

att 58 0200
June 3, 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Possible Merger of the Cable Secretariat and the
Signal Center

1. PROBLEM:

Can the Cable Secretariat, Office of the Director, and the Signal Center, Office of Communications be consolidated to advantage?

2. ASSUMPTIONS:

A merger should be considered only if the cable service rendered by these two units (separately and together) can be maintained or improved.

3. FACTS BEARING ON THE PROBLEM:

a. The Signal Center, prior to July 1952, contained a Processing Branch which performed the Message Center function. This Branch and its function was transferred in July 1952 to the newly created Cable Secretariat.

b. The creation of the Cable Secretariat added a new complementary function, that of providing a Cable Secretary Service and required additional personnel to direct and administer the new organizational unit. No attempt was made to see if the Signal Center couldn't effectively perform this added requirement.

c. The initial table of organization for the Cable Secretariat created in July 1952 totaled [redacted] positions; [redacted] of these positions were for the new Cable Secretariat function and [redacted] were for the Message Center function and were transferred from the Signal Center, Office of Communications.

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d. The Cable Secretariat currently has a total table of organization [redacted]

e. The functions of the Cable Secretariat and the Signal Center require contiguous location of the activities.

Document No. 210

NO CHANGE in Class.

DECLASSIFIED

CLASS. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

DDA REG. 77/1763

Date: 10/3/8 By: 02L

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4. DISCUSSION:

- a. It was intended that creation of the Cable Secretariat in 1952 would provide a central unit to handle all classified cables. The study annexed hereto reveals that all classified cables are not being handled or processed through the Cable Secretariat. These exceptions are:
 - (1) Cable traffic on seventeen (17) special operational projects is currently handled by the Signal Center.
 - (2) Office of Communications technical cable traffic (Radnote) is handled only by the Signal Center.
- b. Analysis of the functions and operations of the Cable Secretariat and the Signal Center shows them to be complementary to each other as well as requiring contiguous location.
- c. Discussions with the Office of Communications disclosed that a merger of the Cable Secretariat with the Signal Center could be accomplished by transferring the current on-duty strength of the three operating Sections of the Cable Secretariat into a Message Center Branch which would have to be created in the Signal Center. In addition to this transfer requirement there would be needed a Chief and Deputy Chief positions for the Message Center Branch. To perform the duties of the Cable Secretariat Duty Officers, provision for one additional duty officer would be required by the Signal Center. These personnel requirements resolve into a table of organization and civilian personnel ceiling authorization totaling positions as being sufficient to perform and maintain the Cable Secretariat mission within the Signal Center.

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5. CONCLUSIONS:

- a. Present "handling of messages" by two separate Agency elements is inconsistent with the stated intent of the 1952 creation of the Cable Secretariat.
- b. The basic organizational principle of grouping like or complementary functions is clearly applicable to the Cable Secretariat and Signal Center.
- c. A merger of the two, with transfer of full responsibility to the Office of Communications is logical and feasible on the basis of functions, costs, physical location and sound administrative principles and practices.
- d. Substantial savings will result from such a merger. (Salary savings of around \$100,000 per year, 17 ceiling slots, less space needs)

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e. Present cable service as such can be maintained and possibly improved by a merger.

6. ACTION RECOMMENDED:

Approve the merger of the Cable Secretariat and the Signal Center and authorize the Director of Communications to carry out the merger as outlined on the Management Staff Study annexed hereto.


Chief, Management Staff

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ATTACHMENT:

- A - Mgt Staff Study dtd 12/22/55
"Possible Merger of the Cable Secretariat and the Signal Center" w/attachments.

CONCURRENCES:

Executive Assistant to the Director

Date

Director of Communications

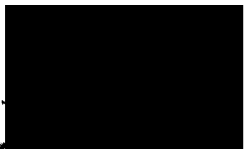
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ACTION BY APPROVING AUTHORITY:

APPROVED:

The recommendation in paragraph 6 is approved.

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MGT/S/MA/ea (3 January 1956)

Deputy Director (Support)

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