

consideration should be given to providing enlarged accommodation with adequate seating and writing facilities, which are also lacking.

46. The other area which requires immediate improvement is that in which the examiners are located. This office space is most unsuitable for the kind of work performed there. This work requires a quiet atmosphere, good lighting, ventilation and sufficient space. The Examining Section has none of these features. There is also constant traffic through it, and two washrooms have their entrance leading directly from the work station. This by itself is bad enough, and requires no further elaboration. These poor working conditions undoubtedly contribute to low morale, absenteeism and unsatisfactory performance.

47. To alleviate the present space problem, file cabinets now in the file storage area on the 5th floor might be moved to another floor in the same building and the space taken over by the Incoming Mail and Registry Section. The section vacated might be used for the examiners and it would be a vast improvement over their present accommodation.

48. However, the final solution to the accommodation problem will only be arrived at by having the Passport Division located in first class quarters, preferably on one floor, which will be adequate for personnel and at the same time provide a commodious public reception area and leave the best impression possible with those who have occasion to utilize its facilities.