

TRADE TRACKING SYSTEM

12/31/73

WORKLOAD AND OFFICER SURVEY
ACTIVITY REPORT

12/31/73

FOR QUARTER 2 OF FISCAL YEAR 1974

UNITED STATES

ACTIVITY	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR	
		CANADA	LOC-INT		
UNITED STATES					
MEMBER/TRADE/POLICY ENGINEERS	FROM CANADA	100	14.24	31.10	13.97
	FROM TERRITORIES	845	10.87	37.98	15.43
VISITS TO ELEMENTS IN TERRITORY		1005	0.85	2.81	0.11
MEMBER/TRADE/POLICY PROJECTS AND EVENTS					
	TRIPS	180	3.35	10.19	7.59
	MISSIONS	132	2.88	9.62	7.07
	CONFERENCE SEMINARS	80	1.81	5.81	4.42
	OTHER	274	2.88	9.00	6.82
UTE					
COMMERCIAL ECONOMIC REPORTS	BY REQUESTED	150	1.07	3.28	2.50
	POST-INITIATED	230	3.10	9.85	7.41
UTW					
COMMUNICATIONS ACTIVITIES					
	*ATLANTA	170		1.87	1.44
	BOSTON				
	BUFFALO				
	DALLAS				
	NEW YORK				
	WASHINGTON				
	CHICAGO			1.87	1.44
	CLEVELAND				
	DETROIT			1.83	1.43
	LOS ANGELES			0.77	0.59
	MINNEAPOLIS				
	SAN FRANCISCO			0.74	0.57
	SEATTLE			0.28	0.22
PARTICIPATION IN FROM-BEL VISITS OUTSIDE POST			0.30	0.95	0.73
REQUESTS FOR GOV'T SERVICES					
	GOVT GOVERNMENT	170	0.51	0.60	0.46
	OTHER GOVERNMENT	120	0.75	0.89	0.68
	INDIVIDUAL/UNOFFICIALLY	200	2.24	0.93	0.70
		200	2.70	0.81	0.61
ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN			10.00	0.01	0.01
			10.00	0.01	0.01
ADVICE TO OTHER MISSION FACILITY			0.02	0.15	0.11
			75.00	25.00	100.00

*Quarterly report for this post was not available

NUMBER OF BUSINESS VISITORS FROM CANADA	1,000
FROM TERRITORY	1,000
NUMBER OF BOND APPLICATIONS COMPLETED	100
NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED	50
- LOCALLY-EMPLOYED	50