



May 13, 2003

OKLAHOMA BULLETIN NO. OK250-3-19

SUBJECT: FNM – Attendance Requests for the Soil and Water Conservation Society (SWCS) Annual Meeting, Spokane, Washington, July 26-30, 2003

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

Expiration Date: September 30, 2003

ACTION REQUESTED BY JUNE 24, 2003

The 2003 Soil and Water Conservation Society (SWCS) Annual Conference will be held in Spokane, Washington, July 26-30, 2003. This year's theme is, "The Columbia, Conserving a Legacy of Life". There are two hotels for this meeting (with blocks under "SWCS" at both): the Double Tree Hotel (City Center) is the headquarters hotel, located at 322 N. Spokane Falls Court in Spokane, for reservations call, 1-800-222-8733. The second hotel is the West Coast Grand Hotel (recently changed to the Red Lion), located at 303 W. North River Drive, Spokane, for reservations call 1-800-325-4000.

The following attendance categories will receive approval consideration on a "government time and expense" basis:

- **Receiving an award, citation, or commendation**
- **Receiving a scholarship**
- **Presenting a Topical Paper or Poster**
- **Member of the Chief's Staff**
- **Training (providing or fulfilling a training need)**

Employees will be approved or disapproved, based on travel costs and budget, plus adherence to the above justification for attendance. Other employees may request consideration on "government time/personal expense" and these will also be reviewed for approval/disapproval.

Policy for meeting attendance is specified in the General Manual, Title 250, Part 406. After supervisor approval, requests must be received in my office by Tuesday, **June 24, 2003**, for consideration and approval. The approved requests will be forwarded to the Regional Conservationist (RC), then compiled and forwarded to NHQ for finalization. Those who wish to attend should make all reservations (motel and air travel, if applicable). The reservations should be cancelled by the employee in the event approval is not granted. The registration and agenda can be accessed at: <http://www.swcs.org/>.

/s/ (John Glover – Acting)

M. DARREL DOMINICK
State Conservationist

Dist: AE