

Memorandum

TO : Chief, Personnel Operations Division

DATE: 7 July 1966

FROM : Chief, Correspondence Branch

SUBJECT: Report of Correspondence Activities During the Period
1 July 1965 through 30 June 1966.

1. During this reporting period, the Branch prepared and dispatched a total of 46,498 letters, an increase of 14,872 over the previous fiscal year. Of the 46,498 total, 7,574 letters did not follow patterns and required individual composition.

2. The Branch acquired two flexowriters from another Agency office where they had been sitting idle. While these machines do not prepare as attractive letters as our regular machines, they do speed up the output of our correspondence. In December 1965, one of our regular flexowriters was sent out to the Friden Corporation for a thorough cleaning and necessary repairs but this machine was not returned to us until late May and therefore was lost to the Branch for six months.

3. Entrance on Duty letter tapes and Invitee letter tapes were recut to show reference to a Personnel Representative rather than to an Appointment Clerk. All letter containing references to the Agency address as 2430 E Street were recut.

4. Because no supply of envelopes was on hand when it was decided to do away with the 2430 E Street mailing address, the Branch found it necessary to type new mailing address on each envelope to be dispatched. The new envelopes are on order and are expected soon.

5. Members of the Branch worked a total of 264 hours overtime in February, March and April because of the heavy work load.

6. The personnel situation in the early part of the fiscal year was bad, but in October new personnel joined the Branch and by December all were operating in an excellent fashion.

7. The Branch made its flexowriters available during the year to the Contract Personnel Office for preparation of consultant letters and to the Retirement Staff.

8. As the need for a new automatic machine has been shown, discussions have been held about obtaining a DURA machine rather than a Friden Flexowriter when the new machine is ordered. The Dura machine utilizes the IBM Selectric model typewriter and types at a rate of 175 words per minute. It is also cheaper than the Flexowriter.

Plans for the forthcoming year:

The Branch is now in the process of bringing all its form letter books up to date and we expect to conclude this project in a month or two. In addition, we expect to revise our Correspondence Manual, an internal instruction booklet, so that it will reflect current procedures. We also intend to expand our use of preprinted form letters whenever possible.



STATINTL