

**Zone 4 Quality Review**  
**March 1, 2004**  
**Action Register**

<b>Action No.</b>	<b>Short Narrative</b>	<b>Action Date</b>	<b>Certification By</b>	<b>Initials</b>
1	Provide quality assessment feedback	June 30, 2004	STC/SLT	
2	Field Offices will discuss improvement progress at team meetings quarterly	September 30, 2004	ASTC (FO)	
3	Zone 4 Team Coordinators provide presentation to QLT	June 30, 2004	SLT	
4	SLT will provide a list of critical bulletins and instructions	May 31, 2004	ASTC (FO)/ ASTC(O)	
5	Zone 4 will review critical bulletins, instructions, Zone 1 report in meetings	July 30, 2004	ASTC (FO)	
6	Team meetings will be used to discuss alternatives to improve documentation of planning alternatives	June 30, 2004	ASTC (FO) RS	
7	SRC will provide guidance on documenting planning alternatives	May 1, 2004	Resource Specialists/ SRC	
8	BOT/ASTC (P) will review technical requirements with OCC	June 30, 2004	BOT/ASTC (P)	
9	DC's will notify districts in writing concerning practice deficiencies	September 30, 2004	TSO staff/ ASTC (FO)	
10	DC's will provide training and documentation on practice deficiencies approved by district personnel	September 30, 2004	TSO staff/ ASTC (FO)	
11	Grassland Management training will be held at team meetings	September 30, 2004	ASTC (FO)/ TSO staff	
12	Create a Grazing land specialists for Zone 4	September 30, 2004	State Conservationist	
13	Grazing Land Specialists will provide training to field personnel	September 30, 2004	SRC	
14	Review Grassland Reserve Program criteria with field committee	Thirty days after rules	ASTC (P)	
15	Low tech beaver guard designs will be obtained	June 30, 2004	State Conservationist	
16	SAO will initiate lease solicitation for Idabel office space	March 31, 2004	SAO	
17	Guidance will be provided on OKIE one-call system	July 30, 2004	SRC/SCE	
18	Purchase a new fire extinguisher	June 30, 2004	ASTC (FO)	
19	SAO will work to obtain new accident kits/fire extinguishers. Field personnel will secure bio hazard kits	June 30, 2004	ASTC (FO)	
20	Program liaison will provide program news articles to field	June 30, 2004	ASTC (FO)	
21	ASTC (P) will provide guidance to file on annual program announcement requirements	June 1, 2004	ASTC (P)	

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22	Conservation needs assessments will be used to target delivery of resource management systems in all programs	September 30, 2004	TSO staff/ Program Liaisons/ ASTC (FO)	
23	Program Liaison will provide training in programs to field staff	June 1, 2004	ASTC (FO)/ ASTC (P)	
24	ASTC (Outreach) will coordinate work with ODA	June 30, 2004	ASTC (Outreach)	
25	Zone 4 will institutionalize outreach techniques used by Zone 2	June 30, 2004	ASTC (FO)	
26	Zone 4 will begin using the client sign in register	April 1, 2004	ASTC (FO)	
27	DC's will utilize sign in register as documentation for OCC agreement	September 30, 2004	DC	
28	ASTC (Outreach) will develop a cooperative agreement with Langston	June 30, 2004	ASTC (Outreach)	
29	DC will develop relations with Amish community and develop outreach plan	April 1, 2004	ASTC (FO)	
30	A letter will be written to Coalgate office landlord concerning accessibility	Immediate	ASTC (FO)/ SAO	
31	ASTC (FO) will identify all space accessibility deficiencies	April 1, 2004	State Conservationist	
32	DC's will review parity reports quarterly	June 1, 2004	ASTC (Outreach)	
33	SLT will provide direction to field on how to use SCIMS/PRS reports	June 1, 2004	ASTC (Outreach)	
34	Copies of news releases submitted to newspapers will be retained	June 30, 2004	ASTC (FO)	
35	SAO will work with IT to place items on the home page	June 30, 2004	ASTC (FO)	
36	Employee responsibility and conduct will be reviewed at meeting	June 30, 2004	ASTC (FO)	
37	DC's will update needs assessment to include quantity and visuals	July 30, 2004	ASTC (FO)	
38	SLT will provide guidance on types of resource information	April 1, 2004	SLT	
39	ASTC (FO) will work with others to obtain examples of assessments	April 1, 2004	ASTC (FO)	
40	ASTC (O) and ASTC (P) will provide training on needs assessment	June 30, 2004	ASTC (FO)	
41	DC's will update plan of operations to include items for each farm bill program	June 1, 2004	ASTC (FO)	
42	DC's will provide reports on progress toward meeting plan action items	June 1, 2004	ASTC (FO)	

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43	The review of the plan of operations will be placed on the report calendar quarterly	May 1, 2004	ASTC (FO)	
44	Team training plans will be updated to include technical training	June 1, 2004	ASTC (FO)	
45	SLT will concur in Team training plans	July 1, 2004	ASTC (O)	
46	SLT will develop training schedule for the state	April 1, 2004	ASTC (O)	
47	Field personnel will use approved forms to schedule/record work activities	June 1, 2004	ASTC (FO)	
48	Zone 4 will be pilot test for Conservation Journal	September 30, 2004	ASTC (O)	
49	Teams will develop priority of work plans at team meetings	September 30, 2004	ASTC (FO)	
50	ASTC (P) will work with liaisons to develop program calendar	May 1, 2004	ASTC (FO)	
51	DC's will work with districts on releasing information on outreach	September 30, 2004	ASTC (FO)	
52	DC's will capture all certified practices for quality assurance	May 1, 2004	ASTC (FO)	
53	DC's will explore ways to improve locally led/outreach	Sept 1, 2004	ASTC (FO)	
54	Program liaisons will develop canned news articles to highlight locally led	July 1, 2004	ASTC (FO)	
55	SLT will develop method to electronically transmit materials	July 1, 2004	ASTC (ER/IT)	
56	SLT will provide guidance on materials that need to be filed	June 1, 2004	State Conservationist	
57	ASTC(ER/IT) will place forms link on home page	March 31, 2004	ASTC (ER/IT)	