



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

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April 12, 2005

GENERAL MANUAL  
120 - ADS  
AMENDMENT ID19 (Part 402-Communications)

SUBJECT: ADS – Communications

Purpose. To transmit Idaho NRCS signature authority policy for correspondence.

Effective Date. Upon receipt

**Filing Instructions:** Part 402

**Insert** Idaho General Manual Amendment ID19 in the General Manual 120-GM, Part 402.

The current national General Manual Title 120-Administrative Services, Part 402-Communications, Subpart A-Correspondence, Amendment 69, June 2004, 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.

**Remove** Idaho General Manual Amendment ID12, January 1990, Part 402, Subpart A (pg ID402-4(1)).

**RICHARD SIMS**  
State Conservationist

DIST: GM

## **Part 402 – Communications**

### **Subpart A – Correspondence**

#### **ID402.3 Signature Authority**

This subpart establishes policy for Idaho NRCS state office correspondence going to other federal agency heads, state agency heads, congressional delegations, NRCS field offices, NRCS area offices, NRCS national headquarters, counterparts in other agencies, conservation district offices, and the general public.

- (a) State office correspondence addressed to other federal agency heads, state agency heads, congressional delegation, general public, conservation district chairpersons, Chief, assistant chiefs, deputy chiefs, and directors at national headquarters, and regional assistant chiefs will be signed by the State Conservationist.
- (b) Correspondence committing funds, equipment, or personnel will be routed by the preparer to the program manager and state administrative officer prior to signature by the State Conservationist.
- (c) Correspondence committing NRCS technical and/or financial assistance will be signed by the State Conservationist.
  - 1. Budget officer should provide financial assistance input with recommended actions/projections.
- (d) Correspondence addressed to counterparts in other federal and state agencies relaying information only may be signed by line officers or their technical staff.
- (e) Correspondence addressed to NRCS field offices and area offices relaying information only may be signed by principal staff member or member of their staff where delegated.
- (f) Correspondence addressed to NRCS state, area, and field offices requesting time input and services will be signed by the State Conservationist.