

23 May 1957

CIA INTERNAL USE ONLY

Suggestion No. 3045

Date of Suggestion: 15 April 1957

Personnel Records and Services Div.  
Appt. Clerk OS-5

A. Suggestion:

See attached.

*Suggester proposed stamp for processing SF 52 in the Status Unit.*

B. Evaluation of the Concerned Office:

On 6 May 1957, the Office of Personnel stated the following:

"The procedure outlined in this employee suggestion was put into effect at the suggestion of [REDACTED] who probably was the originator of the attached suggestion. [REDACTED] is an Appointment Clerk in the Transactions Section of Records and Services Division.

"The savings in applying this stamp amount to the time required to type the information on the Form 52, which is approximately one minute per form at an average of 40 of these forms per week.

"On, or about, 1 June 1957, the format of the Form 52 will be changed to conform with the new Flexowriter System of preparing Forms 50 and 52. When this system is installed, the rubber stamp will not be necessary."

SA NOTE:

Further followup with [REDACTED]-OP-revealed that the suggested system will be in effect for only about a month before the Flexowriter System will preclude its need. She recommends a small cash award for adoption of the idea.

C. Recommendation of the Executive Secretary:

Approval. Cash award of \$10. based on intangible savings.

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As the Status Unit in our division has taken over the typing of the Notification of Personnel Action SF 50, the Appointment Unit simply completes the Request for Personnel Action, SF 52 with the appropriate remarks. There are always two remarks that have to go on the SF 52 that I feel could be made on a stamp. They are:

Subject to the satisfactory completion of a medical examination.

Subject to the satisfactory completion of a trial period of one year.

And

DOG: \_\_\_\_\_

CSEOD: \_\_\_\_\_

LCD: \_\_\_\_\_

SCD: \_\_\_\_\_

PSI DUE: \_\_\_\_\_

The first statement could be shortened in the stamp to read:  
Subject to medical & trial period, as the Status Unit understands that this would be an abbreviation. The lines in the latter statement are for the dates that we would write in accordingly.

The stamps would save the time of having to write these statements out each time by simply stamping them on.

☐ CONTINUED ON REVERSE SIDE

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23 May 1957

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Suggestion No. 3073

Date of Suggestion: 24 April 1957

25X1A

DD/P FI/RI/NU Clerk GS-5

A. Suggestion:

See attached.

*Suggester proposed an adjustable numbering stamp for numbering RI documents.*

B. Evaluation of the Concerned Office:

Chief, RI on 6 May 1957 stated the following:

"The idea of a stamp for numbering documents which are assigned "slash" or "X" numbers is an excellent suggestion. This will speed up this particular procedure, make the finished product neater and reduce errors.

"While exact savings cannot be calculated until the stamp is put into use, and also because this work fluctuates, it is generally believed that 50% of the time involved should be gained. During the month of April 1957, forty-nine (49) hours were used, mostly by a grade GS-5 employee, to accomplish these changes by hand. She could devote any time saved to other activities. RI would estimate the benefits to be of slight degree and local application (\$25.00 - \$50.00).

"RI will implement this suggestion by placing an order for two (2) adjustable rubber hand stamps, with the necessary number of wheels and type characters, essentially as proposed. This office appreciates and welcomes an idea such as this one."

SA NOTE:

22 May 1957 telephone conversation with Chief, RI: He agrees that savings can be considered tangible rather than intangible.

C. Recommendation of the Executive Secretary:

Approval. Cash award of \$55. based on tangible savings of \$1,034.88 (GS-5 = \$1.76 per hour X 588 hours saved per year = \$1,034.88).

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