



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

April 7, 2010

IOWA INSTRUCTION 120-388 – AGREEMENT LIAISON DUTIES REGARDING PAYMENTS

Part 388.0 PURPOSE

This Iowa Instruction explains the duties agreement liaisons are expected to perform regarding payments.

Part 388.1 SCOPE

These instructions will be followed by all NRCS employees who are designated as liaisons on any agreements.

Part 388.2 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.

/s/ Richard Sims
State Conservationist

Attachment

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(IA Instruction 120-388 First Edition – April 2010)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 120-388 – AGREEMENT LIAISON DUTIES REGARDING PAYMENTS

1. PURPOSE:

This Iowa Instruction explains the duties agreement liaisons are expected to perform regarding payments.

2. ROLES AND RESPONSIBILITIES:

NRCS employees who are designated as liaisons on agreements need to be aware of the duties they must perform regarding payments.

3. PROCESS:

The liaison will receive a Request for Advance or Reimbursement, SF270. If the liaison is located in the State Office he/she will obtain the agreement file from Management Services Division (MSD). He/she will verify that the Direct Deposit Form, SF1199, is in the file. The liaison will verify that the math on the SF270 is correct and that required supporting documents are provided. If all of the documentation is not provided, or the liaison has questions regarding the payment request or the agreement itself, he/she will contact the agreement sponsor and obtain all of the needed information. The liaison will verify that the appropriate signatures are on the SF270 and will sign it him/herself. The liaison will return the file and the SF270 to the MSD staff. MSD staff will complete the process for payment and provide processed copies of the SF270 to the liaison and the sponsor.

If the liaison is **not located in the State Office**, he/she will follow the same steps except he/she will not have the agreement file and will not have to verify the SF1199 is in the file. MSD staff will verify that when they receive the signed SF270. MSD staff will complete the process for payment and provide processed copies of the SF270 to the liaison and the sponsor.

Approved By:

Date: April 9, 2010

/s/ Richard Sims
State Conservationist
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