



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

March 8, 2010

IOWA INSTRUCTION 330-380 – MANAGEMENT UNIT TITLES

Part 380.0 PURPOSE

This Iowa Instruction provides guidance on how to refer to field offices now that some of them are combined into two county units.

Part 380.1 SCOPE

These instructions will be followed by all Iowa NRCS employees.

Part 380.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/ Richard Sims
State Conservationist

Attachment

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(IA Instruction 330-380 First Edition – March 2010)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 330–380 – MANAGEMENT UNIT TITLES

1. PURPOSE:

This Iowa Instruction provides guidance on how to refer to field offices now that some of them are combined into two county units.

2. BACKGROUND:

Due to the fact that there are now field offices that are being combined into two county units, there has been some confusion over how to refer to field offices.

3. PROCESS:

An office that serves one single county will be referred to as a **management unit**. In cases where two counties are combined, the office will be referred to as a **two county management unit**.

Approved By:

Date: March 8, 2010

/s/ Richard Sims
State Conservationist
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