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September 23, 2013

## **KANSAS BULLETIN NO. KS340-13-4**

**SUBJECT: SPA—Request Scheduled Reviews in the Areas and Form KS-MGT-2, Request for Assistance, and to Announce the Area Office Management and Administrative Review for Fiscal Year 2014**

**Action required by:** October 28, 2013 (Area Office [AO])  
November 4, 2013 (State Office [SO])

**Purpose.** To request dates for scheduled reviews (Management and Administrative, Civil Rights, and Quality Assurance) and Form KS-MGT-2, Request for Assistance, from the AOs for fiscal year (FY) 2014

**Expiration Date.** September 30, 2014

The assistant state conservationists for field operations are asked to submit the following for FY 2014:

- List of Management and Administrative Reviews, Civil Rights Reviews, and Quality Assurance Reviews to Muriel Morgenthaler by October 28, 2013.
- Forms KS-MGT-2 by October 28, 2013. Please provide a separate form for each SO staff—soils, engineering, resource conservation, etc.

The SO Management Team (MT) will provide copies of Form KS-MGT-2 (with confirmed dates) to the appropriate AO by November 4, 2013, and post to the [Kansas NRCS Events](#) SharePoint site. All SO MT members should be scheduled to visit each area during the FY.

The Hutchinson AO Management and Administrative Review is tentatively scheduled for January 13-17, 2014. All SO MT members should post to their schedule.

**Contact:** Muriel E. Morgenthaler, Secretary, 785-823-4565, [muriel.morgenthaler@ks.usda.gov](mailto:muriel.morgenthaler@ks.usda.gov)

*(signed)*

ERIC B. BANKS  
State Conservationist

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