

General Manual
Title 360 - Personnel

Part 403 - Employment
Subpart C - Types of Employment

KS403.20 Special employment programs.

The agency will issue travel authorizations on a trip-by-trip basis for students hired under the Student Trainee Program and the Cooperative Education Program before any expenses are incurred for travel to temporary training stations. This will not include travel to the permanent duty station after graduation.

Allowable expenses for reimbursement are: 1) mileage between the student trainee's residence and assigned duty station at the prescribed government rate; and 2) a prescribed per diem allowance, which covers lodging, meals, and incidental expenses. The daily per diem is based on a maximum of 300 miles travel per day. Students are accountable for all receipts received in connection with official travel. Excess costs for indirect routes, delays, or luxury accommodations and services are not allowed.

If the student does not have a privately-owned conveyance, reimbursement will be allowed for the most economical common carrier (air, rail, or bus) that would be most advantageous to the government.

The supervisor will ensure the student trainee understands how travel reimbursements are calculated and will provide assistance in the preparation of travel vouchers.

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Part 403 - Employment
Subpart G - Forms Required

KS403.73 Probationary Report, Form AD-507.

At the time an employee begins serving a probationary period, the state office Human Resources Management (HRM) Staff will send the supervisor the Form KS-PER-33, Three-Month Probationary Report. Following the completion of the three month probationary period, the supervisor will complete the form and forward it through the reviewing official to the HRM Staff.

The semi-annual performance appraisal period provides yet another opportunity for a supervisor to evaluate a probationary employee.

(a) Form AD-507, Probationary Report, is the final evaluation form to be completed by the supervisor during the probationary year. Supervisors should be alert to potential problems earlier in the year, rather than waiting until this final reporting period to take action.

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KS403.79 Forms required to operate motor vehicle.

Forms AD-184 and SF-47 are no longer applicable. Refer to Section 420.145 for guidance on requesting authorization to drive a government vehicle.

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KS403.80 Final Salary Payment Report Form (AD-139).

In the "Remarks" block, complete the following:

Last Day Worked _____
Type of Employment _____ (i.e., INT, PFT, TFT)
Type of Action _____ (i.e., Resignation, LWOP,
Termination-Expiration of Appointment)

The supervisor should sign and date the "Originating Office" block under "Signature and Title of Official Making Certification."

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KS403.81 Preparation of Form AD-347, Temporary Employment Actions.

The use of Form AD-347 is no longer authorized. Instead, use Standard Form (SF)-52, Request for Personnel Action. For new excepted appointments, submit the following forms:

SF-52, Request for Personnel Action
AD-349, Employee Address
W-4, Employee's Withholding Allowance Certificate
SF-1199A, Direct Deposit Sign-Up Form

Block 71--On the reverse side of SF-52 for all separations indicate the forwarding address and, if known, what the employee will be doing; i.e., working for private industry, returning to school, etc.

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Subpart J - National Mentoring Policy

KS403.112 Terms and Definitions

(a) **Mentoring Process.** The mentoring process makes available counseling and guidance to any employee that desires career guidance and counseling beyond that of their immediate supervisor. The mentoring process does not circumvent the relationship between the employee and his/her supervisor. It allows the employee to seek additional guidance from others who have a common career interest or advanced knowledge base. Participation is voluntary for most participants; however, participation is mandatory for the incumbents of Career Intern Program positions.

The mentoring process is not to be used for Equal Employment Opportunity counseling, grievance assistance, or related complaint processes. The program is intended to provide opportunities to counsel and guide an employee's growth and progress in the Natural Resources Conservation Service.

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KS403.114 When To Seek Mentoring

- (e) All employees in the Career Intern Program (CIP) will have a mentor assigned within the first month of employment. CIP mentoring relationships should last the duration of the employee's participation in the CIP.
- (f) Employees may recruit their own mentor or request assistance in finding one from the assistant state conservationist for field operations or the Human Resources Manager. The mentoring relationship will last as long as the employee and mentor agree that it is serving a purpose.

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KS403.115 Roles and Responsibilities

(e) Mentors.

- (2) Communicating with assigned protégés in order to:
 - (i) Assist with cultural integration;
 - (ii) Identify goals and assist in developing an action plan to meet those goals;
 - (iii) Serve as a sounding board; and
 - (iv) Advise and guide.

While each of these activities need not be performed at every meeting, all the above-listed activities will be performed on a regular recurring basis.

- (7) Employees in continuing positions at the GS-09 or higher grade level may nominate themselves to serve as mentors. Nomination/application may be made, via e-mail, to the Human Resources Manager who will maintain the list of mentors. In doing so, the employee is certifying that he/she:
 - (i) Understands and can properly represent the philosophy, goals, and values of the Natural Resources Conservation Service (NRCS);
 - (ii) Possesses and uses skill in communication, coaching, and counseling;
 - (iii) Is an appropriate role model for employees new to NRCS in Kansas; and
 - (iv) Will be permitted the duty time necessary to fully and properly mentor a protégé.

(f) Protégés.

- (5) Identifying skills, experiences, and abilities he/she needs in order to progress in his/her career.
- (6) Consulting with his/her supervisor to identify skills necessary to fully perform all duties in the current job.
- (7) Consulting with his/her mentor and supervisor to identify training, volunteer opportunities, educational options, and other activities that will contribute to his/her career advancement.
- (8) Participating actively in the mentoring process.

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KS403.118 Reporting Requirements

Prior to September 30 each fiscal year (FY), the mentor will inform the Human Resources Manager which mentoring goals have been achieved and if the mentoring relationship will terminate or continue during the next FY.

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Subpart R - Exhibits

KS403.191 Qualification requirements for Soil Conservation Technician, GS-458-3/4

<u>Grade</u>	<u>General Experience</u>	<u>Specialized Experience</u>	<u>Total</u>
GS-2	3 months	None	3 months
GS-3	6 months	None	6 months
GS-4	6 months	6 months	1 year

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KS403.192 Qualification requirements for Engineering Aid/Technician, GS-802-2/3/4

<u>Grade</u>	<u>General Experience</u>	<u>Specialized Experience</u>	<u>Total</u>
GS-2	3 months	None	3 months
GS-3	6 months	None	6 months
GS-4	6 months	6 months	1 year