



Natural Resources Conservation Service  
760 South Broadway  
Salina, Kansas 67401-4604

Phone: 785-823-4500  
FAX: 785-823-4540  
[www.ks.nrcs.usda.gov](http://www.ks.nrcs.usda.gov)

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April 23, 2010

## **KANSAS INTRAOFFICE BULLETIN NO. KS120-10-2**

### **SUBJECT: ADS - State Office Parking**

**Purpose.** To remind employees of areas designated for parking at the state office (SO)

**Expiration Date.** September 20, 2011

A diagram of the parking facilities at 760 South Broadway Blvd. is attached. Additional clarification is as follows:

1. All parking will occur in spaces designated by two yellow lines.
2. Undesignated, loading, and hashed line areas will not be used for parking.
3. Privately owned vehicles (POVs) are not to be parked in the areas reserved for government vehicles (GOVs) at any time, including when employees are in travel status.
4. GOVs are not to be parked in the areas designated as employee parking unless an employee returns late from travel. Immediately the next morning, the vehicle should be returned to the GOV parking area.
5. Spaces highlighted in yellow are reserved for pickups towing trailers.
6. If an employee of the SO has a POV for sale, it may be parked in the lot during working hours and when on travel status; however, inquiries should be directed to the employee's private contact sources and not made in person by interested parties during working hours. Vehicles should not remain in the lot when an employee is not on official duty.
7. POV parking at this location is at the discretion of the vehicle's owner and the Natural Resources Conservation Service is not liable for any damage to or theft from the vehicle.

**Contact:** Crystal M. Blackburn, 785-823-4505 or [crystal.blackburn@ks.usda.gov](mailto:crystal.blackburn@ks.usda.gov)

*(Signed)*

ERIC B. BANKS  
State Conservationist

Attachment

DIST: S(E)