



Natural Resources Conservation Service
State Office
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March 10, 2003

OKLAHOMA BULLETIN NO. OK 330-3-1

SUBJECT: MGT – Fiscal Year 2003 Zone 1 Quality Review

Purpose: To distribute the Zone 1 Quality Review report for review and action by Field Offices and Technical Service Offices

Expiration Date: September 30, 2003

Action Required By: April 7 and July 1, 2003

A Quality Review (QR) was conducted in Zone 1 during the period January 27-31, 2003, to assess the quality of operations within the zone. Management Guide 330-008, Guide for Appraising Operations in Area and Field Offices, was used as the guide in conducting the review. Team members conducting the review included: Darrel Dominick, STC, John Glover, Deputy State Conservationist, Les Conner, ASTC (Operations), Kevin Norton, ASTC (Programs), Eddie Kephart, State Administrative Officer, Johnny Green, State Conservation Engineer, Jim Ford, State Soil Scientist, Randy Freeland, State Resource Conservationist, Jasper Parker, ASTC (OR/CR), Bill Porter, ASTC (ER/IT), and K.C. Kraft, Archaeologist. Field Offices reviewed during the QR included: Boise City, Arnett, Watonga, and Newkirk Service Centers.

The findings and resulting action items from this review are being distributed statewide. All NRCS employees are expected to review the appraisal findings and ensure they are in compliance with action items listed. Supervisors will ensure all employees understand each action item and will follow up to ascertain that actions items are fully embraced statewide. Random spot checks will be conducted by SLT members throughout the state to ensure action items are being met.

District conservationists and TSO specialists within Zone 1 will respond, in writing, to the action items listed. TSO specialists, and district conservationists are responsible for meeting action item requirements and reporting completion to the certifying official. After being notified of completion by the DC/TSO specialist, the responsible certifying official will review the action item and if progress is adequate, initial the field office summary sheet. District conservationists will submit a copy of their summary sheet to the ASTC (FO) by **July 1, 2003**, and every 90 days thereafter, until all items are completed.

The ASTC (FO) will review field office progress and submit a summary report to the State Conservationist by **July 15, 2003**.

Note: TSO specialists referred to within this report include: Resource Engineer, Resource Soil Scientist, Resource Specialist, Civil Engineering Technician, and Office Assistant.

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DIST: AE

Quality Review conducted by the TSO's were found to be comprehensive and adequately addressed the Action Items field offices need to implement. Therefore, Action Items identified in the TSO QR's were not repeated as a part of this report. Field offices must respond to the Action Items identified in the TSO reviews as indicated in their reports.

Each Zone 1 DC, TSO specialists (Woodward and Perry), and SLT members are directed to review this report, sign Attachment A statement, and submit the original copy to Leslie R. Conner, ASTC (Operations), by **April 7, 2003**.

/s/ (John Glover - Acting)

M. DARREL DOMINICK
State Conservationist

[Attachments](#)

Attachment A

I have read the Zone 1 Quality Review and resulting Action Items. I understand I am fully accountable for ensuring the quality of work addressed in the Action Items listed in the report is fully met.

Signature

Date