

Executive Registry
70-505-3

6 October 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1-30 September 1970

1. The workload in September 1970 was 63,784 items, 3.5% less than September of last year. For the first three months of Fiscal Year 1971 we are running 11% less than the same period in Fiscal Year 1970. With reference to our workload, we were taxed this month with the situation in which more than one crises or fast moving situation/hot spot demanded our attention - i. e., Jordan, Chile, Vietnam/Laos, - to say nothing of hijackings, VIP's travelling, etc. We are ill-equipped to handle multiple crises. On more than one occasion we carried over from one shift to another 500 - 800 cables. Such conditions breed delays and errors. Contributing to the problem is the almost constant employment of our supervisors to fill production roles versus supervisory roles in order to get the work out. However, this is not a new problem and we will manage.

2. We process our CIA precedence traffic quite satisfactorily. However, our routine CIA and State traffic is not processed so well - e. g., on CIA incoming routine messages, we process 56% in two hours or less, 87% in four hours or less, and 100% within five hours; on State, we complete 60% in four hours or less, 78% in eight hours or less, and 100% within 12 hours.

3. As of 30 September 1970 we had an assigned strength of [REDACTED] 25X1A making us even with our authorized strength for FY 71 (100).

4. Because it was not operating satisfactorily and because there seemed little likelihood that it could be made to operate satisfactorily, we discontinued use of the Keytronic Document Sorter on 4 September.

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We are considering (1) having it completely re-built to make it solid-state, (2) buying a new Keytronic sorter which will be built as solid-state, or (3) buying a sorter from another company, possibly the Collator Corporation. At the moment, we are still in the shopping stage, but the sorter is sorely missed - it was a work saver. We did use it for two years on three shifts, or the equivalent of six years calculated on a regular eight hour shift, so we can say we more or less got our money's worth.

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5. On 21 September 1970, [REDACTED] visited the Addressograph-Multigraph plant in Cleveland, Ohio. Purpose of the visit was to discuss service on the AMCD copier and also to view new printing equipment not yet shown to the general public.

6. The AMCD, an automatic copier/duplicator manufactured by the A&M Corporation was installed in our office on 1 September 1970. The machine is being tested to see if it is capable of replacing the offset equipment now being used in the cable reproduction section. The machine is beginning to perform satisfactorily. If the promises received during the Cleveland trip re improved service and parts availability are kept, the machine may have a future in the Cable Secretariat.

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7. On Wednesday, 23 September, the ACT-II Working Group (for automation of the Cable Secretariat) was formed consisting of the following personnel: [REDACTED] OC, Project Leader; [REDACTED], all of the Office of Communications. Representing the DDP/IW is [REDACTED] and the Cable Secretariat is represented by [REDACTED]. The Working Group plans to have the specifications ready for bid on 1 January 1971, a contract signed by 15 June 1971, and the system installed and operational by June 1972.

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[REDACTED]
Cable Secretary