

United States Department of Agriculture



Natural Resources Conservation Service  
6200 Jefferson Street NE, Room 305  
Albuquerque, New Mexico 87109  
Phone: (505) 761-4400 Fax: (505) 761-4463  
Web site: [www.nm.nrcs.usda.gov](http://www.nm.nrcs.usda.gov)

June 17, 2009

NEW MEXICO BULLETIN NO. 440-9-3

SUBJECT: PGM-CONSERVATION SECURITY PROGRAM AUDIT PROCESS

TO: All Offices

Purpose: Formalize state approach to Conservation Security Program (CSP) audit processes and follow-up schedule

Expiration Date. September 30, 2009

As discussed in the mandatory CSP teleconference on May 7, CSP audit checklists have been completed as assigned by the ASTC for Programs to Danny Branch, Michael Neubeiser, Seth Fiedler, and area/field staff as required in order to ensure the separation of duties requirements outlined in national policy. **Follow-up on audit checklists remains the responsibility of the Area Conservationists and their staffs.**

The required schedule of checklist follow-up remains largely as described in the teleconference:

Date	Follow-up required on a minimum of
7/30/2009	3 contracts and no less than 50% of total complete
8/30/2009	6 contracts and no less than 75% of total complete
9/30/2009	100% of contracts

The only actions which should remain as of September 30, 2009 are cancellations/terminations required by previously completed checklists. **All actions are to be completed by November 30, 2009.**

As checklists are completed and verified at the area level, the following actions should be completed (by the deadlines above):

- dates and a description of corrective actions should be entered into the checklists;
- completed checklists should be printed, signed by designated conservationist (DC level or higher) and filed in the participant's folder; and,
- electronic copies of completed checklists (with completion dates and comments) should be emailed to the initial reviewer, with a copy to Seth Fiedler (if he was not the reviewer).

Observations on deficiencies noted around the state and recommended corrective actions are included in Attachment A.

DENNIS L. ALEXANDER  
State Conservationist

Attachment

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