



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

February 24, 2009

IOWA INSTRUCTION 250-381 – CONFERENCE ATTENDANCE

Part 381.0 PURPOSE

This Iowa Instruction clarifies which meetings and conferences require State Conservationist approval and establishes procedures for obtaining approval for attending national or state-wide training conferences and technical meetings.

Part 381.1 SCOPE

These instructions will be followed by all Iowa NRCS employees.

Part 381.2 FILING INSTRUCTIONS

This Iowa Instruction will be placed on the State Office Shared drive under the following:
[S:\Service_Center\NRCS_statewide_shared\Iowa Bulletins and Manuals\Iowa Instructions\250 - FNM - Financial Management](S:\Service_Center\NRCS_statewide_shared\Iowa_Bulletins_and_Manuals\Iowa_Instructions\250 - FNM - Financial Management).

Part 381.3 EXHIBITS

See the following attachments:

Conference Attendance Approval Process
Conference Attendance Request
Questionnaire for Compensatory Time

/s/
Richard Sims
State Conservationist

Attachments

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(IA Instruction 250-381 First Edition – February 2009)

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