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June 20 2003

**OKLAHOMA BULLETIN NO. OK330-3-3**

**SUBJECT: MGT – Conservation Planning Assistance Code Change**

**Purpose:** To provide guidance on policy change in capturing conservation planning assistance in FFIS, WebTCAS, and PRMS.

**Expiration Date:** September 30, 2003

**URGENT: Change in coding of conservation planning assistance**

Beginning with pay period 12, conservation planning assistance for steps one through seven of the conservation planning process will be charged to Conservation Technical Assistance (CTA) for all planning activities except planning assistance for the Conservation Reserve Program (CRP), Wetland Reserve Program (WRP), and Watershed Survey and Planning. The conservation planning policy is outlined in General Manual 180 and the first seven steps of the conservation planning process are included in the National Planning Procedures Handbook, Part 600.11, as follows:

- ◆ Identifying problems and opportunities
- ◆ Determining objectives
- ◆ Inventorying resources
- ◆ Analyze resource data
- ◆ Formulate alternatives
- ◆ Evaluate alternatives
- ◆ Make decisions

This is a marked change from previous guidance and is based on Chief Knight's April 17, 2003, budget allocation letter to states. Supervisors will ensure this policy change is reviewed with and implemented by all employees, immediately, to ensure correct data entry into WebTCAS, financial accounting, and PRMS systems when providing conservation planning assistance. Timekeepers will be informed if previous pay period time & attendance reports will require correction. Employees will not be involved in correcting time and attendance reports that may be required by this policy change.

The following codes previously charged to cost-share programs will be charged to CTA - General - Planning Assistance or CTA – Contract and Project Support:

- EQIP - Planning Assistance CY
- EQIP - Contract and Project Support CY (For application evaluation and planning activities prior to the signing of the contract as obligated.)
- EQIP-GSWC - Planning Assistance CY
- EQIP-GSWC - Contract and Project Support CY (For application evaluation and planning activities prior to the signing of the contract as obligated.)
- WHIP - Planning Assistance – CY
- WHIP - Contract and Project Support CY (For application evaluation and planning activities prior to the signing of the contract as obligated.)

Farm and Ranch Land Protection Program (FRPP) (Currently identified as FPP - Farmland Protection Program in Web TCAS) - Planning Assistance – CY  
FRPP - Contract and Project Support CY (For application evaluation and planning activities prior to the signing of the contract as obligated.)

The last two steps of the conservation planning process should be charged to the benefiting farm program (EQIP, EQIP-GSWC, WHIP, and FRPP). Time will be charged to the benefiting program after the contract is signed by the designated conservationist authorizing the contract, except for the programs listed above. The last two steps are:

- ◆ implementing the plan, and
- ◆ evaluating the plan.

Activity code - Practice/System Maintenance and Follow-up will not be charged to a cost-share program until after the contract is signed.

Questions concerning this bulletin should be referred to State Leadership Team supervisors.

/s/ (Kevin D. Norton – Acting for)

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