



September 27, 2004

OKLAHOMA BULLETIN NO. OK330-4-12

SUBJECT: MGT – Administrative Support for Zones

Purpose: To provide information on changes in administrative support contacts due to reorganization of Office Assistant (OA) positions.

Expiration Date: September 30, 2005

Oklahoma Leadership recently made the decision to reorganize the Zone Office Assistant positions. The reorganization plan goes into effect October 3, 2004. As we transition into the new organizational structure, NRCS employees will be provided support for administrative functions from different support personnel. This bulletin provides interim support information.

Office Assistants – Shelley Hungerford will provide overall administrative support to all offices in Zones 2 and 4, including the Claremore, McAlester and Pauls Valley TSO. Bobby Gerloff will provide administrative support to all offices in Zones 1 and 3, including the Clinton, Perry and Woodward TSO. The Office Assistants will work directly with field personnel and administrative support personnel to ensure administrative needs are met. Field personnel will continue to send requests for tour of duty changes, leave, meeting attendance, travel, overtime/comp time, etc., to the Office Assistant. Office Assistants will also provide Farm Bill contract administrative support, as well as major procurement support, property management support, and administrative training for field offices. **Shelley Hungerford's phone number will remain 405.742.1232. Bobby Gerloff's phone number will be 405.742.1252.** Confidential fax's may be sent to 405.742.1286, while routine fax's may be sent to either 1286 or 405.742.1201 for either OA.

Timekeeping – Timekeeping support for TSO, field office, tribal resource conservationist, and RC&D personnel will be provided as follows until the Clinton TSO clerk is hired and trained:

- Julia MacGowan – Teams 8, 9 (including RC&D) and Pauls Valley TSO**
- JoAnn Keltch – Teams 1, 2, 7 (including RC&D) and Clinton and Woodward TSO**
- Sharla Mullins – Teams 3, 4 (including RC&D) and Perry TSO**
- Linda Burlison – Teams 10, 11, 12 (including RC&D) and McAlester TSO**
- Wilma Fraley – Teams 5, 6 (including RC&D) and Claremore TSO**

Travel – Travel Authorizations and payment application support will be provided as follows for field office employees, including Tribal Resource Conservationists and RC&D employees within the zones:

- Bobby Gerloff – Zone 1 & 3**
- Shelley Hungerford – Zones 2 & 4**

Watershed and TSO specialists will continue to process travel through previously determined support channels.

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Small Procurement – District Conservationists, Tribal Resource Conservationists, and RC&D Coordinators with purchase cards will continue to make small procurement purchases. If additional procurement is required for small purchases, TSO clerks will provide primary support with back-up support from OA's.

TSO Clerks – TSO clerks will provide administrative support to TSO staffs and, to a lesser extent, limited assistance to Field Offices, Tribal Resource Offices, and RC&D offices. The clerks will be responsible the following functions: quarterly consolidation of Quality Assurance (Management 1 Worksheets) reports, review of TSO PCMS reports, monthly schedule requests, and filing assistance.

WRP and CAT Contracts – OA's will serve as primary support, with Joni Hays providing back-up administrative contract support.

Questions concerning administrative support issues should be directed to the appropriate ASTC (FO) or Leslie R. Conner, State Administrative Officer.

M. DARREL DOMINICK
State Conservationist