

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

SUMMARY AND RECOMMENDATIONS FOR THE ACTING CHAIRMAN

SUGGESTION No. 61-17: dated 20 January 1960

STATINTL

[REDACTED] \$3.50 per hr., GS-10 level
Offset Pressman, PSD, OL, DD/S

A. Summary of Suggestion

Suggester proposed that the vertical rack used for storing offset printing plates be inverted to form a "V" in order to make plates more easily accessible to users, as well as to eliminate the possibility of the plates slipping and falling to the floor each time a plate is removed. If the pressman attempts to catch a falling plate in mid air, he may get cut. Also plates falling to the floor may be damaged.

B. Summary of Evaluations

This suggestion has been adopted and a plate-holding device developed which will eliminate the safety hazard as well as make the plates more easily accessible.

Although the completion of the plate holder was accomplished through the efforts of many contributors, all action taken has resulted from the original idea of the suggester.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$20.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of the Acting Chairman

STATINTL

[REDACTED]

Acting Chairman
Suggestion Awards Committee

\$20.00

Award

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SUMMARY AND RECOMMENDATIONS FOR THE ACTING CHAIRMAN

SUGGESTION NO. 60-532: dated 12 May 1960

STATINTL

[REDACTED], GS-15, Ops. Officer
NE, DD/P

A. Summary of Suggestion

Suggester proposes the painting of yellow lines to define the directional flow of traffic at right-angle corners leading from the headhouse to the corridor from the east entrance in Temporary "I" Building.

Suggester states that such markings should greatly reduce the chances of collision and personal injury.

B. Summary of Evaluations

The CIA Safety Officer concurred with adoption and states that there have been many accidents reported because of persons colliding, particularly while carrying hot coffee. Traffic lines were painted, as requested, on 20 July 1960.

C. Recommendation of the Executive Secretary

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

D. Decision of the Acting Chairman

STATINTL

[REDACTED]

Acting Chairman
Suggestion Awards Committee

Letter

Award

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

SUMMARY AND RECOMMENDATIONS FOR THE ACTING CHAIRMAN

SUGGESTION NO. 61-2: dated 2 July 1960

STATINTL

[REDACTED], \$3.15 per hr. (GS-9 level)
Bookbinder - PSD, OL, DD/S

A. Summary of Suggestion

A previous suggestion was adopted which proposed that a Singer Sewing Machine be purchased for use in sewing the single sheets together into sections for binding into books. A tape-dispensing attachment was to be procured to complete the binding; however, because the tape attachment was no longer being manufactured, the suggester proposed that machine-sewn sections of single sheets be glued and pressed together in order to save hand sewing and the need to have a tape machine built.

B. Summary of Evaluations

Suggestion No. 59-96 proposed the purchase of a "Singer" type sewing machine for use in the Bindery of the Administration Building Printing Plant, and a tape-feeder attachment. Before work was started on the attachment, another suggester (61-2) proposed the glue method. This method has proved highly satisfactory, is faster than the proposed tape method, and is obviously more economical.

C. Recommendation of Executive Secretary

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

D. Decision of the Acting Chairman

STATINTL

[REDACTED] \$15.00
Award

Acting Chairman
Suggestion Awards Committee

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SUMMARY AND RECOMMENDATIONS FOR THE ACTING CHAIRMAN

SUGGESTION NO. 61-18: dated 18 January 1960
[REDACTED] (GS-10 level) \$3.50 per hr.
STATINTL PSD, OL, DD/S Offset Pressman

A. Summary of Suggestion

Suggester proposed that five or six "Hobby Shop Drills" be installed to hone ticks and excess screens off of the offset plates after they are on the press. The present method is to rub the ticks or corner marks off the plates by hand; this method takes approximately five to ten minutes per plate.

B. Summary of Evaluations

A modification of the suggestion has been adopted in the Administrative Building Printing Plant. Instead of using electric drills, an electric eraser was tested for the purpose of removing these ticks, etc. Although this method has proved satisfactory in the removal of small areas of type, there are no noticeable time-savings.

The use of the electric-eraser method will continue to be optional; some of the pressmen prefer this method, others prefer to use the former.

C. Recommendation of Executive Secretary

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

D. Decision of the Acting Chairman

STATINTL

[REDACTED]

Letter

Award

Acting Chairman
Suggestion Awards Committee

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SUMMARY AND RECOMMENDATIONS FOR THE ACTING CHAIRMAN

SUGGESTION NO. 60-564: dated 20 June 1960

GS-6, Secretary

STATINTL

OCR, DD/I

A. Summary of Suggestion

Suggester proposed that:

1. Forms 123 and 123a (Request for Approval of Liaison) be revised to include inter-leaf cheap carbon paper which would save typists' time as well as the cost of the heavier weight carbon paper.

and

2. Form 123a, a local OCR Form, be formally adopted for Agency-wide use. This form incorporates needed routine information, pre-printed, which will also save the typists' time.

B. Summary of Evaluations

1. The Office of Central Reference estimates savings of approximately two minutes in the preparation of each Form and an estimated annual savings of approximately 27 clerical hours.

2. OCR and FMB have agreed to have the Form carbon-interleafed with additional routine data pre-printed, and to have it used Agency-wide.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. \$10.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Acting Chairman

STATINTL

[Redacted Signature]

Acting Chairman
Suggestion Awards Committee

\$10⁰⁰

Award

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

SUMMARY AND RECOMMENDATIONS FOR THE ACTING CHAIRMAN

SUGGESTION NO. 60-579: dated 16 June 1960

STATINTL

[REDACTED] GS-5, Library Assistant
OCR, DD/I

A. Summary of Suggestion

Suggester proposed that the classification "CIA INTERNAL USE ONLY" be stamped on the top of the Aperature Cards in red color.

These Aperature Cards have microfilmed frames inserted in the provided slots and are filed by control number in the Library Copy Unit. They are used by Agency personnel and by other USIB Agencies. When outside agencies request the use of these cards, they are "pulled." The suggester states that at this stage it is difficult to determine the classification of the document without resorting to a mechanical aid or viewer, and that the document is usually prepared for outside mailing or the Analyst has begun viewing the material before the restricting classification is discovered.

When the Aperature Cards are stamped in full view, as suggested here, this problem will be overcome.

B. Summary of Evaluations

The Agency library has taken steps to stamp all new Aperature Cards requiring the "INTERNAL USE ONLY" classification as proposed by the suggester.

C. Recommendation of Executive Secretary

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

D. Decision of the Acting Chairman

STATINTL

[REDACTED]

\$25.00

Award

Acting Chairman
Suggestion Awards Committee

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

SUMMARY AND RECOMMENDATIONS FOR THE ACTING CHAIRMAN

SUGGESTION NO. 60-468: dated 4 April 1960

STATINTL

[REDACTED], GS-6, Secretary
TSD, DD/P

A. Summary of Suggestion

When thermofaxing letter-size correspondence and documents, a backing sheet is needed to give substance to the paper being thermofaxed to prevent deterioration. Backing sheets are presently available, but are larger than the letter-size paper. When using these backing sheets, it is necessary to trim approximately one-half inch on the side and bottom of the backing sheet. Because of the inconvenience and the time factor involved, operators of the Thermofax machine (Professionals and clerks alike) eliminate the use of these backing sheets. This results in the original becoming attached to the inside of the Thermofax machine and causes undue waste of time. Therefore, the suggester proposes that the Agency stock backing sheets in letter size as is the case with legal-size paper and backing sheets.

B. Summary of Evaluations

The Supply Division (Office of Logistics) originally disapproved the adoption of this suggestion, since they were going to order 8" x 10 $\frac{1}{2}$ " white bond-weight Thermofax paper. They felt that this paper would eliminate the need for backing sheets.

However, after further investigation, the Supply Division ordered Thermofax backing sheets in the size requested, since the bond-weight Thermofax paper proved to have limited applicability. The requested backing sheets, letter size, will be stocked in a limited quantity.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$10.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of the Acting Chairman

STATINTL

[REDACTED]

\$10.00

Award

Acting Chairman
Suggestion Awards Committee

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SUMMARY AND RECOMMENDATIONS FOR THE ACTING CHAIRMAN

SUGGESTION NO. 60-515: dated 3 May 1960
[REDACTED], GS-8, Admin. Assistant
EE, DD/P

STATINTL

A. Summary of Suggestion

Suggester proposed that Form 610a be revised so that Paragraph Two on the reverse side is printed approximately one inch higher than at present, or that the printing be completely reversed, top to bottom, so that staples or staple holes will not impede the use of a pen in completing this Form.

B. Summary of Evaluations

This suggestion will not actually be adopted until the present stock on hand requires replenishment; however, at that time Section Two (Paragraph Two) of the back-flap will be raised approximately one inch as suggested.

C. Recommendation of Executive Secretary

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

D. Decision of the Acting Chairman

STATINTL

[REDACTED] \$ 15.00
Award
Acting Chairman
Suggestion Awards Committee

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

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY ACTING CHAIRMAN

MINIMAL AWARD CASES

22 August 1960

- SUGG. NO. 61-17: dated 20 January 1960
[REDACTED] \$3.50 per hr., GS-10 level
STATINTL Offset Pressman, PSD, OL, DD/S
- Summary : Suggester proposed that the vertical rack used for storing offset printing plates be inverted to form a "V" to make plates more easily accessible and to eliminate the possibility of damage to the plates through dropping.
- Action Taken : A plate-holding device was developed which will eliminate any safety hazard and will make the plates more easily accessible.
- Award : \$20.00 award granted.
- *****
- SUGG. NO. 60-532: dated 12 May 1960
[REDACTED], GS-15, Ops. Officer
STATINTL NE, DD/P
- Summary : Suggester proposed that yellow lines deviding the flow of traffic be painted at right-angle corners in collision-prone areas in Tempo. "I" Building.
- Action Taken : Traffic lines were painted, as requested, on 20 July 1960.
- Award : Certificate of Appreciation
- *****
- SUGG. NO. 61-2 : dated 2 July 1960
[REDACTED], \$3.15 per hr. (GS-9 level)
STATINTL Bookbinder - PSD, OL, DD/S
- Summary : Suggester proposed that machine-sewn sections of single sets be glued and pressed together in order to save hand sewing and the need to have a tape machine built for use in connection with a conventional sewing machine.

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

Minimal Award Cases Contd.
22 August 1960

Action Taken : The glue method now used in the binding process has proven highly satisfactory, is faster than the proposed tape method and is more economical.

Award : \$15.00 award granted

SUGG. NO. 61-18: dated 18 January 1960
STATINTL [REDACTED] \$2.50 per hr. (GS-10 level)
Offset Pressman, PSD, OL, DD/S

Summary : Suggester proposed that "Hobby Shop Drills" be installed for use in honing ticks and excess screens off of offset plates after they are on the press.

Action Taken : A modification of the suggestion has been adopted in the Admin Building Printing Plant. Instead of the electric drills, an electric eraser has been tested and is in use. This method, though satisfactory, has produced no noticeable time-savings.

Award : Certificate of Appreciation

SUGG. NO. 60-564: dated 20 June 1960
STATINTL [REDACTED], GS-6, Secretary
OCR, DD/I

Summary : Suggester proposed that Forms 123 and 123a (Request for Approval of Liaison) be carbon-interleafed and that Form 123a, incorporating needed pre-printed routine information, be formally adopted.

Action Taken : A saving of approximately 27 clerical hours has resulted in the preparation of each form, and forms will be interleafed, preprinted and made available for Agency-wide use.

Award : \$10.00 award granted.

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

Minimal Award Cases Contd.
22 August 1960

SUGG. NO. 60-579: dated 16 June 1960
STATINTL [REDACTED], GS-5, Library Assistant
OCR, DD/I

Summary : Suggester proposed that the classification, "CIA Internal Use Only" be stamped on the top of Aperture Cards in red color, so that classification of the document may be determined without resorting to a mechanical aid or viewer.

Action Taken : All new Aperture Cards requiring the "Internal Use Only" classification will be stamped by the Agency Library as proposed by the suggester.

Award : \$25.00 award granted.

SUGG. NO. 60-468: dated 4 April 1960
STATINTL [REDACTED], GS-6, Secretary
TSD, DD/P

Summary : The suggester proposed that the Agency stock backing sheets for use in thermofaxing letter-size correspondence and documents, in letter size, as is done in the case of legal-size paper and backing sheets.

Action Taken : Originally the Supply Division (OL) disapproved the adoption of this suggestion because they were going to order 8" x 10½" white, bond-weight thermofax paper; however, after further investigation, the Supply Division ordered thermofax backing sheets as requested since the bond-weight paper proved to have limited applicability.

Award : \$10.00 award granted.

SUGG. NO. 60-515: dated 3 May 1960
STATINTL [REDACTED], GS-8, Admin Assistant
EE, DD/P

Summary : Suggester proposed a revision in Form 610a, so that staples or staple holes will not impede the use of a pen in completing this form.

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

Minimal Award Cases Contd.
22 August 1960

Action Taken : When the present stock on hand is depleted,
Section Two (Paragraph 2) of the back-flap
will be raised approximately one inch as
suggested.

Award : \$15.00 award granted.