

SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

3 September 1958

SUGGESTION NO. 3214 : dated 25 June 1957
[redacted] GS-9, Researcher
CI Staff, DD/P

STATINTL

STATINTL SUGGESTION NO. 58-537: dated 7 May 1958
[redacted], GS-12, C/O
WE/4, DD/P

A. Summary of Suggestions

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

B. Summary of Evaluations

On 16 July 1957, Suggestion No. 3214 was closed out as already in effect and no added contribution made.

STATINTL

The 19 June 1958 evaluation by Chief, Support Division, Medical Staff, [redacted], stated that although these suggestions are considered to be already in effect, a notice was being prepared in order to publicize the location of these first aid kits.

In August 1958, a memorandum for the Building Evacuation Officers was transmitted listing the exact location of all first aid kits.

STATINTL

Conversation with [redacted] of Medical Staff reveals that Safety is planning to design a poster which will give the location of these kits in the various areas.

C. Recommendation of the Executive Secretary

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

D. Decision of Chairman

STATINTL

[redacted]

10.00 each

Award - as recommended by Executive Secretary above

SECRET

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200080008-9

SUGGESTION AND RECOMMENDATIONS TO THE CHAIRMAN

12 June 1958

SUGGESTION NO. 58-269: dated 30 December 1957
[REDACTED], GS-4, Payroll Clerk
Finance Division, Office of Comptroller, DD/S

STATINTL

A. Summary of Suggestion

At present, the monthly Quarters Report, issued by [REDACTED] to Headquarters, lists all employees. Suggester proposes amending this report to list only employees who have had a change in their quarters.

STATINTL

B. Summary of Evaluation

On 2 May 1958, [REDACTED] Chief, TAS stated:

"The suggestion has merit and since it will be implemented subject to certain modifications which will improve further on the format of the report, it is recommended for adoption.

"An evaluation of the suggestion indicates that only intangible advantages and potential savings from reduction or elimination of error due to confusion will result from its adoption.

"The suggestion may be considered as having 'slight' benefit and 'limited' application. It affects only the Headquarters payroll office since there will be very little difference in the amount of work and typing involved in the preparation of the report. The potential value will be primarily that of reducing possible error which cannot be measured. There is no information available as to the number of errors which have resulted from the currently used system. Thus, there is no basis on which to compare the potential savings from a reduction of the number of such errors from adoption of the suggestion."

C. Recommendation of the Executive Secretary

1. Not in line-of-duty (Payroll Clerk, GS-4)
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL

1500
Award - as recommended by
Executive Secretary above.

Approved For Release 2000/08/15 : CIA-RDP80-00832A000200080008-9

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