



## Statistical Programs Planning Calendar for Process Review

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### Purpose

Use this form to plan process review activities by program for each individual that participates in statistical programs data collection activities.

### Instructions

1. Complete all header information: District, Quarter, and FY.
2. Enter the first name, middle initial, and last name of each data collector in your district.
3. Enter ID Code. No two employees in a district will have the same user ID code (000-999):

ID Code(s)	Employee Title
000	Manager of Statistical Programs (MSP)
001	Statistical Program Specialist (SPS)
020 – 499	Data Collection Technician (With OCC code of 0301 – 69xx)
500 – 999	All others

4. Enter the Post Office name and the state where the data collector is located.
5. For each data collector, enter the date in the block below the program that is planned to be reviewed. Use two digits between 01 – 12.
6. Review experienced data collectors at least once a year for each program in which they participate. This can be accomplished by reviewing data collectors while they conduct an actual test, or by test simulation. Review data collectors with less than one year's experience in a program at least twice during the first year for that program.
7. Use this year-to-date planing calendar for the entire fiscal year.