

smoothly. However, it is possible to note those areas which will be affected directly by the new system and estimate increases or decreases in staff calculated on a man-year basis.

|    | <u>Section</u>   | <u>Increase</u>      | <u>Decrease</u>     |
|----|--|----------------------|---------------------|
| 1. | Incoming mail and registry<br>Preparation of box lists<br>Indexing<br>Expediting | 1.5 m.y.<br>1.5 m.y. | 1.0 m.y.            |
| 2. | Passport Production<br>Numbering machine<br>operation<br>Passport preparation    | 1.5 m.y.             | 2.3 m.y.            |
| 3. | Outgoing mail<br>Despatching<br>Miscellaneous                                    |                      | 2.5 m.y.<br>.5 m.y. |
| 4. | Inquiry desk   |                      | .5                  |
|    |  | <hr/> 4.5            | <hr/> 6.8           |

Total decrease = 2.3 m.y.

28. As can be seen, no immediate staff savings of any significance can be expected. However, due to the fact that there will be greater capacity to turn out more passports in a normal working day with the new system there should be a saving in overtime. Under the present system, machine operators are expected to produce 810 passports daily or 4,050 in a week. With the new system, operators should be able to produce 1,224 passports in a day or 6,120 in a week. In addition to the elimination of substantial overtime work - calculated to be 3,175 hours, or \$4,450, serious backlogs of work