



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

September 30, 2003

INDIANA BULLETIN NO. IN 330-3-1

**SUBJECT: MGT - FY 2004 OFFICE WEEKS & REGULAR MEETING
SCHEDULES**

Purpose: To announce the dates for FY-2004 and provide information on state level activities.

Expiration Date: September 30, 2004

For your long-term scheduling, FY-2004 office weeks are:

October 20, 2003	April 19, 2004
November 17, 2003	May 17, 2004
December 15, 2003	June 21, 2004
January 19, 2004	July 19, 2004
February 16, 2004	August 16, 2004
March 15, 2004	September 20, 2004

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 19, 2003, January 21, 2004, March 17, 2004, May 19, 2004, July 21, 2004, and September 22, 2004. 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/

JANE E. HARDISTY
State Conservationist