



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

September 15, 2008

IOWA INTRAOFFICE INSTRUCTION 120-183 – COMMUNICATIONS – MAIL MANAGEMENT

183.0 PURPOSE

This Iowa Intraoffice Instruction provides the Standard Operating Procedures (SOP) for distribution of information/materials/publications to all Iowa NRCS offices.

183.1 SCOPE

This SOP will be followed by all State Office secretaries.

183.2 FILING INSTRUCTIONS

This Iowa Instruction will be placed on the State Office shared drive under the following:
S:\Service_Center\NRCS_statewide_shared\Iowa Bulletins and Manuals\Iowa Intraoffice Instructions\120 – ADS – Administrative Services.

183.3 EXHIBITS

[Click here for a copy of the SOP](#)

A handwritten signature in blue ink that reads "Richard Sims".

Richard Sims
State Conservationist

Attachment

SOE

IOWA INTRAOFFICE INSTRUCTION 120-183 – COMMUNICATIONS – MAIL MANAGEMENT

1. PURPOSE:

This Iowa Intraoffice Instruction provides the Standard Operating Procedures (SOP) for distribution of information/materials/publications to all Iowa NRCS offices.

2. ROLES AND RESPONSIBILITIES:

Lisa Hobbs will be responsible for daily pick-up, sorting State Office mail, processing outgoing daily mail (i.e. Outbox for individual letters, etc.), and delivering it to the basement.

Direct mail will be sent out every Thursday to all Iowa NRCS offices. Mail will still be processed and mailed to the area offices daily. When a holiday occurs on Thursday, direct mail will be sent out on Wednesday of that week. If a particular staff needs to send material(s) to all offices, the State Office secretary that provides assistance to that staff will be responsible for the distribution to the appropriate boxes in the mailroom. All material(s) need to be distributed in the appropriate boxes by the close of business on Wednesdays. If the holiday falls on Thursday, all material(s) need to be distributed to the appropriate boxes by close of business on Tuesday. If a particular staff has a special mailing to several individuals outside of our offices (i.e. Iowa Forage and Grassland publication), the State Office secretary that provides assistance to that staff will be responsible for processing the material for final delivery to the basement for mailing.

Attached is the schedule for the State Office secretary that will be responsible for processing weekly direct mail, which includes stuffing and sealing of envelopes/packages, addressing, putting appropriate postage on envelope/package, and delivering to the basement. If the secretary happens to be sick on the Thursday they are scheduled to process direct mail, direct mail will be delayed until that secretary returns to the office, unless it is for an extended amount of time.

Please make your own arrangements if there are conflicts with notification to Shelly DuBay on what changes have been made.

3. ANNUAL PROCESS:

The schedule will be updated on a yearly basis to make sure to provide fair distribution of responsibility for different weeks.

Approved By:

/s/Richard Sims
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

Date:

September 15, 2008

IOWA INTRAOFFICE INSTRUCTION 120-183 – COMMUNICATIONS – MAIL MANAGEMENT

Weekly Schedule for Direct Mail

<u>Week of September 1</u> Kim Broders	<u>Week of September 8</u> Jill Clothier	<u>Week of September 15</u> Cindy Slagle
<u>Week of September 22</u> Carolyn Christian	<u>Week of September 29</u> Lisa Hobbs	<u>Week of October 6</u> Joanne Bruce
<u>Week of October 13</u> Kim Broders	<u>Week of October 20</u> Jill Clothier	<u>Week of October 27</u> Cindy Slagle
<u>Week of November 3</u> Carolyn Christian	<u>Week of November 10</u> Lisa Hobbs	<u>Week of November 17</u> Joanne Bruce
<u>Week of November 24</u> Kim Broders	<u>Week of December 1</u> Jill Clothier	<u>Week of December 8</u> Cindy Slagle
<u>Week of December 15</u> Carolyn Christian	<u>Week of December 22</u> Lisa Hobbs	<u>Week of December 29</u> Joanne Bruce
<u>Week of January 5, 2009</u> Kim Broders	<u>Week of January 12</u> Jill Clothier	<u>Week of January 19</u> Cindy Slagle
<u>Week of January 26</u> Carolyn Christian	<u>Week of February 2</u> Lisa Hobbs	<u>Week of February 9</u> Joanne Bruce
<u>Week of February 16</u> Kim Broders	<u>Week of February 23</u> Jill Clothier	<u>Week of March 2</u> Cindy Slagle
<u>Week of March 9</u> Carolyn Christian	<u>Week of March 16</u> Lisa Hobbs	<u>Week of March 23</u> Joanne Bruce
<u>Week of March 30</u> Kim Broders	<u>Week of April 6</u> Jill Clothier	<u>Week of April 13</u> Cindy Slagle
<u>Week of April 20</u> Carolyn Christian	<u>Week of April 27</u> Lisa Hobbs	<u>Week of May 4</u> Joanne Bruce
<u>Week of May 11</u> Kim Broders	<u>Week of May 18</u> Jill Clothier	<u>Week of May 25</u> Cindy Slagle
<u>Week of June 1</u> Carolyn Christian	<u>Week of June 8</u> Lisa Hobbs	<u>Week of June 15</u> Joanne Bruce
<u>Week of June 22</u> Kim Broders	<u>Week of June 29</u> Jill Clothier	<u>Week of July 6</u> Cindy Slagle
<u>Week of July 6</u> Carolyn Christian	<u>Week of July 13</u> Lisa Hobbs	<u>Week of July 20</u> Joanne Bruce
<u>Week of July 27</u> Kim Broders	<u>Week of August 3</u> Jill Clothier	<u>Week of August 10</u> Cindy Slagle
<u>Week of August 17</u> Carolyn Christian	<u>Week of August 24</u> Lisa Hobbs	<u>Week of August 31</u> Joanne Bruce
<u>Week of September 7</u> Kim Broders	<u>Week of September 14</u> Jill Clothier	<u>Week of September 21</u> Cindy Slagle
<u>Week of September 28</u> Carolyn Christian	<u>Week of October 5</u> Lisa Hobbs	<u>Week of October 12</u> Joanne Bruce
<u>Week of October 19</u> Kim Broders	<u>Week of October 26</u> Jill Clothier	<u>Week of November 2</u> Cindy Slagle
<u>Week of November 9</u> Carolyn Christian	<u>Week of November 16</u> Lisa Hobbs	<u>Week of November 23</u> Joanne Bruce
<u>Week of November 30</u> Kim Broders	<u>Week of December 7</u> Jill Clothier	<u>Week of December 14</u> Cindy Slagle
<u>Week of December 21</u> Carolyn Christian	<u>Week of December 28</u> Lisa Hobbs	<u>Week of January 4, 2010</u> Joanne Bruce