



August 22, 2016

**GEORGIA INSTRUCTION 180-001 – HELC – WETLAND TRACKING TOOL**

**GA180.0 PURPOSE**

This Georgia Instruction provides guidance on the use of the Georgia HELC – Wetland Tracking Tool.

**GA180.1 SCOPE**

These instructions will be followed by all NRCS and partner staff who have responsibility for recording and/or tracking requests for HEL or Wetland determinations.

**GA180.2 FILING INSTRUCTIONS**

This Georgia Instruction will be posted on the Georgia FOTG in the Wetlands folder under Section 1. The HELC Wetland Tracking Tool can be accessed by NRCS and affiliate employees on the GA statewide shared drive at S:\NRCS\180 - Conservation Planning and Application\Wetland\_Compliance\GA HEL-WC Tracking Log

**GA180.3 EXHIBITS**

See the attachment.

TERRANCE O. RUDOLPH  
State Conservationist

Enclosure: 1. HELC Wetland Tracking Tool Letter

(GA Instruction 180 - 001 First Edition – August 2016)

**Natural Resources Conservation Service**  
Georgia State Office  
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## GEORGIA INSTRUCTION 180-001 – HELC-WETLAND TRACKING TOOL

### 1. PURPOSE:

This Georgia Instruction provides direction on the use of the HELC Wetland Tracking Tool.

### 2. ROLES AND RESPONSIBILITIES:

NRCS staff and affiliate employees who have responsibility for wetland determination data entry will use the Georgia HELC Wetland Tracking Tool to record requests for HEL and Wetland determinations.

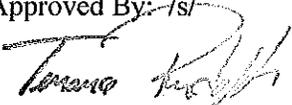
### 3. EXPLANATION:

Congress, the Office of Management and Budget, and others recurrently request from NRCS data regarding the number of HELC determinations requested, number of HELC determinations completed for the current year, and the number of HELC determinations not yet completed. Because NRCS does not have a consistent method for tracking this information, National Headquarters (NHQ) requested that each state develop a tracking system that can provide HELC data in a short response timeframe. Furthermore, use of the GA HELC Wetland Tracking Tool will bring Georgia NRCS into accordance with Section 7 Recommendation 34 of the *NRCS Strategic Planning and Accountability Compliance Division Quality Assurance Compliance Review NRCS Georgia Official Audit Report GA-2015-06-01*.

The HELC Wetland Tracking Tool has been developed in order for the state office, area offices, and field offices to quickly and efficiently generate reports regarding the numbers of HEL and/or Wetland determinations and to assess wetland compliance staffing and training needs.

Beginning October 1<sup>st</sup> 2016, Georgia NRCS will use the HELC Wetland Tracking Tool to record all requests for HEL and Wetland determinations. The HELC Wetland Tracking Tool also allows NRCS to track requests for Reconsideration, Mediation, Appeals to the FSA County Committee, and formal appeals to NAD. The expectation is that this tool will be used to track all such requests.

Questions may be directed to Tina Jerome, State Resource Conservationist, at (706) 546-2009.

Approved By: 

Date: August 22, 2016

TERRANCE O. RUDOLPH  
State Conservationist

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