

-- Job purification so that higher professional and technical personnel devote most of their time to the higher-skilled work for which they are trained.

-- Job simplification so as to use better the kinds of skills that are available in the organization, or in the labor market, and to minimize training time.

-- Elimination of routine, repetitive, and dull work through mechanization.

-- Increasing human effectiveness through better design of equipment and work place.

o Improved methods, for example:

-- Improved work flow.

-- Simpler procedures.

-- More efficient total systems.

-- Improved programming through mathematical and other means.

-- More productive physical environment.

-- More efficient design of equipment.

o Upgrading or development of skills that are already potentially available in the organization which may include:

-- Development of skills not now available in the organization, and not readily available in the labor market.

-- Correcting for obsolescence resulting from technological change or deterioration of skills.

-- Preparation for more skilled and more responsible work.

(b) Coverage

The inspector should focus specifically on the following

o Management action to control the flow of manpower into mission-oriented programs and activities of the agency.

o Management action to assure maximum utilization of available manpower resources and skills in meeting current or projected needs (including elimination of nonessential