

SECRET

5 October 1960

MEMORANDUM FOR : [REDACTED]

25X1A

SUBJECT : Report of Cable Secretariat Operations
From 1-30 September 1960

1. Cables Processed

a. The Cable Secretariat reproduced and disseminated 14,480 IN cables, 5,150 OUT cables, 1,247 TD's and 961 miscellaneous items for a total of 21,838 work items during September 1960. This represents an increase of 4,323 items or 24.5% more than the 1959 monthly average of 17,515. Although I said that last month was the highest month the Cable Secretariat has ever had, this month's total items exceed that total. This was accomplished in spite of September having one day less than August and the Labor Day holiday. To ease the pressure of work I have asked the Office of Personnel to furnish us with clerical help. We are now operating with [REDACTED] people out of a ceiling strength of [REDACTED].

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b. Cables increased 4,030 or 26% over the 1959 monthly average of 15,600 cables. The September total is 326 or 2% more cables than August 1960 and 4,257 or 27% more cables than September 1959.

c. TD's increased 125 or 11% over the 1959 monthly average of 1,122 TD's.

d. We processed an average of 851 cables, Monday through Friday, 556 on Saturday and 224 on Sunday.

e. 1,737 cables or 9% of all cables processed were furnished to the Director as compared to 1,758 or 9% for August 1960.

2. Personnel

As stated in para 1a we are operating with [REDACTED] people out of a ceiling strength of [REDACTED]. The Office of Personnel has been made aware of our problem and has promised to help us soon.

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3. General

As reported last month, during August we processed more items than any previous month. I think it is interesting to note that we averaged on hand at the beginning of each hour the following items:

Average Items on Hand at the Beginning of Each Hour,
by Shift

<u>SHIFT</u>	<u>Monday-Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Midnights	138	210	159
Days	127	163	169
Evenings	251	184	176
OVERALL AVERAGE	172	186	168

It is apparent from these summary figures, and from those shown in more detail in the three attachments, that we had more than an ample backlog of work at all times.


Cable Secretary

25X1A

Attachment

PRODUCTIVITY REPORT

23 Days MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY
 AUGUST 1960
 DAY MONTH DATE

	INCOMINGS				OUTGOINGS				TD'S				MISCEL.			
	RCV	AVL	OH	COM	RCV	AVL	OH	COM	RCV	AVL	OH	COM	RCV	AVL	OH	COM
0100	22	83	75	8	1	101	92	9				7	0	1	1	0
0200	14	89	76	13	0	92	79	13				1	0	1	1	0
0300	13	89	76	13	1	80	65	15				1	0	1	1	0
0400	5	81	72	9	0	65	60	5				1	0	1	1	0
0500	18	90	74	16	1	61	55	6				1	0	1	1	0
0600	17	91	77	14	0	55	50	5				1	1	2	2	0
0700	16	93	80	13	1	51	47	6				1	0	2	1	1
0800	14	94	82	12	0	47	42	5				1	0	1	1	0
Shift Total	119	XXX	XXX	98	4	XXX	XXX	64		XXX	XXX	8	1	XXX	XXX	1

ITEMS LEFT IN: RQM/IW 2 : ANALYSTS 83 : TYPING 8 : MAILROOM 13 : SHIFT TOTAL 171

0900	30	113	97	16	0	42	40	2		13		1	2	3	3	0
1000	22	119	94	25	2	42	34	8				3	6	9	6	3
1100	23	117	91	26	3	37	28	9				1	6	12	8	4
1200	33	124	93	31	3	31	20	11				1	5	13	9	4
1300	30	123	91	32	8	28	20	8				3	4	13	8	5
1400	27	118	93	25	14	34	29	5				3	2	10	6	4
1500	41	134	101	33	8	37	26	14				4	3	9	5	4
1600	25	126	84	42	12	38	33	5				5	3	8	4	4
Shift Total	232	XXX	XXX	230	50	XXX	XXX	59		XXX	XXX	21	31	XXX	XXX	28

ITEMS LEFT IN: RQM/IW 2 : ANALYSTS 62 : TYPING 25 : MAILROOM 19 : SHIFT TOTAL 338

1700	44	128	118	10	15	48	47	1				1	3	7	6	1
1800	29	147	139	8	32	79	78	1				2	2	8	7	1
1900	20	159	150	9	26	104	103	1				2	1	8	7	1
2000	10	160	148	13	18	121	121	0				4	0	7	7	0
2100	18	166	150	16	42	163	159	4				3	0	7	6	1
2200	15	165	132	33	35	194	186	8				2	0	6	4	2
2300	14	146	86	60	10	196	165	31				3	0	5	3	2
2400	9	95	54	41	3	168	134	34				2	0	3	1	2
Shift Total	160	XXX	XXX	190	181	XXX	XXX	80		XXX	XXX	19	7	XXX	XXX	10

ITEMS LEFT IN: RQM/IW 3 : ANALYSTS 92 : TYPING 46 : MAILROOM 40 : SHIFT TOTAL 299

511	XXX	XXX	518	235	XXX	XXX	203		XXX	XXX	48	39	XXX	XXX	39
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PRODUCTION REPORT

DAY MONTH DATE

	INCOMINGS				OUTGOINGS				TD'S				MISCEL.			
	RCV	AVL	OH	COM	RCV	AVL	OH	COM	RCV	AVL	OH	COM	RCV	AVL	OH	COM
0100	27	85	74	11	1	186	172	14				1	0	1	1	0
0200	13	87	74	13	0	172	156	16				1	0	1	1	0
0300	10	83	61	22	0	156	152	4				1	1	2	1	1
0400	12	73	68	5	0	152	145	7				1	0	1	1	0
0500	14	82	84	8	0	145	137	8				3	0	1	1	0
0600	15	88	71	17	0	137	124	13				1	0	1	0	0
0700	22	92	78	14	1	125	111	14				1	1	2	1	1
0800	12	90	72	18	1	112	99	13				1	0	1	1	0
Shift Total	125	XXX	XXX	108	3	XXX	XXX	89		XXX	XXX	10	2	XXX	XXX	2

ITEMS LEFT IN: RQM/IW 4 : ANALYSTS 125 : TYPING 6 : MAILROOM 31 : SHIFT TOTAL 209

0900	18	89	87	2	0	99	99	0				1	0	1	1	0
1000	8	95	85	10	0	99	93	6				1	1	2	1	0
1100	12	99	83	16	4	99	93	4				3	2	3	2	1
1200	30	104	84	20	5	98	82	16				3	1	3	1	2
1300	3	87	82	5	5	87	85	2				2	1	2	1	1
1400	19	101	73	28	8	93	78	15				1	1	2	1	1
1500	14	87	61	26	13	91	82	9				4	1	2	1	1
1600	19	84	57	27	9	91	86	5				3	0	1	0	0
Shift Total	123	XXX	XXX	134	44	XXX	XXX	57		XXX	XXX	18	7	XXX	XXX	7

ITEMS LEFT IN: RQM/IW 1 : ANALYSTS 89 : TYPING 6 : MAILROOM 15 : SHIFT TOTAL 226

1700	38	95	94	1	16	102	101	1				0	0	1	1	0
1800	19	114	107	7	2	103	99	4				1	0	1	1	0
1900	10	117	111	6	8	99	97	2				3	0	1	0	1
2000	6	117	100	17	1	98	90	8				1	0	0	0	0
2100	10	110	102	8	0	90	80	10				1	0	0	0	0
2200	4	106	92	14	0	80	67	3				2	0	0	0	0
2300	13	105	97	8	0	68	63	5				2	0	0	0	0
2400	12	108	107	1	0	63	63	0				0	0	0	0	0
Shift Total	111	XXX	XXX	62	20	XXX	XXX	33		XXX	XXX	10	0	XXX	XXX	1

ITEMS LEFT IN: RQM/IW 4 : ANALYSTS 103 : TYPING 19 : MAILROOM 32 : SHIFT TOTAL 106

DAY Total	359	XXX	XXX	304	67	XXX	XXX	179		XXX	XXX	38		XXX	XXX	10
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PRODUCTION REPORT

DAY

MONTH DATE

AUGUST

	INCOMINGS				OUTGOINGS				TD'S				MISCEL.			
	RCV	AVL	OH	COM	RCV	AVL	OH	COM	RCV	AVL	OH	COM	RCV	AVL	OH	COM
0100	13	117	112	5	0	63	61	2				1	0	0	0	0
0200	3	115	108	7	0	61	60	1				1	0	0	0	0
0300	9	117	102	15	0	60	57	3				2				
0400	6	108	105	3	0	57	54	3				1				
0500	11	116	101	15	0	54	48	6				2				
0600	9	110	107	3	0	48	48	0				0				
0700	10	117	106	11	0	48	48	0				1				
0800	3	109	109	0	0	48	48	0				0				
Shift Total	64	XXX	XXX	59	1	XXX	XXX	15	XXX	XXX	8		XXX	XXX	0	

ITEMS LEFT IN: RQM/IW 5 : ANALYSTS 124 : TYPING 11 : MAILROOM 15 : SHIFT TOTAL 82

0900	29	138	126	12	1	50	50	0				0	0	0	0	0
1000	5	131	130	1	0	50	50	0				1	0	0	0	0
1100	8	138	132	6	0	50	48	2				0	0	0	0	0
1200	5	137	120	17	0	48	48	0				2	0	0	0	0
1300	8	128	124	4	0	48	48	0				1	0	0	0	0
1400	6	130	124	6	0	48	48	0				1	0	0	0	0
1500	13	137	105	32	1	49	45	4				4	0	0	0	0
1600	5	130	110	0	0	45	45	0				0	0	0	0	0
Shift Total	79	XXX	XXX	78	2	XXX	XXX	6	XXX	XXX	9	0	XXX	XXX	0	

ITEMS LEFT IN: RQM/IW 3 : ANALYSTS 122 : TYPING 7 : MAILROOM 7 : SHIFT TOTAL 93

1700	7	117	114	3	0	45	45	0				0	0	0	0	0
1800	19	133	133	0	1	46	46	0				0	0	0	0	0
1900	9	142	141	1	0	46	46	0				1	0	0	0	0
2000	5	146	143	3	1	47	47	0				1	0	0	0	0
2100	4	147	147	0	0	47	47	0				0	0	0	0	0
2200	1	148	130	18	0	47	46	1				2	0	0	0	0
2300	9	139	114	25	1	47	45	2				4	0	0	0	0
2400	2	118	118	1	0	45	45	0				0	0	0	0	0
Shift Total	56	XXX	XXX	48	3	XXX	XXX	3	XXX	XXX	8	0	XXX	XXX	0	

ITEMS LEFT IN: RQM/IW 1 : ANALYSTS 62 : TYPING 34 : MAILROOM 38 : SHIFT TOTAL 59

DAY Total	199	XXX	XXX	185	6	XXX	XXX	24	XXX	XXX	25		XXX	XXX	0	
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