

3 A communication which is addressed to the agency headquarters and transmits the basic interrelated report, a copy of the letter which was sent to the manager of the inspected installation, and which contains conclusions and recommendations appropriate for handling at this higher level.

4 A transmittal (CSC Form 784) to the Bureau of Inspections which transmits copies of the communications 1 through 3 above as well as any other matter which should be brought to the attention of the central office.

(c) Assessing the Impact of the Inspection

Inspections should not be considered completed until there has been a followup on the action taken as a result of the inspection. This followup may be accomplished through correspondence or by personal contacts. In the case of required actions, these are invariably formalized in the inspection report and a report is required detailing the action taken by the inspected agency. Such reports and related communications are generally referred to as compliance correspondence. This correspondence will give some idea of the impact of an inspection. However, the opportunity offered by visits scheduled primarily for other purposes can be used advantageously in assessing impact. These visits usually can make the inspection findings more meaningful, give assurance of our continued interest in positive action on inspection findings, and be used to obtain first-hand information on impact.

Our approaches to assessing inspection impact is discussed in detail in Appendix A to this supplement.