



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

August 5, 2013

## IOWA INSTRUCTION 180-388 – HELC – WETLAND TRACKING TOOL

### IA388.0 PURPOSE

This Iowa Instruction provides guidance on the use of the Iowa HELC – Wetland Tracking Tool.

### IA388.1 SCOPE

These instructions will be followed by all NRCS and partner staff who have responsibility for recording and/or tracking requests for HEL or Wetland determinations.

### IA388.2 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](#).

### IA388.3 EXHIBITS

See the attachment.

/s/

Jay T. Mar  
State Conservationist

Attachment

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(IA Instruction 180-388 First Edition – August 2013)

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## IOWA INSTRUCTION 180-388 – HELC-WETLAND TRACKING TOOL

### 1. PURPOSE:

This Iowa Instruction provides direction on the use of the HELC Wetland Tracking Tool.

### 2. ROLES AND RESPONSIBILITIES:

NRCS field office and partner employees who have responsibility for wetland determination data entry will use the Iowa HELC Wetland Tracking Tool to record requests for HEL and Wetland determinations.

### 3. EXPLANATION:

Congress, the Office of Management and Budget and others have been asking NRCS for current data regarding the number of wetland determinations requested, number of wetland determinations completed for the current year, and the number of wetland determinations not yet completed. Because NRCS did not have a common method for tracking this information, National Headquarters (NHQ) requested this information from each state usually with a short response timeframe.

The HELC Wetland Tracking Tool has been developed that will allow NHQ, state offices and field offices to generate reports regarding the numbers of HEL and/or Wetland determinations. The HELC Wetland Tracking Tool was developed mainly for use in the states of Iowa, Minnesota, North Dakota and South Dakota.

Starting immediately, Iowa will use the tool to record all requests for HEL and Wetland determinations. The HELC Wetland Tracking Tool also allows NRCS to track requests for Reconsideration, Mediation, Appeals to the FSA County Committee, and formal appeals to NAD. The expectation is that this tool will be used to track all such requests.

Questions may be directed to Martin Adkins, State Resource Conservationist, at (515) 284-4370.

Approved By: /s/

Date: August 6, 2013

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