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October 27, 2011

## **KANSAS BULLETIN NO. KS330-12-2**

### **SUBJECT: MGT—Kansas Association of Conservation Districts Annual Convention, November 20-22, 2011**

**Action required by:** November 9, and 15, 2011

**Purpose.** To provide information and authorize attendance at the subject meeting

**Expiration Date.** September 30, 2013

The 67th Annual Convention of the Kansas Association of Conservation Districts (KACD) will be held at the Wichita Airport Hilton, 2098 Airport Road, Wichita, Kansas, on November 20-22, 2011. The theme is "Adapting to a Changing Climate."

#### **Authorized Attendance**

November 20: Attendance of any **Sunday** activity is strictly voluntary; therefore, government time will not be approved. Any exception requires approval by the state conservationist (STC).

November 21-22: Supervisory district conservationists (SDCs) or their Management Unit (MU) designee are authorized to attend on government time and expense. The following Management Team (MT) members are authorized to attend on government time and expense: assistant state conservationists for field operations (ASTCs-FOs), assistant state conservationist for operations, assistant state conservationist for programs, and public affairs specialist. Any additional NRCS personnel wanting to attend will require STC approval. NRCS personnel in attendance are required to attend the three meals included in the registration fee and the Tuesday NRCS meeting

#### **Time**

As appropriate, compensatory time (CT) or compensatory time off for travel (CTT) may be claimed by those approved to travel on Sunday or for travel time Monday morning before an employee's regular tour of duty. CT may be claimed while participating in the Monday banquet, and if outside the employee's regular tour of duty, CT may be claimed when participating in the Tuesday breakfast. If committee meetings or KACD sessions are conducted before or after an employee's tour of duty, credit leave or CT may be claimed (refer to "[Guide for Determining Time Worked Outside Regular Tour of Duty](#)" if needed).

#### **Lodging**

KACD has blocked off rooms at the Wichita Airport Hilton, 2098 Airport Road, (316-945-5272). Other hotels in the area are: Holiday Inn Express Hotel and Suites, 1236 S Dugan Road, (316-522-0008); Candlewood Suites (West), 570 S. Julia, (316-942-0400); and Best Western

(more)

DIST: O, A, S, FNM, Ronald Brown and Pat Lehman (KACD)

*Helping People Help the Land*

Airport Inn and Conference Center, 6815 West Kellogg Drive, (316-942-5600). It is suggested reservations be made soon (be sure and ask for the government rate). The maximum lodging rate for Wichita, Kansas, is \$86 (not including tax) and \$56 for meals and incidental expenses.

### **Registration**

SDCs or MU designee should complete the KACD [registration form](#) and forward to their ASTC-FO by **November 9**. Area offices are to forward registrations (ASTC-FO and MUs) by **November 15** to Muriel Morgenthaler at the state office. Registrations for state office employees should be submitted to Muriel by **November 15**. Since the state office is paying the registration fee which includes meals, the 2012 Affiliate Membership Dues will need to be paid by the employee during registration times at the convention. This choice can be indicated on the registration form.

### **Travel Vouchers**

Travel vouchers should reflect the following meal deductions: November 21 lunch and dinner, November 22 breakfast. KACD affiliate dues may not be reimbursed.

Employees are encouraged to ride with district supervisors. If an employee cannot ride with a district supervisor, he/she may drive a personal vehicle provided prior approval is received from their ASTC-FO. The "advantage to government" rate of 51 cents per mile may be claimed whenever two or more NRCS employees travel together. This is based on avoiding a large number of government vehicles converging on one area.

It is expected that all employees attending will fully support KACD and the functions of the convention.

**Contact:** If you have any questions, please contact your ASTC-FO or James J. Krueger, Assistant State Conservationist for Operations, at 785-823-4508 or [james.krueger@ks.usda.gov](mailto:james.krueger@ks.usda.gov).

*(signed)*

ERIC B. BANKS  
State Conservationist