

Title 330 General Manual
Part 482 - Formulating State Policy
Issue WA06

WA482.0 Purpose

To set forth a consistent procedure for developing, reviewing, and finalizing policy for Washington State Natural Resources Conservation Service (NRCS)

WA482.1 Definition

A definite course of action selected from alternatives to guide and determine present and future decisions and activities.

WA482.2 Policy

- (a) Service policy is contained within the NRCS directive system. No other formal policy or directives system is authorized.
- (b) Proposals for state policy may originate at any level within NRCS and are to be forwarded through proper channels to the appropriate state leadership team member.
- (c) Draft policy will be prepared from valid proposals by the State Conservationist, Program Services, Technical Services and Administrative Staffs.
- (d) Draft Policy will be brief, comprehensive, and consistent with national policy.
- (e) The draft policy will be forwarded to all members of the state leadership team and at least one district conservationist in each administrative area for review.
- (f) All reviewers will have at least two weeks to respond to the draft policy with their comments.
- (g) Following the review, the preparer will consolidate comments in a final draft, obtain format approval from the State Administrative Officer and forward it to the State Conservationist for final action.