

SECRET

(197)

12 April 1965

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MEMORANDUM FOR : C/Signal Center

SUBJECT : Processing Times by Cable Secretariat for Immediate and Priority Cables

REFERENCE : Memo for Record dated 11 December 1964

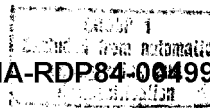
1. Reference memo, para 1c records Cable Secretariat processing times for approximately 300 precedence CIA cables during November 1964. During this period NCR 3 copy white teletype rolls were used in the Signal Center terminal printers. Cable Secretariat's processing of precedence cables received on this paper were processed thru the following procedural steps:

- 1) Screened by CSDO
- 2) One or more advance copies issued immediately to action units
- 3) Logged on station card
- 4) NCR original teletype text cut into sheet lengths and glued to paper cable forms
- 5) Cable analyzed and form completed by Cable Analyst - printing station of origin and dissemination symbols, etc. by hand.
- 6) Completed cable xeroxed to obtain offset master
- 7) Master to press for an average of 20 copies
- 8) Copies in appropriate numbers identified by circling dissemination symbols
- 9) Copies slotted in appropriate unit slots
- 10) Copies delivered by hand or tubed to customers.

Cable Secretariat processing averages for precedence cables were:

45 immediate	-	1 hour 17 minutes
250 priority	-	1 hour 26 minutes

Paragraph 3 of the December memo stated the opinion that these times were not believed to represent true processing times since the attachment of a cover sheet showing that times were being studied may well have caused more prompt handling than is ordinarily the case.



2. Such is our base upon which we may compare present processing times under the new system using offset master teletype rolls instead of NCR paper in Signal Center terminal printers.

3. The period of December 64/January/February 65 was one of experimentation with the new system involving creation of cable heading forms on offset material, technique for affixing the headings to the teletype master material, and the testing of teletype ribbons to determine which would give the best quality reproduction on our offset presses. Conclusions reached during this period were:

a) A&M series 3001 cut sheet master material proved best for cable heading forms. Being heavier stock than the teletype roll material, the headings provided needed strength to the composite master edge for insertion in the press clamps than did several types of light weight material tested. These included A&M series 1000, the same material as the teletype rolls, A.B. Dick Economats, A&M series 100 and Xerox series X masters. Lightweight master material tested for heading forms tended to buckle from contraction caused by drying of glue used to affix the heading to the teletype material.

b) Teletype ribbons giving the consistent good quality reproduction for periods of approximately 7 days of continuous use proved to be the A&M dual purpose ribbon.

c) The new system of direct imaging of the master materials in Signal Center terminal printers proved highly effective in reducing Cable Secretariat processing times, particularly for precedence CIA cables. The result of a study of Cable Secretariat processing times for the month of March involving precedence CIA incoming cables is shown below:

Immediates & Flash - 541 cables - 22,207 minutes - Average time: 41 min.

This is 36 minutes faster than recorded in the November 64 study.

Priorities - 1,758 cables - 86,053 minutes - Average time: 49 minutes.

This is 35 minutes faster than recorded in the November 64 study.

4. Cable volume for March, the highest of record totaled 55,615 work units, of which 22,761 were CIA incoming cables. Virtually all of these were received from the Signal Center on offset material eliminating a need for processing thru

our Xerox. On the basis of 1.2 pages per message the new system eliminated approximately 27,300 images from our Xerox masters. This amounts to reducing Cable Secretariat material meter cost by approximately \$1,628.00 computed as follows:

Master material	.015¢
Developer, drum & toner	.010¢
Meter surcharge	<u>.035¢</u>
Total cost per page	.060¢

5. In addition, an estimated 136 man hours were saved in the clerical staff engaged in xeroxing cables (200 items per hour + 27,300 = 136 hours). At \$2.45 an hour this amounts to \$333.00 for a net saving of \$1,961.00 to offset the higher cost of offset teletype rolls. Thus, we have a reduced handling time and a reduced cost in the Cable Secretariat. The reduced cost, of course, may be more than offset by the increased cost to Signal Center; the fact remains, however, that for the biggest month in our history we reduced the processing times for immediate messages by 36 minutes (47%) and for priority messages by 37 minutes (43%). These lowered times represent the direction in which I feel we must travel.

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Deputy Cable Secretary

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