (Moderate-Limited)

Slight

D. Decision of Committee

no witness needed.

Adopted *\$23* Award Letter of Appreciation
Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Not Adopted

25X1C

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

12 August 1959

25X1A

SUGGESTION NO. 59-192: dated 17 November 1958
[redacted], GS-9, Special Control Officer
FE, DD/P

A. Summary of Suggestion

Suggester proposed that RID use the TS control cards, which were pulled and destroyed when TS documents were returned to RID/TS, to notify and authorize the Senior Staff and Area Division TS Control Points to destroy their TS control cards.

B. Summary of Evaluations

25X1A

On 7 August 1959, Chief, Records Integration Division, [redacted] stated:

25X1A

"This suggestion was implemented on 2 July 1959. The delay between the submission of the suggestion to RID and the effective date was occasioned by the necessity to obtain concurrence of interested CS components, the CIA Top Secret Control Officer, and the Office of Security.

"The implementation of this suggestion will preclude the expenditure of man hours needed to purge and destroy Staff and Division TS control cards under the old procedure of the loss in efficiency of servicing the TS control card files which were not purged. The savings in the former case are difficult to determine since only two control points have purged TS control point files and no exact records were maintained in respect to man hours utilized or control cards destroyed. Similarly, since the removal and destruction of Staff and Division TS control cards in the future will be gradual, it will be difficult to measure the increase in efficiency of servicing the TS control files.

"RID's experience indicates that 52,000 control cards will be removed from Staff and Division TS control files each year. The annual savings in this respect will amount to the equivalent of \$802.88 in filing equipment at the Staff or Division level. There may be an additional savings at the Branch level within Staffs and Divisions. Opposed to this saving is the additional work of stamping and sorting these cards in RID. This will require 104 hours a year at the GS-5 level at a cost of \$202.80. Based on information available to RID, the net tangible savings will be \$600.08 a year."

S-E-C-R-E-T

Sugg. No. 59-192 Contd.

C. Recommendations of Executive Secretary

1. Not in line-of-duty (GS-9, Special Control Officer)
2. \$130-180 award based on: \$30 for Tangible Savings (\$600.08)
plus \$100-150 for Intangible Benefits
(Moderate=Local)

D. Decision of Committee

Adopted \$100 Award Letter of Appreciation
 Not Adopted

25X1A

1 -
2 -

30-T
70-IT

ILLEGIB

S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

11 AUGUST 1959

25X1A SUGG. NO. 58-545: dated 9 May 1959
[redacted] GS-5, File Supervisor
RID, DD/P

Summary : Because of the lack of space in RI/Index, the suggester proposed the use of a pigeon-hole type desk rack to fit over the desk, leaving the surface free and providing extra work space.

Action Taken : In July 1958, this suggestion was recommended for adoption by Chief, RI. This suggestion was overtaken by events. Early in 1959, as a result of a Management Survey, among other things, a physical realignment was accomplished, which eliminated the need for this improvement.

25X1A SUGG. NO. 59-97 : dated 23 September 1958
[redacted] GS-6, Secretary-Steno
Development Projects Staff, DCI

Summary : Suggester proposed that a sterile Form 237, yellow Official Routing Slip, be provided with the words "Central Intelligence Agency" deleted.

Action Taken : Investigation by Forms Management Branch of Records Management Staff revealed that the suggester's office was the only office which would effectively use a sterile copy of Form 237. In February 1959, Form 1582, blue Routing Slip, was printed.

Offices using Form 237 for external routing require "Central Intelligence Agency" as an identification.

Award : \$10.00 award granted.

S-E-C-R-E-T

Minimal Award Cases Contd.
11 August 1959

25X1A SUGG. NO. 59-479: dated 15 May 1959
[redacted], GS-13, Section Head
OSI, DD/I

Summary : Suggester proposed that in the preparation of CS Reports, the key to sketches be included on the same page as the sketches.

Action Taken : Although this principle is carried out as often as feasible, Acting Chief, RQM, DD/P stated that "this suggestion will be incorporated in a forthcoming general instruction to reporting officers". As a reminder

Award : Letter of Appreciation

25X1A SUGG. NO. 59-537: dated 22 June 1959
[redacted] GS-6, Library Assistant
OCR, DD/I

Summary : Suggester proposed that a pen be attached to each desk in the Microfilm Reading Room of the CIA Library, for the convenience of the requesters.

Action Taken : The OCR Library, as an added service to its customers, installed these pens on the microfilm machines on 15 July 1959.

Award : \$10.00 award granted.

S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

11 AUGUST 1959

25X1A

SUGG. NO. 58-545: dated 9 May 1959
[redacted], GS-5, File Supervisor
RID, DD/P

Summary : Because of the lack of space in RI/Index, the suggester proposed the use of a pigeon-hole type desk rack to fit over the desk, leaving the surface free and providing extra work space.

Action Taken : In July 1958, this suggestion was recommended for adoption by Chief, RI. This suggestion was overtaken by events. Early in 1959, as a result of a Management Survey, among other things, a physical realignment was accomplished, which eliminated the need for this improvement.

25X1A

SUGG. NO. 59-97 : dated 23 September 1958
[redacted], GS-6, Secretary-Steno
Development Projects Staff, DCI

Summary : Suggester proposed that a sterile Form 237, yellow Official Routing Slip, be provided with the words "Central Intelligence Agency" deleted.

Action Taken : Investigation by Forms Management Branch of Records Management Staff revealed that the suggester's office was the only office which would effectively use a sterile copy of Form 237. In February 1959, Form 1582, blue Routing Slip, was printed.

Offices using Form 237 for external routing require "Central Intelligence Agency" as an identification.

Award : \$10.00 award granted.

S-E-C-R-E-T

S-E-C-R-E-T

Minimal Award Cases Contd.
11 August 1959

25X1A

SUGG. NO. 59-479: dated 15 May 1959
[redacted] GS-13, Section Head
OSI, DD/I

Summary : Suggester proposed that in the preparation of CS Reports, the key to sketches be included on the same page as the sketches.

Action Taken : Although this principle is carried out as often as feasible, Acting Chief, RQM, DD/P stated that "this suggestion will be incorporated in a forthcoming general instruction to reporting officers". As a reminder

Award : Letter of Appreciation

25X1A

SUGG. NO. 59-537: dated 22 June 1959
[redacted] GS-6, Library Assistant
OCR, DD/I

Summary : Suggester proposed that a pen be attached to each desk in the Microfilm Reading Room of the CIA Library, for the convenience of the requesters.

Action Taken : The OCR Library, as an added service to its customers, installed these pens on the microfilm machines on 15 July 1959.

Award : \$10.00 award granted.

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

10 August 1959

STATINTL SUGGESTION NO. 58-634: dated 25 June 1958

[redacted] GS-8,
Chief, Reproduction, Mail & File
Cable Secretariat, O/DCI

A. Summary of Suggestion

Four Cable Secretariat forms were being reproduced by the Printing Services Division of OL. Suggester proposed that long-run multilith masters of these forms be preprinted by PSD and sent to Cable Secretariat for reproduction by their own personnel, on their own equipment, and during their slack periods. Copies could be printed as needed, and changes made as necessary by the Cable Secretariat in the economy of time and printing expenses.

B. Summary of Evaluation

STATINTL

STATINTL

STATINTL

The Cable Secretariat, [redacted] Chief, Forms Management Branch, [redacted] and Chief, Printing Services Division, [redacted], have agreed that this case is an exception to the printing rule; viz: that Printing Services Division control all printing to insure economy and quality.

It was estimated that a tangible savings of \$1000 would be effected, plus a small reduction in PSD workload and elimination of the necessity to overprint on existing forms.

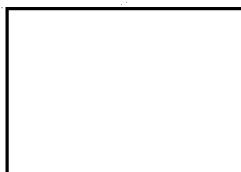
C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-8, Chief, RMF)
2. \$100-150 award based on \$50 for Tangible Savings (\$1,000); plus \$50-100 for Intangible Benefits (Moderate-Limited)

D. Decision of Committee

Adopted \$100 Award Letter of Appreciation
 Not Adopted

STATINTL



*moved
2nd.*

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 RECOMMENDATIONS FOR THE CHAIRMAN

7 August 1959

25X1A

SUGGESTION NO. 59-479: dated 15 May 1959
[redacted] GS-13, Section Head
OSI, DD/I

A. Summary of Suggestion

Suggester proposed that in the preparation of CS Reports, the key to sketches be included on the same page as the sketches.

25X1A

B. Summary of Evaluations

[redacted] Chief, Contact Division, OO, DD/I, stated:

"Universal adoption of this suggestion is, of course, highly desirable. It is already followed by this Division whenever feasible. Unfortunately, space limitations on the reproduction mat, lack of drafting skill on the part of collectors, and purely mechanical reproduction problems combine to make following it feasible less often than we would like.

25X1A

"In addition, experience has shown that attempts to place legends directly upon sketches too often result both in confused and unreadable sketches or unwarranted restriction of descriptive and explanatory material or both."

25X1A

[redacted] Acting Chief, RQM, DD/P, agreed with [redacted] comments, but added that "this suggestion will be incorporated in a forthcoming general instruction to reporting officers."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

25X1A

D. Decision of Chairman

[redacted]



Chairman
Suggestion Awards Committee

Award

25X1A

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Next 1 Page(s) In Document Exempt

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

4 August 1959

Left Agency 10/23/59

SUGGESTION NO. 59-436: dated 21 April 1959

25X1A

[redacted] RID, DD/P

GS-8, Supervisor, Services Branch
(machine unit - Key P
13 m, etc.)

A. Summary of Suggestion

Suggester proposed an improvement in the Index Card Program, by using the Xerox Copy-Flo method instead of the spirit duplicating technique.

B. Summary of Evaluations

25X1A

On 18 June 1959, [redacted], Chief, RID stated that this suggestion was adopted with a tangible savings of \$19,098.50. "An improvement in the quality of index cards has resulted and the necessity of re-typing 'bad carbon' master cards has been eliminated." [redacted] also stated that additional savings would be realized through the sale of the Scriptomatic Printer (original cost of \$13,000.00).

25X1A

25X1A

[redacted] AEXO, DD/P, stated that this suggestion is only feasible in terms of centralized, high volume processing as in RID; that it would not be applicable to field stations.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-8, Supervisor)
2. \$325.00 interim award based on Tangible Savings (\$19,098.00)

(Any additional award to be based on savings incurred in the re-sale or re-use of the Scriptomatic Printer.)

+ 175 - Intangible Benefits - mod. - local

D. Decision of Committee

Adopted # 500 Award Letter of Appreciation
Not Adopted

*7 teletypewriter Technicians
contribute labor toward
preparing a pattern for
connection of certain
Security & dealing with*

*Doing file work in
mach Branch on
machines & 7 teletypewriters
correct channels as
needed 3-4 mo.*

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 RECOMMENDATIONS FOR THE COMMITTEE

4 August 1959

STATINTL SUGGESTION NO. 59-457: dated 5 May 1959
[redacted], GS-5, Secretary-Steno
OP, DD/S

A. Summary of Suggestion

Suggester proposed the use of one-time carbon inter-leaf for Form No. 261, T/O Change Authorization. *instead of manipulating 10 pieces of carbon to have enough copies*

B. Summary of Evaluations

The Forms Management Branch of Records Management Staff reviewed the suggestion and revised the form as suggested. That Staff estimated a tangible saving of \$201, plus intangible benefits in the Slight-Limited category.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-5, Secretary-Steno)
2. \$25-\$40 award based on \$15 for Tangible Savings (\$201), plus \$10-25 for Intangible Benefits (Slight-Limited)

D. Decision of Committee

Adopted \$ 25 Award Letter of Appreciation
 Not Adopted

*5 & W papers about 60 a mo.
Manual insertion of carbon, etc. is a problem.
Calculated 50¢ a form 38¢ of which spent
in preparing form for typing*

STATINTL

1 - [redacted]
2 - [redacted]

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 RECOMMENDATIONS FOR THE COMMITTEE

3 August 1959

25X1A SUGGESTION NO. 59-523: dated 6 February 1959

[redacted] GS-9, Electronic Engineer
OC, DD/S [redacted]

25X1A

A. Summary of Suggestion

Background -- The elevator doors in [redacted] are manually operated. Due to misalignment or settling of the building, these doors will not stay in the open position. The elevator is used to transfer expensive electronic gear and test equipment from one floor to the other. When a cart loaded with this equipment is being loaded onto the elevator, the doors swing shut, making the loading operation a two-man job or a hazardous one-man job. If extreme care is not taken, expensive equipment can be hit by the door and possibly pulled from the cart onto the floor.

25X1A

Suggestion -- The suggester proposed that simple, inexpensive magnetic or spring loaded catches be installed to hold the doors in the fully open position. This will allow the operator the use of both hands to handle the cart and equipment.

B. Summary of Evaluations

25X1A

25X1A

On 11 June 1959, the Chairman, [redacted] Suggestion Awards Committee, [redacted], stated:

"This suggestion was adopted by the [redacted] Suggestion Awards Committee and final work was completed on 10 June 1959. However, instead of using magnetic or spring-loaded catches, a less expensive cabinet clip-type catch was installed on the doors at a total cost of \$3.00.

25X1A

"...To aid you in determining the amount of the award, we felt that the Degree of Benefit was slight and the Extent of Application was local."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-9, Electronic Engineer)
2. \$25-50 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

_____ Adopted ^{\$ 25} Award _____ Letter of Appreciation

_____ Not Adopted

1- [redacted]
2

25X1A

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 RECOMMENDATIONS FOR THE CHAIRMAN

3 August 1959

STATINTL SUGGESTION NO. PI 58-545: dated 9 May 1958
[redacted] GS-5, File Supervisor
RID, DD/P

A. Summary of Suggestion

Because of the lack of space in RI/Index, the suggester designed and proposed the use of a desk rack. (Draft drawing in case folder)

B. Summary of Evaluations

STATINTL

STATINTL

In July 1958, this suggestion was recommended for adoption by Chief, RI, [redacted]. Around the first of this year (1959), a Management Survey was made of this area. In July 1959, [redacted] RID informed this Staff that because of the reorganization effected by the Management Survey, the need for this suggestion no longer exists.

STATINTL

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-5, File Supervisor)
2. Letter of Appreciation

D. Decision of Chairman

STATINTL

Jett

[redacted]

Chairman
Suggestion Awards Committee

Award

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

3 August 1959

SUGGESTION NO. 59-97: dated 23 September 1958

STATINTL

[Redacted] GS-6, Secretary-Steno
Development Projects Staff, DCI

A. Summary of Suggestion

Suggester proposed that Form 237, yellow Official Routing Slip, be supplemented with a duplicate which would eliminate the words: "Central Intelligence Agency".

B. Summary of Evaluations

Investigation by Forms Management Branch of Records Management Staff revealed that the suggester's office was the only office which would effectively use a sterile copy of Form 237. In February 1959 Form 1582, blue Routing Slip, was printed.

Offices using Form 237 for external routing require "Central Intelligence Agency" as an identification.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-6, Secretary-Steno)
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[Redacted Signature]

Chairman

Suggestion Awards Committee

[Redacted Signature]

Award

ten
10.00

ILLEGIB

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

22 July 1959

STATINTL SUGGESTION NO. 59-537: dated 22 June 1959
[redacted] GS-6, Library Assistant
OCR, DD/I

A. Summary of Suggestion

Suggester proposed that a pen be attached to each desk in the Microfilm Reading Room of CIA Library, for the convenience of the requesters.

B. Summary of Evaluations

The OCR Library, as an added service to its customers, installed these pens on the microfilm machines on 15 July 1959.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-6, Library Assistant)
2. \$10.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[redacted] *Ten*
[redacted] *\$10.00*
Chairman Award
Suggestion Awards Committee

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

S-E-C-R-E-T

TAB A2

TO : Executive Secretary
Suggestion Awards Committee

DATE: 1 July 1959

FROM : Plans and Policy Staff/TR

SUBJECT: Employee Suggestion No. 59-113

1. Attached is the file on employee suggestion No. 59-113. We have not completed the usual evaluation form because of the rather unusual course which this suggestion followed within DD/P and OTR. The attached memoranda adequately record this course.

2. The ideas advanced by this suggestion were not new either to DD/P or to OTR. For some time considerable attention has been given the problem of preparing employees to "Meet the Critic" in overseas situations. Material on this subject is included in several OTR courses and plans made, independent of the attached suggestion, to extend this treatment in still other courses. Other agencies of the Government, notably State, ICA, and Defense, are quite active in this field and OTR is in close touch with their progress. In addition, in the spring of 1958 OCB issued a guidance calling on Government agencies which have employees abroad to step up their orientation programs to prepare such employees for overseas service, including specific material on "How to Meet the Critic."

3. While the referenced suggestion presents no new ideas or concepts, it did serve the useful purpose of bringing about a meeting between OTR and DD/P representatives to clarify the present handling of this problem in our training courses. The solution reached is reflected in an OTR memorandum of 29 June. We think it fair to observe, however, that the "solution" reached will come under repeated review and will be a matter of continuing interest to OTR and DD/P

/s/

25X1A

S-E-C-R-E-T

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

Sugg. No. 59-113 Contd.

TAB B

SUGGESTION NO. 58-497: dated 22 April 1958

STATINTL

[REDACTED] GS-9, CT/Radio
OC, DI/S

A. Summary of Suggestion

Aiming toward making better inter-national friends, this suggester proposed that this Agency set up a small briefing program for all of our people destined for overseas assignments. The suggester believes the course should be conducted through OTR schools or processing units.

B. Summary of Evaluations and Action Taken

This suggestion was declined (4 June 1958) because:

- a. The dependents' briefing program strongly emphasizes the points of the proposed briefing in several of the lectures given wives; and
- b. These points are also covered in briefings and courses given our people by Central Processing, OTR/LAS, the separate area desks of DD/P, [REDACTED]

STATINTL

It was not disseminated to other Government agencies because:

"A recent OCB study entitled 'United States Employees Overseas' indicates that other U. S. Government Agencies engaged in activities in foreign countries do provide orientation and training for their personnel before going overseas."

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

Sugg. No. 59-113 Contd.

TAB C

SUGGESTION NO. 58-406: dated 14 March 1958

[REDACTED] GS-12, Ops Officer/PP
WH, DD/P

A. Summary of Suggestion

Suggester proposed a two-part training course to consist of:
(a) A course on the "American Revolution, Principles and Impact on U. S. Development"; and (b) A public speaking/debating course to train CIA personnel to voice and defend the principles learned in part (a) of course.

B. Summary of Evaluations and Action Taken

This suggestion was finally declined (22 September 1958) because:

"After review and discussion, it is clear that there is no substantial demand for a combination of courses such as that proposed.

"DD/P, DD/S and DD/I representatives felt in general that the objective was worthy, but that training demands for other and more immediate purposes, varying somewhat with the components, make it infeasible to send students to training of the type proposed.

"OTR offers courses in Effective Speaking, which are very close to the objectives of part (b) of the proposal. Courses which deal with the subject matter suggested in part (a) are given regularly by the United States Information Agency and by the Foreign Service Institute, Department of State. We recognize that enrollment in these separate courses missed the integration which was a significant part of the suggestion; however, the demand for this kind of training does not warrant going beyond the forms of existing separate courses."

The following evaluation of the Chief, Intelligence School, OTR, [REDACTED], defines the open-minded approach to the problem, but as seen in the final evaluation above, OTR could not set up the course without the requirements from the operating components:

"The two courses suggested have an admirable objective and as a practical matter could probably best be handled as a single training effort.

"No formal requirement has been levied on the Office of Training to provide such a course; however, similar training is given to information specialists in USIS and could be given to case officers

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

STATINTL

STATINTL

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

TAB C Contd.

"in the Agency if the need is felt by the operating components to be sufficiently compelling.

"The proposal will be discussed with the operating components in order to ascertain whether (a) the course will meet a definite special requirement; (b) is sufficiently urgent to warrant taking the time of case officers and other personnel away from the Station or the Desk; and (c) if the answer to (a) and (b) is affirmative, to determine how intensive and specific the training should be.

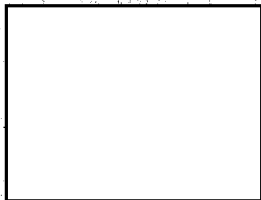
"Meantime, the Office of Training is looking into the details of the USIS course, and searching for other training in government or elsewhere which is similar in purpose and scope."

TAB A1

TO : Acting Director of Training
FROM : Plans and Policy Staff
SUBJECT: Employee Suggestion No. 59-113

DATE: 29 June 1959

1. Attached is an employee suggestion about which several OTR and DD/P notes have been written and which became the subject of an informal meeting 15 June attended by the following:



DD/P
IS/TR
LAS/TR
PPS/TR
Suggestion Awards Staff
Originator of the Suggestion

2. The referenced suggestion proposes that an oral or written briefing be prepared to enable employees going overseas to counter Soviet propoganda, arguments, or other criticisms levied at Americans abroad. It is suggested that the briefing be tailored especially for clerical and support personnel. The idea behind this suggestion is certainly not a new one; in one form or another it has been considered by OTR on a number of occasions.

3. The OTR representatives began the 15 June meeting by sketching the materials contained in present courses, and those we plan to add to other courses, bearing on the subject at hand. In addition, a comment was offered as to the type of course (or courses) OTR could develop in this field if DD/P generates a requirement for it. expresses agreement with the actions OTR has taken and plans to take. He stated that no attempt should be made to devise additional courses on this subject; inclusion of suitable material in existing courses should suffice. Specifically, he endorsed the following:

a. Inclusion of material on "How to Meet the Critic" in the following courses:

Intelligence Orientation
JOT Integrated Course
Dependents Briefing
Americans Abroad Orientations
Introduction to Overseas Effectiveness

b. Provision of pamphlets or brochures on "How to Meet the Critic" (with suitable introductory notes and bibliographies) to personnel at Headquarters and especially to field stations.

25X1A

25X1A

S-E-C-R-E-T

TAB A1 Contd.

4. [redacted] expressed the view that, in each of the courses cited above, material should be presented which will: (a) make individuals aware of the nature of the problem they will face in the field with respect to critical questions, and (b) give them a frame of reference for dealing with such matters. It is recognized that there will be very little opportunity to do much about developing skills in such persons to cope aggressively with this problem.

25X1A

5. With one exception, each of the courses [redacted] listed already contains or is planned to contain material on "How to Meet the Critic." The exception is the Dependents Briefing to which it is proposed a third (optional) afternoon be added. The requirement for the pamphlet or brochure [redacted] suggested can be met, we believe, by a USIS publication now available.

25X1A

6. If you approve the actions recommended by [redacted] the Intelligence and Language and Area Schools (whose Chiefs have concurred in the recommendations) are prepared to carry them out promptly.

/s/

[redacted]

25X1A

cc: C/IS
C/LAS

APPROVED: /s/ 31 June 1959
Date

[redacted]

25X1A

Acting Director of Training

S-E-C-R-E-T

25X1A

25X1A

S-E-C-R-E-T

MINUTES OF MEETING
SUGGESTION AWARDS COMMITTEE
WEDNESDAY, 10 JUNE 1959

25X1A

On Wednesday, 10 June 1959, at 9:30 a.m. in Room 1604 Curie Hall, [redacted] Chairman, chaired the regular meeting of the CIA Suggestion Awards Committee.

The following were present:

25X1A

Members

[redacted]

(DD/P)
(DD/P)
(DD/I)
(DD/I)
(DD/S)
(DD/S)

25X1A

Suggestion Awards Officers

[redacted]

(Executive Secretary)
(SAS)

Minutes

The minutes of the regular Committee meeting, held on 22 April 1959, were approved.

Executive Secretary's Report

a. Our record of unresolved cases as of 4 June 1959 is as follows:

1957 -- 10 cases
1958 -- 33 cases
1959 -- 124 cases

b. Under authority granted the Chairman to resolve and award minimal cases, \$125.00 was paid out for 11 cases -- 6 cash awards and 3 Letters of Appreciation.

c. Under authority granted the Executive Secretary to resolve cases which are duplicates or have unanimous recommendation for disapproval, 83 cases were closed since the April meeting.

d. Today, 10 June, is the last Support Exhibit for the summer.

e. The new suggestion form has been sent to all field stations by Book Dispatch over the signature of the C/OPS/DDP.

S-E-C-R-E-T

S-E-C-R-E-T

Minutes of SAC Meeting
10 June 1959

25X1A

- f. [redacted] met with Chiefs of the Office of Logistics warehouses at a Saturday conference to discuss ways and means of operating the Suggestion Awards Program at their installations. The key Supply Division personnel were also in attendance.
- g. Presented film review of "The Power of Suggestion" to FY 1957-58 Committee members, FY 1958-59 Committee members, certain internal office committee members, program coordinators and their secretaries, all members of Management Staff and the cast of the movie.
- h. Animal posters designed, photographed and will be posted from now through the fall.
- i. Our new regulation has been submitted for publication. It separates Suggestion Awards Program from the Honor and Merits Award Program, changes a few small items to conform with present policies.

25X1A

- j. Revised [redacted] Suggestion Awards Committee regulation has been published as proposed by the Suggestion Awards Staff.
- k. Continue to have personal interviews with suggesters to help them submit better suggestions. Continue to meet with coordinators and evaluators to provide staff guidance and help.
- l. New suggestion form stock had to be replenished in three weeks time.

25X1A

- m. New evaluation forms are bringing in more concise evaluations.
- n. The Special Panel met, considered 17 cases, have one recommendation for a \$50.00 cash award to be made to an [redacted] (This is permissible according to the Office of General Counsel ruling on this case.)

Chairman's
Report

- a. The Chairman quoted the cost of the new suggestion film as being approximately \$7,200. He asked for Committee comments on the production:
 - l. One member had recommended our continuing to show the colored short;

S-E-C-R-E-T

Minutes of SAC Meeting
10 June 1959

- 2. One person pointed out the unfortunate prop -- a trash can in the first scene.
- 3. Another person commented that the picture dragged in one scene -- when "Ruth" is thinking about talking to Larry about her own suggestion.
- b. The Chairman proposed that in the future the Executive Secretary would take it upon herself to invite a witness to discuss every case of a technical nature.

Discussion

[redacted] proposed that in the future the Executive Secretary list by number the cases which are more than two years old. This will serve as a reminder to the members or coordinators.

Suggestions Approved

By unanimous vote on each case, the Committee approved the following action for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
58-226	\$150.00	Intangible (Moderate-Extended)
59-215	95.00	Tangible (\$1,660)
59-336	100.00	Intangible (Slight-Limited)
59-370	100.00	Tangible (\$611.30)
59-412	55.00	Intangible (Moderate-Limited)
59-496	65.00	Tangible (\$500.00)
		Intangible (Moderate-Limited)
		Tangible (\$1,015.64)
		Tangible (\$1,166)
		Intangible (Slight-Limited)

Suggestion Deferred

59-411 -- proposed a modification of the step-and-repeat camera used by TSS [redacted] Award consideration was deferred until the next Committee meeting at which time the Executive Secretary will invite the suggester's supervisor to discuss and demonstrate this modification and to resolve the line-of-duty problem.

Chairman's Remarks

The Chairman thanked the members for their services on the Committee during the past Fiscal Year.

Adjournment

The meeting adjourned at 10:55 a.m.

[redacted signature box]

Executive Secretary
Suggestion Awards Committee

S-E-C-R-E-T

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Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

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
Wednesday, 10 June 1959

AGENDA

1. Call to order
2. Minutes of last meeting
3. Report by Executive Secretary
4. Comments by Chairman
5. Old Business
6. New Business
(Vote on suggestions attached)
7. Adjournment

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Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

9 JUNE 1959

SUGG. NO. 59-247: dated 17 December 1958
[redacted], GS-11, Geographer
ORR, DD/I

Summary : Suggester proposed a training program: A reading course to be instituted to provide supervised reading by employees on the job. This guide in reading material would help employees in their career objectives and at the same time earn Training credits.

Action Taken : ORR is independently developing specialized reading lists for the various components. The branch or division chiefs will monitor the progress of the employee who, on his own time and initiative, will undertake this self-development program. A record of accomplishment will be placed in the employee's personnel file at the Office and Agency levels.

Award : \$25.00 award granted

SUGG. NO. 59-264: dated 12 January 1959
[redacted], GS-12, Security Officer
OS, DD/S

Summary : Suggester proposed that a lost and found department be established in each Agency building, for personal articles of Agency personnel.

Action Taken : U.S. Government regulations provide that lost and found articles will be reported to the guards who in turn will immediately turn them in to the Guard Office. This information will be publicized in the next issue of the Agency telephone directory.

Award : Letter of Appreciation

S-E-C-R-E-T

25X1A

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S-E-C-R-E-T

Minimal Award Cases Contd.
9 June 1959

25X1A

SUGG. NO. 59-303: dated 5 February 1959
[redacted] GS-4, Clerk
RID, OPSER, DD/P

Summary

: Suggester proposed that a stamp be used by RID/FI on folders containing dispatches, stating: "Do not enclose or attach any material to this folder". At the time the suggestion was made, RID filed cover sheets and dispatches apart from bulky attachments. Requestors returning such files to RID usually placed the dispatch file inside the bulky folder and both folders were inadvertently filed together -- consequently there were many lost files.

Action Taken

: This suggestion was not adopted. However, because of this suggestion, a new procedure was put into effect -- transmittal folders and bulky folders are now filed together in standard fiber folders.

Award

: \$10.00 award granted.

25X1A

SUGG. NO. 59-313: dated 27 January 1959
[redacted] GP (GS-10), Offset Pressman
PSD, OL, DD/S

Summary

: Suggester proposed a revision of Form 1630, Marking Tab form, as an attempt to increase the efficiency of the Offset Pressmen.

Action Taken

: The suggested form was adopted resulting in Tangible Savings of \$200.00 plus Intangible Benefits (Slight-Limited).

Award

: \$25.00 award granted.

25X1A

SUGG. NO. 59-323: dated 10 February 1959
[redacted], GS-4, Clerk
RID, OPSER, DD/P

Summary

: When charge-out cards are placed in folders, they cover the subject tab on the folders. Suggester proposed that the charge-out cards be sheared at the bottom by 3/4" to alleviate this situation.

S-E-C-R-E-T

S-E-C-R-E-T

Minimal Award Cases Contd.
9 June 1959

SUGG. NO. 59-323 Contd.

Action Taken : The suggestion was adopted by Records Integration Division with a resultant Intangible Benefit of Slight-Limited.

Award : \$20.00 award granted.

SUGG. NO. 59-324: dated 12 February 1959
[redacted], GS-12, Geographer
ORR, DD/I

Summary : Suggester proposed that maps be on hand in each of the rooms used for briefing and debriefing purposes. Primarily for the benefit of the military attaches.

Action Taken : OCR will provide maps for the Conference Room, 350-26th St., and plans to review and evaluate the requirements for the new building.

Award : \$20.00 award granted.

SUGG. NO. 59-422: dated 2 April 1959
[redacted], GS-5, Teletype Operator
[redacted] DD/I

Summary

[redacted]

Action Taken : [redacted] implemented this suggestion at an approximate saving in paper of \$500 per year.

Award : \$25.00 award granted.

SUGG. NO. 59-437: dated 22 April 1959
[redacted] GS-7, Intelligence Assistant
OO, DD/I

Summary : Suggester proposed a revision of Form 180, Biographic Data form, as an attempt to eliminate the many buck slips which are now necessarily attached to the Biographic Data form.

S-E-C-R-E-T

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S-E-C-R-E-T

Minimal Award Cases Contd.
9 June 1959

SUGG. NO. 59-437 Contd.

Action Taken : The suggestion was not adopted. However, it pointed at poor procedures in one field station. OO sent that station some suggestions which should help alleviate this situation.

Award : Letter of Appreciation.

SUGG. NO. 59-441: dated 28 April 1959

[redacted] GS-3, Courier
OL, DD/S

Summary : Suggester proposed a method of systematizing procedures in the mail room in Curie Hall. The old method was to have the pigeon holes for the various buildings (outgoing mail) and individual Curie Hall rooms mixed in together in no particular order. The new method is to have the outgoing mail in one section in order of delivery, and the Curie Hall mail in another section in order of room and floor.

The suggester also proposed that the mail courier's brief case, used for hand delivery of mail, have the dividers labeled by delivery point.

Action Taken : Curie Hall mail post is the only one with this problem, and the suggested procedure was put into effect in Curie Hall with benefits in the Slight-Limited category.

Award : Letter of Appreciation.

25X1A

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

4 June 1959

SUGGESTION NO. 59-496: dated 22 May 1959

[redacted] GS-9, Intelligence Officer
ORR, DD/I

25X1A

A. Summary of Suggestion

Prior to the adoption of this suggestion, ORR Central Estimates File cards were prepared for Vital Storage by photographing front and back of the original card, sorting the photographed copies and stapling the front to the back. Suggester proposed that a carbon of the original card be made at the first typing in lieu of the photographing process.

B. Summary of Evaluations

[redacted] Assistant for Special Projects, ORR, stated that this suggestion was adopted 15 September 1958 reflecting a total estimated savings of \$1,166. He also indicated that the revised procedure reflected Intangible Benefits in the Moderate-Limited category.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-9, Intelligence Officer)
2. \$105-155 award based on \$55 for Tangible Savings of \$1,166, plus \$50-100 for Intangible Benefits (Moderate-Limited)

D. Decision of Committee

 Adopted # 65 Award Letter of Appreciation
 Not Adopted

DX



55 + 10

25X1A

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

4 June 1959

SUGGESTION NO. 59-215: dated 3 December 1958

[redacted], GS-8, Statistical Coding Supervisor
OO, DD/I

A. Summary of Suggestion

Suggester proposed that the Coding Section, OO/CD use U.S. Postal Card paper for the code sheets. Present code sheets are printed on 25% rag bond at a cost of \$6.00 more than the card would cost. Additional savings would be the elimination of folders, and consequent saving of file space.

B. Summary of Evaluations

A survey of DD/P, DD/I, OTR and OS revealed that OO/DDI was the only applicable office.

[redacted] Executive Officer, CD/OO, stated that the first year savings, based on the advantages as stated in the Summary of Suggestion above, would be approximately \$1,660. Additionally, Intangible Benefits for a more efficient operation rests within the Slight-Limited category.

[redacted] Chief, Records Management Staff, concurred in the dollar estimate above.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-8, Statistical Coding Supervisor)

N.B. [redacted] stated that the suggester would not be expected to revise a form.

[redacted] does not consider this suggestion to be within [redacted] line-of-duty.

2. \$95.00 award based on \$70 for Tangible Savings of \$1,660, plus \$25 for Intangible Benefits (Slight-Limited)

D. Decision of Committee

 Adopted

95 Award

 Letter of Appreciation

 Not Adopted

[redacted]

STATINTL

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

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

1 June 1959

MEMORANDUM FOR: RECORD

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Wednesday, 10 June 1959, at 9:30 a.m. in Room 1604, Curie Hall.

2. The following items are enclosed for your review:

TAB 1 -- Tentative Agenda

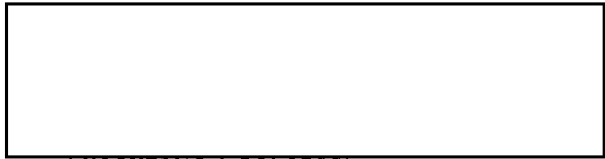
TAB 2 -- Minutes of Last Committee Meeting

TAB 3 -- Summary of Suggestions to be Considered at this Meeting

TAB 4 - SUMMARY OF MINIMAL AWARDS

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

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Executive Secretary

S-E-C-R-E-T

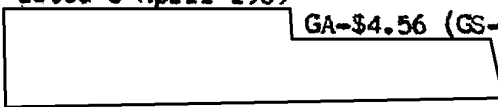
SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

27 May 1959

SUGGESTION NO. 59-411: dated 6 April 1959

GA-\$4.56 (GS-13),

25X1A



A. Summary of Suggestion

25X1A

Suggester proposed a modification of the step-and-repeat camera used by TSS [redacted] (Photographs of modification in case folder.)

B. Summary of Evaluation

25X1A

Chief, TSS/[redacted], commented that the modified equipment was adopted for use in 1954 -- these modifications made it possible for TSS to use this camera. He believes the only realistic evaluation of the benefits can be based on Intangible Benefits -- Moderate-Local.

C. Recommendation of Executive Secretary

25X1A

1. Not in line-of-duty

N.B. Chief, TSS/[redacted] commented that although it is the suggester's duty to keep abreast of the new developments in the Process Photo field, it is not part of his duty to make a detailed recommendation for the modification of equipment.

2. \$100-150 award based on Intangible Benefits (Moderate-Local)

D. Decision of Committee

_____ Adopted _____ Award _____ Letter of Appreciation
_____ Not Adopted

Postponed - LOD

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 RECOMMENDATIONS FOR THE COMMITTEE

27 May 1959

STATINTL SUGGESTION NO. 59-412: dated 6 April 1959

[redacted] GS-7, Property & Supply Asst.
OL, DD/S

A. Summary of Suggestion

Suggester proposed a revision in filling out the count-locator card used for stock inventory. Before this suggestion was adopted, the stock number and consecutive number were printed only at the bottom of the card (for later use in a visible file). This necessitated pulling the card completely out of the tray in order to locate the proper stock number. The suggested method proposed that the stock number and consecutive number be printed at the top of the card as well as at the bottom.

B. Summary of Evaluations

STATINTL

On 4 May 1959, [redacted] Chief, Admin Staff, OL, stated:

"Just prior to each inventory, Count Locator Cards for the items involved are printed by Machine Records Division. Approximately 2000-2500 cards are printed for an average inventory, one card for each line item. Machine Records Division advised that it will cost an additional \$7.82 to print up to 5000 cards according to the suggestion.

"Average inventory time is one week for each 800 line items. During the course of an inventory, one clerk (average grade GS-6) is engaged full-time in collating Count Locator Cards. It is estimated that adoption of the suggestion will save 25% of the collating time.

"Tangible Benefits: On the basis of six inventories per year for each of three depots, the suggestion represents a net saving of \$1,015.64 for the first year."

C. Recommendations of Executive Secretary

1. Not in line-of-duty (GS-7, Property & Supply Asst.)

N.B. Suggester was on detail at the Depot to help with a particular inventory. He saw faults with the cards and recommended changes.

2. \$55 award based on Tangible Savings (\$1,015.64).

D. Decision of Committee

STATINTL

Adopted Award Letter of Apopreciation

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 RECOMMENDATIONS FOR THE COMMITTEE

26 May 1959

SUGGESTION NO. 58-226: dated 29 November 1957

25X1A

[redacted] GS-11, Reports Officer
SR, DD/P

A. Summary of Suggestion

Suggester proposed that the list of Soviet publications received at Headquarters through overt channels and published by the Foreign Documents Division for use of DD/I be sent to the field in an attempt to eliminate the duplication of such material being sent to Headquarters from the field.

B. Summary of Evaluations

In April 1959, Chief, OISD, [redacted], commented substantially as follows:

25X1A

1. Three DD/P Divisions have used this suggestion by sending dispatches similar to Attachment A to applicable field stations.
2. The lists of Soviet and bloc published materials referred to in the dispatch are the foreign periodicals and newspapers received by Foreign Documents Division, OO. There are five lists, three of the USSR and Eastern Europe and two of the remaining foreign publications.
3. In estimating the savings [redacted] not only surveyed the DD/P offices but also solicited the help of the CIA Library. Resources saved include manpower, use of reproduction and distribution facilities at Headquarters; and manpower, transportation and pouch space in the field.
4. [redacted] is confident the savings, both tangible and intangible, will be substantial; however, the survey demonstrated that the intangible factors present make it impossible to calculate savings by acceptable accounting methods. By using the "Guide for Determining Awards with Intangible Benefits", he determined that this suggestion gives higher potential value to an operating procedure and is applicable to several components of the Agency, both in the field and at Headquarters.— the degree of benefit being moderate and the application being on an extended basis.

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C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-11, Reports Officer)
2. \$150-200 award based on Intangible Benefits (Moderate-Extended)

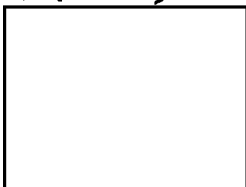
S-E-C-R-E-T

Sugg. No. 58-226 Contd.

D. Decision of Committee

Adopted 150 Award Letter of Appreciation

25X1A Not Adopted



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

TAB A

25X1A

The following is the subject matter of a dispatch sent to the Station, which is representative of those sent to other stations:

"1. At the present time Headquarters receives from CS sources worldwide a considerable number of Soviet and bloc publications which have been collected by the field stations and forwarded as being of intelligence interest. The great bulk of this material need not be transmitted to Headquarters since it has already been collected by other Agency components through subscriptions and other overt sources. To aid the field in avoiding any such duplication of effort, we are attaching a list of Soviet published material which is regularly received and processed at Headquarters and which there is consequently no need for you to collect and transmit.

"2. Should you acquire a Soviet publication not appearing on the attached lists and which seems to be of intelligence interest, it should be forwarded to Headquarters in its entirety. There is no need to provide a translation of the material, regardless of the language involved. This service is performed at Headquarters. There is particular current interest in Soviet regional and local newspapers and reprints from these newspapers appearing in foreign Communist publications.

"3. The attached lists do not change substantially from year to year; however, we will keep you advised of any such changes as they occur."

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

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

26 May 1959

25X1A

SUGGESTION NO. 59-336: dated 18 February 1959
[redacted], GS-5, Mail & File Supervisor
D&P, RID, DD/P

A. Summary of Suggestion

The suggester proposed a way to eliminate the Pouch Address Check Sheets in the RID Dispatch and Pouch section by adding the station name and envelope number to the pouch address label.

B. Summary of Evaluations

On 19 May 1959, Chief, RID, [redacted] commented that a calculation of the savings of office supplies revealed that an annual savings of \$611.30 has been realized.

25X1A

On 26 May 1959, a review with the Deputy Chief, D&P Section, RID, revealed that intangible benefits have also been realized because of the simplification of their procedure.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-5, Mail & File Supervisor)
2. \$85-135 award based on: \$50-100 for Intangible Benefits (Moderate-Limited)
\$35 for Tangible Savings (\$611.30)

D. Decision of Committee

Adopted \$100 Award Letter of Appreciation

Not Adopted

OK

25X1A



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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

26 May 1959

STATINTL

SUGGESTION NO. 59-370: dated 12 March 1959
[redacted], GS-9, Librarian
ORR, DD/I

A. Summary of Suggestion

Suggester proposed using a simple transmittal sheet (State Department Form No. DS-4) instead of a detailed memorandum to order and transmit maps to American Foreign Services Posts from the Map Library.

B. Summary of Evaluations

STATINTL

On 15 April and 11 May 1959, [redacted] Assistant for Special Projects, ORR, stated:

"This is an excellent suggestion and has already been put into practice in the Map Library Division. As indicated in the description of the suggestion, the net result has been increased efficiency, saving of considerable man-hours, elimination of typing and filing loads, and reduction of loss. On the basis of these factors, it is recommended that an award of \$50 to \$100 be granted for this suggestion.

"Whereas this suggestion does save one work-month per year, Tangible Savings of \$500 based on GS-9/1 salary/ there are many intangible in addition. In this case, the intangible include increased efficiency, elimination of typing and filing loads, and reduction of loss. In forwarding maps to Embassies and Foreign Posts overseas, there had been both delays in delivery and loss of shipments. This was primarily due to separation of the transmitting document and the separately wrapped maps. The recommendation completely eliminates this problem, speeds up delivery to the consumer, and saves diverse filing and typing efforts in the Library. This is one of the better suggestions developed that relate to Map Library procedures. In terms of the guide on the reverse side of the comment sheet, I would say that the extent of application is limited and moderate, but would recommend the awarding of \$100."

(underscoring supplied)

C. Recommendations of Executive Secretary

STATINTL

1. Not in line-of-duty (GS-9, Librarian)

N.B. [redacted] states that he does not believe the development of a new form to be in this man's line-of-duty.

S-E-C-R-E-T

MINUTES OF MEETING
SUGGESTION AWARDS COMMITTEE
WEDNESDAY, 22 APRIL 1959

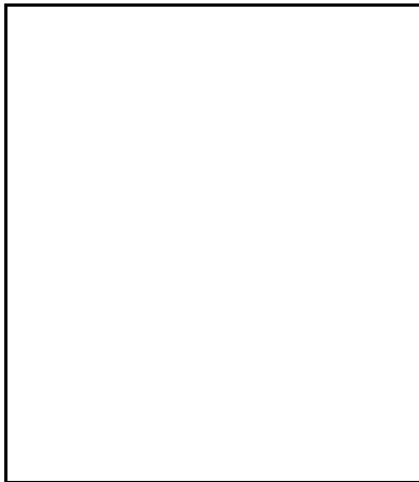
25X1A

On Wednesday, 22 April 1959, at 9:30 a.m. in Room 242 Curie Hall, [redacted], Chairman, chaired the regular meeting of the CIA Suggestion Awards Committee.

The following were present:

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Members



(DD/P)
(DD/P)
(DD/I)
(DD/I)
(DD/S)

(Personnel)

ers

(Executive Secretary)
(SAS)

Minutes

The minutes of the regular Committee meeting, held on 25 February 1959, were approved.

Executive Secretary's Report

- a. Our record of unresolved cases as of 21 April 1959 is as follows:
 - 1957 -- 11 cases
 - 1958 -- 51 cases
 - 1959 -- 111 cases
- b. Under authority granted the Chairman to resolve and award minimal cases, \$50.00 was paid out for 6 suggestions -- 3 cash awards and 3 Letters of Appreciation.
- c. Under authority granted the Executive Secretary to resolve cases which are duplicates or have unanimous recommendation for disapproval, 85 cases were closed since the February meeting.
- d. [redacted] has conducted more workshops, by invitation. The Executive Secretary urged all members to encourage this -- the Suggestion Awards Staff finds them very profitable and many of the smaller, but worthwhile, advantages of the Program can be emphasized at such a meeting.


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S-E-C-R-E-T

Minutes of SAC Meeting
22 April 1959

- 25X1A
- e. The Suggestion Awards Staff continues to maintain an exhibit booth at the County Fair.
- f. The Suggestion Awards Staff conducted a workflow study in its own office and succeeded in eliminating many troublesome procedures. The Staff has changed the follow-up procedures — once more raising the standards of the Program. The Staff does not believe that any suggestion should take a year to resolve and is forcefully calling for older evaluations.
- g. 
- h. The camera work for the Suggestion Awards Program movie has been completed. The first-run, or Interlock as it is called, will be held on 28 April 1959. We have every reason to hope for a professional product.
- i. The Suggestion Awards Staff has revised the award letters. They now go to the award winner in the form of an official memorandum, through channels - thus assuring that the supervisor takes note of the award, and at the same time streamlining the administrative work in the Suggestion Awards office. Further, only awards of \$300.00 and up will be routed through the Deputy Directors.
- j. Met with the Incentive Awards Administrator of the Department of Interior to exchange advertising ideas. Recently introduced the Anniversary Cards to remind award winners of their last award check and to encourage further participation — samples were displayed.
- k. Attended two large meetings at the Civil Service Commission. A task force has been established to study the awards scale, with particular emphasis on the tangible awards which have been in effect since 1946.
- l. Met with all area Incentive Awards Administrators to form a Federal Association similar to the National Association of Suggestion Systems. One item of passing interest — the NASA charter provides that the maximum award the Administrator can make is \$100,000.00. This to encourage scientific aviation ideas, of course.

S-E-C-R-E-T

Minutes of SAC Meeting
22 April 1959

25X1A

- m. An award ceremony was held in the Office of Security for presentation of the \$150.00 interim award to [redacted] It was quite formal -- in addition to his colleagues, his wife was present and we were able to include the Special Panel members who had ruled on this suggestion.
- n. The new evaluation forms, now available and in use, were shown to the Committee members.

Chairman's Report

- a. The Chairman discussed the American Can Company file, which was sent to us by NASS, entitled "The \$10,000 Award". The film particularly emphasized the importance of the role of the supervisor in promoting a worthwhile suggestion plan.
- b. The Chairman spoke of the fact that we are only half as good as either industry or government.--our lack of publicity is probably the reason. We expect our movie to provide a very good medium for bringing the full scope of the Program to the attention of supervisors.
- c. The Chairman asked where NSA stood.

N.B. National Security Agency Record - FY 1958

Suggestions Received663
 Suggestions Adopted. 91
 Adoption Rate.13.7%

Cash Awards. \$ 3,400
 Cash Benefits. \$64,470

25X1A

130 Superior Performance Awards. . . \$22,900 pd.
 3 Special Acts (Intangible Only) . . . \$ 430 pd.

Discussion

[redacted] reported that two western companies publicized their suggestion programs by posting a telephone number throughout the installation, which employees could call for help in preparing their suggestions. He thought that the posters also carried the name of the person to call. The person in the suggestion office receiving the call would check out the idea for duplicates and, if it has merit would write up the proposal and would return the suggestion to the employee for signature before processing commenced. [redacted] felt that this could be a valuable technique especially in areas where employees needed

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S-E-C-R-E-T

S-E-C-R-E-T

Minutes of SAC Meeting
22 April 1959

guidance in writing out their ideas. The Chairman remarked that perhaps we could use the Office of Communications as a "pilot installation". He remarked that we had been trying to encourage the supervisors to assist the employees in preparing suggestions — this might seem to eliminate the supervisor's role. The Executive Secretary stated that we could solve this problem by asking the employee to discuss the prepared suggestion with his supervisor before sending the suggestion forward for evaluation.

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Everyone agreed that this idea was worth considering. [redacted] cautioned that, because of security limitations, some restrictions would be necessary.

Suggestions
Approved

By unanimous vote on each case, the Committee approved the following action for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
*2486	\$200.00	Intangible (High-Broad)
2601	100.00	Intangible (Slight-Broad)
58-57	50.00	Intangible (Slight-Extended)
58-155	30.00	Intangible (Slight-Local)
59-82	200.00	Intangible (Slight-Extended) (Moderate-Extended)
59-146	Letter of Appreciation	
59-246	25.00	Intangible (Slight-Local)
59-315	240.00	Tangible (\$2,490.00) Intangible (Moderate-Local)
59-327	600.00	Tangible (\$17,500.00) Intangible (Moderate-Broad)
59-330	25.00	Intangible (Slight-Local)
59-342	50.00	Intangible (Moderate-Local)
59-390	50.00	Intangible (Moderate-Local)

(*) This award was the final portion of a total \$500 award. Suggester received \$300 interim award in March 1957.

Suggestions
Deferred

58-578 -- The proposed form, to effect changes in cable dissemination, has been adopted. Award consideration was deferred for six months to enable the Committee to calculate tangible savings based upon actual use.

59-1 -- Two changes in the offset paper plates now in use in the Agency have been introduced and adopted. Decision on the award was deferred for three months to determine experience factor, and enable Committee to calculate tangible savings based upon actual use.

S-E-C-R-E-T

Minutes of SAC Meeting
22 April 1959

Suggestions
Rejected

58-407, 59-10, 59-63 -- proposed the consolidation of pouches to the field -- Hold all documents for one regular delivery date, list all on one manifest and wrap all in one pouch. The previous system (daily wrapping) created too many pouches and manifests with resulting burden of disposition, extra paper, envelopes, time, etc.

The Committee decided that 58-407 was clearly within the Station Chief's line-of-duty -- no award. Further, the Committee considered that 59-10 and 59-63 were actually duplicates of 58-407 -- thus, they voted "no award".

Adjournment

The meeting adjourned at 11:55 a.m.

[Redacted Signature]

Executive Secretary
Suggestion Awards Committee

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[Redacted Signature]

Chairman
Suggestion Awards Committee

30 April 1959
DATE

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

20 April 1959

SUGGESTION NO. 59-330: dated 12 February 1959

[redacted], CS-6, Secretary
OCR, DD/I

STATINTL

A. Summary of Suggestion

Suggester proposed that the Film Branch, OCR be authorized to maintain a small emergency working fund which would be accounted for monthly. At the time of the suggestion, the nearest reimbursement office was at Quarters Eye.

B. Summary of Evaluations

On 15 April 1959, [redacted] Chief, Admin Staff, OCR, stated:

STATINTL

"After reviewing the proposal in Suggestion 59-330, OCR initiated action to establish a 'petty cash fund' similar to the one described by the suggester. Money for film shipments is now readily available in the OCR Administrative Staff located in the Riverside Stadium. The Admin Staff rather than the Film Branch in Bldg. 14, was designated as the custodian of the fund since there are other components of OCR who will be drawing from it. It is more economical to administer one fund, centrally located, than several small deposits scattered in several divisions.

"During this fiscal year, Graphics Register employees have averaged two trips per month to collect reimbursement fees for film shipments. Total time consumed for this purpose would be approximately 36 hours for the year, based on 1 1/2 hours per trip from Bldg. 14 to Qtrs. Eye, via Riverside Stadium. Under the new arrangement, total time consumed for the same number of trips would be 8 hours for a year, based on 20 minutes per round trip to the Stadium only.

"In the case of other OCR components, employees have not been making special trips to Qtrs. Eye to collect their payments. The time factor, therefore, is one which applies only to people from the Film Branch."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25-50 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

Adopted 25 Award Letter of Appreciation
 Not Adopted

STATINTL

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

15 April 1959

MEMORANDUM FOR THE RECORD

Line-of-Duty Status

STATINTL Talked with [] Salary and Wage Administration in OP who stated that this man's classification as a supervisor makes him responsible for planning the work and scheduling the people. He works within the mechanical limitations of his equipment and is not responsible for designing the tools to work with.

STATINTL Talked with [] PSD, who elaborated on the job responsibilities. This man is the lowest "working supervisor" above the category of journeyman. As a group chief he directs and schedules the work, gives some technical advice. At GPO he would be expected to present a technical problem to his foreman who would ask Research & Planning to solve it. Never would he be expected to design a new tool.

STATINTL [] believes the statement that the suggester, who worked at GPO in gold stamping and lettering, never worked where they bound the books and had no knowledge of this type of machine.

Award Considerations

STATINTL [] estimated the \$300 saving roughly. He watched the step-by-step operation, saw that one man could handle the job instead of two, calculated the number of books and arrived at a close guess of \$300. He cannot defend this figure without detailed calculations.

The machine designed for the future is a departure from the GPO machine and has many added refinements. It has been taken to Suitland for an estimate of cost -- if it will cost about \$200 they will build it; if \$700-800 they will buy one similar to the GPO machine and forego the added advantages of the suggester's design.

Because of the above facts, the Suggestion Awards Staff believes that an interim award for the temporary machine is proper. The award to be based on Intangible Benefits, because the \$300 estimate is so tenuous. If this case would be closed, it would preclude consideration of an award for the permanent machine which actually evolved from the development of the temporary machine.

[]

STATINTL

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

15 April 1959

SUGGESTION NO. 59-342: dated 12 February 1959
[redacted] GP (GS-10) Supervisor
Bindery Section, PSD, OL, DD/S

STATINTL

A. Summary of Suggestion

Suggester designed a mechanical guide for making book casings which eliminated imperfect hand setting and consequent loss of time. He designed this for a particular job (5,000 book cases).

He then designed a mechanical guide for the future which will be adjustable and will have many advantageous features. The permanent mechanical guide has been submitted to Suitland for an estimate as to cost.

B. Summary of Evaluations

On 25 February 1959, [redacted], Chief, Admin Staff, OL, stated:

STATINTL

"The suggestion of using a mechanical guide in making bookcasings has been adopted in the Printing Services Division. The initial guide made by the suggester proved so effective and time saving that the adjustable guide as mentioned in the suggestion is being ordered. It will be used in the Administration Building Plant.

"This is a two-part suggestion. The first guide made by the suggester was for a specific job which was processed in the Administration Building Plant. The material to make the guide cost the suggester \$25.00, for which he has not been reimbursed, but resulted in subsequent Agency savings of approximately \$300.00. It is recommended that an award be given for this idea of a new, faster way to process a particular job. This guide is not adjustable and therefore can only be reused on books of the same size as the original ones. This will be done until the adjustable guide is received.

"The suggester then enlarged upon his idea and has suggested that an adjustable guide be used in making all bookcases. He has drawn up specifications to be used in making the adjustable guide. It is difficult to estimate the savings resultant from using the adjustable guide inasmuch as the requirements placed on the Printing Services Division are constantly changing. However, it is estimated that \$300.00 per year will be saved. It is believed the guide will cost anywhere from \$125 to \$250. An award is also recommended for this suggestion.

"This suggestion should also be referred to other government agencies for their consideration.

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Sugg. No. 59-342 Contd.

On 27 March 1958, Chief, TSS/[redacted] stated that this mechanical case-making guage is not suitable for work in [redacted]

STATINTL
STATINTL

Executive Secretary's Memorandum for Record attached at TAB C

C. Line-of-Duty Status

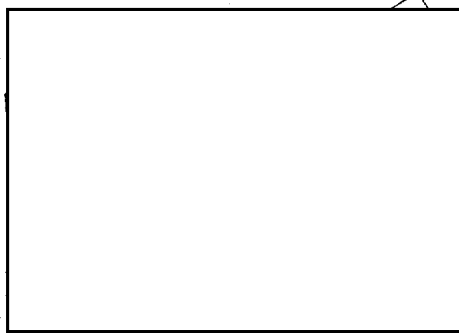
[redacted] Salary and Wage Administrator for PSD/OL, and [redacted] of PSD/OL, stated that this suggester, whose title in CIA is Supervisor/Bindery Branch, is actually a group chief. He is the lowest "working supervisor" in the division. He is one step above the journeyman-bookbinder -- earns 11¢ an hour more. The group chief schedules the work and the men, advises on techniques. He is expected to go to the foreman and explain a problem -- the foreman would call in Research & Planning prople and machinists to solve it. Never would a group chief be expected to design a tool to do the work better. He works within the mechanical limitations of his equipment.

D. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50.00 interim award based on Intangible Benefits (Moderate-Limited).

E. Decision of Committee

Adopted 50.00 Award _____ Letter of Appreciation
 _____ Not Adopted



*See Decision Taken
11 Nov 59
pd. 80 - additional*

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

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S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

15 April 1959

SUGGESTION NO. 2486: dated 15 August 1956
[redacted] GS-9, Medical Technician
[redacted] Medical Staff, DD/S

25X1A

25X1

A. Summary of Suggestion

Suggester proposed an expendable cardboard container so constructed that vaccines requiring temperature below freezing and those requiring normal refrigeration can be shipped in the same container. Container formerly used was a non-expendable metal picnic box.

B. Summary of March 1957 Recommendation

In March 1957, the following recommendation of the Suggestion Awards Committee was made to the Acting Deputy Director (Support) and approved by him:

"An interim award of \$300.00 (\$100.00 for tangible savings; \$200.00 for intangible benefits) based on benefits derived by CIA. Suggestion is to be referred back to Medical Staff for further processing and re-evaluation with the Office of Logistics after one more year's experience in use of the container with Suggestion Awards Committee then to reconsider for possible award based on supplementary CIA benefits. Suggestion Awards Staff will refer suggestion for interdepartmental consideration (Public Health Service, Defense, and other departments to be determined by Civil Service Commission) while Agency processing continues. The amount of the award recommended is based on the scales authorized by the Civil Service Commission."

C. Summary of Evaluations

1. Inter-Agency Interest

Various Government agencies and the American Red Cross were canvassed. The American Red Cross is the only organization which expressed an interest. They requested a sample for testing. All other agencies were satisfied with their present methods of shipment. However, Health Education and Welfare suggested an outlet in the American Drug Manufacturers Association. The sample will be furnished to the American Red Cross after the suggester's patent rights have been established.

2. Patent Rights

The Patent Board ruled that request for patent rights must originate with the suggester.

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Sugg. No. 2486 Contd.

25X1A

[redacted], Medical Staff, will contact the suggester, forward the appropriate papers to him, and deal directly with the Patent Board.

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3. Agency Reconsideration

On 20 November 1958, [redacted] Deputy Chief, Support Division, Medical Staff, stated:

"A review of the utilization of this suggestion for the past year indicates:

- (a) This suggestion was utilized for seventy (70) shipments overseas valued at \$8,372.11 with a total weight of 609.5 pounds.
- (b) Many cable requests were handled in an expeditious manner by allowing medicinals to be shipped via the pouch and air mail parcel post since re-icing was not necessary.
- (c) Several operational requests were handled in a secure manner by allowing manifest misnomering since it was not necessary to reopen the packages for re-icing.
- (d) Local shipments were not reflected in the above figures since wet icing by freezing water in polyethylene bags was used for short distance shipments. If the subject container were used for this type of shipment, its potential would be even greater since the container could be used wherever freezing facilities were available.
- (e) Fewer cables have been received from the field questioning the status of biologicals and vaccines because of the lack of refrigeration. A savings is noted in cable transmission."

25X1A

On 20 January 1959, [redacted] Chief, Support Division, Medical Staff, stated:

[redacted], Deputy Chief, Support Division, Medical Staff, who previously evaluated this suggestion indicates his opinion that through this suggestion, additional savings have been achieved that indicate this suggestion has a high degree of benefit and a broad application -- i.e., \$450-600."

25X1A

S-E-C-R-E-T

Sugg. No. 2486 Contd.

4. Use of Commercially Manufactured Products

The Suggestion Awards Staff asked the Office of Logistics why this Agency did not use commercially manufactured containers as the other Government agencies do. The Office of Logistics replied that to their knowledge, the only available commercial container is made of metal. The only way to get financial benefit from metal containers is to re-use them. This Agency is interested in disposable containers for security reasons.

D. Questions and Answers of 25 February 1959 Meeting

1. The Executive Secretary recommended an award of \$450-600. The Committee asked if the \$200.00 previously awarded for Intangible Benefits would not be included in this: i.e., an award of \$250-400.

On 18 March 1959, [redacted] Chief, Support Division, Medical Staff, stated:

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"It is the opinion of the evaluating official in this staff that the intangible benefits from this suggestion place it in the high degree of benefit and broad extent of application category with total intangible benefits in the \$450-600 range. This would not therefore be \$450-600 in addition to the \$200 already awarded for such intangible benefits.

25X1A

*no. 500.00
markings
recorded.*

2. The Committee questioned the security aspect -- why do we not use the same containers as other cover agencies?

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On 13 April 1959, [redacted] Chief, Security Staff, OL, stated in essence that: a) the suggested containers are cheaper; b) packing and packing standards vary even in the same government agency -- no set container; c) suggested containers have no manufacturer's markings and could plausibly be denied by CIA

E. Recommendation of Executive Secretary

1. Additional \$250-400 award based on Intangible Benefits (High-Broad)
2. Close case in the Suggestion Awards Staff, but continue to furnish all available records to the suggester for his independent use in requesting patents, samples, sales, etc.

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F. Decision of Committee

Adopted 500.00 Award Total or \$200 additional Letter of Appreciation
 Not Adopted

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

15 April 1959

MEMORANDUM FOR: THE RECORD

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Wednesday, 22 April 1959, at 9:30 a.m. in Room 1604, Curie Hall.

2. The following items for your review are enclosed:

TAB 1 -- Tentative Agenda

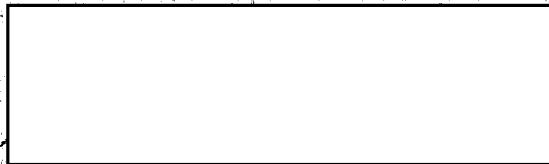
TAB 2 -- Minutes of last Committee Meeting

TAB 3 -- Minimal Awards by Chairman

TAB 4 -- Summary of Suggestions to be considered at this meeting

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

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Executive Secretary

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

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
Wednesday, 22 April 1959

AGENDA

1. The call to order
2. Minutes of last meeting
4. Comments by Chairman
3. Report by Executive Secretary
5. Old Business
6. New Business
(Vote on suggestions attached)
7. Adjournment

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

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Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

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TAB C

Sugg. No. 58-407, 59-10, 59-63 Contd.

It is recognized that this issue was reopened as a result of recent inquiries by the Chief, Support, NEA and/or other inquiries made by the SAC Staff. In view of the number of organizations and employees that have participated, the indefinite amount of savings, and in the interest of avoiding further delay, it is recommended that an award based on slight benefit and extended application for intangible savings be divided equally among the three suggesters."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$75 award, based on Intangible Benefits (Slight-Extended), to be divided equally among the three suggesters.

D. Decision of Committee

 Adopted Award Letter of Appreciation
 Not Adopted

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

Sugg. No. 58-407, 59-10, 59-63 Contd.

"employees that have participated, the indefinite amount of savings, and in the interest of avoiding further delay, it is recommended that an award based on slight benefit and extended application for intangible savings be divided equally among the three suggesters."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$75 award, based on Intangible Benefits (Slight-Extended), to be divided equally among the three suggesters.

D. Decision of Committee

Adopted no Award Thanks. Letter of Appreciation
 Not Adopted

25X1A



Wove.

Manuscripts
59-63
is out - it is a duplicate in essence of 58-407.
59-10
Out - L. O. W.
58-407-2
duplicate -
expect a citation to do this.

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

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

13 April 1959

SUGGESTION NO. 59-82: dated 27 August 1958

25X1A

[redacted] GS-9, Case Officer
EE, DD/P

A. Summary of Suggestion

In response to a memorandum from DD/P Records Policy Officer dated 28 October 1957, suggester proposed 12 suggestions for improving Clandestine Services indexing techniques. (Copy of complete suggestion attached at TAB A)

B. Summary of Evaluations

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On 27 August 1958, [redacted] Assistant Executive Officer, DD/P, stated:

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"...We wish to call [redacted] memorandum to your attention because we believe that it deserves your consideration for an Incentive Award.

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"Although not all of the suggestions made by [redacted] have been adopted, three of the improvements she recommended have already been put into practice and another three almost certainly will be. While not all the impetus for making these improvements came from [redacted] memorandum, her suggestions--particularly as further elaborated in discussion--were of substantial help. In two instances her memorandum was entirely responsible for calling our attention to possible solutions for existing problems."

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On 5 November 1958, [redacted] Chief, RID, prepared a four page summary and evaluation of the suggestions (copy attached as TAB B). Pertinent quotations from RID's memorandum, having a bearing upon benefits realized from this suggestion, are substantially as follows:

"The revision of cover sheet form of 201 files is in the process of revision. The revision results from the suggestion. Savings arising from the revision of Form 179b are intangible, of slight benefit and extended application.

"Any benefits derived from the procedural changes are considered by RID to be of an intangible nature, and benefit not only RID but also Staffs and Area Divisions in savings of time and in providing a better records product. RID would estimate that these intangible savings are of moderate benefit and of extended application."

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S-E-C-R-E-T

Sugg. No. 59-82 Contd.

On 12 November 1958, the case was referred to [redacted] who was Records Policy Officer at the time the suggestion was submitted. [redacted] had no additional comments to any of the above evaluations.

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On 9 April 1959, [redacted] DD/P Suggestion Awards Committee coordinator, concurred with Chief, RID's comments and recommendations. While discussing this case with the Suggestion Awards Staff, [redacted] stated he had reviewed all the supporting papers prepared by RID in making their analysis of the suggester's proposals. While there might be some additional savings and benefits in the Staffs and Area Divisions, [redacted] felt that practically a Management study would have to be made to reach any accurate cost conclusions. He felt that such a survey would not justify the manpower expense.

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C. Recommendation of Executive Secretary

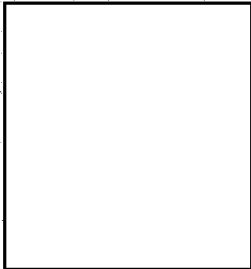
- 1. Not in line-of-duty (GS-9, Case Officer)
- 2. \$200-275 award based on Intangible Benefits
 - * \$ 50- 75 award (Slight-Extended) - Revised form
 - * 150-200 award (Moderate-Extended) - Revised procedures

D. Decision of Committee

Adopted 200.00 Award _____ Letter of Appreciation

_____ Not Adopted

25X1A



*200.00
Recorded,*

S-E-C-R-E-T

S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

10 APRIL 1959

SUGG. NO. 58-441: dated 25 April 1958
[redacted] GS-6, Information Control Assistant
OIS, RQM, FI, DD/P

25X1A

Summary

: Suggester proposed that cardboard or corrugated boxes, used to disseminate documents within CIA,, be picked-up by the regular courier service, when empty, and returned to OCR for re-use.

Action Taken

: On 25 September 1958, Chief, OISD/DDP sent the following memorandum to Chief, Dissemination Section, OISD:

"In an effort to effect economies in the use of materials, the collapsible boxes in which reports are received in OIS daily, will, until further notice, be collapsed and tied securely in bundles of ten. The courier will pick these up on his regular run and bring them to the Printing Services Division, [redacted]"

25X1A

Actual savings in 1st year of adoption -- \$208.00.

Award

: \$15.00 award granted.

SUGG. NO. 59-54 : dated 13 August 1958

[redacted] GS-9, Between Assignments
FI, DD/P

25X1A

Summary

: Suggester proposed that persons analyzing RI Name Trace Requests be issued a rubber stamp reading: "NOT IDENTIFIABLE WITH SUBJECT OF 201 _____". This had previously been written in by hand.

Action Taken

: Suggester purchased and effectively used these stamps from August to December. However, in December, RID revised the form, independent of the suggestion, provided for the information of the form, and thus eliminated the need for the stamp.

Award

: Letter of Appreciation -- based on the few months this suggestion was in effect and proved worthwhile.

S-E-C-R-E-T

S-E-C-R-E-T

Minimal Award Cases Contd.
10 April 1959

SUGG. NO. 59-251: dated 30 December 1958
[redacted] GS-11, Analyst
CI Staff, DD/P

25X1A

Summary : Suggester proposed that identification cards be placed in front of silverware trays in the cafeterias. This would eliminate the "confusion, anger, and consequent delay in the lunch line due to the fact that the desired utensils cannot be found quickly".

Action Taken : Because of this suggestion, identification cards were placed in front of silverware in R&S cafeteria. GSI, independent of this suggestion, is testing various permanent labels for all cafeterias.

Award : Letter of Appreciation

SUGG. NO. 59-314: dated 16 January 1959
[redacted] GS (GS-10), Printer
PSD, OL, DD/S

25X1A

Summary : The suggester proposed that the Admin Building Plant of PSD salvage dross from the melted lead and return it to GPO for re-use.

Action Taken : The suggestion was adopted by PSD with an approximate savings of \$143.60 per year. This suggestion is being referred to GPO for possible additional award as it affects other government agencies.

Award : \$10.00 award granted.

SUGG. NO. 59-320: dated 2 February 1959
[redacted] GP (GS-11), Engraver
PSD, OL, DD/S

25X1A

Summary : Suggester proposed a screen angle determiner for use in the Layout Section of PSD to improve the method of registering screens.

Action Taken : This suggestion was adopted in PSD for use of craftsmen.

Award : Letter of Appreciation

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 RECOMMENDATIONS FOR THE COMMITTEE

8 April 1959

SUGGESTION NO. 58-57: dated 12 August 1957

STATINTL

[redacted] GS-12, Ops. Officer
NEA, DD/P

A. Summary of Suggestion

Suggester proposed that Forms 1b and 1c be made up in carbon interleaved padded sets with the multilith mat a separate item.

B. Summary of Evaluations

STATINTL

On 26 March 1959, [redacted] Chief, Records Management Staff, stated:

"No part of the suggestion is worthy of adoption. However, the suggester deserves credit for sparking a chain of actions resulting in the revision of Forms 1b and 1c.

- "a. The suggestion prompted a survey of field stations to determine the average copy requirements; results were the elimination of 3 parts from the set, an approximate savings of \$.01 per set.
- "b. The mention of cleaner files; resulted in converting the present carbon-backed paper set to a one-time carbon-interleaved set, an approximate savings of \$.02 per set.

"Tangible Savings:

Form 1b 80,000 sets annual usage
 .03 estimated savings per set
 \$2400.00 estimated annual (procurement cost) savings

Form 1c 75,000 sets annual usage
 .03 estimated savings per set
 \$2250.00 estimated annual (procurement cost) savings.

Total estimated annual savings 1b and 1c = \$4650.00

"Intangible Benefits:

1. Fewer copies to be handled, filed and/or destroyed.
2. A firm requirement on the number of copies to be forwarded to headquarters.
3. Cleaner files thus improving the morale of files personnel."

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

Sugg. No. 58-57 Contd.

C. Recommendation of Executive Secretary

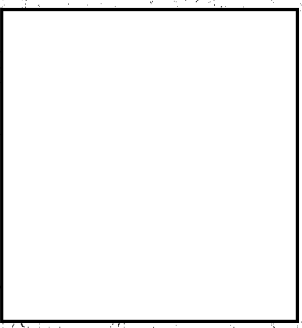
- 1. Not in line-of-duty (GS-12, Ops Officer)
- 2. \$195-220 award based on: ~~\$145 for Tangible Savings of \$4,650~~
plus \$50-75 for Intangible Benefits
(Slight-Extended)

D. Decision of Committee

Adopted 50.00 Award _____ Letter of Appreciation
 _____ Not Adopted

*A Stimulant -
 No Tangible savings appropriate.*

STATINTL



30. -

50 -

seconded.

unanimously.

If one letter show that he stimulated action.

25X1A

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

S-E-C-R-E-T

Sugg. No. 59-390 Contd.

C. Recommendation of Executive Secretary

- 1. Not in line-of-duty.
- 2. \$50-100 award based on Intangible Benefits (Moderate-Limited)

D. Decision of Committee

Adopted 50.00 Award _____ Letter of Appreciation
 _____ Not Adopted



U.S. Sec.
50.00

25X1A

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 RECOMMENDATIONS FOR THE COMMITTEE

27 March 1959

SUGGESTION NO. 59-246: dated 19 December 1958
[redacted], GS-4, Microphotographer
OCR, DD/I

A. Summary of Suggestion

In OCR, filmed documents have been taped on to film aperture cards in such a way that part of the tape would cover a portion of the material desired and prevent easy reading of the documents when they are refilmed. The suggester proposed correcting this situation by allowing only 1/16", instead of the usual 1/8", of the tape to cover the top and bottom of the film strip. (Sample in Sugg. folder)

B. Summary of Evaluations

On 9 February 1959, [redacted] Chief, Microphotography Branch, Machine Division, OCR, stated:

"This suggestion has been carefully reviewed and considered for possible adoption by Machine Division, CR. The conclusions reached were; that the 1/16th inch tape margin lacks sufficient adhesive surface to securely hold the film in place and that present stocks of aperture cards could not be cut to size without seriously impeding production in mounting.

"Although the suggestion is not being adopted, the suggester merits recognition for his interest and efforts in bringing to our attention this recurring problem. Because of this suggestion, a review of the aperture card system was made and a revised microfilming technique adopted. The space between adjoining frames has been reduced and a wider top and bottom margin provided. Overlapping the image areas has thus been overcome."

On 17 March 1959, [redacted] Chief, Business Machines Services, stated:

"The tangible benefits that are being derived as a result of Suggestion No. 59-246 do not amount to much. Intangibly, however, the suggestion could be of considerable value in maintaining user confidence in the OCR Library microfilm program.

"It is enough that the analysts who use the Library microfilms are handicapped by factors which are difficult to correct; such as, the occurrence of illegible images which result from poor copy available at the time of filming, without having to put up with readily correctable conditions, such as the problem described by the suggester.

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

Sugg. No. 59-246 Contd.

"Users, producers and anyone connected with this large and vital program must be on the look-out constantly for ideas to make the microfilm better and more acceptable to the analysts. The change brought about in the film due to this suggestion is a definite improvement. It is recommended that an award be made based on the lowest rate in the Slight-Local category to cover both tangible and intangible benefits.

"This person has spotted an area of irritation to hundreds of people. Sufficient publicity of this award should encourage more improvements.

C. Recommendations of Executive Secretary

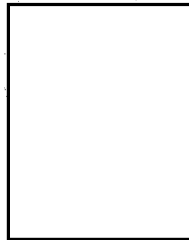
- 1. Not in line-of-duty (GS-4, Microphotographer)
- 2. \$25-50 Award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

Adopted 25⁰⁰ Award _____ Letter of Appreciation

_____ Not Adopted

STATINTL



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

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

27 March 1959

25X1A

SUGGESTION NO. 2601: dated 17 October 1956
[redacted], GS-13, Chief, Budget & Finance Branch
WH, DD/P

A. Summary of Suggestion

Suggester proposed adoption of a standard Agency "Request for Travel Order" form to: permit volume reproduction and stocking; eliminate bootleg forms; permit uniform consideration of travel authorities for each traveller; lead toward issuance of more complete and more accurate travel orders; reduce number of amendments now required for travel orders issued incorrectly or incompletely in the first instance; permit more accurate orders in the first instance which would facilitate settlement of travel claims. The suggestion also proposed that the "request form" include both positive and negative data for consideration in preparing the order.

B. Summary of Evaluations

25X1A

On 27 March 1959, [redacted] Suggestion Awards Staff, commented as follows:

"My recommendation stems from my assignment to the Travel Order Project in its initial phase when the suggestion per se was actively being studied (Jan-Apr 1959).

"Chief, Records Mgt. Staff (1 October 1957), as a result of a survey made of the Area Records Officers in DDP, DDI and DDS, concluded that a 'Travel Request Form' at that time would be premature. RMS maintained that an integrated study of the whole field of travel was needed if real improvement was to be made.

"On the basis of a request from C/I&R Staff, DD/P (15 November 1957) to DDS and reply (21 January 1958), a revision of Travel Order Form No. 540, 'Request Form', was considered by RMS.

"This suggestion was responsible for my development of the 'Work Sheet' idea. My findings were that some type of a 'Request Form' or 'Work Sheet' was necessary to insure accurate travel orders, to reduce the number of amendments, and thereby eliminate repetitive coordinations.

"This 'Work Sheet' will replace 17 bootleg forms, and serve as an accurate 'check list' for originating offices to include all essential travel data. There will be tangible benefits realized from the use of the 'Work Sheet', but these benefits will be

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

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

Sugg. No. 2601 Contd.

"difficult to measure until the new form is in use for many months. I recommend the use of the Intangible scale -- Moderate/Broad (\$200-300)."

25X1A

On 14 April 1959, [redacted] Chief, Records Management Staff, stated:

"It seems fair to assume that this idea made a sizeable contribution toward stimulating the Travel Order study and ultimate use of a Travel Order Work Sheet. In April 1957, as a result of the suggestion, a copy of the idea plus a copy of a Travel Order Work Sheet was sent to all Area Records Officers for their comments. Later the work sheet idea was further developed for use. The work sheet will:

- a. Replace 17 known bootleg forms (many more suspected).
- b. Preclude many travel order amendments by reminding the office of origin of information needed by Central Processing Branch.
- c. Decrease the number of sets used (cost 7½ cents each) by encouraging use of the work sheet instead of tearing apart the sets and using them.

"The benefits of this suggestion are intangible and of a broad-moderate degree."

C. Recommendation of Executive Secretary

- 1. Not in line-of-duty (GS-13, Chief, B&F Branch)
- 2. \$200-300 award based on Intangible Benefits (~~Moderate-Broad~~)

D. Decision of Committee

Adopted 100.00 Award Slight Letter of Appreciation
 Not Adopted

25X1A



rec. 100.00 unanimous

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

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

26 March 1959

SUGGESTION NO. 59-146: dated 16 October 1958

[Redacted] GS-12, Personnel Officer
ORR, DD/I

A. Summary of Suggestion

Suggester proposes that the printing of classified trash bags be lowered. "It is noted that frequently the waste bags are folded to a height of about 8 or 9 inches so that the bag, when placed on an individual's desk, will stand open and erect and also not present an untidy appearance. When this is done, the wording itself is completely effaced and the red coloring, designed to attract attention, is barely perceptible.

B. Summary of Evaluations

On 19 February 1959, the Physical Security Division, OS stated:

"Employee Suggestion No. 59-146 is a meritorious one and should be adopted. The existing marking should be retained and that described in the suggestion added, as soon as depletion of existing supplies would require re-printing.

"While the suggestion is of intangible value, its adoption would decrease the margin of possible employee error and thus improve security on an Agency-wide basis." (The Survey Branch, OS informed the Suggestion Awards Staff on 25 March 1959 that there have been 17 violations since October which they contribute to the lettering on the bags.)

On 23 March 1959, [Redacted] Chief, Admin Staff, OL, stated:

"Item is scheduled to be reordered in about six (6) months. At that time, it will be made up according to the suggestion.

"No monetary savings will result. The replacement of the lettering on the bag will be accomplished by the vendor without change in price. The extent of any monetary award to the employee should therefore be based on security factors."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based on Intangible Benefits (Slight-Lo

D. Decision of Committee

Adopted Award Letter of Appreciation

STATINTL

STATINTL

Handwritten initials and signature



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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

25 March 1959

SUGGESTION No. 59-1: dated 7 May 1958

[redacted] GS-11, C/S&S Branch
Printing Services Division, OL, DD/S

A. Summary of Suggestion

Suggester proposed two changes in the Offset paper plates now in use by the Agency: 1) a change in the size (width) of the masters used; and 2) a change in the marginal indicia preprinted on the masters.

B. Summary of Evaluations

On 12 August 1958, [redacted] Chief, Admin Staff, OL, stated:

"As to the first part of the suggestion, the use of the smaller size direct image plate is not a new idea. The Supply Division carries the 8 $\frac{1}{2}$ " x 15" master in stock and so advertises in its publication of the Stock Catalogue. Also, the smaller master is in use in connection with numerous forms (the CS report form is a sample) throughout the Agency. It is not known how extensively the smaller master is used, but it would seem that it is not the responsibility of the Supply Division to determine which size master to issue each component. The responsibility for determining the size of the master rests with the using component who is aware of the details under which the master will be used. The next larger standard size (10" x 15") master must be retained as a stock item for use when printing on larger than 8" or 8 $\frac{1}{2}$ " wide paper. This part of the suggestion is considered to already be in effect and makes no added contribution.

"As to the second part of the suggestion, the indicia form has no effect on the printing ability of the master. The indicia amounts to guide lines to assist the typist in typing the masters. Although the Printing Services Division types relatively few of the masters typed in the Agency, it is believed that the suggested indicia is more practical for government use. Adoption is recommended and a minimum award suggested since the results are mostly intangible."

On 5 February 1959, [redacted] for Chief, Supply Division, OL, stated:

"The following comments have been obtained regarding the use of Offset Paper Plates:

- a. OCR uses only 'short run' 8 $\frac{1}{2}$ x 15 master. "As long as the same results and effects are obtained, there is no objection

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

Sugg. No. 59-1 Contd.

b. OSI uses 10 x 15 medium run master. 'Can see no difference or savings in the use of 8 1/2 x 15 medium run masters as far as OSI is concerned.'

STATINTL

c. ORR uses 10 x 15 medium run masters. 'Would have to test recommended plate before comment could be made.'

STATINTL

"It has been determined that the 8 1/2 x 15 medium run masters, with marginal indicia, are available from approximately five (5) manufacturers and may be procured on Government Schedule (Stock 3610-640-3348 or 3610-640-3349).

"This office will abide with the desire of the Printing Services Division which, it is believed, is better qualified to determine the advantages and disadvantages of masters which are used on a day-to-day basis.

"In other words, we agree with making 8 1/2 x 15 medium the standard and will do so unless PSD sees technical objection."

STATINTL

On 11 February 1959, [redacted] of Printing Services Division stated:

"The Printing Services Division has no technical objection to stocking the medium run 8 1/2"x15" offset paper plates. Supply Division records indicate that 3,000 boxes of 10"x15" plates have been used in the past 6 months. There are 100 plates to a box. At the above rate it is estimated that 600,000 plates would be used per year. The cost of the 10"x15" plates is \$4.89 per 100. The 8 1/2"x15" plates cost \$3.93 per 100. This is an estimated savings of \$.96 per 100 or \$6,000 per year, provided the entire Agency uses the 8 1/2"x15" plates."

STATINTL

On 3 March 1959, [redacted] Chief, Admin Staff, OL stated:

"PSD will advise customers to use this plate whenever possible. Supply Division should take action to stock masters.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$225-250 award based on Tangible Savings of \$6,000 plus Intangible Benefits (Slight-Extended)

D. Decision of Committee

Adopted Award Letter of Appreciation
 Not Adopted

Postpone for 3 mo. determine appropriate Factor. Actual Savings!

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

24 March 1959

SUGGESTION NO. 59-315: dated 5 February 1959

STATINTL

[redacted] GS-9, Records Mgt. Analyst
Records Center, MgtS., DD/S

A. Summary of Suggestion

Suggester proposed and instituted a Space Allocation Index, which from a central point controls the assigning of spaces in the Records Center. (Pictures in Suggestion file)

B. Summary of Evaluations

On 5 February 1959, Chief, Records Center, [redacted] stated:

"This suggestion has been in operation for sometime now. It has proven to be as effective as the suggestor claims. It should be pointed out that at the time the suggestor originated the idea for this space control file, he was a GS-7 and was one of two people working at the accessioning function. As a result of this suggestion and other minor work simplification procedures, the Records Center was able to carry on the accessioning function during 1958 with 1.5 employees; thereby allowing one person to devote one-half of his time to other functions within the Center." STATINTL

On 13 March 1959, Chief, Records Mgt. Staff, [redacted] in answer to our questions, stated: STATINTL

- a. The suggester was not expected to develop this improvement as part of his assigned duties.
- b. The space assignment control system was placed in operation February 1958.
- c. C/RMS knows of no similar systems in effect in other Government record centers.
- d. Savings and Benefits Realized: Tangible = $\frac{1}{2}$ of GS-7 salary (basic \$4980) - \$2,490 per year continually. Intangible = generally more efficient, quicker to determine available space; saves rearranging space, better service to customers.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-7, Records Mgt. Analyst)
2. \$190-240 award based on Tangible Savings of \$2,490 plus Intangible Benefits of Moderate-Local.

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. 59-315 Contd.

D. Decision of Committee

Adopted

240.00

Award

Letter of Appreciation

Not Adopted

STATINTL



*we. 240.00
rec'd. OK,*

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 RECOMMENDATIONS FOR THE COMMITTEE

24 March 1959

25X1A

SUGGESTION NO. 58-578: dated 22 May 1958
[redacted], GS-9, Supervisor
Cable Secretariat, O/DCI

A. Summary of Suggestion

The suggester proposed the use of a form to effect changes in cable dissemination and thus reduce the number of telephone calls currently being made to the Cable Secretariat.

B. Summary of Recommendations

25X1A

On 17 June 1958, [redacted] Deputy Cable Secretary, stated:

"The Cable Secretariat recommends adoption of Suggestion No. 58-578 ... A conservative estimate of savings in manpower in the Cable Secretariat is approximately \$2,000 p/a (i.e. 3 hours a day, 6 days per week at \$2.18, the hourly wage of a GS-7). Recommend also that this suggestion be referred to FI/RI and to DD/P Staff and Division Cable Desks for concurrence and evaluation since unless the proposed form proves useful to the user, it obviously would not be used, and thus would cancel out or greatly diminish the estimated savings in manpower in the Cable Secretariat.

"It is believed that the intangible benefit resulting from a substantial reduction in the number of telephone calls concerning cable dissemination, would be even greater than the estimated monetary saving since answering the telephone on all subjects presently constitutes the greatest single factor tending to retard accurate, rapid and efficient processing of cables and production volume."

Recommendations for adoption were received from RID, EE, FE, NEA, and C/I&R, DD/P.

On 12 March 1959, Chief, Records Management Staff, [redacted] stated:

25X1A

"The suggestion was adopted and the form was sent to the printer on 12 March 1959. The form was assigned number 1604.

"I concur in the agreement reached by the Deputy Cable Secretary, Chief, Suggestion Awards Staff and [redacted] of my Staff that the suggester be given an award based on \$2,000.00 tangible savings.

25X1A

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The suggestion should be made after Form 1604 and its related procedures have been in effect for a few months."

S-E-C-R-E-T

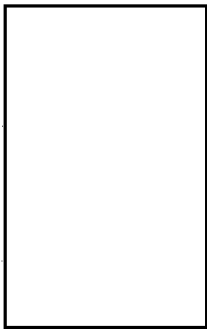
Sugg. No. 58-578 Contd.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-9, Supervisor)
2. \$75.00 interim award based on tangible savings of \$2,000
3. Review in six months to determine any additional benefits.

D. Decision of Committee

Adopted Award Letter of Appreciation
 Not Adopted Review in Six Months



moved that 6 mo. Trial
 and determine its tangible usefulness
 - records.



questions the effectiveness
 of the form vis a vis the rel. call

↓
 Del 100.00
 inter. 1959

25X1A

25X1A

S-E-C-R-E-T

25X1A

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

Approved For Release 2003/04/17 : CIA-RDP80-00832A000300020001-1

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

Minutes of SAC Meeting
25 February 1959

- c. Under authority granted the Executive Secretary to resolve cases which have unanimous recommendation for disapproval, duplicates, or "Blue Sky" suggestions, 133 cases were closed out as disapproved for adoption since the 17 December 1958 meeting.
- d. The Special Panel met on 21 January 1959 to discuss 10 cases: 1 required further study; 7 were disapproved for adoption; 1 received a Letter of Appreciation; and 1 was voted an interim award of \$150.00.

The \$150.00 interim award was to an Office of Security employee for designing a mechanical device for the combination locks on safes. Patent rights have been adjudged to be his by the CIA Patents Board -- the Government to have a Royalty-free license.

25X1A

- e. [redacted] to brief members of the installation on various aspects of the Suggestion Awards Program.
- f. A new procedure has evolved whereby the Honor & Merit Awards Board, the Patents Board and the Suggestion Awards Committee will exchange information about individual award winners (or patent applications). It is hoped that this will work to the advantage of the employees being considered for Honor & Merit Awards.
- g. The Suggestion Awards Staff and the Chairman of the CIA Patents Board have a new procedure to use when a suggestion appears to have patent applicability. In such instances, the Suggestion Awards Staff will process the suggestion through normal channels, but in acknowledging the suggestion to the suggester, will advise him to read [redacted] and if he thinks his invention has patent application, to fill in Form 915 and send it to the Chairman, CIA Patents Board. (We furnish the form.)
- h. Our revision to Suggestion Awards Program regulation, [redacted], has been submitted to the Office of Personnel for preliminary consideration. It is intended that this regulation will henceforth appear in the Management series.

25X1A

25X1A

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

Minutes of SAC Meeting
25 February 1959

- 25X1A
- i. The Suggestion Awards Staff continues to negotiate with the Office of Training regarding the Suggestion Awards film. Delays seem to be explicable.
 - j. Incentive Awards Program presentation made by Chairman, Suggestion Awards Committee and Recorder, Honor Awards Board to DD/I.

25X1A

N.B. [redacted] commented on the effectiveness of this presentation and the fact that at least one workshop had been conducted in the Map Library as a result.

- k. An Award Ceremony was held at the Photographic Intelligence Center to honor [redacted] who received the \$600.00 awarded by this Committee at [redacted]

25X1

- i. The Suggestion Awards Staff met with the Civil Service Commission representative to discuss mutual problems of the Suggestion Awards Program.
- m. The Suggestion Awards Staff has conferred with Departments of Defense, Agriculture, Commerce, Justice, Treasury, Post Office, Interior, Government Printing Office, Veterans Administration and Civil Service Commission on an inter-departmental referral.
- n. The Suggestion Awards Staff is setting up more and more interviews between the evaluators and the suggesters. This not only helps favorable publicity for the program, but primarily helps the suggester make himself understood.
- o. The Suggestion Awards Staff participated in the Support Exhibit, showing new slides to some 45 students.
- p. Discussed Suggestion No. 2632 which had recommended a transmittal type of name check request from the field, but which, although favorably considered at two previous Committee meetings, was now found to be non-adoptable as the proposal has been overtaken by events. The Committee decided to send this suggester a letter of thanks.

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

S-E-C-R-E-T

Minutes of SAC Meeting
25 February 1959

25X1A

STATSPEC

25X1A

- q. Announced the Minimal Award called "Advisory Award" which is made when an idea is acceptable, advisable but not mandatory. Such a suggestion is usually solved by publication of a notice to interested offices of a better way to do something.
- r. Reported that the [redacted] case, Suggestion No. 2902, which was discussed at the last meeting by [redacted] had not yet been submitted to the Honor and Merits Award Board for Honor consideration.
- s. Presented samples of new Suggestion Form -- explained that extra space for writing would be provided on re-order.

Suggestions Voted Upon

By unanimous vote on each case, the Committee approved the following action for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
*2415	\$ 15.00	Intangible (Slight-Local)
2697	50.00	Intangible (Slight-Extended)
58-9	100.00	Intangible (Moderate-Local)
58-397	145.00	Tangible (\$4,620.00)
58-437	35.00	Intangible (Slight-Local)
58-507	35.00	Intangible (Slight-Local)
59-15	30.00	Tangible (\$560.00)
59-103	30.00	Intangible (Slight-Local)
59-163	10.00	Intangible (Slight-Local)

* As a result of this suggestion, the Executive Secretary recommended to the Committee that a letter be sent to the Director of Logistics requesting that all areas be surveyed which might provoke recurring suggestions, or even suggestions to remove a safety device which experience had proven unsatisfactory.

Suggestions Deferred

- Sugg. No. 2486 -- disposable containers for vaccines -- referred for further study to Medical Staff
- Sugg. No. 59-327 -- cipher device, TINYTOT -- referred for further study to Office of Communications.

Chairman's Report

The Chairman covered the following matters:

- a) A recent Civil Service Commission sponsored meeting at the National Archives stressed the value of using Incentive Awards in improving Records Management;

S-E-C-R-E-T

S-E-C-R-E-T

Minutes of SAC Meeting
25 February 1959

25X1A

- b) An Incentive Awards briefing is intended for the DD/P. will include Support Chiefs in the DD/P. was asked to be sure to include operational officers;
- c) When the Office of Training finishes the Suggestion Awards film, the Chairman plans to have the Suggestion Awards Committee preview the product.

Adjournment

The meeting adjourned at 11:08 a.m.

25X1A

Executive Secretary
Suggestion Awards Committee

25X1A

Chairman
Suggestion Awards Committee

115 Ward 59

Date

S-E-C-R-E-T

25 Feb 59
ajuda

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

24 February 1959

STATINTL SUGGESTION NO. 58-397: dated 12 March 1958
[redacted], GS-13, Section Chief
ASD, OSI, DD/1

A. Summary of Suggestion

Suggester proposed a reduction in the quality of the paper used for Agency raw intelligence reports.

B. Summary of Evaluations

STATINTL

On 9 October 1958, [redacted] Chief, Admin Staff, OL, stated:

"The quality of paper to be used was discussed with the originating offices several years ago when the reports were first initiated. The 20 lb. sulphite paper presently used was decided upon at that time and has been used ever since. The originating offices have been contacted again regarding reducing the quality of the paper and after testing several different papers the following was found:

a. FDD officials state that a large percentage of reports are retained in library files. The paper must be heavy enough to withstand constant handling. The reports are printed on both sides of the paper and when lighter weight paper is used the printed image shows through. It was also stated that to separate the reports to be retained from those used for information only would take more time and cost more in salaries than would be saved by using cheaper paper.

b. DD/P and OO officials state they are willing to substitute the present 20 lb. sulphite paper presently used for 16 lb. sulphite paper. The cost of 8"x14" 20 lb. sulphite paper is \$1.89 per 1,000 sheets. The cost of 8"x14" 16 lb. sulphite paper is \$1.43 per 1,000 sheets. If the 16 lb. paper were used it would result in a definite savings to the Agency."

STATINTL

On 21 October 1958, [redacted], stated for the DD/P:

"Concur that 16 lb paper is suitable from DD/P standpoint on CS information reports."

STATINTL

On 3 November 1958, [redacted] Acting Chief, FDD, stated:

"FDD would have no objections to the use of 16 pound stock if a substantial saving could be effected thereby. However, some consumers of our reports have suggested that they be issued on more durable stock as many are kept for reference.

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

Sugg. No. 58-397 Contd.

"We believe that before any decision is made on this suggestion that Printing Services Division be consulted as to handling difficulties since a lighter stock might not print or collate as easily as the 20 pound sulphite."

STATINTL

On 24 February 1959, Chief, Admin Staff, OL, stated:

"Approximately 378,000 sheets of paper are used per month to print FDD reports and approximately 550,000 sheets to print DD/P and OO reports. Using the current prices of \$1.72 $\frac{1}{4}$ per 1,000 sheets of 20 lb paper and \$1.31 per 1,000 sheets of 16 lb paper, a savings of approximately \$385.00 would be effected per month by using the 16 lb paper. PSD will have no handling problems if the change is made. PSD will switch to the 16 lb paper as soon as the stock of 20 lb paper is depleted."

C. Recommendations of Executive Secretary

1. Not in line-of-duty (GS-13, Section Chief)
2. \$145.00 award based on Tangible Savings of \$4,620.00.

D. Decision of Committee

Adopted ^{\$145} Award Letter of Appreciation

Not Adopted

STATINTL

\$145 *(2d)*

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

SUMMARY AND RECOMMENDATIONS TO THE COMMITTEE

19 February 1959

STATINTL

SUGGESTION NO. 2415: dated 27 June 1956

[REDACTED]
ORR, DD/1

, GS-5, Secretary

A. Summary of Suggestion

Suggester proposed that rubber mats be placed in the halls of the temporary buildings as a safety precaution. In a July 1956 memorandum, the suggester mentioned three accidents, which occurred about that time, because of the slippery corridor floors.

STATINTL

B. Summary of Evaluations

On 30 July 1956, [REDACTED] for the CIA Safety Officer stated:

"Accident records indicate a definite need for some type of corrective action. Those submitted or attempted to date have either been too costly or ineffective. A rubber runner, if not too costly, may be the solution to this perennial problem. The Safety Officer is not in a position to estimate the cost and installation of this matting material to the Agency. It is recommended that the Space, Maintenance and Facilities Branch, Real Estate and Construction Division, Office of Logistics be consulted prior to final approval."

25X1A

On 1 November 1956, [REDACTED] for Chief, Administrative Staff/OL stated:

"The maintenance of public buildings is a responsibility of the Public Buildings Service. Officials of that Agency have been contacted regarding the proposed installation.

"The problem of slipping accidents is under investigation by representatives of this Agency and the Public Buildings Service, in that tests have been conducted with various types of floor waxes and floor friction readings have been taken. A report concerning these tests is expected to be completed about 15 November 1956. This report may have some affect in relation to the suggested installation of rubber matting."

In May 1957, GSA (then PBS) opposed the installation of rubber runners from the standpoint of cost, maintenance and repairs. Their experience indicated considerable damage was caused by mail trucks and movements of safes and other heavy equipment on the rubber runners. At that time, they planned to furnish and install linoleum in all corridors of "M" Building, where the suggester reported the accidents, at an estimated cost of \$15,000. However, this amount

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

Sugg. No. 2415 Contd.

Agency efforts continued to have a safety measure installed. Finally, on 3 February 1959, [redacted] CIA Safety Officer, stated:

STATINTL

"At the present time GSA has installed rubber matting in the corridors of 'M' Building. It is the opinion of the undersigned that this installation is directly attributable to the original Employee Suggestion No. 2415. This suggestion was partially concurred in by the undersigned and it was then forwarded to Space Maintenance and Facilities Branch, OL. Both [redacted] of Space Maintenance and Facilities Branch and the undersigned, as a result of the original suggestion, have annoyed GSA into installing rubber matting in this area."

STATINTL

C. Recommendations of the Executive Secretary

- 1. Not in line-of-duty (GS-5, Secretary)
- 2. \$50.00 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

Adopted \$ 15.00 Award Letter of Appreciation
 Not Adopted

STATINTL

15 [redacted]

Do some maintenance to
OL

Despite quality of improvement - unsatisfactory

25X1A

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SUMMARY AND RECOMMENDATIONS TO THE COMMITTEE

18 February 1959

SUGGESTION NO. 59-327: dated December 1956 (Submitted 2/18/59)

[redacted] GS-8

Wire Equipment Technician

[redacted] GS-7

Communications Technician/Cryptographic
OC, DD/S

A. Summary of Suggestion

These suggesters proposed a modification to the Office of Communications' most widely used cipher device, TINYTOT.

B. Summary of Evaluations

On 12 February 1959, Director of Communications, [redacted] stated:

25X1

"It has been known for several years that the TINYTOT would operate more efficiently as suggested; however, the shortage of one of the necessary components, specifically the TINYTOT cipher tape distributor, had retarded any development of the suggested device. No written recommendations that the TINYTOT be modified as suggested in the attached, that pre-dates the attached suggestion, can be found in the Office of Communications files.

"Upon receipt of the attached suggestion, one TINYTOT unit was fabricated as outlined, and placed in use as a service test model. This unit has proven to be satisfactory and we have recently taken the necessary steps to convert all the present TINYTOT units (approximately [redacted] to the modified version suggested.

25X1

"The modified TINYTOT has proven to be approximately thirty percent more efficient in the encipher mode of operation than the older model. The figure of thirty percent represents a saving of approximately 4000 man hours per year, based on last year's traffic volume figures of approximately fifty million enciphered TINYTOT groups. The average hourly wage of cryptographic personnel employing the TINYTOT unit for enciphering is \$2.53. This represents an approximate saving of \$10,000 per year.

"In addition to the saving of actual man hours realized by use of the new machine, there are certain intangible communications security advantages which are either a result of the new configuration of equipment or which can now be included in the TINYTOT as a result of the shifting or addition of components. We feel that these intangible benefits can be classified as

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Sugg. No. 2697 Contd.

E. Decision of Committee

Adopted #50 Award Letter of Appreciation
 Not Adopted

25X1A

50 - based on E & use
Follow up

S-E-C-R-E-T

17 February 1959

25X1A

MEMORANDUM FOR:

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Wednesday, 25 February 1959, at 9:30 a.m. in Room 2601, Curie Hall.

2. The following items for your review are enclosed:

TAB 1 -- Tentative Agenda

TAB 2 -- Minutes of last Committee Meeting

TAB 3 -- Minimal Awards by Chairman

TAB 4 -- Summary of Suggestions to be considered at this meeting

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:

Executive Secretary

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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
Wednesday, 25 February 1959

AGENDA

1. The call to order
2. Minutes of last meeting
3. Comments by Chairman
4. Report by Executive Secretary
5. Old Business
6. New Business
(Vote on suggestions attached)
7. Adjournment

0932
no questions

Revised

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 RECOMMENDATIONS FOR THE COMMITTEE

17 February 1959

25X1A

SUGGESTION NO. 2486: dated 15 August 1956
[redacted], GS-9, Medical Technician
Medical Staff, DD/S

A. Summary of Suggestion

Suggester proposed an expendable cardboard container so constructed that vaccines requiring temperature below freezing and those requiring normal refrigeration can be shipped in the same container. Container formerly used was a non-expendable metal picnic box.

B. Summary of March 1957 Recommendation

In March 1957, the following recommendation of the Suggestion Awards Committee was made to the Acting Deputy Director (Support) and approved by him:

"An interim award of \$300.00 (\$100.00 for tangible savings; \$200.00 for intangible benefits) based on benefits derived by CIA. Suggestion is to be referred back to Medical Staff for further processing and re-evaluation with the Office of Logistics after one more year's experience in use of the container with Suggestion Awards Committee then to reconsider for possible award based on supplementary CIA benefits. Suggestion Awards Staff will refer suggestion for interdepartmental consideration (Public Health Service, Defense, and other departments to be determined by Civil Service Commission) while Agency processing continues. The amount of the award recommended is based on the scales authorized by the Civil Service Commission."

C. Summary of Evaluations

1. Inter-Agency Interest

Various Government agencies and the American Red Cross were canvassed. The American Red Cross is the only organization which expressed an interest. They requested a sample for testing. All other agencies were satisfied with their present methods of shipment. However, Health Education and Welfare suggested an outlet in the American Drug Manufacturers Association. The sample will be furnished to the American Red Cross after the suggester's patent rights have been established.

2. Patent Rights

The Patent Board ruled that request for patent rights must
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Sugg. No. 2486 Contd.

25X1A

[redacted], Medical Staff, will contact the suggester, forward the appropriate papers to him, and deal directly with the Patent Board.

3. Agency Reconsideration

25X1A

On 20 November 1958, [redacted] Deputy Chief, Support Division, Medical Staff, stated:

"A review of the utilization of this suggestion for the past year indicates:

- (a) This suggestion was utilized for seventy (70) shipments overseas valued at \$8,372.11 with a total weight of 609.5 pounds.
- (b) Many cable requests were handled in an expeditious manner by allowing medicinals to be shipped via the pouch and air mail parcel post since re-icing was not necessary.
- (c) Several operational requests were handled in a secure manner by allowing manifest misnomering since it was not necessary to reopen the packages for re-icing.
- (d) Local shipments are not reflected in the above figures since wet icing by freezing water in polyethylene bags was used for short distance shipments. If the subject container were used for this type of shipment, its potential would be even greater since the container could be used wherever freezing facilities were available.
- (e) Fewer cables have been received from the field questioning the status of biologicals and vaccines because of the lack of refrigeration. A savings is noted in cable transmission."

25X1A

On 20 January 1959, [redacted] Chief, Support Division, Medical Staff, stated:

25X1A

[redacted], Deputy Chief, Support Division, Medical Staff, who previously evaluated this suggestion indicates his opinion that through this suggestion, additional savings have been achieved that indicate this suggestion has a high degree of benefit and a broad application -- i.e., \$450-600."

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S-E-C-R-E-T

Sugg. No. 2486 Contd.

4. Use of Commercially Manufactured Products

The Suggestion Awards Staff asked the Office of Logistics why this Agency did not use commercially manufactured containers as the other Government agencies do. The Office of Logistics replied that to their knowledge, the only available commercial container is made of metal. The only way to get financial benefit from metal containers is to re-use them. This Agency is interested in disposable containers for security reasons.

D. Recommendation of Executive Secretary

1. \$450-600 additional award based on Intangible Benefits (High-Broad)
2. Close case in the Suggestion Awards Staff, but continue to furnish all available records to the suggester for his independent use in requesting patents, samples, sales, etc.

E. Decision of Committee

Adopted Award Letter of Appreciation
 Not Adopted

*Postpone
for
O Security
eval'n re
cover, etc.*

- a. Question change in category - If High-Broad \$450-600 should include previous \$200.
- b. Security problem is obtuse - why do we not use same as other cover agencies?

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SUMMARY AND RECOMMENDATIONS TO THE COMMITTEE

18 February 1959

SUGGESTION NO. 59-327: dated December 1956 (Submitted 2/18/59)

[redacted] GS- 8

Wire Equipment Technician

[redacted] GS- 7

Communications Technician/Cryptographic
OC, DD/S

A. Summary of Suggestion

These suggesters proposed a modification to the Office of Communications' most widely used cipher device, TINYTOT.

B. Summary of Evaluations

On 12 February 1959, Director of Communications, [redacted] stated:

"It has been known for several years that the TINYTOT would operate more efficiently as suggested; however, the shortage of one of the necessary components, specifically the TINYTOT cipher tape distributor, had retarded any development of the suggested device. No written recommendations that the TINYTOT be modified as suggested in the attached, that pre-dates the attached suggestion, can be found in the Office of Communications files.

"Upon receipt of the attached suggestion, one TINYTOT unit was fabricated as outlined, and placed in use as a service test model. This unit has proven to be satisfactory and we have recently taken the necessary steps to convert all the present TINYTOT units (approximately [redacted] to the modified version suggested.

"The modified TINYTOT has proven to be approximately thirty percent more efficient in the encipher mode of operation than the older model. The figure of thirty percent represents a saving of approximately 4000 man hours per year, based on last year's traffic volume figures of approximately fifty million enciphered TINYTOT groups. The average hourly wage of cryptographic personnel employing the TINYTOT unit for enciphering is \$2.53. This represents an approximate saving of \$10,000 per year.

"In addition to the saving of actual man hours realized by use of the new machine, there are certain intangible communications security advantages which are either a result of the new configuration of equipment or which can now be included in the TINYTOT as a result of the shifting or addition of components. We feel that these intangible benefits can be classified as

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SUMMARY AND RECOMMENDATIONS TO THE COMMITTEE

18 February 1959

25X1A

SUGGESTION NO. 58-437: dated 28 March 1958
[redacted] GS-11, Intelligence Officer
NEA, DD/P

A. Summary of Suggestion

Suggester proposed: 1) a shortcut in desensitizing KAPOK and RYBAT documents -- principally by eliminating the requirement of unit Records Officer's approval. The suggester recognized that the approval actually rests with the case officer; 2) a service by Records Integration Division which provides abstracts for clerical handling as has been found practical and effective for handling secret documents.

B. Summary of Evaluations

25X1A

On 29 September 1958, Assistant Executive Officer, DD/P, [redacted] stated:

"While we do not agree with most of the specific remedies proposed by the author of Suggestion 58-437, we do agree that current KAPOK desensitizing procedures need re-examination with a view to revision. Such a re-examination is now underway, and this suggestion was partly responsible for its being undertaken. For his part in analyzing and calling attention to a problem area in current procedures, we believe the author of Suggestion 58-437 deserves some form of recognition. Furthermore, one of the specific suggestions made by the author has been recommended for adoption by this staff and, if actually adopted, would merit appropriate recognition. This suggestion concerns the preparation of KAPOK sbstracts. We believe its adoption would result in substantial manpower savings."

25X1A

On 20 January 1959, Chief, RID, [redacted] stated:

"At the time the procedures for the desensitizing of Rybat and Kapok documents was developed, RID was fully aware of the deficiencies in the procedure. Certainly personnel in both the field and Headquarters have been aware of many other problems created by the use of Kapok and Rybat sensitive indicators. Desensitizing is one problem, but perhaps the most basic problem in the desensitizing of Kapok and Rybat documents has been the lack of policing. To have policed the procedure would have required rather complex tickler file procedures and additional workloads in RID and the Divisions, with questionable advantages. Nevertheless the desensitizing procedure was established as a mechanism to be used at the inclination of Clandestine Services

25X1A

S-E-C-R-E-T

S-E-C-R-E-T

Sugg. No. 58-437 Contd.

"personnel from which some good was hoped for. It is still questioned whether an elaborate policing system in the desensitizing of Rybat and Kapok documents is justified. This is particularly true in view of the fact that these documents are controlled and, in the case of Kapok documents, completely indexed and controlled.

"It is the opinion of RID that the author of suggestion 58-437 is not eligible for any recognition for that portion of the suggestion which deals with problems in the desensitizing procedure.

"On the other hand, RID feels that the author of the subject suggestion could be credited with suggesting that RID furnish abstracts with Kapok and Rybat documents as with other incoming non-sensitive documents. Here again it is difficult to say that this is a new idea. Under former Rybat and Kapok document processing, it was not feasible to furnish extra copies of abstracts without imposing an additional workload on RID when it was questioned whether such abstracts were actually needed by Area Divisions. Under present Kapok and Rybat procedures the creation of additional abstracts costs RID nothing in terms of workload. They can be created at the same time as those for the RID files. It is still questioned by RID that additional abstracts are useful, but it so happens that RID is considering the use of extra copies of abstracts in the desensitizing procedure. Therefore, RID is willing to give the suggester credit for having instigated the furnishing of additional abstracts with Kapok and Rybat documents. It would be rather difficult to justify to the suggester a denial of recognition on the basis that the idea is not new when there is no tangible proof of such, and when he sees the abstracts being furnished.

"It is difficult to determine the degree of any tangible benefits resulting from the use of abstracts by the Area Divisions for these documents because as far as RID is concerned these benefits would accrue preponderantly to Area Divisions and Senior Staffs. However, it is estimated that these intangible benefits resulting from this portion of the suggestion would be of slight benefit and local application."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-11, Intelligence Officer)
2. \$25-50 award based on Intangible Benefits (Slight-Local)

S-E-C-R-E-T

Sugg. No. 58-437 Contd.

D. Decision of Committee

Adopted #35 Award _____ Letter of Appreciation
_____ Not Adopted

25X1A

~~#~~ 35 -



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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

16 February 1959

SUGGESTION NO. 59-163: dated 6 August 1958
[redacted] GS-5, Clerk
PSD, OL, DD/S

STATINTL

A. Summary of Suggestion

Proposed that hand rails be mounted on the steps leading from the patio at the rear of Administration Building to the adjacent parking lot.

B. Summary of Evaluations

On 28 November 1958, Safety Officer, Office of Security stated:

"In the past year the Safety Officer had no record of injury to employees resulting from falls in this area. However, it is recognized that these stone steps would become slippery during winter months and might be the cause of a fall. It is also recognized that there is no railing whatsoever to assist a person in stopping a fall that might be the result of a small stumble or a misstep. It is therefore recommended that this suggestion be adopted and that hand rails be installed on each side of the stairwell."

On 3 January 1959, the Office of Logistics made the following statement:

"In accordance with recommendation made by CIA Safety Officer relative to installation of hand rails on the steps leading from the patio at the rear of Administration Building to the adjacent parking lot, SM&F Branch concurs and has submitted a Work Order, dated 13 January 1959, to PBS. Starting date for this work is to be 20 January. Estimated cost \$201.44."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-5, Clerk)
2. ~~\$25-50~~ Award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

STATINTL

Adopted \$ 10 Award Letter of Appreciation

Not Adopted

#10 [redacted] 2d

Letter to OLC to survey other areas

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

16 February 1959

25X1A

SUGGESTION NO. 59-15: dated 2 July 1958
[redacted], GS-12, Analyst
OCR, DD/I

A. Summary of Suggestion

25X1A

Considerable difficulty has been experienced in maintaining the Radio Frequency Record file on a current basis through machine processing. This is due to the fact that frequently the information which a machine comparison is based upon has been changed and a manual operation is necessary to "pull" the changed cards from the file. The suggester proposes breaking this bottleneck by obtaining a complete list of deletions and changes from the [redacted] and then mechanizing most of this work.

25X1A

25X1A

B. Summary of Evaluations

On 7 July 1958, [redacted], Acting Chief, Radio Stations Branch, SR/OCR, stated:

25X1A

"As a result of [redacted] suggestion, steps have been taken to obtain from the International Frequency Registration Board (IFRB), publisher of the RFR, a machine listing of those items deleted from the file wherein any of the identifying information has been changed. From this listing, cards will be punched to be used in selecting deleted items from the basic RFR file. The IFRB has agreed to furnish such a listing on a quarterly basis."

On 6 August 1958, Chief, Business Machines Services, [redacted] stated:

25X1A

"Our investigation reveals that the situation as set forth in the suggestion, both the problem and the remedy, are substantially accurate.

"It is recommended that any award which may be made in this case be based on a recurring savings of 10 weeks analyst's time per year."

C. Background

This case was considered by this Committee on 21 October 1958. At that time the DD/I Committee members were asked to supply the answers to two important questions:

1. What is the suggester's job responsibility?
2. Does International Frequency Registration Board charge for

S-E-C-R-E-T

S-E-C-R-E-T

Sugg. No. 59-15 Contd.

On 4 November 1958, C/SR, OCR, stated:

25X1A

1. This improvement was beyond the normal job expectancy of this individual;
2. The cost to the Agency for the IFRB listing is \$300.00 for the full fiscal year.

(Attached as TAB A is a copy of above mentioned memorandum.)

D. Recommendation of Executive Secretary

1. Not in line-of-duty (Complete copy of Job Description in case file held by the Executive Secretary)
2. \$30.00 award based on Tangible Savings of \$560 per year.

Value of Middle GS-5 Salary (10 weeks) =	\$860
Less Cost of IFRB Listing	300
Tangible Savings =	\$560

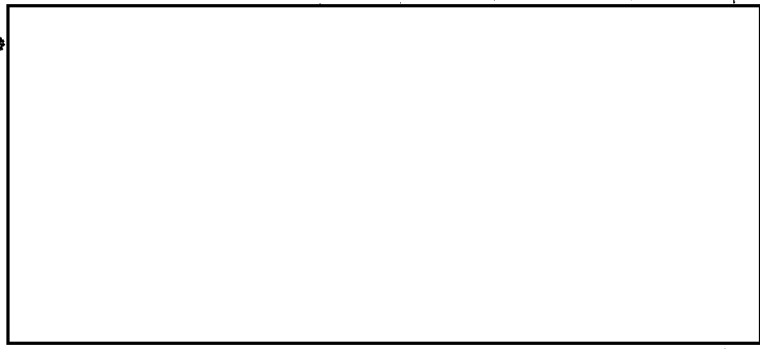
E. Decision of Chairman

Adopted \$30 Award _____ Letter of Appreciation

Not Ado

25X1A

\$30



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S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

5 FEBRUARY 1959

SUGG. NO. 3128 : dated 17 May 1957
25X1A [redacted] GS-9, Reference Librarian
OCR, DD/I

Summary : Suggester proposed the installation of a thermofax machine in the Library of Congress for the use of CIA personnel.

Action Taken : Although the specific suggestion was not carried out, the CIA Library installed a Polaroid Copying camera in the Library of Congress as a direct result of this suggestion.

Award : \$25.00 award granted.

SUGG. NO. 58-638: dated 25 June 1958
25X1A [redacted], GS-12, Intelligence Officer
ORR, DD/I

Summary : Suggester proposed that the barrier and/or adjacent door entrance to 1124 "M" Building restricted area be modified as a safety precaution. At the time of the suggestion, the approach from each side of the barrier was so constructed that it was extremely difficult for persons approaching the turn-style from one side of the barrier to see persons approaching from the other side.

Action Taken : On 5 December 1958, the Office of Logistics completed the work as outlined in this suggestion at the direction of the CIA Safety Officer.

Award : \$15.00 award granted.

SUGG. NO. 59-13 : dated 13 June 1958
25X1A [redacted], GS-7, Records Management Analyst

S-E-C-R-E-T

Minimal Award Cases Contd.
5 February 1959

Sugg. No. 59-13 Contd.

- Summary : Suggester proposed (1) that a CO² fire extinguisher, for protection against electrical fires, should be near the battery charger located on the loading ramp of [redacted] (2) that dry cell lanterns be mounted near the doors leading to the processing area on both floors of [redacted]
- Action Taken : Part one was disapproved by the Safety Officer; part two was carried out -- on 10 November 1958, two dry cell, 6 volt lanterns were issued to the Records Center.
- Award : \$15.00 award granted.

25X1
25X1

25X1A

SUGG. NO. 59-44 : dated 8 August 1958
[redacted], GS-9, Accountant
Finance, Comptroller, DD/S

- Summary : Suggester proposed that attachments and/or revisions to any document or set of documents be set up on the same size and format as the original document.
- Action Taken : This suggestion was brought to the attention of the Area Divisions, and insofar as it is practical, the Agency will comply with this suggestion.
- Award : \$15.00 award granted.

25X1A

SUGG. NO. 59-84 : dated 8 September 1959
[redacted], GS-9, (Between Assignments)
FE, DD/P

- Summary : Suggester proposed that persons reviewing documents in the course of running RI name traces be instructed to detach all duplicate copies.
- Action Taken : On 17 December 1958, Chief, RID issued a memorandum, subject: "Destruction of Extra Copies of CS Record Documents", as a direct result of this suggestion.
- Award : \$10.00 award granted.

S-E-C-R-E-T

S-E-C-R-E-T

Minimal Award Cases Contd.
5 February 1959

25X1A SUGG. NO. 59-96 : dated 17 September 1958
[redacted], GS-3, Bindery Operator
PSD, OL, DD/S

Summary : Suggester proposed that a "Singer" type machine be purchased for use in the Bindery Printing Plants of the Agency.

Action Taken : A machine, such as described by the suggester, with a tape feeder attachment will be adopted in the Administration Building Plant as a direct result of this suggestion.

Award : \$15.00 award granted.

25X1A SUGG. NO. 59-140: dated 14 October 1958
[redacted], GS-9, Analyst
SR, DD/P

Summary : Suggester proposed that briefings of new personnel, conducted by the CIA Safety Officer, include specific details of emergency drills (fire, air raid, etc.)

Action Taken : The Office of Security previously covered this subject in their Security Indoctrination Program. This suggestion, however, provided a stimulus for greater safety education to be undertaken by the Office of Security.

Award : Letter of Appreciation.

25X1A SUGG. NO. 59-165: dated 31 October 1958
[redacted], GS-14, Personnel Officer
DPS/DCI

Summary : Suggester proposed that the Agency shuttle bus stop now located just east of the North Building driveway entrance on E Street be relocated to a point at the base of the North Building steps approximately 100 feet west of the driveway.

S-E-C-R-E-T

Minimal Award Cases Contd.
5 February 1959

Sugg. No. 59-165 Contd.

Action Taken : In the interest of safety, this suggestion has been adopted. All E Street Agency bus traffic will, henceforth, make the stop at the base of the North Building stairway in lieu of the stop east of the North Building driveway.

Award : Letter of Appreciation.

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

SUMMARY AND RECOMMENDATIONS TO THE COMMITTEE

21 January 1959

25X1A

SUGGESTION NO. 58-507: dated 24 April 1958 ^{GS-5}
[redacted], Supervisor, RI/IN,
DD/P

A. Summary of Suggestion

In RI/IN, card references for name check requests are thermofaxed. The suggester designed a rack to be placed over the machine to provide storage space and an adequate working area. Further, by using the space on top to hold cards and reproductions it would eliminate the mixing of cards and would improve the appearance around the machines.

B. Summary of Evaluations

The cost to build the designed rack was estimated by the Office of Logistics to be \$47.66 for one. There are approximately one hundred and fifty (150) thermofax machines in the Agency, making a total cost of \$7,149.00.

As a substitute Business Machines Services provided RID with brochures of available racks.

On 23 December 1958, Chief, Records Integration Division commented as follows:

"Subject suggestion has been reviewed in the light of purchasing manufactured items as a substitute for the rack to be constructed as originally suggested. From the brochures attached, the supervisor of the section concerned has selected the new Hercules stand as the one which most nearly meets the needs of the section. This stand provides storage space as well as adequate working area. The cost is \$37.50 each, as compared with the estimated cost of \$47.66 each for racks to be constructed. RID will place an order for the purchase of five such stands.

"Although the item sketched by the suggester as a solution to the problem was not accepted, the suggester did set forth the reasons for the need for equipment. Accordingly, the equipment described in paragraph 1. above was decided upon as the means of bringing about more efficient use of time, labor and work-space. As long as space remains a problem in RID, benefit will accrue. It is not possible to measure the benefit at this time; nevertheless, it can be said that the benefit is slight, local and of limited application and, as such, should be compensated for accordingly.

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

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

Suggestion No. 58-507 Cont

C. Action Taken

On 13 January 1959, the Suggestion Awards Staff contacted RI. Five (5) racks have been ordered. The benefits are considered to be intangible of a slight degree, with local application.

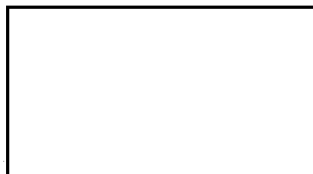
D. Executive Secretary's Recommendation

1. Not in line-of-duty (Supervisor, RI/IN)
2. \$25-\$50 award based on Intangible Benefits (Slight-Local)

D. Decision of Chairman

 Adopted \$ 35 Award Letter of Appreciation
 Not Adopted

\$ 35 =



25X1A

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS TO THE COMMITTEE

19 January 1959

25X1A

SUGGESTION NO. 58-9: dated 3 July 1957

[redacted] GS-11, Assistant CSDO,
Office of the Cable Secretariat, DCI

A. Summary of Suggestion

Ever increasing files of 3x5 cards are maintained by FI/RI Cryptic Reference Office and the Cable Secretariat. It is suggested that the information on these cards be transferred to Flexoline Strips, with accompanying frames and stand. This conversion could be made utilizing machines report procedure.

B. Summary of Evaluations

On 11 July 1958, Deputy Cable Secretary stated:

"The Cable Secretariat has adopted that portion of employee's suggestion 58-9 which suggests conversion of crypto card files in the Cable Secretariat to flexoline strips, using frames turned in as surplus Agency stock.

"A major factor influencing our decision to convert from 3x5 cards to flexoline is that we make frequent use of our file since every cryptonym and pseudonym used in every cable must be checked thru this file. This heavy usage of the file in our opinion justified the creation of a more easily used system than was afforded by a 3x5 file.

"Also, the decision to convert our files, despite the retyping workload, was influenced by the fact that in so doing we made it possible to transfer our original file of cards to the emergency site as a vital document. Currently this file is stored as micro-film.

"On the basis of improved efficiency, utilization of surplus materials, savings in working and storage areas in the Cable Secretariat and the usefulness of a hard copy file as compared to a microfilm of an essential vital document, it is recommended that an appropriate award be given the suggester for the intangible value derived."

S-E-C-R-E-T

S-E-C-R-E-T

Sugg. No. 58-9 Cont'd.

The DD/P, on 2 January 1959, stated:

"After another careful review of employee suggestion 58-9, we still feel that the disadvantages, connected with both the time consuming installation and maintenance of Flexoline strips in RID/Cryptic Reference Section, would outweigh any advantages. Also, we wish to point out that since a total of 1/2 man-hours per day are spent in the handling of no more than 28 entries a day into the cryptic reference files, the Records Integration Division really has no problem to contend with.

"We believe, rather than reducing work, installation of Flexoline equipment would increase the number of hours spent in maintaining, integrating, and periodically auditing the file of approximately 26,000 names, currently being maintained in the Cryptic Reference Section of RID. It is also our belief that the possibility of error would increase if Flexoline strips replaced our present system which has proved over the years to be speedy and efficient. Another mitigating factor against conversion to the use of Flexoline equipment is the attendant handling and secure storing problem of the strips and cumbersome stands.

"While we agree that it would be relatively simple to keep the machine record cards current, the reverse is true of keeping Flexoline strips accurate and up-to-date.

"In view of the factors and considerations cited above, insofar as RID is concerned, no benefit would ensue to it from the adoption of employee suggestion 58-9."

25X1A

On 13 January 1959, [redacted] of Cable Secretariat, commented as per Memorandum for the Record by Executive Secretary, Suggestion Awards Committee. (See TAB A)

C. Executive Secretary's Recommendation

- 1. Not in line-of-duty (Assistant CSDO)
- 2. \$100-\$150 award based on Intangible Benefits (Moderate-Local)

D. Decision of Chairman

Adopted \$100 Award Letter of Appreciation

25X1A

Not Adopted

100 [redacted]

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 RECOMMENDATIONS TO THE COMMITTEE

15 January 1959

STATINTL

SUGGESTION NO. 59-105: dated 22 August 1957

[redacted] GS-8, Offset Photographer,
OLYPSO, DOTS

A. Summary of Suggestion

Suggester proposes that the negative inspection light table, located in the darkroom, be equipped with a second light utilizing red safe-lights.

STATINTL

B. Summary of Evaluations

On 25 September 1958, [redacted] Chief, Administrative Staff, Office of Logistics, stated:

"The suggestion to equip negative inspection light tables with a second light source utilizing a red safe-light has been adopted. This is used only on jobs where production is emphasized rather than quality. To achieve this production, the camera must be kept going with as few interruptions as possible.

"It is pointed out that this light is not used for cutting, etching, or the inspection of high quality negatives - only those where production takes precedence over quality. There is another red light in the darkroom located over the developing tray. However, it cannot be used for inspection purposes as mentioned herein because when the film is taken from the fixer solution it is wet and would drip into the developer solution and neutralize it. Therefore, the red light must be located on the inspection table.

"The existing inspection light tables have been modified to include the red light and all such tables purchased in the future will be so equipped. It is therefore felt that the suggester is entitled to an award based on slight intangible benefits which are applied to a local degree."

On 31 October 1958 the Chief, Data Management Division, PIC, stated they had no use for the idea but that it does appear to have merit for other areas using the developing method described.

On 12 December 1958, TSS/Gard explained they had a substitute for this idea.

Approved For Release November 11, 1958 : CIA-RDP80-00832A000300020001-1
On 12 November 1958, the Chief, Data Management Division, PIC, made the same statement concerning their Division as did PIC.

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

Suggestion No. 59-105 Cont'd

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-8, Offset Photographer)
2. \$25-\$50 award based on Intangible Benefits (Slight-Local)

D. Decision of Committee

Adopted \$ 30 Award Letter of Appreciation
 Not Adopted

STATINTL

\$ 30 — (2nd)

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

S-E-C-R-E-T

13 January 1959

TAB A

MEMORANDUM FOR THE RECORD

25X1A

[redacted] of Cable Secretariat further commented:

"Suggester had an idea that Cable Secretariat would have these Flexoline Tapes provided to them."

25X1A

This suggestion was declined by the DD/P. [redacted] and [redacted] then tried to use Bill's idea in their own area - they asked how could they conquer the growing space problem created of having by the increased numbers of cards and by the expanding number of trays.

25X1A

To set this up would require re-typing thousands of existing cards which seemed like a staggering job.

They measured the work-load and found that they could transcribe all existing cards to Flexoline in two months. Many officers participated in this final solution. Cable Secretariat estimates improvement is of MODERATE benefit and of LOCAL application.

25X1A

[redacted] -- not in line-of-duty)

25X1A

The suggester actually stimulated this improvement. Colonel [redacted] have since checked out the advantages with all in their office who use this new list. It is the consensus that added efficiency and usefulness have been achieved.

Executive Secretary recommends: \$100-\$150

S-E-C-R-E-T