

United States Department of Agriculture



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

April 17, 2008

SUBJECT: FNM – Travel to the National Organization of Professional Hispanic Natural Resources Conservation Service Employees (NOPHNCSE) Training

TO: All Employees

File Code: 250-13-19

ACTION REQUIRED BY: May 30, 2008

The National Organization of Professional Hispanic Natural Resources Conservation Service Employees (NOPHNCSE) will hold its 16th Annual Training Conference in Madison, Wisconsin at The Madison Concourse Hotel, One West Dayton Street, Madison, Wisconsin 53703, July 7-11, 2008. The Hispanic Emphasis Program Managers (HEPM's) will be having their annual training in conjunction with the NOPHNCSE Conference.

A block of rooms has been reserved under **NOPHNCSE Group** at The Madison Concourse Hotel through **June 7, 2008**, for this conference. The phone number to call for reservations is 1-800-356-8293.

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
- State/Regional Representatives
- 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, via email, by COB May 30, 2008.

/s/

JANE E. HARDISTY
State Conservationist

cc: Donna Coleman, Budget Officer, NRCS, Indianapolis, IN
Gail Voiles, Accounting Technician, NRCS, Indianapolis, IN