

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

27 May 1959

SUGGESTION NO. 59-264: dated 12 January 1959

STATINTL

[REDACTED] GS-12, Security Officer  
OS, DD/S

A. Summary of Suggestion

Suggester proposed that a lost and found department be established in each Agency building, for personal articles of Agency personnel.

B. Summary of Evaluations

On 3 February 1959, the Office of Security advised that U.S. Government regulations governing lost and found articles state:

"Articles found in buildings shall be turned in immediately to the Guard Office. Proper record shall be kept of the receipt and disposition of articles turned in....."

STATINTL

On 18 May 1959, Executive Assistant to the Deputy Director (Support), [REDACTED] sent a memorandum to the Director of Logistics stating:

"We have been requested by the Office of Personnel to bring to the attention of all employees information about the Agency Lost and Found Department.

"We do not feel that this is appropriate for publication as an 'All Employees' notice and believe the purpose would be served by the addition of an entry in the Functional portion of the Telephone Directory: 'Lost and Found Department'. The first Telephone Directory that includes this entry should have an accompanying flyer calling this information to the attention of all employees."

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. Letter of Appreciation

D. Decision of Chairman

STATINTL

[REDACTED]   
\_\_\_\_\_  
Chairman Award  
Suggestion Awards Committee

C-O-N-F-I-D-E-N-T-I-A-L

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

21 May 1959

25X1A

SUGGESTION NO. 59-303: dated 5 February 1959  
[REDACTED], GS-4, Clerk  
RID, OPSER, DD/P

A. Summary of Suggestion

Suggester proposed that a stamp be used by RID/FI on folders containing dispatches, stating: "Do not enclose or attach any material to this folder". At the time the suggestion was made, RID filed cover sheets and dispatches apart from bulky attachments. Requesters returning such files to RID usually placed the dispatch file inside the bulky folder and both folders were inadvertently filed together -- consequently there were many lost.

B. Summary of Evaluations

25X1A

On 3 April 1959, [REDACTED], Chief, RID stated:

"The procedure outlined in the suggestion is no longer in effect, having been changed early in February. Transmittal document and bulky attachment are filed together in standard fiber folder. A non-charge-out reference sheet refers the searcher to the bulky fiber folder located directly in back of the case file folder. Although this procedure was developed as a result of this suggestion&the problems of the old system were brought to my attention by the suggester, it is recommended that no award be given the suggester in this case. RID considers this to be a part of the suggester's duties. However, the suggester is being given a commendation by RID."

C. Recommendation of Executive Secretary

25X1A

1. Not in line-of-duty (GS-4, Clerk)

N.B. [REDACTED] supervisor states that it is not the type of improvement that he would expect his GS-4 Clerk to suggest.

2. \$10.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

25X1A

\_\_\_\_\_  
Chairman  
Suggestion Awards Committee

[REDACTED]

\_\_\_\_\_  
Award

10.00

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

27 May 1959

SUGGESTION NO. 59-313: dated 27 January 1959

STATINTL

[REDACTED] (GS-10), Offset Pressman  
PSD, OL, DD/S

A. Summary of Suggestion

Suggester proposed a revision of Form 1630, Marking Tab form, as an attempt to increase the efficiency of the Offset Pressmen.

B. Summary of Evaluations

STATINTL

On 11 February 1959, [REDACTED] Chief, Admin Staff, OL, stated:

"The suggestion .... has been adopted in ... Printing Services Division.

"The marking tab is a form placed on each signature of work run by the letterpressman showing the job number, signature number, whether imprints have to be run by the offset pressman and other information. When prints have to be run, the offset pressman has to unload the entire stack of signatures to find what colors he will have to use and to put all like colors together. When the color is written on the marking tab as suggested he has only to glance at the tab, pick out all the material to be run in one color, process it, and go on to the next color....

"... It is estimated that 17 plates can now be run in the time it used to take to run 16 plates. In addition to the extra plate which is run, the suggestion is a convenience to the offset pressmen and improves morale. ..."

Forms Management Branch sent this form to the printers 4/28/59.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-10, Offset Pressman)
2. \$25 award -- \$10 for Tangible Savings (\$200.00)  
\$15 for Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

Chairman  
Suggestion Awards Committee

Award

*25<sup>00</sup>*

C-O-N-F-I-D-E-N-T-I-A-L

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

21 May 1959

25X1A SUGGESTION NO. 59-323: dated 10 February 1959  
[REDACTED], GS-4, Clerk  
RID, OPSER, DD/P

A. Summary of Suggestion

When charge-out cards are placed in folders, they cover the subject tab on the folders. Suggester proposed that the charge-out cards be sheared at the bottom by 3/4" to alleviate this situation.

B. Summary of Evaluations

25X1A On 22 April 1959, Chief, RID, [REDACTED] stated:

"The subject suggestion has been adopted by the Records Integration Division.

The benefits resulting from the shearing of the file chargeboards as suggested are intangible in nature and consist of:

- a. Ease in the identification of files by clerks in withdrawing documents without having to remove chargeboards to identify appropriate file numbers.
- b. General neatness of the files.


25X1A On 7 May 1959, [REDACTED], Chief, Records Management Staff, stated:

"Agree with evaluation of RI and do not see any possibility of application elsewhere."

C. Recommendation of Executive Secretary

- 1. Not in line-of-duty (GS-4, Clerk)
- 2. \$20.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

25X1A [REDACTED]   
\_\_\_\_\_  
Chairman Award  
Suggestion Awards Committee

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

27 May 1959

SUGGESTION NO. 59-324: dated 12 February 1959  
[REDACTED] GS-12, Geographer  
ORR, DD/I

A. Summary of Suggestion

Suggester proposed that maps be on hand in each of the rooms used for briefing and debriefing purposes.

B. Summary of Evaluations

Evaluations reveal that DD/P has map coverage for their particular needs. OCR will provide maps for the Conference Room, [REDACTED] and plan to review and evaluate the requirements for the new building.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-12, Geographer)
2. \$25 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

Chairman  
Suggestion Awards Committee

Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

21 May 1959

SUGGESTION NO. 59-422: dated 2 April 1959

STATSPEC

[REDACTED], GS-5, Teletype Operator

A. Summary of Suggestion

STATSPEC

STATSPEC

Suggester proposed a new procedure for relaying the weekly [REDACTED] allocated circuits from [REDACTED] to Washington. This new procedure would result in a considerable saving in paper.

B. Summary of Evaluations

STATSPEC

STATSPEC

On 14 April 1959, [REDACTED] stated that this suggestion was implemented in [REDACTED] at an approximate saving in paper of \$500 per year.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-5, Teletype Operator)
2. \$25 award based on Tangible Savings of \$500 per year.

D. Decision of Chairman

STATINTL

[REDACTED]  
Chairman  
Suggestion Awards Committee

*\$25.00*

Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

27 May 1959

SUGGESTION NO. 59-437: dated 22 April 1959

STATINTL

[REDACTED] GS-7, Intelligence Officer  
OO, DD/I

A. Summary of Suggestion

Suggester proposed a revision of [REDACTED]  
as an attempt to eliminate the many buck slips which are now  
necessarily attached to the [REDACTED].

STATINTL

STATINTL

B. Summary of Evaluations

STATINTL

[REDACTED] Executive Officer, CD/OO, stated that although  
the suggestion was impractical for adoption, it stimulated improvements  
by bringing to OO's attention the fact that the Detroit Office is pre-  
paring far too many buck slips. As a result, OO sent [REDACTED] some  
suggestions which should permit a significant decrease in the number  
of slips prepared there.

STATINTL

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

D. Decision of Chairman

STATINTL

Chairman  
Suggestion Awards Committee

  
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

5 June 1959

STATINTL

SUGGESTION NO. 59-441: dated 28 April 1959

[REDACTED], GS-3, Courier  
OL, DD/S

A. Summary of Suggestion

The suggester proposed a method of systematizing procedures in the mail room in Curie Hall. The old method was to have the pigeon holes for the various buildings (outgoing mail) and individual Curie Hall rooms mixed in together in no particular order. The new method is to have the outgoing mail in one section in order of delivery, and the Curie Hall mail in another section in order of room and floor.

The suggester also proposed that the mail courier's brief case, used for hand delivery of mail, have the dividers labeled by delivery point.

B. Summary of Evaluations

STATINTL

[REDACTED] Chief, Administrative Staff, OL, stated:  
(1) that Curie Hall mail post is the only one with this problem;  
(2) the suggested procedure has been put into effect in Curie Hall; and (3) the benefits are in the Slight-Limited category.

C. Recommendation of Executive Secretary

STATINTL

1. Line-of-duty

N.B. [REDACTED], the suggester's supervisor, considers the suggester to be a particularly smart lad and would like to see him get some recognition for his initiative in straightening out procedures.

2. Letter of Appreciation

STATINTL

D. Decision of Chairman

Chairman  
Suggestion Awards Committee

  
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y



~~S-E-C-R-E-T~~

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

10 APRIL 1959

25X1A SUGG. NO. 58-441: dated 25 April 1958  
[REDACTED] GS-6, Information Control Assistant  
OIS, RQM, FI, DD/P

Summary : Suggester proposed that cardboard or corrugated  
boxes, used to disseminate documents within CIA,,  
be picked-up by the regular courier service, when  
empty, and returned to OCR for re-use.

Action Taken : On 25 September 1958, Chief, OISD/DDP sent the fol-  
lowing memorandum to Chief, Dissemination Section,  
OISD:

"In an effort to effect economies in the use of  
materials, the collapsible boxes in which reports  
are received in OIS daily, will, until further  
notice, be collapsed and tied securely in bundles  
of ten. The courier will pick these up on his  
regular run and bring them to the Printing  
Services Division, [REDACTED]"

25X1A

Actual savings in 1st year of adoption -- \$208.00.

Award : \$15.00 award granted.

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25X1A SUGG. NO. 59-54 : dated 13 August 1958  
[REDACTED] GS-9, Between Assignments  
FE, DD/P

Summary : Suggester proposed that persons analyzing RI Name  
Trace Requests be issued a rubber stamp reading:  
"NOT IDENTIFIABLE WITH SUBJECT OF 201".  
This had previously been written in by hand.

Action Taken : Suggester purchased and effectively used these stamps  
from August to December. However, in December, RID  
revised the form, independent of the suggestion,  
provided for the information of the form, and thus  
eliminated the need for the stamp.

Award : Letter of Appreciation -- based on the few months  
this suggestion was in  
effect and proved worthwhile.

~~S-E-C-R-E-T~~

~~S-E-C-R-E-T~~

Minimal Award Cases Contd.  
10 April 1959

25X1A SUGG. NO. 59-251: dated 30 December 1958  
[REDACTED] GS-11, Analyst  
CI Staff, DD/P

Summary : Suggester proposed that identification cards be placed in front of silverware trays in the cafeterias. This would eliminate the "confusion, anger, and consequent delay in the lunch line due to the fact that the desired utensils cannot be found quickly".

Action Taken : Because of this suggestion, identification cards were placed in front of silverware in R&S cafeteria. GSI, independent of this suggestion, is testing various permanent labels for all cafeterias.

Award : Letter of Appreciation

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25X1A SUGG. NO. 59-314: dated 16 January 1959  
[REDACTED], GS (GS-10), Printer  
PSD, OL, DD/S

Summary : The suggester proposed that the Admin Building Plant of PSD salvage dross from the melted lead and return it to GPO for re-use.

Action Taken : The suggestion was adopted by PSD with an approximate savings of \$145.60 per year. This suggestion is being referred to GPO for possible additional award as it affects other government agencies.

Award : \$10.00 award granted.

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25X1A SUGG. NO. 59-320: dated 2 February 1959  
[REDACTED] GP (GS-11), Engraver  
PSD, OL, DD/S

Summary : Suggester proposed a screen angle determiner for use in the Layout Section of PSD to improve the method of registering screens.

Action Taken : This suggestion was adopted in PSD for use of craftsmen.

Award : Letter of Appreciation

~~S-E-C-R-E-T~~

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

12 March 1959

SUGGESTION NO. 58-441: dated 25 April 1958

STATINTL [REDACTED], GS-6, Information Control Asst.  
OIS/RQM/FI/DDP

A. Summary of Suggestion

Suggester proposed that cardboard or corrugated boxes used by the Office of Current Reference to disseminate documents within CIA be picked-up by the regular courier service, when empty, and returned to OCR for re-use.

B. Summary of Evaluations

OCR informed the Suggestion Awards Staff that they do not want the boxes -- they have all they can use.

Printing Services Division informed the Suggestion Awards Staff that they would gladly accept used boxes from OISD addressed to [REDACTED].

On 25 September 1958, [REDACTED] Chief, OISD, sent the following memorandum to Chief, Dissemination Section, OISD:

"In an effort to effect economies in the use of materials, the collapsible boxes in which reports are received in OIS daily will, until further notice, be collapsed and tied securely in bundles of ten. The courier will pick these up on his regular run and bring them to the Printing Services Division, [REDACTED]."

On 8 January 1959, [REDACTED], Printing Services Division, stated that they received about 25 used boxes per week, and it is necessary to order only about 6 new boxes per week. These boxes cost about 16¢ each -- effecting a savings of approximately \$4.00 per week or \$208.00 per year.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15.00 award based on Tangible Savings of \$208.00 per year.

D. Decision of Chairman

STATINTL

Chairman  
Suggestion Awards Committee

Award

C-O-N-F-I-D-E-N-T-I-A-L

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

20 February 1959

25X1A SUGGESTION NO. 59-54: dated 13 August 1958  
[REDACTED], GS-9, Between Assignments  
FE, DD/P

A. Summary of Suggestion

Suggester proposed that persons analyzing RI name trace results be issued a rubber stamp reading: "NOT IDENTIFIABLE WITH SUBJECT OF 201 \_\_\_\_\_." This was originally written in by hand.

B. Summary of Evaluations

The suggester was on detail wherein he analyzed RI Name Trace results. He found the suggested device was a great time saver in this work. He ordered several stamps for his associates and himself.

In October 1958, comments of RID and area divisions expressed an interest in purchasing these stamps. However, in December 1958, independent of this suggestion, RID revised the form so that no stamps were required.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation -- based on the few months this suggestion was in effect and proved worthwhile.

D. Decision of Chairman

25X1A

[REDACTED] *ethr.*  
\_\_\_\_\_  
Chairman Award  
Suggestion Awards Committee

C-O-N-F-I-D-E-N-T-I-A-L

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

9 March 1959

SUGGESTION NO. 59-251: dated 30 December 1958  
[REDACTED] GS-11, Analyst  
CI Staff, DD/P

STATINTL

A. Summary of Suggestion

Suggester proposed that identification cards be placed in front of the silverware trays. This would eliminate the "confusion, anger, and consequent delay in the lunch line due to the fact that the desired utensils cannot be found quickly."

B. Summary of Evaluations

On 17 February 1959, Chief, Admin Staff, OL, [REDACTED] stated:

STATINTL

"The Director of Cafeterias, GSI, was contacted regarding the suggester's recommendations that cards be placed next to soup spoons, knives, etc. in the R&S Cafeteria. The Director explained that the 'silver dip' method of washing silverware is utilized in this particular cafeteria. This method necessitates the use of a deep metal container and human hands do not touch the silverware from the time it is placed in the container before washing until the next customer eventually takes it from the counter. The metal container used for this method makes it difficult for the customer to identify and pick up the desired silverware.

"This suggestion has been made to the GSI Director by others in the past and attempts have been made to label the containers but difficulty has been encountered in devising a permanent label or marking.

"While satisfactory permanent labels are being worked out, temporary labels are being placed on the counter near the silverware container in the R&S Cafeteria as a result of this suggestion.

"It is recommended that a modest cash award be given this suggester based on saving of Agency employee's time in the R&S Cafeteria food line."

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Sugg. No. 59-251 Contd.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-11, Analyst)
2. Letter of Appreciation

D. Decision of Chairman

A handwritten signature in cursive script, likely reading "Lett".

Chairman

Award

Suggestion Awards Committee

STATINTL

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

18 March 1959

STATINTL

SUGGESTION NO. 59-314: dated 16 January 1959  
[REDACTED] GP (GS-10), Printer  
PSD, OL, DD/S

A. Summary of Suggestion

The suggester proposed that the Administration Building Plant of PSD salvage dross from the melted lead and return it to GPO for re-use.

B. Summary of Evaluations

STATINTL

On 11 February 1959, [REDACTED] Chief, Admin Staff, OL, stated:

"The suggestion . . . has been reviewed and adopted in the Administration Building Plant, Printing Services Division.

"Lead used on the linotype machines is property of the Government Printing Office and the Agency pays only for the use of it. After the lead is used it must be melted down and returned to the GPO. The lead is reprocessed and reused many times. When the lead is melted down the dross, which contains the most valuable part of the metal, was previously skimmed off and thrown away. This dross is now skimmed off, put into a container and returned to the GPO to be used in reprocessing the metal.

"It is estimated that approximately 40 pounds of dross is salvaged per week. The dross is worth about 7¢ a pound. Although this is not a direct savings to the Agency it is a savings to the government and it is recommended that an award be given to the suggester for his idea."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-10, Printer)
2. \$10.00 award based on Tangible Savings of \$145.60 per year.


C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Sugg. No. 59-314 Contd.

D. Decision of Chairman

STATINTL

	<i>8/10.00</i>
Chairman	Award
Suggestion Awards Committee	



C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

8 April 1959

SUGGESTION NO. 59-320: dated 2 February 1959

STATINTL

[REDACTED], GP (GS-11), Engraver  
Printing Services Division, OL, DD/S

A. Summary of Suggestion

Suggester proposes a screen angle determiner for use in the Layout Section of PSD. This tool is made of plastic; it describes a half circle with four calibrated lines set at distances of 30°. The purpose is to improve the method of registering screens. (Sample in suggestion folder)

B. Summary of Evaluations

STATINTL

On 12 February 1959, [REDACTED] Chief, Admin Staff, OL, stated:

"The suggestion to use a screen angle determiner for registration of screens has been adopted in the Printing Services Division. This device was made available to employees working on registration of screens and is being used by some of them. It is pointed out that craftsmen may elect to use the triangle in setting the angle of the screen if they prefer. The triangle has been used for this purpose for many years and produces the same result. The screen angle determiner made by the suggester is a standard 180 degree scale with lines drawn in for the various colors. It is not a new idea - only a different method which can be used in registering screens."

STATINTL

On 27 March 1959, [REDACTED] Chief, TSS/GARD, stated:

"TSS/GARD has been using a protractor to determine screen angle for a number of years. The idea of drawing and marking, as such, color lines for the proper angle is not new and has, as a matter-of-fact, been available in some countries on the commercial market."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

D. Decision of Chairman

STATINTL

[REDACTED] [Signature]  
Chairman Award  
Suggestion Awards Committee

S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

5 FEBRUARY 1959

25X1A SUGG. NO. 3128 : dated 17 May 1957  
[REDACTED], GS-9, Reference Librarian  
OCR, DD/I

Summary : Suggester proposed the installation of a thermofax machine in the Library of Congress for the use of CIA personnel.

Action Taken : Although the specific suggestion was not carried out, the CIA Library installed a Polaroid Copying camera in the Library of Congress as a direct result of this suggestion.

Award : \$25.00 award granted.

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25X1A SUGG. NO. 58-638: dated 25 June 1958  
[REDACTED], GS-12, Intelligence Officer  
DNR, DD/I

Summary : Suggester proposed that the barrier and/or adjacent door entrance to 1124 "M" Building restricted area be modified as a safety precaution. At the time of the suggestion, the approach from each side of the barrier was so constructed that it was extremely difficult for persons approaching the turn-style from one side of the barrier to see persons approaching from the other side.

Action Taken : On 5 December 1958, the Office of Logistics completed the work as outlined in this suggestion at the direction of the CIA Safety Officer.

Award : \$15.00 award granted.

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25X1A SUGG. NO. 59-13 : dated 13 June 1958  
[REDACTED], GS-7, Records Management Analyst

S-E-C-R-E-T

Minimal Award Cases Contd.  
5 February 1959

Sugg. No. 59-13 Contd.

25X1A Summary : Suggester proposed (1) that a CO<sup>2</sup> fire extinguisher,  
25X1A for protection against electrical fires, should be  
near the battery charger located on the loading ramp  
of [REDACTED] (2) that dry cell lanterns be  
mounted near the doors leading to the processing  
area on both floors of [REDACTED]

Action Taken : Part one was disapproved by the Safety Officer;  
part two was carried out -- on 10 November 1958,  
two dry cell, 6 volt lanterns were issued to the  
Records Center.

Award : \$15.00 award granted.

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25X1A SUGG. NO. 59-44 : dated 8 August 1958  
[REDACTED], GS-9, Accountant  
Finance, Comptroller, DD/S

Summary : Suggester proposed that attachments and/or revisions  
to any document or set of documents be set up on the  
same size and format as the original document.

Action Taken : This suggestion was brought to the attention of the  
Area Divisions, and insofar as it is practical, the  
Agency will comply with this suggestion.

Award : \$15.00 award granted.

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25X1A SUGG. NO. 59-84 : dated 8 September 1959  
[REDACTED], GS-9, (Between Assignments)  
FE, DD/P

Summary : Suggester proposed that persons reviewing documents  
in the course of running RI name traces be instructed  
to detach all duplicate copies.

Action Taken : On 17 December 1958, Chief, RID issued a memorandum,  
subject: "Destruction of Extra Copies of CS Record  
Documents", as a direct result of this suggestion.

Award : \$10.00 award granted.

S-E-C-R-E-T

~~S-E-C-R-E-T~~

Minimal Award Cases Contd.  
5 February 1959

25X1A SUGG. NO. 59-96 : dated 17 September 1958  
[REDACTED] GS-3, Bindery Operator  
PSD, OL, DD/S

Summary : Suggester proposed that a "Singer" type machine be purchased for use in the Bindery Printing Plants of the Agency.

Action Taken : A machine, such as described by the suggester, with a tape feeder attachment will be adopted in the Administration Building Plant as a direct result of this suggestion.

Award : \$15.00 award granted.

25X1A Sugg. No. 59-108: [REDACTED]

25X1A SUGG. NO. 59-140: dated 14 October 1958  
[REDACTED] GS-9, Analyst  
SR, DD/P

Summary : Suggester proposed that briefings of new personnel, conducted by the CIA Safety Officer, include specific details of emergency drills (fire, air raid, etc.)

Action Taken : The Office of Security previously covered this subject in their Security Indoctrination Program. This suggestion, however, provided a stimulus for greater safety education to be undertaken by the Office of Security.

Award : Letter of Appreciation.

25X1A SUGG. NO. 59-165: dated 31 October 1958  
[REDACTED] GS-14, Personnel Officer  
DPS/DCI

Summary : Suggester proposed that the Agency shuttle bus stop now located just east of the North Building driveway entrance on E Street be relocated to a point at the base of the North Building steps approximately 100 feet west of the driveway.

S-E-C-R-E-T

Minimal Award Cases Contd.  
5 February 1959

Sugg. No. 59-165 Contd.

Action Taken : In the interest of safety, this suggestion has been adopted. All E Street Agency bus traffic will, henceforth, make the stop at the base of the North Building stairway in lieu of the stop east of the North Building driveway.

Award : Letter of Appreciation.

C-O-N-F-I-D-E-N-T-I-A-L

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

2 February 1959

25X1A SUGGESTION NO. 3128: dated 17 May 1957  
[REDACTED], GS-9, Reference Librarian  
OCR, DD/I

A. Summary of Suggestion

Suggester proposed the installation of a thermofax machine in the Library of Congress for the use of CIA personnel.

B. Summary of Evaluations

25X1A On 7 January 1959, [REDACTED], CIA Library, stated:

"The original suggestion called for the installation of a Thermofax machine in the Library of Congress for use by Agency staff (specifically Library staff). Considering the equipment and installation costs (required 220 volt line) the CIA Library substituted another device for the Thermofax equipment - a Polaroid Copying camera. We appreciate the merit of this suggestion, it has been most useful in calling our attention to the problem. It is difficult to evaluate this suggestion on the basis of its monetary benefit - the use made of this equipment up to the present time has not been great enough to make a sound judgement.

"In our continuing effort to improve the services we are constantly planning to test new equipment for this problem. For example, a new rapid dry process photo reproduction device is being developed. As soon as we have a pilot model, it will be tested. This program has no application to the original suggestion, however. It is mentioned only as related information."

25X1A On 13 January 1959, [REDACTED] for the ODD/I, stated:

"Contrary to the Library's view I feel that the installation of a Polaroid Camera and the possibility of later installing more advanced reproduction devices stem from the suggestion under consideration. While its true tangible benefits cannot be measured in this instance the effects of the suggestion are susceptible to evaluation on the intangible scale and I would, therefore, recommend \$25.00 under the slight benefit, limited application category."

C-O-N-F-I-D-E-N-T-I-A-L

Sugg. No. 3128 Contd.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-9, Reference Librarian)
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

25X1A



----- 25.<sup>00</sup>

Award - as recommended by  
Executive Secretary  
above.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

3 February 1959

SUGGESTION NO. 58-638: dated 25 June 1958

STATINTL

[REDACTED], GS-12, Intelligence Officer  
ORR, DD/I

A. Summary of Suggestion

Suggester proposed that the barrier and/or adjacent door entrance to 1124 "M" Building restricted area be modified as a safety precaution. At the time of the suggestion, the approach from each side of the barrier was so constructed that it was extremely difficult for persons approaching the turn-style from one side of the barrier to see persons approaching from the other side.

B. Summary of Evaluations

STATINTL

On 29 July 1958, [REDACTED] for Chief, Special Intelligence Security Branch, OCI, stated:

"The suggestion concerning the modification of the North Barrier door in 'M' Building has been reviewed by this office. This barrier was established to facilitate access to the Special Center for personnel requiring to work in the front areas of 'M' Building. It has been noted that in most instances the traffic flow is in a one-way pattern -- IN at the start of the day, OUT and IN at lunch-time, and OUT in the evening. While it may be difficult to approach the turnstile and see a person on the other side, it does require the employee to slow down to a normal pace and it permits the guard on duty to ascertain the person's authorization to enter or leave the area by an inspection of his Agency Badge, which is the primary purpose for the turnstile. Other than a malfunctioning of the release mechanism or failure of the person to identify himself properly, no personal injury would result from entering or leaving in a normal manner. During an evacuation of the building the double corridor doors beside the turnstile are open, thus this control point presents no safety hazard.

"....While the suggester should be commended for interest in this matter, the recommended modifications are deemed inadvisable from a security viewpoint."



C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Sugg. No. 58-638 Contd.

STATINTL

On 22 August 1958, [REDACTED] for CIA Safety Officer stated:

"Employee Suggestion No. 58-638 is considered valid and should be adopted with provisions that then the wire mesh glass is installed it meets Security requirements."

STATINTL

On 10 December 1958, [REDACTED] of the Office of Logistics informed the Suggestion Awards Staff that the work as outlined in Suggestion No. 58-638 was completed on 5 December 1958.

C. Recommendations of the Executive Secretary

1. Not in line-of-duty (Intelligence Officer)
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

[REDACTED] <sup>00</sup>  
15. --- Award as recommended by  
Executive Secretary above

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

20 January 1959

SUGGESTION NO. 59-13: dated 13 June 1958

25X1A

[REDACTED], GS-7, Records  
Management Analyst, [REDACTED] DD/S

25X1A

A. Summary of Suggestion

Suggester proposes (1) that a CO<sup>2</sup> fire extinguisher, for protection against electrical fires, should be near the battery charger located on the loading ramp of [REDACTED]. Also, (2) that dry cell lanterns be mounted near the doors leading to the processing areas on both floors of [REDACTED]

25X1A

25X1A

B. Summary of Evaluations

On 24 June 1958, the Engineering Officer at [REDACTED] stated:

25X1A

"Part two of suggestion has merit as a safety precaution but requires further study as to types and location of emergency lights. Engineering Officer will contact responsible personnel in Building [REDACTED] to determine exact requirements and take such action as may be deemed appropriate."

25X1A

On 15 December 1958, Chairman/SAC/[REDACTED] stated:

25X1A

Part one (1) was disapproved by Safety Officer. "The second part of the suggestion recommended that dry cell lanterns be placed near the doors leading to the processing areas in the Records Center. This part of the suggestion was reviewed by the Engineering Officer/[REDACTED]. On 10 November 1958 two (2) dry cell, 6 volt lanterns were issued to the Records Center. The price of these lanterns were \$1.90 each.

25X1A

"As a guide for determining the amount of a monetary award in this case, we feel that the Degree of Benefit is Slight and the Extent of Application is Limited."

C. Executive Secretary's Recommendation

1. Not in line-of-duty (Records Management Analyst)
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

25X1A

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200020004-3  
S-E-C-R-E-T  
Award as recommended by Executive  
15.00

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

21 January 1959

SUGGESTION NO. 59-44: dated 8 August 1958

STATINTL

[REDACTED], GS-9, Accountant, ~~Finance~~,  
Finance, Comptroller

A. Summary of Suggestion

Proposed that attachments and/or revisions to any document or set of documents or papers be set up on the same format as the original document. It cites, as an example, the present method whereby attachments to the original Chart of Allotment Accounts FY 1959 are being received in a format different from the original chart.

B. Summary of Evaluations

On 4 September 1958, Chief, Technical Accounting Staff, Office of the Comptroller stated:

"It is general practice in the Agency that revisions to controlled issuances, such as Agency regulations, Comptroller Instructions, Handbooks, etc., be issued in the same format as the original document, whereas the format of attachments may vary according to the subject matter covered. In this case, however, the attachments cited are listings of project cost codes issued by the various area divisions as separate documents, but treated by most recipients as supplemental information to that presented in the original chart of allotment accounts.

"It is deemed desirable to treat these listings as supplemental information and as such some benefit will be derived by having them presented on a standard format suitable for filing with the basic document to which they relate. Since this benefit, however, has only a very small tangible value, the suggestion is recommended for consideration of an award based on intangible benefits evaluated as 'slight' and having limited application."

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Sugg. No. 59-44 Cont'd

STATINTL

On 12 December 1958, [REDACTED], Budget Division, stated that the majority of the Divisions already comply with the suggestion. WH and NEA said they would go along with the change; however, FE said they did not wish to make the change since their main use for this form was for internal purposes. [REDACTED] stated enough substantial compliance had been made with the suggestion to leave his original evaluation of 4 September 1958 unchanged. [REDACTED] stated that the suggestion had also prompted him to make a closer review of future reports from the Divisions.

STATINTL

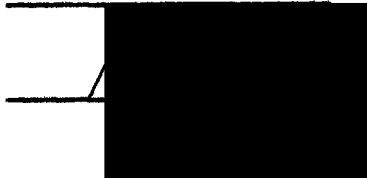
STATINTL

C. Executive Secretary's Recommendation

1. Not in line-of-duty (Accountant)
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL



15.00

Award as recommended by  
Executive Secretary

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

19 January 1959

25X1A

SUGGESTION NO. 59-84: dated 8 September 1958  
[REDACTED], GS-9 (Between Assignments)  
FE, DD/P

A. Summary of Suggestion

Suggester proposes that persons reviewing documents in the course of running RI name traces should be instructed to detach all duplicate copies which have been retained with the RI record copy -- these extra copies to be destroyed by the office Area Records Officer, returned to RI for destruction, or forwarded to the original action desk for destruction.

B. Summary of Evaluation

On 26 September 1958, [REDACTED]  
Chief, RID, stated:

25X1A

"The subject suggestion has been reviewed in the Records Integration Division and although it touches upon a basic records management principle, is considered to possibly merit a nominal award.

"The destruction of duplicate copies of a record document is an established records management principle and RID has practiced this principle over a number of years in connection with its records maintenance. Therefore, this suggestion has no applicability to RID. However, RID also recognizes that not all individuals are records experts and cannot be expected to be acquainted with even the basic records fundamentals.

"On the basis of the above comments, RID will issue an appropriate notice and recommends a nominal award to the suggester of subject suggestion. Any benefits to be gained by this suggestion would be of an intangible nature and difficult to estimate."

C. Action Taken

On 17 December 1958, Chief, RID issued a memorandum with subject "Destruction of Extra Copies of CS Record Documents". A copy of memorandum is attached.

S-E-C-R-E-T

S-E-C-R-E-T


Sugg. No. 59-84 Contd.

D. Executive Secretary's Recommendation

1. Not in line-of-duty (Between Assignments)
2. \$10.00 award based on "Advisory Award"

E. Decision of Chairman

25X1A

 --- 10.00 --- Award as recommended by  
Executive Secretary above

- 2 -

S-E-C-R-E-T

RID-58/825  
17 December 1958

**MEMORANDUM FOR: Records Administration Officer**

**SUBJECT : Destruction of Extra Copies of CS Record Documents**

1. The purpose of this memorandum is to bring to your attention a records management principle of long standing: the destruction of extra copies of record documents when such documents have been processed, action has been completed, and the documents are ready for permanent filing. This principle, when applied, serves the management of records by reducing the amount of papers accumulated and maintained, and eliminates the need for screening files upon retirement.

2. In view of the fact that all personnel are not records specialists; that Staffs and Divisions retain and maintain official CS files; and that there is a rapid turnover of personnel, it is desirable that the above principle be reasserted on occasion.

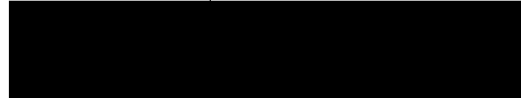
3. It has been RID policy to remove and destroy, when identified, the second, third, or more copies of a record document when such a document has been returned to RID for filing. It is to be pointed out, however, that duplicate copies of a record document may be used for filing in related files under cross-referencing procedures. When this is done the duplicate copy becomes a record copy to the file in which deposited; it does not become or replace the official CS record copy of the document.

4. Personnel of the Senior Staffs and Area Divisions not only may, but are encouraged to destroy duplicate copies of CS record documents when such documents are of primary concern to their respective Desk, when it is obvious that such document copies are in fact duplicates and are not needed, and when the record copy of the document is already filed or is to be filed in official files retained and maintained by the Desk. RID will remove and destroy extra copies of documents for which RID maintains the official file.

~~S-E-C-R-E-T~~

5. If, in the course of conducting a name check, the requester receives duplicate copies of a document from RID, this fact should be brought to the attention of RID for review and corrective action.

6. It would be appreciated if the above information should be brought to the attention of the personnel in your Office. Extra copies of this memorandum are available in limited quantities in RID for your convenience.



Chief, RID

25X1A

~~S-E-C-R-E-T~~



C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

3 February 1959

SUGGESTION NO. 59-96: dated 17 September 1958

STATINTL

[REDACTED], GS-3, Bindery Operator  
Printing Services Division, OL, DD/S

A. Summary of Suggestion

Suggester proposed that a "Singer" type machine be purchased for use in the Bindery printing plants of the Agency.

B. Summary of Evaluations

The Office of Logistics is the only section of the Agency which can make use of such a device. On 5 January 1959, [REDACTED] Chief, Admin Staff, OL, stated:

STATINTL

"The purchase of such a machine would eliminate hand whip-stitching or hand sewing of single sheets of paper into books. In binderies where the volume of this work is heavy, it could be used to the best advantage if a tape feeder attachment were used with the machine. Without the tape feeder attachment the single sheets are sewn into sections and then hand sewn into books. With the attachment the tape is mechanically sewn onto a section of single sheets, and the tapes are glued together and form a book ready for binding.

"Steps are being taken to purchase a machine with a tape feeder attachment as described above. It is not planned to purchase a machine without the attachment. This is not a new idea in the printing field but it will be adopted in the Administration Building Plant as a result of this suggestion. It has been estimated that the machine with the tape attachment will cost \$400.00. To date it has not been possible to procure the exact machine desired but it is hoped to do so in the near future. However, there is a possibility that the machine will not be purchased for a year or more.

"Since monetary savings will be practically negligible, it is recommended that the suggester be given a small cash award based on the following: Degree of Benefit - Slight, Extent of Application - Limited."

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Sugg. No. 59-96 Contd.

C. Recommendations of Executive Secretary

1. Not in line-of-duty (GS-3, Bindery Operator)
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL



*15.00*

-- Award as recommended by  
Executive Secretary above

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

2 February 1959

25X1A SUGGESTION NO. 59-108: dated 25 September 1958  
[REDACTED] GS-5, Clerk-Typist  
EE, DD/P

A. Summary of Suggestion

Suggester proposed the purchase and Agency use of Base-Lock Type sets. These would allow offices to set-up rubber stamps for their peculiar needs.

B. Summary of Evaluations

On 22 October 1958, Chief, Admin Staff, OL, [REDACTED] stated: 25X1A

"There are a number of sets presently in stock but they are a controlled item for the use of the Office of Communications only."

Evaluations by the DD/P revealed that the [REDACTED] of EE was the only element which could make use of the stamps and the technique outlined in the suggestion. 25X1A

25X1A On 1 December 1958, [REDACTED] Deputy Chief, Support Staff, EE, stated:

"The estimates of savings of time and money outlined in the suggestion may be taken as valid for the [REDACTED] and the suggestion evaluated accordingly." 25X1A

The suggester estimated a branch saving of 832 hours per year, or \$1,248.

C. Discussion

This suggestion was closed out because it proposed a supply item and can be ordered through normal Administrative channels. The suggester contested this decision stating that the hours saved in his branch were a direct result of his suggestion and these hours would not have been saved otherwise.

An informal discussion with the Chairman prompted his request to have this case brought up at the next Minimal Awards Committee Meeting for table discussion.

S-E-C-R-E-T

Sugg. No. 59-108 Contd.

D. Decision of Chairman

- a. \$60.00 award based on Tangible Savings of \$1,248.00.
- b. \$10-25 award based on Intangible Benefits (Slight-Limited)
- c. No award based on previous decision

25X1A



- 2 -

S-E-C-R-E-T

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

4 February 1959

SUGGESTION NO. 59-140: dated 14 October 1958

STATINTL

[REDACTED] SR, DD/P

GS-9, Analyst

A. Summary of Suggestion

Suggester proposed that briefings of new personnel, conducted by the CIA Safety Officer, include specific details of emergency drills (fire, air raid, etc.)

B. Summary of Evaluations

On 10 December 1958, [REDACTED] Chief, Training Branch, Office of Security, stated:

"...The fact that this employee's suggestion was made at this time has stimulated the Office of Security to take under serious consideration the expansion of its coverage of safety in the regular Security Indoctrination Program given to all employees after they are fully processed and fully cleared. It is very likely that within the next sixty to ninety days at least ten (10) minutes in the Security Indoctrination Program will be devoted to this subject in the hope that the deficiencies noted in the suggester's remarks can be remedied. For this reason I would say that the suggester has made a contribution in the sense of providing a stimulus for greater safety education to be undertaken by the Office of Security. All things considered, the suggestion has made a contribution, the exact benefits of which, however, must necessarily be labeled intangible for the time being."

On 4 February 1959, [REDACTED] office informed SAS that this information was being given at EOD Security Indoctrination as a direct result of this suggestion.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-9, Analyst)
2. \$10.00 award based on an Advisory Award

D. Decision of Chairman

*Letter of commendation*  
[REDACTED] Fel

Award as recommended by  
Executive Secretary above

STATINTL

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

21 January 1959

SUGGESTION NO. 59-165: dated 31 October 1958  
[REDACTED], GS-14., Personnel Officer,  
DPS/DCI

STATINTL

A. Summary of Suggestion

Suggester proposes that the Agency shuttle bus stop now located just east of the North Building driveway entrance on E Street be relocated to a point at the base of the North Building steps approximately 100 feet west of the driveway.

B. Summary of Evaluation

On 2 December 1958, Chief, Administrative Staff, OL stated:

"Relocation of the bus pickup point, as proposed will eliminate the dangerous practice of personnel ascending and descending the driveway as the most expedient route between North Building and the bus stop on E Street.

"The Chief, Transportation Division, Office of Logistics, concurs in this suggestion and advises that the relocation of the shuttle bus stop will not interfere with the movement of normal E Street traffic at that point.

"Adoption of this suggestion will result in an intangible safety benefit for all individuals utilizing the Agency shuttle bus service. It is therefore recommended that the suggester be given a nominal cash award.

"In the interest of safety, this suggestion has been adopted. All E Street Agency bus traffic will, henceforth, make the stop at the base of the North Building stairway in lieu of the stop east of the North Building driveway."

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Sugg. No. 59-165 Cont'd

C. Executive Secretary's Recommendation

1. Not in line-of-duty (Personnel Officer)
2. \$10.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

*Letter of thanks*

Award as recommended by  
Executive Secretary above

STATINTL

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

3 DECEMBER 1958

25X1A

SUGG. NO. 58-177: dated 31 October 1957  
[REDACTED] GS-12, Desk Officer  
FE, DD/P

Summary : Suggester proposed that a new charge-out slip be printed on 3 1/2" x 8" colored paper to be used as a temporary replacement for cables, dispatches, memorandums, etc. which are absent from files for routing, information consultation or any other purpose.

Action Taken : Evaluation revealed Form No. 36-270, Correspondence Charge-Out, would serve the suggested purpose. The Records Management Staff will inform Area Records Officers by written memorandum of this additional use for Form 36-270.

Award : \$25.00 award granted.

\*\*\*\*\*

25X1A

SUGG. NO. 58-336: dated 31 January 1958  
[REDACTED] GS-12, FH-Chemist  
[REDACTED], GS-4, CC-Lab Asst.  
TSS, DD/P

Summary : Some field stations experience difficulty in obtaining copies from Apeco and similar office copying machines because the paper dries out before use. Suggesters developed and proposed the use of a humidity chamber for these particular locations.

Action Taken : OL explained this process in the September-October 1958 issue of the SUPPORT BULLETIN, under the title "Printing Services Tips".

Award : \$25.00 award granted to be divided between the two suggesters.



S-E-C-R-E-T

Minimal Award Cases Contd.  
3 December 1958

25X1A

SUGG. NO. 58-462: dated 4 April 1958  
[REDACTED], GS-12, Case Officer  
SE, DD/P

Summary : Suggester proposed an improvement in [REDACTED] procedures. 25X1A

25X1A

Action Taken : This suggestion was partly responsible for a recently undertaken study of [REDACTED] procedures and was directly responsible for the attention given to a particular phase of this study.

Award : \$15.00 award granted.

\*\*\*\*\*

25X1A

SUGG. NO. 58-564: dated 19 May 1958  
[REDACTED] F., GS-11, Asst. Accountant  
Office of Comptroller, DD/S

Summary : Suggester proposed that the Agency provide a training course for the retirement of records to Records Center.

Action Taken : Although this suggestion was found to be infeasible because of the peculiar Agency filing systems, the Records Management Staff did point out the need for follow-through instructions to the Area Records Officers.

Award : Letter of Appreciation

\*\*\*\*\*

25X1A

SUGG. NO. 58-604: dated 11 June 1958  
[REDACTED], GS-7, Industrial Analyst  
OCR, DD/I

Summary : In an attempt to increase the efficiency of Agency collectors of the Agency's Travel Folder Program, the suggester proposed that the technique of mnemonics be introduced.

Action Taken : ORR will urge its adoption by the appropriate agencies of the Government.

Award : \$20.00 award granted.

- 2 -

S-E-C-R-E-T

Minimal Award Cases Contd.  
4 December 1958

SUGG. NO. 58-611: dated 12 May 1958  
25X1A [REDACTED], GS-9, Admin Asst.  
WH, DD/P

Summary : Suggester proposed that Form 1158, Cash Voucher, be revised to safeguard against unauthorized disbursements.

Action Taken : Technical Accounting Staff has revised the form to accomplish this.

Award : \$25.00 award granted.

\*\*\*\*\*

SUGG. NO. 59-9 : dated 10 July 1958  
25X1A [REDACTED], GS-7, Intelligence Assistant  
SE, DD/P

Summary : Suggester proposes posting instructions near all auto-stat machines to explain the process for making positive-negatives.

Action Taken : Building Supply Officers have been requested to ensure that an instruction booklet accompanies each Auto-Stat and Verifax machine at the time of delivery and to place in the immediate vicinity of each machine a poster which spells out step-by-step instructions for its proper operation.

Award : \$15.00 award granted.

\*\*\*\*\*

SUGG. NO. 59-12 : dated 18 June 1958  
25X1A [REDACTED], GS-11, Instructor  
25X1A OC, [REDACTED]

25X1A Summary : Suggester proposed placing a protective guard around field generators at [REDACTED]

Action Taken : The operating area of the housing which surrounds the driving belts of the 3 Fairbanks-Morse generators has been covered with a wire mesh screening at an approximate cost of \$30.00 each.

Award : \$15.00 award granted.

S-E-C-R-E-T

Minimal Award Cases Contd.  
4 December 1958

25X1A

SUGG. NO. 59-26 : dated 24 July 1958  
[REDACTED], GS-12, Geographer  
ORR, DD/I

Summary : Suggester proposed that maps and atlases be placed  
in the microfilm reading room in "M" Building as a  
ready reference for analysts using this room.

Action Taken : The Library has placed three large wall maps in the  
microfilm reading room.

Award : \$10.00 award granted.

\*\*\*\*\*

25X1A

SUGG. NO. 59-61 : dated 19 August 1958  
[REDACTED] GS-7, Secretary-Steno  
[REDACTED], GS-7, Secretary-Steno  
Policy & Planning Staff, OC, DD/S

Summary : Suggesters proposed that all document numbers and  
dates be typed on the bottom right-hand corner of  
all documents. The present system is to type these  
numbers at the top of the page, causing difficulty  
in locating proper documents when in the middle of  
an acco-fastened file or when hole-punching takes  
out all or part of the number.

Action Taken : Records Management analysts have been instructed to  
consider the suggested practice in conducting files  
improvement surveys.

Award : Letter of Appreciation to each suggester.

\*\*\*\*\*

25X1A

SUGG. NO. 59-80 : dated 4 September 1958  
[REDACTED], GS-5, Intel. Asst.  
EE, DD/P

Summary : The Map Library of ORR displays maps of foreign areas  
throughout the halls of our buildings. The suggester  
recommended: (1) in cases where the map titles are  
in a foreign language, the English derivative be added;  
and (2) an inset of the surrounding area be added to  
educate the layman of the exact location of the  
larger area or city map.

S-E-C-R-E-T

S-E-C-R-E-T

Minimal Award Cases Contd.  
4 December 1958

Sugg. No. 59-80 Contd.

Action Taken : The Map Library has acted upon both points of the suggestion.

Award : \$10.00 award granted.

\*\*\*\*\*

25X1A

SUGG. NO. 59-85 : dated 9 September 1958  
[REDACTED] GS-8, Cryptographer  
OC, DD/S

Summary : Suggester proposed a device to protect against encipherment on decipher tape.

Action Taken : This suggestion has been overtaken by events. However, evaluating officials were very much impressed with the originality and understanding of the suggester and recommended a Letter of Appreciation in suggester's Official Personnel Folder to reflect their enthusiasm.

Award : Letter of Appreciation

\*\*\*\*\*

25X1A

SUGG. NO. 59-155: dated 24 October 1958  
[REDACTED], GS-13, Deputy Branch Chief  
FDD, OO, DD/I

Summary : Suggester proposed that a tint be made in the spaces provided for recording hours worked or absent on Saturdays and Sundays on the Time and Attendance Report, Form 20.

Action Taken : The Technical Accounting Staff has adopted this idea. The form has been ordered accordingly.

Award : \$15.00 award granted.

SECRET

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200080004-3

SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

28 November 1958

25X1A

SUGGESTION NO. 58-177: dated 31 October 1957  
[REDACTED] GS-12, Desk Officer  
FE, DD/P

A. Summary of Suggestion

Suggester proposed that a new charge-out slip be printed on 3½" x 8" colored paper to be used as a temporary replacement for cables, dispatches, memorandums, etc. which are absent from files for routing, information, consultation or any other purpose.

B. Summary of Evaluations

25X1A

On 7 February 1958, Chief, Records Management Staff, [REDACTED] stated that existing Form No. 36-270, Correspondence Charge-Out, would not only serve the same purpose as the suggested form, but in addition could be used eight times as compared to the one-time use of the suggested form.

25X1A

Various DD/P Areas expressed an interest in this type charge-out, but the consensus is that the existing form will answer the purpose.

On 14 November 1958, Chief, Records Management Staff stated that he will inform Area Records Officers by written memorandum of this additional use for Form 36-270.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-12, Desk Officer)
2. \$25.00 award based on intangible benefits (Slight-Limited)

D. Decision of Chairman

25X1A

[REDACTED]

*25.00*

Award - as recommended by  
Executive Secretary above.

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SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

20 November 1958

SUGGESTION NO. 58-336: dated 31 January 1958

STATINTL

[REDACTED] GS-12, FH-Chemist  
[REDACTED], GS-4, CC-Lab Asst.  
SAD, TSS, DD/P

A. Summary of Suggestion

Some field stations experience difficulty in obtaining copies from Apeco and similar office copying machines because the paper dries out before use. Suggester developed and proposed the use of a humidity chamber for these particular locations.

B. Summary of Evaluations

STATINTL

On 26 June 1958, [REDACTED], DD/P-I&R, stated:

"It is evident from the suggestion and the evaluations received that the problem is not a large one which would warrant the Logistics Division developing such a piece of equipment for world wide use. It is, however, evident that the problem has been encountered in at least one isolated case and so may exist in other stations where the climate is hot and dry.

"The suggester did not suggest the creation of a piece of equipment, he merely suggested that his solution be disseminated to those who might use it. This being the case it would seem that the suggestion is valid and that the Logistics Division should prepare an explanation of how to cope with the problem if it is encountered. This explanation should then be made available to those divisions whose stations would be likely to encounter the problem. With the solution given, those stations who had need of the equipment could have it constructed locally. As this piece of equipment is explained, it could be constructed any place in the world at little cost and would be valuable to those who need it. So, if in fact, the information is disseminated as an aid, then it is felt that the suggester should be given consideration for a monetary award. It is believed this award should be at least \$25.00.

The SUPPORT BULLETIN explains this technique in the September-October 1958 issue, under the title "Printing Services Tips".

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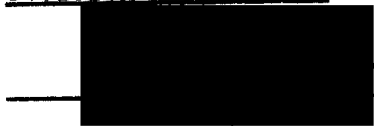
Sugg. No. 58-336 Contd.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (Chemist & Lab Asst.)
2. \$25.00 award, based on Intangible Benefits (Slight-Limited), to be divided between the two suggesters.

D. Decision of Chairman

STATINTL



*25.00*

Award - as recommended by  
Executive Secretary above.

SUGGESTION AND RECOMMENDATION TO THE CHAIRMAN

1 December 1958

SUGGESTION NO. 58-462: dated 4 April 1958  
[REDACTED], GS-12, Case Officer  
SE, DD/P

25X1A

A. Summary of Suggestion

Suggester proposes an improvement in [REDACTED] procedures.

25X1A

B. Summary of Evaluation

On 29 September 1958, Assistant Executive Officer, DD/P, [REDACTED]  
[REDACTED] stated:

25X1A

25X1A

"Although the specific recommendations made in Suggestion 58-462 are not recommended for adoption, this paper was partly responsible for a recently undertaken study of current [REDACTED] procedures, and it was directly responsible for the attention that has been given to the problems of the automatic desensitizing process. We believe that this study and the accompanying re-evaluation of present [REDACTED] practices will result in several procedural modifications and, possibly, in our virtually abandoning the potentially troublesome automatic desensitizing scheme. In bringing certain undesirable features of present practices to light the author of Suggestion 58-462 performed a useful function, but his part in the development of the expected improvements was one of pointing out an area of difficulty rather than one of supplying remedies."

25X1A

25X1A

On 21 November 1958, [REDACTED], DD/P Coordinator and Committee Member, stated:

25X1A

"Since subjects suggestion is not going to be adopted, but did point up need for some revision, believe a letter of appreciation and perhaps a \$10 award would be more than adequate."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-12, Case Officer)
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

25X1A

[REDACTED]

15.00 Award - as recommended by  
Executive Secretary above.



## SUGGESTION AND RECOMMENDATIONS FOR THE CHAIRMAN

1 December 1958

STATINTL

SUGGESTION NO. 58-564: dated 19 May 1958  
[REDACTED], GS-11, Asst. Accountant  
Office of Comptroller, DD/S

A. Summary of Suggestion

Suggester proposes that the Agency provide a training course for the retirement of records to Records Center.

B. Summary of Evaluations

STATINTL

On 5 August 1958, Acting Chief, Records Management Staff, [REDACTED] STATINTL  
[REDACTED], stated:

"Training in the mechanics and procedures for retiring records is necessary. Such training is ordinarily handled by the Area Records Officer. If that Officer cannot devote time to such training, employees charged with records retirement duty should apply through their ARO for instruction by Records Management Staff members.

"Experience indicates that the skills involved in the work of records retirement can be more effectively taught in an 'on-the-job' situation rather than in the classroom. These skills include proper identification of records to be retired, preparation of necessary forms, and packing and labeling records center boxes. The number of persons needing this type of instruction would vary to such an extent in any given period of time and for any given office that it would not be feasible to schedule a regular course. In particular, identifying records for retirement, and applying Records Control Schedules, are skills which cannot be acquired to any degree except from experience and close association with the records involved. In a discussion of this suggestion with its originator, she inferred that these skills were the ones least acquired by enough people. To this we can only repeat, 'Experience is the best teacher'.

"We therefore do not recommend adoption of a formal training course in records retirement. However, we most certainly will appraise the work of Area Records Officers to determine if adequate written instructions and on-the-job training for records retirement are being furnished. The suggester should be commended for her interest in this vital aspect of the Agency's Records Management Program."

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Sugg. No. 58-564 Contd.

On 14 November 1958, Chief, Records Management Staff, [REDACTED] STATINTL  
stated that the Records Management Staff will point out to the  
Comptroller's Office that there is no follow thru of Comptroller's  
Records Officer's instructions.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-11, Asst. Accountant)
2. Letter of Appreciation

D. Decision of Chairman

STATINTL

*seth.*

----- Award - as recommended by  
Executive Secretary above.

SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

24 November 1958

SUGGESTION NO. 58-604: dated 11 June 1958  
[REDACTED], GS-7, Industrial Analyst  
OCR, DD/I

25X1A

A. Summary of Suggestion

In an attempt to increase the efficiency of Agency collectors of the Agency's Travel Folder Program, the suggester proposed that the technique of mnemonics be applied.

B. Summary of Evaluations

Comments of Special Assistant to AD/ORR [REDACTED], Chief, A&E/OTR  
[REDACTED] and Chief, Intelligence Information Staff [REDACTED],  
reveal:

25X1A

25X1A

25X1A

1. CIA does not have employees reporting under this program -- CIA's responsibilities are for the coordination of the program and increasing its effectiveness.
2. Most US [REDACTED] diplomats devise their own systems for briefing themselves. These systems vary according to the individual's training, experience and inclination.
3. The use of mnemonics is only one system of many suitable systems.
4. Generally, in the trip-preparation phase of collection, the traveler has a very limited amount of time in which to brief himself and must concentrate on the targets which are of primary interest to his parent agency. He is already familiar with general requirements on these targets; the brief serves to point out specific gaps. If the technique of mnemonics were applied to the process of recalling these specific gaps, the reporting officer would then be faced with the problem of remembering a formula for associating requirements with targets.
5. Reporting personnel think that the introduction into the briefing process of an artificial aid, such as code words, would add unprofitably to the burden of preparation and could crowd out the knowledge which must be recalled later.

25X1A

SECRET

Sugg. No. 58-604 Contd.

6. One officer gave it as his opinion that the practical advantages of the mnemonics technique should be pointed out to all officers taking training in observational reporting, with the degree of application being left to the individual.

25X1A

On 2 October 1958, [REDACTED], O/DDI, stated:

"This suggestion would appear to have some merit and ORR will do what it can to urge its adoption by the appropriate agencies in the Government. If adopted, the results will at best be intangible, at least insofar as deciding on an award. My off-the-cuff suggestion would be about \$20 but am certainly amenable to modifying that slightly either way depending upon what the whole Committee thinks."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (Industrial Analyst)
2. \$20.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

25X1A



20.00 Award - as recommended by  
Executive Secretary above

SECRET

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SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

20 November 1958

25X1A

SUGGESTION NO. 58-611: dated 12 May 1958  
[REDACTED], GS-9, Admin Asst.  
WH, DD/P

A. Summary of Suggestion

Suggester proposes that Form 1158, Cash Voucher, be revised to eliminate the present hazard of providing an opportunity for the person handling funds to make unauthorized disbursements.

B. Summary of Evaluation

On 30 September 1958, Chief, TAS, [REDACTED], stated:

25X1A

"The voucher form may be used either for cash receipts or cash disbursements. With respect to disbursements, it serves (a) when receipts are not obtainable, (b) when several expenditures of alike nature are combined as a single entry, (c) when it is necessary to provide a more complete explanation of a transaction, etc.

"This form as presently designed does not provide for a total of the voucher or a citing of the amount disbursed adjacent to the signature of the person making the payment, so it would be possible, as stated by the suggester, for an entry to be added to the voucher after the payment was made and signed for by the case officer. Steps are being taken to revise the form and correct the deficiency.

"There is an element of internal control over allotments that might preclude anyone from raising the disbursements at least in any large amounts. All expenditures made at the station are reflected in the allotment control record against the applicable allotment, which the Chief of Station is responsible for; he in turn looks to the case officer on the project to be responsible for the regular operating activities. If any large amounts were added to the vouchers by the person maintaining the cash journal and allotment records, etc., it would be obvious to the case officer during the course of reference to the allotment records, or the Chief of Station might sight the addition in his review of the accountings at the end of the month when being certified to headquarters, and would cause a check to be made of the details."

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SECRET

~~SECRET~~

Sugg. No. 58-611 Contd.

On 20 November 1958, Records Management Staff, [REDACTED] informed this Staff that the revised form was sent to the printers on that date.

25X1A

C. Recommendation of Executive Secretary

1. Not in line-of-duty (Administrative Assistant)
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

25X1A

[REDACTED]

*25.00*

Award - as recommended by  
Executive Secretary above.

SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

13 November 1958

SUGGESTION NO. 59-9: dated 10 July 1958

25X1A

[REDACTED], GS-7, Intelligence Assistant  
SE, DD/P

A. Summary of Suggestion

Suggester proposes posting instructions to explain the process for making positive-negatives near all auto-stat machines.

B. Summary of Evaluations

On 23 October 1958, Chief, Admin Staff/OL, [REDACTED] stated:

25X1A

"Service contracts are not let for Verifax and Auto-Stat machines because of the small number of machines in the Agency (9 Verifax and 12 Auto-Stats). However, within a matter of a few hours, representatives of either manufacturer of these machines are available for service or instructional purposes. In addition, these machines are, in general, under the control of personnel who are sufficiently experienced in the use of same.

"It has been further determined that an instruction booklet is with each machine at the time of delivery as well as a company representative to give specific instructions for obtaining best results from the machine.

"The Building Supply Officer has been requested to ensure that an instruction booklet accompanies each Auto-Stat and Verifax machine at the time of delivery and to place in the immediate vicinity of each machine a poster which spells out step by step instructions for its proper operation."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (Intelligence Assistant)
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

25X1A

[REDACTED] *\$ 15.00*  
Award - as recommended by  
Executive Secretary above.

SUGGESTION AND RECOMMENDATION TO THE CHAIRMAN

26 November 1958

SUGGESTION NO. 59-12: dated 18 June 1958

25X1A  
25X1A

[REDACTED], GS-11, Instructor  
OC, [REDACTED]

A. Summary of Suggestion

25X1A

Suggester proposed placing a protective guard around field generators at [REDACTED] (Picture of a typical metal guard on file in the case folder.)

B. Summary of Evaluations

25X1A

[REDACTED] advised:

1. The operating area of the housing, which surrounds the driving belts of the 3 Fairbanks-Morse generators, has been covered with a wire mesh screening at an approximate cost of \$30.00 each.
2. These generators are merely used as stand-by equipment in case of power failures. They are, of course, tested once a week -- run for about one hour by engineers who know the equipment.
3. Although there is also a pipe railing around the generators which would keep personnel from getting too close to the driving belts. The added precaution of wire mesh around the housing was considered advisable by Mr. John [REDACTED] of the Safety Office at Headquarters, when he was shown this equipment by [REDACTED] engineer, on 26 November 1958.

25X1A

25X1A

25X1A

4. [REDACTED] agree that this is a slight-limited case and recommended a \$15.00 award.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-11, Instructor)
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

25X1A

[REDACTED] Award - as recommended by Executive Secretary above.

CONFIDENTIAL



SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

14 November 1958

SUGGESTION NO. 59-26: dated 24 July 1958

STATINTL

[REDACTED], GS-12, Geographer  
ORR, DD/I

A. Summary of Suggestion

Suggester proposes that maps and atlases be placed in the microfilm reading room in "M" Bldg. as ready reference for analysts using this room.

B. Summary of Evaluations

On 8 September 1958, CIA Librarian, [REDACTED] stated:

STATINTL

"The Library believes the suggestion is probably a valid one. However, we doubt if you could find two people to agree on which maps and Atlas' are considered best for a particular area. The Microfilm Reading Room is relatively small, and because of the purpose for which it is used, not too well lighted. Any maps and Atlas' used would almost necessarily have to be of sufficient size to make their reading possible under these conditions.

"Nevertheless, the Library has placed in the microfilm reading room the following large wall maps:

Russian map of the USSR (8' x 6')  
Army Map Service map of the world (4' x 6')  
Air Force map of the world (3' x 9')

It has also placed on a small table in the room a Hammond Atlas and a Lippincott Gazetteer."

STATINTL

On 17 October 1958, [REDACTED] DD/I Admin, stated:

"Rather than have ORR and other users comment on this suggestion directly, I asked the Library to obtain comments from as many people as possible who use the microfilm facilities and in addition made use of the maps or atlases. In a trial period extending over several weeks, the Library was unable to find one person who had occasion to use these reference tools. Therefore, I think in the light of things we have gone about as far as we can go with the suggestion. The Library has placed a few selected maps, etc. in the Microfilm Reading Room and, therefore, did adopt the suggestion to a limited extent."

Sugg. No. 59-26 Contd.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (Geographer)
2. \$10.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL



*10.00*  
*10*

Award - as recommended by  
Executive Secretary above.

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SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

17 November 1958

SUGGESTION NO. 59-61: dated 19 August 1958

STATINTL

[REDACTED] GS-7, Secretary-Steno  
[REDACTED], GS-7, Secretary-Steno  
Policy & Planning Staff, OC, DD/S

A. Summary of Suggestion

Suggesters propose that all document numbers and dates be typed on the bottom right-hand corner of all documents. The present system is to type these numbers at the top of the page, causing difficulty in locating proper documents when in the middle of an acco-fastened file or when hole-punching takes out all or part of the number.

B. Summary of Evaluation

On 29 October 1958, Chief, Records Management Staff, [REDACTED] stated:

STATINTL

"This Staff canvassed several Operating Offices and the Office of Training to determine whether this suggestion should be established as a standard Agency practice. It was the consensus that both the need for a file reference in the lower right-hand corner and whether it should be typed or written should be left to the discretion of personnel responsible for files.

"We concur in this consensus for the following reasons:

- a. The originator of a document (or his secretary) is not in a position to determine the filing system of those who will file and use the paper. (Of course, from his own standpoint he may wish his secretary to indicate the date and number in the lower right-hand corner of his file copies. This file reference, however, need not be typed; a pen and ink entry should suffice.)
- b. A file reference (date or number) in the lower right-hand corner is superfluous when a paper is filed loose, that is, not acco fastened to the folder. Moreover, dates and document numbers on many papers (e.g., dispatches) are visible even when the documents are bound at the top of a folder by an acco fastener. It should also be noted that some papers are bound at the bottom, left, or right depending on the type of filing system.

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Sugg. No. 59-61 Contd.

"We therefore do not recommend adoption of a standard Agency practice calling for the typing of file reference numbers and dates at the lower right-hand corner of all documents. We do, however, concur in indicating these file references in pen or pencil when the filing system warrants this practice, but only then by personnel responsible for the files.

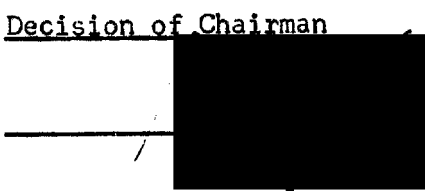
"Our analysts have been instructed to consider the suggested practice in conducting files improvement surveys. A minimum award to the suggester is therefore recommended for directing the practice to our attention."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (Secretary Steno, GS-7)
2. \$10.00 award to each suggester based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL



*Lettr.*

Award - as recommended by  
Executive Secretary above.

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SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

19 November 1958

STATINTL SUGGESTION NO. 59-80: dated 4 September 1958  
[REDACTED] GS-5, Intel. Asst.  
EE, DD/P

A. Summary of Suggestion

The Map Library of ORR displays maps of foreign areas throughout the halls of our buildings. The suggester recommended: (1) in cases where the map titles are in a foreign language, the English derivative be added; and (2) an inset of the surrounding area be added to educate the layman of the exact location of the larger area or city map.

B. Summary of Evaluation

On 30 September 1958, Special Assistant to AD/RR, [REDACTED] stated:

STATINTL

"The ideas contained in Suggestion 59-80 with respect to the inclusion of additional information or clarification of existing data in connection with the display of maps on Map Library Bulletin Boards are considered useful and will be adopted to a modified degree by the Map Library.

"In the past, captions had sometimes been added to the maps or had been placed beside the maps to explain significant features; and, at times, orientation maps were also used. However, the practice has generally been discontinued. Translation of titles in non-Roman alphabets is still being done for some maps.

"The Map Library will take action on both points made in Suggestion 59-80, as follows:

- a. Translations or transliterations of all map titles in non-Roman alphabets will be added in pencil to the maps.
- b. To explain maps of obscure areas or cities, accompanying orientation maps will be provided.

"It is felt that, in general, the implementation of the points made in Suggestion 59-80 will render the maps selected for presentation more meaningful and significant.

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Sugg. No. 59-80 Contd.

"No tangible savings will result from adoption of the suggestion; however, the suggester should receive a nominal award on the basis of 'slight benefit' to the effectiveness of an existing procedure."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (Intelligence Assistant)
2. \$10.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

10.00

Award - as recommended by  
Executive Secretary above.

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SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

20 November 1958

25X1A

SUGGESTION NO. 59-85: dated 9 September 1958  
[REDACTED] GS-8, Cryptographer  
OC, DD/S

A. Summary of Suggestion

Suggester proposes a device to protect against encipherment on decipher tape.

B. Summary of Evaluations

25X1A

On 9 October 1958, [REDACTED], Ex. O, OC, stated:

"The suggested device has a great deal of merit and offers one solution to a very real communications security problem. Prior to the receipt of the suggested device the Office of Communications adopted another device that will protect against the encipherment on decipher tape equally as well as the suggested device. The Office of Communications device, which will be considerably less expensive than the suggested device, will be ready for distribution in early 1959.

"The new OC developed device will not protect SIGTOT units, however it should be pointed out that we presently employ only a few SIGTOT units and that these are being replaced where practical. The cost of converting these few SIGTOTS and all decipher tape reels as suggested appears to outweigh the benefits that would be derived in the short span of time for which they would be employed.

"The originator of the attached suggestion should be encouraged to continue submitting any and all ideas which he may have in the communications security field since it appears that he possesses a high degree of originality and a thorough understanding of our communications security problems. I also feel that the originators personnel file should reflect the Office of Communications appreciation of his interest in the improvement of communications security."

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**SECRET**

Sugg. No. 59-85 Contd.

C. Recommendation of Executive Secretary

1. Not in Line-of-duty (Cryptographer, GS-8)
2. Letter of Appreciation

D. Decision of Chairman

25X1A



*Celler*

Award - as recommended by  
Executive Secretary above.

SECRET



SUGGESTION AND RECOMMENDATION TO THE CHAIRMAN

28 November 1958

SUGGESTION NO. 59-155: dated 24 October 1958

STATINTL

[REDACTED], GS-13, Deputy Branch Chief  
FDD, OO, DD/I

A. Summary of Suggestion

Suggester proposes that a tint be made in the spaces provided for recording hours worked or absent on Saturdays and Sundays on the Time and Attendance Report, Form 20.

B. Summary of Evaluation

STATINTL

On 25 November 1958, Chief, Technical Accounting Staff, [REDACTED] stated:

STATINTL

"This has been recommended for adoption as described below.

"Tinting the spaces on the Form 20 by use of a color as suggested, would have added to the Agency's cost of printing the cards by about \$4 per thousand. However, it was considered that the objective of the suggestion could also be accomplished by shading of the Saturday and Sunday spaces to distinguish them from the spaces for the normal workweek of Monday through Friday. Shading with black ink could be accomplished at no additional cost to the Agency since a new plate for the form was required at this time in order to make other necessary changes on the form. It was coincidence that these other changes were under consideration at the same time the suggestion was received for consideration and the adoption could be effected with printing of the new supply of forms.

"Evaluation of the benefits or savings to be derived from the suggestion is based on intangibles. There will be no advantages or savings to the payroll or machine records processing from adoption of the suggestion because the totals of hours worked or absent for the biweekly period are of primary interest. Any saving of time will accrue solely to the time and attendance clerks of the Agency. An estimate of time saved and indirect benefits from increased accuracy and neatness would be entirely speculative. It is the opinion of this Office that adoption of the principle of the suggestion should be considered as a minor modification of an existing standard operating procedure with limited application, since it would affect only those who make out the forms."

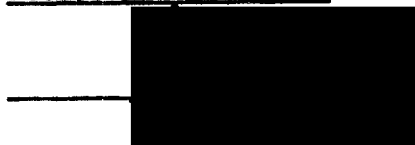
Sugg. No. 59-155 Contd.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-13, Deputy Branch Chief)
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL



*\$15.00*

Award - as recommended by  
Executive Secretary above.