

proposed nationwide plan include the following:

- a Pertinent background information of the agency.
 - b Areas to be covered.
 - c Scheduling and reporting information.
- 7 Issuing approved nationwide plan. Comments from regional offices are incorporated into the final nationwide plan as warranted and the approved plan is issued.
 - 8 Review of regional office inspection reports conducted in the agency's subordinate installations for leads; actionable matter to be taken up with agency headquarters; and the need for change in inspection emphases.
 - 9 On the basis of regional office reports, revise nationwide plan and provide feedback to the regions as warranted.
 - 10 Revise the work plan to meet any change in emphases and coverage.

(b) Regional Offices

The two planning phases in a regional office inspection are identified as pre-onsite planning and onsite planning. As in the central office there is considerable overlapping between planning and fact-finding during the initial phases of an inspection. To the overall inspection process, it is immaterial what we call it; however, for discussion purposes, the planning which takes place prior to the inspection team arriving at the installation to be inspected is termed pre-onsite planning. The second phase involves the planning which is usually accomplished after the opening conferences. Invariably the manager of the installation will provide information or make requests which call for additional coverage or point to areas for special attention. Each team, while holding to the main purposes of an inspection, should be sufficiently flexible to accommodate to such requests and information.

Planning an inspection in regional offices is discussed in detail in section 2 of this subchapter. The major steps are listed below.

- 1 Study applicable inspection guides, special coverage instructions, nationwide evaluation plan, etc.
- 2 Assign manpower resources and schedule inspections.
- 3 Use scheduling letters and contacts of Commission representatives to obtain current information about the installation to be inspected.