

The planning process in the central office includes such steps as:

- 1 Assign manpower and designate the team leader.
- 2 Establish a work plan.
- 3 Contacts with Commission officials. These contacts are to develop and obtain:
 - a General background information regarding the agency to be inspected.
 - b Information on any known agency problems.
 - c An understanding of agency relationships with the various offices in the Commission.
 - d Feedback information which Commission offices wish.
- 4 Contacts outside the Commission are made with the Bureau of the Budget and top management of the agency to be inspected. These contacts are made to determine the extent and nature of coverage which each are interested in.
- 5 Review of available reference material, e.g.:
 - a Latest annual report of the agency.
 - b Latest Government Organizational Manual.
 - c Latest Annual Report of the CSC.
 - d GAO audit report on the agency.
 - e Federal Employment Statistics Bulletin.
 - f Latest inspection report on the agency.
 - g Correspondence and leads file.
 - h Agency reports to the Commission.
 - i Appropriation hearings on the agency.
- 6 Drafting the proposed nationwide plan which is distributed to regional offices for comment. The proposed nationwide plan should contain sufficient information on agency policies and systems so that regional office reports can be confined to discussions of local implementation, supplementation, and results. Other instructions and guidelines which are contained in the