

**CONFIDENTIAL**

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Mr. [REDACTED]

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As requested, this memorandum is to set forth the figures on which basis Appraisal Section estimates were arrived at on the production per man per month on applicant and employee cases and [REDACTED] EE cases.

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APPLICANT & EMPLOYEE CASES

FBI

Fiscal Year	Men Assigned	Cases Assigned	Average
1948-1949	4 1/4	Year --- 2603 Mo. 217	51
7/49 - 9/49	4 1/2	7/49-9/49 1050 Mo. 350	77 *
10/49 - 6/50	3	10/49-6/50 1692 Mo. 188	
		Actually handled by PSB 173 (227 out of 1692 were handled by SSD)	57

\*This figure is based only on a three month figure. Computation on the basis of January through September figures would be:

<u>Men Assigned</u>	<u>Average No. of Cases per Mo.</u>	<u>Average</u>
4 1/2	(2807 divided by 9) 312	69

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EE CASES

In fiscal year 1948-1949 1626 cases were received. Normal receipts began in October 1948; average for 9 months beginning in October was 169 per month. One man was assigned. Production per man was 169 cases.

In fiscal year 1949-1950 3456 cases were received. Average number of cases per month was 286. 1 1/4 men were assigned, for an average of 228 cases per month per man.

There was, however, a change in procedure in October 1949 which resulted in:

- (a) Cases requiring appraisal in addition to summarizing and reporting;
- (b) An increase of 100% in sources to be checked; and
- (c) An increase of 25% in number of reports returned.

(These figures were obtained from a survey of 200 cases, 100 before and 100 after the change in procedures.)

During the months of October, November and December 1949 there were handled by 1 1/4 men a total of 684 cases or 182 cases per month per man. These cases, however, did not come under the new procedures and consequently did not contain the extra 25% reports these procedures produced.

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Since December 1949, there has been instituted a short-out procedure whereby cases are evaluated and the decisions reported to the [REDACTED] without reporting to that Division the additional background data and information pointing to intelligence potential.

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