WORKING WITH NRCS

Working with our partnerships is a key component of utilizing the best possible resources for our client based needs. In this tab you will find reference points on what we can do to assist each other in making the office run more efficiently. One important piece of reference is familiarizing each other with the Cooperative Working Agreement. This agreement is a pledge to work together by advancing and practicing teamwork, including input into the decision making process, communicating, coordinating, and sharing the leadership and ownership. The focus goal of this agreement is to improve efficiency and effectiveness by putting quality first; empowering people to make decisions, demonstrate professionalism and dedication and striving for continuous improvement. Your staff, District Conservationist, and Board of Supervisors should review this agreement annually and work on any areas that need improvement. This document should be readily available for access and a permanent copy should be retained in the district records. It is important that both sides are working collaborating with administrative and technical tasks. Some points below can be used in assisting NRCS with operation workloads.

FOLDER MAINTENCE

- Assembly of contract folders for either EQIP, WHIP, CRP, WRP, and CSP – it is important to follow the six part folder guidelines when completing these for uniformity.
- Typing of contract labels
- Work with expiring contracts and maintain a separate filing system once they have reach their expiration. No throwing of contracts unless notification is made to State Office Staff for proper disposal.
- A good working tool is to maintain separate colored folders for each program your office works with. Examples: EQIP-Blue, CSP-Green, WRP-Yellow

ADMINISTRATIVE TASKS

- Prepare a check sheet of supplies from individual staff for future ordering – Keep supply cabinets organized. Familiarize yourself with the government ordering process. Work with your District Conservationist when developing an order since proper login and passwords need to be obtained. Supplies for district activities need to be purchases separately through the supplier of their choice. Prepare the AD-700 form for Area Office approval ***(Tab 9 Template).*** When office supplies are ordered make sure to keep a copy of the packaging/invoice slip and have the District Conservationist sign them. After signage place them in the Purchase Card Management folder for monthly reconciliation.
- Familiarize yourself with the copier supplied in your office. Always keep a reserved toner on hand for the copier. Toner can be obtained by contacting your copier supplier.
- Make sure upcoming yearly calendars are ordered before October.

- If the Stamps.com postage system is installed on the District Secretaries computer make sure you have adequate postage, envelopes, labels, and certified mail forms. When ordering additional postage for Stamps.com you must also fill out an AD-700 for Area Office approval. Credit card information is automatically in the system for reordering no more than $250.00 is allowed in the account at one time. A good reference tool to have on hand is a producer mailing list. Work with FSA and ask them to print out a copy for your office.
- Maintain a reference source for producers when they come in for program information. Have booklets, pamphlets or research information on hand. Photos are worth a thousand words people can visualize things better sometimes by seeing.
- Maintain and update a contractors listing for producer reference when working on projects. Don't be bias it is the producers responsibility to contact their contractors. Examples: fencing, wells, pipelines, excavating, and seeding
- When working monthly on district income and expenditures it is very important to keep a running total for the quarterly County Contributions to NRCS programs. If your district does a yearly budget in Quickbooks this report can be found in the Budget Profit and Loss section. Account categories you should make note of and report this to the District Conservationist include: **Income:** mill levy amount, interest income, grants to district, equipment rental, sponsors, or special project funds. **Expense:** Advertising, conservation education, dues/subscriptions, office supplies, payroll, rent, supervisors meetings, utilities, and training costs.
- Communicate with the District Conservationist on any building maintenance that may need attention. Look for handicapped accessibility, risks of falling, and routine maintenance.
- A yearly review of all the necessary posters need to be in clear view of staff and producers.
  Civil rights policy statement
  EEO, Justice for All (B &C)
  ND Civil Rights Members and Advisors
  Employee Assistance Program
  Fact Sheets on Sexual Harassment
  Physical Protection Plan, Computer Security
  Mentor Listing
  Earth Team Volunteer
  Occupational Safety and Health Protection
  Sexual Harassment Rules on Political Activity
  Prohibited Personnel Practices
  Whistleblowing
  The Hatch Act

Special Emphasis Programs.
Visible NRCS Chief along with the President and Vice President of the United States

- Vehicles and Insurance –District staff have access to using NRCS vehicles to help conduct NRCS Business. District employees must have a valid State license to operate vehicles. The district is required to submit a copy of the insurance card to the District Conservationist for proof of insurance on the government vehicle. It is very important that when using these vehicles proper maintenance is done and any repairs noted immediately. If an accident should occur you must immediately notify the NRCS field office supervisor and follow through with the accident report forms. The NRCS vehicles are also required to maintain a vehicle log stating odometer readings, location, fueled or serviced. Vehicle receipts must be saved and crossed checked each month with the fuel report. A district employee is not allowed to operate the ATV or UTV(Ranger) unless they have received proper field or online training. An employee is not allowed to operate these vehicles unless they are wearing proper helmets, eye and foot gear. The use of these vehicles is a privilege and any abuse noted could result in losing this privilege.

- Training assessment needs for district employees should be reviewed yearly with the District Conservationist. It benefits both the district and NRCS for staff to be properly trained. When completing yearly reviews discussion should be had on what area you wish to become more familiar and both parties will try to find reasonable training accommodations as resources permit.

- SQR (State Quality Review) process is a field office delivery oversight and is used to evaluate activities for North Dakota NRCS.
  OBJECTIVES – The objectives of quality assurance are to ensure the North Dakota NRCS and partnership staff:
  - Perform in compliance with policy and within legal authorities
  - Recognize its member's commendable work
  - Maintain a high level of productivity without sacrificing quality
  - Use resources efficiently and obtain maximum benefits
  - Effectively further resource conservation programs through it operations and
  - Maintain a high level of customer satisfaction and partnership

Having a good working partnership is key during this process to ensure proper delivery of programs and that the office is meeting its goals set by their long range plans. Some items the district will have to provide or be accountable for are:

✓ Have current annual SCD Business Plans – know who your partnerships are
✓ Know your partnership agreements and make sure you are able to locate these within the office.(Cooperative Working Agreement)

- ✓ Have information available on your LWG meetings in your reference files
- ✓ Keep current on committee that SCD Board Members serve on
- ✓ Make sure you keep an updated list of equipment for NRCS – follow filing directives
- ✓ Keep current records on your marketing activities your office has conducted. Keep newsletter copies, press releases, tours, and socially disadvantaged activities your office has participated in.

FILE GUIDANCE

Maintaining the filing system for NRCS is a key component if providing the most update program and administrative information that the office needs. The office administrator should be familiar with the General Manual Guidelines on filing. It is necessary to make sure all bulletins, correspondences, and program information with routed file codes be maintained in their proper folders following the NRCS Directives File Codes. File disposition should not be done unless it is approved by NRCS personnel and this process should be reviewed yearly. Maintaining proper files and binders throughout this process will help provide a faster reference point when looking for information.
Below is a reference point on the files codes hhttp://policy.nrcs.usda.gov/index.aspx?l=2

Title 110 -Management
Title 120 -Administrative Services
Title 130 -Agency General
Title 150 -Basin And Area Planning
Title 170 -Cartography And Geographic Information Systems
Title 180 -Conservation Planning And Application
Title 190 -Ecological Sciences
Title 200 -Economics
Title 210 -Engineering
Title 220 -Environmental Coordination
Title 230 -Equal Opportunity
Title 250 -Financial Management
Title 260 -Public Information
Title 270 -Information Resources Management
Title 280 -International Conservation
Title 290 -Resources Inventory
Title 300 -Land Treatment Programs
Title 310 -Land Use
Title 330 -Operations Management
Title 340 -Strategic Planning And Accountability
Title 360 -Human Resources
Title 400 -Public Participation Coordination
Title 410 -Rural Development
Title 420 -Social Sciences
Title 430 -Soil Survey
Title 440 -Programs
Title 450 -Technology
Title 460 -Water Quality Project Implementation

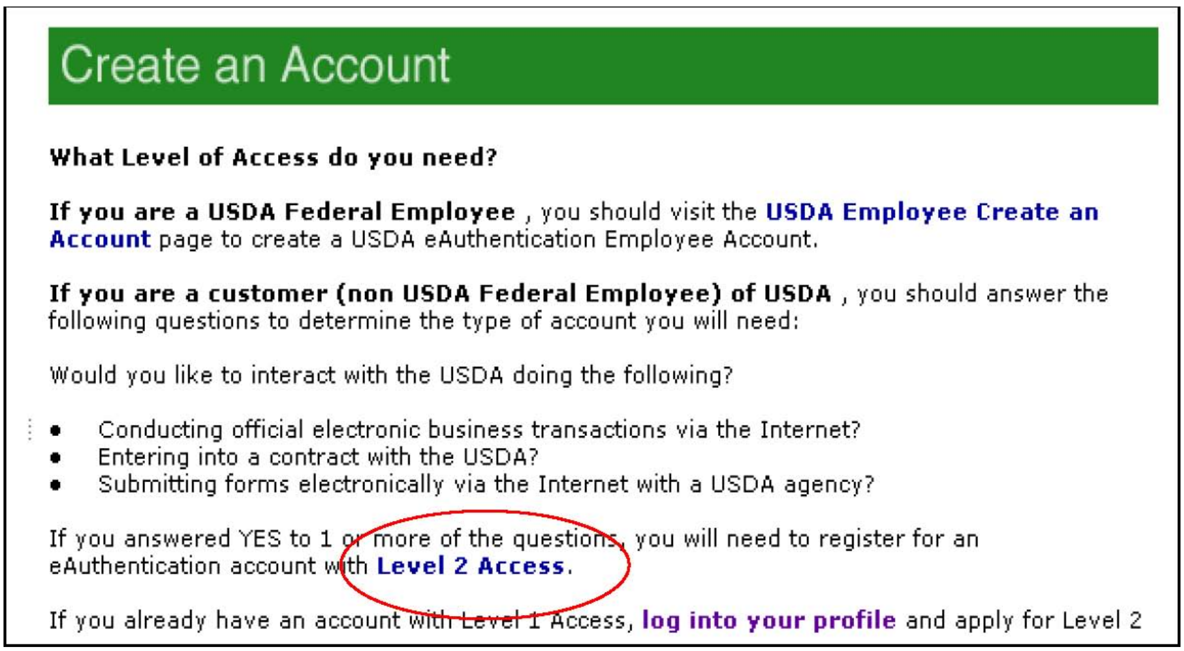
General Manual State Supplements

COMPUTER ACCESS

Through our partnership with NRCS they provide the district staff computer access providing it doesn't meet any of the exceeding requirements set by NRCS and budgetary issues. While working for the district and having computer access we as district employees are required to take the mandatory computer security training courses as and failure to not follow these trainings could result in loss of computer access. District employees that are taking any training courses through Ag Learn will have to create an E-Auth account. This process can be followed in the steps below.

How to Create a Level 2 e-Auth account for Affiliates:

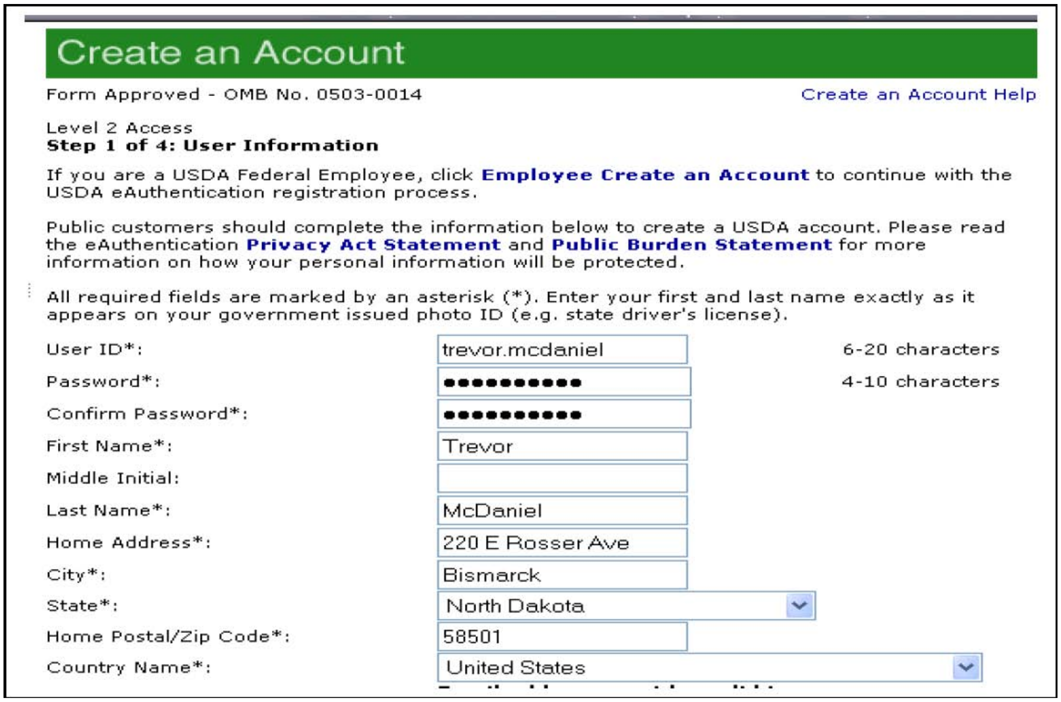
1. The Affiliate needs to go to: http://www.eauth.egov.usda.gov/
2. Click on "Create an Account" located on the left Quick Links Menu
3. Select the Level 2 Access Link (see screen shot below)



4. Now after clicking on the Level 2 Access the Create an Account Page comes up. It is going to ask you for a lot of personal information. Please fill this out accurately. (Step 1 of 4)

A. **User ID**: **you pick your user id, anything you want. Most users use their firstname.lastname**. Whatever you pick for your ID, WRITE IT DOWN.

B. **Password**: Again, you pick your password. Must be between 4-10 characters. WRITE IT DOWN.



Create an Account

Form Approved - OMB No. 0503-0014 Create an Account Help

Level 2 Access
Step 1 of 4: User Information

If you are a USDA Federal Employee, click **Employee Create an Account** to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication **Privacy Act Statement** and **Public Burden Statement** for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*:	trevor.mcdaniel	6-20 characters
Password*:	●●●●●●●●●●●	4-10 characters
Confirm Password*:	●●●●●●●●●●●	
First Name*:	Trevor	
Middle Initial:		
Last Name*:	McDaniel	
Home Address*:	220 E Rosser Ave	
City*:	Bismarck	
State*:	North Dakota	
Home Postal/Zip Code*:	58501	
Country Name*:	United States	

Email address must be valid to complete registration

Email*:	trevor.mcdaniel@nd.usda.gov	
Confirm Email*:	trevor.mcdaniel@nd.usda.gov	
Home Phone:	(701) 530 - 2100	
International Home Phone: (if applicable)		
Alternate Phone:	( ) -	
International Alternate Phone: (if applicable)		
Mother's Maiden Name*:	******	
4 digit PIN*:	****	NOTE: You cannot use a zero as the first digit
Your Date of Birth*:	09/25/1987	mm/dd/yyyy

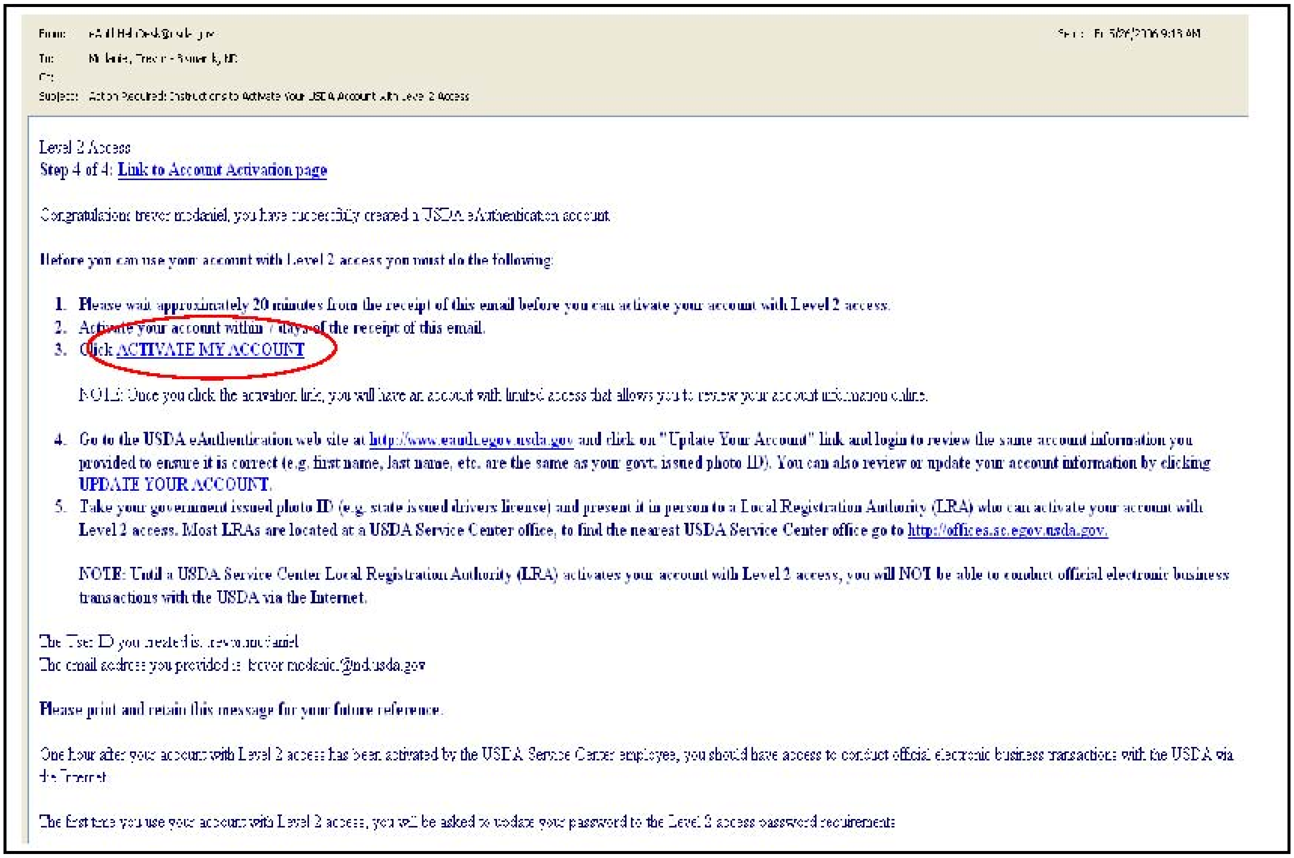
Click the Continue button to go to Step 2

Reset Continue

5. After you fill in all of the required information, click on "continue" (be sure you write your pin down with your password, you may need it for password resets)

6. Step 2 of 4: Verify the information and click "SUBMIT"

7. Step 3 of 4: Check your Email. Within one hour, you should receive an email from eAuth asking you to "activate your account" The email should look like this:



Subject: Action Required: Instructions to Activate Your USDA Account with Level 2 Access

Level 2 Access
Step 4 of 4: Link to Account Activation page

Congratulations trevor mcdaniel, you have successfully created a USDA eAuthentication account.

Before you can use your account with Level 2 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 2 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click ACTIVATE MY ACCOUNT

   NOTE: Once you click the activation link, you will have an account with limited access that allows you to review your account information online.

4. Go to the USDA eAuthentication web site at http://www.eauth.egov.usda.gov and click on "Update Your Account" link and login to review the same account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your govt. issued photo ID). You can also review or update your account information by clicking UPDATE YOUR ACCOUNT.
5. Take your government issued photo ID (e.g. state issued drivers license) and present it in person to a Local Registration Authority (LRA) who can activate your account with Level 2 access. Most LRAs are located at a USDA Service Center office, to find the nearest USDA Service Center office go to http://offices.sc.egov.usda.gov.

   NOTE: Until a USDA Service Center Local Registration Authority (LRA) activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.

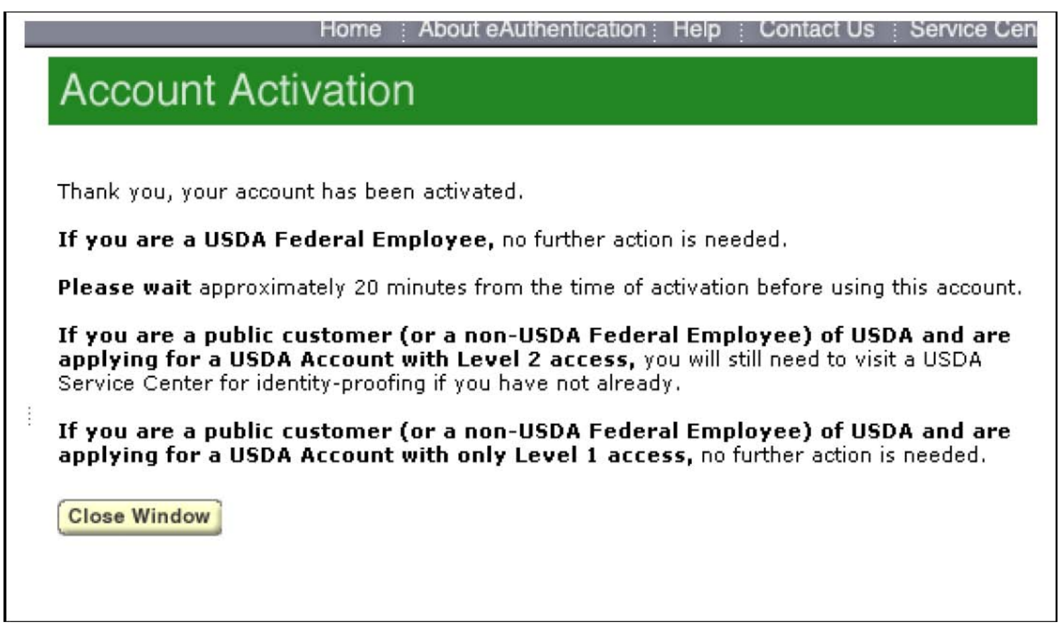
The User ID you created is: trevor.mcdaniel
The email address you provided is: trevor.mcdaniel@nd.usda.gov

Please print and retain this message for your future reference.

One hour after your account with Level 2 access has been activated by the USDA Service Center employee, you should have access to conduct official electronic business transactions with the USDA via the Internet.

The first time you use your account with Level 2 access, you will be asked to update your password to the Level 2 access password requirements.

8. Step 4 of 4: Activate your account. * after receiving the email, wait 20 minutes and click on the ACTIVATE MY ACCOUNT link. (circled in the above message.)



Home | About eAuthentication | Help | Contact Us | Service Cen

Account Activation

Thank you, your account has been activated.

If you are a USDA Federal Employee, no further action is needed.

Please wait approximately 20 minutes from the time of activation before using this account.

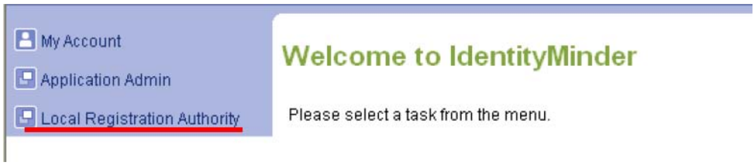
If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access, you will still need to visit a USDA Service Center for identity-proofing if you have not already.

If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access, no further action is needed.

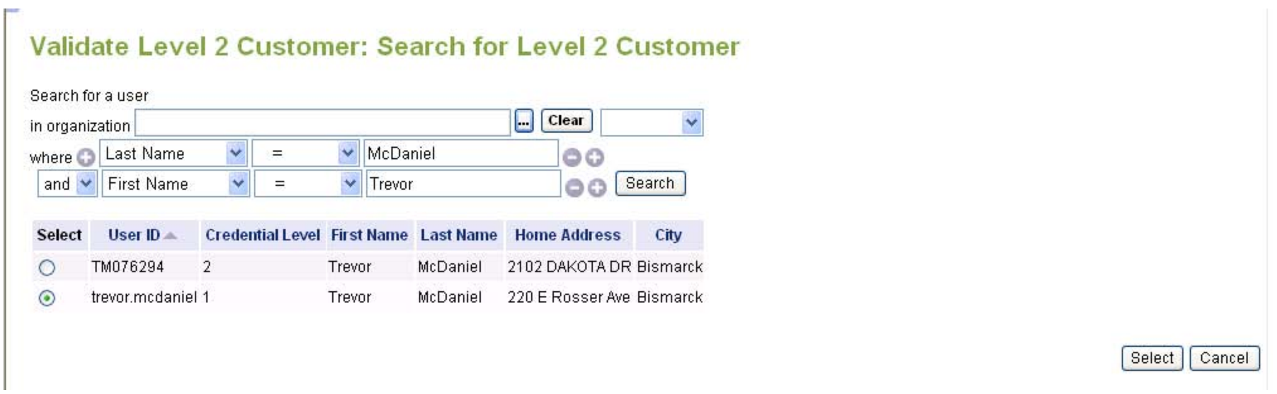
Close Window

9. The affiliate is now done with their part, the LRA needs to take over.

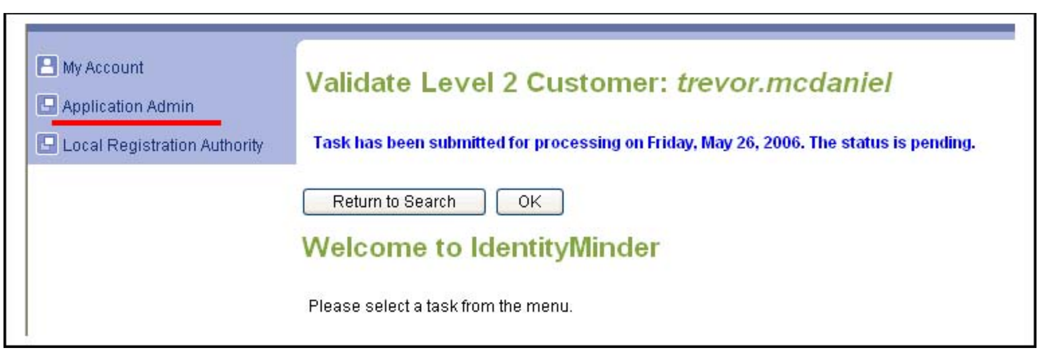
1. The LRA needs to go to: http://www.eauth.egov.usda.gov/
2. Go to the Quick Links menu on the left and click on “Local Registration Authority Login”
3. Scroll to the bottom and click on: **Click this link to Validate a Level 2 Customer**
4. Click continue, and login with your eauth ID and password
5. you should now see the following screen:



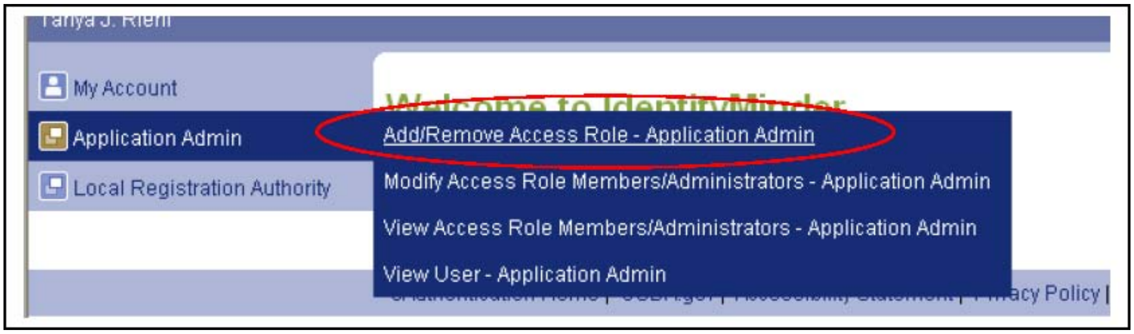
6. Click on the Local Registration Authority on the Left side – then select validate level 2 user
7. Should look like this: You need to add the affiliates last name and click the plus sign, then add their first name and hit search. Select the correct individual by using the radio button on the left and then click “Select”



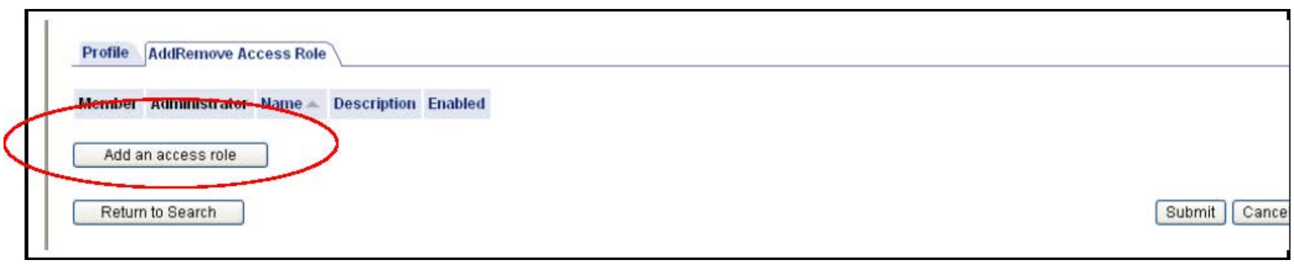
8. The affiliate’s information will come up and needs to be checked for accuracy. You will need to ask the affiliate for a photo ID and enter the ID expiration date in the last box.
9. Click on Validate and then click on Submit. The following screen should appear:



10. Now go to the “Application Admin” link located on the left side. (Underlined in Red above) – then click “Add/Remove Access Role – Application Admin”



11. Enter the Affiliates User ID or Last Name and click the Search Button.
12. Select the correct employee and hit the “Select” button
13. Their profile will display. Click on the “Add/Remove Access Role” Tab **PLEASE NOTE – the process is slow, be patient.** The “Add an Access Roll” button should appear, click on that.



This part will also be very slow. The following should appear. Put a check on the box and hit the “select” button.

14. Click the submit button.

Wait about 5 minutes and go to the following site:
https://affiliatelinkmgr.sc.egov.usda.gov/SearchAD.aspx

15. Enter the E-Auth User ID and click search. The affiliates name should come up.
16. Click on the name underlined in Blue. Link to appropriate account.
17. If the affiliate needs access to Toolkit and or Protracts, send an e-mail to stuart.blotter@nd.usda.gov requesting access for that affiliate.
18. The first time the affiliate logs in, they will have to update their password.

YOU ARE DONE!!!

Helpful Info:

TO CHANGE A FORGOTTEN PASSWORD – The affiliate can now contact their local ITS person and request an e-Auth password reset.

****** If an affiliate is having problems creating a level 2 account, under no circumstances are they to start over and create another account. That causes numerous problems. INSTEAD, they are to work with their assigned LRA, and if the LRA continues to have problems, they can contact the State eAuthentication Coordinator.**

AGLEARN PROBLEMS: If after you create a level 2 account and are getting an error message logging into AgLearn, please go to http://www.eauth.egov.usda.gov/ and click on "update your account." If you can get into this site without an error message, you have established that level 2 e-Auth account is working correctly. Which means your previous error message is directly related to AgLearn. Please send an email to your AgLearn coordinator and they will work with you to get you into AgLearn. Currently, your AgLearn coordinator is Darlita Sarkilahti. darlita.sarkilahti@nd.usda.gov

COMMUNICATIONS

Times have changed and concerns about personal calls on the Government land line have evolved to concerns about personal communications by cell phone, texting, emails, Communicator, and how and if these personal communications should be limited in the workplace.

However, we all have lives outside of work and we recognize that some personal communications will take place during the workday, and that is acceptable if they are limited. The following are some general reminders for employees.

- Try to limit your personal communications to established break and meal periods. Tell your family and friends when those times are and ask that they respect the requirements of your workplace.

- When personal communications are necessary outside of the break and meal periods, keep the communication short and discrete.

- Supervisors have the right and responsibility to monitor the use of work time by their employees and can and should counsel employees who exceed a reasonable level of personal communications. Supervisors may impose restrictions if needed.

- Leaving meetings to take personal calls should be extremely rare.   Texting and emailing during meetings is discouraged.

- Put your personal phone on vibrate during the day. Leaving your work station and having an incoming call playing your latest downloaded tune while you are away will disturb your coworkers. A personal cell phone that is constantly vibrating with incoming communications can be disruptive as well.