

Part 383 – Communicating Information and Directives by Email

Subpart A – Standard Email Format

383.0 Purpose

To provide instructions for communicating information and directives to all statewide group emails. These changes, to be followed by all employees, are needed to improve and streamline communication and are the direct result of field staff feedback from the sub-area listening sessions. All employees who send out statewide group emails communicating information and directives will follow this Iowa Instruction.

383.1 Background

To improve and streamline communication among all levels within Iowa NRCS, all group emails that contain information and directives will be sent with the following standard format.

383.2 Process – Standard Email Format

- A. All statewide information and directives must be communicated following the process outlined below. All communication **must** be distributed by 9 a.m. on the day the information and directives are being communicated.
- B. The subject line will begin with the Title Number and Symbol. For a list, see enclosed Records Guide, Title 120 of the General Manual, Part 408, Subpart D. Directly after the Title Number and Symbol section, the intended audience *should be included in parenthesis*. Intended audiences include (all employees, all district conservationists, Toolkit Users, GIS Users, all conservation planners, all soil conservationists, and partner employees, etc.). Next add a brief description of the email content. The subject line, if applicable, should end with any deadline in all caps.
- C. Example of Subject Line:
360-PER (Leadership Team) 2017 ISA Incomplete Reports – Action by FEB 1, 2017

This email message will be sent to about 26 recipients.

From Lisa.Hobbs@ia.usda.gov

To... ug-ia-nrcs-It

Cc... ug-ia-nrcs-AMA; UG-IA-nrcs-SOS

Bcc...

Subject 360-PER (Leadership Team) 2017 ISA Incomplete Reports - Action By FEB 1, 2017

- D. The body of the email introduction should contain the following sections and answers to the following questions. Intended Audience: Repeat from subject line. Purpose: Explanation of why the email is being sent. If the email contains a correction or update to information, the changes should be highlighted in this section, including the reason why the change is being made. Action by: If applicable, deadline in all caps.

Intended Audience: Leadership Team,

Purpose: As discussed this morning, this email is a follow-up to our discussion related to required Security Awareness Training, which is due FEBRUARY 1. Please follow-up with employees and affiliates on the attached lists to ensure we meet the deadline.

Please provide updates to Cindy Slagle cc: Jaia Fischer.

Action by: FEBRUARY 1, 2017

Thank you,

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