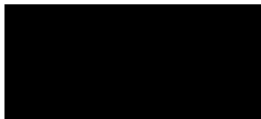


6/2



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How about  
answers to points  
1, 2, 3 pencilled on  
original letter.

(5)

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1. The total files involved would probably require at least two safe drawers - not presently available
2. The document flow into ASD (where the only very active file is) is at about 10 documents/month during this last winter. Last summer, however, the document flow got as high as 100/day - a function of publicity
3. If the ASD figures can be accepted this would mean (in terms of manpower) the fol. for PoE
  - a. During winter - 2 analyst hrs + 1 clerical hr/week  
(since in addition to material being rec'd by ASD there are other receipts - i.e. to [redacted] or to OCI)
  - b. During summer full time for 1 analyst + 1 clerk (if future flow is like past)
  - c. Additional analyst + clerical time required for any summations or studies required
4. I gathered from ASD that [redacted] isn't completely happy with the present setup in that he wants them to give more detailed atten than ASD can afford. We couldn't do more than they!

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Re the question

① This would require analyst to read, evaluate, and file all incoming reports, and to be familiar with all past material. Needed:

- a. During 1st month: Full time of analyst to read back reports and construct most usable filing system
- b. During "active periods" Full time of analyst and clerk just to scan + file
- c. During "inactive periods" 2 analyst<sup>hrs</sup> + 1 clerk hrs/week to scan and file
- d. Safe space

② If P+E is to do the job properly all file materials - those in Opus, ASD, IPS, + OCI should be put together in usable form in one place - see 1a, above

③ Varies from 10 documents/month during "inactive periods" up to 100 documents/day during "active periods"

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