

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

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARDS CASES

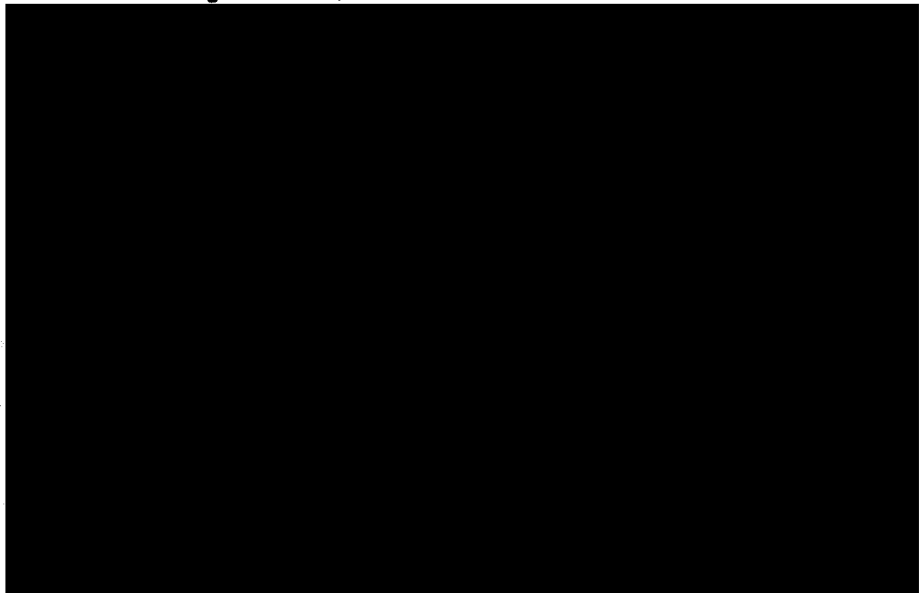
19 December 1960

SUGG. NO. PI-60-89: dated 13 August 1959

25X1A

Summary :

Action Taken :



Award : Certificate of Appreciation.

SUGG. NO. 61-30 : Dated 20 July 1960

25X1A

[Redacted], GS-12, Selection Officer
[Redacted] S-6, Library Assistant
OCR, DD/I

Summary : Suggesters proposed that a "screw-jack" be installed in the bookholder attached to the Photostat Expeditox to raise and lower the bookholder according to the size required for the print.

Action Taken : The Machine Division, OCR, is researching the feasibility of either building a "screw-jack" on existing equipment or of buying a complete, new unit on which the device is now standardized. Consideration of this improvement has been speeded up as a result of this independent suggestion.

Award : \$25.00 to be equally shared by the two suggesters.

SUGG. NO. 61-180 : Dated 25 October 1960

25X1A

[Redacted], GS-5, Biographical Analyst
OCR, DD/I

Summary : Suggester proposed that a definite classification be contained in the CIA Book of Regulation

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SUGG. NO. 61-180 (Cont'd)

- Summary : which is issued to new employees to acquaint them with the level of security which each classification carries.
- Action Taken : A draft has been prepared for a new handbook for employees to read upon entering on duty. This handbook will feature clear-cut descriptions of classification degrees. OS states that this suggestion has reinforced their belief that defining these terms is necessary.
- Award : Certificate of Appreciation.

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STATINTL

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

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

19 October 1960

SUGGESTION NO. 61-30: dated 20 July 1960

STATINTL

[Redacted], GS-12, Selection Officer
[Redacted] GS-6, Library Assistant
OCR, DD/I

A. SUMMARY OF SUGGESTION

Suggesters proposed that a screw jack be installed on the bookholder attached to the Photostat Expeditor to raise and lower the bookholder according to the size required for the print. Since the bookholder weighs approximately 75 lbs., and must be moved at a 45° angle, raising and lowering the bookholder is very awkward.

B. Summary of Evaluation

Researching this problem through Office of Logistics, it was discovered that the device is now standardized on new equipment -- and that it is possible to have the manufacturer modify the equipment through administrative channels.

All new Photostat Expeditor Bookholders, therefore, come equipped with a "screw jack". The Machine Division, OCR, is researching the feasibility of either building a "screw jack" on existing equipment or of buying a complete new unit. Consideration of this improvement has been speeded up as a result of this independent suggestion. In view of the initiative shown by the suggesters, and the fact that consideration of practical alternatives has been stimulated, a token award is recommended to be divided between the two suggesters.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$10 to \$25 award based on Intangible Benefits (Slight-Limited) to be divided between the two suggesters.

D. Decision of the Chairman

STATINTL

[Redacted Signature]

*60
Twenty-five dollars
equally shared*

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 RECOMMENDATION FOR THE CHAIRMAN

19 December 1960

SUGGESTION NO. 61-180: dated 25 October 1960

STATINTL

[REDACTED], GS-5, Biographical Analyst
OCR, DD/I

A. Summary of Suggestion

Suggester proposed that a definition of each classification be contained in the CIA Book of Regulations which is issued to new employees, to acquaint them with the level of security which each classification carries.

B. Summary of Evaluation

The idea to have new employees made familiar with the classification degrees is not a new idea. A draft has been prepared for a new handbook for employees to read upon entering-on-duty. This handbook will feature a clear-cut description of classification degrees. OS states that this suggestion has reinforced their belief that defining these terms is necessary.

C. Recommendation of Executive Secretary

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

D. Decision of the Chairman

STATINTL

[REDACTED]

Chairman
Suggestion Awards Committee

cc: 160
Certificate of appreciation
Award