



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

March 6, 2013

IOWA INSTRUCTION 120-392 ASSIGNING OFFICE SPACE FOR NRCS AND
PARTNER EMPLOYEES

IA392.0 PURPOSE

This Iowa Instruction provides a consistent framework for determining how much office space to provide for NRCS and partner employees.

IA392.1 SCOPE

These instructions will be followed by all Iowa employees.

IA392.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed under the Iowa NRCS eDirectives System section at this link [Iowa NRCS eDirectives website](#).

IA392.3 EXHIBITS

See the attached NRCS Space Needs Survey Worksheet.

/S/Jay T. Mar
State Conservationist

Attachment

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(IA Instruction 120-392 Second Edition – March 2013)

IOWA INSTRUCTION 120-392 - ASSIGNING OFFICE SPACE FOR NRCS AND
PARTNER EMPLOYEES

1. PURPOSE:

This Iowa Instruction provides a consistent framework for determining how much office space to provide for NRCS and partner employees.

2. ROLES AND RESPONSIBILITIES:

Iowa NRCS will use the attached Space Needs Worksheet to determine how much space is required for an office. The State Administrative Officer (SAO) will typically request that the District Conservationist (DC) fill out the worksheet approximately 20 months before the current lease expires. When requested by the SAO, the DC will fill out the worksheet with all current employees and approved vacancies and forward to the Assistant State Conservationist for Field Operations (ASTC-FO) for review and signature. The ASTC-FO will forward the worksheet to the SAO, who will compute the amount of office space required in the State Office Use Only box and forward the completed sheet to the Farm Service Agency, with carbon copy to the ASTC-FO and the DC.

3. PROCESS:

DCs should only indicate a space need for positions that are filled or certain to be filled. Positions that are strictly temporary, without a historical trend of being filled, should not be included. For instance, a DC should include a vacant Soil Conservationist position if the position will be filled from within the ASTC-FO's staffing plan and the ASTC-FO intends to fill it. Similarly, a WAE position may be included on the worksheet if the office has a history of employing a WAE. On the other hand, a vacancy for a WAE should not be included just because the DC thinks a WAE *may* be hired there in the future. The student training site box should be marked on the worksheet only if Human Resources has designated the site as a training location for college students.

In the Unique Space section, the DC needs to accurately reflect what the actual current needs of the office are. Supporting comments can be entered in the bottom portion of the worksheet.

The DC may include space for a state secretary/receptionist even if the position is vacant at the time the worksheet is filled out.

As always, current and anticipated workload drives the need for personnel and therefore space. If the ASTC-FO determines a need for space beyond the guidelines given above, he/she should submit written justification along with the space needs worksheet.

The SAO will follow the standards included in the FSA Leasing Handbook when assigning space. Full time employees (both NRCS and partners) are allotted 150 ft² per employee. Volunteer and part time employees will be provided space by adding up the time percentages spent in the office and multiplying by 150 ft², or by providing 90 ft², whichever is higher. Two examples are provided below:

Example 1

Earth Team Volunteer	20%
District Watershed Coordinator	40%
WAE	50%

$$(.2+.4+.5)150 = (1.1)150 = 165 \text{ ft}^2$$

Example 2

Earth Team Volunteer	20%
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$$(.2)150 = 30 \text{ ft}^2\text{—use the minimum of } 90 \text{ ft}^2$$

Special Considerations for Two County Management Units

For Two County Management Units, the DC will be assigned 150 ft² in both county offices. The Resource Conservationist will have 150 ft² in the office he or she is assigned to, but no space in the other county.

If you have any questions, please contact Adam Stiegelmeier, State Administrative Officer, at (515) 323-2204.

Approved By:

Date:



3/7/13

Jay T. Mar
State Conservationist
Natural Resources Conservation Service
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Attachment



NRCS SPACE NEEDS SURVEY WORKSHEET

County: _____ Date: _____

Service Center: _____ Area # _____

FULL TIME EMPLOYEES

Name	Position	Agency
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Unique Space

- Student Trainee Site 65 ft.²
- 50 ft.² for ea. Engineer/CET _____ ft.²
- 20 ft.² for ea. S6, Total Station, R8 GPS _____ ft.²
- Soils Lab 200 ft.²
- Other Special Space Needs _____ ft.²

PART TIME EMPLOYEES/VOLUNTEERS

Name	Position	Agency	Time (%)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

State Office Use Only

Prior Staff # _____
 Prior Unique Space _____ sq.ft.
 Date: _____

Full Time Employee Count:

- _____ NRCS PFT
- _____ NRCS TFT
- _____ District Employees
- _____ State Employees
- _____ Volunteers
- _____ Other Partner Employees
- _____ Total

_____ x 150 sq. ft./staff person = _____ sq. ft.
 _____ sq. ft. Unique Space
 _____ sq. ft. Part Time Employee Space

Total Square Footage: _____

MISCELLANEOUS

Handicapped Accessibility Reviewed (check one): No Yes *If yes, date:* _____

Other Issues or Comments: _____

Recommended by D.C.: _____	Date: _____
Approved by ASTC(FO): _____	Date: _____
ASTC(Mgt) Signature: _____	Date: _____
Date Forwarded to FSA: _____	