



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

June 27, 2011

IOWA INSTRUCTION 120-392 ASSIGNING OFFICE SPACE FOR NRCS AND PARTNER EMPLOYEES

IA392.0 PURPOSE

This Iowa Instruction provides a consistent framework for determining how much office space to provide for NRCS and partner employees.

IA392.1 SCOPE

These instructions will be followed by all Iowa employees.

IA392.2 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.

IA392.3 EXHIBITS

See the attached NRCS Space Needs Survey Worksheet.

/s/ Richard Sims
State Conservationist

Attachment

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(IA Instruction 120-392 First Edition – June 2011)

IOWA INSTRUCTION 120-392 - ASSIGNING OFFICE SPACE FOR NRCS AND PARTNER EMPLOYEES

1. PURPOSE:

This Iowa Instruction provides a consistent framework for determining how much office space to provide for NRCS and partner employees.

2. ROLES AND RESPONSIBILITIES:

Iowa NRCS will use the attached Space Needs Worksheet to determine how much space is required for an office. When requested by the State Administrative Officer (SAO), the District Conservationist (DC) will fill out the worksheet with all current employees and approved vacancies and forward to the Assistant State Conservationist for Field Operations (ASTC-FO) for signature. The ASTC-FO will forward the worksheet to the SAO, who will compute the amount of office space required and forward the completed sheet to the Farm Service Agency, with carbon copy to the ASTC-FO.

3. PROCESS:

DCs should only indicate a space need for positions that are filled or certain to be filled. Positions that are strictly temporary, without a historical trend of being filled, should not be included. For instance, a DC should include a vacant soil conservationist position if the position will be filled from within the ASTC-FO's staffing plan and the ASTC-FO intends to fill it. Furthermore, a WAE position may be included on the worksheet if the office has a history of employing a WAE. On the other hand, a vacancy for a WAE should not be included just because the DC thinks a WAE *may* be hired there in the future.

As always, current and anticipated workload drives the need for personnel and therefore space. If the ASTC-FO determines a need for space beyond the guidelines given above, he/she should submit written justification along with the space needs worksheet.

The SAO will follow the standards included in the FSA Leasing Handbook when assigning space. Full time employees (both NRCS and partners) are allotted 150 ft² per employee. Volunteer and part time employees will be provided space by adding up the time percentages spent in the office and multiplying by 150 ft², or by providing 90 ft², whichever is higher. Two examples are provided below:

Example 1

Earth Team Volunteer	20%
District Watershed Coordinator	40%
WAE	50%

$$(.2+.4+.5)150 = (1.1)150 = 165 \text{ ft}^2$$

Example 2

Earth Team Volunteer	20%
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$$(.2)150 = 30 \text{ ft}^2 \text{—use the minimum of } 90 \text{ ft}^2$$

Special Considerations for Two County Management Units

For Two County Management Units, the DC will be assigned 150 ft² in both county offices. The Resource Conservationist will have 150 ft² in the office he or she is assigned to, but no space in the other county.

If you have any questions, please contact Adam Stiegelmeier, State Administrative Officer, at (515) 323-2204.

Approved By:

Date:

Richard Sims
State Conservationist
Natural Resources Conservation Service
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