

6 July 1966

MEMORANDUM FOR : Executive Director-Comptroller

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

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 58,271 items broken down as follows:

CIA IN	20,579
CIA OUT	8,193
Miscellaneous - Archives (828)	5,045
Non-CIA units	<u>24,454</u>
Total Work Units	58,271

b. CIA IN and OUT cables totaled 171,345 for the period January-June 1966, down 3% compared to the same period in 1965 (177,605) but 11% more than the same period in 1963. (154,686).

c. Non-CIA cables for January-June 1966 totaled 144,808, an increase of 29% over the same period in 1965 (112,371) and 60% more than the same period in 1963 (90,471).

d. Work units totaled 347,293 for January-June 1966 which is 9% more than the same period in 1965 (318,195) and an increase of 27% (273,941) over the base period of 1963. The Cable Secretariat completed an average of 1,942 items each 24 hours including Saturdays and Sunday. Our Monday-Friday average for June was 2,258 items.

e. 1,416 cables or 2.5% of all cables processed were furnished to the Director as compared with 1,675 or 3% for May 1966.

2. Personnel

Last month we lost two people and gained four, bringing our on duty strength to [redacted] persons, seven short of our T/O of [redacted]. We have received our eight summer employees. They will help us with our clerical shortage through the summer by which time, hopefully, the Office of Personnel will be able to process permanent employees to fill our existing vacancies.

SECRET

Cable Secretary

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