

21 February 1957

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MEMORANDUM FOR: 

SUBJECT: Meeting of CIA Suggestion Awards Committee

The CIA Suggestion Awards Committee will meet on Thursday, 28 February 1957 at 10:00 A.M. in Room 2601, Curie Hall.

Please bring your 29 November 1956 Agenda and the 31 January 1957 Agenda to the meeting.

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE


Executive Secretary

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TAB

14 February 1957

CONFIDENTIAL

Suggestion No. 2326

Date of Suggestion: 16 April 1956



Office of DD/P, FI/RI Asst. Supervisor GS-11

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A. Summary of the Suggestion:

See attached suggestion.

B. Evaluations of the Concerned Offices:

Assistant Chief, Building Security Branch, OS, on 25 June 1956 stated the following:

"On Thursday, 21 June 1956, a discussion was held relative to the subject Employee Suggestion.

"It was determined that the main factor in Suggestion 2326 was the acquisition of the proposed space which is a problem for Space Maintenance and Facilities Branch/OL. If and when this space is acquired, arrangements could be made to transfer the existing guard post to the east side of the building and to convert said space into a secure area."

Chief, RI on 25 July 1956 made the following statement:

"The Records Integration Division has requested that action be taken to procure the area discussed in the subject suggestion."

Chief, RI on 4 February 1957 stated the following:

"A work order requesting necessary construction resulting from the subject suggestion has been prepared by the Space, Maintenance and Facilities Division. This order, Number 57-1622, was submitted to GSA on 23 January 1957.

"Although actual construction has not begun on the space covered by subject suggestion, RI is of the opinion that this suggestion could be closed out. The benefits to be derived from this suggestion lie in the development of better working conditions in RI and are of an intangible nature."

C. Recommendation of the Executive Secretary:

Approval. Award of \$100.00 based on intangible savings-moderate benefit and local application.

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parted with
RI/FI
Approved \$100.

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1. Previous suggestions from this division and from this writer have made reference to the space difficulties of the division. It is understood not to be unique circumstance within the CS. Nevertheless constant effort is directed for some improvement and this is accelerated upon presentment of situations which demand some relief.

2. The work within the Analysis section is effected by a TD calculated upon figures (correspondence flow) and systems in effect during 1952. In the interim, though the work is substantially the same the volume has increased considerably and some elements of the work procedures have been defined in more explicit terms which require more time of the analysts. To remedy some of the work slow or to better the handling of the correspondence and at the same time to eliminate from the assignments presently the responsibility of the senior analysts the section has decided to establish a central mail room. This desk will separate the dispatch, cable, intra-office and other correspondence (the business of the section), into 42-45 parts. This service will relieve analysts of the clerical duties which have heretofore taken their time, varying from 15-20% for some; to 50% for others.

3. Though it is possibly too much detail the above was offered so that the gravity or true importance of the suggestion to follow might be better appreciated.

4. It is suggested that a central mail room for the analysis section might be realized, that the building exit at the rear of the fifth wing of K Building be, either

- a. Shifted to the other side of the wing i.e. East rather than West side
- b. Closed and an alternative be made available at the rear of the fourth wing
- c. be arranged that the door itself be moved to the south side of the wing

This change will provide to the Analysis Section some 160 square feet of space which are what the change requires. It is essential that provision be made for the location of a window in this created room. Further since this sub-section be made a secure area so that no space be lost to safe space etc.. The unit will be responsible for the breakdown and distribution of 10,000 to 15,000 pieces of correspondence a week. The change will be of direct benefit to the section and to the CS.

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It will assign to clerks the clerical responsibilities and allow the analysts of the section to put to their primary responsibilities the time which presently is lost to these clerical tasks. There will be direct financial benefit which this writer could not estimate. It will further, ease the space problem, soon to be another cause of concern, within the 201 control desk also an element of the Analysis Section. This latter desk presently shares with the mail desk of RI/AN a single room. Operating under CS rules it is the central control for all personality case files. It must control the assignment of 110,000 201 file which requires an index of 150,000 cards but more important must in the future control this same system presently growing at the rate of 35,000 201 files and 50,000 cards controlling the name, and aliases as available. This desk is a reference office for the entire Clandestine Service and will in a few months require some space allowance.

This suggestion will provide a solution for both of the above cited problems.