



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

January 30, 2013

IOWA INTRAOFFICE INSTRUCTION 120-191 – TRACKING SYSTEM FOR NATIONAL BULLETINS

IA191.0 PURPOSE

This Iowa Intraoffice Instruction provides a new tracking system for National Bulletins that are posted on the National eDirectives website <http://directives.sc.egov.usda.gov/default.aspx>.

IA191.1 SCOPE

These instructions will be followed by all State Office Secretaries.

IA191.2 FILING INSTRUCTIONS

This Iowa Intraoffice Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/eDirectives.html> under the Iowa NRCS eDirectives System section.

/s/Jay T. Mar
State Conservationist

SOE

(IA Intraoffice Instruction 120-191 First Edition – January 2013)

Helping People Help the Land

An Equal Opportunity Provider and Employer

1. PURPOSE:

This Iowa Intraoffice Instruction provides a new tracking system for National Bulletins that are posted on the National eDirectives website <http://directives.sc.egov.usda.gov/default.aspx>.

2. ROLES AND RESPONSIBILITIES:

The National Office is no longer providing a weekly list of the new directives that are loaded on the National eDirectives website. Each secretary will need to research the National eDirectives website weekly to find National Bulletin(s) with action items within the specific file code(s) that their section is responsible for.

See the attached list for the file code that each section is responsible for.

The secretary will provide the following information to their Leadership Team Member and the Executive Assistant to the State Conservationist by noon on Wednesday:

- National Bulletin Number and Subject
- Person Responsible and
- Deadline

If there are action items that post to the eDirectives website after Wednesday, it will be added to the spreadsheet for the following week's teleconference.

Approved By:

Date:

/s/Jay T. Mar
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

Attachment

Part 408 - Records

408.61 Primary subjects, title numbers, symbols and State Office Staff Responsible.

Primary Subjects	Title Numbers - Symbols	State Office Staff Responsible
Management	110 – ADM	ASTC-M
Administrative Services	120 – ADS	ASTC-M
Agency General	130 – AGN	ASTC-M
RESERVED	140 – Reserved	RESERVED
Basin & Area Planning	150 – BAP	SRC
Budget Planning & Analysis	160 – BDG	ASTC-M
Cartography & Geographic Information Systems	170 – CGI	SSS
Conservation Planning & Application	180 – CPA	SRC
Ecological Sciences	190 – ECS	SRC
Economics	200 – ECN	SRC
Engineering	210 – ENG	SCE
Environmental Coordination	220 – ENV	SRC
Equal Opportunity	230 – EOP	ASTC-M
Financial Management	250 – FNM	ASTC-M
Public Information	260 – INF	SPAS
Information Resources Management	270 – IRM	ASTC-M
International Conservation	280 – INC	SRC
Resources Inventory	290 – INV	SSS
Land Treatment Programs	300 – LTP	SRC & ASTC-P
Land Use	310 – LNU	SRC & ASTC-P
Legislative Affairs	320 – LEG	SPAS
Operations Management	330 – MGT	ASTC-O
Strategic Planning & Accountability	340 – SPA	ASTC-O
Personnel	360 – PER	ASTC-M
Project Development & Maintenance	390 – PDM	SRC
Public Participation Coordination	400 – PPC	SPAS
Rural Development	410 – RDV	SRC
Social Sciences	420 – SSC	SRC
Soil Survey	430 – SOI	SSS
Programs	440 – PGM	ASTC-P
Technology	450 – TCH	SCE
Water Quality Project Implementation	460 – WQP	SRC

ACROMYNS:

ASTC-M = Assistant State Conservationist - Management
 ASTC-O = Assistant State Conservationist - Operations
 ASTC-P = Assistant State Conservationist - Programs
 SPAS = State Public Affairs Specialist
 SCE = State Conservation Engineer
 SRC = State Resource Conservationist
 SSS = State Soil Scientist

(IA Intraoffice Instruction 120-191 First Edition – January 2013)