

SUBJECT: ADMIN SERV - IOWA RECORD COPY OF DIRECTIVES

§IA181.0 Purpose.

This part sets forth the Iowa policy on maintaining the official copy of a directive, where it is filed, the distribution of the directive, and the number of copies needed.

§IA181.1 Background

There is one official record copy of each directive within the State Office in Iowa. This must be kept current and should never leave the State Office. If someone wishes to keep working copy of a directive, it is up to that individual to see that the information in the directive is current.

§IA181.2 Definitions.

(a) Abbreviations. The following abbreviations are used in the attachment and have the following meanings:

- (1) AC - Area Office
- (2) DC - Field Offices
- (3) Eng - Engineering Offices (Area & Project)
- (4) GR - Government Representatives for construction project
- (5) NA - This directive has not been supplemented by Iowa SCS and is not expected to be.
- (6) RC&D - RC&D Offices
- (7) SO - State Office
- (8) SS - Soil Scientists

(b) Directive. Written communication that initiates or governs action, conduct, or procedures. The term directive includes bulletins, instructions, manuals, handbooks, and circulars. Directive can come from SCS or non-SCS sources.

(c) Distribution. Offices requiring a copy of the directive.

(d) Maintain. Filing new material, discarding obsolete material, and keeping records of all issues, supplements, and amendments to the directive.

(e) Official Copy. One copy of the directive available to the entire State Office and the copy designated in this instruction.

(f) Working Copy. A working copy of a directive ~~is~~ maintained by an individual for his/her use.

§IA181.3 Official Copy of Directives in State Office.

(a) Attachment "A" lists the directives kept in the State Office, the individual that maintains the directive, specific location of the official copy of the directive, the distribution of the directive, and the number of copies of the directive that need to be made if it is supplemented, amended, or reissued.

§IA181.3

(b) The person maintaining the official copy of the directive keeps the index of Iowa supplement numbers. Anyone wishing, to supplement a directive needs to obtain the proper number from the person maintaining the official copy.

(c) See Part 403 of the 120 section of the General Manual and the "Guide for writing Directives" for information on who, has authority to sign directives and other information on preparing directives.

§IA181.4 Maintaining the index of Iowa supplements.

The person responsible for maintaining the official copy of a directive is also responsible for maintaining an index of Iowa supplements for that directive.

§IA181.5 Directives Approval

The State Conservationist will sign all Iowa issued directives.

ATTACHMENT A

Directive	Position Maintaining Directive	Location of Official Copy of Directive	Distribution	Number of copies
STATE CONSERVATIONIST STAFF				
Automatic Data Processing Handbook	Secretarial Staff	Bookcase outside of Library	SO, AC, DC	NA
Agricultural Conservation Program Handbook	"	"	SO, AC, DC	NA
Agricultural Land Evaluation & Site Assessment Handbook	"	"	"	125
Departmental Information Processing Standards (DIPS)	"	"	State Office	NA
District Commissioners Handbook	"	Library	SO, AC, DC	NA
Handbook for recruiting Volunteers in Protecting soils	"	Asst. St. Cons for Operations Bookcase	SO, AC, DC	125
Iowa Administrative Code	"	Conference Room Credenze	State Office	NA
Iowa SCS Information Guide	Pub. Aff. Spec.	PAS Bookcase	SO, AC, DC	125
National Cartographic Manual	Secretarial Staff	Asst. St. Cons for Operations Bookcase	"	125
National Inventory & Monitoring Manual	"	Bookcase outside of Library	"	125
National Manual for Assisting ASCS Cost Share Program	"	Bookcase outside of Library	"	125
Rural Development Training Handbook	"	State Conservationist Bookcase	"	NA
SCD Policies & Procedures Manual	"	Bookcase outside of Library	SO, AC, DC	NA
Soil & Water Resources Conservation Act National Manual	"	"	State Office	NA
USDA Emergency Operations Handbook	"	Asst. St. Cons for Operations Bookcase	SO, AC, DC	NA
ENGINEERING STAFF				
Agricultural Waste Management Field Manual	State Con. Eng.	SCE Bookcase	SO, AC, DC, ENG.	175
Engineering Field Manual for Conservation Practices	"	"	"	"
Engineering Notes	"	"	"	"
Iowa Engineering Tech Notes	"	"	"	"
National Engineering Handbook	"	"	"	"
National Engineering Manual	"	"	"	"
National Irrigation Guide	"	"	"	"
National Operation and Maintenance Handbook	Construction Engineer	Construction Engineers Bookcase	SO, AC, DC, ENG.	125
Reference Specifications for Construction Contracts	State Con. Eng.	SCE Bookcase	SO, AC, DC, ENG.	175
Safety & Health Regulations for Construction	Const. Eng.	Const. Engineers Bookcase	SO, GR Inspectors	NA
Technical Release	St. Con. Eng.	SCE Bookcase	SO, AC, DC, Eng.	175

ATTACHMENT A (continued)

RESOURCE CONSERVATION STAFF

National ACES Handbook	State Res. Con.	SRC Bookcase	SO, AC, DC	
National Agronomy Manual	"	"	"	
National Conservation Planning Manual	"	"	"	"
National Forestry Manual	"	"	"	"
National Handbook or Conservation Practices	"	"	SO, AC Eng RC&D	40
National Handbook on Plant Names	Biologist	Biologist's Bookcase	SO, AC Plan ning Party	15
National Map Symbols Handbook	State Res. Con.	SRC Bookcase	"	125
National Plant Material Handbook	"	"	"	125
National RAMP Manual	Res. Con.	RC Bookcase	See Attach ment B	30
Technical Guide	State Res. Con.	SRC Bookcase	SO, AC, DC	150
Tech Notes	"	"	"	150

SOIL SURVEY STAFF

National Soils Handbook	Secretarial Staff	Soils Bookcase	SO, AC, S	
National Soil Taxonomy Handbook	"	"	SO, SS	NA
Soil Survey Manual	"	"	SO, AS, SS	80
Soil Survey Writers Guide	Soil Scientist	"	SO, SS	80

WATER RESOURCES PLANNING STAFF

National AMCOST Slide Rule Handbook	Ag. Econ. Staff	Ag. Econ Bookcase	SO	NA
National Basin & Area Planning Manual	Staff Leader	Staff Leaders Bookcase	SO, AC	15
National Economic Development Manual	Ag. Econ	Ag. Econ Bookcase	SO	NA
National Watershed Manual	Staff Leader	Staff Leader's Bookcase	See attach ment C	75
Resource Conservation and Development Project Handbook	Asst. Staff Leader	Asst. Staff Leader Bookcase	SO, AC, RC&D	25

ATTACHMENT A (continued)

BUSINESS MANAGEMENT STAFF

Regulations	SAO Sec.	SAO Sec's Bookcase	SO	NA
	" "	" "	*	*
General Manual	" "	" "	SO, AC, DC	150
SA Bulletins	" "	" "	SO	NA
Guide for Writing Directives	" "	" "	"	"
Instructions	" "	" with GM	SO, AC	70
Intra Office Instructions	" "	" "	SO	50
Mode Handbook	" "	SAO Sec's Bookcase	"	NA
Office of Operations Memos	" "	" "	"	"
SCS Correspondence Manual	" "	" "	SO, AC, DC,	125
Secretary's Memorandums-Numbered and Unnumbered	" "	" "	SO	NA
ISDA Directive System	" "	" "	"	NA
to All Employees	" "	" "	SO, AC, DC	NA
Directory	" "	" "	SO	NA

ADMINISTRATIVE SERVICES SECTION

ADP Procurement Handbook	Cont. Spec. for Procur.	Procurement Bookcase	SO	NA
Code of Iowa	"	Library	"	NA
National Contracts Grants & Cooperative Agreements Manual	Con. Spec. for Const.	Contracts Bookcase	See Attachment D	75
Procurement Regulations	Clerk-Typist	" "	SO	NA
Property Management Regulations	"	SAO's Sec's Bookcase	"	"
U.S. Code	Cont. Spec. for Procure.	Library	"	NA

* The distribution and number of copies of a bulletin will vary with the bulletin. The most used distribution codes are shown below with the number of copies required. The number of copies required for other distributions needs to be calculated on an individual basis using this and the information contained in the General Manual, Administrative Services, page IA403-11.

DISTRIBUTIONNUMBER OF COPIES

AO	200
AE	500
AC, DC	200
AC, SO	70

ATTACHMENT A (continued)

FINANCIAL MANAGEMENT SECTION

GAO Manual	Fiscal Clk	Financial Mgt. Handbook	SO	
National Budget & Finance Handbook	" "	" " "	"	NA
National Financial Management Manual	" "	" " "	"	NA
National Reporting Codes Handbook	" "	" " "	SO, AC, DC	500
NFC Procedures Manual	" "	" " "	SO	NA
NFC Time & Attendance Reporting Hanbk.	" "	" " "	SO, AC, DC	NA
SCS Agriculture Travel Regulations From GM 250-404	" "	" " "	SO, AC, DC	150
Treasury Fiscal Requirement Manual	" "	" " "	SO	NA

PERSONNEL SECTION

Federal Building Protection Plan	Per. Man. Spec.	PMS Bookcase	SO	5
Federal Personnel Manual	Per. Asst.	Per. Asst. Bookcase	"	NA
Handbook of Occupational Groups and Series of Classes	Per. Man. Spec.	PMS Bookcase	"	"
National EEO Counseling Handbook Office of Safety and Health	"	" "	SO & EEO Counselor	"
Management Compensation Handbook	"	" "	SO	"
OPM Handbook Qualification Standards for Positions under the General Schedule	"	" "	"	"
Personnel Handbook	"	" "	"	"
SCS Safety Handbook	"	" "	SO, AC, DC	NA
SCS Training Handbook	"	" "	"	150

(IA120-180, MAY 1983)

ATTACHMENT B

Distribution - NATIONAL RURAL ABANDONED MINE PROGRAM MANUAL (NRAMP)

RAMP Interdisciplinary Team

Deputy
Resource Conservationist
Biologist
Soil Conservationist - Planning Staff
Asst. State Conservation Engineer
State Soil Scientist
Supervisory Contract Specialist
AC's - Area 5,6,7

County

Appanoose

Boone

Davis

Keokuk

Lucas

Mahaska

Marion

Monroe

Van Buren

Wapello

Warren

Greene

Engineering Offices

Des Moines
Fairfield
Creston

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ATTACHMENT C

DISTRIBUTION OF NATIONAL WATERSHEDS MANUAL

<u>State Office</u>		<u>Fairfield - Area 6</u>	
Asst. State Con. (Water Resources)		Area Office	1
Supervisory Civil Eng (Design) Through		Fairfield RC&D	1
State Conservation Engineer		Davenport	1
Planning Staff (8 copies)		Dewitt	1
Supervisory Contract Specialist		Keosauqua	1
 <u>Sioux City - Area 1</u>		 <u>Shenandoah - Area 7</u>	
Area Office	2	Area Office	2
Cherokee	1	Chariton Valley RC&D	1
Ida Grove	1	Creston RC&D & Engineers	1
Lemars	1	Bedford	1
Sioux City FO	1	Corning	1
Anthon	1	Creston	1
		Leon	1
		Malvern	1
<u>Fort Dodge - Area 2</u>		Mt. Ayr	1
Area Office	1	Red Oak	1
		Shenandoah FO	1
 <u>Mason City - Area 3</u>		 <u>Outside SCS</u>	
Area Office	1	Associate Director	
		Iowa Agricultural Experiment Sta.	1
		Ames, IA 50011	
 <u>Council Bluffs - Area 4</u>		 Dean and Director	
Area Office	2	Iowa Cooperative Extension Service	1
Atlantic	1	Iowa State University	
Audubon	1	Ames, IA 50011	
Adudubon Engineers	1	Director	
Council Bluffs FO	1	Iowa Natural Resources Council	1
Denison	1	State House	
Denison Engineers	1	Des Moines, IA 50319	
Guthrie Center	1	Superintendent of Game	
Harlan	1	State Conservation Commission	1
Logan	1	Wallace State Office Building	
Oakland	1	Des Moines, IA 50319	
Onawa	1	Director	
Golden Hills RC&D	1	Department of Soil Conservation	1
		Wallace State Office Building	
<u>Des Moines - Area 5</u>		Des Moines, IA 50319	
Area Office	1		
Winterset	1		

ATTACHMENT D

NATIONAL CONTRACTS, GRANTS AND COOPERATIVE AGREEMENTS MANUAL
Distribution List

State Office

Supervisory Contract Specialist (2 copies)
Asst. St. Conserv. (Water Resources)
Supervisory Civil Engineer routed through
State Con. Engineer
State Administrative Officer
Planning Staff (2copies)
Construction Engineer

Sioux City - Area 1

Area Office 1
Cherokee 1
Ida Grove 1
Lemars 1
Sioux City FO 1
Anthon 1

Fort Dodge - Area 2

Area Office 1

Mason City - Area 3

Area Office 1
West Union Engineers 1

Council Bluffs - Area 4

Area Office 2
Atlantic 1
Audubon 1
Audubon Engineers 1
Council Bluffs FO 1
Denison 1
Denison Engineers 1
Guthrie Center 1
Harlan 1
Logan 1
Oakland 1
Anawa 1
Golden Hills RC&D 1

Des Moines - Area 5

Area Office 1
Sigourney 1
Winterest 1

Fairfield - Area 6

Area Office 1
Davenport 1
Dewitt 1
Fairfield RC&D 1
Keosauqua 1
Burlington 1
Wapello 1
Donnellson 1
Mt. Pleasant 1
Fairfield FO 1
Ottumwa 1
Bloomfield 1

Shenandoah - Area 7

Area Office 2
Albia 1
Bedford 1
Chariton 1
Chariton Valley RC&D 1
Centerville 1
Creston 1
Creston RC&D and Engineers 2
Corning 1
Corydon 1
Leon 1
Malvern 1
Mt. Ayr 1
Osceola 1
Red Oak 1
Shenandoah FO 1
Sidney 1