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4 November 1966

MEMORANDUM FOR: Executive Director-Comptroller
SUBJECT : Report of Cable Secretariat Operations

1. Cables Processed.

A. The combined work units of CIA and non-CIA cables totaled 62,385 items broken down as follows:

CIA IN	22,219
CIA OUT	8,639
MISCELLANEOUS (including Archives-657)	4,940
NON-CIA UNITS	<u>26,587</u>
TOTAL WORK UNITS	62,385

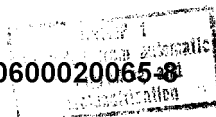
B. CIA IN and OUT cables totaled 283,908 for the period January - October 1966 down 2% compared to the same period in 1965 (288,883) and 10% more than the base period 1963 (258,103).

C. Non-CIA cables for January - October 1966 totaled 244,538, an increase of 25% over the same period in 1965 (195,810) and 65% more than the base period 1963 (148,064).

D. Work units totaled 578,365 for January - October 1966 which is 8% more than the same period 1965 (533,788) and 27% (456,832) more than the base period 1963. Our Monday - Friday average for October 1966 was 2,391 items. Our average for weekends (Saturdays and Sundays combined) was 2,436 completed items.

E. 1,546 cables or 3% of all cables processed were furnished to the Director as compared to 1,226 or 2% for September 1966.

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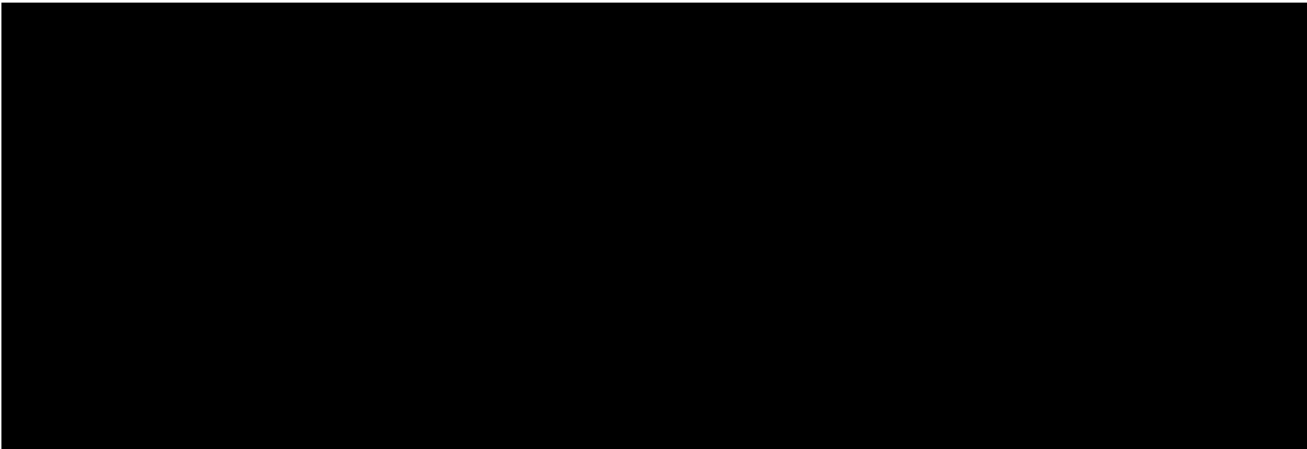
2. Personnel.

A. During the month we gained two persons, a Secretary-Steno and a clerk, but lost two persons, one to return to private industry, and one on maternity/LWOP for a year. This leaves our strength at [redacted] unchanged from last month and still 8 short of our T/O of [redacted]. We are operating with two less people than we had in January and four less than we had in November a year ago. 25X1A

25X1A B. [redacted] was out the entire month but returned to duty part time Monday, 31 October.

3. General.

A. The Deputy Director, DCI, toured the Cable Secretariat very briefly on Monday, 10 October and stated he would return for a more complete picture. 25X1A



C. Having referred to the production rate for a regular shift, it might be well to show what we actually have to work with on a non-overtime work day. First we have an authorized strength of [redacted] persons. From this we must take away 8, the number of unfilled positions, leaving an assigned strength of [redacted], we must subtract 12, the number of persons absent each day in October for all causes. This leaves an average present-for-duty strength of [redacted] persons. Using this figure, which includes overhead personnel as well as production personnel, we have a producing rate per [redacted] 25X1A

D. While the above production rates are good, I am concerned that they are made possible by some reduction in quality, some loss of time, and a significant reduction in the benefits which should accrue from effective

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supervision. Because we are short-handed, Supervisors spend much of their time doing production work when they should be supervising - reviewing dissemination more carefully, spending more time training people, watching for and improving the quality of work, and devising practices and procedures which might improve production quality and quantity without impairing accuracy or increasing cost.


Cable Secretary

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