

## Operational Agreement

Local Operational Agreement  
For  
Technical Assistance in Support of Conservation Program Delivery

Conservation District: \_\_\_\_\_

NRCS Field Office: \_\_\_\_\_

Items noted as "Possible Work Task" are items that can be completed for reimbursement to be completed in accordance with this agreement. These tasks shall be discussed between the NRCS District Conservationist and the local Conservation District Board to determine which tasks will be completed. It is expected that the tasks will be identified during a discussion with the DC and the District Board and will be documented on this form. If additional work tasks are identified, that are not on the available list included in the Operational Agreement, they can be added as additional tasks. The agreed to tasks will be documented at the field office and District level utilizing this Operational Agreement. A signed copy will be retained at the local office with a copy provided to OCC. OCC will retain a copy of each participating District which will be available to the NRCS state office upon request. The work tasks identified in the Operational Agreement will also be identified on the Performance Worksheet and sent to OCC each month for documentation.

### CONSERVATION PLANNING

a) Possible Work Tasks:

- Enter conservation plans and contracts in Customer Service Toolkit or other databases as requested by the local District Conservationist
- Assembly, maintenance and correspondence for conservation plans
- Assists in surveys for the purpose of design, planning and layout of conservation practices
- Assemble Soil Maps
- Assist on Cultural Resources Inventory
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### 2) OUTREACH AND MARKETING

a) Possible Work Tasks:

- Development of farm bill related news articles for local news outlets. This includes article development, including downloading NRCS prepared articles, delivery of article to local media sources, and distribution of articles to ASTC (FO)
- Plan and assist in the development, implementation and documentation of outreach, informational and locally led meetings (preparation of minutes, sign-in sheets, agendas and photographs)
- Developing success stories on local clients who have achieved noteworthy accomplishments through conservation activities for the local media
- Assist with the administration of the Earth Team Volunteer Program
- Input outreach activity on to the NRCS SharePoint site
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ADMINISTRATIVE DUTIES

b) Possible Work Tasks:

- Filing of all correspondence, directives, and policies
- Serves as office receptionist, routing phone calls and customers to the appropriate individual and/or assisting customer
- Develop general office correspondence
- Maintain work schedules for the Field Office staff
- Develop and maintain minutes of staff meeting, locally led meetings, and local work group meetings
- Verify and maintain files required for vehicle fleet management
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3) FARM BILL CONTRACTING

a) Possible Work Tasks:

- Explain and promote farm bill programs
- Assist with local work group coordination.
- Assist customers to complete program applications
- Compile applications in order of rankings, and file completed applications according to NRCS policy
- File hard copies in 6 part folder
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Concurrence in this agreement and the performance tasks to be delivered.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Conservationist

\_\_\_\_\_  
Date