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October 25, 2012

KANSAS BULLETIN NO. KS330-13-2

SUBJECT: MGT—Kansas Association of Conservation Districts Annual Convention, November 18-20, 2012

Action required by: November 9, and 14, 2012

Purpose. To provide information and authorize attendance at the subject convention

Expiration Date. September 30, 2014

The 68th Annual Convention of the Kansas Association of Conservation Districts (KACD) will be held at the Wichita Airport DoubleTree by Hilton Hotel, 2098 Airport Road, Wichita, Kansas, on November 18-20, 2012. The theme is "Planning for an Uncertain Future."

Authorized Attendance

Sunday, November 18:

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

Monday, November 19:

Assistant state conservationists for field operations (ASTCs-FO) are to select **five** supervisory district conservationists (SDCs) or district conservationists (DCs) from their area as field office representatives. The selected SDCs/DCs are authorized to attend on government time and expense. Those in travel status are authorized one overnight stay—either Sunday or Monday night. Selected SDCs/DCs are expected to be at the 8 a.m. opening session, no exceptions, and to attend the State Conservation Commission luncheon.

Monday and Tuesday, November 19-20:

The following Management Team (MT) members are authorized to attend on government time and expense: ASTCs-FO and the assistant state conservationist for operations (ASTC-O). MT members are expected to be in attendance at all meals.

Registration

The convention [registration form](#) is located on the KACD Web site. SDCs/DCs electing to overnight Sunday should check "Convention Only; No meals (\$150)" and "Monday SCC Luncheon (\$24)." SDCs/DCs electing to overnight Tuesday, ASTCs-FO, and the ASTC-O should check "Registration Bundle (\$195)." SDCs/DCs are to forward their registration forms to the respective ASTC-FO by **November 9**. Area offices are to forward these registration forms, along with the ASTCs-FO registrations, by **November 14** to Muriel Morgenthaler at the state office.

(more)

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

Helping People Help the Land

Lodging

KACD has blocked off rooms at the Wichita Airport DoubleTree by Hilton Hotel (316-945-5272). Other hotels in the area are: Holiday Inn Express Hotel and Suites, 1236 South Dugan Road, (316-522-0008); and Comfort Suites Airport, 7515 West Taft Street (316-773-1700). It is suggested reservations be made soon (be sure to ask for the government rate). The maximum lodging rate for Wichita is \$86 (not including tax) and \$56 for meals and incidental expenses. A state tax exemption form should be provided upon check-in.

Travel

As appropriate, compensatory time (CT) or compensatory time off for travel (CTT) may be claimed (refer to "[Guide for Determining Time Worked Outside Regular Tour of Duty](#)" if needed). Travel authorizations should reflect the appropriate meal deduction(s) as reflected on registration forms.

Driving a GOV is authorized and employees are encouraged to car pool with other NRCS employees if possible. Employees may ride with district supervisors if schedules match.

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.

(signed)

ERIC B. BANKS
State Conservationist