
TITLE 120 – GENERAL MANUAL
Part 403 – Directives, Forms, and Reports
Subpart A – Directives

403.0 Purpose

This General Manual (GM) subpart establishes National Resources Conservation Service (NRCS) policy for directives management and provides a general description of the various types of permanent and temporary directives, as well as an overview of procedures for preparing and amending directives.

403.1 Definitions

NRCS directives are written communications that initiate or govern actions, conduct, and procedures related to the work of NRCS.

403.2 Coordinated System of Records

- A. The directives system uses the NRCS Records Guide (120 GM 408) to coordinate directives with correspondence, record files, forms, and reports using the same primary subjects, title numbers, and symbols.
- B. The records guide is a functional arrangement, not organizational; therefore, the title number of a given directive indicates the subject matter, not the individual or office that is responsible for the directive. Under a functional arrangement, any individual or office may issue directives under any title. The subjects, title numbers, and subject symbols are provided in figure 403A-1.

Figure 403A-1: System of Records Subjects, Numbers, and Symbols

Primary Subject	Title Number	Symbol
Management	110	ADM
Administrative Services	120	ADS
Agency General	130	AGN
Reserved	140	Reserved
Basin and Area Planning	150	BAP
Budget Planning and Analysis	160	BDG
Cartography and Geographic Information Systems	170	CGI
Conservation Planning and Application	180	CPA
Ecological Sciences	190	ECS
Economics	200	ECN
Engineering	210	ENG

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