

Formula to Determine Resource Requirements

- 1 - Staff: It is not known what percentage of applicants in a given region will go in person to the Branch Office or mail the completed form to the local office. There is also no clear indication of the number of urgent applications. However, the 15% of total business that comes through travel agencies will most likely be routed to the local office.

Formula - 50% of the total estimate volume per branch (not enlarged area);¹

- the estimated output in number of passports per variable man/month.²

- 2 - Equipment: Office equipment.

Formula - staff strengths as determined above

- 3 - Equipment: Passport Writing:

Circumstances, such as the mail strike, indicate that the maximum requirement be procured to meet emergency needs. Furthermore, the FRIDEN Company has decided to discontinue the particular model used in preparing passports.

Formula - 100% of total estimated volume, enlarged area, for the maximum month, per branch.

- 4 - Space:

Formula - 100% of total estimated volume, not enlarged area. Staff required as determined by using the variable man/month output in passports, to process 100% of total estimated volume, not enlarged. Equipment requirements as determined above.

1. When personal appearance system is operational, staff and space will be required to interview applicants from the immediate metro area.
2. A method for determining total staff strengths rather than particular needs by function.