

S-E-C-R-E-T

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

10 SEPTEMBER 1958

25X1A

SUGG. NO. PI-1590: dated 23 February 1955
[REDACTED] GS-13, Analyst
ORR, DD/I

Summary : Suggester proposed mechanizing the notes of the individual analysts by the use of an edge-punched card similar to the McBee Keysort or the Flexisort, so that other persons could readily take advantage of these notes.

Action Taken : Thorough trial resulted in decision to adopt in limited areas.

Award : Letter of Appreciation

25X1A

SUGG. NO. 2198 : dated January 1956
2633 : dated 29 October 1956
[REDACTED] GS-12, Training Officer
CI, DD/P

Summary 2198: Suggester proposed that employees be furnished adequate cover information when they are given checks drawn on confidential fund accounts.

25X1A

2633: Suggester proposed that an abstract of or reference to Notice [REDACTED] be issued with all checks drawn on confidential fund accounts.

Action Taken : Unvouchered payroll will henceforth attach negotiation instructions on all checks.

Award : \$20.00 award granted.

25X1A

SUGG. NO. 3214 : dated 25 June 1957
[REDACTED] GS-9, Researcher
CI, DD/P

25X1A

SUGG. NO. 58-537 : dated 7 May 1958
[REDACTED], GS-12, C/O
WE, DD/P

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Minimal Award Cases Contd.
10 September 1958

SUGG NO. 3214 and
SUGG NO. 58-537 Contd.

Summary : The two suggesters proposed that first aid kits be made more readily available throughout the Agency.

Action Taken : Medical Notice prepared to publicize location of first aid kits.

Award : \$10.00 award to each.

25X1A SUGG. NO. 58-269 : dated 30 December 1957
██████████, GS-4, Payroll Clerk
Finance Division, Office of Comptroller, DD/S

25X1A Summary : At present, the monthly Quarters Report, issued by ██████████ to Headquarters, lists all employees. Suggester proposed amending this report to list only employees who have had a change in their quarters.

Action Taken : New format was adopted.

Award : \$15.00 award granted.

25X1A SUGG. NO. 58-305 : dated 16 January 1958
██████████, GS-7, Cryptographer
Office of Communications, DD/S

Summary : Suggester proposed a revision of the procedure for repeating words for clarity and emphasis, and the discontinuance of phoneticizing the letters "Z" and "J" in the transmission of cryptographic documents.

Action Taken : Office of Communications has changed its repeating procedure but did not adopt idea to phoneticize "Z" & "J".

Award : \$25.00 award granted.

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Minimal Award Cases Contd.
10 September 1958

25X1A

SUGG. NO. 58-334 : dated 31 January 1958
[REDACTED], George S., GS-13, IO
OO, DD/I

Summary : Suggester proposed that a bulletin board be placed
in the Matomic Building for use of OO employees.

Action Taken : Two bulletin boards have been installed in the
Matomic Building.

Award : \$15.00 award granted.

25X1A

SUGG. NO. 58-381 : dated 6 February 1958
[REDACTED] GS-13, Analyst
EE, DD/P

Summary : In an attempt to clear the driveway out of Quarters
Eye during rush hours, the suggester proposed
placing a sign, just at the right of the drive-out
of Quarters Eye, to read: "DO NOT BLOCK DRIVEWAY"
or "DO NOT BLOCK INTERSECTION".

Action Taken : The Park Police have agreed to this improvement.

Award : Letter of Appreciation

25X1A

SUGG. NO. 58-516 : dated 25 April 1958
[REDACTED], GS-7, Clerk
RI, FI, DD/P

Summary : Suggester proposed a procedure for the replacing of
cards in the RID/Main Index.

Action Taken : The dual filing operation has been eliminated in
RID/Main Index.

Award : \$25.00 award granted.

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Minimal Award Cases Contd.
10 September 1958

25X1A

SUGG. NO. 58-580 : dated 26 May 1958
[REDACTED] GS-5, Clerk Typist
OC, DD/S

Summary : Suggester proposed modification of the routine letter notifying an individual about to enter on duty to provide for a possible pay lag of six weeks rather than four weeks and to amend language used in request that the employee bring appropriate evidence of his and his dependents' dates of birth.

Action Taken : Suggestion was adopted in part -- letters to appointees are more explicit as to pay arrangements.

Award : \$15.00 award granted.

25X1A

SUGG. NO. 58-598 : dated 10 June 1958
[REDACTED], GS-14, Security Asst.
Building Planning Staff, OL, DD/S

Summary : Suggester proposed that the shuttle bus shelter located at R & S Building be turned part way around so that prevailing northwest storm winds will not blow into the shelter.

Action Taken : OL will relocate the shelter and affix a sign reading "Shuttle Bus Passenger Shelter".

Award : Letter of Appreciation

25X1A

SUGG. NO. 58-626 : dated 13 June 1958
[REDACTED], GS-7, Records Mgt. Analyst
Records Center, [REDACTED]

Summary : Suggester proposed that the Records Center be permitted to discontinue its present practice of making and retaining a copy of the Courier Receipt, Form No. 240, when it transmits records to requestors as the courier receipt number is always entered on the Form 490, Records Center Service Request.

Action Taken : Courier Receipt number on Form 490, Reference Service Request considered sufficient.

Award : \$10.00 award granted.

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Minimal Award Cases Contd.
10 September 1958

25X1A

SUGG. NO. 59-24 : dated 14 July 1958
[REDACTED] E., GS-12, Economist
ORR, DD/1

Summary : At present, when books are purchased and placed on Library shelves for utilization, the covers are removed. Suggester proposed that the section of the cover providing a brief biographical sketch of the author be saved and posted inside the book.

Action Taken : The Library will comply to the most practical extent.

Award : Letter of Appreciation