



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

September 24, 2007

INDIANA BULLETIN NO. IN 330-8-1

**SUBJECT: MGT - FY 2008 OFFICE WEEKS & REGULAR MEETING
SCHEDULES**

Purpose: To announce the dates for FY-2008 and provide information on state level activities.

Expiration Date: September 30, 2008

For your long-term scheduling, FY-2008 office weeks are:

October 15, 2007	April 21, 2008
November 19, 2007	May 19, 2008
December 17, 2007	June 16, 2008
January 22, 2008	July 21, 2008
February 19, 2008	August 18, 2008
March 17, 2008	September 15, 2008

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 8:30 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 1st 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 in January, April, July and October of office week at 8:30 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 the following workday for that month. Field office employees are requested to use voice mail during this time unless it is an emergency.

/s/

JANE E. HARDISTY
State Conservationist