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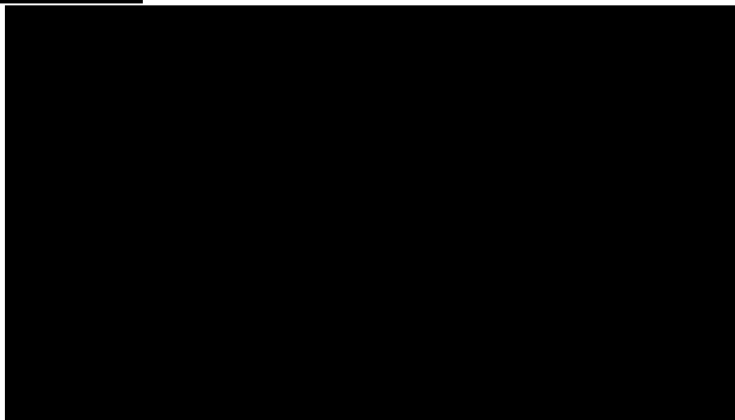
8 May 1957

MEMORANDUM FOR: Chairman, Suggestion Awards Committee

SUBJECT: Minutes of 25 April 1957 Committee Meeting

25X1A 1. The CIA Suggestion Awards Committee met on Thursday, 25 April 1957 at 10:00 a.m. in Room 2601 Curie Hall with Mr. [REDACTED] presiding. The following persons were present:

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DDS/OP  
DDS/OS  
DDS/OTR  
DDS/OL  
DDI/OCR  
DD/I Admin  
DDP/WE  
DDP/PP  
DDS/OC  
DDS/MgtS  
DDS/MgtS

2. The following discussions ensued:

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- a. The appointment on March 18, 1957 of [REDACTED] as the Executive Secretary of the Suggestion Awards Committee and as Chief, Suggestion Awards Staff.
- b. The Committee agreed that the Suggestion Awards Staff would screen suggestions. Those ideas which are in effect, "silly," or considered to be outside the "suggestion" category would be dealt with by the Suggestion Awards Staff without referral to the Committee.
- c. The Chairman spoke of the need for extended promotion of the Suggestion Awards Program. He stated that he plans to use promotional and advertising talents from within Management Staff and to ask for help in other parts of the Agency. He requested the Committee to submit any constructive and pertinent ideas to him. [REDACTED] commented

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on the need for publicity and promotion at the highest levels that specific awards should be brought to the attention of the top Administrators, and that small awards must share the promotion news with the spectacular awards.

- d. The Chairman discussed the processing goal of the Suggestion Awards Staff—namely, 90 days to complete suggestions. This is a goal and not always possible.
- e. The Committee agreed to the Suggestion Awards Staff's use of a "Possible Indefinite Category" with a tickler system. This category to be used when suggestions require extensive testing. An interim letter will be sent to the suggester explaining the delay. [REDACTED] suggested, the Committee agreed, that interim awards should be given whenever possible.
- f. [REDACTED] doubted that the Agency is getting its money's worth from the Suggestion Awards Program. He had reference to suggestions of questionable value. In this connection [REDACTED] explained that he was setting up an internal committee in the Printing & Services Division, OL. This Committee will work with individual suggesters assisting them in developing and presenting their ideas, highlighting the advantages of Work Simplification. Those ideas which the Committee considers to be adoptable will be forwarded to the Suggestion Awards Staff for processing and evaluation by the Agency Committee. The Chairman described [REDACTED] active internal committee in the Office of Logistics, Procurement Division, and praised both Mr. [REDACTED] plans.

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3. The Committee approved awards in the amounts shown for the following cases:

Suggestion No.	Total Award	Amount of Award for Intangible Benefits	Est. First-Yr. Tangible Savings
✓ 1617	\$25.00	\$25.00	
✓ 1987	25.00	25.00	
✓ 2316	50.00	50.00	
2373	Letter of appreciation		
✓ *2605	10.00	10.00	Refer to CSC
**2683	100.00	---	\$5,443.20
***2699	10.00	10.00	Refer to GSA
2893	Letter of appreciation		

\*This Agency to award \$10.00, CSC to further evaluate for benefit to other government agencies using GSI cafeterias.

\*\*Committee reestimated tangible savings taking into consideration loss of productive time not previously calculated.

\*\*\*Suggester is a Guard. Arrangements have been made with GSA for them to pay the award. Suggestion Awards Staff will follow-up on this.

4. The Committee recommended additional action on the following:

- a. Suggestion No. 1079 - The Suggestion Awards Staff to check further and determine if a need exists for the notice about personal mail addressed to 2430 E Street. Award of \$10.00 without further reference to the Committee to be given if Notice is needed and published.
- b. Suggestion No. 2644 - Deferred. [REDACTED] will check further to determine if the suggestion relative to a Short Training Course for blue collared personnel had been adopted. It was his feeling that the idea was already in effect prior to receipt of suggestion.

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18 April 1957

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Meeting of CIA Suggestion Awards Committee

The CIA Suggestion Awards Committee will meet on Thursday,  
25 April 1957 at 10:00 A. M. in Room 2601, Curie Hall.

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE

[REDACTED]  
Executive Secretary

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*[Handwritten signatures and scribbles]*

*FILE*

*Don't Destroy*

24 April 1957

CONFIDENTIAL

Suggestion No. 1079

Date of Suggestion: 20 July 1954

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Office of Personnel/PAD

Placement Officer  
GS-11

A. Summary of the Suggestion:

Suggester proposed that mail addressed to employees, care of the Agency or 2430 E Street be returned to the sender marked unknown.

B. Evaluation of the Concerned Office :

Chief, O&M Staff, DD/P, on 20 March 1957 stated the following: See attached reevaluation.

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-\$25 based on intangible benefits (slight-limited). Although the suggestion has not been adopted as yet, we have been assured by [redacted] that the notice will be published in the near future.

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*Deferred*

*SAS to determine if there is value or no value  
No Committee action required further  
if sugg is going to be adopted*

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**Next 1 Page(s) In Document Exempt**

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15 April 1957

CIA INTERNAL USE ONLY

Suggestion No. 1617

Date of Suggestion: 4 March 1955

STATINTL

Office of Comptroller, Fiscal Div. Supervisor  
GS-6

A. Summary of the Suggestion:

Suggester recommended elevating typewriters to reduce typists' fatigue.

B. Evaluation of the Concerned Office:

Chief, Records Management Staff on 9 April 1957 stated the following:

"The pamphlet 'The Correct Angle' was distributed in the DD/P area during the week of 18 March 1957. Headquarters-wide dissemination of this pamphlet has thus been completed. The second order of 100 typewriter lift boxes has been delivered to supply rooms. About 150 of the 200 boxes delivered have been requisitioned by typists.

"This usage of the lift boxes confirms our original estimate that about 200 will be in use by the end of this year. Our final evaluation of this suggestion therefore is that the suggester be granted an award of \$35 based on slight intangible benefits applicable on a local basis (26 to 1000 employees)."

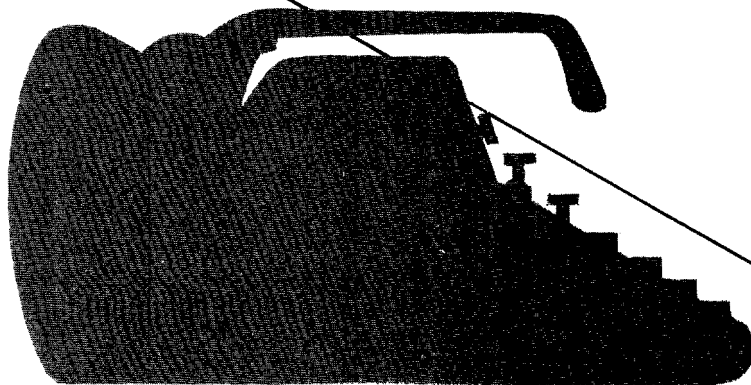
C. Recommendation of the Executive Secretary:

Approval. Award of \$25-\$50 based on intangible benefits (slight-local).

*MK J 25-14*

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# THE CORRECT ANGLE...



**for faster,  
more accurate,  
and easier typing**

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200070013-4

THE SAME TYPIST . . .

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200070013-4  
UNCOMFORTABLE — FATIGUED — SLOW COMFORTABLE — RESTED — EFFICIENT



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THE DIFFERENCE? — A simple matter of typewriter height!

**Approved For Release 2000/08/15 : CIA-RDP80-00832A000200070013-4**  
**CORRECT TYPEWRITER PLATFORM HEIGHT**  
**FOR MANUALLY - OPERATED TYPEWRITERS**

How high should your typewriter be? . . . As high as necessary to permit and promote the fastest typing with the least effort. Research in industry and government disclosed that fast, accurate typing requires that the forearms and hands of the typist be approximately parallel to the slope of the typewriter keyboard. This slope on a manually-operated typewriter is about 30°.

For the average person the proper relationship between the angle of the forearms and hands and the angle of the keyboard slope is usually gained when the typewriter is between 28 and 30 inches from the floor and when the chair height is between 16 and 18 inches.

Prominent typing specialists have long advocated raising typewriter platform levels. Virtually all champion typists write with their typewriters about 30 inches from the floor.

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#### RESULTS OF HIGHER PLATFORMS

Typing is not only faster, more accurate, and easier, but far less tiring when the typewriter has been raised to provide the CORRECT ANGLE with respect to the forearms, the hands, and the keyboard.

On the left is a composite of the two pictures on the first page. It illustrates graphically what a difference the height of your typewriter does make.

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Typing is faster because the typist's hands hug the keyboard to encourage a speedy "clawing" stroke, utilizing finger rather than arm movements. The keys are released more quickly and easily because the hand posture assists rather than resists the fingers.

Work is more accurate because hands are in close proximity to the keys. Greater control is gained and errors which result from flailing the hands and arms between strokes are avoided.

You are less tired because the "clawing" finger motion is easier than the pounding, striking motion and greater leverage on the keys results from the shorter shoulder distance. In addition, higher typewriters promote good posture, balanced leg and foot support, and general relaxation.

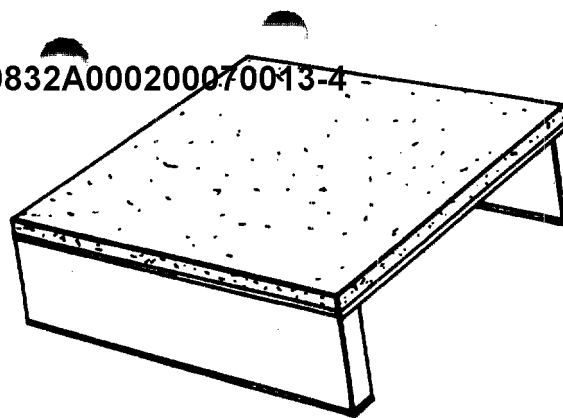
Thousands of typists using manual typewriters have adopted the higher typewriter height. The results have been beneficial to both operators and to those they serve. The change has aided in reducing eye, neck, and back strain and has increased output. Also, type impressions on original copies have become more uniform and carbon copies are clearer.

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### HOW TO GET PROPER TYPEWRITER HEIGHT

Manufacturers, recognizing these merits, are building modern typewriter desks which permit adjustment of typewriter height from 28 to 31 inches. However, manual typewriters in offices equipped with non-adjustable desks can be easily and inexpensively raised to the higher, correct working level through the use of typewriter lift boxes. (See illustration at right.)



### RECOMMENDED PROCEDURE FOR CHANGING TO HIGHER PLATFORMS

An experimental approach is recommended. Here is a procedure that has been found effective:

1. Adjust your chair so that your feet rest firmly but comfortably on the floor. Chair height in most cases should be 16 to 18 inches. Adjust the back rest of the chair to fit the small of your back at not higher than waist level.

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Approved For Release 2000/08/15 : CIA-RDP80-00852A000200070013-4

2. Raise your typewriter by means of a lift box. This should bring your forearms about parallel to the slope of the typewriter keyboard; i. e., at an angle of  $30^{\circ}$  with the horizontal.
3. Allow five days to become accustomed to the new height. It may take less than 30 minutes.
4. If, after a fair trial, you are not sure that you like the new height, remove the lift box and try the old height for comparison. You will probably select the higher level.

#### WHERE TO GET A TYPEWRITER LIFT BOX

You can get a typewriter lift box from your Building Supply Officer. If he does not have one in stock he will be glad to order one for you. Ask for yours today. The CORRECT ANGLE will mean faster, more accurate, and easier typing.

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Published by the Records Management  
Staff to promote greater comfort and  
efficiency in the use of typewriters.

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4 April 1957

Suggestion No. 1987

Date of Suggestion: 23 August 1955

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DD/P

SE/6

Sec-Steno, Chief

GS-5

A. Summary of the Suggestion:

Suggestor recommends printing the Dispatch Form 51-28 on a better grade of paper.

B. Evaluations of Concerned Office:

Records Management Staff reported on 25 July 1956 that this suggestion helped to point up the problem in this particular suggestion for the use of a better grade of paper for Form 51-28, White Dispatch Form. It also helped to bring about a study and testing of this problem.

On 13 March 1957 Chief, Records Management Staff stated that the specifications for these dispatch forms called for 25% rag content paper in lieu of the sulphite stock now used for dispatches. It was found that the quality of the dispatch form was improved, and the recommendation was made that the suggestor be granted an award of \$25 based on slight intangible benefits applicable on a local basis ((26-1,000 employees)).

C. Recommendation of the Executive Secretary:

Approval. Award of \$25-\$50 based on intangible benefits (slight-local).

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*25*

18 March 1957

CIA INTERNAL USE ONLY

Suggestion No. 2316

Date of Suggestion: 9 April 1956

STATINTL

DD/P <sup>RI</sup>RI/RI Ass't. Supervisor Analysis  
GS-11

A. Summary of the Suggestion:

See attached suggestion.

B. Evaluations of the Concerned Office:

Chief, RI on 25 April 1956 and 4 March 1957 stated the following:

"RI believes that an item of equipment such as described in this suggestion will be of assistance to Analysis personnel who are confronted with the necessity for keeping reference work readily available for consultation in performing their duties.

"The adoption of this suggestion will accrue intangible savings in the more effective accomplishment of the analysts' duties as well as contributing to the improvement in their morale."

"The benefits to be derived from the adoption of the proposed rack for the RI/Analysis Section remain of an intangible nature. The estimated cost of \$200.00 for the twenty (20) racks is considered by RI to be a rather reasonable expense that will be worthwhile."

SA NOTE:

On 14 March 1957, [redacted] notified the SAS that this idea is not considered to be within the job duties of [redacted].

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C. Recommendation of the Executive Secretary:

Approval. Award of \$100-\$150 based on intangible benefits (moderate-local). Prototype is in use and is satisfactory.

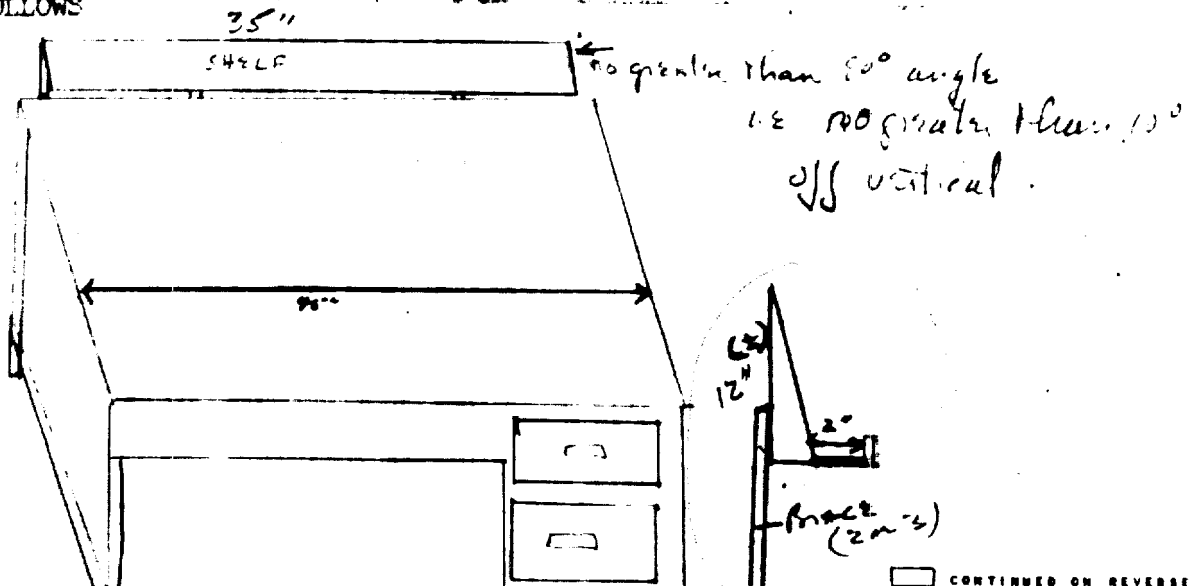
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Since 1952 this Division (RI) for reasons of space limitation substituted 45" desks for the standard 60" desk. Since that time the space has been further restricted and personnel increased. Compounding this situation has been an increase of work load within the Analysis Section of the division. This increase has been accompanied with an increase in the books and manuals that the analysts have been required to keep and must use. There are at least three reference books which vary in use but none of which could be described as of only slight value. With the limitation on usable surface space these or the pouches are rested on the floor or any suitable flat surface. It is suggested that a shelf or rack(?) be made which will allow the analysts to locate these reference books in front of them but not sacrificing necessary work space. There should be great monetary value to this arrangement which would soon liquidate any cost of such a change. It will further minimize the possibility of loss of a pouch or a dispatch with which the section is largely concerned.

This rack or stand would be so constructed that NO surface space would be lost i.e. all support would be provided by the front of the desk. It would be pitched so that the books (page-leaf) would be legible from the chair thus a pitch of about 10° off the vertical. There should be also a ledge or step so that some permanency of book location is achieved.

DRAWING FOLLOWS



CONTINUED ON REVERSE SIDE

FORM NO. 244 REPLACES 37-164  
1 OCT 54 WHICH MAY BE USED.

UL 0 3024

(47)

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18 March 1957

Suggestion No. 2373

Date of Suggestion: 1 June 1956

25X1A

██████████ Deputy Director of Personnel for Planning & Development  
Career Management Ass't. GS-7

A. Summary of the Suggestion:

Suggester proposed establishing within CIA a systematic, complete, permanent, Official CIA Career Council Master File of all Council records and procedures to be centralized in the Office of the incumbent Executive Secretary of the Career Council for use by Council members or Agency officials as necessary.

Sample of proposed file system to be available at meeting.

B. Evaluations of the Concerned Offices:

Deputy Director of Personnel for Planning and Development on 5 February stated the following:

"The subject suggestion has excellent objectives in that it provides a filing and reference system of all CIA Career Council records and documents.

"To be specific in evaluating the subject suggestion, the following points should be given consideration:

- a. The need for the documentation of the Council activities which will also serve as a quick reference guide as a basis for implementing Council decisions as well as the development of personnel management matters is evident.
- b. The four-fold folders, which the suggester devised and made, had not been used before in my office and to my knowledge not used in other parts of the Agency. Such a folder is particularly adaptable for filing documents pertaining to each Council meeting since such documents logically fall in four categories: (1) Agenda; (2) Minutes; (3) Transcript, and (4) Supporting background papers. All these papers are equally important, closely related, and are used simultaneously, thus could not be so easily used if filed in a regular folder chronologically or topically.
- c. The combined Agenda/Minutes Folder is an excellent suggestion inasmuch as it is a supplementary file for quick reference when referring to subjects which were discussed at several Council meetings. The point made by the suggester that this file would be valuable for the use of persons not authorized to use the four-fold meeting folders is a valid reason for establishing this file. The work involved in

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maintaining such a file is negligible because extra copies of Agendas and minutes are always available.

- d. The record of implementing action on CIA Career Council recommendations is a good idea but would involve considerable time of staff officers who were acquainted with programs discussed and acted upon by the Council. It is felt that a separate record such as this is not necessary inasmuch as implementing actions are documented in subject files maintained in this office.
- e. Some of the other suggestions made by the suggester such as the use of identifying symbols for Career Council records, the inclusion of Agenda distribution lists in the meeting folder and numbering each copy of the Agenda are clerical procedures which assist in indexing subject matters and keeping the files in an orderly manner.

"The subject suggestion has contributed to the improvement of the system of maintaining Career Council records and is considered to be a contribution which substantially advances an important function of this staff and the Agency. This proposed system is applicable to other activities in the Agency or in Government, particularly for boards or committees which meet regularly and where documentation of the activities is required."

The Personnel Advisor to the Suggestion Awards Committee on 8 February made the following statement:

"Filing time prior to adoption of this system was negligible because a less complicated, chronological file was maintained. Although considerable filing time was required in setting up the new system, its maintenance is not a time-consuming task. The benefit is in more orderly and usable arrangement of material which facilitates reference."

"Our adoption of the system suggested has application only to one set of records maintained in a single office. Hence its application is 'limited'. The degree of benefit seems to fall in the 'moderate' range in that it represents a considerable modification of an operating procedure. However, the importance of this procedure is not of a very high order and even the minimum award of the 'limited-moderate' range seems disproportionately high. We would recommend that award as a maximum in this case."

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-\$25 based on intangible benefits.

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*Letter to  
Mr. [unclear]  
Majority votes  
New Award*

CIA INTERNAL USE ONLY

19 March 1957

Suggestion No. 2605

Date of Suggestion: 18 October 1956

STATINTL

Office of Research and Reports Cartographer GS-11

A. Summary of the Suggestion:

Suggester proposed that the special luncheon served by Government Services, Inc. be adjusted to allow an option of bread and butter, a five cent drink or five cents credit toward a more expensive drink.

B. Evaluations of the Concerned Offices:

Chief, Administrative Staff/OL on 5 March 1957 stated the following:

"While the suggestion has not been adopted exactly as proposed, the option of tomato juice or bread and butter is a step in the right direction.

"It is recommended that the suggester be given an appropriate cash award based on intangible benefits accruing to Government personnel. Incidentally, the plan has been made effective in all cafeterias operated by Government Services, Incorporated."

General Services Administration on 20 February 1957 made the following statement:

"The suggestion above was considered and it was determined by GSI that an option of tomato juice or bread and butter be offered on the special lunch. This change went into effect on February 18, 1957.

"This substitution will eliminate the excessive amount of starches offered when the entree includes bread."

SA NOTE:

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employees are served each day in GSI cafeterias.

C. Recommendation of the Executive Secretary:

Approval. Award of \$25-50 based on intangible benefits (slight-local).

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