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January 15, 2004

OKLAHOMA BULLETIN NO. OK360-4-11

SUBJECT: PER – All Personnel Meeting

Purpose: To announce the all personnel meeting to be held in Stillwater

Expiration Date: September 30, 2004

Action Required By: Tuesday, January 27, 2004

An all personnel meeting will be held in Stillwater April 26-28, 2004 at the Meridian Technology Center. We are excited about this opportunity to get together, and are looking forward to an outstanding program and fun time. The program for the meeting will be non-technical, with emphasis on motivation, financial planning, communication, computer skills, civil rights, etc.

The meeting will begin at 12:30 pm on Monday April 26th, and will adjourn at noon on Wednesday, April 28th. Registration will begin at 11am on Monday. Everyone must be registered by the start of the program at 12:30 pm. Information concerning travel arrangements will be released in a later bulletin.

All permanent Oklahoma NRCS employees are expected to attend. Therefore, do not schedule annual leave or other activities during this period. Student trainees can attend during their scheduled tour of duty.

Part of the agenda includes an afternoon of breakout sessions and possible evening social activities. A survey has been developed so all employees can provide feedback on evening activities, and to choose the breakout session topics they would be interested in attending. To choose your topics, go to <http://intranet.ok.nrcs.usda.gov/>, and click on ALL EMPLOYEES MEETING SURVEY. After filling out the survey, click on 'Submit'. (The first four blanks must be filled out in order to submit.) Please complete survey by Tuesday, January 27th. This survey will be used to reserve your place in three breakout sessions. If you do not return the survey, you will be assigned to any three breakout sessions.

/s/ Kevin Norton acting for:

M. DARREL DOMINICK
State Conservationist

Attachment

DIST: AE