

Executive Director  
65-7174

6 DECEMBER 1965

MEMORANDUM FOR: EXECUTIVE DIRECTOR-COMPTROLLER

SUBJECT : REPORT OF CABLE SECRETARIAT OPERATIONS 1 - 30 NOVEMBER 1965

1. CABLES PROCESSED

A. THE COMBINED WORK UNITS OF CIA AND NON-CIA CABLES TOTALED 51,634 ITEMS BROKEN DOWN AS FOLLOWS:

CIA IN	19,719
CIA OUT	7,162
MISCELLANEOUS AND ARCHIVES (777)	4,994
NON-CIA UNITS	<u>19,759</u>
TOTAL WORK UNITS	51,634

B. CIA IN AND OUT CABLES TOTALED 315,773 FOR THE PERIOD JANUARY - NOVEMBER 1965, UP 2% COMPARED TO THE SAME PERIOD OF 1964 (309,514) AND 9% HIGHER THAN THE SAME PERIOD IN 1963 (288,676).

C. NON-CIA CABLES FOR JANUARY - NOVEMBER 1965 TOTALED 215,457 AN INCREASE OF 19% OVER THE SAME PERIOD IN 1964 (180,588) AND 35% HIGHER THAN THE SAME PERIOD IN 1963 (159,639).

D. WORK UNITS TOTALED 586,207 FOR JANUARY - NOVEMBER 1965 UP 10% OVER THE SAME PERIOD 1964 (489,460). THE CABLE SECRETARIAT DID A DAILY AVERAGE OF 1721 ITEMS EACH 24 HOURS INCLUDING SATURDAYS AND SUNDAYS.

E. 1130 CABLES OR 2.5% OF ALL CABLES PROCESSED WERE FURNISHED TO THE DIRECTOR AS COMPARED WITH 1639 OR 3% FOR OCTOBER 1965.

2. PERSONNEL

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LAST MONTH WE LOST ONE CABLE ANALYST WHO TRANSFERRED TO OBI, BRINGING OUR ON-DUTY STRENGTH TO [REDACTED] PERSONS AGAINST A T/O OF [REDACTED]. WE ARE IN NEED OF PEOPLE. WITH KNOWN LOSSES IN DECEMBER WE WILL BE SHORT 7 PERSONS.

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3. GENERAL

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A. BASED ON DATA WE HAVE FURNISHED TO HIM, [REDACTED] SCIENTIFIC ANALYSIS DIVISION OF OCS, HAS SUBMITTED THE FOLLOWING QUARTERLY PROJECTION FOR THE CABLE SECRETARIAT:

4TH QUARTER 1965	166,100
1ST QUARTER 1966	169,809
2ND QUARTER 1966	177,553
3RD QUARTER 1966	177,583

HS/IA  
Approved

[REDACTED]

3. B. WE HAVE A PROPOSAL WITH DDP DESIGNED TO REDUCE OUR WORKLOAD BY IMPROVED PROCEDURES AND BY INTERPRETING THE CLANDESTINE SERVICES DUTY OFFICER FUNCTION TO PROVIDE FOR THAT OFFICE BEING RESPONSIBLE FOR WHAT IS NOW CALLED "SUSPENSE" CABLES VS. THE CABLE DUTY OFFICER (CDO). WE HAVE ANOTHER PROPOSAL WITH DDP WHICH WILL ENABLE US TO ELEMENATE THE USE OF THE FLEXOWRTIER IN THE PREPARATION OF A GOOD NUMBER OF INTEL REPORTS - THIS TOO WILL INCREASE OUR CAPABILITY. WE ARE CONSIDERING ADDITIONAL MEANS TO ACCOMPLISH THE SAME END, INCLUDING THE IDEA THAT THE CABLE SECRETARIAT WILL PROCESS INTEL CABLES AS CABLES, AND THE DDP WILL PICK UP THE LOAD INVOLVED IN THE PROCESSING AND REPRODUCTION AND RECEIPTING OF THOSE SAME INTEL REPORTS AS TD'S. THERE SEEMS TO BE A LOGICAL JUSTIFICATION FOR THIS MOVE, AND I WILL KEEP YOU INFORMED AS TO HOW WE WORK IT OUT.

C. BASED ON DATA COMPILED DURING THE MONTH, THE FOLLOWING AVERAGE PROCESSING TIMES WERE ESTABLISHED:

<u>NUMBER AND TYPE ITEMS STUDIED*</u>	<u>AVERAGE PROCESSING TIME (MINUTES)</u>
PRIORITY & HIGHER PROCEDURE INTEL REPORTS - 159	123
ROUTINE INTEL REPORTS - 684	261
IMMEDIATE CABLES** - 368	33
PRIORITY CABLES - 1567	31

\* NOT ALL INTEL REPORTS ARE INCLUDED IN THIS STUDY SINCE FIGURES WERE RECORDED BEGINNING 16 NOVEMBER 1965. FROM 16 NOVEMBER 1965 ON, ALL INTEL REPORTS WILL BE INCLUDED.

\*\* ADVANCE COPIES FURNISHED TO ACTION UNIT OR HIS DUTY OFFICER IN FIVE MINUTES OR LESS.

D. WE WERE VERY PLEASED TO RECEIVE YOUR MEMORANDUM OF 30 NOVEMBER 1965 CONCERNING OUR CONTRIBUTIONS TO CONSOLIDATED FUND DRIVE. FYI - ALL BUT TWO PERSONS IN THE CABLE SECRETARIAT CONTRIBUTED TO THE DRIVE AND I HAVE PASSED ON TO THE STAFF YOUR MEMORANDUM. PERHAPS NEXT YEAR WE CAN AGAIN HIT THE 100% PARTICIPATION GOAL.

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CABLE SECRETARY