



October 28, 2003

**OKLAHOMA BULLETIN NO. OK250-4-14**

**SUBJECT: FNM - Direct Charges**

**Purpose: Clarification on time charges for Farm Bill Programs**

**Expiration Date: September 30, 2004**

NRCS is now operating under Direct Charge accounting procedures. Under Direct Charge NRCS must charge time and procurement activities to the appropriate program fund code. Several of our Farm Bill Program technical assistance allocations are small and must be managed carefully to ensure enough funds are available to service participants of those programs. The State Leadership Team (SLT) has met and discussed the need to provide guidance to all employees concerning time charges. Allocations are being given to field offices to assist in managing time. Employees may not exceed those allocations or charge time to a program they do not have an allocation for without first getting permission from their supervisor.

These hours represent an estimate of the percentage of time by field office staff required to carry out the farm bill programs. The District Conservationist will have authority and responsibility to manage the hours of their staff within their allocation. In the event hours for a program are not allocated, or additional hours for an allocated program are needed, the District Conservationist will be required to contact the (ASTC) Field Operations to transfer additional hours to cover anticipated overage. The allocations will be monitored no less than monthly by each ASTC (Field Operations). If additional funds are not available, NRCS employees must discontinue working in that particular program. On the other hand, employees must work and charge time to the programs they receive an allocation for to ensure fund integrity and avoid a deficit in other program allocations.

Due to the limited funding within these programs, each employee will manage their time according to the allocation and **all time charges will be recorded in 15 minute increments.** Field employees must plan their work to optimize fund usage. When going to the field to service an EQIP application for example, employees should schedule other work, such as CTA planning or Watershed O&M to distribute time charges and meet work load demands.

Through proactive management of the allocation of farm bill program hours, NRCS can prevent a deficit within these program funds effectively keeping our staff serving the customers' conservation needs.

/s/ - (James Wood – Acting)

M. DARREL DOMINICK  
State Conservationist

DIST: AE