

United States Department of Agriculture



Natural Resources Conservation Service
675 U.S. Courthouse
801 Broadway
Nashville, Tennessee 37203

October 29, 2003

TENNESSEE BULLETIN NO. 250-04-1

SUBJECT: FNM – MEETING ATTENDANCE – SECOND NATIONAL CONFERENCE ON GRAZING LANDS

Action Required by: November 7, 2003

Purpose. To provide guidelines regarding attendance at the Second National Grazing Lands Conference.

Expiration Date. September 30, 2004.

The National Grazing Lands Conservation Initiative (GLCI) will hold its Second National Conference at the Nashville Convention Center, 601 Commerce Street, Nashville, Tennessee, on December 7-10, 2003. For more detailed information regarding this National Conference, you may visit <http://www.glci.org/>.

I am approving the following NRCS employees to attend the GLCI Conference:

On Government Time and Government Reimbursed Registration (No Per Diem)
NRCS employees whose duty station or residence is within 35 miles of Nashville:

Lavonne Winters	Darwin Newton	Ray Bowers
Larry Blick	Charles Roberts	Gregory Brann
Christi Luna	Jeannie Eastham	Jane Counts
Pat Cummings	Traci Holman	Bobby Mimms
Jenny Adkins	Gus Jordan	Steven Dobbs

On Government Time and Expense:

Charles Frost	Paul Fulks	Mark Garretson
Louis Boyd	Mike Richardson	Mike McElroy
Wynne Mitchell	Bill Dailey	Phillip Dixon
Kathy Daugherty	Jeff Bowie	Dewitt Simmerly
Gary Moore	Darrell Beason	Mitzi Dunham
Terry Gupton	Alicia Whitten	Randy Parnell

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DIST: O

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

An Equal Opportunity Provider and Employer

Form SCS-FNM-72, "Request for Meeting Attendance," listing all employees authorized to attend the conference will be prepared by the Financial Management Staff. If a travel authorization is necessary, it should be prepared by the Administrative Coordinator in each area office. Government vehicles should be used or employees may request the personal vehicle mileage rate of 10.5 cents per mile.

The deadline for pre-registration for the conference is November 1, 2003. The registration fee will be \$220.00 before November 1 and \$260.00 after that date. Employees may either send in a personal check or credit card number prior to the due date or pay the registration at the conference. NRCS will not prepay registration.

A block of rooms has been reserved at the Holiday Inn Select Hotel at 920 Broadway, Nashville, Tennessee, for December 7-9, 2003. Please call (615) 244-0150 or 1-800-HOLIDAY to confirm your reservation. Ask for the "**U S 1 block**" or "**Natural Resources Conservation block**" of rooms by November 7, 2003.

The per diem rate for Nashville is \$82.00 for lodging and \$47.00 for meals and incidental expenses. Any meals included in the registration fee must be deducted from the M&IE rate. The rate to use for the reduction of meals is as follows:

Breakfast: \$9.00
Lunch: \$11.00
Dinner: \$24.00
Misc: \$3.00

If you have any specific questions, contact Gus Jordan, State Resource Conservationist, at (615) 277-2589.

/s/

JAMES W. FORD
State Conservationist