

A simpler and less expensive method is to issue each Branch Office a copy of the passport control list in the form of index cards kept on "drum" files. The list could be amended at the same time and in the same manner as are the headquarters and post lists. In the event that amendments must be effected immediately, the Telex system could be used.

The last method is considered the most desirable and equally effective.

SPACE:

The amount of space required should be based on the following:

1. the estimated number of applications originating from the branch office area five years hence (1964-1975);
2. the number of staff required to process it, based on levels of productivity experienced at headquarters; and
3. the equipment required to process the 1974-1975 volume.

Officials in the Passport Office project that 50% of the increase in volume over the next five years will occur within the first two years because:

1. introduction of jumbo jet air carriers; and
2. the increase in popularity of charter flights.

The possibility of a personal appearance system being established within the next five years can be met within the framework provided for by the application of the above. Furthermore, should a centralized computer based, processing system prove feasible the effect on total space requirements will be minimal since the reduction in production work area needs will be offset by the requirements for the administration of the pre-screening procedure which the Passport Office feels will most likely be established within five years.

A formula to be used when estimating resource requirements has been prepared and is in Annex G.