

**Part 400 - Mission Statement  
Subpart B - Delegations of Authority**

<b>ARM</b>	<b>Deputy Chief for Strategic Planning and Accountability</b>	<b>Chief</b>	<b>DEP CHF</b>	<b>Division Director</b>	<b>RC</b>	<b>Center Director</b>	<b>STC</b>	<b>AO</b>	<b>AC</b>	<b>DCSV</b>	<b>SPCLTY OFCR</b>	<b>Notes</b>
A, R	1. Developing activity costing policy GPRA-1993; GPRA Modernization Action of 2010, GM-340, Part 401, Section 401.33		X	REAPD								
R	2. Providing leadership and coordination for the development of activity costing, through the Resource Economics, Analysis and Policy Division. GM-340, Part 401, Section 401.33		X	REAPD								
A, R	3. Establishing standardized data collection, verification, and quality control procedures for each activity costing cycle. GPRA-1993; GPRA Modernization Action of 2010, GM- 340, Part 401, Section 401.33		X	REAPD								
R	4. Maintaining, managing, and releasing the official national activity costing database GM-340, Part 401, Section 401.33		X	REAPD								
R	5. Providing, certifying and ensuring quality activity costing data. GM- 340, Part 401, Section 401.33		X	REAPD	X		X			X		
A, R	6. Providing leadership for the development of business plan and policy. Soil Conservation and Domestic Allotment Act-1936, GPRA-1993; GPRA Modernization Action of 2010, GM-340, Part 401, Section 401. 44		X	SPPD/REAPD	X		X					
R	7. Providing quarterly reports on the business plan. GM-340, Part 401, Section 401.44		X	SPPD	X	X	X	X				
R	8. Developing procedures for preparing and monitoring business plans.		X	SPPD								
A, R	9. Developing performance collection systems and reports through the Resource Economic, Analysis and Policy Division to Chief and Secretary. GPRA-1993, GPRA Modernization Action of 2010, OMB Circular A-11, GM-340, Part 403, Sections 403.13 and 403.23		X	SPPD								
R	10. Providing leadership and coordination for the development, operation and maintenance of the Agency's official web-based performance measurement system. GM-340, Part 403, Section 403.13		X	SPPD								

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R	11. Develop and maintain agreements or other arrangements for external data acquisition to support the performance measurement system database. GM-340, Part 403, Section 403.13		X	SPPD								
R	12. Provide oversight and management of access to information products available from the Agency official Web-based performance measurement system including controlling the release of data protected by statute or regulation. GM-340, Part 403, Section, 403.13		X	SPPD REAPD								
R	13. Providing leadership for performance data management and analysis. GM-340, Part 403, Section 403.13		X	REAPD								
R	14. Developing a data validation and compliance strategy for the Agency's performance measurement system and conducting associated evaluations. GM 340, Part 403.13		X	REAPD SPPD								
A, R	15. Monitoring operations and progress reported by programs and comparing accomplishments to business and performance plan targets, GPRA-1993, GPRA Modernization Action of 2010, GM 340, Part 403.23		X	SPPD	X		X	X	X	X		
A, R	<b>EXTERNAL AUDITS &amp; INVESTIGATIONS</b> 16. Developing policy for responding to compliance activities performed by external agencies. Inspector General Act 2010; DR1720-001 Audit Follow-up & Mgmt Decision; DR-1110-2 Mgmt Accountability & Control; Federal Managers Financial Integrity Act; GM 340, Part 404.13		X	COMPLIANCE DIVISION	X							
R	17. Serving as the Agency Audit Liaison Officer (also referred to as the Management Control Officer) and as the principal contact with external compliance agencies. GM 340, Part 404.13		X	COMPLIANCE DIVISION								
R	18. Scheduling entrance and exit conferences with external compliance agencies. GM 340, Part 404.13			COMPLIANCE DIVISION								

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A, R	19. Monitoring and reporting implementation of final actions. Inspector General Act-1978; DR-1720-001 Audit Follow-up & Mgmt Decision; DR-1110-2 Mgmt Accountability & Control; Federal Managers Financial Integrity Act; GM340, Part 404.13		X	COMPLIANCE DIVISION	X	X	X					
A, R	<b>QUALITY ASSURANCE</b> 20. Act as Agency Management Control Official in absence of Chief and maintain the system for preparing the Chief's annual internal control report to the Department. PL-97-25, Federal Managers Financial Integrity Act		X	COMPLIANCE DIVISION								
A, R	21. Ensuring Agency internal control activities are in place and operational. PL-97-255, Federal Managers Financial Integrity Act; government Accountability Office Standards for Internal Controls in Federal Government (revised), OMB Circular A-123 (Rev7/2005) – Internal Control systems, DR-1110-2 (Rev) – Internal Management Controls; GM 340, Part 404		X	COMPLIANCE DIVISION	X	X	X					
A, R	22. Accessing the general quality, trends in quality and summarizing national quality assurance concerns and developing recommended actions. PL- 97-255, federal Managers Financial Integrity Act; GAO Standards for Internal Controls in Federal Government (revised); OMB Circular A-123 (Rev 7/2005), Internal Control Systems; DR-1110-2 (Rev)-Internal Management Controls; GM 340, Part 404.23		X	COMPLIANCE DIVISION	X							
R	23. Reporting to Agency Leadership on quality assurance issues. GM 340, Part 404.23		X	COMPLIANCE DIVISION								
R	24. Preparing field office samples for State Quality Reviews. GM 340, Part 404.23			COMPLIANCE DIVISION			X					

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	<b>CUSTOMER CONFORMANCE</b>											
A, R	25. Developing overall quality assurance policy for customer conformance. Food Security Act-1985 as amended, PL-107-171-FSRIA of 2002; Risk Protection Act 2002; GM 340, Part 404.34(c)		X	SPPD	X							
R	26. Assessing the implementation of contract Reviews as part of Leadership Reviews. GM 340, Part 404.34		X	COMPLIANCE DIVISION								
R	27. Generating and distributing the National list of random Compliance Review sample tracts. GM 340, Part 404.34		X	COMPLIANCE DIVISION								
R	28. Reporting Compliance Review and Contract Review results, trends, and findings to the Deputy Chief, Strategic Planning and Accountability			COMPLIANCE DIVISION								
R	29. Organizing, conducting, documenting and reporting Contract Review and Compliance Review results. GM 340, Part 404.34			COMPLIANCE DIVISION								
A, R	<b>INTERNAL MANAGEMENT REVIEWS</b> 30. Develop policy, guidance, and annual schedules for conducting Management Reviews. GM 340, Part 404. Developing policy for all internal management reviews. FMFIA-1982; RCA-1977; FSA-1985; FACA-1990; GPRA-1993; GPRA Modernization Action of 2010, FAIRA-1996; FSRIA-2002; GM 340, Part 404.43		X	COMPLIANCE DIVISION								
R	31. Ensure that agency's responses to the Office of Inspector General findings and recommendations are developed and implemented in a timely manner. GM 340, Part 404. Developing National Review Schedule as part of the National Business Plan GM 340, Part 404.43		X	COMPLIANCE DIVISION								
R	32. Acting as a repository for results from all internal management reviews and reports to assess Agency effectiveness and compliance with applicable laws and regulations. GM 340, Part 404.42		X	COMPLIANCE DIVISION								

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R	33. Coordinate the use of customer feedback mechanisms. GM 340, Part 404. Analyzing Management Review report findings and reporting major issues or concerns to Agency Leadership. GM 340, Part 404.43		X	REAPD & COMPLIANCE DIVISION								
R	34. Develop, implement and maintain customer satisfaction measurement tools and systems for evaluating progress toward improving customer satisfaction with the Agency's products and services. GM 340, Part 404. Monitoring and reporting and ensuring to Agency Leadership implementation of final actions for Compliance/Management Reviews. GM 340, Part 404.43		X	SPPD								
R	35. Coordinate the development of impact analyses. GM 340, Part 407. Coordinating Compliance/Management Reviews. GM 340, Part 404.43		X	COMPLIANCE DIVISION	X	X	X					
R	36. Analyze and provide reports on contribution data. GM 340, Part 408. Coordinating the schedule for comprehensive program evaluations. GM 340, Part 404.53		X	REAPD								
R	37. Monitor the quality of contribution data at the national level. GM 340, Part 408. Coordinating the schedule for comprehensive program evaluations. GM 340, Part 404.53		X	REAPD								
R	38. Analyzing all review report findings and reporting major issues or concerns to Agency Leadership. GM 340, Part 404.53		X	REAPD								
R	39. Monitoring and reporting to Agency Leadership Implementation of final actions. GM 340, Part 404.53		X	COMPLIANCE DIVISION & REAPD								
R	40. Providing leadership and coordination for the development of the impact analyses, principally through the Resource Economic and Analysis Division		X	REAPD								
R	41. Briefing the Field Advisory Board on analyses results of revised programs, policies, or procedural changes. GM 340, Part 407.13		X	REAPD								

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R	42. Determining where analyses are not warranted. GM 340, Part 407.13		X	REAPD								
R	43. Conducting all analysis efforts performed to determine the impacts of programs, policies and procedures. GM 340, Part 407.13		X	SPPD								
R	44. Providing a staff liaison to the Field Advisory Board that serves the Board's executive support staff. GM 340, Part 407.13		X	SPPD								
R	45. Monitoring and providing oversight on implementation of the Workload Management Process improvement policy GM 340, Part 407.13		X	SPPD								
R	46. Incorporating review of workload into the review guide for State and regional management reviews. GM 340, Part 407.13		X	REAPD								
R	47. Providing leadership and technical assistance to the Deputy Chiefs in utilizing the NRCS Accountability Information System (AIMS), especially the workload analysis component, to help make accurate estimates on workload burden reduction. The assistance would consist of communicating changes in workload analysis data on core work products and time required. GM 340, Part 407.13		X	REAPD								
R	48. Using the Field Advisory Board to ensure implementation of a field feedback mechanism or comment period when new programs, policies and procedures are issued. GM 340, Part 407.13		X	SPPD								
R	49. Monitoring and reporting to the Chief progress in streamlining business processes associated with proposed programs, policies, and procedures. GM 340, Part 407.13		X	SPPD								
R	<b>CONTRIBUTIONS TO NRCS CONSERVATION PROGRAMS</b> 50. Developing contributions reporting policy. GM 340, Part 408, Section 408.9		X	REAPD								
R	51. Developing procedures and systems for entering and reporting contributions data. GM 340, Part 408.9		X	REAPD								

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R	52. Analyzing and providing reports contributions data. GM 340, Part 408.9		X	REAPD								
R	53. Monitoring quality of data at National level. GM 340, Part 408.9		X	REAPD	X							
R	54. Notifying Regional Conservationists of data quality problems and concerns. GM 340, Part 408.9		X	REAPD	X							
R	55. Implement Agency Strategic Plan. GM 340, Part 401	X	X	SPPD	X	X	X					
R	56. Develop strategic planning policy. GM 340, Part 401	X	X	SPPD	X							
R	57. Develop Agency policy for performance planning. GM-340, Part 401	X	X	SPPD	X							
R	58. Ensure program and policy accountability and fund integrity. GM 340, Part 403	X	X	COMPLIANCE DIVISION	X	X	X					
R	59. Coordinate the development of Agency performance and outcome measures to support strategic and performance planning. GM 340, Part 403.		X	SPPD								
R	60. Develop strategic planning informational products based on agency performance data and associated analysis to support the continuous strategic planning process. GM 340, Part 403		X	SPPD								
R	61. Prepare quarterly progress reports towards the annual performance plan goals and report accomplishments to agency leadership through the Performance and Results Measurement System. GM 340, Part 403		X	SPPD								
R	62. Monitor progress toward strategic plan and annual performance plan goals and report accomplishments to the Chief. GM 340, Part 403		X	SPPD								
R	63. Develop Agency Annual Performance Report. GM 340, Part 405		X	SPPD								
R	64. Coordinate the preparation of the Agency Performance Report. GM 340, Part 405		X	SPPD								
R	65. Provide guidance on the content and format of the State Annual Performance Reports. GM 340, Part 405		X	SPPD								

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R	66 Provide leadership regarding the design and modifications to the contributions reporting process and procedures. GM 340, Part 408		X	SPPD								
R	<b>REGULATION AND PUBLICATION ACTIVITY</b> 67. Serving a centralized management function to assist in promoting consistency and lead to high-quality rules and notices published in the Federal Register. (GM 340, Part 410.6)		X	REAPD								
R	68. Providing guidance to ensure that the agency is adhering to Statutory, Administration, OMB, and Departmental Guidance when developing rules and notices. (GM 340, Part 410.6)		X	REAPD								
R	69. Assisting with any agency analyses and reviews of existing regulations to determine the need for revision or update, consistent with Executive Order 13563. (GM 340, Part 410.6)		X	REAPD								
R	70. Reviewing and providing feedback and input, as applicable, for the development of workplans and documents published in the Federal Register. (GM 340, Part 410.6)		X	REAPD								
R	71. Serving as the NRCS Liaison Officer to the Office of the Federal Register. (GM 340, Part 410.6)		X	REAPD								
R	72. Serving as the NRCS Regulatory Contact to the Department for requests or other items/activities related to rules and other regulatory matters. (GM 340, Part 410.6)		X	REAPD								
R	73. Coordinating, tracking, and monitoring regulatory activities. (GM 340, Part 410.6)		X	REAPD								
R	74. Chairing the NRCS Regulatory Working Group. (GM 340, Part 410.6)		X	REAPD								
R	75. Serving as the Federal Docket Management System (FDMS) Administrator for the agency and contact for the eRulemaking program. (Handbooks 340, Subpart H, 601.70)		X	REAPD								

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R	76. Serving as the primary ROCIS (RISC and OIRA Consolidated Information System) user for managing submission of rules and significant guidance documents for required regulatory identification numbers (RINs). (Handbooks 340, Subpart H, 601.70)		X	REAPD								
R	77. Preparing and submitting into clearance the NRCS Regulatory Agenda package for the Fall and Spring. (Handbooks 340, Subpart H, 601.70)		X	REAPD								
R	<b>POLICY DEVELOPMENT</b> 78. Providing guidance in the development and coordination of agency policy. (GM 130, Part 407.3)		X	REAPD								
R	79. Providing oversight, status of development, and analysis of all agency policies to leadership. (GM 130, Part 407.3)		X	REAPD								
R	80. Coordinating policy quality assurance activities with the Office of the Chief, Regional Conservationists, and Deputy Chiefs. (GM 130, Part 407.3)		X	REAP								
R	81. Chairing the Policy Working Group. (GM 130, Part 407.3)		X	REAPD								
R	82. Coordinating with Oversight and Evaluation (O&E) to collect results of reviews regarding policy implementation. (NI 130, Part 302.11)		X	REAPD & COMPLIANCE DIVISION	X							
R	83. Assisting with corrective actions required for policy implementation as needed. (NI 130, Part 302.11)		X	REAPD	X							