



Natural Resources Conservation Service  
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June 17, 2004

MINNESOTA BULLETIN NO. 250-4-23

SUBJECT: FNM – NEW EMPLOYEE/NEW INTERN SUMMER ORIENTATION 2004

Purpose. To provide information on the NRCS-Minnesota Intern Orientation Program.

Expiration Date. September 30, 2004.

The following provides information for those student interns and new employees attending the Student Trainee and New Employee Orientation Program on Monday, June 21, 2004 beginning at 12:00 p.m. The program is also open to any previous summer interns who have not attended any previous Summer Intern Program Orientation. The training will conclude on Wednesday, June 23, 2004 approximately 5:00 p.m.

NRCS has reserved a block of rooms under the name “NRCS” at the Radisson City Center Hotel, 411 Minnesota Street, St. Paul, MN 55101, 651-291-8800. All rooms will be paid for by NRCS so participants will not have to pay for their accommodations and parking. Employees will check in on Monday, June 21, 2004 after class. Parking at the Radisson is available before class at the hotel parking ramp. Check out will be on Thursday, June 24, 2004. Any student wishing to return home after class on Wednesday, June 23, 2004 should advise the hotel upon checking in.

All members of the EEO/CR Committee and all Special Emphasis Program Managers are also invited to attend.

NRCS does not require employees to attend this training, however, NRCS supports attendance to attend on a voluntary basis. Employees who will be attending this training must first have approval of their supervisor. Time spent traveling outside work hours to and from this training is not considered hours of work for overtime or compensatory time.

Travel authorizations will be issued by your respective area office.

If you have further questions, please contact Charles Montgomery, State Administrative Officer, at 651-602-7875.

WILLIAM HUNT  
State Conservationist

DIST: AE