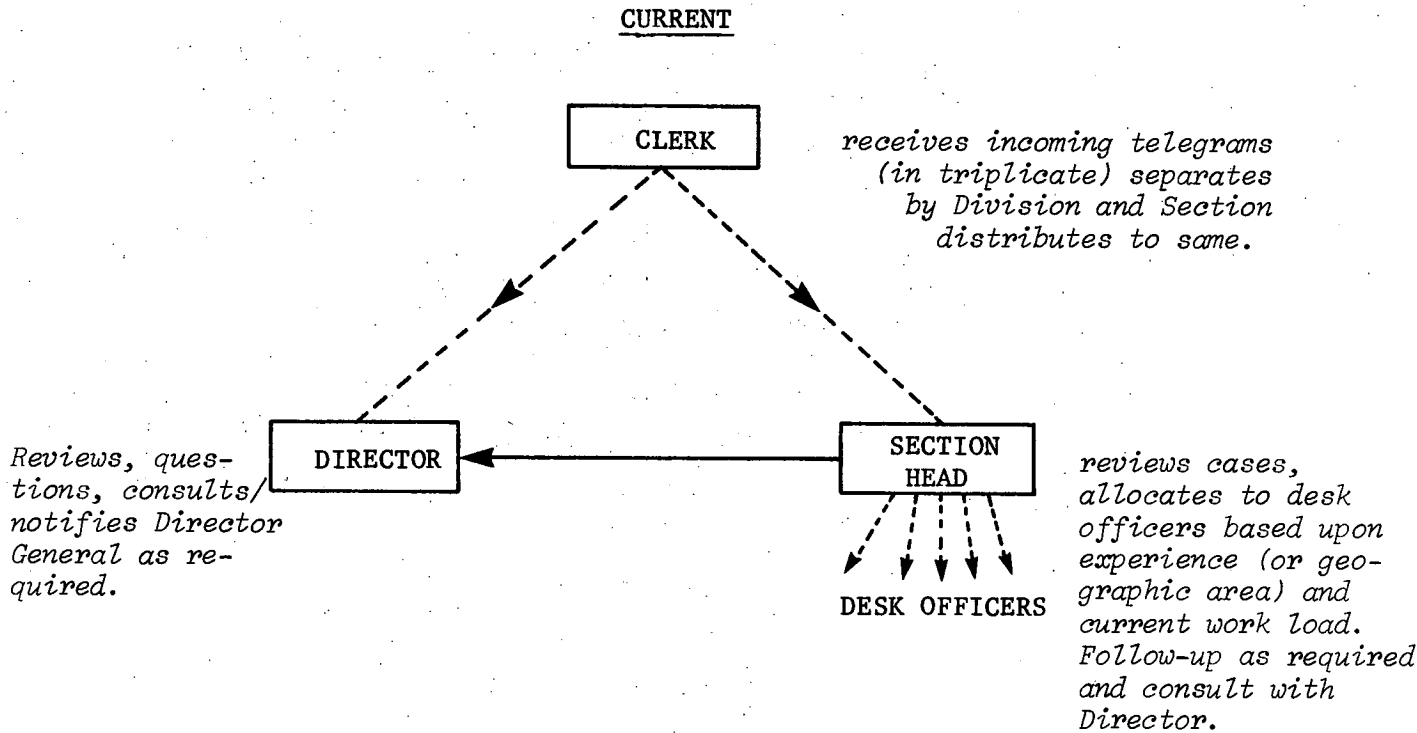


The current case load is approximately three hundred and twenty (320) items per month, with the majority of communications with the posts handled by telegram. The method of distribution, as we understand it, is as follows:



The weakness with this system is the time the Section Head must spend sorting, distributing, preparing distribution list for follow-up and insuring case load of desk officers is not becoming too heavy. Due to the high volume and the usually urgency to complete each case time is of the essence, a feature for which this method makes no provision.

We would suggest the following as an alternative: