

United States Department of Agriculture



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

May 1, 2013

IOWA BULLETIN NO. IA360-13-18

SUBJECT: PER – ALL EMPLOYEE PROFESSIONAL DEVELOPMENT  
CONFERENCE ATTENDANCE INCLUDING NRCS, DSC and  
DISTRICT EMPLOYEES

**ACTION DUE BY: MAY 10, 2013**

PURPOSE: To provide information to all NRCS, DSC and district employees about a NRCS-sponsored professional development conference and collect names for conference approval.

EXPIRATION DATE: September 30, 2014

Natural Resources Conservation Service (NRCS) will host a one-day professional development conference from 10 a.m. until 3 p.m. on Monday, August 19, 2013, in Ames, at the Scheman Building. This conference will focus on helping employees develop personal skills to build stronger teams and building self-awareness in a motivating and inspirational atmosphere.

The conference will include a keynote address by national motivational speaker and humorist Kelly Swanson. For more information about Kelly go to:

<http://www.kellyswanson.net/index.cfm/hurl/idsPageID=341/Type=/Motivational-Speaker-Value>

This one-day conference is open to all NRCS, State and District conservation partnership employees.

Lunch will be catered and cost an estimated \$17 per person, including fees and gratuity. Employees will need to pre-pay for their lunch. (More instructions on registration and lunch payment will be sent in the future.)

NRCS employees may attend on work time and use government vehicles to attend. Carpooling is encouraged. No overtime may be incurred to attend the conference.

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However, there is a limited travel budget for employees whose duty station is more than two hours from Ames. This may be used for per diem and Monday overnight travel.

As part of the conference planning process, NRCS must submit a meeting approval request through the Regional Conservationist office at least 90 days in advance. To help calculate the cost information, we must determine how many staff will be attending the meeting. If you are interested, you must first request approval from your supervisor. Then each field office supervisor should send their list of approved employees, indicating which employees are requesting travel, to their Assistant State Conservationist for Field Operations. ASTC-FOs should then forward the approved list for their areas to Damarys Mortensen by May 10, 2013.

Please contact Damarys Mortenson, ASTC-FO for Area 1, at [damarys.mortenson@ia.usda.gov](mailto:damarys.mortenson@ia.usda.gov) if you have questions.

/s/  
Jay T. Mar  
State Conservationist