



Jeremiah W. (Jay) Nixon, Governor • Harry D. Bozoian, Director

DEPARTMENT OF NATURAL RESOURCES


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MEMORANDUM

2017-009

DATE: October 28, 2016

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: Signature Authority Process

Through implementation of the staff progression line, modifications are necessary to the signature authority process primarily due to the inclusion of nontechnical aspects to testing and certifications. If an individual previously passed certifications provided through the program including Technician II, grazing and/or nutrient management, they no longer have signature authority solely based upon these certifications. Soil and Water Conservation District (SWCD) boards jointly with Field Office Service Area (FOSA)/Area Natural Resources Conservation Service (NRCS) personnel should discuss and mutually determine which cost-share practices an individual is capable of signing off on. To determine if an individual qualifies to certify practices, the local district board, along with appropriate NRCS field or area staff, should give consideration to the certifications the individual holds and the current level of engineering job approval authority granted through NRCS. Documentation must be provided from the SWCD board to the individual that states which cost-share practices they have the authority to sign off on. This information should be maintained in the employee's personnel file within the district office.

District supervisors should encourage their employees use their authority to sign-off on all cost-share practices they have been approved to certify. This will allow continued exemplary service to landowners with the most efficient use of resources.

If you have any questions, please contact your district coordinator. Thank you.

CM:djs