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Approved For Release 2000/08/15 : CIA-RDP80-00832A000200080033-1

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

31 March 1958

SUGGESTION NO. 58-360: dated 25 February 1958

25X1A

[REDACTED] GS-3, Clerk
Dispatch & Pouch Section, RI, FI, DD/P

A. Summary of Suggestion

Suggester proposed the construction and use of a removable bulletin board to educate typists of the Dispatch and Pouch Section in the proper method of typing new items - thus eliminating unnecessary trips to the Supervisor for information on format.

25X1A

B. Summary of Evaluation

25X1A

On 12 March 1958, [REDACTED], Chief, RI, stated:

"The subject suggestion has been reviewed in the Records Integration Division and is considered to be worthy of adoption. RI has placed this procedure into effect as of 7 March 1958.

"The savings resulting from this suggestion are considered to be of intangible nature with local application and limited benefit."

C. Executive Secretary's Recommendation

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

D. Decision of Chairman

- Award - as recommended by Executive Secretary above.
- Cash Award
- Letter of Appreciation

25X1A

[REDACTED] *May 68*

Chairman Date
Suggestion Awards Committee

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SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

8 April 1958

SUGGESTION NO. 58-369: dated 28 February 1958

[REDACTED], GS-3, Clerk
Dispatch & Pouch Section, RI, DD/P

25X1A

A. Summary of Suggestion

In D&P Section of RI, ditto sheets are used daily to record the station and quantity of wrapped packages sent from that office. The typists merely copy these figures and destroy the ditto. Suggester proposes using a piece of clear plastic and a grease pencil in lieu of this ditto paper.

B. Summary of Evaluation

On 28 March 1958, Chief, RI, [REDACTED] stated:

25X1A

"The subject suggestion has been reviewed in the Records Integration Division and is considered to be worthy of adoption, inasmuch as the procedure has been put into effect.

"An evaluation of the procedure suggested has demonstrated only a limited advantage over the previous system. However, it was considered to be sufficient to install the procedure. The benefits are considered to be intangible and at best are of slight benefit with limited extent."

C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-3 Clerk)
2. ^{10.00} ~~\$15.00~~ award based on intangible benefits (Slight-Limited)

25X1A

D. Decision of Chairman [REDACTED]

Award - as recommended by Executive Secretary above.

Cash Award

Letter of Appreciation

[REDACTED]

May '58

25X1A

Chairman
Suggestion Awards Committee

Date

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SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

25 April 1958

SUGGESTION NO. 58-376: dated 7 March 1958

STATINTL

[REDACTED] GS-6, Card Punch Supr.
IR, OCR, DD/I

A. Summary of Suggestion

Suggester proposes that shuttle bus service be extended to include a stop at the IBM School at 19th & M Sts., N.W. for employees attending classes at this school.

B. Summary of Evaluations

On 21 March 1958, Chief, Business Machines Services, [REDACTED] stated:

STATINTL

"The Agency has employees attending classes at the IBM school at 19th & M sts. practically every day.

"I do not feel that it would be practical to reroute the bus to drop the students off at the school, but it would be a good idea if the bus could drop students off at 18th & L Sts. on the morning run to 1016 16th St."

On 3 April 1958, Chief, Admin. Staff, OL, [REDACTED] stated:

STATINTL

"A service as proposed in this suggestion would not be practical for two reasons:

1. The present bus schedule is now operating near capacity and the suggested rerouting would throw the entire shuttle bus schedule out of line which would, in turn, inconvenience a larger number of employees.
2. The present limitation on manpower and equipment will not permit expanding the current bus schedule without a compensating curtailment of service. Experience has indicated that any such curtailment, or significant change in schedules, gives rise to numerous complaints from the employees affected.

"However, the establishment of a flag stop at the Southeast corner of 18th and L Streets on the regular Northbound bus trip would be practical and will be done. With this arrangement, the employees attending the IBM School would have only a short walk to and from classes.

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C. Executive Secretary's Recommendation

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

D. Decision of Chairman

- Award - as recommended by Executive Secretary above.
- Cash Award
- Letter of Appreciation

STATINTL



Chairman
Suggestion Awards Committee

May 68

Date

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

30 April 1958

25X1A 25X1A SUGGESTION NO. 58-423: dated 19 March 1958
[REDACTED] T., GS-6, Mail & File Clerk
[REDACTED] FE, DD/P

A. Summary of Suggestion

Suggester proposed that Headquarters indicate on the pouch manifest, subsequent to the usual description of the document, the word "PRIORITY", to enable the individual checking the material to immediately ascertain whether or not priority material is in that particular pouch.

B. Summary of Evaluations

On 19 March 1958, Chief, FE Division, [REDACTED], stated:

25X1A

"This suggestion . . . should be quite useful. The priority indicator on dispatches has not been as successful in speeding up the handling of such dispatches as could be desired. The inclusion of this information on the manifest should be a helpful addition."

25X1A On 11 April 1958, Chief, RI, [REDACTED] stated:

"The subject suggestion . . . is considered to be worthy of adoption.

"The savings resulting from the implementation of this suggestion are considered to be intangible in nature and while the procedure will apply to all field stations, the number of dispatches forwarded as 'priority' are limited. Therefore, for award purposes, any benefits are considered to be slight and of limited application."

C. Executive Secretary's Recommendation

- 25X1A
1. Not in line-of-duty (Mail & File Clerk, GS-6)
 2. \$10-25 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

Award - as recommended by Executive Secretary above
 Case Award
 Letter of Appreciation

may '58

25X1A

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SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

30 April 1958

25X1A

SUGGESTION NO. 58-432: dated 26 March 1958
[redacted] GS-7, Secretary
FI, SE, DD/P

A. Summary of Suggestion

Suggester proposed changing the position of the Abstract File Slip, attached to Routing and Record Sheets, from the right to the left hand side of the router, and to start the "TO" column on line 2 so that that information would not be covered up by the Abstract File Slip.

B. Summary of Evaluations

On 11 April 1958, Chief, RI, [redacted], stated:

25X1A

"The subject suggestion...is considered to be worthy of adoption in part.

"The same problem was encountered in the handling of other documents in the RI Division and was alleviated through the adoption of the procedure as submitted, with exception that the abstracts will continue to be affixed to the documents in the upper right hand corner. RI will begin the initial routing in a space directly below the abstract but will continue to place the abstract in the upper right hand portion of the document.

"Benefits resulting from this suggestion are considered to be intangible, of slight benefit and limited application."

C. Executive Secretary's Recommendations

1. Not in line-of-duty (Secretary, GS-7)
2. \$10-25 award based on Intangible Benefits (Slight-Limited)

25X1A

D. Decision of Chairman [redacted]

- Award - as recommended by Executive Secretary above
- Cash Award
- Letter of Appreciation

[redacted signature area]

May 58

25X1A

Chairman

Date

CONFIDENTIAL

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

30 April 1958

SUGGESTION NO. 58-466: dated 3 April 1958
[REDACTED] GS-5, Tab Operator
OO/C

STATINTL

A. Summary of Suggestion

Suggester proposes a method of converting the 082 sorter to an 083 sorter for use in 00.

B. Summary of Evaluations

Suggester states that one such conversion has already been made and another is about to be made at a savings of approximately \$148.00.

STATINTL

The Office of Logistics, [REDACTED] stated:

"Other than offices already listed in suggestions 58-466 and 3125, we do not know of any other office which might use the suggested modification.

"The cost quoted for a new card rack is correct."

C. Executive Secretary's Recommendation

1. Not in line-of-duty (Tab Operator, GS-5)
2. \$10.00 award based on Tangible Savings of \$148.00.

D. Decision of Chairman

- Award - as recommended by Executive Secretary above.
- Case award
- Letter of Appreciation

STATINTL !

[REDACTED]

[Handwritten signature]

Chairman
Suggestion Awards Committee

Date

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

30 April 1958

SUGGESTION NO. 58-470: dated 10 April 1958

STATINTL

[REDACTED], GS-12, Analyst
Materials, ORR, DD/I

A. Summary of Suggestion

Suggester proposed that the Office of Training conduct a course to aid students in the improvement of their ability to write various types of compositions within short time limits.

B. Summary of Evaluations

STATINTL

On 17 April 1958, [REDACTED] Intelligence School, OTR, stated:

"...The kind of writing training suggested is not being given in some measure in the Writing Workshop course... available to all professional personnel of the Agency.

"...Suggestion No. 58-470 has the merit of indicating that in these specialized Writing Workshop sections, some stress should be placed on writing to meet deadlines."

STATINTL

The DDTR, [REDACTED], stated:

"I suggest a letter of commendation. The added contribution made by this suggestion is not enough to warrant a cash award."

C. Executive Secretary's Recommendation

1. Not in line-of-duty (Analyst, GS-12)
2. Letter of Appreciation

D. Decision of Chairman

Award - as recommended by Executive Secretary above

Cash Award

STATINTL

[REDACTED] *may '58*

Chairman
Suggestion Awards Committee

Date

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SUMMARY AND RECOMMENDATION TO THE CHAIRMAN

30 April 1958

25X1A SUGGESTION No. 58-509: dated 8 February 1958
[redacted] Lawrence, GS-7
Guard Office, Security, [redacted] 25X1A

A. Summary of Suggestion

25X1A Suggester proposed a new construction plan for the streets
at [redacted] as a safety measure against traffic hazards.

B. Summary of Evaluation

25X1A On 28 March 1958, [redacted] Engineering Division, [redacted] 25X1A
stated:

"...The substance of Suggestion No. 35-W [58-509] will be
adopted. Its merits are:

- "(a) Eliminate a traffic hazard and promote safety.
- "(b) Facilitate and speed up entry to and exit from the
station.
- "(c) Promote more adequate security control of vehicular
traffic."

C. Recommendation of the Executive Secretary

1. Not in line-of-duty
2. \$10-25 award for Intangible Benefits (Slight-Limited)

\$15.00 — JAL

D. Decision of Chairman

- Cash Award
- Letter of Appreciation

25X1A [redacted] *may 1958*

Chairman Date
Suggestion Awards Committee

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TAB

STATINTL

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*File in copy made for
meeting March 6.*

25 February 1958

Executive Secretary, Suggestion Awards Committee

Committee Meeting

1. This is to confirm our phone call scheduling the next meeting of the Suggestion Awards Committee for Thursday, 6 March 1958 at 10:00 a.m. in Room 2601, Curie Hall.
2. At this meeting we will discuss five suggestions with recommended awards ranging between \$80.00 and \$750.00.
3. The Chairman hopes this meeting will give us an opportunity to show you a splendid 30-minute sound and color filmstrip developed by the Civil Service Commission on the Suggestion Awards Program.

STATINTL

S-E-C-R-E-T

4 March 1958

MEMORANDUM FOR: The Record

SUBJECT : Agenda for Meeting of Suggestion Awards Committee

1. The CIA Suggestion Awards Committee is scheduled to meet on Thursday, 6 March 1958, at 10:00 a.m. in Room 2601, Curle Hall.

2. The following items for your review are enclosed:

SAB 1 --- Tentative Agenda

SAB 2 --- Minutes of last Committee meeting

SAB 3 --- Minimal Awards by Chairman

SAB 4 --- Summaries of Suggestions to be considered at this meeting

SAB 5 --- Remarks on new film for Agency Supervisors

FOR THE CHAIRMAN, SUGGESTION AWARDS COMMITTEE:



Executive Secretary

25X1A

Enclosures:

As indicated above

S-E-C-R-E-T

CENTRAL INTELLIGENCE AGENCY

Regular Meeting of the Suggestion Awards Committee
Thursday, 6 March 1958

AGENDA

1. The call to order.
2. Minutes of last meeting.
(to stand as mailed?)
3. Comments by Chairman.
4. Report by Executive Secretary.
5. Old Business.
6. New Business.
Vote on suggestions attached
7. Review "Partners in Progress".
8. Adjournment.