

General Manual
Title 340 – Strategic Planning and Accountability

Part 404 - Evaluations
Subpart F – Exhibits

KS404.14 Management Reviews.

(d) Management Units and RC&D Offices

- The assistant state conservationists for field operations (ASTCs-FO) will conduct management and administrative reviews in each management unit and RC&D office a minimum of once every five years and will establish a long-term schedule for their respective offices.
- The assistant state conservationist for operations (ASTC-O) and the state administrative officer (SAO) will participate in at least one management unit or RC&D office management and administrative review each year in each area. Other Management Team (MT) members will participate as recommended by the ASTCs-FO with concurrence from the State Conservationist (STC).
- Those items contained in the [Kansas Management and Administrative Review Guide for Field Offices](#) will be checked during the review.
- The appropriate area office assistant will participate in each review.
- A trip report by the review leader (ASTC-FO) will be used to document results of the review and actions needed and taken. Any findings by the ASTC-O, SAO, or other MT member will be incorporated into the review report.
- A Civil Rights Compliance Review will also be conducted at the same time as the management and administrative review and documented as per policy contained in General Manual Title 230, Part 405. The assistant state conservationist for programs will participate in at least one Civil Rights Compliance Review each year.

(e) Area Offices

- The STC will conduct management and administrative reviews in each area office a minimum of once every three years and will establish a long-term schedule.
- MT members will participate as recommended by the STC.

General Manual
Title 340 – Strategic Planning and Accountability

Part 404 - Evaluations
Subpart F – Exhibits

KS404.14 Management Reviews. (continued)

- Those items contained in the [Kansas Management and Administrative Review Guide for Area Offices](#) will be checked during the review.
- A trip report by the review leader (STC) will be used to document results of the review and actions needed and taken. Any findings by the MT members will be incorporated into the review report.
- Civil Rights Compliance Reviews conducted by the area office will also be reviewed at the same time as the management and administrative review.