

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

OK Notice PM-1344

For: County Offices

Benefits Training for New Employees

Approved by: State Executive Director



1 Overview

A

Purpose

This notice announces employee benefits training for "New Employees". Permanent employees hired since November, 2000 are to be included in this training session.

Disposal Date

December 1, 2002

Distribution

County Offices

10-02-02

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2 Training

A

Training Dates, Location and Lodging

The training session will be held in the Oklahoma One Room at the Best Western in Stillwater on Monday, October 21 beginning at 1:00 p.m. and will continue on Tuesday, October 22 from 8:00 a.m. until 12:00 p.m. Reservations have been made for all participants except those listed below.

The following attendees are not authorized overnight lodging: Jim Reese, Amanda Tye, Anne Levens and Clara Orr.

Attendees must check in by 4:00 p.m. on the day of arrival or if later check-in is desired they should contact the hotel at 405-377-7010 to guarantee the room. The room rate is \$55.00 plus tax. If, at a later date, attendees find that the room must be cancelled, it is the attendee's responsibility to take care of the cancellation.

B

Attendance

A list of employees designated to attend is in Exhibit 1.

C

Travel Authorization

Retain this notice for travel authorization. Travel should be coordinated by DDs. All attendees shall verify they have an AD-202 Travel Authorization for attendance at this training. The per diem rate in Stillwater is \$85.00 per day (\$55.00 lodging and \$30.00 M&IE). Travel and per diem are authorized in accordance with the travel policy and procedure manual.

Employees of Cimarron and Texas Counties are authorized travel to Stillwater on Sunday, October 20. Reservations have been made at the Stillwater Best Western for Cynthia Barnes, Rebecca Diggs and Steven Dusek for October 20.

D

Accommodation Statement

Persons with disabilities who require accommodation to attend or participate in this meeting should contact Gail Garst at 405-742-1140 by October 15, 2002.

New Employee Benefits Training

| County | Employee |
|------------|--------------------|
| Alfalfa | Kay Jaye |
| Alfalfa | Amber Guffy |
| Atoka | Cody McMurphy |
| Blaine | Coleta Nusz |
| Bryan | Brenda Argo |
| Cherokee | Ricky Riley |
| Cherokee | Cory Graham |
| Cimarron | Steven Dusek |
| Cleveland | Lisa Tucker |
| Garvin | Crystal Orr |
| Grant | Amanda Tye |
| Greer | Tara Chambers |
| Harmon | Jennifer Butcher |
| Johnston | Jaramie Karcher |
| Kingfisher | Marsha Mueggenborg |
| Kingfisher | Anne Levens |
| Kiowa | Robert Payne |
| LeFlore | Brian Holland |
| Love | John T Bain |
| McClain | Jaynie Dowdle |
| McClain | Barbara Knapp |
| Nowata | Cindy Allen |
| Rogers | Debbie Thomas |
| Texas | Rebecca Diggs |
| Texas | Cynthia Barnes |
| Tillman | Steve Simpson |
| Washita | Connie Miller |
| STO | Clara Orr |
| STO | Jim Reese |