



April 8, 2014

IOWA INSTRUCTION 230-387 SECOND EDITION - GUIDANCE AND RESOURCES
FOR MAINTAINING NRCS 230 ELECTRONIC EO FILES

IA387.0 PURPOSE:

This Iowa Instruction provides guidance and resources to be used for maintenance of accurate and updated NRCS 230 Equal Opportunity (EO) files in electronic format for all Iowa NRCS offices and employees.

This edition replaces IA Instruction 230-387 First Edition – March 2010 dated March 12, 2010.

IA387.1 SCOPE:

These instructions will be followed by all NRCS offices statewide.

IA387.2 FILING INSTRUCTIONS:

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed under the Topics/People/NRCS Employees/Iowa NRCS eDirectives or at this link [Iowa NRCS eDirectives website](#).

/s/ Martin Adkins, Acting

Jay T. Mar
State Conservationist

Attachment

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IOWA INSTRUCTION 230-387 SECOND EDITION - GUIDANCE AND RESOURCES
FOR MAINTAINING NRCS 230 ELECTRONIC EO FILES

1. PURPOSE:

This Iowa Instruction provides guidance and resources to be used for maintenance of accurate and updated NRCS 230 Equal Opportunity (EO) files in electronic format for all Iowa NRCS offices and employees.

This edition replaces IA Instruction 230-387 First Edition – March 2010 dated March 12, 2010.

2. BACKGROUND:

To meet and maintain regulatory compliance regarding EO 230 file management and accountability, this Iowa Instruction is provided in accordance with Title 230, General Manual, Part 402, Subpart D, which requires state and field offices to establish and maintain electronic 230 files.

3. PROCESS:

The official filing system for EO materials is set up on the Iowa NRCS Share Point site. This electronic filing system eliminates the need to file hard copies of EO materials in file drawers. The Iowa NRCS Share Point can be found at: https://ems-team.usda.gov/sites/NRCS_Iowa/default.aspx.

Posting and Viewing Statewide Materials

State Office Programs, Human Resources, and Public Affairs staff will file and maintain copies of statewide EO materials on the Share Point for use by all employees. Special Emphasis Program material will be filed on the State Office Share Point site by each SEPM. To post and access the material, click on “EEO 230 File System” in the left column under “Documents” of the Share Point page.

Field Office Postings

Field Office employees will electronically file EO materials applicable only to their county on the Iowa NRCS Share Point. To post and access the material, individual field office EO folders are located under area folders at the “EEO 230 File System” in the left column under “Documents” of the Share Point page. Example materials to post to the field office filing systems include, but are not limited to, Civil Rights Compliance Reviews, Civil Rights Review Performance Reports, and Outreach Reports/Logs.

Guidelines

The EO file codes can be found in the official Records Guide found in the Title 120, General Manual, Part 408, Subpart D, Section 408.61. This document provides the content filing instructions, and provides the disposition in retaining each file’s content. Attached is the filing system guide that was used in setting up Iowa’s electronic filing system on the Share Point. This document can also be found on the Iowa Share Point site under “EEO 230 File System” in the left column under “Documents” of the Share Point page.

Contact Adam Stiegelmeier, ASTC-Management, at (515) 323-2204 or email adam.stiegelmeier@ia.usda.gov if you have questions.

Approved By:

Date: **4/8/2014**

/s/ Martin Adkins, Acting

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

Attachment