

11 April 1977

MEMORANDUM FOR: Chief, Clearance Division

FROM : [REDACTED]  
Deputy Chief, Staff & Operations Branch

25X1A

SUBJECT : Office of Security Monthly Report of  
Trends and Highlights for February 1977

1. Attached is the note from the DD/PSI, inquiring about the accuracy of the processing time statistics for February 1977.

2. The statistics to which the DD/PSI refers are inaccurate because of an error in compiling the figures for that month. In February, as well as January and March 1977, the processing time was incorrectly computed. The error was made in adding the total days that the average case was deferred, either pre or post field, into the total number of days the average case was in Clearance Division. This was a mistake because the pending deferred days were already included in the days the case was in Clearance Division. According to the Deputy Chief, Security Records Division, the only reason for a separate listing the figures this way the monthly OSCCAR report is to give a true picture as to how much time was spent in a pending deferred status.

3. As a result of this error, the figures for the days in appraisal and research should read as follows:

Date	Number of Cases	Days in Appraisal and Research
January 1977	153	10.6 (not 14.1)
February 1977	199	11.0 (not 22.2)
March 1977	452	11.3 (not 17.7)

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OFFICE OF SECURITY

TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES

Month of MARCH 19 77

1. PROCESSING TIME (For <u>452</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of days):	DAYS In INVESTIGATION	Days in Research and Appraisal		TOTAL DAYS
		SRD	PSD	
	40.9	3.8	(17.7)	62.4

11.3

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	
b. 31 to 60 days	
c. 61 to 90 days	
d. 91 to 120 days	
e. 121 to 150 days	
f. over 150 days	

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	Total	

\*This figure does not include \_\_\_\_\_ cases where clearances were granted without FURTHER, OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of \_\_\_\_\_ CASES.

<b>TRANSMITTAL SLIP</b>		DATE
TO: <i>OS Reg</i>		
ROOM NO.	BUILDING <i>J</i>	
REMARKS: <i>Pls file in January Trends &amp; Highlights Report</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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