



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

September 26, 2011

GENERAL MANUAL (GM)
330 - MGT
AMENDMENT IA41 (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, 2011

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.

Filing Instructions

Remove Pages
IA402-(1)

Dated
April 2011

Add Pages
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Dated
September 2011

/s/Richard Sims
State Conservationist

Attachment

GM

Title 330 – General Manual

Part 402 – Organizing

IA402.1 Policy

Iowa Delegation of Authority –

The following rotation will be followed for Acting State Conservationist effective October 1, 2011:

First Quarter (October-December) – State Resource Conservationist

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

If the designated Acting State Conservationist for the quarter is not available (due to a position vacancy or leave), the delegation of authority is forwarded to the next person in the rotation.

In order to facilitate a separation of duties, the delegation of authority for documents originating from within the Acting State Conservationist's normal program area, will extend to the next person in the rotation to sign.