



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

October 31, 2011

IOWA BULLETIN NO. IA330-12-1

SUBJECT: MGT – OPERATIONS TEAM UPDATE

PURPOSE. To notify all NRCS personnel of temporary changes to the Operations Team in the State Office.

EXPIRATION DATE. September 30, 2013

Attached is a detailed description of roles and responsibilities that will be supported by other individuals while Roy Campbell is on detail from September 2011 to December 2012.

Roy Campbell has accepted a detail to Afghanistan through the Foreign Ag Service (FAS) and will be working directly for FAS for 14 months. His detail will be in effect from November 2011 – December 2012, and also included training during September 2011.

Jennifer Dubendorf is currently on a detail to the Strategic Planning and Accountability - Compliance Division, at National Headquarters. Her detail will encompass October 24 – November 11, 2011 (on site in Beltsville, Maryland) and November 14 -18, 2011, continued assistance from the Des Moines State Office. If assistance is needed during this detail, please contact the other person listed.

Questions or concerns should be directed to Jon Hubbert, Assistant State Conservationist for Operations, at (515) 323-2209.

/s/Richard Sims
State Conservationist

Attachment

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Shift of Roles from September 2011 - December 2012

The following roles normally supported by Operations Team will be supported by the individuals listed.

Roles:

- Quality Assurance (FO QARs, CSP08 checklist QAR) – Jon Hubbert / Jennifer Dubendorf/ Steve Manternach – CSP / Judy Martinson – FO QAR / ARCs to assist with the Toolkit in depth review
- Work Process Improvement - Jon Hubbert / Jennifer Dubendorf
- Agreement Liaison (CDI – Farm Bill, DSC – Farm Bill, DSC – Plus, CDI – Envirothon, IDNR) – Jon Hubbert
- Audit Follow-up (CAP Plans) – Jon Hubbert / Jennifer Dubendorf
- Workload Assessment – Jon Hubbert / Jennifer Dubendorf
- Workforce Planning – Jon Hubbert
- Toolkit Coordinator – Jennifer Dubendorf / Don Carrington **** 1st call the Cadre Members**
- Plug in – Jennifer Dubendorf / Dan Paulsen
- Business Planning – Jon Hubbert / Jennifer Dubendorf
- Strategic Planning – Jon Hubbert / Jennifer Dubendorf
- Quality Assurance Planning – Jon Hubbert / Jennifer Dubendorf
- Accountability Information Management System (Goals, PRS tech support, PRS EOY QA, EOY Data Certification, S&L fund codes, Dashboard, IDEA, POINTS, FSA compliance) – Jennifer Dubendorf / FSA Compliance – Steve Manternach
- z Roles (support, annual roles cleanup and certification, audit response, training) – Jennifer Dubendorf / Kristy York and Kevin Kuhn
- Protracts Coordinator (tech support, funds transfer, cost list upload) – Dave Brommel / Jennifer Dubendorf / Kristy York
- Fund Manager (tech support)- Jennifer Dubendorf / Kris Harris-Hull
- e Auth – Jennifer Dubendorf / Judy Martinson
- SCIMS – Jennifer Dubendorf / Joe Smith
- AWEF - APF Coordinator – Steve Manternach
- CIG - APF Coordinator – Steve Manternach
- CCPI - APF Coordinator – Steve Manternach
- WREP - APF Coordinator – Steve Manternach
- BEST Team – Jennifer Dubendorf / Judy Martinson
- ROOT Monitoring and communications to the field – Jon Hubbert / Judy Martinson
- COOP Emergency Preparedness – Jon Hubbert / Shelly Grimmus
- State Budget Proposal – Jon Hubbert / Jennifer Dubendorf
- State Resource Assessment – Jon Hubbert
- Outreach Plan – Jon Hubbert
- Material Weaknesses – Jon Hubbert / Jennifer Dubendorf

Questions or concerns should be directed to Jon Hubbert, Assistant State Conservationist – Operations, 515-323-2209.