

General Manual  
Title 360 - Personnel

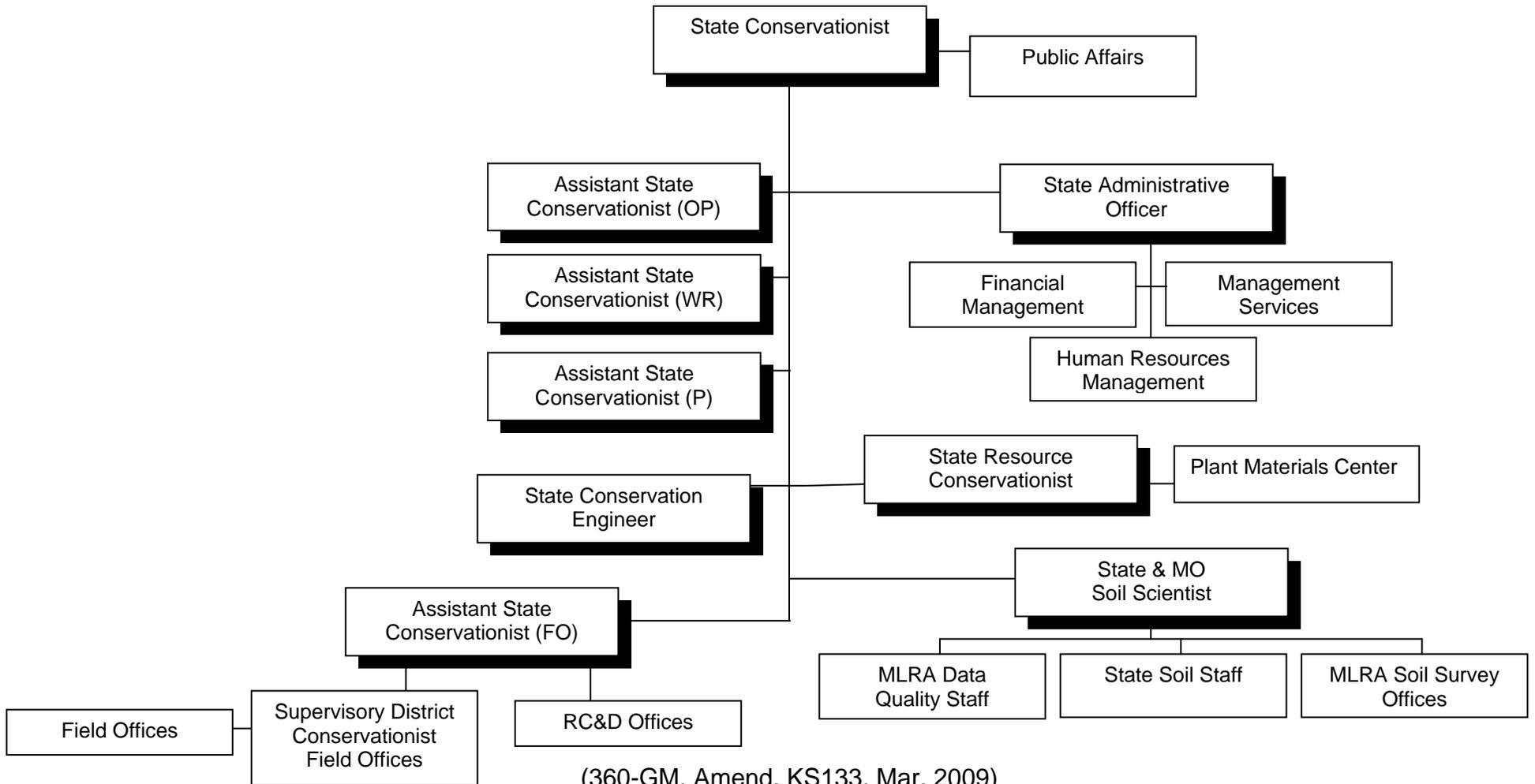
Part 404 - Organization  
Subpart A – General

**KS404.0 NRCS Mission**

(b) With the mission of “Helping People Help the Land,” the Natural Resources Conservation Service (NRCS) provides products and services that enable people to be good stewards of the Nation’s soil, water, and related natural resources on non-federal lands. With our help, people are better able to conserve, maintain, or improve their natural resources. As a result of our technical and financial assistance, land managers and communities take a comprehensive approach to the use and protection of natural resources in rural, suburban, urban, and developing areas.

KS404.1 Basic Organization

**KANSAS NATURAL RESOURCES CONSERVATION SERVICE  
ORGANIZATIONAL CHART**



(360-GM, Amend. KS133, Mar. 2009)

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Subpart D – State Offices

**KS404.30 General.**

Order of Succession to the State Conservationist:

Assistant State Conservationist for Operations  
Assistant State Conservationist for Water Resources  
Assistant State Conservationist for Programs  
State Administrative Officer  
State Resource Conservationist  
State Conservation Engineer  
State Soil Scientist/MO Leader

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**KS404.31 State Conservationist Staff.**

In Kansas, the principal staff will function as a team and will be referred to as the "Management Team."

**Assistant State Conservationist for Operations (ASTC-O)** - The ASTC-O assists the State Conservationist (STC) in guiding and managing overall operations. The ASTC-O is responsible for the Conservation Technical Assistance Program, workload analysis, workforce planning, strategic planning, the state business plan, and progress reporting. The ASTC-O is the information technology point of contact.

**Assistant State Conservationist for Water Resources (ASTC-WR)** - The ASTC-WR assists the STC in guiding and directing the water resources program in Kansas; i.e., PL-566, watershed planning, watershed rehabilitation, National Resources Inventory, Emergency Watershed Program, easement programs, and is the STC's liaison with the Kansas Water Authority.

**Assistant State Conservationist for Programs (ASTC-P)** - The ASTC-P assists the STC in guiding and directing all Farm Bill programs except easement programs, Farm Service Agency programs, and the State Conservation Commission programs in Kansas.

**Public Affairs Specialist (PAS)** - Provides leadership in directing and coordinating an information program. Assists the STC in public relations' activities with the congressional delegation.

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**KS404.32 Administrative Staffs.**

- (a) Kansas has an administrative staff that provides staff support in human resources management, financial management, and management services.

**State Administrative Officer (SAO)** - The SAO assists the State Conservationist (STC) in guiding and directing the state's financial management, human resources management, and management services and is the Ethic's Contact and Freedom of Information Act (FOIA) Officer. The SAO supervises the human resources manager, budget officer, and contract specialist. The SAO is a member of the Management Team.

**Human Resources Manager** - Supervises, plans, advises, and directs a comprehensive human resources function for the state.

**Budget Officer** - Supervises, plans, advises, and directs a comprehensive financial management function for the state.

**Contract Specialist** - Supervises, plans, and directs all functions of management services and contracting functions for the state.

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**KS404.33 State Program Services Staffs.**

This staff develops and recommends policies, standards, techniques, and procedures; coordinates program activities; and provides technical assistance to area and field office employees. The staff includes a state resource conservationist, state conservation engineer, and a state soil scientist. This staff reports directly to the State Conservationist (STC), and they are members of the Management Team.

**State Resource Conservationist (SRC)** - Manages and provides technical direction in the areas of resource conservation planning, plant science technology, agronomy, woodland management, plant materials, and erosion and sediment control. Assists the STC in guiding and directing data management activities in Kansas including geographical information systems (GIS) and cartography.

**State Conservation Engineer (SCE)** - Manages and provides technical direction for all engineering activities.

**State Soil Scientist/MLRA Leader (SSS)** - Manages and provides technical direction for soil science, soil survey program, the Soil Survey Geographic Database (SSURGO) digitizing, the Major Land Resource Area (MLRA) regional office, and the MLRA soil survey offices.

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Subpart E – Area Offices

**KS404.40 General.**

An assistant state conservationist for field operations (ASTC-FO) heads the area offices. The ASTC-FO is a member of the Management Team.

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Subpart G – Other Staffs

**KS404.62 Major Land Resource Area (MLRA) Offices.**

The Kansas MLRA regional office is responsible for portions of Colorado, Kansas, Missouri, Nebraska, Oklahoma, South Dakota, and Wyoming.

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Subpart J - Exhibits

KS404.130 Special and/or Program Assignments

SUBJECT	Krueger ASTC-O	Gross ASTC-WR	Munsch ASTC-P	Sulsar SAO	Conway SRC	Bass SCE	Watts SSS	Shaffer PAS	Area ASTCs-FO	REMARKS	REFERENCE
American Indian Liaison									X	Gilliam	Assignment by STC per this supplement
Area-Wide Planning (Watersheds and River Basins)		X									Position Description
Budget Formulation and Execution	O			X							Position Description
Budget Overview	X			O							Position Description
Cartography					X						Position Description; GM Title 170, Section KS400.20(e)(2); and NIRMM, Section KS506.4(f)(2)
Certified Crop Advisor Program					X					Frees	Position Description
Civil Rights Liaison Officer (Title VI)			X								Position Description and GM Title 230, Section KS401.6 B.
Climatic Data Coordinator						X				Radatz	Assignment by STC per this supplement
Conservation Buffers					X						Position Description
Conservation Innovation Grants		X								Gallagher	Assignment by STC per this supplement
Conservation Operations	X										Position Description
Conservation Planning					X						Position Description
<b>CONSERVATION PROGRAMS MANUAL</b>											
Part 500 - Locally Led Conservation			X								Position Description
Part 501 - USDA Conservation Program Delivery			X								Position Description
Part 502 - Terms and Abbreviations Common to All Programs			X								Assignment by STC per this supplement
Part 503 - Commodity Credit Corporation Procedures		X	X								Assignment by STC per this supplement
Part 504 - Technical Service Provider Assistance		X	O							Gallagher	Position Description
Part 505 - Conservation Planning and Conservation Practices					X						Position Description
Part 506 - Conservation Programs Long Term Contracting		X	X								Assignment by STC per this supplement

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	Krueger	Gross	Munsch	Sulsar	Conway	Bass	Watts	Shaffer	Area			
SUBJECT	ASTC-O	ASTC-WR	ASTC-P	SAO	SRC	SCE	SSS	PAS	ASTCs-FO	REMARKS	REFERENCE	
<b>CONSERVATION PROGRAMS MANUAL (continued)</b>												
Part 507 - Conservation Practice and Technical Assistance Payments		X	X									Assignment by STC per this supplement
Part 509 - Equitable Relief From Ineligibility for Conservation Programs			X									Assignment by STC per this supplement
Part 510 - Appeals and Mediation		O	X		O					Ungerer		Assignment per supervisor
Part 511 - Healthy Forests Reserve Program		X								Gallagher		Assignment by STC per this supplement
Part 512 - Conservation Program Contracting			X									Assignment by STC per this supplement
Part 513 - Resource Conservation and Development Program		X										Position Description
Part 514 - Wetlands Reserve Program		X								Thurlow		Position Description
Part 515 - Environmental Quality Incentives Program			X							Benfer		Assignment per supervisor
Part 517 - Wildlife Habitat Incentives Program			X							Evans		Assignment per supervisor
Part 518 - Conservation Security Program			X							Evans		Assignment per supervisor
Part 519 - Farm and Ranch Lands Protection Program		X								Thurlow		Position Description
Part 520 - Forestry Incentives Program					X					Janzen		Assignment by STC per this supplement
Part 522 - Soil and Water Conservation Assistance			X							Benfer		Assignment by supervisor
Part 523 - Farmland Protection Policy Act		X								Thurlow		Position Description
Part 524 - Grasslands Reserve Program		X								Gallagher		Position Description
Part 525 - Conservation Operations Technical Assistance Program	X											Position Description
Continuity of Operations Planning (COOP)	X			O								Assignment by STC per this supplement
Cooperative Conservation Partnership Initiative		X								Gallagher		Assignment by STC per this supplement

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SUBJECT	ASTC-O	ASTC-WR	ASTC-P	SAO	SRC	SCE	SSS	PAS	ASTCs-FO	REMARKS	REFERENCE	
Cultural Resources/ Archaeological or Historical Properties						X					Krehbiel	GM Title 420, Section KS401.12 F. and Position Description
Customer Service Toolkit						X					Volkman	Position Description
Dam Safety							X					NEM and Programs Instruction No. 440-300
Electronic Field Office Technical Guide (eFOTG)						X	O	O				Position Description
Emergency Response Plan	O			X								GM Title 360, Section 420.304f and Kansas Intraoffice Bulletin No. KS130-9-1
Emergency Conservation Program			X									Position Description
Emergency Watershed Protection Program		X					O				Gallagher	Position Description
Employee Suggestion Program	X											GM Title 360, Section KS414.13 G.
Environmental Justice		O	X		O							Position Description
Equal Opportunity Liaison Officer (Title VII)				X								GM Title 230, Section KS401.6 B. and Position Description
Ethics Contact				X								Position Description
Executive Order 12372 - Intergovernmental Review of Federal Programs			X									Assignment by STC per this supplement
Federal Register		X									Kuder	Position Description
Freedom of Information Act/Privacy Act Officer				X								GM Title 120, Section KS408.43(b) and Position Description
Geographic Information System						X					Rome	Position Description; GM Title 170, Section KS400.20(e)(2); and NIRMM-Section KS506.4(f)(2)
Government Performance and Results Act (GPRA)/ Strategic Planning	X											Position Description
Grassland Reserve Program		X									Gallagher	Position Description
Ground Water Management							X					Position Description
Hazardous Communication Program						X					Wynia	GM Title 360, Sections KS420.10(b) and KS420.194(a)
Highly Erodible Land Compliance			X								Evans	Assignment by supervisor
Human Pandemic Plan	X											Assignment by STC per this supplement
Incentive Awards				X								GM Title 360, Section KS414.4 B.(5) and Position Description

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<b>SUBJECT</b>	<b>ASTC-O</b>	<b>ASTC-WR</b>	<b>ASTC-P</b>	<b>SAO</b>	<b>SRC</b>	<b>SCE</b>	<b>SSS</b>	<b>PAS</b>	<b>ASTCs-FO</b>	<b>REMARKS</b>	<b>REFERENCE</b>
Information								X			Position Description
Information Technology	X										Position Description
Information Technology Security Coordinator	X										Position Description; NIRMM, Section KS502.4(d)(1); and GM Title 270, Section KS400.11(g)(5)
Irrigation Water Management						X				Blume	Position Description
Kansas Forms Catalog				X							GM Title 120, Section KS403.10(d)
Land Evaluation and Site Assessment System					O		X			McDowell	Position Description
Mentoring				X						Medina	GM Title 360, Section KS403.115(e)(7) and Position Description
National Environmental Policy Act					X					Kuiper	Position Description
National Resources Inventory		X								Kuder	Position Description
<b>NRCS AGENCY LIAISONS</b>											
Kansas Alliance for Wetlands and Streams		X									Assignment by STC per this supplement
Kansas Applied Remote Sensing/Kansas Biological Survey					X						Position Description
Kansas Association of Conservation Districts - Committees											Kansas Bulletin No. KS260-8-3 dated 8/15/08
Community Conservation Education and Youth		X									
District Operations and Outlook	X										
Employees' Organization	X										
Endowment									X	Meyerhoff	
Fair Booth								X			
Finance and Development				X							
Grasslands									X	Crockford	
Natural Resources Programs			X								
Public Relations								X			
Research									X	Gilliam	

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<b>NRCS AGENCY LIAISONS (continued)</b>											
Kansas Association of Conservation Districts Committees (continued)											Kansas Bulletin No. KS260-8-3 dated 8/15/08
Resolutions						X					
Rural Development		X									
Soil and Water Stewardship							X				
Water Resources		X									
Wildlife, Forestry, and Recreation					X						
Kansas Center for Agricultural Resources and the Environment (KCARE)		X									Assignment by STC per this supplement
Kansas Division of Water Resources						X				Radatz	Assignment by STC per this supplement
Kansas Forest Service					X					Janzen	Position Description
Kansas Foundation for Agriculture in the Classroom					X						Assignment by STC per this supplement
Kansas Grazing Lands Coalition					X					Kraft	Memo from STC dated 3/22/04
Kansas Land Improvement Contractors Association						X					Position Description
Kansas State University Biomass Project					X						Assignment by STC per this supplement
Kansas Water Office		X									Position Description
Kansas Water Resources Institute		X									Assignment by STC per this supplement
Playa Lakes Joint Venture									X	Meyerhoff	Memo from STC dated 9/19/07
State Association of Kansas RC&D Councils		X									Position Description
State Association of Kansas Watersheds		X									Position Description
Tall Grass Legacy Alliance					X					Kraft	Position Description
U. S. Fish and Wildlife Service					X						Position Description
Office of Small Disadvantaged Business Utilization				X							Position Description
Operation and Maintenance		X	X		O	O					NO&MM, Section KS500.03

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Outreach								X			Position Description
Performance Results System	X				O					Volkman	Position Description
Quality Assurance Plan		O	X		O	O	O				Position Description
RCA			X								FAX to NHQ dated 5/23/96
Remote Sensing					X						GM Title 170, Section KS400.20(e)(2); NIRMM-Section KS506.4(f)(2); and Position Description
Research Activities					X					Frees	Position Description
Resource Data Management					X						Assignment by STC per this supplement
Resources Inventory		O			X						Position Description
Rural Abandoned Mine Program (RAMP)		X				O					Position Description
Safety and Health				X							GM Title 360, Section KS420.10(a)
<b>STATE CONSERVATION COMMISSION PROGRAMS</b>											
State Aid to Conservation Districts	X										Assignment by STC per this supplement
State Multipurpose Small Lakes Program		X				O					Position Description
State Non-Point Source Pollution Control Fund			X								Assignment by STC per this supplement
State Riparian and Wetland Protection Program		X	X		O	O					Assignment by STC per this supplement
State Water Resources Cost-Share Program			X								Position Description
State Watershed Dam Construction		X				O					Position Description
Social Sciences					X						Position Description
Soil Survey Program							X				Position Description
Staffing	X			O							Position Description
State Administrative Committee				X							Position Description
State Emergency Board					X						Assignment by STC per this supplement

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SUBJECT	ASTC-O	ASTC-WR	ASTC-P	SAO	SRC	SCE	SSS	PAS	ASTCs-FO	REMARKS	REFERENCE
State Radiation Protection Officer (Nuclear Gauges)						X				Lang	GM Title 360, Section KS420.10(b)
State Soil Data Base							X				Position Description
State Technical Guide Committee (STGC)					X						GM Title 450, Section KS401.1 D. (1)
Telecommunications	X			O							Position Description and NIRMM, Section KS512.3(d)(2)
Threatened and Endangered Species					X					Kuiper	Position Description
Training				X							GM Title 360, Section KS410.25(a) and Position Description
Volunteer Services Coordinator				X						Klaus	Assignment by STC per this supplement and GM Title 360, Section KS428.12 B.
Watershed Program (PL-566)		X				O					Position Description
Watershed and River Basin Planning		X				O					Position Description
Watershed Rehabilitation		X				O					Position Description
Watershed Restoration and Protection Strategy (WRAPS)		X									Letter to KDHE dated 2/15/05
Wetland Compliance and Other Initiatives					X	O	O			Kuiper	Position Description
Workload Analysis	X										Assignment by STC per this supplement

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KS404.130 Special and/or Program Assignments (continued)

NOTES

Identification for acronyms is as follows:

- ASTCs-FO - Assistant State Conservationists for Field Operations
- ASTC-O - Assistant State Conservationist for Operations
- ASTC-P - Assistant State Conservationist for Programs
- ASTC-WR - Assistant State Conservationist for Water Resources
- GM - General Manual
- KDHE - Kansas Department of Health and Environment
- NEM - National Engineering Manual
- NHQ - National Headquarters
- NIRMM - National Information Resource Management Manual
- NISM - National Information Security Handbook
- NO&MM - National Operation and Maintenance Manual
- PAS - Public Affairs Specialist
- PMC - Plant Materials Center
- RCA - Resources Conservation Act (1977)
- SAO - State Administrative Officer
- SCE - State Conservation Engineer
- SRC - State Resource Conservationist
- SSS - State Soil Scientist
- STC - State Conservationist