

67-5747

6 December 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 30 November 19671. Cables Processed

A. The combined work units of CIA and non-CIA cables totaled 61,856 items broken down as follows:

CIA IN	19,802
CIA OUT	7,807
Miscellaneous (including Archives 700)	4,925
Non-CIA	<u>29,322</u>
Total Work Units	61,856

B. CIA IN and OUT cables totaled 328,229 for 1 January - 30 November 1967, an increase of 5% over the same period in 1966 (311,788) and 14% more than the base period in 1963 (288,676).

C. Non-CIA cables for 1 January - 30 November 1967 totaled 313,089, an increase of 17% over the same period 1966 (268,341) and 93% more than the base period in 1963 (162,444).

D. Work units totaled 697,109 for 1 January - 30 November 1967, which is 10% more than the same period in 1966 (634,815) and 38% more than the base period in 1963 (504,208).

E. 831 cables or 1.5% of all cables processed were furnished to the Director, as compared to 1,431 or 2.4% for October 1967.

2. Personnel

A. Our personnel picture is much better--in fact, it is the best it has ever been in Cable Secretariat history. During this month we gained five

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clerks and lost two. This leaves us with a strength of [redacted] short of our T/O of [redacted] (The way we determine a half of a slot is that we assign two 4-hour part-timers to one slot, and right now we have one 4-hour part-timer occupying a full slot.) The Office of Personnel has done a wonderful job of filling our vacancies. When our new persons are trained, we will be in fine shape.

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B. [redacted] Information Control Assistant, and [redacted] Information Control Clerk (part-timer) were each awarded \$12.50 for their suggestion of simplifying the "logging form for the control, accountability, and retrieval of cables."

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3. General

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A. With reference to your memorandum of 3 November 1967, Subject: "Dissemination of Non-CIA Cables" I furnished to [redacted] DDP, [redacted] DDI; and [redacted] DDS&T, one copy of each non-CIA cable disseminated on one day in order that they might be aware of the scope of the problem.

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B. During the month we met with [redacted] to discuss long term trends and prospects of cable dissemination, including the non-CIA cable problem.

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[redacted]

Y Cable Secretary

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