



Natural Resources Conservation Service  
6013 Lakeside Boulevard  
Indianapolis, IN 46278

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June 30, 2008

SUBJECT: EOP – 2008 Indiana Black Exposition

TO: All NRCS Employees

File Code: 230-17

The 2008 Indiana Black Exposition will be held July 18<sup>th</sup>, through 20<sup>th</sup>, 2008 at the Indiana Convention Center and the RCA Dome located at 100 South Capitol Avenue in Indianapolis, Indiana. NRCS will participate in the Consumer Exhibition and has scheduled shifts for volunteers as follows:

**Friday, July 18<sup>th</sup>, 2008**

12:00 a.m. --- 3:00 p.m.  
3:00 p.m. --- 6:00 p.m.  
6:00 p.m. --- 9:00 p.m.

**Saturday, July 19<sup>th</sup>, 2008**

10:00 a.m. --- 1:00 p.m.  
1:00 p.m. --- 4:00 p.m.  
4:00 p.m. --- 7:00 p.m.  
7:00 p.m. --- 10:00 p.m.

**Sunday, July 20<sup>th</sup>, 2008**

12:00 Noon ---- 3:00 p.m.  
3:00 p.m. ---- 6:00 p.m.

Employees who volunteer on their normal work day may take administrative leave for their tour of duty time. Please be sure to enter your time accordingly. Because this is a voluntary activity, no overtime is authorized. Use of GOV is not authorized.

NRCS employees who volunteer to staff the exhibits on Saturday or Sunday can earn comp time; please check with your supervisor.

One (1) volunteer per shift is needed from NRCS. Please contact Bennie Clark, Jr. by phone at 317-290-3200, x394 or e-mail [bennie.clark@in.usda.gov](mailto:bennie.clark@in.usda.gov), to sign up.

This is a voluntary activity for employees, and should be coordinated with your supervisors.

/s/

JANE E. HARDISTY  
State Conservationist