

meeting the requirements of the newly issued policies. Offices are not expected to have met all of the requirements of the new policies and therefore we hope that this request is not interpreted as a performance evaluation and that reports will reflect the "as is" situation to enable development of a realistic plan.

A questionnaire is included at Appendix 'E' to simplify the task of providing some of the basic information required. In order to present as complete a picture of their situation as possible, managers are encouraged to supplement the questionnaire, as applicable, with any other information which they feel should be included in the departmental plan.

Establishing Objectives and Goals

Headquarters, having completed the over-all assessment and having determined areas where further progress is required, will establish over-all departmental objectives and goals and will define activities to be undertaken. Based on their review and analysis of their current situation, Posts and Divisions are encouraged to establish their own objectives and goals within their responsibility and should so indicate in their report to Headquarters.