



January 28, 2003

OKLAHOMA BULLETIN NO. OK250-3-13

SUBJECT: FNM – FY2003 Budget Allocation for Oklahoma

Purpose: To inform NRCS employees of budgetary constraints

Expiration Date: September 30, 2003

In light of the continuing resolution and possibilities of a budget short fall, Oklahoma NRCS is imposing the following actions immediately.

Each employee is expected to fully cooperate in reducing budgetary costs by being prudent while meeting critical mission responsibilities.

Travel

- All travel requests to attend Professional Society meetings will be considered on a case by case basis.
- Out of state travel is restricted to critical agency responsibilities. All out of state travel must be approved in advance. Requests should be submitted to Ed Kephart, State Administrative Officer. A committee comprised of John Glover, Les Conner, Kevin Norton, Randy Freeland, and James Wood, will review requests and make authorization determinations.
- OACD meeting attendance and reimbursement will be limited to state staff and district conservationists who have at least one district director attending. State staff and district conservationists within 90 miles of Oklahoma City are required to commute. They will not be approved for lodging expenses associated with the meeting.

Purchases

- There will be no new equipment purchases. Equipment replacement will be limited to meeting critical agency responsibilities. Purchases necessary to maintain a safe and healthy workplace, (i.e., vehicle tires, broken chairs, etc.) should be purchased as needed. Requests greater than \$500.00 should be submitted to Ed Kephart, State Administrative Officer.
- Supplies should be purchased conservatively to meet agency needs. Purchasers should plan orders in advance and utilize mandatory source suppliers, i.e., Boise Cascade.

Training

- NEDC training is being reduced. Approved participants will be contacted by Human Resources to ensure proper authorization. Contact Human Resources if you are notified by NEDC about an upcoming course prior to traveling to training location. Unauthorized travel is not eligible for reimbursement.

Dist: AO

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Cell Phones

State staff is currently reviewing cell phone usage and guidance will be provided soon. Cell phones that are authorized for use must meet the following requirements.

- Limit phone calls to agency critical business.
- Check Voicecom only for urgent messages.
- Do not publicize cell phone numbers for general use (i.e., business cards, general public, etc.)
- Contracts will be reviewed with Luann Lillie for "best buy" plans.



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State Conservationist