

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-460: dated 30 March 1960

STATINTL

[REDACTED], GS-7, Fiscal Account Assistant
Fiscal, Compt., DD/S

A. Summary of Suggestion

Suggester proposed a revised procedure for the control and month-end balance of reciprocal accounts of concern to both Fiscal Division and Finance Division. "Reciprocal accounts" are those which appear on books of two separate offices. These accounts apply in the Office of the Comptroller because Fiscal Division receives all funds from the Treasury Department and then in turn transfers to Finance Division the necessary amounts for UV activities.

Fiscal now sends documents in batches (accompanied by a summary sheet throughout the month) rather than individually. Finance had been checking off each document as received.

It was not practical to adopt the suggester's exact proposal.

In the old procedure, once these reports had been processed in Finance Division, a machine report showed which voucher had been posted. When these machine lists were put together, it was found that they were duplicated by Fiscal. Now Finance checks with Fiscal first to determine if the totals agree; if they do not, they are checked.

The suggester stimulated action taken to eliminate extra typing. This action discontinued typing the end-of-the-month report. This suggestion saves one day a month at a GS-5 level, at an annual saving of \$200.00.

B. Summary of Evaluation

1. Comptroller's office revised the procedure in the month-end reconciliation of reciprocal accounts so as to eliminate the typewritten listing of items processed by Fiscal Division.

2. Revision in accordance with the exact proposal in the suggestion was not feasible as it created as many problems for Finance Division as it solved for Fiscal Division. However, the suggestion did point up to the area of procedure the needed improvement. As a direct result of this suggestion, the particular problem was solved.

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


SUGGESTION NO. 60-460 (Continued)

C. Recommendation of the Executive Secretary

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

D. Decision of the Chairman

STATINTL


Award
Chairman
Suggestion Awards Committee

Twenty-five Dollars

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 RECOMMENDATIONS FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 60-503: dated 25 April 1960
[REDACTED] GS-14, Intelligence Officer
CA, DD/P

A. Summary of Suggestion

Suggester proposed that a map showing routes and stops be posted in each shuttle bus and at each building exit. This practical improvement would eliminate wasted time, discussions with the drivers about stops and would improve morale.

B. Summary of Evaluation

Because of this suggestion, the Agency shuttle bus schedule has been reprinted to include a strip map which indicates the basic routes and stops of the shuttle buses. The schedules are available in all administrative offices and the map section of the schedule has been placed in each Agency shuttle bus.

C. Recommendation of the Executive Secretary

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

D. Decision of the Chairman

STATINTL

[REDACTED] *Certificate*
Award
Chairman
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-517: dated 3 May 1960

STATINTL

[REDACTED], GS-8, Admin. Assistant
EE, DD/P

A. Summary of Suggestion

Suggester proposed widespread publication of the internationally accepted phonetic alphabet. Many people use their own phonetic language because they are not familiar with the standard, tested and revised international version. It is usually harder to understand their phonetic language than the original letter. The international alphabet was approved by the I.A.O.

B. Summary of Evaluation

This idea was incorporated in a promotional device used by the Suggestion Awards Staff. (The alphabet to be printed on one side of a 2" x 3" card, and an ad for the Suggestion Awards Program on the other side.) A sampling of many staffs indicates that these cards would be welcomed. The DD/P coordinator categorically stated that these alphabet cards should be made available to all Agency personnel.

C. Recommendation of the Executive Secretary

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

D. Decision of the Chairman

STATINTL

[REDACTED]

_____ Award

Twenty-five dollars

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 RECOMMENDATIONS FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 60-536: dated 16 May 1960
[REDACTED], GS-6, Admin Assistant
OCR, DD/I

A. Summary of Suggestion

Suggester proposed that a kit be prepared for use by Records custodians. It was suggested that this kit contain an organizational outline, purpose and use of Records Control Schedule, a description of the services available in the Records Center and complete instructions for retiring to, and retrieving material from the Records Center. Appropriate pamphlets and notices put out by Records Management Staff would also be included.

B. Summary of Evaluation

Although other components declined this suggestion, claiming it was not needed in their areas, OCR has adopted it. Because Records Management activities have been decentralized to a large extent, each division in OCR has at least one person who needs an accurate, detailed knowledge of procedures. Several people are involved part-time in the Records Program and this kit facilitates the training of new people and provides a permanent and individual guide to procedures.

This suggestion also prompted RMS to send a memo to all Agency ARO's, reminding them of the handbooks and other material which they should have handy at all times.

C. Recommendation of the Executive Secretary

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

D. Decision of the Chairman

STATINTL

[REDACTED] *set* *Fyten*

Chairman Award
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-600: dated 28 June 1960

STATINTL

[redacted], WB-10, (GS-8 level) Mechanic
OL, DD/S

A. Summary of Suggestion

Suggester proposed an improved trash box; fireproofed, lined with metal, top hinged and large enough to accommodate all the trash. The advantages listed are:

1. Fireproof construction.
2. Top hinged side, provides easy removal, without danger to the operator.
3. Washable interior surfaces, for sanitary purposes.
4. Size will accommodate most collection areas, without having an over-flow.
5. Size is easily transported with available materials handling equipment.

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Suggester estimated that some twenty boxes were needed at [redacted] alone; and that the purchase price is about \$6,000, while the suggested boxes, constructed by [redacted] personnel, would cost approximately \$1,487.20.

B. Summary of Evaluation

STATINTL

[redacted] modified the suggester's original model by providing a more complete fireproof feature and OL recommended an award in the slight-limited category. However, the Records Center also needs a trash box of this design, but smaller; the hinged side and metal liner will be of distinct value to them.

Other Depot areas using disposal units will also adopt this suggestion as applicable.

C. Recommendation of the Executive Secretary

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

D. Decision of the Chairman

STATINTL

Approved For R [redacted]

Chairman

Suggestion Awards Committee

A-RDP80-00832A000300040010-9

Twenty - Five Dollars

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

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 61-231: dated 30 November 1960
[REDACTED], GS-6, Admin. Assistant
WE II, DD/P

STATINTL

A. Summary of Suggestion

Suggester proposed the design and use of a larger size window-type envelope for dissemination of Clandestine Services Reports from "K" Building Reproduction Plant; also, that something be done to avoid destroying the used "regular" manila envelopes.

B. Summary of Evaluation

There is a larger size window envelope, (Multi-purpose Envelope, size 10" x 16") already in the system. There would not be any waste if these envelopes were used. Though this suggestion was not adopted as presented, it did spark an improvement which will eliminate the use of approximately 10,000 envelopes in "K" Building Reproduction Plant with an estimated annual savings of \$200.00. Actually, as a result of this suggestion, Records Management Staff persuaded Reproduction to send material which is destined for I, J, K and L Buildings with a buck slip attached instead of an envelope.

C. Recommendation of the Executive Secretary

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

D. Decision of the Chairman

[REDACTED] Award

Chairman
Suggestion Awards Committee

twenty-five dollars

STATINTL

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 RECOMMENDATIONS FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 61-298: dated 10 January 1961
[redacted], GS-5, Clerk Typist
OS, DD/S

A. Summary of Suggestion

Suggester modified Form 640 (Case Control) by adding two carbon copies to the ditto master.

The old procedure was as follows:

- a. Permanent record and monthly tickler were typed (original and one) and retained.
- b. The ditto master was typed, reproduced, and several copies sent to several stations in the Field.

Now at the Suggester's desk, the typing operation is cut in half; there is only one typing of the information on one form (ditto master and two record copies) instead of two typings on similar forms. The added information needed on the permanent record and monthly tickler are added by pencil.

B. Summary of Evaluation

Form 640b was adopted in June, 1960 and is in use. It has eliminated the duplication of effort on suggester's desk as well as on a similar activity in her office. The suggestion saves 260 manhours per year by reducing the processing time of two clerks in the Investigation Branch of OS. Total Tangible Savings are estimated to be \$559 per annum.

C. Recommendation of the Executive Secretary

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

D. Decision of the Chairman

STATINTL

[redacted signature] *Feb* *Twenty Five Dollars*

Chairman
Suggestion Awards Committee

Award

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