

9 February 1966

MEMORANDUM FOR : Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations 1-31 Jan 1966

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 55,834 items broken down as follows:

CIA IN	20,368
CIA OUT	7,543
Miscellaneous & Archives (902)	5,230
Non-CIA Units	22,693
TOTAL WORK UNITS	<u>55,834</u>

b. CIA IN and OUT cables totaled 27,911 for the period 1-30 January 1966, up 9% as compared to the same period of 1965 (25,624) and 4% higher than the same period in 1964 (26,805).

c. Non-CIA cables for 1-31 January 1966 totaled 22,693, an increase of 38% over the same period in 1965 (16,372) and 50% higher than the same period in 1964 (15,126).

d. Work units totaled 55,834 for 1-31 January 1966, up 20% over the same period in 1964 (46,395). The Cable Secretariat completed an average of 1,801 items each 24 hours including Saturdays and Sundays. Our Monday-Friday average for January was 2,265 items.

e. 1,160 cables or 2% of all cables processed were furnished to the Director as compared with 1,130 or 2.5% for December 1965.

2. Personnel

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Our on duty strength is [redacted] persons - 7 short of our T/O of [redacted]. The Office of Personnel is doing all they can to fill our vacancies. However, with the workload what it is, automation couldn't come too soon to please me.

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3. General

a. We discussed with the Office of Computer Services what we would like to achieve with automation. I am awaiting their comments on my 28 January memorandum.

b. On 14 February [REDACTED] is going to explain the present plans re the use of TELETAPE and, hopefully, make clear to me what the advantages of the TELETAPE system are in terms of cost, speed, and uniformity.

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[REDACTED]

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y Cable Secretary