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7 October 1966

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 30 September 1966

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 57636 items broken down as follows:

CIA IN	20,255
CIA OUT	7,749
Miscellaneous (including Archives-646)	4,460
Non-CIA units	<u>25,172</u>
Total Work Units	57,636

b. CIA IN and OUT cables totaled 283,050 for the period January-September 1966, down 3% compared to the same period in 1965 (261,278) and 8% more than the base period 1963 (233,257).

c. Non-CIA cables for January-September 1966 totaled 217,981, an increase of 25% over the same period in 1965 (173,718) and 62% more than the base period 1963 (133,889).

d. Work units totaled 515,980 for January-September 1966 which is 8% more than the same period 1965 (478,852) and 26% (409,885) over the base period 1963. Our Monday-Friday average for September was 2,182 items with an average of 1,921 items completed each 24 hours including Saturdays and Sundays.

e. 1,226 cables or 2% of all cables processed were furnished to the Director as compared to 903 or 1.7% for August 1966.

2. Personnel

a. During the month we lost five persons, one on maternity leave and four by resignation for personal reasons. Offsetting our losses

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almost exactly, Personnel sent us eight persons, three full time employees and five half time workers. This works out to an effective full time strength of [redacted] full time persons, still eight short of our T/O of [redacted] as reported last month.

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b. As reported orally to [redacted] was hospitalized from September 19th to September 30th. He is now at home and recovering nicely, but will require several weeks of rest before returning to duty.

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c. I am happy to report that "B" corridor is at last free of paper skids and other bulk supplies. The installation of double doors in our supply room wall has been completed and now permits the motor lift to deliver supplies directly into our storeroom. In addition, to eliminating unsightly objects from the corridor, a substantial amount of manual labor of hand carrying supplies and several hundred reams of paper weekly into the storeroom has been eliminated.

d. On September 14th, [redacted] and I along with Commo personnel visited the CINCLANT installation in Norfolk, Virginia to observe their automated message handling procedures. We were quite impressed and the trip, in terms of what we saw and learned, will be useful to us in our own planning.

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[redacted]
Cable Secretary

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