

The National Organization of Professional Black Natural Resources Conservation Service Employees

PRESIDENT'S MESSAGE FOR THE PRELIMINARY PROGRAM AGENDA

Enclosed is the preliminary conference agenda for our December 13-17, 2004, Annual Training Conference to be held at the Doubletree Hotel in Sacramento, California. Please take the time to read it carefully and help us plan the best possible training conference to meet your needs. We need you to register early at the hotel and to register for training courses offered as concurrent training sessions. Training arrangements and meeting room facilities must be matched with your expressed training needs. To the maximum extent possible, we are going to make your training requests a "first come, first served" selection until each class session is filled.

We hope to accommodate everyone's request for training. In the unlikely event certain sessions are filled, we are asking that you identify, in priority order, other training offered that will fit the needs of your documented Employee Development Training Plan.

Please note that this year we have planned a special conservation bus tour of western agricultural conservation practices on Friday, December 17. I strongly suggest that you sign up early and participate in this highly informative tour. You undoubtedly will see many western conservation practices that will put our national conservation program in a different light.

We've worked carefully with our Employee Development Committee, Chaired by Burthel Thomas of Arkansas, to present an interesting array of timely, mission-critical, cutting edge training sessions. You can't go wrong with any selection on the concurrent session matrix. Our general session topics are purposefully designed to capture the attention and imagination of all. Our instructors and session leaders include some of the top experts in the agency and Department.

Thanks to the West Region Chapter of The Organization under the hard working leadership of Curtis Tarver, the entire West Region State Conservationists, and especially California STC Conservationist Chuck Bell, and the entire NRCS management leadership team under Chief Bruce Knight, we are anxiously looking forward to another great Organization training experience in California.

This is my final year as President of this great Organization. It's been a wonderful four years of learning. Let's go out in a celebratory training conference blaze of glory **TOGETHER** in the great state of California!

William Hunt, President
The Organization

Officers

William Hunt
President

Ann English
Vice President

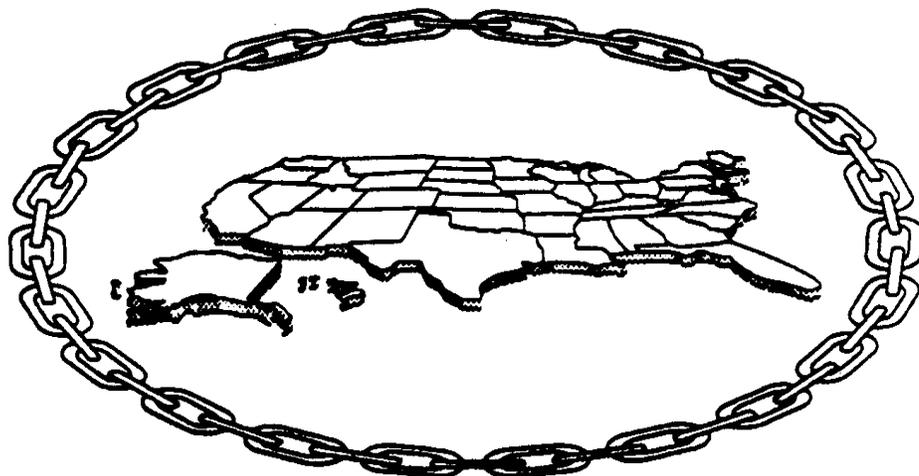
Kandace W. Dye
Correspondence Secretary

Patricia H. Gaines
Recording Secretary

Terron L. Hillsman
Treasurer

Charlie E. Williams
Parliamentarian

Patti Jackson-Kelly
Historian



The National Organization of Professional Black Natural Resources Conservation Service Employees

12th Annual Training Conference

Western Diversity:

Many Faces, Many Dreams, One Vision - - Conservation

December 13 - 17, 2004

DoubleTree Hotel

Sacramento, California

12th Annual Training Conference of the National Organization of Professional Black Natural Resources Conservation Service Employees

“Western Diversity: Many Faces, Many Dreams, One Vision -- Conservation”

Preliminary Program and Registration Materials

December 13 –17, 2004

www.nrcs.usda.gov/intranet/organ

12th Annual Training Conference

The National Organization of Professional Black Natural Resources Conservation Service Employees (The Organization) is hosting their 12th Annual Training Conference at the Doubletree Hotel in Sacramento, CA December 13 – 17, 2004. This year’s theme is **“Western Diversity: Many Faces, Many Dreams, One Vision -- Conservation”**.

The conference will offer a unique opportunity for learning, networking, and sharing of ideas. Participants will select the concurrent sessions they wish to attend consistent with their documented training developmental needs. To assist participants with making their selection, course descriptions are provided for each session. Participants are asked to complete and return the enclosed course registration form by November 1, 2004. Please prioritize the courses you wish to attend with “1” being the highest and “10” being lowest.

COURSE DESCRIPTIONS

Integrated Accountability System (IAS)

The Integrated Accountability System (IAS) combines data from several major integrated accountability system programs and provides information that is vital for good office and agency management. Its purpose is to assist agency leadership in managing resources efficiently and effectively. The IAS was designed to answer several key questions that agency managers are asked each day about agency performance, budget, and costs. It is a web-based system that gives real-time, on-line access to information in a format useful to managers at all levels of our agency. The IAS is designed to

provide the best estimate of the cost (based on location worked) of programs and activities by office locations across the country and to relate these costs to performance accomplishments. Information is available by National, Regional, Center, State, County and Project Offices. It can also be used to produce Congressional District reports. The system meets the requirements of the Government Performance Results Act (GPRA) and the President’s Management Agenda for Budget Performance Integration. Participants will learn about the relationships between the various NRCS accountability databases and how this information can help them manage for better operational efficiency and accountability. Participants will also learn how to access the site, learn what reports are available, and learn how the data can best be used to analyze agency performance.

ProTracts

ProTracts is a web-based application for managing and producing official contracts for NRCS conservation programs at all levels of the agency. The course will provide an overview of the contracting tools capabilities and an update on current and future enhancements. The objective of this course is to provide awareness on how the software program is being used to make program contracting and contract management more efficient, easier, and accurate.

RUSLE 2

RUSLE 2 is the new field assessment tool to be used by NRCS in producing Soil Conditioning Index (SCI) information. It is a Window-based model placed in field service centers for use by field personnel for all soil quality conservation

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planning assessments. The presenter will discuss the development and demonstrate the use of RUSLE 2 in a Windows-based computer environment.

Comprehensive Nutrient Management Plans (CNMP)

This session will concentrate on waste storage and handling which is an important component of a CNMP. The regulations and NRCS policies we should be familiar with will be pointed out. The instructor will identify some of the technical service providers and other experts in the field of nutrient management and discuss how we can get help to assist our customers. This course is designed to provide **continuing education credits** for persons certified as a Nutrient Management Specialist and will increase participants' skill level in CNMP.

Employee Relocation

This course explains in plain language the allowances provided to eligible employees making a permanent change of duty station. It covers travel authorizations, advances and voucher preparation, advance house hunting, en-route travel, temporary quarters, shipment of household goods/automobiles, real estate expenses, and miscellaneous and other relocation expenses. Upon completing this course, participants will have a better understanding of relocation benefits and allowable expenses that are eligible to be claimed when changing permanent duty locations.

Rhythm of Life and Nutrition

This session will inform participants on how to improve the quality of life through a lifelong practice of moderate regular physical activity. The evidence linking physical activity to numerous health improvements is astounding. Regular physical

activity greatly reduces the risk of coronary heart disease, developing diabetes, hypertension, and many other diseases. This course provides tips on healthy living even with hectic schedules. The objective of this course is to show how regular physical activity and eating is an achievable means to a healthier life and a reduction in medical expenses and use of sick leave.

Parliamentary Procedure

Presenters will demonstrate how to conduct a successful meeting using proper Parliamentary Procedure. The skit will involve an actual business meeting as well as role-play events. This demonstration will enhance the parliamentary procedure skills of leaders and members, whether experienced or inexperienced. The objective of this course is to provide organizational leaders and members with skills in conducting and participating in high quality and efficient meeting with partners and others.

E-Directives System

This course will review the agency's official filing system. Training will include how documents are created, entered, and retrieved from the electronic directives systems. The question, "what items are currently in the E-Directives system and how do I retrieve them?" will be answered. Upon completing this course, the participants will know how the E-Directives system works and be better able to file and retrieve information from the system.

E-Government

This course will look at the various tools that make up electronic government. The presenter will explain how NRCS and USDA are currently using

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E-Government. Also, new ways to expand the use of E-Government will be explored. The objective of this course is to expand participants' knowledge of how E-Government can be better used to serve NRCS internal and external customers.

Open Forum with the Deputy Chief for Management and the Deputy Chief for Strategic Planning and Accountability

The Deputy Chiefs will provide update on current activities in their areas and answer questions for participants. The objective of this course is for participants to have an informal discussion with the Deputy Chiefs and gain a better understanding of current initiatives and future direction of the Agency.

Federal Employees Retirement System (FERS)

Retirement is something hopefully most of us will do one day. But how do we plan for it? This course will discuss issues such as planning for retirement, health, and life insurance benefits after retirement, creditable service, thrift savings plan, social security, and other aspects under the FERS. The objective of this course is to help people think about and set realistic goals, objectives, and develop plans for a comfortable retirement.

Financial Planning

This session will provide basic information on financial planning, protecting your heir property through use of wills, trusts, etc., and insight on the power of investing. The objective of this course is to provide information that will help participants make sound financial decisions now to prepare for a financially secure future.

Open Forum with the Deputy Chief for Programs

The Deputy Chief will provide an update on current program activities and answer questions from participants. Upon completing this course, participants will have a better understanding of the agency program initiatives and the future direction of the Agency.

Flexible Spending Account

Flexible Spending Account (FSA) is a pre-tax benefit available to Federal employees to ensure availability of funds to pay out-of-pocket medical or dependent care expenses of a child or dependent parent. The course will provide enough information for employees to decide if the program will meet their needs, how to enroll, how to estimate allotments, and how to receive reimbursement.

GPS/Mobile Data Collection/Digital Camera Training

This course will provide an introduction of how Geospatial technology can benefit NRCS users. Students will be exposed to the 3 different levels of GPS implementation and the applications and capabilities of each. The first level is the use of the GPS receiver for “in the field” conservation and resource inventory functions. The second level will explore using the GPS data to create GIS data points, lines, and polygon features. The third level of implementation will look at using the mobile computers for GIS on-site and real-time mapping applications. Instructors from NCGC will demonstrate the application of the digital camera and simulate the use of the GPS for GIS feature creation with and without the use of a mobile

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device for real-time mapping. The course objective is to provide an introduction to GIS/GPS applications and equipment available to NRCS through the USDA GPS purchase contract.

Homeland Security

A Department-wide National Interagency Incident Management System (NIIMS) has been implemented. This course highlights some of the pertinent features of this system, which includes command and control, coordination, and publications management. USDA has developed additional security procedures for use when the threat of terrorist attacks increase. Understanding the different threat levels will also be discussed. Upon completing this course, participants will understand the different threat levels and be prepared to carry out agency, community, and family response to national emergencies.

Conservation Effects Assessment Project (CEAP)

The multi-agency Conservation Effects Assessment Project (CEAP) is designed to measure the environmental outcomes of our various conservation programs. This study is a partnership effort between NASS, FSA, ARS, and NRCS. The attendees will learn about the study content, design, and projected completion date. The objective of this course is to help attendees understand how the NRI-CEAP will be used to support conservation programs and what role field employees need to play and when.

All in the Family

The instructor will provide information on the importance of becoming knowledgeable of the social and economic implications of land ownership. Participants will become knowledgeable of the various types of family land-holding and business

organizations that perpetuate land ownership and wealth. This will be done by examining and understanding four principal tactics that can be used to prevent involuntary land loss.

Customer Service Toolkit Next Generation

The Customer Service Toolkit is the official conservation planning tool of NRCS. The instructor will discuss its user-friendly application that helps conservation planners provide high quality conservation plans, maps, and conservation contract products through current technologies such as GPS, ArcView, and the Internet. This session will provide training on Customer Service Toolkit Next Generation with a focus on conservation planning, products, and official conservation contracts.

Operations Management Training – Quality Assurance

Participants will learn about their roles and responsibilities related to technical and programs quality assurance and methods used for conducting good quality assurance reviews in their regional, center, state, area, field and project offices.

ICAMS/Plato/Aglearn

The instructor will discuss these three automated tools, their capabilities, transition plans, how they are integrated, and future developments associated with each of them. The instructor will also discuss how employees can use these tools to manage their training plan information.

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Legislative Awareness

This session will provide an overview of the Legislative Awareness function at the National Headquarters along with review of the legislative process and how it affects our agency operations. In addition, the discussion will include guidelines for handling Congressional inquiries, including employee interactions with members of Congress.

Ethics

The instructor will discuss the most recent information related to Ethics and Federal Employment. Special emphasis and examples of the do's and don'ts related to the Farm Bill will be discussed.

Open Forum with the Deputy Chief for Science and Technology and the Deputy Chief for Soil Survey and Resource Assessment

The Deputy Chiefs will provide an update on current activities in their areas and answer questions from participants. The objective of this session is for participants to have an informal discussion with the Deputy Chiefs and gain a greater knowledge and understanding of present and future agency needs including their roles in the process.

Water Quality

This course will focus on NRCS Water Quality policy and teach principles and how to apply them in daily NRCS activities at the field, farm, and watershed levels. The instructor will explain how water quality policy has evolved with time.

Economics of Conservation Planning

This course enables non-economists to understand and perform basic economic analysis during conservation planning. It also enables participants to become more knowledgeable of the role economics plays, both from the land user, decision-maker viewpoint, and from their roles as conservation planners. Upon completion of this training, participants will be able to integrate field level economics while following conservation planning procedures, have an improved understanding of the land user's perspective of conservation, and learn how to “talk” economics with land users and provide economic information for decision making.

A-76 Competitive Sourcing

The objective of this course is to inform participants how this initiative is to increase government performance and efficiency through the use of public-private competition. These competitions compare the cost of accomplishing the same work through private sector contracts, and then utilizing the most cost effective source.

Soil Data Mart

The purpose of the Soil Data Mart is to provide a single point of delivery of NRCS official soil survey information. It will house all official digital and tabular soil data for the entire country. Users of the Soil Data Mart will be able to get on-line soil tabular reports, download spatial and/or tabular data, view metadata, download the State Access Template for ArcView use, and subscribe

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to the Soil Data Mart to get announcements for any updates of county specific data.

Electronic Soil Surveys and Soil Survey Scholarships

The presenter will provide information on changes in the Soil Survey Program related to publishing soil surveys. The standardization of digital soil survey format for CDs, DVDs, and Web-based products will be discussed. Also, information will be provided on types of scholarships available and how they can be obtained.

Effective Presentations

This course provides the knowledge and skills necessary for participants to prepare and deliver effective presentations. The material includes an overview of needs analysis and the basics of adult learning principles. Participants will learn how to deal with the fear of public speaking and how to use effective speaking techniques and speaking aids.

ArcGIS (ArcView, ArcEditor, ArcInfo)

Course participants will be exposed to ArcMap, ArcCatalog, and ArcToolbox, and explore how these applications work together to provide a complete GIS software solution for conservation planning, wetland, and water quality activities. The course introduces fundamental GIS concepts, as well as how to create, edit, and work with georeferenced spatial data applied to NRCS business activities. Attendees will observe how to manipulate tabular data, query a GIS database, and present data clearly and efficiently using maps and charts.

Conservation System Guide Sheets (CSGS)

Section 3 of the Field Office Technical Guide addresses Conservation System Guide Sheets (CSGS). Many have been migrated to excel spreadsheets in the electronic version of eFOTG; some are still under development. The CSGS allows the user to create conservation system guides online in an application that will eventually supply information to the Performance Results System (PRS) and Toolkit. This is a move in the direction of associating specific performance with impacts and outcomes.

Technical Service Providers (TSPs)

The 2002 Farm Bill authorized USDA to use Technical Service Providers (TSPs). The premise behind TSPs is that the public interest to do conservation work and the government's financial commitment are both at historic levels. The 2002 Farm Bill increased the nation's conservation investment by \$17 –\$18 billion. NRCS and the locally-led partners are committed to getting this money out quickly and efficiently. Helping build a new industry of certified technical assistance professionals from the private sector, non-profit organization, and conservation activities will help with this commitment.

Correspondence Procedures Training

The introduction to this course is to explain the structure and importance of correspondence and the necessity of proper filing procedures. A brief summary of the agency correspondence procedures manual will be provided. Everyone in attendance will receive the 100+ page manual, produced in May 2004, and will be the

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key training tool for the upcoming initiative taking place over the course of the next several months throughout the regions. Walk-through examples are provided of the various types of correspondence generated by USDA/NRCS. Examples will include letters, memorandums, decision memorandums, and informational memorandums.

Networking Skills

This session will look at best ways to do networking and how to set up and maintain networks, both internal and external to the agency. Methods to improve our business process through the use of networking will be explored. This course will also cover the very important social graces of networking. Upon completing this course, the participants will be able to identify and use networking tools to improve the agency and USDA business processes.

Effective Briefing Techniques

Many opportunities occur to brief management on various programs, reports, and activities. This session will look at the best ways to package your information and deliver it in an effective and persuasive way to management. The course will cover the do's and don'ts of effective briefings. Upon completing this course, the participant will know how to conduct an effective briefing for management.

Federal Grants, Contribution, and Cooperative Agreements

Course participants will be presented basic information on Federal grants, contribution, and cooperative agreements to support the mission of NRCS. This course is designed for anyone who has a role in processing agreements or grants with other

Federal agencies, State and local governments, and private sector organizations. Emphasis will be placed on requirements for program implementation. The objective of this course is to enhance knowledge of NRCS contracting procedures, regulations, and requirements with emphasis on program implementation.

Regional Technology Centers

Regional Directors will explain operations of the new Technology Centers and services offered to states. Planned technology development and transfer to the field will be discussed. Participants will leave this session with a better understanding of how these newly created Regional Centers will improve our technical program delivery to internal and external customers.

Conservation Field Tour

Participants will become exposed to the various conservation programs and practices in California. Sites of interest that will be visited are Wes Rim Shared Habitat Project, Highland Farming Project, High Sierra Beef Project, Hedgerow Farm, Century Residential Development, Union School Slough Wetlands Reserve Program Easement, Putah Creek Riparian Area, and Urbanization Area in North Sacramento.

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Registration

The registration area will be open:

December 13, 2004 - 1:00 a.m. to 7:00 p.m.

December 14, 2004 - 6:30 a.m. to 5:00 p.m.

December 15, 2004 - 6:30 a.m. to 12:00 p.m.

Registration Information

Complete and return the registration form along with the appropriate registration fee.

Additional registration forms can be printed from The Organization home page at:

www.nrcs.usda.gov/intranet/organ

The training conference registration fee covers conservation field tours, program materials, 3 continental breakfasts, all morning and afternoon breaks, three luncheons, one banquet ticket, and other materials for each participant. Early registration fees are \$390.00 for members and \$435.00 for nonmembers if received and postmarked by November 1, 2004. Registration fees will increase to \$435.00 for members and \$480.00 for nonmembers after November 1, 2004. Family members and guests can purchase individual luncheon and banquet tickets as listed on the registration form. Tickets may be purchased on site. Tickets will be included with your registration materials.

Organization members who are life members qualify for a 20% discount on registration and merchandise sold by The Organization, receive special luncheon and banquet seating, and will have a special registration line. Life members are entitled to attend all activities.

Student rates are available to individuals who are full-time students and have proper identification.

Payment for the annual training conference registration will be accepted in US funds through money orders, checks, or credit cards. PLEASE DO NOT SEND CASH THROUGH THE MAIL.

Cancellation Policy

Cancellation of training conference registration must be received in writing by November 1, 2004, to receive a full refund. Cancellation in writing received after November 1, 2004, is subject to a processing fee of \$50.00. No refund will be made for the training conference after November 10, 2004. Due to commitments made to the service providers, this policy must be followed.

Special Needs

Please indicate on the registration form any physical, dietary, or other special needs. The planning committee and the West Region Chapter volunteers will be present at the registration area and will be available to assist all conference participants.

Accommodations

The DoubleTree Hotel Sacramento is holding accommodations, including standard queen, king, and double rooms. The price of the room is \$84.00 per night plus tax. To make a reservation, call the hotel's toll free number at 1-800-222-Tree or call the hotel's direct line at 916-020-8855, extension 4500 (be sure to

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request The National Organization of Professional Black NRCS Employees room block). The cut-off date for room reservation is November 10, 2004. The address of the hotel is 200 Point West Way, Sacramento, California. The hotel does accept debit cards.

Early Departure Fee

The DoubleTree Hotel will add an early check-out fee of \$50.00 to the individual account of those who check out prior to their reserved departure date. To avoid an early check-out fee, please advise the hotel at or before check-in of any change in planned length of stay.

Transportation

There are several options for local transportation. A taxi cab ride is \$25 - \$27 one way. The Super Shuttle fare from the Airport to the hotel is \$15.00 one way (1-800-258-3826). In addition, rental cars are available at the airport.

Activities at a Glance

Monday, December 13, 2004

Exhibits and Poster Setup	8:30 a.m. to 7:00 p.m.
Registration	1:00 p.m. to 7:00 p.m.
Executive Board Meeting	5:00 p.m. to 7:00 p.m.
Membership Drive	5:00 p.m. to 7:00 p.m.
The Organization's Store	5:00 p.m. to 8:00 p.m.
Committee Meetings	6:00 p.m. to 6:45 p.m.
Regional Meetings	7:00 p.m. to 8:30 p.m.
Moderator's Meeting	8:45 p.m. to 9:15 p.m.

Tuesday, December 14, 2004

Continental Breakfast	6:00 a.m. to 7:15 a.m.
Registration	6:30 a.m. to 5:00 p.m.
Picture Taking Session	5:00 p.m. to 6:00 p.m.
2004 Membership Drive	5:30 p.m. to 7:00 p.m.
Executive Board Meeting	5:30 p.m. to 6:30 p.m.
The Organization's Store	5:30 p.m. to 8:00 p.m.
Networking Session	6:00 p.m. to 7:00 p.m.
Live Auction	7:30 p.m.

Wednesday, December 15, 2004

Continental Breakfast	6:00 a.m. to 7:15 a.m.
Registration	6:30 a.m. to 12:00 p.m.
Membership Drive	5:00 a.m. to 6:00 a.m.
Chapter/Regional Pictures	5:00 p.m. to 6:00 p.m.
The Organization's Store	5:00 p.m. to 6:00 p.m.
Executive Board Meeting	5:15 p.m. to 5:45 p.m.
Annual Business Meeting	6:00 p.m. to 8:30 p.m.

Thursday, December 16, 2004

Continental Breakfast	6:00 a.m. to 7:15 a.m.
Exhibits/Posters Breakdown	2:00 p.m. to 5:00 p.m.
Banquet	6:30 p.m. to 9:00 p.m.
Mixer	9:00 p.m.

Friday, December 17, 2004

Conservation Field Tour	8:00 a.m. to 4:30 p.m.
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Saturday, 18, 2004

Training Conference Evaluation	9:00 a.m. to noon
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**** Remember to include both the course and conference registration forms when sending in your information.**

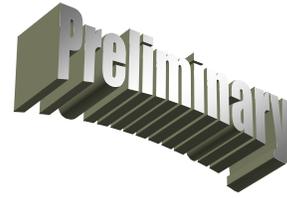
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Natural Resources Conservation Service Employees



Preliminary Program

December 13 – 17, 2004

Sacramento, California
DoubleTree Hotel



Western Diversity
Many Faces, Many Dreams, One Vision -- Conservation

Monday, December 13, 2004

- | | | |
|-------------------------|-------------------------------------|-------------------|
| 8:30 a.m. to 7:00 p.m. | Exhibits and Poster Setup | |
| 10:00 a.m. to 9:00 p.m. | NRCS Chief's Executive Team Meeting | |
| 1:00 p.m. to 5:00 p.m. | Career/HR Fair | |
| 1:00 p.m. to 7:00 p.m. | Registration | |
| 5:00 p.m. to 7:00 p.m. | Executive Board Meeting | President's Suite |
| 5:00 p.m. to 7:00 p.m. | 2004 Membership Drive | |
| 5:00 p.m. to 8:00 p.m. | The Organization's Store | |
| 6:00 p.m. to 6:45 p.m. | <u>Committee Meetings</u> | |
| | Awards | |
| | Budget | |
| | Communications | |
| | Constitution and By-Laws | |
| | Employee and Career Development | |
| | HBCU | |
| | Liaison | |
| | Urban | |
| | Ways and Means | |
| | Exhibits | |
| | Membership | |

Preliminary Agenda Continues

7:00 p.m. to 8:30 p.m. Regional Meetings

East
Midwest
Northern Plains
South Central
South East
West

8:45 p.m. to 9:15 p.m. Moderator's Meeting

Tuesday, December 14, 2004

6:00 a.m. to 7:15 a.m. Continental Breakfast

6:30 a.m. to 5:00 p.m. Registration

8:00 a.m. to 5:00 p.m. Career/HR Fair

7:30 a.m. to 9:00 a.m. **Opening Ceremony & General Session I**

Presentation of Colors

Sara Braasch West Regional Assistant Chief

Charles Bell State Conservationist

William Hunt President of The Organization

Bruce Knight Chief of NRCS

Mayor of Sacramento

9:00 a.m. to 9:30 a.m. Break

9:30 a.m. to 11:45 a.m. Welcome: Leadership of other Employee and Professional Organizations

Pooh Vongkhamdy	APIO
Bertha T. Venegas	NOPHNRCSE
Anna Whitebird-Perales	AIANEA
Sharon Ruggi	NARC&DC
Gary Mast	NACD
Robert Dobbs	NCDEA

Preliminary Agenda Continues

Motivational Speaker

Byron N. Kunisawa
Cultural Solutions

12:00 p.m. to 1:15 p.m. **Life Members Awards Luncheon**

1:30 p.m. to 3:00 p.m. Concurrent Training Sessions

3:00 p.m. to 3:30 p.m. Break

3:30 p.m. to 5:00 p.m. Concurrent Training Sessions

5:00 p.m. to 6:30 p.m. Picture Session

5:30 p.m. to 6:30 p.m. Executive Board Meeting

6:00 p.m. to 7:00 p.m. Networking Session

7:30 p.m. until Live Auction

Wednesday, December 15, 2004

6:00 a.m. to 7:15 a.m. Continental Breakfast

6:30 a.m. to 12:00 p.m. Registration

7:30 a.m. to 9:00 a.m. **General Session II**

IT Convergence

Mary Thomas
Director, Information Technology Division

Performance Assistance Rating Tool

Kathy Gugulis
Deputy Chief for Strategic Planning & Accountability

Preliminary Agenda Continues

9:00 a.m. to 9:30 a.m. Break

9:30 a.m. to 10:15 a.m. **General Session III**

Realizing the Promise of the Farm Security and Rural
Investment Act of 2004

Craig A. Cox
Executive Vice President, SWCS

10:30 a.m. to 11:50 a.m. Concurrent Training Sessions

12:00 a.m. to 1:15 p.m. **Small Farmers Awards Luncheon**

Robert Bradley, Area Conservationist, Kentucky
Awards Committee Chairperson

1:30 p.m. to 3:00 p.m. Concurrent Training Sessions

3:00 p.m. to 3:30 p.m. Break

3:30 p.m. to 5:00 p.m. Concurrent Training Sessions

5:00 p.m. to 6:00 p.m. The Organization's Store

5:00 p.m. to 6:00 p.m. Chapter/Regional Pictures

5:15 p.m. to 5:45 p.m. Executive Board Meeting

6:00 p.m. to 8:30 p.m. Business Meeting

Thursday, December 16, 2004

6:00 a.m. to 7:15 a.m. Continental Breakfast

7:30 a.m. to 9:00 a.m. **General Session IV**

Conservation Security Program

Carol Jett
Associate Deputy Chief for Programs

Preliminary Agenda Continues

	CSP Panel Discussion
	Darrel Dominick, State Conservationist, OK
	Jane E. Handisty, State Conservationist, IN
	Walter Douglas, State Conservationist, SC
9:00 a.m. to 9:30 a.m.	Break
9:30 a.m. to 11:00 a.m.	Concurrent Training Sessions
11:00 a.m. to 11:45 a.m.	Exhibits/Poster Papers
12:00 p.m. to 1:15 p.m.	Luncheon
	Civil Rights
	Vernon B. Parker Assistant Secretary for Civil Rights
1:30 p.m. to 3:00 p.m.	Concurrent Training Sessions
3:00 p.m. to 3:30 p.m.	Break
3:30 p.m. to 5:00 p.m.	General Session V
	Direct Charges
	Debbie Curtis Budget Analyst
	Conservation Boot Camp
	Larry Clark Deputy Chief for Science and Technology
	RC&D Underrepresented Task Force Report
	James Ghent, Jr. NARC&D Councils
5:00 p.m. to 6:00 p.m.	The Organization's Store

Preliminary Agenda Continues

6:00 p.m. to 9:00 p.m. Banquet

Keynote Speaker

Pearlie S. Reed
Former Chief of NRCS

9:00 p.m. until Mixer

Friday, December 17, 2004

8:00 a.m. to 4:30 p.m. Conservation Tour

Saturday, December 17, 2004

9:00 a.m. to 12:00 p.m. Executive Board Meeting

12th Annual Training Conference of the National Organization of Professional Black NRCS Employees.
December 13-17, 2004 (Updated 10/28/04)
Sacramento, California

Name _____
 Address _____

Phone _____
 E-mail _____

Please prioritize the courses you wish to attend with 1 being the highest. If the session is full you will be scheduled in the next available session.

Tuesday Afternoon (1:30 p.m. to 3:00 p.m.)	
COURSE TITLE	Speaker
Customer Service Toolkit (Next Generation)	Jack Carlson
ICAMS/Plato/AgLearn	Tony Lovell & Sudhakar Siriparameswara
CNMP (CEU)	NEDS
Water Quality	John Beyer
Integrated Accountability System	Ken Tootle
Employee Relocation	Mildred Watkins & Willie Rawls
FERS	Rodney Hyatt
Air Quality	Will Fontenot
Protracts	Terry Schmidt
Effective Briefing Techniques	Mike Gonzalez

Wednesday Morning (8:30 a.m. to 11:00 a.m.)	
COURSE TITLE	Speaker
Open Forum	Dwight / Guiguis
E-GOV / Customer Statement	Terry Buetgenbach
ArcGIS	Tommy Parham
Water Quality	Willie Rawls
Economics of Conservation Planning	Leah Moore
Operations Management-Quality Assurance	Dana York
Regional Technical Center / NEDS	Williams/Pucket/Newton/Adams
Conservation Effect Assessment Project	Kevin Ingram
Financial Planning	CA
All in the Family	CA

Thursday Morning (8:30 a.m. to 11:00 a.m.)	
COURSE TITLE	Speaker
Homeland Security	George Rohaley
Technical Service Providers	Paul Flynn
Open Forum	Clark/Mausbach
Mentoring & Networking	Stacey Robinson
GPS/Mobile Data Collection/Digital Camera B	Tommy Parham
Rhythm of Life & Nutrition	Ron Gross
Parliamentary Procedure	CA
RUSLE 2 / Soil Condition Index	Tec Cent. Agronomist
Correspondence Procedures (Communication)	Mark Bushman
Effective Presentations	Roger Montague

Tuesday Afternoon (3:30 p.m. to 5:00 p.m.)	
COURSE TITLE	Speaker
Customer Service Toolkit (Next Generation)	Jack Carlson
ICAMS/Plato/AgLearn	NEDS
CNMP (CEU)	NEDS
Flexible Spending Account	Karen Karlinchak
Integrated Accountability System	Ken Tootle
Operations Management-Quality Assurance	Steve Probst
FERS	Rodney Hyatt
Ethics	Caryl Butcher
Protracts	Terry Schmidt
Effective Briefing Techniques	Mike Gonzalez

Wednesday Afternoon (1:30 p.m. to 3:00 p.m.)	
COURSE TITLE	Speaker
All in the Family	CA
E-Government	Terry Buetgenbach
ArcGIS	Tommy Parham
Federal Grants, Contribution and Agreements	ED Biggers
Legislative Awareness	Doug McKalip
Economics of Conservation Planning	Leah Moore
Air Quality / Technical Papers	John Beyer
Conservation Effect Assessment Project	Bob Kellogg
Financial Planning	Kevin Ingram
Open Forum	Jose Acevedo

Thursday Afternoon (1:30 p.m. to 3:00 p.m.)	
COURSE TITLE	Speaker
Soil Data Mart	Joe McCloskey
Parliamentary Procedure	Mike Golden
Conservation Management Guide Sheets	
Homeland Security	George Rohaley
E-Directives	Phyllis Williams
Mentoring & Networking Skills	Stacia Robinson
Ethics	Caryl Butcher/Joseph Colton
Technical Service Providers	Paul Flynn
Correspondence Procedures (Communication)	Mark Bushman
Effective Presentations	Roger Montague

Please send the completed Course Registration form to the following :

NOBPNRCSE
Conference Co-Chair Planning Committee
C/O Jane't Cames
7909 Walerga Road, Suite 112, #285
Antelope, CA. 95843

Wednesday Afternoon (3:30 p.m. to 5:00 p.m.)	
COURSE TITLE	Speaker
GPS/Mobile Data Collection/Digital Camera	Tommy Parham
Nutrition & Rhythms of Life	Ron Gross
Federal Grants,Contribution, Agreements	Ed Biggers
Legislative Awareness	Doug McKalip
Conservation Management Guide Sheets	Gary Wooten
Regional Tech Centers / NEDS	Williams / Pucket / Adams/ Newton
Soil Data Mart	Joe McCloskey
RUSLE 2 / Soil Condition Index	Dave Lightle
Employee Relocation	Mildred Watkins
Flexible Spending Account	Karen Karlinchak

Friday Tour (8:00 a.m. to 3:30 p.m.)	
COURSE TITLE	Speaker
Field Trip	CA

REGISTRATION FORM (Please print or type registration information)

Registrant _____
 Address _____ City _____
 State _____ Zip Code _____
 Daytime Phone Number _____ E-mail Address _____

Membership Registration

	<u>By Nov 1</u>	<u>After Nov 1</u>	<u>No.</u>	<u>Total</u>
Member*	___ \$390.00	___ \$435.00	___	\$ ___
Non Member*	___ \$435.00	___ \$480.00	___	\$ ___
Life Member*	___ \$312.00	___ \$360.00	___	\$ ___
Student*	___ \$200.00	___ \$200.00	___	\$ ___
Guest Luncheon	___ \$ 25.00	___ \$ 30.00	___	\$ ___
Guest Banquet	___ \$ 35.00	___ \$ 40.00	___	\$ ___

(*Registration includes program materials, 3 continental breakfasts, morning and afternoon breaks, tickets for three luncheons, and banquet)

Total Due = \$ ___

Do you require any special accommodations or have any dietary restrictions? ___ Yes ___ No
 (If yes, please specify)

For the banquet, please make your selection for the dinner entrée:

___ Mediterranean Chicken ___ Boneless Pork Loin ___ Vegetarian

Payment Information (*Make payment to: The Organization. Payment must accompany registration form*):

- Check
- Money Order

Charge my: _____ American Express Card Account Number _____
 _____ Discover Card Expiration Date _____
 _____ Master Card Cardholder Signature _____
 _____ Visa Card

Mail payment to: **NOPBNRCSE**
 C/O Jane't Carnes
 7909 Walerga Road, Suite 112, #285
 Antelope, CA 95843

The higher onsite registration rate will apply to all registrations postmarked after November 1, 2004.