United States Department of Agriculture | Farm Service Agency | Rural Development | Natural Resources Conservation Service

KANSAS

January 25, 2008

**KS FAC NOTICE 2008-1**

TO: All Kansas FSA, NRCS, and Rural Development Offices

FROM: State Food and Agriculture Council (FAC)

SUBJECT: USDA Service Center Manual Restructure – January 2008

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As a result of the establishment of OCIO-ITS and other required agency updates, the State Administrative Committee (SAC) has completed a major restructure of the electronic USDA Service Center Manual to implement numerous changes and revisions.

The January 2008 edition of the manual has been condensed and reorganized. Changes are too numerous to identify individually. Therefore, all service center employees are required to personally review the manual by March 31, 2008. The manual may be accessed at http://www.ks.nrcs.usda.gov (Select Kansas Service Center Employees and then Kansas Joint USDA Service Center Manual).

All service centers will hold a SCIT meeting in April 2008 to jointly discuss the new version of the manual. The local FAC chairperson will provide written notice to SAC by April 30, 2008 that all employees within the service center have read the manual and certify that it has been discussed at a SCIT meeting in accordance with KS FAC Notice 2008-1.

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