

Actions seeking changes in the position description or any of the associated readily available records which the agency employs as an integral part of its position documentation also will be listed in the report as "required actions."

When the inspection develops sufficient information to question an agency determination but the local situation prevents the inspector's making a firm classification determination, "review and report" may be ordered as a "required action." Such cases should be kept to a minimum.

Determining coverage under the Classification Act.

Agency application of the guidelines, problems of interpretation, and observations of personnel officials, the impact of the delegation of authority, etc., should appear in the inspection report.

Where the agency's application and interpretation of the guides appear reasonable and no problems exist, a brief statement to that effect will suffice.

It will not be necessary to report individual cases in the report except to illustrate a problem. If the inspector or the regional office finds a case where the action taken by the agency appears reasonable and consistent with the guides, no action is necessary. Unless otherwise notified, however, regional offices should continue the present practice of submitting cases to the Bureau of Inspections for review before rendering a decision which changes the pay method category in which the agency has placed a position.

Position documentation.

When the inspection report cites the system of position documentation used by the agency as being partially responsible for the inadequacy of position descriptions the report should:

- o Suggest ways and means of improving the current system in use by the agency.
- o Suggest other methods of documentation only when it does not appear possible to correct the discrepancy by improving the agency's present method.

Salary retention operations.

Reporting on this item should be integrated within the appropriate program area in the report. As necessary, the memorandum transmitting the inspection report may be used to comment on noteworthy activities, or the lack thereof, by an agency in behalf of saved rate employees.