

CIA INTERNAL USE ONLY

Suggestion No. 2683

STATINTL

Date of Suggestion: 5 December 1956

 Logistics, Supply Prop and Sply Clk. GS-5

A. Summary of the Suggestion:

Suggester proposed that CIA's contract with GSA for laborers be amended to require working hours from 8:30 to 5 P.M. instead of present working hours 7:30 to 4 P.M. He states that the Agency will save 20% of the \$62,000. annual reimbursement to GSA from CIA for these laborers.

B. Evaluation of the Concerned Office:

On 15 February 1957, the Office of Logistics stated the following:

"The idea contained in Suggestion 2683 is basically good and one which the Space, Maintenance and Facilities Branch has explored with Public Buildings Service from time to time. PBS officials formerly indicated laborers could not comply with Agency working hours because of the operational difficulties involved. When the request was made recently, PBS agreed to the plan.

"Generally speaking, two 10-man crews are furnished by PBS each day. One crew delivers to headquarters buildings, supplies and equipment received from the Washington Depot. The other crew concentrates on moving operations for Building Supply Officers and S&M Branch. Both crews now report here at 8:30 a.m. and work until 5:00 p.m.

"Prior to this time, the laborers observed PBS hours which were from 8:00 a.m. until 4:30 p.m., not 7:30 a.m. to 4:00 p.m. as indicated by the suggester. Consequently, the laborers reached the Agency at approximately 8:15 a.m. and departed around 4:15 p.m.

"The plan has been operation for a period of about three weeks. It has worked satisfactorily with one exception. Under the former arrangement, the men 'shaped up' at the old Fisheries Building. If the regular men did not report for work, the PBS Moving Supervisor could usually bring the crews up to full strength by assigning substitutes. Now that the men are reporting directly to the Agency, it is not always possible for PBS to provide the twenty men, especially if absences are due to emergencies.

"Laborers are paid at the rate of \$2.16 per hour. Based on an

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day, first year savings would approximate \$10,886.40. (20 men x \$2.16 per hour = \$43.20 x 252 work days = \$10,886.40.

"This Suggestion certainly is worthy of an appropriate award. In determining this award the Incentive Awards Committee should take into consideration the fact that the idea is not a new one. It should also bear in mind that the Suggestion was received in SNAF Branch at a most appropriate time, i.e., PBS Officials were receptive to our proposal this time when on prior occasions the answer was in the negative.

C. Recommendation of the Executive Secretary:

Approval. Cash award of \$280. based on tangible savings of \$10,886.40 (20 laborers @2.16 per hour = \$43.20 x 252 work days = \$10,886.40).

*\$100⁰⁰
Tangible
Savings 50% of
\$10,886.40
5,443.20*

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