

7 January 1966

MEMORANDUM FOR : Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations for 1965

1. Cables Processed

a. A comparison of the Cable Secretariat workload for the calendar year 1964/1965 shows the following:

	<u>1964</u>	<u>1965</u>	<u>Numerical Difference</u>	<u>% Difference</u>
CIA IN cables	253,030	248,646	- 4,384	- 2
CIA OUT cables	82,633	95,071	+ 12,438	+ 15
Miscellaneous Items	49,356	52,897*	+ 3,541	+ 7
Non-CIA cables	<u>195,504</u>	<u>236,291</u>	+ <u>40,787</u>	+ <u>21</u>
TOTAL	580,523	638,859	+ 58,336	+ 10

*Miscellaneous items for 1965 include 5,954 archives items not included in any count prior to April 1965.

b. From 1 January to 31 December 1965 we processed 343,717 CIA cables (IN/OUT) which is 2% more than the number of CIA messages processed in the same period of 1964 (335,663) and 9% more than the same period in 1963 (313,971).

c. The Cable Secretariat in 1965 furnished 20,181 CIA and non-CIA cables to the Director (3.5%) of cables processed compared to 16,714 (3%) in 1964.

2. Personnel

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a. At the close of 1965 the Cable Secretariat had an on-duty strength of [REDACTED] persons, six short of our ceiling of [REDACTED]

b. During the year we lost 18 persons: five Cable Analysts (two military duty, one to accept outside employment, one transferred to OBI and one resigned after maternity leave), eight Info Control Clerks, Clerk Typists, Mail and File Clerks (two to attend college full time, six transferred to other components of the Agency, two FE, one OP, one OS, one OBI and 1 OC), three

Offset Press Operators (two to accept outside employment, one transferred to NPIC), one Mail and File Supervisor (to attend college full time) and one Assistant Message Center Chief (transferred to FE). During the year we also lost three persons to the military for six months training. Offsetting our losses we gained 22 persons, all in the clerical category. We also employed eight summer employees and they were a tremendous help.

c. During the year 13 of our personnel were awarded Quality Step Increases for their outstanding work. Three received cash awards amounting to \$280 from the Suggestion Awards Committee.

3. Training

a. Agency training facilities appropriate for our personnel accounted for seven Cable Secretariat personnel having attended one or more training courses during the year. In addition four persons successfully completed our Cable Analyst Training Course. Normal on-the-job training given to new personnel is not included in the above figures.

b. Six of our Offset Pressmen attended the A&M School in Cleveland, Ohio. This is a course designed to familiarize and teach offset pressmen to make adjustments and minor repairs on the multilith machines.

4. General

a. We discontinued the use of yellow, blue and green paper, and stopped preparing sanitized copies. This made it feasible to use with considerable efficiency the latest semi-automated A&M 1250 offset printing equipment designed for systems work. This was an essential step in order to meet expected higher workloads. Our average hourly production rate for the Offset Press Operators after this change rose from 56 mats to 64 mats.

b. The Office of Computer Services completed a study on Cable Secretariat logging procedures and reported that: "The design and installation of an automated system for cable logging and cross referencing supported by Office of Computer Services computers having direct access storage devices, with remote terminals in the Cable Secretariat area is feasible." Implementing action is awaiting the results of a follow-on study which will examine the feasibility of automation to a much greater extent. In my opinion it is possible that electrical dissemination of CIA cables to all our customers and the discontinuance of reproduction in the Cable Secretariat of such cables is feasible.

c. The four station privacy tube system connecting SDO, Cable Secretariat, Signal Center and PSD became operable during the past year. The system is in use seven days a week, 24 hours a day. This is a great improvement over the old system which required that we hand-carry 25X1A messages after hours and week-ends.

d. [REDACTED] as the representative of the Deputy Director for Plans in the CIA Operations Center. [REDACTED] also outlines the role of the Cable Secretariat in support of the CS/DO.

e. The review by DDP of the Cable Secretariat cryptonym file was completed in 1965. This review eliminated the true names of sensitive individuals and provided in their stead meaningful descriptions. It was necessary to sanitize many source descriptions and numerous cryptonyms were deleted from the files.

f. Fourteen persons in the Cable Secretariat have donated to the Red Cross over one gallon of blood over the past years.

g. We reported to the Office of Planning, Programming and Budgeting a savings of \$25,000 for the second quarter of the Fiscal Year 1966. This figure was based on an increased workload of 18,000 cables processed by the Cable Secretariat at an estimated cost of \$1.50 for each cable processed.

h. In July we requested each Deputy Director to have a review made of the cable requirements for his office. We now have on record for each of the 165 units to which we distribute cables, requirements which reflect their current needs. While there may be some overlapping in requirements and while in some instances the number of copies issued may seem great, I am confident that, barring the occasional mistake on our part, the dissemination being made reflects the needs of the DDP, DDI, DDS and DDS&T. Any significant reduction in the number of units to which cables are distributed, or any significant reduction in the number of copies issued, can come only from some decision on the part of the Deputy Directors concerned that their units do not need the cables which the units now say they need. For your

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information, as of this date we have requirements for 165 offices, broken down as follows:

	<u>Number of Units</u>			
	<u>With General Requirements</u>	<u>With Rqmts for Certain EXDIS</u>	<u>With Rqmts for Certain State LIMDIS</u>	<u>With Rqmts for Certain RYBAT</u>
O/DCI	11	5	6	7
O/DDP	41	13	17	33
O/DDS	11	0	0	8
O/DDI	87	3	6	2
O/DDS&T	<u>15</u>	<u>1</u>	<u>1</u>	<u>4</u>
	165	22	30	54

We have 327 SOP's in which dissemination is prescribed and limited. This breaks down to:

- O/DCI - 6
- O/ DDP - 216
- O/DDS - 13
- O/DDI - 11
- O/DDS&T - 6
- Miscellaneous - 75

NOTE: Authority to receive EXDIS, LIMDIS and RYBAT are specifically stated for each unit and may be (1) very restricted, i.e., one subject, or (2) general in nature, i.e., when subject matter or area is of concern to the unit.

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i. Arrangements have been completed with [redacted] so that we can receive our paper (we use 1,350 reams a week) on movable trucks, thus eliminating the need to unload the paper, ream by ream, and to stack it on shelves. We use the paper right from the truck.

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[redacted]
Cable Secretary

Noted 1/10 by ex dir/HW