

ADMINISTRATIVE-INTERNAL USE ONLY

Security Records Division

WORK MEASUREMENT STATISTICS - FY 1974

%  
Productivity  
+ =

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through May 1973		Cumulative Through May 1974		Unit Trend: Up or Down
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
1. Case Processing.	1. Cases opened based on requests for a security clearance.	26666	10	24391	11	-16.9 Down 2275
2. Indices Activities.	2. Collective total of manual name searches, cards filed, names changed, cards typed, cards purged, names grouped, security documents numbered.	170534	7	220476	7	+29.2 Up 49942
3. Filing Activities.	3. Collective total of files requested, files pulled, folders filed, security documents filed, files recharged, PSU requests, scope searches.	756184	14	657398	12	+9 Down 98786
4. Computer Support Activities.	4. Collective total of names searched, case searches, systems update transactions, CIB transactions, Miscellaneous Keypunch Activity, 1050 Telecommunications transactions.	718803	10	905597	10	+25.4 Up 186794
5. Communication Activities.	5. Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic handled.	59550	3	57075	3	-4.2 Down 2485
6. Case Analysis Activities.	6. Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	13423	5	14421	5	Up 998 +3.6

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PRODUCTIVITY  
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BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through May 1973		Cumulative Through May 1974		Unit Trend. Up or Down
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
7. Information Processing Division Check Activities.	7. Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors and IPD checks levied on OS.	18586	2	13351	2	-28.2 Down 5235
8. File Retirement Activities.	8. Collective total of files reviewed for retirement and microfiche	27897	3	28841	3	+3.4 Up 944
9. Microfiche Activities.	9. Collective total of pages prepared and files filmed.	82038	2	436380	9	+18.2 Up 254342
10. Compartmented Information Activities - Recordkeeping.	10. Collective total of changes to master record, names searched and cable actions.	377044	10	408257	10	+8.2 Up 31213
11. Compartmented Information Activities - Briefings.	11. Briefings/debriefings conducted.	2046	1	2231	1	+9.0 Up 185
12. Outside Agency Name Check Activity.	12. Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	76403	4	78221	4	+2.4 Up 1818
CUMULATIVE TOTALS		2329174	71	2846639	77	+13.1 Up 517465

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STATISTICAL REPORT - FY 1974

2. Indices/Filing Activities

Month	INDICES ACTIVITIES							FILING ACTIVITIES								
	Names Searched*	Cards Filed*	Names Charged	Cards Typed	Cards Purged	Names Grouped	Security Documents Numbered	Files Requested	Files Pulled	Folders Filed	Security Documents Filed	Security Documents On Hand	Files Recharged	PSU Requests	Scope Searches*	
J	2204	5119	25	1896	1971	182	3131	15143	12600	14475	14529	3000	4936	586	1898	
A	1723	5314	29	1002	771	0	2616	14890	12860	16420	14779	2000	3178	668	2216	
S	1067	6734	20	1169	1114	12	2082	13494	11755	13819	7486	3000	3014	595	2086	
O	1137	5187	24	1012	2809	49	1824	14694	12673	14857	16739	3000	3141	616	3062	
N	936	5011	33	902	21131	63	1970	13895	12031	13873	11771	3500	3099	621	2145	
D	646	3338	21	791	11751	89	1258	10342	8842	9327	9248	3000	2131	475	1524	
J	825	3766	21	726	20498	136	2139	17452	14461	16635	17174	2500	3412	736	2026	
F	783	3969	12	736	18529	160	1982	16872	14517	12934	8505	3000	4585	472	1723	
M	702	4145	21	688	23537	136	2383	14172	12441	14418	12897	2000	3808	547	2229	
A	1660	4311	23	603	8682	396	2368	14637	12934	13595	10804	2500	4621	532	2229	
M	1739	4598	14	778	8781	236	2229	15286	13483	14715	9389	4000	4142	599	1551	
J																
T																

\*Statistics furnished for OS monthly report.

APRIL  
 SANCA BATCH RUN 8 hr. 45  
 SANCA TERMINAL 19 hr. 40  
 Security Records Division  
 29hr.,15min.  
 41hr.,20min.  
 STATISTICAL REPORT - FY 1974  
 CARDS FR. NACC-Feb.'74 2829  
 Mar.'74 2704  
 Apr. '74 2377  
 May 74 3294

3. Computer Support Activities.

Month	Names Searched *	Case Searches *	Number of Cases Involved in Case Searches *	Hits *	Update Transactions	Update Additions	Update Deletions	Update Changes	CIB Transactions	Miscellaneous Keypunch Activity	DODCI Checks Requested	Requests Received From NACC	No Records Transmitted to NACC	Total Cards in OS Personal Index *
J	14074	15755	2062	24083	6746	4001	2045	700	6746	7466	2721	8522	4902	2,006,535
A	16044	19125	2603	28417	5514	4049	628	837	8463	10606	2878	5045	4715	2,009,956
S	14916	14180	1993	22198	7356	3452	909	2995	9615	8646	2777	4829	4887	2,012,499
O	11507	19055	2334	27058	7590	3130	2868	1592	55575	8426	2667	5604	4674	2,012,761
N	22012	17605	2167	34061	34374	3397	29679	1298	7543	6398	3029	6347	6775	1,986,479
D	9215	11685	1549	14234	14360	2248	11531	581	4794	3693	1828	3348	4185	1,977,196
J	15514	17110	2359	25801	6428	3048	2569	811	5674	7377	2881	4894	6398	1,977,675
F	13617	16760	2440	25152	50232	3045	46193	994	7294	4995	3613	4017	4582	1,934,527
M	19836	17350	2048	34696	5875	2971	2123	781	8268	6335	2291	6233	4477	1,935,375
A	17191	18600	2195	28828	4485	2831	550	1104	5823	10242	2662	5962	7299	1,937,656
M	17283	15775	1891	23241	46554	2873	42531	1150	11802	6404	2442	7305	4900	1,897,998
J														
T														

\* Statistics furnished for OS monthly report.

SANCA Batch Run (Late, Incomplete, Missed):  
 SANCA Terminal down time:

DODCI Reply Cards from NACC - Oct.'73: 3296  
 " " " " " - NOV.'73: 3222  
 " " " " " - Dec.'73: 2629  
 " " " " " Jan.'74: 2891

July	August	September	October
1 Hr.	25 Hrs.	-0-	1 Hr. 40 Min.
63 Hrs.	87 Hrs. 4 Min.	7 Hrs. 2 Min.	46 Hrs.12 Min.
NOV.	DEC.	JAN.	FEB.
-0-	-0-	-0-	-0-
25 hrs.	14 hrs. 5 min.	24 hrs.	32 hrs.
			Mar.
			3 Hrs. 15 Min.
			40 Hrs. 17 Min.

SEE ABOVE FOR CONTINUATION

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4. Communications Activities.

Month	POUCH MANIFEST ITEMS			TWX TRAFFIC			DISPATCHES			CABLES			Non-Agency Cables Handled *	Total Messages *
	In	Out	Total	Received	Sent	Total *	Received	Sent	Total *	Received	Sent	Total *		
J	---	---	-----	618	483	1101	266	53	319	1012	396	1408	2432	5260
A	0	2971	2971	684	501	1185	274	48	322	963	426	1389	2758	8625
S	1246	2460	3706	589	402	991	257	40	297	913	413	1326	2480	8800
O	3390	3571	6961	773	494	1267	331	46	377	1296	463	1759	3108	13472
N	3471	2771	6242	730	391	1121	280	42	322	947	362	1309	2239	11333
D	3011	1800	4811	575	265	840	216	43	259	770	319	1089	1730	8729
J	Discontinued			683	491	1174	253	65	318	833	379	1212	2246	4950
F	Discontinued			645	397	1042	170	92	262	970	443	1413	2001	4718
M	Discontinued			864	401	1265	280	47	327	1211	473	1684	2237	5513
A				1018	471	1489	274	59	333	1011	445	1456	2564	5842
M				995	498	1493	315	42	357	1104	493	1597	2177	5624
J														
T														

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STATISTICAL REPORT - FY 1974

5. Case Analysis Activities.

Month	COVERT CASES				OVERT CASES				TOTALS				SANCA RECORD INFORMATION		
	Pending BOB	Received	Completed	Pending COB	Pending BOB	Received	Completed	Pending COB	Pending BOB	Received	Completed *	Pending COB	Case Summaries Prepared *	Reference Material Reviewed	Summaries Prepared
J	2	434	435	1	0	324	318	6	2	758	753	7	181	---	---
A	1	515	515	1	6	316	318	4	7	831	833	5	228	---	---
S	1	457	456	2	4	244	242	6	5	701	698	8	188	687	95
O	2	520	516	6	6	298	293	11	8	818	809	17	215	184	52
N	6	470	462	14	11	289	289	11	17	759	751	25	205	202	66
D	14	350	362	2	11	227	233	5	25	577	595	7	142	24	11
J	2	495	482	15	5	280	270	15	7	775	752	30	175	329	75
F	15	414	428	1	15	445	452	8	30	859	880	9	325	778	13
M	1	382	376	7	8	411	408	11	9	793	784	18	216	400	18
A	7	358	360	5	11	456	448	19	18	814	808	24	212	755	3
M	5	354	356	3	19	394	399	14	24	748	755	17	224	0	0
J															
T															

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6. Information Processing  
Division Checks.

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Month	COVERT CASES			OVERT CASES			TOTALS			Special Telephone Requests for IP Info/Documents	IP References Reviewed *	POSITIVE RESULTS TO REQUESTORS			IP Requests for OS Checks			
	Pending BOB	Requested	Completed	Pending COB	Requested	Completed	Pending BOB	Requested	Completed *			Pending COB	Summaries	Documents		201 Files		
J	37	636	593	80	38	469	495	12	75	1105	1088	92	32	193	36	6	43	35
A	80	622	600	102	12	350	300	62	92	972	900	164	299	170	16	7	48	47
S	102	602	667	37	62	356	388	30	164	958	1055	67	44	131	20	10	38	37
O	37	596	561	72	30	345	361	14	67	941	922	86	73	110	3	10	56	73
N	72	551	595	28	14	307	287	34	86	858	882	62	85	147	9	11	38	10
D	28	492	477	43	34	158	190	2	62	650	667	45	73	118	10	4	22	5
J	43	664	639	68	2	329	262	69	45	993	901	137	170	238	7	16	49	2
F	68	586	566	88	69	230	230	69	137	816	796	157	140	267	13	12	92	4
M	88	408	417	79	69	268	256	81	157	676	671	160	292	152	9	15	49	
A	79	491	452	118	81	331	300	112	160	822	752	230	181	190	12	26	59	3
M	118	479	548	49	112	320	403	29	230	799	951	78	118	173	11	16	34	3
J																		
T																		

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7. File Retirement Activities.

Month	Files Reviewed for Retirement *	Footage of Material Destroyed	Files Retired *	Number of Boxes	Files Retired To Date *	Number of Boxes	Files Recalled from Records Center *	Files Reactivated *	Files Reactivated To Date	Files Reactivated To Microfiche	MICROFICHE PROJECT		
											Pages Prepared	Files Filmed	Files Destroyed Without Filming
J	3963	13	2984	32	260697	3308	443	159	16024	582	16864	738	14
A	2374	8	2743	24	261056	3332	459	119	16143	2079	66835	1827	186
S	653	4	395	4	258088	3336	378	2	16145	1933	44401	1684	1428
O	753	4	389	4	254679	3340	292	278	16423	2235	42510	1419	1285
N	1348	8	351	5	252973	3241	339	120	16543	1583	42415	996	354
D	1516	8	608	8	251929	3241	219	106	16649	1333	19081	2659	13
J													
F													
M													
A													
M													
J													
T													

SEE NEXT REPORT FOR JAN. THRU JUN.

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7. Microfiche and File Retirement Activities

Month	Files Reviewed for Microfiche/Retirement *	Pages Prepared for Microfiche *	Files Microfiched *	Files Destroyed without Filming	Footage of Material Destroyed	Files On Microfiche * to date	Files Retired at Records Center * to date	Number of Boxes at Records Center	Files Recalled from Records Center *	Files Reactivated from Retirement *
J										
A										
S										
O										
N										
D										
J	1388	7949	2245	35	18	14933	250221	3241	400	62
F	2508	38639	2215	0	34	16489	251226	3261	520	144
M	3710	39979	3440	0	45	17806	251164	3258	323	62
A	5588	48034	4399	0	41	21082	251046	3258	400	118
M	5040	43744	4307	1	42	26601	250874	3257	504	172
J										
T										

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