

United States Department of Agriculture



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

June 7, 2012

IOWA BULLETIN NO. IA260-12-2

SUBJECT: INF – STAFFING THE USDA BOOTH AT THE 2012 IOWA STATE FAIR

ACTION REQUIRED BY: JUNE 27, 2012

PURPOSE. To inform NRCS employees of the opportunity to conduct conservation outreach at the 2012 Iowa State Fair.

EXPIRATION DATE. September 30, 2013

The Natural Resources Conservation Service (NRCS) is joining with eight other United States Department of Agriculture (USDA) agencies to host a booth at this year's Iowa State Fair from August 9-19, 2012. All NRCS employees are invited to help run the USDA booth and share conservation information with thousands of fairgoers. Duties include distributing NRCS materials, answering questions, and being a positive representative of our agency and department.

A maximum of twenty State Fair booth shifts will be filled by NRCS employees. **Sign-up begins as soon as this bulletin is published and will end at close of business on June 27, 2012.**

The USDA booth will be located in the southwest corner of the second floor of the Agriculture Building. There will be five shifts this year. The shifts are 9 a.m. - 2 p.m., 11 a.m. - 4 p.m., 2 - 6 p.m., 4 - 8 p.m., and 6 - 9 p.m.

Employees who wish to work at the State Fair must get prior approval from their supervisor. Once an employee's supervisor has approved working at the State Fair, you can reserve your shift on-line at:

S:\Service Center\NRCS statewide shared\260_INF_Public Information\2012StateFairsignup.xlsx

In order to make a reservation, copy the link line of text by highlighting it and paste into the address bar. An Excel workbook with two tabbed spreadsheets containing the State Fair work schedule should appear on your computer. On the first tabbed sheet, "Requested Shift," add your name and office location in the desired time slot. Go to the second Excel tabbed sheet, "Order of Sign Up," and fill in your name, office location, shift date and time. Save your work.

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No overtime or compensatory time may be incurred. Approved attendees are authorized up to eight hours of official time for traveling to and from the USDA booth and for their time working in the booth. Admission tickets will be provided. Government vehicles will be used for transportation. If a government vehicle is not available, personal vehicle mileage, at the reduced rate, may be authorized. Parking expenses are subject to reimbursement.

Employees will be notified by email in mid-July about their shift assignment. If the requested shift is approved employees will also receive their ticket and an informational packet in the mail prior to the State Fair.

Employees are encouraged to wear NRCS logo shirts and name tags.

Contact Laura Greiner, Public Affairs Specialist, at 515-323-2207 if you have questions.

/s/

Richard Sims
State Conservationist