



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

September 30, 2004

INDIANA BULLETIN NO. IN 330-5-1

**SUBJECT: MGT - FY 2005 OFFICE WEEKS & REGULAR MEETING
SCHEDULES**

Purpose: To announce the dates for FY-2005 and provide information on state level activities.

Expiration Date: September 30, 2005

For your long-term scheduling, FY-2005 office weeks are:

October 18, 2004	April 18, 2005
November 15, 2004	May 16, 2005
December 20, 2004	June 20, 2005
January 17, 2005	July 18, 2005
February 21, 2005	August 15, 2005
March 21, 2005	September 19, 2005

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.

CONSERVATION PARTNERSHIP MANAGEMENT TEAM

The following dates are scheduled for the Partnership Management Team: November 23, 2004, January 19, 2005, March 23, 2005, May 18, 2005, July 20, 2005, and September 21, 2005. These meetings will be held in the NRCS conference room.

DIST: 0

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.

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 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.

/s/ Travis Neely {Acting For}

JANE E. HARDISTY
State Conservationist