

United States Department of Agriculture



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

---

May 15, 2009

Subject: PGM - Conservation Program Contracts – Delegation of Authority

To: All Employees

File Code: 440

Current policy in 440-CPM, Part 512.23(c) and draft manual Part 512.3(A) allows the State Conservationist to delegate contracting responsibilities and authorize appropriate corresponding permission roles in Pro Tracts.

In New Mexico the State Conservationists is electing to delegate the contracting responsibilities within Farm Bill Programs as follow:

Area Conservationists – Hollis Fuchs, Mary Podoll, Cliff Sanchez, Kenneth Walker

- 1) CCC representative for EQIP, WHIP and CSP
- 2) Conduct second level review in ProTracts
- 3) Approve obligations in ProTracts
- 4) Modify contracts in ProTracts to increase obligations within established policy in 512.51(B)2
- 5) Approve cancellations and terminations – provide final program decision to participant with cost recovery and appeal rights as per policy.

Area Conservationist may re-delegate this authority to an acting Area Conservationist at their discretion.

Assistant State Conservationist for Programs and Program Managers

- 1) Grant waivers to start a practice before a CPC is approved.
- 2) Grant waiver to start a practice within the first 12 months upon contract obligation.
- 3) Control permissions in Protracts for all employees.
- 4) Approve modifications that exceed 20% of current contract obligation or \$10,000.
- 5) Represent the agency during informal and formal appeals.

Area and Field Office need to keep a hard copy of this memo on file.

A handwritten signature in black ink, appearing to read "Dennis Alexander".

DENNIS ALEXANDER  
State Conservationist