

United States Department of Agriculture



Natural Resources Conservation Service  
6013 Lakeside Blvd.  
Indianapolis, IN 46278

May 15, 2008

SUBJECT: FNM – The Training Conference of the Asian Pacific Islander Organization (APIO) and the American Indian Alaskan Native Employees' Association (AIANEA)

TO: All Employees

File Code: 250-13-19

**ACTION REQUIRED BY: June 26, 2008**

The Asian Pacific Islander Organization (APIO) and the American Indian Alaska Native Employees Association (AIANEA) and the will hold a joint training conference in Spokane, Washington, August 11-15, 2008. The focus of the training will be on the importance of job skills, personal development and career enhancement. The conference agenda also includes NRCS programs and success stories. The first day is dedicated to the training needs of Special Emphasis Program Managers (SEPM).

An early registration fee of \$400.00 is available for those who register and pay before July 1, 2008. After July 1, the registration fee becomes \$425.00. Registration forms and other conference information are available and can be printed from the [www.apio.org](http://www.apio.org) or [www.aianea.com](http://www.aianea.com) website.

A block of rooms have been reserved under the group code of APIO/AIANEA at the Mirabeau Park Hotel & Convention Center, North 1100 Sullivan Road, Spokane Valley, Washington 99037. Reservations must be made on or before July 10, 2008, to guarantee the Federal Lodging rate. The phone numbers for the hotel are (866) 584-4674 or direct (509) 924-9000.

The following attendance categories may receive approval consideration, by their supervisor, on a “government time and attendance” basis.

- Receiving an Award, Citation, Commendation or Scholarship
- Presenting a topical paper or other agenda fulfillment
- Regional Chapters Officers and Executive Board Member
- Chairperson/Member of the Midwest Regional Chapter Committee/Task Force
- State/Regional Representatives
- Member of Regional Conservationist's staff
- Training/People receiving training

All employees requesting attendance on a government time and attendance basis must submit their names to their Area Conservationist or Leadership Team member for approval. The Area Conservationist or Leadership Team member are requested to then submit their compiled lists to Gail Voiles, by email, by COB June 26, 2008.

/s/

JANE E. HARDISTY  
State Conservationist

cc: Gail Voiles, Accounting Technician, NRCS, Indianapolis, IN

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