



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

October 21, 2009

IOWA INSTRUCTION 110-381 SECOND EDITION – USING THE NRCS NATIONAL
WEB-BASED CALENDAR

Part 381.0 PURPOSE

This Iowa Instruction provides the opportunity for employees to be better informed of agency events and activities.

Part 381.1 SCOPE

These instructions will be followed by all Iowa NRCS employees.

Part 381.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/ Richard Sims
State Conservationist

Attachment

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(IA Instruction 110-381 Second Edition – October 2009)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 110–381 SECOND EDITION – USING THE NRCS NATIONAL WEB-BASED CALENDAR

1. PURPOSE:

This Iowa Instruction provides the opportunity for employees to be better informed of agency events and activities.

2. ROLES AND RESPONSIBILITIES:

Iowa Natural Resources Conservation Service (NRCS) employees are now required to use the NRCS National Web-Based Calendar (NWBC) to schedule area, regional, or statewide training, meetings, and events.

The NWBC is designed to enable all agency employees to be better informed of agency events and activities. Its use will help prevent scheduling conflicts and improve staff efficiency.

3. PROCESS:

NRCS employees shall check the national calendar webpage regularly for training events, updates, and for planning purposes. The best place to learn about and use the calendar is at <http://www.ia.nrcs.usda.gov/intranet/calendar.html>. Once you go to this site you can view the calendar.

To view the calendar, click on “View my.NRCS Calendar” which will take you to the site to log into My.NRCS. Log onto My.NRCS. In the middle of the home page, under “Events and Activities,” click on “View the calendar.” From the drop down box in the upper right hand corner of the screen, choose “States” instead of “Show All” and then “IA” to restrict the events shown to those in Iowa and click on the refresh button. You can check the color keyed items at the top to look at training or reviews or reports or meetings.

To submit an event for inclusion in the NWBC, check the calendar before selecting the dates in order to prevent conflicts per the instructions above. Then fill out the *Event Information* form and send it to Cindy Slagle at cindy.slagle@ia.usda.gov. Your submission will be reviewed at the State Office and posted to the NWBC.

Non-NRCS employees do not have access to this calendar. NRCS supervisors shall inform district, state, and partner employees of training opportunities non-NRCS employees are invited to attend.

If you have any questions, please contact Cindy Slagle at (515) 284-4769.

Approved By:
/s/ Richard Sims

Date: October 21, 2009

State Conservationist
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Event Information

Fill out and send to Cindy Slagle

* Event Type	
* Event Name	
Event Website	
Event Theme	
* Location	
Sponsor Name	
Sponsor Website	
* Contact Name	
Contact Title	
* Contact Phone	
* Contact Email	
* Start Date	
* End Date	
Start Time	
End Time	
*Is this an all-day event?	
*Does this event repeat on a periodic basis? If yes, when?	
*Description	

* Fields marked with an asterisk are required.