

United States Department of Agriculture



Natural Resources Conservation Service  
316 W. Boone Ave. Suite 450  
Spokane, WA 99201-2348

phone (509) 323-2900  
fax (509) 323-2909  
web site [www.wa.nrcs.usda.gov](http://www.wa.nrcs.usda.gov)

---

**Date:** August 21, 2009

**WASHINGTON BULLETIN WA360-9-12**

**SUBJECT:** PER - Awards

**Purpose:** To establish deadline for submission of awards.

**Expiration Date:** September 30, 2009

**ACTION REQUIRED BY: September 11, 2009**

The purpose of this bulletin is to establish September 11, 2009 as the deadline for submission of all awards for Fiscal Year (FY) 2009. Awards should be submitted in writing using form AD-287-2. **Awards should NOT be submitted through the ICAMS/EmpowHR system.** Please refer to WA 360-GM, Part 414, Amendment WA01, April 2007, Employee Recognition Program for additional information.

If you have any questions, please contact the Human Resource office.

//s//

ROYLENE RIDES AT THE DOOR  
State Conservationist

Dist: E

*Helping People Help the Land*

An Equal Opportunity Provider and Employer