



August 26, 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 I. The HELC Wetland Tracking Tool can be accessed by NRCS and affiliate employees on the GA statewide shared drive at \\aiogaath3fp0.usda.net\gaath\Shared \PUB\Wetland_Compliance\GA HEL-WC Tracking Log.

GA180.3 EXHIBITS

See the attachment.

TERRANCE O. RUDOLPH
State Conservationist

Enclosure: 1.HELCS Wetland Tracking Tool Letter

(GA Instruction 180-001 Second Edition - August 2016)

Natural Resources Conservation Service
Georgia State Office
355 East Hancock Avenue - Athens, GA - 30601-2775
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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 1st 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 NAO. 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 26, 2016

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