

For: FSA Employees

STC and COC Meetings

Approved by: Acting Deputy Administrator, Field Operations



1 Cost Savings in Scheduling STC and COC Meetings

A Background

FSA is asking all mission areas to determine where significant cost savings may be made. STC and COC meetings, including salary and mileage, are a significant cost to FSA.

B Purpose

This notice provides guidance on limiting STC and COC meetings to only those necessary to conduct business.

C Action

Effective immediately, STC's and COC's are encouraged to limit all meetings to only those times necessary to conduct business, preferably not more than 1 meeting each quarter. Unless an agenda requires face-to-face meetings with producers or employees, such as program appeals or personnel matters, teleconferences are an appropriate means of conducting business. However, even teleconferences should not be held unless absolutely necessary. Eliminating unnecessary face-to-face meetings will result in significant cost savings for travel time and mileage, but members will be paid for the actual time in a teleconference.

D Contact Information

For questions about this notice, contact either of the following:

- Barbara Boyd by either of the following:
 - e-mail to **barbara.boyd@wdc.usda.gov**
 - telephone at 202-720-7890
- Deborah Johnson by either of the following:
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Disposal Date	Distribution
August 1, 2011 4-19-11	All FSA employees; State Offices relay to County Offices