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4 August 1966

**MEMORANDUM FOR: Executive Director-Comptroller**

**SUBJECT : Report of Cable Secretariat Operations 1-31 July 1966**

**1. Cables Processed**

a. The combined work units of CIA and non-CIA cables totaled 53,630 items broken down as follows:

CIA IN	18,691
CIA OUT	7,598
Miscellaneous (Including Archives, 720)	4,552
Non-CIA Units	22,789
<u>Total Work Units</u>	<u>53,630</u>

b. CIA IN and OUT cables totaled 197,634 for the period January-July 1966, down 4% compared to the same period in 1965 (206,409) and 9% more than the base period 1963 (181,338).

c. Non-CIA cables for January-July 1966 totaled 167,597, an increase of 26% over the same period in 1965 (132,495) and 60% more than the base period 1963 (104,656).

d. Work units totaled 400,923 for January-July 1966 which is 8% more than the same period 1965 (372,194) and an increase of 25% (319,410) over the base period of 1963. Our Monday-Friday average for July was 2,015 items with an average of 1,730 items completed each 24 hours including Saturdays and Sundays.

e. 1,277 cables or 2.5% of all cables processed were forwarded to the Director as compared to 1,416 or 2.5% for June 1966.

**2. Personnel**

During the month we lost one person and gained none, reducing our on-duty strength to [ ] persons, eight short of our T/O of [ ]

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**3. General**

a. We started on a program designed to clear out from our cryptic reference file [REDACTED] cryptonyms which we believe are obsolete. This is a piece-meal approach and what is needed is a system which starts with the office having control over the cryptonym informing us when the cryptonym is no longer in use. We will try to devise such a program with DDP.

b. We have reached a decision to use a Xerox 2400 and a 720 in lieu of two of our present three Xerox 914s. In so doing, we will, I believe, improve our capability to process messages quickly, particularly Non-CIA cables of one page and 20 copies or less. The cost of making copies on the Xerox may be slightly more than for offset printing, but for our purposes - need to compensate for shortage of people and speed in processing - the end result will be worth the cost.

c. On 26 July after more than two years of drafting and coordinating and redrafting and re-coordinating, we sent to the DDS Regulations Control Staff for publication fully coordinated and approved revisions of [REDACTED]. The revisions include all of the recent policy and procedural changes recommended by the Coffey Committee as well as the changes necessitated by the July 19 change in Organizational Cryptonyms.

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[REDACTED]  
Cable Secretary

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