

General Manual  
Title 330 – Operations Management

Part 404 - Directing

KS404.2 Direct staff assistance.

(b) Policy. Each member of the Management Team (MT) in the state office will provide direct staff assistance to the assistant state conservationists responsible for field operations (ASTCs-FO) and/or area staff discipline at least annually. All trips to area or field offices by the MT in the state office will be considered direct staff assistance. Area staff will provide direct staff assistance to field offices as directed by the ASTCs-FO. When any recommended corrective action is needed, a trip report will be written. Follow-up will be scheduled to ensure corrective action is completed.

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KS404.3 Scheduling.

(c) Guidelines.

(6)

- (i) All area and state office staffs in Kansas will schedule daily activities in Microsoft Outlook. Outlook will be set to “Share My Calendar” for viewing by other employees. Field offices are encouraged to do the same.
- (ii) Kansas Form KS-MGT-2, Request for Assistance, may be used to request/approve assistance.