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7 June 1967

**MEMORANDUM FOR: Executive Director-Comptroller**

**SUBJECT : Report of Cable Secretariat Operations  
for 1-31 May 1967**

**1. Cables Processed**

**A. The combined work units of CIA and non-CIA cables totaled 67,552 items broken down as follows:**

CIA IN	22,158
CIA OUT	8,732
Miscellaneous (including Archives 683)	5,446
Non-CIA Units	<u>31,216</u>
Total Work Units	67,552

**B. CIA IN and OUT cables totaled 152,418 for 1 January - 31 May 1967, an increase of 7% compared to the same period in 1966 (142,573) and 19% more than the base period 1963 (128,256).**

**C. Non-CIA cables for 1 January - 31 May 1967 totaled 136,296, an increase of 13% over the same period in 1966 (120,354) and 81% more than the base period 1963 (75,251).**

**D. Work units totaled 315,296 for 1 January - 31 May 1967, which is 9% more than the same period in 1966 (289,022) and 38% more than the base period 1963 (227,583). Our Monday-Friday average for May 1967 was 2,441 items with an average of 2,179 items completed each 24 hours including Saturdays and Sundays.**

**E. 1,886 cables or 3% of all cables processed were furnished to the Director, as compared to 1,978 or 3% for April 1967.**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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**2. Personnel**

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Last month we gained four and lost three persons. This leaves our strength at [REDACTED] still 6 short of our T/O of [REDACTED]. We have received two of our eight summer employees. By the middle of June all eight of them should be on board. They will help us through our clerical shortage during the summer by which time, hopefully, the Office of Personnel will be able to process permanent employees to fill our existing vacancies. Also, hopefully, our T/O will be increased to make possible the hiring of persons as they become available to meet our steadily increasing work load.

**3. General**

Universal Business Machines Inc., makers of the "Keytronic Sorter," after reviewing our requirements issued us a proposal that we believe will do the job. The proposal states that they are able to build a machine to meet our requirements and can make delivery in six to eight months. If all goes well, we intend to proceed with the purchase of the machine. At the moment, this is the only bright spot on the horizon in terms of equipment which will assist us in getting our job done.

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[REDACTED]  
Cable Secretary

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