



United States
Department of
Agriculture

Natural
Resources
Conservation
Service

Farm
Service
Agency

Rural
Development

November 9, 2001

KS FAC NOTICE: 2002- 1

TO: All Kansas CES, NRCS, FSA, Rural Development, and
Conservation District Offices in Kansas

FROM: State FAC

SUBJECT: USDA Service Center Checklist

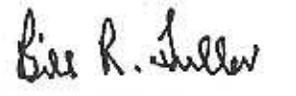
Office Space

Departmental Regulation 1620-2, USDA Space Management Policy, pages A-6 through A-8, requires a checklist for joint use of resources and office space be signed by the local FAC. The checklist is required when existing space is reconfigured or new space is acquired.

Enclosed is a checklist that will be used to meet this requirement. After completion by the local FAC, a copy will be submitted to SAC. A permanent record copy will be filed by each local FAC agency. Each FAC agency will also provide an information copy to their state office.



TOMAS M. DOMINGUEZ
State Conservationist
Natural Resources
Conservation Service



BILL R. FULLER
State Executive Director
Farm Service Agency



WILLIAM M. KIRK
State Director
Rural Development

Enclosure

**GUIDANCE CHECKLIST FOR JOINT USE OF RESOURCES AND OFFICE SPACE AT
USDA SERVICE CENTERS**

Check each appropriate item. Briefly explain those not checked.

	Primary customer access through a common entrance for all agencies into a common reception area.
	Single contact point where clients can acquire information and/or forms regarding the services of all collocated agencies.
	Shared space for supplies, storage, mailroom, printing, conference room, common computer facilities, shared equipment, and other uses.
	Shared common office equipment (i.e., copier, fax, telephone systems, mail meter).
	Space accommodations for non-federal partners, local cooperators, and county employees.
	Open space with minimal architectural barriers between agencies.
	Privacy for supervisory and confidential client information discussions.
	Flexible floor plan with consistency across all agencies.
	Common telecommunication system for LAN/WAN/Voice.
	Outdoor and indoor signs identifying the USDA Service Center with identification for individual agencies and partner organizations, as appropriate.
	All applicable rules and regulations pertaining to accessibility for the disabled followed.
	Agencies coordinate information to ensure that no USDA payments are made to a producer who has an overdue USDA indebtedness.

OTHER AREAS FOR CONSIDERATION

One agency acts as the lead in leasing space and administering the lease for all agencies in the service center.
Emergency Assistance Plans are developed, reviewed, and approved by all agencies. All cooperate in FLASH situations and Damage Assessment reports.
Agencies coordinate information to ensure that a producer has a conservation plan in place and is in compliance with it before any USDA benefits are paid.
Producer/client/community meetings are scheduled jointly among the agencies to minimize the number of visits.
Agencies cooperate in acquiring and distributing supplies.
Publications include information about all agencies using common mailing lists and economies of postage.

Crop acreage data, crop production, soil maps, etc., are shared with all agencies.

During fluctuations in workload of each agency, interchanges of personnel are made to achieve the most efficient service to clients.

Other items shared:

Explanation for items not checked:

Farm Service Agency Signature/Title/Date

Natural Resources Conservation Service Signature/Title/Date

Rural Development Signature/Title/Date