



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

January 22, 2010

IOWA INTRAOFFICE INSTRUCTION 120-186 – USING FILE CODES WHEN SENDING OUT EMAILS

Part 186.0 PURPOSE

This Iowa Intraoffice Instruction provides instruction to use the file code and three-letter designation at the beginning of the subject line on all emails that contain direction or policy.

Part 186.1 SCOPE

These instructions will be followed by all State Office employees.

Part 186.2 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.

Part 186.3 EXHIBITS

See the attachment.

/s/ Richard Sims
State Conservationist

Attachment

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(IA Instruction 120-186 First Edition – January 2010)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INTRAOFFICE INSTRUCTION 120-186 – USING FILE CODES WHEN SENDING OUT
EMAILS

1. PURPOSE:

This Iowa Intraoffice Instruction provides instruction to use the file code and three-letter designation at the beginning of the subject line on all emails that contain direction or policy.

2. ROLES AND RESPONSIBILITIES:

From now on all emails that contain direction or policy will be sent out with the file subject number and three-letter designation at the beginning of the subject line. This will assist all employees with organizing and filing their emails.

3. PROCESS:

See the list of file codes for each subject. Contact Lisa Hobbs, Secretary, at 515 323-2611 or Carolyn Christian, Administrative Assistant, at 515 323-2217 if you have any questions about file codes.

Approved By:

/s/ Richard Sims
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

Date:

January 22, 2010

File Code	Subject	State Office Staff Responsible
110 – ADM	Management	ASTC-M
120 – ADS	Administrative Services	ASTC-M
130 – AGN	Agency General	ASTC-M/STC Exec. Asst.
140 – SPA	Strategic Planning & Policy Analysis	ASTC-O
150 – BAP	Basin & Area Planning	ASTC-WR
160 – BDG	Budget Planning & Analysis	ASTC-M
170 – CGI	Cartography & Geographic Information Systems	SSS
180 – CPA	Conservation Planning & Application	SRC
190 – ECS	Ecological Sciences	SRC
200 – ECN	Economics	ASTC-WR
210 – ENG	Engineering	SCE
220 – ENV	Environmental Coordination	SRC
230 – EOP	Equal Opportunity	ASTC-M/SOC
250 – FNM	Financial Management	ASTC-M
260 – INF	Public Information	PAO
270 – IRM	Information Resources Management	ASTC-M
280 – INC	International Conservation	SRC
290 – INV	Resources Inventory	SSS
300 – LTP	Land Treatment Programs	ASTC-WR
310 – LNU	Land Use	ASTC-WR
320 – LEG	Legislative Affairs	PAO
330 – MGT	Operations Management	ASTC-O
340 – SPA	Strategic Planning & Accountability	ASTC-O
360 – PER	Personnel	ASTC-M
390 – PDM	Project Development & Maintenance	ASTC-WR
400 – PPC	Public Participation Coordination	PAO
410 – RDV	Rural Development	ASTC-WR
420 – SSC	Social Sciences	ASTC-WR
430 – SOI	Soil Survey	SSS
440 – PGM	Programs	ASTC-P
450 – TCH	Science & Technology	SCE/SRC
460 – WQP	Water Quality Project Implementation	ASTC-WR

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