



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

May 12, 2009

GENERAL MANUAL (GM)  
330 - MGT  
AMENDMENT IA39 (Part 402)

SUBJECT: MGT – ORGANIZING

Purpose. To provide policy on the delegation of authority for Acting State Conservationist when he/she is not available.

Effective Date. October 1, 2009

Contact. If there are questions about the amendment, contact Richard Sims, State Conservationist, at (515) 284-6655, or by e-mail at [Richard.Sims@ia.usda.gov](mailto:Richard.Sims@ia.usda.gov).

Filing Instructions

Add Pages  
IA402-(1)

Dated  
May 2009

A handwritten signature in black ink that reads "Richard Sims". The signature is written in a cursive, flowing style.

Richard Sims  
State Conservationist

Attachment

GM

Title 330 – General Manual

Part 402 – Organizing

**IA402.1 Policy**

Iowa Delegation of Authority –

The following schedule will be followed for Acting State Conservationist effective October 1, 2009:

First Quarter (October-December) – Assistant State Conservationist for Water Resources

Second Quarter (January-March) – Assistant State Conservationist for Programs

Third Quarter (April-June) – Assistant State Conservationist for Operations

Fourth Quarter (July-September) – Assistant State Conservationist for Management/SAO

Whenever the Assistant for State Conservationist for the quarter is unavailable, either because of annual, credit or sick leave, the next Assistant State Conservationist listed will be responsible to perform the duties of the State Conservationist. If the Assistant State Conservationist position is vacant, the next Assistant State Conservationist listed will be responsible to perform the duties. If any Assistant State Conservationist has scheduled annual leave, a copy of Form SF-71 Request for Leave or Approved Absence will be kept in the State Conservationist's central file Section 330.