



Natural Resources Conservation Service State Office 100 USDA, Suite 206 Stillwater, OK 74074-2655  
Telephone 405.742.1240

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June 22, 2004

**OKLAHOMA BULLETIN NO. OK 250-4-29**

**SUBJECT: FNM -- Oklahoma Grazing Lands Conservation Association (OGLCA) Annual Grazing Lands Conference**

**Purpose:** To provide information about the conference and procedures regarding attendance approval.

**Expiration Date:** September 30, 2004

Action Requested by: July 16, 2004

The OGLCA Annual Grazing Lands Conference will be held at the LaQuinta Inn in Oklahoma City on August 13-14, 2004. (A copy of the agenda and meeting registration form is attached.) The OGLCA meeting, Grazing Lands Dollar\$ and Cent\$, provides a great opportunity for producers and employees to develop their skills in grassland related subjects.

All NRCS employees are encouraged to advertise the meeting in their work area, and provide copies of the agenda and registration information (attached) to interested cooperators upon request.

Attendance by NRCS employees must be requested on the OK-FNM-1 form. Requests for government time and/or expense should be submitted to your supervisor using a travel information sheet. Supervisors concurring with these requests, must forward the forms to the appropriate SLT supervisor for further approval. All requests must be approved by the State Conservationist.

Those employees requiring a travel authorization must provide a copy of the approved OK-FNM-1 to the appropriate OA for processing. Due to the value of training at the conference, registration fees and per diem will be approved based on availability of travel funds, and approval of the State Conservationist. Employees approved for attendance should complete the attached registration form and mail it along with the \$50 registration fee.

Questions concerning the conference can be directed to Steve Glasgow at 918.341.3241 x116, Jack Eckroat at 405.742.1283, or Randy Freeland at 405.742.1240.

*/s/ Kevin Norton acting for*

M. DARREL DOMINICK  
State Conservationist

Attachment

DIST: AE