United States Department of Agriculture

NRCS

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Date: November 7, 2008

PI Technical Note Announcement PI-11

TO: All Pacific Islands Area Offices

FROM: Tony Ingersoll, Assistant Director for Technology, Pacific Islands Area

SUBJECT: Conservation Planning Technical Note No. 2 – Conservation Plan, Contract, and Combined Folder Checklists

This announcement releases Technical Note No. 2 which includes three checklists that shall be used to organize the contents of conservation plan folders, contract folders, and combined conservation plan and contract folders in the Pacific Islands Area.

It is up to each field office to decide if they want to have separate folders or combined folders, as long as all their office folders are organized the same way. These checklists shall be used for new folders only. Existing folders do not need to be redone.

This Announcement is the eleventh in the Pacific Islands Technical Notes series. The PI Technical Notes are a continuation of the existing Hawaii Technical Notes series. Other PI locations may use existing Hawaii Technical Notes, if they are applicable to their area.

The technical note will be distributed to all PI employees via email and is available online @: ftp://ftp-fc.sc.egov.usda.gov/HI/pub/technotes/. All files distributed by this announcement are available for viewing and printing in the folder called "0_Tech_Note_Ann_PI-11_Folder_Checklists."

Contact. If you have questions about the technical note or this announcement, please contact: Gail Ichikawa, Resource Conservationist / Agricultural Economist, PI State Office, Honolulu, Hawaii via phone at (808) 541-2600 extension 110 or via email at: gail.ichikawa@hi.usda.gov.

List of documents being released:

Documents	Explanation
1. **Announcement PI-11**	New Announcement PI-11.
2. **PI Announcements Index**	Revised Announcements Index dated November 7, 2008.
3. **PI Conservation Planning Technical Notes Index**	Revised Conservation Planning Index dated November 7, 2008.
4. Conservation Planning Technical Note **No. 2 Conservation Plan, Contract, and Combined Folder Checklists**	This technical note includes three checklists: Conservation Plan Folder Checklist Contract Folder Checklist Combined Conservation Plan and Contract Folder Checklist