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SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

13 December 1957

SUGGESTION NO. F057: dated 24 August 1955
[REDACTED], GS-43, Budget Officer
FE Division, DD/P

25X1A

A. Summary of Suggestion

Abolish transmitted dispatches. (Copy of complete suggestion detailing his survey, findings, and method to eliminate transmitted dispatches is attached as TAB A.)

B. Summary of Evaluations

On 19 October 1955 the Chief, RI stated:

"The subject suggestion has been reviewed in the Records Integration Division and is considered to possess merit, however, this proposition has been considered prior to the date of the suggestion and has been implemented in certain respects.

"The suggester has presented a problem and its proposed solution in a very able manner, unfortunately it is RI's opinion that the suggestion cannot be considered as making any additional contribution to the problem discussed."

On 2 December 1955 the Chief, Records Management Staff stated:

"This suggestion was reviewed by the Chief, Records Integration Division, who stated that it had been implemented in certain respects. I understand that one aspect of its implementation was the adoption of a simplified system for tracing missing pouch manifests, recommended by Employee, Suggestion No. 1753.

"I believe that Suggestion No. F 2057 points up possibilities for still further savings. A member of this Staff therefore proposed informally to the Chief, RI, that we study reading files of dispatches to determine the patterns of correspondence that dispatches fall into. He concurred informally. Such a study would be time consuming, but well worth the effort. I do not feel that we could undertake such a study, however, until FEBRUARY or MARCH of next year.

"I shall retain the suggestion and keep SAS informed of any plans to study the possibilities of simplifying or eliminating transmittal dispatches."

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Sugg. No. 2057 Contd.

On 16 January 1957 the Chief, O&M Staff, DD/S, made the following statement on the delay of suggestion No. 2057:

"Suggestion No. F 2057 recommends the elimination of transmittal dispatches. Comments received to date cannot be considered definitive inasmuch as the problem involved is an Agency-wide one and any evaluation of the suggestion should recognize this fact.

"The Chief, Records Management Staff had previously indicated that a study by that Staff 'would be time consuming, but well worth the effort'. Accordingly, he was reappraised of this suggestion and agreed that a study should be made. As noted, it will take an indefinite time to complete and no starting date can be established by RMS at this time."

The Suggestion Awards Staff recommended disapproval of suggestion on basis of RI 19 October 1955 evaluation.

On 29 March 1957 committee member, [REDACTED] stated:

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"I cannot concur in disapproval on the basis of the information in this file. I believe that information is needed on the results of Records Management's study if made. If not made, why not?"

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[REDACTED]

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SUGGESTION NO. 3009: dated 4 April 1957

[REDACTED] GS-14, Deputy Branch Chief
D/P

A. Summary of Suggestion

It is suggested that a system of "packet" dispatches or transmittals be adopted. In essence, this system envisages the transmittal to the field of certain types of routine miscellaneous material in quantity and to multiple addressees using only one form to effect both the actual transmission and to relay instructions for handling the material. In addition, the single form would also be a manifest for each of the "packets". (Copy of transmittal letter, complete suggestion and proposed form detailing his ideas are attached as TAB B.)

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Sugg No. 3009 Contd.
and

Sugg No. 2057 Contd.

B. Summary of Evaluations

On 15 April 1957 the Chief, RI stated:

"RI feels this suggestion makes a contribution to the dispatch and pouch traffic volume problem.

"RI has undertaken the development of a 'packet' dispatch form and will notify the Suggestion Awards Committee upon the implementation of its use.

"This suggestion would have extended application with moderate benefit (\$150.00 - \$200.00)."

On 17 May 1957 Suggestion No. 2057 was resubmitted to RI for evaluation in light of study being made of Dispatch Form for Suggestion No. 3009. The following re-evaluation was received from RI on 22 May 1957:

"Reference is made to your cover sheet comment under which the subject suggestion was returned to RI for further comment.

"Review of the subject suggestion discloses a similarity between the procedures discussed and the packet dispatch under study as a result of Employee Suggestion 3009.

"It would appear that both Employee Suggestions 2057 and 3009, sufficiently similar, warrant joint consideration. However, even though Suggestion 2057 predates 3009, the latter makes an additional contribution to the problem discussed, if not a more constructive contribution.

"In view of the above, RI recommends that a dual award be granted in this case. The extent of benefit continues to be considered as extended application with moderate benefit."

On 24 July 1957 RI reported that a form was being developed and would be tested by NEA Division. On 15 October 1957 the Chief, NEA reported on the test (see TAB C) and the Chief, RI also stated:

"The use of the form is being extended to the other Area Divisions of the Clandestine Services on an optional basis, and may possibly be extended in the future to other elements of the Agency. In any event, other Divisions have indicated their acceptance of the form and will use it. It is RI's opinion, although the benefits from this suggestion are intangible, that they are of the moderate-broad category. This includes the possibility of making the form and its use Agency-wide."

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Sugg. No. 3009 Contd.
and
Sugg. No. 2057 Contd.

On 12 December 1957 the Chief, Records Management Staff re-evaluated both suggestions in light of development and recommended a joint award. A copy of his evaluation is attached as TAB D.

V. Line of Duty Status

Not in line-of-duty.



Budget Officer, GS-13
Deputy Branch Chief, GS-14

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D. Executive Secretary's Recommendation

1. Recognize adoption of suggestion.

2. For Suggestion No. 2057 for intangible benefits (moderat



) award of \$125.00

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3. For Suggestion No. 3009 for intangible benefits (moderat

.) award of \$175.00

W. Decision of Committee

✓

Adopted

125.00

175.00 award

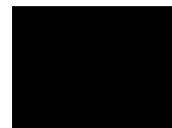
Letter of Appreciation

Not Adopted

300.00

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*move - D.C.
Second -
change to moderate-*



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Tab A
Dugg No. 2057

SUBJECT: Elimination of Transmittal Dispatches

1. Throughout most of the agencies of government the transmittal letter has long been abolished through forms improvement and other economy programs. It is obvious at the field level that this agency can effect substantial savings through similar effort.

2. All transmittal dispatches contain similar information:

- a. To whom they are directed.
- b. From whom they are sent.
- c. The date.
- d. The material transmitted.

Any good form should clearly show this same information, hence the transmittal dispatch serves no useful purpose. In some cases a record of distribution is desirable, as in the case of controlled publications, and this can be provided for in Registry's records.

3. Not only are transmittal dispatches useless in themselves, but they create the following additional problems:

- a. In their preparation they waste valuable typist and other clerical time.
- b. In the routing and handling of pouches they waste time and space.
- c. They waste file storage space, cause unnecessary cross-references and searches.
- d. Received without enclosures they have little or no value to information addresses, but are again handled and filed.

4. The size of the agency-wide problem can be only guessed at from the relatively little traffic received here, but the following facts may be significant in estimating the extent of the problem and the possible savings:

a. In the past 30 days this Base received from Headquarters approximately 100 dispatches of which 33% were purely transmittal letters, forwarding to us the following materials:

(1)	Travel orders and documents	13
(2)	Notices, Circulars and other Pubs	6
(3)	Personnel actions and Enpl. docs.	4
(4)	Eq. and shipping docs	4

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SSB A
Sug. No. 2057
Contd.

(5)	Allotments and Oblig. Transfers	4
(6)	Payroll and account statements.	2
(7)	Other	1
	TOTAL TRANSMITTAL DISPATCHES	<u>34</u>

It should be emphasized that these dispatches added nothing to the subject matter covered by their enclosures.

b. While this is admittedly a small and restricted random sampling, it nevertheless is an indication of how great the savings may be Agency-wide.

c. To abolish transmittal dispatches only the following action is necessary:

- a. Review the forms concerned, revising those which now require transmittal letters to show the essential data or get it to the proper destination.
- b. Limit distribution of documents to those who need them and produce sufficient copies for the purpose.
- c. Modify Registry procedures accordingly.

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TAB B
Sugg. No. 3009

1. It is suggested that a system of "packet" dispatches or transmittals be adopted. In essence, this system envisages the transmittal to the field of certain types of routine miscellaneous material in quantity and to multiple addressees using only one form to effect both the actual transmission and to relay instructions for handling the material. In addition, the single form would also be a manifest for each of the "packets".

2. From the foregoing, it can be seen that the proposed system includes, to some degree, various features of both the [REDACTED] and Book Dispatch procedures, notably transmission of material without a regular covering dispatch for individual items and transmission to multiple addressees. Similarly, under the suggested system, it is proposed to forward material of all security classifications except controlled and Top Secret documents. However, the types of material to be transmitted would not be as severely restricted as under the other noted procedures.

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3. Primarily, the proposed system is concerned with the expeditious processing of the rather voluminous amount of printed and other prepared matter of general interest usually originated outside individual operating Divisions, often by Senior Staff or technical or specialist activities either directly or indirectly supporting DDP operations. Naturally, any similar documents prepared by a Division would also be handled in the same manner. Possibly the proposed system could be expanded to include such routine, self-explanatory things as shipping documents, etc. Savings derived from DDP-wide elimination of individual covering dispatches for such material would be very substantial, and would result in equally substantial increases of efficiency in handling the material rapidly. RI would not keep copies of the manifest transmittals or process in any way except to forward through pouch channels.

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TAB B
Sugg. No. 3009

5 APRIL 1957

MEMORANDUM FOR: Executive Secretary, Incentive Awards Committee

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SUBJECT : Suggestion of [REDACTED] re Packet Dispatches

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Early in February [REDACTED] presented the enclosed suggestion to the NEA Records Management Officer who strongly endorsed it and sent it on to Chief, RI. It is the purpose of this memo to inform you that RI has already found the idea to be a good one and is prepared to implement it, but that this Division feels that [REDACTED] is entitled to some recognition for his initiative.

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/s/

[REDACTED]
Chief

Division of Near East
and Africa

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TAB B
Sugg. No. 3009

NON ACCOUNTABLE ITEMS MANIFEST

To: _____

Date: _____

From: _____

1. The non-accountable items forwarded herewith are for Stations use as indicated below:

- Background information
- Discussions with liaison services
- Passage to liaison
- Other

2. The transmission of the attached items is in conformity with current pouch regulations.

Signature

No.	Description

Recipient Sign and
Return in Next Pouch

Date

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TAB C
Sugg No. 3009

SUBJECT: Non-Accountable Material Manifest - Form 1236 TEST.

1. The NEA Division has indeed found the use of the subject form highly successful. Although no actual statistics have been maintained by Division components using the form, all are equally enthusiastic in its praise. They estimate material savings in time, filing and file space will accrue from its continued use. This Division is of the opinion that use of the form, and pertinent procedures, be made part of the regular pouch system and be extended for use by the entire DD/P, both at Headquarters and in the field.

2. While it is impossible to forecast exactly specific dollar and cent savings which will result from the use of this form, there can be no doubt that, over the next five years, for example, such savings will be very material. Savings will result in the following areas: officer and secretarial time in writing and typing because of simplified format; officer and handling time because of elimination of coordination, controlling and regular dispatch type processing; filing time because only one copy is retained at Headquarters and one in the field; filing space because of the single copy feature and because file series will be destroyed every six months; money because fewer copies will be needed.

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TAB D

Sugg. No. F-2057 and 3009

Evaluation from Chief, Records Management Staff:

1. These suggestions are being considered jointly.
 - a. F-2057, 24 Aug 1955 proposed elimination of "Transmittal Dis-patches."
 - b. Number 3009, 8 Apr 1957 suggested a system of "packet" dis-patches or transmittals be adopted and submitted a draft of a proposed form "Non-Accountable Items Manifest." The net effect of this form is to eliminate individual transmittals in favor of a vastly simplified, combination "bulk transmittal - material manifest" form.
2. These suggestions have been adopted.
 - a. Through issuance of Form 1236 "Non-Accountable Material Manifest".
 - b. Initially on a test basis in NEA.
 - c. Subsequently throughout DD/P, including the field (see attached Book Dispatch #475, 21 Nov 1957).
3. Suggestion F-2057, while presenting some very convincing arguments against "Transmittal Dispatches" was sort of a "shotgun blast" at "sin in general." It offered little which was new in the way of constructive help in curbing the situation. To even say that it served as a catalyst would probably be charitable.
4. On the other hand Suggestion #3009 was specific. The suggester recognized the problem and then proposed the solution. His solution, the form, was adopted with only the most minor of modifications. His was truly a meaningful contribution.
5. We agree that the benefits are mainly intangible, in the "moderate-broad" category. This is not to say that there are no tangible savings - far from it! We just can't think that the expense of fer-reting out and defending the dollar savings would justify the time required to compile the data.
6. A total award of \$300. is recommended. Suggest that it be apportioned as follows:
 - a. To the originator of Suggestion F-2057 - \$50.00
 - b. To the originator of Suggestion 3009 - \$250.00

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