



Natural Resources Conservation Service
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August 26, 2003

OKLAHOMA BULLETIN NO. OK210-3-6

SUBJECT: ENG – Providing Design Information to Contractors

Purpose: Provide revised guidance on design information for conservation practices.

Expiration Date: September 30, 2003

Effective Immediately!

It has been the policy of NRCS for decades to provide design information to landowners and conservation contractors. Bulletin OK120-3-5 transmitted on May 16, 2003, provided a revised Freedom of Information Act (FOIA) and Privacy Act policy. In order to comply with the revised policies, NRCS must immediately cease and desist with providing design information directly to contractors without the landowner's written authorization.

To assist field offices in complying with the new FOIA and Privacy Act policies, Form OK-ENG-45 has been revised to allow a landowner to provide a written consent to supply construction design information to contractors. The revised OK-ENG-45 is attached and will be available on the Oklahoma NRCS intranet web site. The revised OK-ENG-45 and associated policy contained in this bulletin supersedes the form and policy found in 450-GM, OK407.10(c).

This decision will cause a dramatic change in the manner by which NRCS provides design information to contractors. Violations of this policy are subject to a \$10,000 fine and/or one year of imprisonment, as mandated by FOIA policy.

Comments are being solicited as to various ways to implement the FOIA requirements with minimal impact to field offices. Please provide suggestions for an improved process to Johnny Green, State Conservation Engineer, before September 30, 2003. After this date, the existing General Manual policy will be revised to reflect policy that will allow NRCS to comply with FOIA with minimal impact to field office operations.

/s/ M. Darrel Dominick

M. DARREL DOMINICK
State Conservationist

Attachments

DIST: AE