



Natural Resources Conservation Service  
100 USDA, Suite 206  
Stillwater, OK 74074-2655  
405.742.1219

April 2, 2003

**OKLAHOMA BULLETIN NO. OK250-3-16**

**SUBJECT: FNM – Attendance Requests for the All-Oklahoma Chapter of Soil and Water Conservation Society (SWCS) Annual Meeting**

**Purpose:** To provide information about the meeting and proper procedures regarding attendance approval

**Expiration Date:** September 30, 2003

**Action Requested by: April 21, 2003**

The All-Oklahoma Chapter of the Soil and Water Conservation Society (SWCS) Annual Meeting will be held at the Western Hills Guest Ranch on Fort Gibson Lake, in Wagoner, Oklahoma. The meeting dates are May 28-30, 2003. A copy of the meeting registration is attached. Registration payment and forms are to be sent to Melanie Oliver, TRC, Pawhuska, by April 21, 2003.

The following attendance categories will receive approval consideration on a "Government Time/Government Expense" basis, subject to availability of travel funds:

- State SWCS Officer and Board Member
- Receiving an Award
- Presenting a Topical Paper

Other NRCS employees may be nominated to attend the meeting in the "Government Time/Government Expense" category. Attendance will be approved or disapproved based on the justification provided. The following attendance categories will receive approval on a "Government Time/Personal Expense" basis:

- SWCS Member

Requests should be submitted to your supervisor using the OK-FNM-1, Meeting Attendance Request form. Supervisors concurring with these requests, must forward the form to the appropriate SLT supervisor for further approval. Travel Authorizations will be issued for employees not included on the Limited Open who are approved for government expense. Those employees will need to provide a copy of the approved OK-FNM-1 to the appropriate OA/Secretary for processing a travel authorization.

A handwritten signature in cursive script, reading "M. Darrel Dominick".

M. DARREL DOMINICK  
State Conservationist

Attachment

Dist: AE