

General Manual  
Title 340 – Strategic Planning and Accountability  
Part 401 – Performance Management Planning  
Subpart A – General

**KS401.00 General.**

- (a) The outgoing Management Team member, supervisory district conservationist (DC), DC, and others as requested by the immediate supervisor, will prepare a summary report covering the status of Service activities.
  
- (b) The summary report will be discussed with the supervisor. See Exhibit KS401.50 for outline of report.

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**KS401.44 Roles and Responsibilities**

F. Supervisory district conservationists (DCs) and DCs are encouraged to actively participate in the development of the District Annual Work Plan (DAWP) and ensure that action items specific to the Natural Resources Conservation Service (NRCS) are incorporated in the DAWP. If a joint DAWP is developed, a separate field office business plan is not required.

Assistant state conservationists for field operations (ASTCs-FO) will provide guidance to DCs on the development of the field office business plan in those cases where NRCS activities are not incorporated in the DAWP.

Supervisory DCs will develop a business plan for the management unit based on the field office business plans and applicable items from the area and state business plans.

ASTCs-FO will develop and maintain an action list for area office activities on a fiscal year basis. The list will contain specific and measurable action items needed to guide the area and support the state performance and business plans.

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**KS401.50 Outgoing Management Team Member, Supervisory District Conservationist, District Conservationist, and Others**

The summary report will be in the form of a memorandum to the files, SUBJECT: SPA – Status of Service Activities, and will cover each of the items listed below. Other items may be inserted as applicable. Two copies will be prepared and sent to the supervisor who may add any information that may be helpful to the incoming employee. The supervisor will review the report with the incoming employee and provide him/her a copy of the report for his/her use.

Summary reports may be disposed of one year after the incoming employee reports.

Items for Summary Report:

- (a) Operations. Describe operations procedure, assignments of staff, delegations of authority, and any other special operations subject that will be helpful to the replacement.
- (b) Management/Administrative Reviews and Trip Reports. Identify any unfinished agreed-to items or actions, which need additional follow-up.
- (c) Workload Estimates of Goals and Work Plan/Business Plan. Briefly describe goals for fiscal year, progress toward meeting goals, and actions necessary to meet goals. Also, review progress on meeting objectives in work plan/business plan.
- (d) Records and Reports (including Performance Results System [PRS]). Point out any special situations needing attention, errors, corrections, etc.
- (e) Conservation Plans. List names of cooperators needing immediate plan revisions, having unfinished plans, ready for conservation plan, having plans cancelled, and needing plan preparation due to change in land ownership.
- (f) Active Programs. Describe applicable program activities. Give status and progress, follow-up needed, difficulties, potential cooperators ready for contract, individuals approaching noncompliance, easement situations, status of land treatment by watersheds, etc.
- (g) Group Activity (where applicable). List participants, type of job, progress, actions, and follow-up needed.

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- (h) Board of Supervisors. List names and addresses, individual interests and assignments; attitude toward conservation and watershed programs, RC&D, and other related information. Also, list and provide brief background on other key individuals or informal groups having significant influence on activities of the district such as bankers, church leaders, and news media.
- (i) Technical and Administrative. List any items that have caused delay or retarded progress including availability or lack of materials and equipment including conservation contractors; actions that need to be taken or have been started; suggestions, solutions, and other related pertinent information. Area office or state office technical staff providing assistance to uncompleted projects.
- (j) News Media. List names and addresses of local newspapers, radio, and television stations and their attitude toward publishing conservation news, general cooperativeness, and related items.
- (k) Relationships. Give factual information of other local, state, and federal agencies on cooperativeness, working relationships, general understandings, support, and interest for conservation programs. Also, list any conservation activity being sponsored by civic organizations and their interest in the program.
- (l) Training. Narrate any specific training needs of staff.
- (m) Other. Provide any other information related to obstacles, staffing needs and changes, office facilities, equipment condition and needs, problems of a technical or administrative nature, and related comments and suggestions.