

CLASSIFICATION

EVALUATION REPORT

TO: Executive Secretary Suggestion and Achievement Awards Committee

SUGGESTION NO.
2350249

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion and Achievement Awards Committee in making a final determination of the merits of this proposal. Retain third copy, SEE REVERSE SIDE, THIRD COPY FOR ADDED GUIDANCE.

1. ACTION RECOMMENDED ADOPT DATE IMPLEMENTED _____ DECLINE OTHER (Specify)

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

The FAC discussed the suggestion that photocopies be made of the collection of photographs of all of the Presidents since the formation of CIA, as well as their hand-written salutations. The originals were then to be stored for archival purposes. The Commission believes that the originals should continue to be on public display with the idea that preserving these documents for the Agency's future is less important than allowing employees to view the original documents and gain an immediate sense of their place in history. We suspect that there will be very little further deterioration since the original damage occurred when the documents were exposed directly to the sun. The documents have since been moved to a more protected place. Consideration perhaps could be given to making photocopies of the documents and these photocopies then could be preserved for future use. A further suggestion might be to ask the Office of Technical Services to darken the salutations if, in fact, further deterioration does occur.

3. TANGIBLE FIRST-YEAR SAVINGS (Hours, salary costs and rates, material, equipment, etc. saved.) (Attach a separate sheet if necessary.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy) (Specify "Value of Benefit" and "Extent of Application", explaining reasons to justify your appraisal).

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

DATE	9 July 1985	STAFF	Fine Arts Commission
DATE		CONCURRENCE OF DIRECTORATE COMMITTEE MEMBER OR PROGRAM COORDINATOR	

TANGIBLE AWARDS SCALE

Approved For Release 2005/08/02 : CIA-RDP87-01130R000200020002-5

A cash award may be made for an employee contribution that exceeds job requirements and results in tangible benefits having a value of \$250 or more. The amount of such award shall be not less than \$25 and shall normally be based on a reasonable estimate of net monetary benefits for the first full year of operation following the contribution. The amount of the award is determined in accordance with the table and other provisions of this section, unless for special reasons the head of the agency determines that a different amount is justified; if so, reasons must be documented in support of the action taken.

<u>Tangible Benefits</u>	<u>Amount of Award</u>
\$250 to \$10,000	10%
\$10,000 to \$100,000	\$1,000 plus 3% of excess over \$10,000
Over \$100,000	\$3,700 plus .5% of excess over \$100,000

INTANGIBLE BENEFITS GUIDE

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED	EXTENDED	BROAD	GENERAL
	AFFECTS FUNCTIONS, MISSION OR PERSONNEL OF:			
	One office or installation; or a small area of science and technology.	Several offices or installations; or an important area of science and technology.	An entire area or Directorate. May be applicable to all of an independent agency or a large bureau.	Several areas or Directorates, or an entire department, or large independent agency, or in the public interest throughout the nation or beyond.
MODERATE. Modification of an operating principle or procedure; an improvement of rather limited value	\$25-100	\$100-250	\$250-500	\$500-1000
SUBSTANTIAL. Substantial modification of an operating principle or procedure; an important improvement.	\$100-250	\$250-500	\$500-1000	\$1000-2500
HIGH. Complete revision of a basic principle or procedure; a highly significant improvement.	\$250-500	\$500-1000	\$1000-2500	\$2500-5000
EXCEPTIONAL. Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$500-1000	\$1000-2500	\$2500-5000	\$5000-10000
APPROPRIATE NONFINANCIAL RECOGNITION MAY BE GRANTED FOR IMPROVEMENTS OR IDEAS WHICH DO NOT MEET THE STANDARD FOR CASH AWARDS.				

GOOD EVALUATIONS ESTABLISH CREDIBILITY

- Treat each suggestion as important—it is to both the suggester and management!
- Be prompt in responding; use an interim report to the suggester if necessary.
- Approach suggestions with a positive attitude. If the entire suggestion cannot be adopted consider whether it may be adopted in part or modified. (In these instances, the suggester may be entitled to an award based on the extent of influence the suggestion contributed to management's action.) Be certain the reasons for the action are understood. If you cannot adopt a suggestion, do not dwell on or overemphasize its disadvantages.
- Write answers that YOU would be willing to accept. Avoid a cold, impersonal or superior tone.
- Keep your evaluation short. Do not write 300 words if 50 will do the job, and do not overwhelm the reader with detail.
- Write the answer with the suggester in mind. Use language that the suggester will understand. (A responsive answer often eliminates requests for reconsideration.)
- Start your evaluation with a brief summary of the suggestion so that the suggester knows you understood the proposal. Follow with reasons for decision and conclude with an expression of appreciation for participation in the program.
- Avoid words or statements that might "turn off" suggesters, such as: "Scheme" "Impractical" "Gadget" "Reject" "Unoriginal."
- Consider the legal aspects of your response. Remember that laws and regulations can be changed. The fact that a current law or regulation does not permit what is suggested is not a valid reason for not adopting it.

TREAT IT RIGHT—WRITE IT RIGHT—EXPEDITE

ROUTING AND TRANSMISSION SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	[Redacted]	CR	5/29
2.	C/FAC att [Redacted] SE08 HQ	Q	7/9
3.			
4.			
5.			

STAT
STAT

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Employee Suggestion 2850249 - Preserving the Presidents' Handwriting

Please review the attached employee suggestion and respond on the attached Evaluation Form by 1 July 1985. Thanks.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

STAT

5041-102

* U.S.G.P.O.: 1983 -421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Executive Secretary
Suggestion and Achievement
Awards Committee

EXTENSION

NO.

2850249

DATE

22 May 1985

TO: (Officer number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED FORWARDED

1.

[Redacted]

5-28

For your review and evaluation please.

2.

Thank you.

3.

[Redacted]

4.

5.

C/HOME/OL
3E14 Hqs

5-29

We would appreciate your prompt attention and evaluation of this suggestion. Should you decide to adopt it, please state implementation date, which is needed before an award can be designated.

6.

Please respond on form provided. Thank you.

7.

8.

[Redacted]

9.

10. EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE

STAT 5N05 [Redacted]

12.

13.

14.

15.

A Response to the Agency
Suggestion and Achievement
Awards Committee is due on
22 July 1985

TITLE OR SUBJECT OF SUGGESTION Preserving the Presidents' Handwriting	SUGGESTION NO. 2850249
PRESENT METHOD Near the Library entrance on the first floor at Headquarters is a collection of photographs of all of the Presidents since the formation of CIA, along with a salutation to the CIA in the handwriting of each of them. This is a valuable, historic collection that should be preserved for the enjoyment of future generations of Agency employees. Unfortunately the inks used by the Presidents have faded with time, probably due to exposure to light. The remarks of Harry Truman have faded the worst and those of Dwight Eisenhower have also noticeably deteriorated. Truman's is now taking on a sepia appearance, but I don't recall it looking that way about 20 years ago when I first saw it displayed.	
I SUGGEST To protect these original salutations from further deterioration, I suggest that photocopies be made for display purposes and that the originals then be stored in a safe drawer away from light. The temperature and humidity of Headquarters building are maintained well enough that further protection, beyond protection from light, should be unnecessary. The photocopies used for display can be considered expendable, although in fact they will probably withstand public display better than the original salutations. Conventional silver-halide photographs on black-and-white paper stock, when properly processed to remove developing chemicals, is generally considered satisfactory for archival use (more than 100 years).	
ADVANTAGES This precaution will help preserve an element in the Agency's heritage for the future.	
Final Comment: I do not want, nor will I accept, an award for this suggestion. This just seems like the easiest route to direct this suggestion to the proper people.	

FORM 244
(2-74)USE PREVIOUS
EDITIONS SECRET CONFIDENTIAL ADMINISTRATIVE
INTERNAL USE ONLY

E _____, IMPDET CL BY _____

 UNCLASSIFIED (47)