

TAB

STATINTL

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010016-5

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CIA INTERNAL USE ONLY

25 May 1964

STATINTL

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-207: Dated 27 October 1961  
[REDACTED] GS-7, Supply Assistant  
DDS/OC

A. Summary of Suggestion

See attached report of action taken on this suggestion at Minimal Awards Meeting 29 June 1962 at which an interim award of \$100 was paid. In February 1964, another award of \$525.00 was paid.

In circularizing this idea through the other departments, the Navy has decided that an award of \$25.00 is due this suggester for the benefit to the Navy.

B. Summary of Evaluation

This \$25 award from the Navy should be paid out of our funds in order to conserve the administrative costs in transferring money.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on advantage to the Navy.

D. Decision of the Chairman

[REDACTED]  
Chairman, Suggestion Awards Committee

\$25.00  
Award

25 May 64  
Date

STATINTL

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S-E-C-R-E-T

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 62-260: dated 15 February 1962

Operations Officer, G3-11

DDP/FE/

25X1A

25X1A

A. Summary of Suggestion

This suggester proposed, in 1962, that a section be provided on the Form 362 which will include names of auxiliary indices available to the tracer, together with a little box that could be used as a check-off list. Thus, RID name trace section could check the auxiliary indices at the same time the RID Index is checked.

B. Summary of Evaluation

In November 1963, as a result of a subsequent suggestion (63-102), a name-trace stamp was designed and made available to personnel tracers. This accomplishes the same result as the proposal contained in 62-260. It was adopted in August 1963, for which the Suggestion Awards Committee paid \$150. As a matter of fact, this 62-260 did get waylaid over the months, and the evaluations did not come in. This administrative error is to the advantage of the CI Staff, because the suggestion 63-102 is more complete and serves a better purpose. However, the suggester considers that her idea was adopted--AND IT WAS. Therefore, the Secretariat is inclined to request a small award.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

25X1A

[Redacted Signature]

Chairman, Suggestion Awards Committee

~~25~~ 25  
Award

25 May 64  
Date

S-E-C-R-E-T

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

25X1A

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010016-5

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ADMINISTRATIVE  
PROPERTY

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 64-56: dated 20 August 1963  
[REDACTED] Intelligence Officer,  
Cartographer, GS-12  
DDI/ORR/DG

STATINTL

SUGGESTION NO. 64-237: dated 20 January 1964  
[REDACTED] Alien Affairs Officer, GS-13  
DDS/OS

A. Summary of Suggestions

These suggesters proposed that signs be put on the doors at Langley to indicate "Pull" or "Push", as a matter of safety and convenience.

B. Summary of Evaluations

On 9 September 1963, OL stated that it was impractical and esthetically undesirable to stencil the glasses of doors or any of the hand plates. On 20 April 1964, OL reports that the signs "Pull" and "Push" were put on the doors at Headquarters as a result of a suggestion by a PBS employee.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificates of Appreciation for both of these men.

D. Decision of Chairman

STATINTL

[REDACTED]  
\_\_\_\_\_  
Chairman, Suggestion Awards Committee

*C. G. A.*  
\_\_\_\_\_  
Award

*25 May 64*  
\_\_\_\_\_  
Date

ADMINISTRATIVE  
PROPERTY

CIA INTERNAL USE ONLY

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-86: dated 19 September 1963  
[REDACTED] Offset Press Operator  
CS-10 (equivalent)  
BDS/OL/PSD

STATINTL

A. Summary of Suggestion

This has to do with a new way of transmitting CS reports. The suggester states that customer components furnish PSD with a listing of the report number and number of pages of each report sent. This could be done on a transmittal form similar to Form 902 (attached) which would be submitted in duplicate, one copy going back to the customer to verify PSD's receipt of the reports and the date received. This would facilitate checking the reports that are in progress and the date received, and would save many hours in verifying that the report has been received. Furthermore, better security control of the material would be achieved.

B. Summary of Evaluation

This proposal was evaluated by FI/INT/RC and the PSD. The consensus is that this is a useful receipting system for CS reports between the operating divisions and PSD, with little modification. Form 898 is a usable form for the receipting mechanism and is already in use by two operating divisions as a result of the suggestion. PSD is very much in favor of this improvement.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50.00 Award based on Intangible Benefits (SLIGHT/EXTENDED).

D. Decision of Chairman

STATINTL

[REDACTED]  
\_\_\_\_\_  
Chairman, Suggestion Awards Committee

*\$50.00*  
\_\_\_\_\_  
Award

*25 May 64*  
\_\_\_\_\_  
Date

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**Central Intelligence Agency  
REPORTS RECEIPT**

Date \_\_\_\_\_

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25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

STATINTL SUGGESTION NO. 64-102: dated 14 October 1963  
[REDACTED] Intelligence Officer, GS-12  
DDP/FE

A. Summary of Suggestion

Suggester proposed that luminous arrows be painted at hand level in the stairwells at Headquarters which would point the way from the exits toward the landings. He also proposed that each floor be identified by luminous numbers. This evolved because he noticed a complete power failure on one occasion making the staircases extremely dangerous to use in the dark.

B. Summary of Evaluation

The Safety Officer did not see this as a safety measure because he said that each floor used for evacuation purposes is clearly marked. But the Office of Logistics did see the numbering of the floors as a matter of convenience. OL, in developing its case, stated that instantaneous lighting of stairwells in the Headquarters Building by means of battery power or automatic generators was considered at the time the building was planned. It was disapproved as an unnecessary expense (twelve to fifteen thousand dollars). A recent estimate of twelve thousand dollars for trickle charge battery-operated emergency light units has been obtained from PBS.

Lighting fixtures in all stairwells are connected to the 5000 KW emergency generators in the power house, and there is a delay of some 15 minutes between failure of commercial power and activation of generators before the lights come back on.

Instantaneous lighting of stairwells has been suggested and considered several times, but always vetoed as prohibitive in cost, and an unnecessary expense. However, with regard to the numbering of the floors, they could sense that this would be an improvement and would eliminate much confusion and save many unnecessary steps. The floors have been numbered inside the stairwells with standard interior building signs.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Intangible Benefits (SLIGHT/LOCAL).

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INTERNAL USE ONLY

ADMINISTRATIVE  
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D. Decision of Chairman

\_\_\_\_\_  
Chairman, Suggestion Awards Committee

\_\_\_\_\_  
Award

\_\_\_\_\_  
Date

ADMINISTRATIVE  
INTERNAL USE ONLY

CONFIDENTIAL ONLY

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-143: dated 19 December 1963

STATINTL

[Redacted] Budget Officer, GS-7  
DDI/ONR

A. Summary of Suggestion

Suggester proposed the installation of door holders for the double doors leading into restricted areas in Headquarters Building. Moving crews have had to assign a man to this detail. Further, he suggested that during a move either the thresholds be removed or a light-weight metal sheet be made to fit over the threshold to facilitate the move and to prevent the furniture from falling from the loaded dollies as they strike the threshold.

B. Summary of Evaluation

OL reports that the metal thresholds in all double doors leading to the restricted areas in Headquarters Building have been removed. The Agency's moving crew claims a saving of time and labor.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50.00 Award based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

STATINTL

[Redacted]  
Chairman, Suggestion Awards Committee

\$50.00  
Award

25 May 64  
Date

CONFIDENTIAL ONLY

S-E-C-R-E-T

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 64-158: dated 13 January 1964

[REDACTED] Instructor, OC School, GS-11

A. Summary of Suggestion

This suggestion is to modify the CO-8 coder unit of the AS-3 system. It has to do with re-wiring and re-setting the sequence around the dial plates. The Office of Communications has declined this suggestion, but asked that we send the suggester a letter of appreciation because he did show initiative although he did not know that OC was about to abandon the CO-8, as they found it unsatisfactory.

B. Summary of Evaluation

This is not being adopted.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. That the Chairman sign the attached Letter of Appreciation.

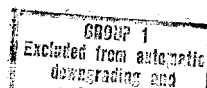
D. Decision of the Chairman

\_\_\_\_\_  
Chairman, Suggestion Awards Committee

\_\_\_\_\_  
Award

\_\_\_\_\_  
Date

S-E-C-R-E-T





CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE SUGGESTION AWARDS COMMITTEE

STATINTL

[REDACTED]

Room  
Headquarters

STATINTL

[REDACTED]

Your Suggestion Awards Committee is most appreciative of your suggestion No. 64-158, and of your efforts to improve Agency activities. As you know by now, your proposal has been overtaken by events, according to the remarks furnished us by the Director's representative on our Committee. I would like to quote the technical appraisal of your idea:


"It is regretted that the Office of Communications has no plans to adopt the suggestion made in Suggestion No. 64-158. The suggestion represents a slight modification of an existing device which had been developed by OC some time ago. We have not been satisfied with the CO-8, on which the suggestion is based, and the suggester's proposal would inherit the undesirable features of the CO-8.

"The suggestion is also based upon the CO/B-8 mode of encipherment. The system is slow and error proof during operation. In a literal system these shortcomings may be acceptable in preference to the memorization of hundreds of 'triads' where the user's training time is limited. However, encipherment via a numerical system does not pose the same memorization problem. No gain would be realized because errors in 'false subtracting' would occur no more or less frequently than errors made in operating the device. We have found these experiences to be supported in our use of the CO/B-8 and CO/C-8 coders on whose dials the numerals 0-9 are arranged in adjacent positions."

You are in a singularly privileged position to give the Agency the benefit of your innovations and creative thinking, and we urge you to continue to send in your ideas so that they can be evaluated to the advantage of all the Agency and, in fact, of the Intelligence Community.

Do try again.

STATINTL

Very truly yours, 

[REDACTED]

Chairman

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-162: dated 31 January 1964  
██████████ Personnel Officer, GS-12  
DDP/EE/Personnel.

A. Summary of Suggestion

Suggester proposed that safety belts be installed in the front seats of the eleven-passenger limousines.

B. Summary of Evaluation

The Safety Officer agreed with this recommendation, as did OL. The seat belts have been installed.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

\_\_\_\_\_  
Chairman, Suggestion Awards Committee

\_\_\_\_\_  
Award

\_\_\_\_\_  
Date

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

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-165: dated 23 January 1964  
[REDACTED], Clerk-Typist, GS-5  
DDP/[REDACTED]

25X1A  
25X1A

A. Summary of Suggestion

Suggester devised a security aid for quickly identifying classified publications so that they would not get filed in an unclassified bookcase by mistake. The proposal is as follows: Place a black mark one-half inch wide about 6 inches from the bottom across the bound end of each piece of material. When the marked unclassified material is placed inside the bookcase, there is a black line running from end to end. If the line is broken because some classified material is put in by mistake, the security checker can quickly identify this.

B. Summary of Evaluation

The Office of Security interposed no objection to this procedure and did take steps to inform all Area Security Officers of this "trick of the trade."

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Advisory Award of \$15.00 based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

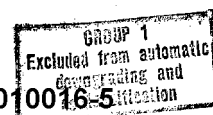
[REDACTED] \_\_\_\_\_  
Committee

*[Signature]*  
Award

*25 May 64*  
\_\_\_\_\_  
Date

25X1A

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





S-E-C-R-E-T

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-172: dated 4 February 1964

[REDACTED] Clerk-Typist, GS-4  
DCI/Cable Secretariat

25X1A

A. Summary of Suggestion

If a cable of more than one page is received, the second page, after it is cut, is pasted on another form, i.e., the first page is on one form, the second page is on another form. The suggestion is to print the second form on the back of the first.

B. Summary of Evaluation

The Cable Secretariat stated that on the basis of the intangible benefits, this suggestion has been adopted. The effect has been to simplify their stock control of internal forms by reducing the number to half. The technique of printing the second page on the reverse of the first page automatically ensures a perfect balance in maintaining stock labels of both pages and precludes exhausting the stock of either page. The suggester remarked about the advantages of handling the product by the analysts, typists, and the operators, plus the saving of paper.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$20.00 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

[REDACTED]

Chairman, Suggestion Awards Committee

\$20.00  
Award

25X1A

25 May 64  
Date

S-E-C-R-E-T

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

CIA INTERNAL USE ONLY

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-175: dated 31 January 1964

STATINTL

[REDACTED], Chief, USSR Unit, GS-12  
[REDACTED], Curator, Oriental, GS-11  
DDI/OCR/LY

A. Summary of Suggestion

The Machine Division/OCR supplies a complete set of 5x8 cards for subscriptions entered. This card (1395D - Attachment 1) is coded to provide the basic information required. By designing a card to accommodate required entries and by transferring the title from the center of the card to the lower left-hand corner, a record card was created which now serves as an excellent serials record card. (Attachment 2). This procedure was adopted in the beginning of 1963 for all serials record keeping in the Foreign Section.

From 1952 to 1962, dissemination operations in the Foreign Section, Acquisitions Branch, CIA Library utilized preprinted record cards to control newspapers and journals received from world-wide sources. Such record cards required typing in the title, place of publication, ordered date and consumer designations. Several hundred hours were expended by several disseminators each year to prepare such cards. It is now estimated that over \$1,000 was expended annually for this activity. (Attachment 3)

B. Summary of Evaluation

This suggestion proposes a change which, on the basis of testing by Acquisitions Branch since early 1963, is an improvement in the serials recording operation in Foreign Section. The proposal makes greater use of machine capabilities, reduces the amount of typing done by serials disseminators at the GS-6/7 level, and eliminates the purchase of preprinted serials record cards from a commercial supplier. It is therefore recommended for adoption.

Net annual saving is, however, only approximately one man month per year and about \$30.00 in materials (6000 cards @ \$5.40 per thousand), which is considerably less than estimated by the suggesters. The degree of intangible benefit is slight and the extent of application limited, since the change affects only 8 people in Acquisitions Branch.

In view of the fact that the suggestion transfers workload to OCR/Machine Division, the following calculations have been considered in this evaluation:

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1. In FY 1963, Machine Division prepared 13,000 cards--1 for each subscription, which is the only practical way it can be done-- at a cost of 26 man hours (2 man hours per 1000 cards.) Cost of the materials was nominal.

2. Acquisitions Branch used 6000 of these cards--1 for each title--and discarded the balance. Typing time saved was approximately 32 man hours per 1000 cards or 192 man hours. Materials saved were 6000 commercially preprinted cards.

3. Net annual savings is therefore 166 man hours, or about 1 man month, and approximately \$30.00 for 6000 cards.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$30.00 Award to be shared equally by the two suggesters based on Tangible Savings of about \$500.00. (SLIGHT/LIMITED)

D. Decision of Chairman

[Redacted Signature]

Chairman, Suggestion Awards Committee

*30<sup>00</sup>/<sub>100</sub> to be shared*  
Award

STATINTL

*25 May 64*  
Date

ATT. No. 1

STATINTL



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ATT. No. 1

STATINTL



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ATT. No. 1

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ADMINISTRATIVE  
INTERNAL USE ONLY

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-185: dated 23 February 1964

[Redacted] Records Clerk, GS-4  
[Redacted] Records Clerk, GS-4  
DDP/RID/Index

STATINTL

A. Summary of Suggestion

These suggesters proposed an administrative aid for their files; namely, a divider flag of a different color to be conspicuous when copies of documents have been extracted temporarily for reproduction by the Copy-Flo Section.

B. Summary of Evaluation

The suggesters pointed out that this simple aid would eliminate many filing errors in the Index Section.

RID adopted this idea because it contributed toward a more accurate refiling of index cards.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$20.00 Award to be divided between the two suggesters, based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

STATINTL

[Redacted]  
Chairman, Suggestion Awards Committee

*20% to be shared*  
Award

*25 May 64*  
Date

ADMINISTRATIVE  
INTERNAL USE ONLY

C-E-C-R-E-T

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-189: dated 13 February 1964

Personnel Officer, GS-10

DDP

25X1A  
25X1A

A. Summary of Suggestion

Suggester proposes that a handbook be issued for the processing of Contract Personnel by the Case Officers. The Guide that this person compiled directs the user on a sequence of actions relative to Personnel, Finance, Security, and Medical and Training requirements.

B. Summary of Evaluation

While it is recognized that the "Guide for Processing Contract Personnel" is a compilation of existing regulations and requirements, it serves as a ready and useful working tool for persons who employ individuals on contract.

**ADVANTAGES:** All existing instructional material is under one roof. Although this material is in uncondensed form, it is preceded by a good functional table of contents.

**DISADVANTAGES:** Its use is limited by the interest of the user in keeping the book current.

The above evaluation represents the combined views of the Chief, Contract Personnel Division and of the Chief, Clandestine Services Personnel Division.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$2<sup>5</sup>7.00 Award based on Intangible Benefits (SLIGHT/LOCAL).

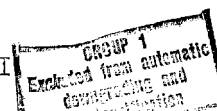
D. Decision of Chairman

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Chairman, Suggestion Awards Committee

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Award

\_\_\_\_\_  
Date

C-E-C-R-E-T





ADMINISTRATIVE

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-201: dated 2 March 1964  
[REDACTED] Intelligence Officer, GS-13  
DDI/OCC

STATINTL

A. Summary of Suggestion

Suggester proposed that the illumination in the Headquarters grounds be better controlled, and that the lights not be turned on until they were needed. In other words, he proposed a savings in electric lighting bills.

B. Summary of Evaluation

The lights were controlled automatically, but the PBS took steps, as a result of this suggestion, to re-program the clocks so that the lights would not go on until there is a need for them.

C. Recommendation of Executive Secretary

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

D. Decision of Chairman

STATINTL

[REDACTED]  
Chairman, Suggestion Awards Committee

C O A  
Award

25 May 64  
Date

ADMINISTRATIVE  
INTERNAL USE ONLY

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-221: dated 12 June 1963  
[Redacted] Clerk-Typist, GS-4  
DDP/Covert Action Staff

STATINTL

A. Summary of Suggestion

Suggester proposed a way to demarcate the cable form so that the typists could establish the proper alignment and would know precisely where to start to type the names of the coordinating officers. This would save the time and trouble spent in turning the cable form all the way to the bottom, lining it up, and then rolling it back to the proper space.

B. Summary of Evaluation

The suggester stated that in most instances the typist starts all over again rather than try to realign a form already in the typewriter.

This idea was adopted in the CS Information Reports Form. The Cable Secretariat sees this idea as having merit, and will continue to adopt it on future pre-printed forms, wherever feasible.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15.00 Award based on Intangible Benefits, (SLIGHT/LIMITED).

D. Decision of Chairman

STATINTL

[Redacted Signature]  
Chairman, Suggestion Awards Committee

\$15.00  
Award  
*[Handwritten signature]*

25 May 64  
Date