



Natural Resources Conservation Service
9173 W. Barnes Dr., Ste. C
Boise, Idaho 83709

March 31, 2005

GENERAL MANUAL
SPA - 340
AMENDMENT ID1 (Part 404-Evaluation)

SUBJECT: SPA – State Quality Assurance Reviews

Purpose. To transmit NRCS Idaho quality assurance review policy.

Effective Date. Upon receipt

Filing Instructions: GM 340, Part 404

Insert Idaho General Amendment ID1 in the General Manual behind Title 340, Strategic Planning and Accountability, Part 404.

The current national General Manual Title 340-Strategic Planning and Accountability, Part 404, Subpart B, May 1999, can be accessed on the national electronics directives site at <http://policy.nrcs.usda.gov/>. We are not requiring field offices to maintain hard copies of national General Manual policy.

/s/

RICHARD SIMS
State Conservationist

DIST: GM

SUBPART B – OVERSIGHT AND EVALUATION

ID404.13(e)(2)

ID404.13 State Quality Reviews.

(a) The Natural Resources Conservation Service (NRCS), Idaho has responsibility of program delivery and implementation for a variety of programs in Idaho. Responsibilities for the delivery and implementation of these programs rest with the State Conservationist, Assistant State Conservationist (Field Operations), and District Conservationist.

(b) The State Conservationist is responsible for development of the “State Quality Assurance Plan” to maintain quality. Periodically the State Conservationist will request National Headquarters or National Technical Support Centers to conduct State reviews.

(c) Assistant State Conservationists (Field Operations) are part of the state’s management team. To carry out this responsibility, the State Conservationist will conduct area office quality assurance reviews.

(1) Area offices shall have a review at least every five (5) years.

(2) The State Conservationist will assemble a team with National or State Specialists to assist with area office reviews.

(a) Area offices quality assurance reviews, as a minimum will include a check of:

(1) Administrative Services

(2) Contracts and Agreements

(3) Personnel

(4) Equal Opportunity/Civil Rights

(5) Area Specialists

(d) District Conservationists are responsible for development of a field office quality assurance plan to maintain quality in each field office.

(e) To assist the District Conservationist in carrying out this responsibility, the State Conservationist has delegated authority to the Assistant State Conservationist (Field Operations) to conduct field office quality assurance reviews. It is NRCS Idaho policy for the Assistant State Conservationist (Field Operations) to conduct field office quality assurance reviews as follows:

(1) Field offices shall have a review at least once every five (5) years.

(2) The Assistant State Conservationist (Field Operations) will coordinate with the State Leadership Team to request Technical Specialists to assist with individual field office reviews.

ID404.13(e)(2)(d)

(a) Field office quality assurance reviews, as a minimum will include a check of:

- (1) Administrative Services
- (2) Contracts and Agreements
- (3) Information Resources Management
- (4) Personnel
- (5) Equal Opportunity/Civil Rights
- (6) Financial Assistance/Easement programs
- (7) Food Security Act and Wetland Compliance
- (8) Conservation Planning
- (9) Ecological Sciences (General and Plant Materials)
- (10) Engineering
- (11) Resources Inventory
- (12) Project Development and Maintenance (Area Wide Planning and Operations, O&M, Resource Conservation and Development)
- (13) Cultural Resources
- (14) Soils Resources
- (15) Science and Technology
- (16) Annual spot checks/quality reviews, FSA annual status reviews

(b) As directed by the Assistant State Conservationist (Field Operations), all items listed above can be completed by a team as one review or individual sections can be completed as long as the entire operation is reviewed at least once every 5 years.

(c) The quality assurance review team will have expertise in the applicable field office soil, water, air, plant, animal and human resource issues.

(d) The combined team will consist of Assistant State Conservationist (Field Operations), state specialists, area specialists, field office staff and division specialists as appropriate.

ID404-B-2(2)