



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

May 24, 2012

IOWA BULLETIN NO. IA-360-12-22

SUBJECT: PER – STUDENT TRAINEE ORIENTATION AND TOUR

ACTION REQUIRED BY MAY 31, 2012

PURPOSE. To provide details of the student trainee orientation and tour to be held June 4-5, 2012.

EXPIRATION DATE. September 30, 2013

All student trainees are expected to attend the student trainee orientation session to be held Monday, June 4, 2012, through Tuesday, June 5, 2012. The orientation will include a conservation tour sponsored by the Atlantic Area Office. The orientation will begin at the First Baptist Church of Winterset, 1305 West Jefferson Street, Winterset, Iowa, at 10:00 a.m. on June 4, 2012, and will end at approximately 12:30 p.m. on June 5, 2012. A draft agenda is attached.

Anyone other than the student trainees planning on attending any part of the meeting should contact Tricia Mootz, Human Resources Specialist, at (515) 284-4587. **Any student trainee who will NOT be participating in the entire tour should immediately notify Ms. Mootz.**

A block of rooms has been reserved for the night of June 4 at the Super 8 Motel, 804 West Taylor, Creston, Iowa 50801. The phone number is 641-782-6541. The hotel has a room list (see attached list). To expedite check-in, it is recommended you call the hotel and provide your address, phone number and form of payment. You will need to pay by cash or personal credit card for your room at check in. If anyone is **NOT** going to require overnight accommodations, please call Ms. Mootz by May 31, 2012.

On Monday evening, there will be a BBQ at Three-Mile Lake in Creston for anyone who wishes to attend. The BBQ will be a pork loin or chicken dinner. The cost for the BBQ is \$10.50 (cash only). Money for this dinner will be collected Monday morning. **Anyone who would like to attend the BBQ, INCLUDING STUDENTS, MUST make a reservation no later than May 31, 2012, to Ms. Mootz at 515-284-4587 or tricia.mootz@ia.usda.gov.** Attendance at the BBQ is optional.

All attendees of the tour should ensure that they bring cash and/or other forms of payment as they will be responsible for paying for their own meals and incidentals during the session. The Area Administrative Assistants (AMAs) are responsible for submitting a travel authorization with a travel advance for each student as soon as possible. The travel advance should be direct deposited into the students' personal banking accounts prior to the student tour and is to be used to pay for expenses related to the tour. The AMAs may refer to Iowa Instruction IA-250-287 sent November 1, 2011, for instructions on travel advances.

Field attire is appropriate as we will be spending time outdoors. Please be prepared for all types of weather; participants may want to bring a raincoat, umbrella, and a camera.

If you have any questions about the student orientation, the tours, or the hotel arrangements, please contact Ms. Mootz. If you need special accommodations and/or have any dietary needs, please notify Ms. Mootz by May 31, 2012, by calling 515-284-4587.

A handwritten signature in black ink, appearing to read "Richard Sims". The signature is written in a cursive style with a large initial "R".

Richard Sims
State Conservationist

Attachments

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Below is a list of participants who are authorized to attend the tour and overnight travel on June 4.

Name	Duty Station
Heidi Dittmer	Ida Grove
Kelly Mercier	Ankeny
Jaime Sandoval	Hampton
Ava Haun	Jefferson
Corey Harris	Marshalltown
Bryce Gonzales	Waukon
Elyssa McFarland	Atlantic
Aris Harris	Atlantic
Amanda McNees	Corydon
Andrew Koehlmoos	Leon
Emily Creech	Malvern
Merle Jaster	DeWitt
Gabriele Frerichs	Wapello
Tricia Mootz	Des Moines
Kevin Kuhn	Atlantic

Student Tour Agenda

Monday, June 4, 2012	
10:00 AM	Meet at First Baptist Church of Winterset, 1305 West Jefferson Street, Winterset, Iowa
10:00 – Noon	Presentations from Rich Sims, State Conservationist and other Leadership Team Members
Noon	Lunch (on your own)
12:45 PM	Bus departs from the Winterset Field Office 815 East Highway 92 – 515-462-2961 Travel to Glenn Rowe for Pasture Mgmt. with Rick Sprague
2:30 PM	Tour of 3 Mile Lake
4:30 PM	Arrive at Super 8 Hotel in Creston, Iowa
5:00 PM	Depart to Three-Mile Lake for BBQ (optional) (set up volleyball net, etc)
6:00 PM	Food Delivered from Hy-Vee \$10.50 Smoked Chicken Roasted Pork Loin Baked potato with butter and sour cream Tossed lettuce salad Green beans Pumpkin Bars and Brownies Lemonade
Tuesday, June 5, 2012	
7:45 AM	Board the bus
8:00 AM	Bus departs Creston Steve and Billy Baudler's Farm in Adair County - Cover conservation planning, soil quality Interview with the Baudlers Soils aggregate test, water infiltration test Long term no-till, cover crops Overview of farm equipment
11:00 AM	Leave for Madison County
11:30 AM	Arrive at Conservation Reserve Enhancement Program (CREP) Site Badger Lake Wetland in watershed
12:30 PM	Arrive at the Winterset Field Office and travel home