

MINIMAL AWARD CASES

4 April 1961

SUGG. NO. 60-548: dated 20 May 1960
[REDACTED] GS-9, Admin Assistant
OC, DD/S

STATINTL

Summary : Suggester proposed that a sign be erected at French Drive and Independence Avenue, N.W., to keep cars from blocking the intersection.

Action Taken : On 23 March, 1961, Suggestion Awards Staff was informed that this suggestion has been adopted and that the sign was posted on that date.

Award : Certificate of Appreciation

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SUGG. NO. 61-151: dated 28 September 1960
[REDACTED] GS-4, Courier
RID, DD/P

STATINTL

Summary : Suggester proposed that the poked tape of the FLEXO-WRITER be placed under the electric cord, and claimed that this tape, in cutting through the electric cord, is a potential fire hazard.

Action Taken : As a result of this suggestion, a metal attachment has been installed on these machines, permitting the tape to advance over the cord without obstruction.

Award : Certificate of Appreciation

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SUGG. No. 61-164: dated 13 October 1960
[REDACTED] GS-6, Mail Supervisor
RID, DD/P

STATINTL

Summary : Suggester proposed that all locator cards denoting files "partially destroyed" be removed from the document locator system.

Action Taken : RID states that these locator cards are meaningless because the file clerks had to check existing machine destruction lists to determine if various documents have been destroyed. These locator cards, numbering about 5,000, have been destroyed. Tangible Savings are approximately \$416.00 per year.

Award : \$25.00 Award Granted

STATINTL

SUGG. NO. 61-214: dated 21 November 1960
 [REDACTED] GS-12, Commo Specialist
 OC, DD/S

Summary : Suggester proposed the mandatory use of identification information on the back of all Agency-produced photographs.

STATINTL

Action Taken : DD/P, PC will insert precautionary language in the field version of upcoming Dispatch and Pouch Procedure Handbook [REDACTED] to insure that photographs are individually identified. This system has Agency-wide application.

Award : \$25.00 Award granted.

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STATINTL

SUGG. NO. 61-229: dated 6 December 1960
 [REDACTED] GS-15, Chief, RID/RB
 RID, DD/P

Summary : Suggester proposed that books, no longer in use, and charged from the library system on "indefinite loan", be returned to the library.

STATINTL

Action Taken : On 13 January 1961, CIA [REDACTED] was issued recalling all reference books and other publications no longer in active use. There has been a 50% increase in the return of books and publications to the Agency Library. Actual savings will accrue to the Offices unloading this excess.

Award : Certificate of Appreciation.

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STATINTL

SUGG. NO. 61-308: dated 31 January 1961
 [REDACTED] GS-5, File Supervisor
 RID, DD/P

Summary : Suggester proposed that the Archives boxes used for storage of Microfilm attachments be eliminated, and that Microfilm attachments be treated like ordinary "bulky attachments."

Action Taken : RID states, "On 22 April 1960, twenty-nine cubic feet of Microfilm attachments were retired to the Agency Records Center. Since this time a total of twenty-one requests have been received for individual attachments."

The Records Center does not service requests for individual Microfilm attachments; the entire box is returned to RID for each request. Adoption of this suggestion eliminates one step in the present processing cycle, and results in a unified system to handle Microfilm attachments and "bulkies." In addition, this procedure will also result in the servicing of requests for individual Microfilm attachments by the Agency Records Center.

Award : \$15.00 Award granted.

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SUGG. NO. 61-359: dated 14 February 1961
[REDACTED] GS-9, Intelligence Officer
DPD, DD/P

Summary : Suggester proposed that a chart be used with 70MM film as an aid in plotting aircraft positions over areas lacking in film checkpoints, predicting land-falls, and in establishing the identification of marginal checkpoints.

Action Taken : NPIC reports that this technical aid was developed by the suggester for his personal use; however, he has made his suggestion available to other stations.

Award : Certificate of Appreciation

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SUGG. NO. 61-394: dated 9 December 1960
[REDACTED] GS-4 Guard

Summary : Suggester proposed the installation of storm windows and that electric heaters be replaced by oil heaters.

Action Taken : The [REDACTED] Committee reports that this suggestion was adopted and that the degree of benefit is slight and application, limited.

Award : Certificate of Appreciation

STATINTL

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

SUCC. NO. 61-395: dated 5 September 1960

STATINTL

STATINTL

[REDACTED], OS-4, Private of the Guard
[REDACTED] CO, ID/S

STATINTL

Summary

: Suggester proposed that the doors which lead into the front of Building [REDACTED] be removed and placed on the side of the building. These doors opened directly on the road into the path of on-coming vehicles.

STATINTL

Action Taken

: This suggestion was prompted by a recent accident where an individual was hit by a car as he left Building [REDACTED]. Committee reports that the new doors have been installed, eliminating this safety hazard.

Award

: \$15.00 Award granted.

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

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

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

4 April 1961

SUGGESTION NO. 60-548: dated 20 May 1960

STATINTL

[Redacted], GS-9, Admin Assistant
OC, DD/S

A. Summary of Suggestion

Suggester proposed that a sign be erected at French Drive and Independence Ave., N.W., to keep cars from blocking the intersection. Suggester proposed either "DO NOT BLOCK INTERSECTION" or "DO NOT BLOCK FRENCH DRIVE." Without a sign, entrance on Independence Avenue from French Drive during rush hours has been virtually impossible for employees parking in the I, J, K and L Area.

B. Summary of Evaluation

Chairman, OL Internal Panel, reports that Park Police agreed that this request was reasonable.

On 23 March 1961, Suggestion Awards Staff was informed that this suggestion has been adopted and that the sign was posted on 23 March 1961.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Intangible Benefits (Slight-Local)

D. Decision of the Chairman

STATINTL

[Redacted Signature]

Certificate of Appreciation

Chairman
Suggestion Awards Committee

Award
4 April 61

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

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

4 April 1961

SUGGESTION NO. 61-151: dated 28 September 1961

STATINTL

[Redacted], GS-4, Courier
RID, DD/P

A. Summary of Suggestion

Suggester proposed that the poked tape of the Flexowriter be placed under the electric cord, and claimed that this tape, in cutting through the electric cord, is a potential fire hazard.

B. Summary of Evaluation

The Flexowriter Installation in RID is the only Agency Installation with this problem. As a result of this suggestion, a metal attachment has been installed on these machines, permitting the tape to advance over the cord without obstruction.

In the opinion of the RID Office Equipment Technician, a potential fire hazard was not likely; the only possible mishap would have been a short in the circuit from exposed bare wires.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

STATINTL

[Redacted Signature] Award

Chairman
Suggestion Awards Committee

md '61 Certificate

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

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

4 April 1961

SUGGESTION No. 61-164: dated 13 October 1960
[redacted], GS-6, Mail Supervisor
RID, DD/P

STATINTL

A. Summary of Suggestion

Suggester proposed that all locator cards denoting files "Partially Destroyed" be removed from the document locator system. Each card states that the case file is "partially destroyed" and how many cubic feet of material have been eliminated.

B. Summary of Evaluation

As a result of the procedural study undertaken to evaluate this suggestion, RID discovered that these locator cards are meaningless because the file clerks had to check the existing machine destruction lists to determine if various documents have been destroyed.

The Suggestion has been adopted and the locator cards, numbering about 5,000, have been destroyed. Tangible savings are approximately \$416 per year.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Tangible Savings of \$416.

D. Decision of the Chairman

[redacted signature]

*april '61
Twenty-five dollars*

Award

Chairman

Suggestion Awards Committee

STATINTL

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

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

4 April 1961

SUGGESTION NO. 61-214: dated 21 November 1960

STATINTL

[REDACTED], GS-12, Commo Specialist
OC, DD/S

A. SUMMARY OF SUGGESTION

Suggester proposed the mandatory use of identification information on the back of all Agency-produced photographs. A rubber stamp form with write-in blocks for the information required will make it easy to identify photographs which are detached from their explanatory cover dispatches.

B. SUMMARY OF EVALUATION

The Executive Officer, OC, states that the identification problem stems from requests for OC identification, evaluation and comment on photographs from various DD/P stations around the world. Many times cover sheets are detached because of highly sensitive information. The OC technical personnel will benefit considerably if a few basic facts are included on the back of each photograph.

STATINTL

DDP/RMO has taken action to accomplish this by having DDP/PC insert precautionary language in the field version of upcoming Dispatch and Pouch Procedure Handbook [REDACTED] to ensure that photographs are individually identified. This system has Agency-wide application.

C. RECOMMENDATION OF THE EXECUTIVE SECRETARY

1. Not in line-of-duty.
2. \$25.00 Award based on the Intangible Benefits (Slight-Limited)

D. DECISION OF THE CHAIRMAN

STATINTL

[REDACTED] *1961
Inty - fine
clothes*

Chairman
Suggestion Awards Committee

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

S-E-C-R-E-T

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

4 April 1961

25X1A

SUGGESTION NO. 61-229: dated 6 December 1960
[redacted] GS-15, Chief, RID/RB
RID, DD/P

A. Summary of Suggestion

Suggester proposed that books, no longer in use, and charged from the library system on "indefinite loan", be returned to the Library. Each Deputy Director could issue a directive to his subordinates, requesting that all books held be checked and all excess books be returned through the messenger system.

B. Summary of Evaluation

The CIA Librarian reports that this suggestion triggered a broader extension of existing efforts. The Office of Central Reference which previously concentrated its efforts to recall library material from the DD/I Area, now extended this program to all Agency Components.

25X1A

On 13 January 1961, CIA [redacted] was issued recalling all reference books and other publications no longer in active use.

25X1A

On 22 March 1961, [redacted] who has charge of the return of books, informed this Staff that there has been a 50% increase in the return of books and publications to the Agency Library. This amounts to approximately one extra mail bag per day. Actual savings will accrue to the offices unloading this excess. The library's main concern has been to have these books returned promptly because the August move to the new building might cause a concentrated influx.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation

D. Decision of the Chairman

25X1A

[redacted] *mid 61 Certificate*

Award

Chairman
Suggestion Awards Committee

S-E-C-R-E-T

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

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

4 April 1961

SUGGESTION NO. 61-308: dated 31 January 1961
[REDACTED] GS-5, File Supervisor
RID, DD/P

STATINTL

A. Summary of Suggestion

Suggester proposed that the Archives boxes used for storage of Microfilm attachments be eliminated, and that microfilm attachments be treated like ordinary "bulky attachments."

In RID/Files, under the old procedure, if a document had a microfilm attachment, the attachment was placed in an Archives box for temporary storage; then, periodically removed and placed in a Records Center box for eventual transfer to the Agency Records Center. The coversheet of this document transmitting the microfilm attachment was stamped,

"ATTACHMENT IS FILED IN A MICROFILM SAFE #____",

to indicate existence of a microfilm attachment in another storage area; the document was then placed in its regular file position.

Under the new procedure, microfilm attachments will be handled like bulky attachments, i.e., the coversheet, dispatch transmitting microfilm attachment, and the envelope containing it are stamped,

"CALL RID/FILES, EXT. 2158 FOR ATTACHMENTS.

CIA RECORDS CENTER JOB NO.____, BOX NO.____"

The attachment (removed from the document, but now retrieveable) is placed in a certain Records Center box; the document is placed in its regular file position; but when the box is retired to the Agency Records Center, the attachment can be extracted singly.

B. Summary of Evaluation

RID states, "On 22 April 1960, twenty-nine cubic feet of microfilm attachments were retired to the Agency Records Center. Since this date a total of twenty-one requests have been received for individual attachments. The Records Center does not service requests for individual microfilm attachments; the entire box is returned to RID for each request.

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

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

SUGGESTION NO. 61-308

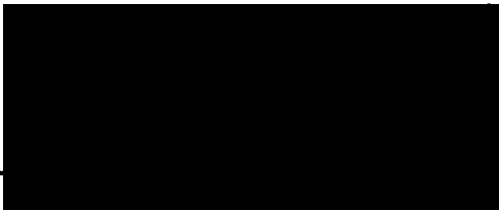
Adoption of this suggestion eliminates one step in the present processing cycle, and results in a unified system to handle microfilm attachments and "bulkies". In addition, this procedure will also result in the servicing of requests for individual microfilm attachments by the Agency Records Center.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$15.00 Award based on Intangible Benefits (Slight-Limited)

D. Decision of the Chairman

STATINTL

 *val 61
Fifteen dollars*

Chairman
Suggestion Awards Committee

S-E-C-R-E-T

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

4 April 1961

SUGGESTION NO. F61-353: dated 14 February 1961
[redacted] GS-9, Intelligence Officer
DPD, DD/P

25X1A

A. Summary of Suggestion

The suggester proposed that a chart be used with 70MM film as an aid in plotting aircraft positions over areas lacking in film check-points, predicting landfalls, and in establishing the identification of marginal checkpoints. The use of this chart also enables the photo reader to bypass unproductive areas. This time-saving device presents in seconds the equivalent of several minutes work with a sliderule; and because of its ease of use, encourages the reader to cross-check identifications by interrelated distances.

B. Summary of Evaluation

This chart was computed and designed by the suggester without assistance. Although similar charts and methods have been in use since 1956, NPIC reports that the suggester's interest is encouraging. This technical aid was developed by the suggester for his own personal use; however, he has made his suggestion available to other stations.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation

D. Decision of the Chairman

[redacted signature]

Chairman
Suggestion Awards Committee

Award

25X1A

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

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

4 April 1961

SUGGESTION NO. 61-394: dated 9 December 1960

STATINTL

[Redacted], GS-4, Guard

A. Summary of Suggestion

STATINTL

STATINTL

Suggester proposed the installation of storm windows in Building [Redacted] and that the electric heaters be replaced by oil heaters. Oil heaters will more adequately heat this building, resulting in the added comfort and health of the guards.

B. Summary of Evaluation

STATINTL

The [Redacted] Committee reports that this suggestion was adopted and that the degree of benefit is slight and application limited.

C. Recommendation of the Executive Secretary

- 1. Not in line-of-duty.
- 2. \$15.00 Award based on Intangible Benefits (Slight-Limited)

D. Decision of the Chairman

STATINTL

[Redacted Signature]

*161
Certificate of Appreciation*

Award

Chairman
Suggestion Awards Committee

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

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

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

4 April 1961

SUGGESTION NO. 61-395: dated 5 September 1960
[REDACTED] GS-4, Private of the Guard

STATINTL

A. Summary of Suggestion

STATINTL

Suggester proposed that the doors under the archway, which lead into the front of Building [REDACTED] be removed and placed on the side of the building. The doors opened directly on the road into the path of oncoming vehicles.

B. Summary of Evaluation

STATINTL

This suggestion was prompted by a recent accident where an individual was hit by a car as he left Building [REDACTED]

STATINTL

The [REDACTED] Committee reports that the new doors have been installed, eliminating this safety hazard. They determine the degree of benefit to be slight and the extent of application, limited.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$15.00 Award based on the Intangible Benefits (Slight-Limited)

D. Decision of the Chairman

STATINTL

[REDACTED]

_____ Award

*April '61
Fifteen dollars*

Chairman
Suggestion Awards Committee

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