



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

January 22, 2010

## IOWA INTRAOFFICE INSTRUCTION 120-186 – USING FILE CODES WHEN SENDING OUT EMAILS

### Part 186.0 PURPOSE

This Iowa Intraoffice Instruction provides instruction to use the file code and three-letter designation at the beginning of the subject line on all emails that contain direction or policy.

### Part 186.1 SCOPE

These instructions will be followed by all State Office employees.

### Part 186.2 FILING INSTRUCTIONS

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

### Part 186.3 EXHIBITS

See the attachment.

/s/ Richard Sims  
State Conservationist

Attachment

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(IA Instruction 120-186 First Edition – January 2010)

*Helping People Help the Land*

An Equal Opportunity Provider and Employer

IOWA INTRAOFFICE INSTRUCTION 120-186 – USING FILE CODES WHEN SENDING OUT  
EMAILS

1. PURPOSE:

This Iowa Intraoffice Instruction provides instruction to use the file code and three-letter designation at the beginning of the subject line on all emails that contain direction or policy.

2. ROLES AND RESPONSIBILITIES:

From now on all emails that contain direction or policy will be sent out with the file subject number and three-letter designation at the beginning of the subject line. This will assist all employees with organizing and filing their emails.

3. PROCESS:

See the list of file codes for each subject. Contact Lisa Hobbs, Secretary, at 515 323-2611 or Carolyn Christian, Administrative Assistant, at 515 323-2217 if you have any questions about file codes.

Approved By:

/s/ Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

Date:

January 22, 2010

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