



Natural Resources Conservation Service
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Transmitted via Email

October 11, 2006

MINNESOTA BULLETIN NO. 250-7-1

SUBJECT: FNM - MEETINGS, CONFERENCE, ETC. - MASWCD ANNUAL MEETING
AND ANNUAL TRADE SHOW

ACTION DUE BY: November 10, 2006

Purpose. To provide authorization information.

Expiration Date. December 30, 2006.

The Minnesota Association of Soil and Water Conservation Districts (MASWCD) will be holding their 70th Annual Meeting and 16th Annual Trade Show at the Sheraton Bloomington Hotel in Bloomington, Minnesota on December 3-5, 2006. The theme for the meeting this year is "*The Conservation Puzzle – Fitting the Pieces Together*". The following employees are authorized to attend:

- State Conservationist, all Assistant State Conservationists and Public Affairs Specialists - on government time and government expense.
- District Conservationists accompanied by three or more District Supervisors pending ASTC (FO) approval - on government time and government expense except those within reasonable commuting distance.
- District Conservationists accompanied by two District Supervisors pending ASTC (FO) approval on government time and **employee's expense**.
- District Conservationists who have not previously attended an annual meeting, when it is documented as necessary training on the Employee Development Plan - on government time and government expense. The District Conservationist must be accompanied by at least **one** District Supervisor.

District Conservationists should provide their Assistant State Conservationist (FO) by **November 10** a listing of names from the last three categories who are requesting participation so travel authorizations may be prepared at the Area level. All of the convention information is available on the MASWCD web site at www.maswcd.org under the Annual Convention Link.

Helping People Help the Land

An Equal Opportunity Provider and Employer

NRCS encourages selective attendance and participation by employees in career-related activities, professional organizations and training conferences or courses that enhance career development and professionalism. However, unless specifically authorized by the State Conservationist, NRCS does not require employees to attend outside organization meetings. Time spent traveling to and from an outside organization meeting is not considered hours of work for overtime, compensatory time or accrual or credit leave.

WILLIAM HUNT
State Conservationist

DIST: AE