

**GENERAL MANAGEMENT**

- I. Direction of Overall Program
  - A. Current Strategy and Overall Program Direction
    - 1. Relation to VS strategy
    - 2. Relation to APHIS directions
    - 3. Relation to state strategy and needs
    - 4. Balance between regulatory programs and new initiatives
  - B. Area Organizational Structure
    - 1. Organization of field personnel
    - 2. Chain of supervision
    - 3. Staffing levels
  - C. Area and Field Office Setting and Environment
    - 1. Facilities
    - 2. Security
    - 3. Supplies
    - 4. Co-location with state or other APHIS offices
- II. Leadership
  - A. Motivation of Personnel
    - 1. Awards
    - 2. Other initiatives
    - 3. Staff morale
    - 4. Common goals and objectives
    - 5. Performance evaluations
    - 6. Conduct issues
    - 7. Actions to correct poor performance
  - B. Internal Communications
    - 1. VS Staff
    - 2. Regional office
    - 3. Area work conferences
      - a) agenda and topics
    - 4. Area office staff meetings
    - 5. Written information dissemination
      - a) memos
      - b) bulletin boards
      - c) written area policies

- 6. Supervisor/Employee contacts
- C. Working Relationships and Communication
  - 1. State veterinarian and other state officials
  - 2. State stakeholders and cooperators
  - 3. State associations and practitioner organizations
  - 4. Universities
  - 5. Other APHIS units
- D. General Disease Surveillance/Emerging Diseases
  - 1. Surveillance methods
  - 2. Case reporting
  - 3. Other contacts
  - 4. Special investigations and investigation findings
  - 5. Summary reporting/distribution