

~~SECRET~~

TAB C

FUNCTIONAL PROCESSES
WORK MEASUREMENT ANALYSIS
BASED ON MONTHLY ESTIMATED AVERAGE WORKLOAD

SEARCHING

Applicant Cases & Reinvestigations

250 cases x 1 hour per case = 250 hours per month required.
250 hours ÷ 160 hrs. (working hrs. of 1 person per month) =
1.6 persons.

Contact, Contract & Alien Cases

434 cases x 9 minute average per case = 3906 minutes per month required.
3906 ÷ 9600 minutes per working month = .4 persons.
(Note: Step 1 in flow chart requires 4 minutes, step 2 requires 10 minutes - 50% of cases also require step 2 or an average of 9 minutes is required to search a case)

Name Checks

2700 cases x 2 minutes per case = 5400 minutes per month required.
270 cases x 10 minutes per case = 2700 minutes per month required.
TOTAL 8100 ÷ 9600 minutes per working month = .84 persons.

Total persons required for searching 2.84 or
3 persons

TYPING

Cases - Applicant - 250
Contacts - 300
Contracts - 64
Alien - 70
Name Check - 126
TOTAL 810 x 3.5 minutes per case equals
2835 minutes required per month.
Other Cases 200 x 20 minutes per case equals
4000 minutes required per month.
Summaries, abstrs. etc. 2000 cards x 3 minutes per card equals
6000 minutes required
TOTAL 12835 minutes required for typing per month.

12835 ÷ 9600 minutes per working month = 1.33 or
2 persons

~~SECRET~~

~~SECRET~~

FILING

Filing new cases - 1004 x 2 minutes each = 2008 minutes per month
Pulling cases, locate cases, etc. - 150 per day x 20 days = 3000
per month. 3000 x 5 minutes average per case =
15,000 minutes per month
Filing reference cards 8000 per month x 1 minute =
8000 minutes per month
TOTAL 25,008 minutes per month
25,008 ÷ 9600 minutes per working month = 2.6 or
3 persons

~~SECRET~~