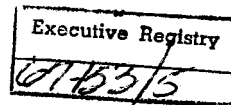


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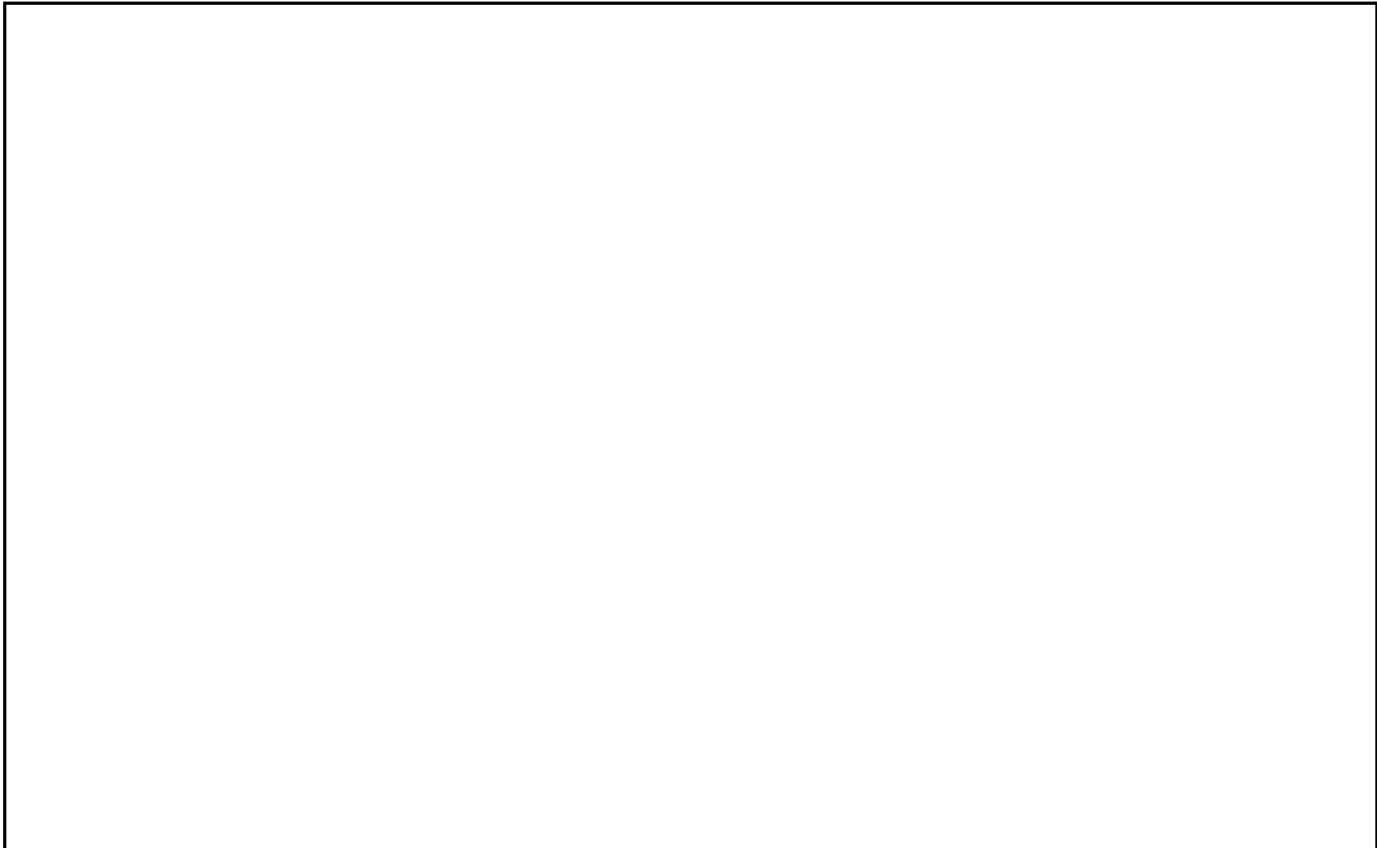
**MEMORANDUM FOR:** Executive Director-Comptroller

**THROUGH :** Director of Planning, Programming and Budgeting

**SUBJECT :** Classification Survey of Cable Secretariat and Message Center

**REFERENCE :** Memo for Ex Dir-Compt from D/Pers dtd 23 Feb 67,  
Subject: Review of Organization, Functions, and Overtime Policy of the Cable Secretariat

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 6.
2. The classification survey of the positions in the Cable Secretariat and Message Center, directed by you in your approval of referent memorandum on 11 April 1967, has been conducted. The position description coverage has been brought up to date and the Cable Secretary concurs in the survey findings.
3. The attached listing reflects the current and recommended staffing patterns and organizational titles in the Cable Secretariat and Message Center. Proposed changes are:



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27 FEB 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Manpower Ceiling in Cable Secretariat

REFERENCE : Memo dtd 23 Feb 67 to ExDir from D/Personnel,  
Subject: Review of Organization, Functions, and  
Overtime Policy of the Cable Secretariat

The attached memo and study lead me to the following major conclusions with respect to the manpower problem in the Cable Secretariat:

- a. There are no simple answers to the manpower problem -- low grade work, night and weekend duty, low pay, etc.
- b. The relative merits and demerits of the current overtime policy can be argued at great length; in fact, after study I believe the current modus operandi is the least costly and most appropriate way of handling the Cable Secretariat shift problem.
- c. The larger question, however, is whether or not the Cable Secretariat is to be merged and consolidated with the Signal Center of the Office of Communications and, if so, will there be inconsistencies in overtime policy application.
- d. I recommend that the larger issue of merger be resolved before the particulars of the Office of Personnel's study are acted upon -- regarding changes in work schedules, abolition of overtime, revised position structure, increases in manpower ceiling, etc.

*W. J. ...*

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Executive Director
67-153/1

9 FEB 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Review of Overtime Practices in the Office of Computer Services, Office of Communications and Cable Secretariat

REFERENCE: Memo to Ex Dir-Compt fr D/Pers dtd 12 Jan 67, same subject

1. This is an interim report in response to your request for a more detailed explanation of the differences in overtime practices and work week scheduling as between the Signal Center and the Cable Secretariat.

2. There is a basic similarity between the duty-hour requirements of both of the above offices; each must conduct operations in the processing of communications traffic seven days per week. Several years ago the Office of Communications developed, and I approved, a very ingenious "work week" schedule which covered a 16-week span. By scheduling work periods over this span with variable phasing running from 10 consecutive duty days with four consecutive days off, six days on duty and one day off, plus four days on duty with three days off, plus a period of five days on with two days off, the Office of Communications was able to run a more efficient and economical operation. Although deviating from the normal fixed seven day week scheduling, the system has been acceptable to employees and is legally permissible.

3. The Cable Secretariat is operated on normal scheduling plus considerable amounts of overtime but with some savings in manpower requirements and ceiling slots.

4. In order to fully equate the related merits of the two systems, I have called for a detailed study of duty hours requirements and comparative salary costs of the systems. I am advised that it will take up to two weeks to develop a definitive study with appropriate recommendations. If agreeable, I suggest 20 February for our submission of this study.

/s/ Emmett D. Echols  
Emmett D. Echols  
Director of Personnel

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*Cable Sec*