

XERO COPY

XERO COPY

XERO COPY

~~CONFIDENTIAL~~

5 December 1958

OFFICE OF SECURITY DIRECTIVE NO. 58-4

FOR : All Office of Security Personnel

SUBJECT: Office of Security Incentive Awards Program

25X1A

1. The Agency Incentive Awards Program is composed of two separate activities, one of which is the Honor Awards Program, and the other the Suggestion Awards Program. The details of these programs are contained in [REDACTED] dated 23 July 1956.
2. In order to implement the Agency Incentive Awards Program within the Office of Security, I have appointed an Incentive Awards Committee as set forth in OS Notice No. 58-6 dated 7 October 1958, (copy attached).
3. The Agency Honor Awards Program is aimed at recognizing and awarding personal deeds of valor, singularly important contributions to the national intelligence effort, or meritorious performance.
4. The Office of Security Incentive Awards Committee will insure that every effort is made to see that security personnel deserving of honor awards are properly cited and recognized. To this end supervisory personnel of the Office of Security will submit any cases which they feel might come under the provisions of the Honor Awards Program to the Office of Security Incentive Awards Committee for review, guidance, and assistance in processing worthy cases.
5. The Agency Suggestion Awards Program is designed to encourage employee suggestions for improvements in efficiency, security, working conditions, procedures, safety, and morale or for the presentation of any inventions which may be used by the Agency. The Office of Security Program is designed to complement and support the Agency Program by encouraging employees to submit suggestions for improvements in any facet of Agency operations as mentioned above.

~~CONFIDENTIAL~~

XERO COPY

XERO COPY

XERO COPY

~~CONFIDENTIAL~~


SUBJECT: Office of Security Incentive Awards Program

6. The Agency Suggestion Awards Program provides that employees whose ideas are adopted, are eligible for awards ranging from ten dollars to five thousand dollars, with exceptionally meritorious ideas eligible to receive up to twenty-five thousand dollars. Awards for adopted suggestions with no monetary saving to the Agency are based on a scale which gives consideration to degree of benefit and extent of application. The Office of Security Incentive Awards Committee will assist employees in developing their suggestions and preparing them for submission. To this end, Security Office personnel with ideas or suggestions are encouraged to submit them to the Committee for discussion. In addition, supervisory personnel having knowledge of employees who have contributed ideas or suggestions of value should submit the names of these individuals to the Committee in order that consideration may be given to the processing of the idea or suggestion for possible award.

7. It is noted that under the Agency Program, employees may submit suggestions directly to the Agency Suggestion Awards Committee if they so desire. However, it is believed that the Office of Security Incentive Awards Committee channel will be most helpful in expediting and facilitating the processing of any suggestion.

8. It is my desire that every effort be made within the Office of Security to participate continually to the fullest extent in both the Honor Awards and the Suggestion Awards Programs of the Agency.

25X1A9a


Shepherd Edwards
Director of Security

Attachment

~~CONFIDENTIAL~~