



Natural Resources Conservation Service
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January 31, 2006

DELAWARE BULLETIN NO. 250-6-3

SUBJECT: FNM – Attending Meetings and Conferences

Purpose. To provide policy and procedures for attending meetings and conferences.

Expiration Date. September 30, 2006.

All supervisors are responsible to ensure that the procedures contained in this bulletin are followed.

NRCS policy and procedures for attending meetings or conferences is contained in the General Manual, Title 250, Financial Management, Part 406.

“It is Natural Resource Conservation Service policy that the number of employees attending a meeting or conference be held to the minimum necessary to ensure NRCS is appropriately represented and that overall meeting objectives for the agency are achieved at the lowest cost to the public.”

NRCS officials, at all levels, who approve Agency meetings or participation in any type of meeting, training, or conference, are to carefully ascertain the need for NRCS participation and determine minimum participation levels.

Attendance by NRCS employees at state or local partnership meetings and related events is subject to approval by the State Conservationist. This does not apply to routine district board meetings or RC&D Council meetings.

Employees and their supervisors will need to consider all factors, including workload, when determining whether an employee should attend. Cancellations should be rare and only due to documented emergency situations such as family emergencies or critical unexpected workload issues. If there is a cancellation where tuition/registration fees will be lost, managers or supervisors as a group will determine who will go in that person’s place, if anyone. If someone attends in place of someone who cancelled, they may be from anywhere in the state, not necessarily from the office of the person who cancelled. Employees are expected to attend the entire meeting or conference and upon return provide a trip report to supervisors.

For any meeting or conference when more than one Delaware employee will be attending, one individual will be designated as the meeting/conference coordinator. This individual will be responsible for providing information on the meeting/conference to potential attendees, prepare required documentation (DE-FNM-1, Meeting Attendance Request and NRCS-FNM-035, Request for Travel Authorization), and serve as liaison with Financial Management. This coordinator will be responsible for obtaining all information from attendees and serve as the “clearing house” for all aspects of the meeting/conference, including additions and cancellations of attendees. They will adjust the documentation as required and provide the changes to the appropriate administrative personnel.

After the DE-FNM-1 form is approved, the individual initiating the form will complete an NRCS-FNM-035, and forward it to Eileen Campbell, Administrative Staff Leader.

If you have any questions regarding this procedure, please contact Eileen Campbell, Administrative Staff Leader at 302-678-4161 or, eileen.campbell@de.usda.gov.

/s/

JON F. HALL
State Conservationist

Attachments

DIST: AO