



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

March 18, 2013

IOWA BULLETIN NO. IA130-13-1

SUBJECT: AGN – LFAC CHAIR RESPONSIBILITIES

PURPOSE: The purpose of this memorandum is to inform District Conservationists of their responsibilities as the Local Food and Agriculture Council (LFAC) Chair for the offices under their supervision for calendar year 2013.

EXPIRATION DATE: September 30, 2014

Each year, administrative and operational responsibilities of the National Food and Agriculture Council (NFAC) are transferred to one of three Department of Agriculture Service Center agencies. For calendar year 2013, the NFAC Chair and associated responsibilities have rotated to the Natural Resources Conservation Service (NRCS). In similar fashion, the State Food and Agriculture Council (SFAC) will be chaired by the State Conservationist, and the LFACs will be chaired by the District Conservationists.

The function of the Food and Agriculture Council is described in the State Food and Agriculture Council Handbook. To access the SFAC Handbook, click on this link [SFAC Handbook](#). As the LFAC Chair for 2013, you will be responsible to ensure that the LFAC operates as described in the Handbook. Other key LFAC Chair duties are described in General Manual 360, Part 415, Subpart A, Paragraph 415.2.N(3) and the Emergency Preparedness Response Plan (EPRP). To access the EPRP, click on this link [Emergency Preparedness and Response Plan](#).

LFAC Chair responsibilities include, but are not limited to:

1. Initiating discussion with collocated USDA agencies on office closure decisions. A decision to close an office should be made jointly, with all Service Center agencies, in accordance with General Manual 360, Part 415, Subpart A, Paragraph 415.2.N(3).
2. Updating the EPRP, in accordance with the instructions on page 5 of the EPRP.
3. Ensuring that emergency drills are conducted in accordance with page 13 of the EPRP.
4. Calling a quarterly LFAC meeting, in accordance with the SFAC Handbook, or meetings for any other situation that requires input and coordination from all Service Center Agencies.

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With the exception of Union, Appanoose, and Decatur Counties, any facility or leasing issues should be passed on to your County Executive Director for resolution. You should forward any facility or leasing issues that cannot be resolved at the local level to your Assistant State Conservationist—Field Operations, who will forward the issue up to the Assistant State Conservationist—Management. Leasing issues and questions for Union, Appanoose, and Decatur Counties should be sent to Carolyn Christian, Contract Specialist, at carolyn.christian@ia.usda.gov.

Please forward any questions about your LFAC Chair duties to Adam Stiegelmeier, ASTC-M, at adam.stiegelmeier@ia.usda.gov.

Adam Stiegelmeier, Acting

Jay T. Mar
State Conservationist

Attachment:
NFAC Memorandum