

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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

9 October 1958

STATINTL

SUGGESTION NO. 59-90: dated 15 September 1958
[redacted] GS-9, Storekeeper
[redacted], OL, DD/S

A. Summary of Suggestion

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Suggester proposes a new method for the storing of furniture at [redacted]. This method consists of stacking the furniture on racks -- thus saving floor space. Picture of this system will be displayed at the meeting.

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B. Summary of Evaluation

On 26 September 1958, [redacted] Chief, Admin Staff, OL, stated:

"This suggestion concerns improved storage for furniture and represents a new idea for the Agency. Adoption of this suggestion will result in monetary savings (initially about \$3,500; subsequently \$350 per annum). These savings are accomplished by more efficient operations, economizing on materials, and a more efficient use of storage space. The suggestion is a good one and will be placed in full effect, without modification, if finally approved. This suggestion should be graded 'Moderate-Limited'."

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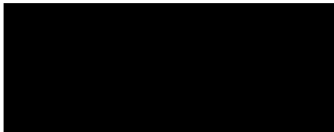
On 9 October 1958, [redacted] office informed the Suggestion Awards Staff that this procedure is underway and partially in effect at this date.

C. Recommendation of Executive Secretary

1. Line-of-duty (Gs-9, storekeeper)
2. No award -- based on line-of-duty status.
3. Referral to CSC for possible Government-wide application.

D. Decision of Committee

Adopted ^{75.00} Award Letter of Appreciation
 Not Adopted Referral to CSC



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

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

9 October 1958

SUGGESTION NO. 58-482: dated 12 April 1958
[redacted], GS-6, Deputy Asst. Supervisor
RI/Index, DD/P

A. Summary of Suggestion

Suggester proposes that the separation of copy-flo for Archives be done by the RI/Files Clerk instead of RI/Index Clerk.

B. Summary of Evaluations

On 31 July 1958, Deputy Chief, RID, [redacted] for Chief, RID, stated:

25X1A

"This procedural change will benefit the requester by permitting direct referral of his request to the RID section concerned and will benefit RID by shortening the editing process through concentration in one section. The machine, rather than manual, cutting of the requests according to sections will also permit savings in manpower.

"RID cannot estimate the tangible benefits resulting from these changes. However, the intangible savings are considered to be of moderate benefit and local application."

In October 1958, [redacted] stated:

"Concur with [redacted] memo of 31 July and believe this should be the basis for an award."

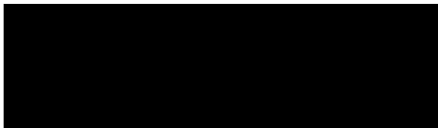
C. Recommendation of Executive Secretary

1. Not in line-of-duty (GS-6, Deputy Asst. Supervisor)
2. Award based on Intangible Benefits (Moderate-Local, \$100-150)

D. Decision of Committee

Adopted *15.00* Award Letter of Appreciation

Not Adopted



75.00

25X1A

Rec

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

25X1A

25X1A

25X1A

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

9 October 1958

SUGGESTION NO. 58-128: dated 17 July 1957

[REDACTED], GS-4, Clerk-Typist
Printing Services Division, OL, DD/S

A. Summary of Suggestion

X Suggester designed a form for compiling on-the-job training figures and proposed preprinting of this form for Agency use. (Copy of printed form attached as TAB A)

B. Summary of Evaluations

On 3 October 1957, Chief, Admin Staff, OL, [REDACTED] stated:

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"The proposed form has been used on a trial basis by the Printing Services Division for several months. It has been found that it is very adaptable in keeping a daily record of training time. Each month when the form is submitted for compilation of the information and the preparation of Form 1025, a more accurate report can be completed in less time. Before this form was tried out, training figures were obtained in various methods. Some supervisors submitted the figures each day on small scraps of paper. Some reported at the end of the month and others estimated the amount monthly. It is apparent that this was not the most accurate method.

"As pointed out in the suggestion, this preprinted form also provides a permanent record of on-the-job training figures which is helpful in compiling additional data whenever it is required. In the past, it was a time-consuming job to compile any additional data. However, by using the proposed form, the information can be assembled in a minimum of time."

Offices of DD/I, DD/P and Personnel indicated that they had no need for such a form.

The Training Officer for the Office of Logistics, because of the peculiar on-the-job training records which must be kept on Office of Logistics employees (journeymen, apprenticeships, etc.), strongly advocated the adoption of this suggestion. A complete copy of his comments is attached as TAB B.

On 28 July 1958, Forms Management Branch ordered these forms for the use of the Office of Logistics.

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Sugg. No. 58-128 Contd.

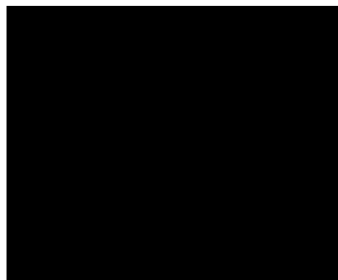
C. Executive Secretary's Recommendation

- 1. Not in line-of-duty (GS-4, Clerk-Typist)
- 2. \$50.00 award based on Intangible Benefits (Moderate-Limited)

D. Decision of Committee

25.00 Adopted Award _____ Letter of Appreciation
 _____ Not Adopted

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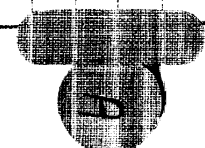
Vote 25.00
deducted -

ON THE JOB TRAINING RECORD

TYPE OF TRAINING

MONTH

TRAINEE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	



Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, OI

DATE: 14 April 1958

FROM : Training Officer, OI

SUBJECT: Comments About the On-the-Job Training Record Form - Employee
Suggestion No. 58-128

1. I concur with your remark that this suggestion should at least receive a commendatory memorandum, even though it has been rejected by the Suggestion Awards Committee for an award. The attached comments from other Agency components establish that this particular form cannot be used elsewhere in the Agency for recording on-the-job training on a daily basis. This form has been in constant daily use within the Printing Services Division from the time when the on-the-job training programs were formally adopted and approved by the Office of Training last year.

2. The record form was adapted and developed within the Division for the keeping of daily on-the-job records. It has some similarity with other such forms used throughout the printing industry, commercial associations, companies and private organizations who likewise keep detailed records of their own apprenticeship and in-service training programs. At the time of the approval by OIT of all on-the-job training in logistics, the record form was developed to enable supervisors to keep close record of all training given to an employee. [Detailed records must be kept of all on-the-job, in-service, and apprenticeship training, because such records directly assist the supervisor and employer in establishing the basis for individual promotion, and ultimate job advancement to the journeyman level. Promotion and job advancement are made in accordance with the wage-scale pattern and normal apprenticeship standards of the Government Printing Office. Periodic wage increases establish the level of the apprentice's skill and ability.

3. Apprenticeship and in-service training in this country are based on standards set by the Bureau of Apprenticeship, U. S. Department of Labor. Apprenticeship agreements between the employer and the apprentice set forth the terms and the conditions of the apprenticeship in each individual case. The conditions cover the number of hours to be worked, classroom instruction, periodic examinations and controlled work practice. The major processes, branches, or phases of the particular trade and occupation are listed, including approximate time to be spent in each phase. Promotion and advancement for the apprentice is set down in accordance with a progressively increasing scale, to be expressed in wages or percent of a journeyman's rate.

Comments About the On-the-Job Training Record Form - Employee
Suggestion No. 55-128

4. The apprenticeship system is accepted by the federal Government and employers in the different trades, including the printing trades. It is generally recognized that certain occupations may be customarily learned in a practical way, through training and work experience on the job. The limits for these programs vary, and in the printing trades the length of training required for journeyman level is two or more years - nearly 4,000 or more hours of actual work experience and in-service training.

Attachments:
Comments from other
Agency components

Distributions:
Orig. and 1 - Addressee
1 - [redacted]/P&TB

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OL/AS/F&TB [redacted] /4134 (24 Apr 58)

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