

General Manual
Title 120 – Administrative Services

Part 403 – Directives, Forms, and Reports
Subpart A - Directives

KS403.3 Permanent Directives

(National Instruction 120-301 provides guidance on the preparation of directives.)

Area offices will not issue policy documents.

E-mails or bulletins may be used to transmit guidance or policy for Kansas. The policy will then be issued within 30 days.

A weekly e-mail titled “Kansas Web Updates” will be sent to all employees advising what Kansas directives have been posted on the Kansas Web site during the past week. The information contained in these e-mails will be maintained for six months on the [Kansas Web site > Kansas NRCS Employees > Weekly Web Updates Log](#).

Management Team members will keep Kansas material concerning their areas of responsibility up-to-date.

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KS403.4 Temporary Directives

(National Instruction 120-301 provides guidance on the preparation of directives.)

Kansas bulletins and their attachments are issued on the [Kansas Web site](#). If an attachment is not in an electronic format and cannot be posted online, it will be sent by mail. Several times a week, offices/employees should read applicable Kansas bulletins on the [Kansas NRCS Web site > Kansas NRCS Employees > Directives • Kansas](#).

A weekly e-mail titled “Kansas Web Updates” will be sent to all employees advising what bulletins have been posted on the Kansas NRCS Web site during the past week. Guidance on national bulletins that have been issued to the field level will also be provided. These e-mails will be maintained for six months on the [Kansas Web site > Kansas NRCS Employees > Weekly Web Updates Log](#).

Thirty days will be allowed for the recipients to take appropriate action or submit requested information (unless special circumstances warrant a shorter period). E-mails may be used to transmit advance copies of bulletins.

Bulletins are issued in an approved title and numbered consecutively from the beginning of each fiscal year (FY). For example, the first Kansas Administrative Services bulletin issued in FY 2007 is identified as KANSAS BULLETIN NO. KS120-7-1.

The offices/employees that should read and/or respond to a bulletin are indicated by the distribution codes that are shown on the Kansas Web site and at the bottom of the first page of the bulletin. See [Section KS403.7](#) for distribution codes.

Prior to the expiration date of bulletins, the responsible state office staff will review the bulletins to determine if the information should be prepared as policy for the appropriate manual, reissued as a bulletin, or allowed to expire.

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KS403.7 Maintaining Directives

A. Filing

Kansas Bulletins - These are located on the [Kansas Web site > Kansas NRCS Employees > Directives • Kansas](#). Bulletins are available online until the expiration date. Paper copies of bulletins are only required at the state office level and will be filed by title with the highest number on top.

National Supplements to the General Manual (GM) - The National Office announces new electronic directives on [my.nrcs](#), under the “Management” tab. Appropriate references should be made on the outdated paper copy of the GM part to indicate that the current policy is now online.

Kansas Supplements to the GM - As these are issued, they are posted on the [Kansas Web site > Kansas NRCS Employees > Directives • Kansas](#). Current policy is maintained online. Paper copies for filing are only required at the state office level.

Kansas Supplements to Manuals and Handbooks - As these are issued, they are posted on the [Kansas Web site > Technical Resources > Manuals and Handbooks – Kansas Supplements](#). Current policy is maintained online. Paper copies for filing are only required at the state office level.

[GM Title 120, Section KS403.50](#), identifies the state office staff that is responsible for maintaining the paper copies of manuals, handbooks, and guides in Kansas.

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KS403.7 Maintaining Directives (continued)

B. Codes

Distribution codes for Kansas bulletins are as follows:

Code	Intended Audience
A	Area Offices
E	All Employees
ENG	All Engineers and Civil Engineering Technicians (including Construction Inspectors)
F	Field Offices
MU	Management Units
O	All Offices - (includes all offices except the state office)
PMC	Plant Materials Center
RCD	All Resource Conservation and Development (RC&D) Offices
S	State Office Management Team
S(E)	All State Office Employees
S(MGS)	State Office Management Services Staff
S(FNM)	State Office Financial Management Staff
S(HRM)	State Office Human Resources Management Staff
SOS	State Office Management Team, MGS, FNM, and HRM
SS	Soil Scientists

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KS403.8 Ensuring Proper Clearance Signatures for Directives

A. Any Management Team member may originate Kansas policy material. This will be routed on [Form KS-ADS-16](#) for review and approval by applicable staff members. The State Conservationist's approval will be obtained on this Form KS-ADS-16 for all policy documents.

Bulletins issued by the state office will be signed by the State Conservationist.

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KS403.10 Purpose.

(d) The state administrative officer is the Forms Management Officer (FMO) for Kansas and is responsible for forms control. He/she will call on staff as appropriate for review, action, and compliance with policies and procedures.

The FMO maintains the official Kansas Forms Catalog. Kansas forms are available on the [Kansas Web site > Kansas NRCS Employees > Forms > Kansas Forms](#) in a fillable format. Notices regarding new, revised, or canceled forms will be distributed by e-mail in conjunction with the weekly Kansas Natural Resources Conservation Service Web site update.

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KS403.12 Definitions.

(b) Form.

Kansas forms are assigned a form number by the Forms Management Officer. A form without a number assignment is not an “official” form and is more commonly referred to as a worksheet. (Exception: Worksheets associated with the electronic Field Office Technical Guide (eFOTG) have a separate purpose and definition.)

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KS403.50 Handbook, Manual, or Guide

The following handbooks, manuals, or guides are available electronically unless noted otherwise:

<u>Handbook, Manual, or Guide</u>	<u>Responsible Staff</u> *
Catalog of Federal Domestic Assistance	ASTC(P)
Cartography and Geographic Information System Part 580 – Managing Geospatial Datasets in Service Centers	SRC
Conservation Programs Manual	
Part 500. Locally Led Conservation	ASTC(P)
Part 501. USDA Conservation Program Delivery	ASTC(P)
Part 502. Terms and Abbreviations Common to All Programs	ASTC(P)
Part 503. Commodity Credit Corporation Procedures	ASTC(P)
Part 504. Technical Service Provider Assistance	ASTC(WR)
Part 505. Conservation Planning and Conservation Practices	ASTC(P)
Part 506. Conservation Programs Long Term Contracting	ASTC(P)
Part 507. Conservation Practice and Technical Assistance Payments	ASTC(P)
Part 508. Conservation Stewardship Program	ASTC(P)
Part 509. Equitable Relief from Ineligibility for Conservation Programs	ASTC(P)
Part 510. Appeals and Mediation	ASTC(P)
Part 511. Healthy Forests Reserve Program	ASTC(WR)
Part 512. Conservation Program Contracting	ASTC(P)
Part 513. Resource Conservation and Development (RC&D) Program	ASTC(WR)
Part 514. Wetlands Reserve Program	ASTC(WR)
Part 515. Environmental Quality Incentives Program	ASTC(P)
Part 517. Wildlife Habitat Incentives Program	ASTC(P)
Part 518. Conservation Security Program	ASTC(P)
Part 519. Farm and Ranch Lands Protection Program	ASTC(WR)
Part 520. Forestry Incentives Program	ASTC(P)
Part 521. Agricultural Management Assistance	ASTC(P)
Part 522. Soil and Water Conservation Assistance	ASTC(P)
Part 523. Farmland Protection Policy Act	ASTC(WR)
Part 524. Grasslands Reserve Program	ASTC(WR)

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KS403.50 Handbook, Manual, or Guide (continued)

<u>Handbook, Manual, or Guide</u>	<u>Responsible Staff</u> *
Conservation Programs Manual (continued)	
Part 525. Conservation Operations Technical Assistance Program)	ASTC(O)
Part 526. Grants (Subpart B – Conservation Innovation Grants)	ASTC(WR)
Conservation Reserve Program (CRP) Technical Guidance Documents	ASTC(P)
Contribution Agreements Handbook	MGS
Corps of Engineers Wetlands Delineation Manual	SRC
Department Computer Center Access Coordinator User Guide (Paper Only – State Office)	FNM
Earth Team Information for Volunteer Supervisors	SAO
Emergency Operations Handbook for USDA Emergency Personnel (Departmental Regulation 1800-1 dated 3/28/01)	Farm Service Agency (FSA)
Federal Acquisition Regulations	MGS
Federal Grants and Cooperative Agreements Handbook	MGS
Federal Manual for Identifying and Delineating Jurisdictional Wetlands	SRC
Federal Property Management Regulations	MGS
Federal Travel Regulations	FNM
Field Book for Describing and Sampling Soils	SSS

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KS403.50 Handbook, Manual, or Guide (continued)

<u>Handbook, Manual, or Guide</u>	<u>Responsible Staff</u> *
Field Office Technical Guide	SRC
(Section IV only)	SRC
(Section II only)	SSS
Reference to Section III: CORE4 Conservation Practices	SRC
Reference Material	
 Fish and Wildlife Habitat Management Leaflets	 SRC
 FSA Handbooks (Paper Copy – State and Area Offices)	
(Washington)	
1-ACP, 2-ACP, 1-CRP, 2-CRP, 6-CP, 1-ECP, 1-FIP, 1-SIP,	ASTC(P)
6-DF, 1-TAP, 1 and 2-CONSV	
 (Kansas)	
1-KS(ACP), 2-KS(ACP), 1-KS(CRP), 1-KS(6-CP),	ASTC(P)
1-KS(ECP)	
 FSA Notices Maintained (Paper Copy – State and Area Offices)	
ACP, CM, CONOP, CONSV, COR, CRP, DF, DM, DP, ECP, EQ,	ASTC(P)
FI, PA, RCWP, SIP, TAP, FIP,	
GRP, WRP	ASTC(WR)
 General Manual (Electronic and Paper Copies)	 STC
 Gregg Reference Manual	 STC
 Guide to Federal Benefits Programs for Federal	
Employees	HRM
 Kansas Forms Catalog	 SAO
 Kansas Handbook of Reference Specifications	
(Paper Copy – State and Area Offices)	SCE
 Kansas Urban Conservation Handbook	
(Paper Only – State, Area, Field and RC&D Offices)	SRC
 Keys to Soil Taxonomy	 SSS

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<u>Handbook, Manual, or Guide</u>	<u>Responsible Staff</u> *
Midwestern Wetland Flora – FO Guide to Plant Species	SRC
National Agricultural Land Evaluation and Site Assessment Handbook	SSS
National Agronomy Manual	SRC
National Biology Handbook	SRC
National Biology Manual (Field offices with watershed activity)	SRC
National Contracts, Grants and Cooperative Agreements Manual (Paper Only – State and Area Offices)	MGS
National Cultural Resources Procedures Handbook	SRC
National Emergency Watershed Protection Manual	ASTC(WR)
National Engineering Handbooks:	
Section 3, Sedimentation	SCE
Section 5, Hydraulics	SCE
Section 6, Structural Design	SCE
Section 8, Engineering Geology	SCE
Section 11, Drop Spillways	SCE
Section 14, Chute Spillways	SCE
Section 15, Irrigation	SCE
Section 16, Drainage	SCE
Section 18, Ground Water Geology	SCE
Section 19, Construction Inspection	SCE
Section 22, Snow Survey and Water Supply Forecasting	SCE

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<u>Handbook, Manual, or Guide</u>	<u>Responsible Staff *</u>
National Engineering Handbook (NEH) Series:	
Part 623. Irrigation Water Requirements (filed as NEH, Section 15, Chapter 2)	SCE
Part 624. Drainage	SCE
Part 628. Dams	SCE
Part 630. Hydrology	SCE
Part 631. Geology	SCE
Part 633. Soil Engineering	SCE
Part 636. Structural Engineering	SCE
Part 637. Environmental Engineering	SCE
Part 641. Drafting and Drawings	SCE
Part 642. Specifications for Construction Contracting	SCE
Part 650. Engineering Field Handbook (EFH)	SCE
Part 651. Agricultural Waste Management Field Handbook) (AWMFH)	SCE
Part 652. Irrigation Guide	SCE
Part 653. Stream Corridor, Restoration: Principles, Processes, and Practices	SCE
Part 654. Stream Restoration Design	SCE
National Engineering Manual	SCE
National Environmental Compliance Handbook	SRC
National Food Security Act Manual	ASTC(P)
National Forestry Manual	SRC
National Handbook of Conservation Practices	SRC
National Information Resources Management Manual	ASTC(O)
National Information Security Handbook	ASTC(O)
National List of Plant Species That Occur in Wetlands	SRC
National Manual for Assisting FSA Cost-Sharing Programs	ASTC(P)

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<u>Handbook, Manual, or Guide</u>	<u>Responsible Staff</u> *
National Map Symbol Handbook (Paper Only – All Offices)	SRC
National Operation and Maintenance Manual	ASTC(WR), ASTC(P)
National Planning Procedures Handbook	SRC
National Plant Materials Manual	SRC
National Range and Pasture Handbook	SRC
National Resource Economics Handbook	ASTC(WR)
National Rural Abandoned Mine Program Manual (Paper Only – State and Area Offices)	ASTC(WR)
National Social Sciences Manual	SRC
National Soil Survey Handbook	SSS
National Water Quality Handbook	SRC
National Watershed Program Handbook	ASTC(WR)
National Watershed Program Manual	ASTC(WR)
Orientation for Earth Team Volunteers	SAO
Position Classification Standards	HRM
Qualifications Standards Handbook	HRM
Radiological Safety Handbook	SCE
Rural Clean Water Program (Paper Only – State Office)	ASTC(P)

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Soil Quality Test Kit Guide	SRC
Soil Quality Thunderbook	SRC
Soil Survey Manual	SSS
Technical Notes – Kansas	SRC, SSS, SCE
Technical Notes – NRCS	SSS, SRC, SCE
Technical Releases	SCE
Technical Service Provider Handbook	ASTC(WR)
Telecommunications & Internet Services (Departmental Regulation 3300-1 dated 3/23/99)	ASTC(O)
The Earth Team – Guide for New Volunteer Coordinators	SAO
Tree Planting Handbook (Paper Only – All Offices)	SRC
USDA-SCS Correspondence Manual (Paper Only – State and Area Offices)	STC
USDA Joint Service Center Manual	SAO
USDA Visual Management Guide	PAS
Water Quality Field Guide	SRC
Water Quality Indicator's Guide: Surface Waters	SRC

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* STC - State Conservationist; ASTC(O) - Assistant State Conservationist for Operations; ASTC(P) - Assistant State Conservationist for Programs; ASTC(WR) – Assistant State Conservationist for Water Resources; SAO – State Administrative Officer; SRC – State Resource Conservationist; SCE - State Conservation Engineer; SSS - State Soil Scientist/MO Leader; PAS - Public Affairs Specialist; FNM - Financial Management; HRM - Human Resources Management; MGS - Management Services