



Natural Resources Conservation Service
9173 W. Barnes Drive, Suite C
Boise, Idaho 83709
(208) 378-5700

December 4, 2008

**400 CONTRACTING PROGRAM MANUAL (CPM)
SUPPLEMENT ID 1 (PART 512.3)**

SUBJECT: CPM – CONTRACTING PROGRAM MANUAL

Purpose: To issue an Idaho supplement relative to NRCS Responsibilities.

Effective Date: This supplement is effective upon receipt.

Explanation: The State Conservationist has supplemented this section to delegate contracting responsibilities and authorize appropriate corresponding permission roles in ProTracts. Roles for EQIP and WHIP are similar. Roles for CSP differ. Roles will be reviewed and certified at least annually by the State Conservationist. All employees who have separated from NRCS or have changed positions within the Agency and no longer require access to ProTracts will be removed from the list on a regular basis.

Filing Instructions: We are sending this Idaho supplement electronically to all employees. Field Offices are not required to keep a copy of the Contracting Program Manual. IF a manual is kept on site, please copy Idaho supplement on green paper before inserting into the Contracting Program Manual.

This information will be posted on the Idaho NRCS intranet for future reference.

/s/

JEFF BURWELL
State Conservationist

DIST: CPM

