

United States Department of Agriculture



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

September 14, 2006

GENERAL MANUAL (GM)
120 – ADS
AMENDMENT IA44 (Part 403)

SUBJECT: ADS – DIRECTIVES, FORMS AND REPORTS

Purpose. To amend Iowa procedures for temporary directives and maintenance of the directives.

Effective Date. Upon receipt.

Filing Instructions.

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
IAi	November 1993	IAi	September 2006
IA403-6(1) – (3)	November 1993	IA403-A-1 - 3	September 2006
IA403-7(1) – (2)	February 1990		
IA403-7(3)	March 1985		

/s/Richard Van Klaveren
State Conservationist

Attachment

GM

Title 120 – General Manual

Part 403 – Directives, Forms, and Reports

TABLE OF CONTENTS

SUBPART A – DIRECTIVES

IA403.4	Temporary Directives	IA403-A-1
IA403.7	Maintaining Directives	IA403-A-2

Part 403 – Directives, Forms, and Reports

Subpart A – Directives

IA403.4 Temporary Directives

Informational bulletins will be used to communicate to Iowa NRCS staff as appropriate. Informational bulletins will not have a number issued. Short-term directives will be communicated through informational bulletins only.

Action items that require a due date will be issued using a numbered Bulletin and will expire at the end of the following fiscal year or sooner. Action items will have two due dates, one date for the field office to report action items to the area office and the other date for the area office to report actions items to the State Office.

Bulletins cannot change, delete, add to, cancel, or transmit permanent directives, nor can they be filed with permanent directives.

The preferred method for distributing Iowa bulletins is through electronic mail. Attachments to Iowa bulletins and informational bulletins will be included in the electronic transmission if practical. If the attachment is not suitable for electronic transmission, it may be sent by direct mail. The attachment to be mailed must clearly reference the proper bulletin.

A. Once the bulletin or informational bulletin has been prepared, routed for approval, and signed, the preparer will enter /s/ on the line in front of the State Conservationist's name to indicate the bulletin has been signed. If signed by an Acting, the Acting's name preceded by /s/ will be entered above the State Conservationist's signature block.

B. The preparer will transmit the file electronically in accordance with the appropriate distribution code on the bulletin.

C. Office managers will assure that all employees at their location receive bulletins and/or to assure that the workload and the goals of the state are being accomplished.

Part 403 – Directives, Forms, and Reports

IA403.7 Maintaining Directives

A. Filing

Bulletins will be stored on shared drives at the State Office and at area offices so that all Iowa NRCS staff has access to them internally.

Iowa manual/handbooks amendments will be posted to the Iowa NRCS website with a link to the National EDS. This arrangement is expected to be temporary; it should be made unnecessary once the National EDS is modified to accommodate state amendments.

B. Codes

Iowa bulletins will be distributed electronically using the following appropriate distribution code and email distribution list:

Distribution Code	Email Distribution List
F (Field Office)	ug-ia-nrcs-alldc; ug-ia-nrcs-allac; Principal Staff with a “cc” to the AMA’s and State Office Secretaries
E (All Employees)	ug-ia-nrcs
O (All Office)	ug-ia-nrcs-offmgrs with a “cc” to the AMA’s and State Office Secretaries
A (Assistant for Field Operations)	ug-ia-nrcs-allac; Principal Staff with a “cc” to the AMS’ and State Office Secretaries

C. Tracking

Microsoft Outlook “Task” has an option that will be used by the State Office to keep track of expiration dates of bulletins. Figure 403-1 shows an example screen from Outlook showing how this tool could be used.

Title 120 – General Manual
 Part 403 – Directives, Forms, and Reports
 Subpart A – Directives

IA403.7 Maintaining Directives

Figure 403-1. Tracking

