

organizational and functional charts, statistical information on employment;

(b) arrange for information which takes more than usual time to complete, e.g., equal employment opportunity, status of women;

(c) arrange for or actually administer questionnaires; and

(d) set time for opening conferences.

(3) Review and analysis of available material concerning the establishment to be inspected, e.g.,

(a) previous inspection reports and compliance file;

(b) organization charts, mission and function statements, position descriptions, etc.;

(c) correspondence concerning the parent agency or field installations;

(d) complaint file and "leads" file;

(e) available material prepared for the Commission on such matters as training and equal employment opportunity;

(f) requests for waivers of CSC provisions;

(g) CSC Board audit reports; and

(h) training agreements;

(4) Establishment of a work plan.

(a) A work plan, based on comprehensive and realistic planning, and combining specificity and concreteness with leeway for change, should be developed for each inspection. Such a work plan will complement planning efforts and add to the effectiveness of onsite activities by:

1 Assuring a clear understanding by each inspector of objectives, approaches, roles, expectations and agency background.

2 Giving inspectors a framework for effective individual and group effort, e.g.,

a guidelines which provide for conformity in certain matters - kinds of interviews, matters to be inspected in depth - to save the time of inspectors and facilitate team activities, and

b a schedule which allows sufficient time for making full use of all inspection techniques and establishing an effective team working relationship.