



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

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October 26, 2005

**INDIANA BULLETIN NO. IN 330-6-1**

**SUBJECT: MGT - FY 2006 OFFICE WEEKS & REGULAR MEETING  
SCHEDULES**

Purpose: To announce the dates for FY-2006 and provide information on state level activities.

Expiration Date: September 30, 2006

For your long-term scheduling, FY-2006 office weeks are:

October 17, 2005	April 17, 2006
November 21, 2005	May 15, 2006
December 19, 2005	June 19, 2006
January 23, 2006	July 17, 2006
February 20, 2006	August 21, 2006
March 20, 2006	September 18, 2006

In order to maintain effective communication, all Indiana NRCS state office employees must place a priority on being present during office week. Travel and activities, which you can control, should not be scheduled during these days. This does not include the MLRA Region 11 Office or the Soil Survey Project Office.

**CONSERVATION PARTNERSHIP LEADERS' CONFERENCES**

Conservation Partnership Leaders' Conferences are held on Tuesday of office weeks during October, December, February, April, June, and August. Partnership Leaders' meetings will be held from 9:00 a.m. to 3:30 p.m.

**NRCS LEADERSHIP TEAM MEETING**

NRCS Leadership Team meetings are held on Tuesdays of office week in November, January, March, May, July and September. During other months they will be held on Thursday. These meetings will begin at 8:00 a.m.

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NRCS Leadership Team staff meetings are also held on Monday morning of each week with the exception of the Monday of state office week. If a holiday falls on Monday, the Monday staff meeting will be held on Tuesday of that week.

NRCS Leadership Team meetings with FSA Leadership are held the 1<sup>st</sup> Monday of each month at 12:30 p.m. If a holiday falls on the first Monday of the month, the meeting will be held the following Monday.

#### STATE OFFICE STAFF MEETINGS

State office staff meetings (i.e. Technology Team, Programs Team, etc.) are scheduled in a manner not to conflict with other scheduled meetings.

#### STANDING COMMITTEE MEETINGS

Chairpersons of standing committees should schedule their meetings not to conflict with these schedules. Chairpersons are also responsible for scheduling the meeting location and informing participants of that location.

#### STATE OFFICE EMPLOYEES' ASSOCIATION

All state office employees meet on Monday morning of office week at 8:00 a.m. for a short all-personnel meeting. When the Monday of office week falls on a holiday, the state office employees' association meeting will be canceled for that month. Field office employees are requested to use voice mail during this time unless it is an emergency.

JANE E. HARDISTY  
State Conservationist