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## West Virginia NRCS News and Views

USDA Natural Resources Conservation Service  
November 2010

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For those of us working at the USDA Service Center in Franklin, October 1st was a day we looked forward to with conflicting emotions. It was the day that Ernest Morgan had chosen as his final work day. His career with the Natural Resources Conservation Service was ending after 42 years of federal service.

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### [Retired Conservation Service Employees Meet at the NRCS State Office](#)

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### [Meet](#)

**Jeremy Coon**  
Engineering Technician

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To submit news items for the February *News and Views*, please send an e-mail message to [Carol Lagodich](#).

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

NRCS West Virginia State Office  
Suite 200,  
1550 Earl Core Road, Morgantown, WV 26505  
304-284-7540 | fax 304-284-4839  
<http://www.wv.nrcs.usda.gov/>

Kevin Wickey, West Virginia State Conservationist

NRCS field offices are located throughout West Virginia  
Visit <http://www.wv.nrcs.usda.gov/contact/> for addresses and phone numbers.

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## Message from Kevin Wickey

What a great year 2010 was for conservation here in West Virginia. It is incredible to think what we achieved with the small number of dedicated employees we have. Thank you!

We had a chance to celebrate in the state office at the end of the fiscal year and I know that each of the area's are scheduling meetings yet this year – part of which will be to recognize the achievements that were made in FY2010. While it is important to look back, we are already halfway through the first quarter of FY11. I encourage you to keep perspective about the workload that is coming this year implementing conservation that is already under contract. Remember that what is important is getting conservation on the land, not in a contract.

And there is that word – workload. I know what a challenge it has been to complete the ABC, not because it was hard, but because there were other competing and seemingly more important things to be done instead. But as I mentioned last time, telling our story is one of the things we (I) need to do better this year. The ABC was a chance to tell our workload story better to the agency, department, OMB, and Congress. I know it seemed like it could have been done easier and it took a lot longer than it was supposed to. But thank you for sticking with it and getting it done on time without a lot of complaints. And now let's get back to getting conservation on the land.

Kevin Wickey  
 State Conservationist  
 West Virginia

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## From the Field

### Parkersburg Service Center

#### Ritchie County Cooperative Marketing Association Sale

The Ritchie County Cooperative Marketing Association held their annual graded feeder calf sale on September 30, 2010, at their facility north of Harrisville. The Ritchie County Cooperative Marketing Association first organized the sale in 1966 to benefit beef producers in the region who want to avoid transporting their livestock to larger sales further from the farm. With help from West Virginia University Cooperative Extension Agency, the local Future Farmers of America group, local producers, NRCS, and The Little Kanawha Conservation District staff the sale unloaded, graded and weighed 372 calves.



Local beef producer delivering his calves.



Jason Crislip, NRCS District Conservationist at Parkersburg, helps weigh the steers.



After grading and weighing, calves were held for the sale on Friday.

For more information, contact [Jude Jardine](#) at 304-422-9072 x 110.

### Mountain Resource Conservation and Development (RC&D)

Mountain RC&D: a partnership member of the McDowell County Wastewater Coalition has seen vast improvements to the North Fork of the Elkhorn Creek watershed with the completion of the Ashland system, but we're not stopping there. We've just completed the Phase I and II Brownfield assessment on a proposed treatment site for the community of Crumpler which has 130 homes. This was done with the help of a Region I, \$70,000 grant. We're also advertising for engineering proposals on treatment systems at Crumpler, Upper McDowell and Lower McDowell communities because of funding support from West Virginia Department of Environmental Protection.



Rob Pate, South Area Soil Scientist, in a soil pit.

For more information, contact [Mike Gasper](#) at 304-469-9738.

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## Brownfields grant to provide momentum for Barton Bench Ecological Restoration Project

Submitted by Jason Teets, Wes-Mon-Ty Resource Conservation & Development Coordinator

The Wes-Mon-Ty Resource Conservation & Development Project, Inc. has received a \$5,000 Stage I grant and \$12,000 Stage II grant through the 2010 FOCUS WV Brownfields program to address barriers to revitalization of Barton Bench Ecological Project Area and plan for marketing implementation. WesMonTy has partnered with the Central Appalachian Spruce Restoration Initiative (CASRI) and the USDA USFS Monongahela National Forest. The project area is 90 acres of Mower Tract previously surface mined land on Cheat Mountain located in Randolph County approximately ¾ mile southwest of Cromer Top and Route 92 near Barton Knob and is located in the USFS Monongahela National Forest. The reclamation techniques employed by the coal operators left the area in a less than desirable condition. To ensure stability, soils were heavily compacted, and all disturbances were sowed with aggressive, nonnative grass species. After several decades, the area is still covered by only a dense grass mat which has inhibited native species from becoming established. This seemingly permanent condition is referred to as 'arrested succession' and can be reversed with human intervention.

According to Jason Teets USDA NRCS Coordinator to WesMonTy RC&D, "The Barton Bench Ecological Restoration Project seeks to conduct ecological site specific design and ecological restoration marketing materials."

The Foundation for Overcoming Challenges and Utilizing Strengths (FOCUS) West Virginia Brownfields program funds were awarded to Wes-Mon-Ty Resource Conservation & Development Project by the West Virginia Brownfields Assistance Centers through funding from the Claude Worthington Benedum Foundation. The program provides financial and technical assistance enabling communities in West Virginia to create a redevelopment vision for brownfield properties of strategic community interest.

The Barton Bench Ecological Restoration Project was one of only 11 projects awarded statewide to receive a 2010 Stage I FOCUS WV Brownfields grant. From these 11 projects, only 5 received Stage II funding for marketing implementation and site design.

Brownfields are abandoned or underutilized properties that have not been redeveloped due to real or perceived environmental barriers. Examples of brownfields include former gas stations, glass factories, machine shops, manufacturing and processing facilities, dry cleaners, and mine scarred lands.

Patrick Kirby, FOCUS WV Director says, "The Barton Bench Ecological Restoration Project provides a stepping stone for restoration efforts at the mine scarred and ecologically barren Barton Bench, initiating restoration progress and spurring community involvement."

This high elevation site was historically a red spruce-northern hardwood ecosystem prior to mining activities. The red spruce ecosystem of the Central Appalachians is characterized by exceptionally high biodiversity and is a priority for conservation and restoration. A remarkable 240 rare species have been documented in the red spruce ecosystem in West Virginia including one federally-listed endangered species (Cheat Mountain salamander), a recently delisted endangered species (West Virginia northern flying squirrel), and rare birds such as the northern goshawk, golden eagle, and saw-whet owl. In addition, at least five highly valued game species (white-tailed deer, black bear, ruffed grouse, snowshoe hare, and woodcock) inhabit these spruce forests.

"The Barton Bench Ecological Restoration Project has the potential to convert a longstanding

brownfield into a high profile demonstration site that can be used to showcase the natural resources of West Virginia,” said Evan Burks CASRI Coordinator. The project will also be used to leverage funds for landscape restoration efforts in surrounding brownfields.

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## West Virginia NRCS Veterans 2010

Submitted by Jared Beard and Debbie Chase

Veterans Day originated as "Armistice Day" on November 11, 1919, the first anniversary of the end of World War I. Congress passed a resolution in 1926 for an annual observance, and November 11 became a national holiday beginning in 1938. President Dwight D. Eisenhower signed legislation in 1954 to change the name to "Veterans Day" as a way to honor those who served in all American wars. Today, the observance honors living military veterans with parades and speeches across the nation. The Veterans Day National Ceremony is held each year on November 11th at the Tomb of the Unknowns at Arlington National Cemetery.

While those who died are also remembered, Veterans Day is the day set aside to thank and honor all those who served in the military—in wartime or peacetime, to acknowledge their contributions to our national security are appreciated, and to underscore the fact that all those who served—not only those who died—have sacrificed and done their duty.

"On Veterans Day we celebrate the lives and legacy of America's 23 million living veterans. From the national Veterans Day observance to regional celebrations nationwide, I encourage all Americans to take this opportunity to acknowledge and thank our veterans for their service."

— Eric K. Shinseki, Secretary of Veterans Affairs, October 19, 2010.

The following list is a compilation of individuals who voluntarily provided information regarding their military service and may not be a complete representation of veterans within West Virginia NRCS.

### Jared Beard, Resource Soil Scientist - Moorefield FO

- WV Army National Guard, August 1993 to August 2002

### Diana Bokoch, Human Resources Manager - State Office

- U.S. Army, Active Duty, 1976-1980
- U.S. Army Reserves, 1980-2004
- Mobilized for Operation Noble Eagle, 2003-2004

### Stephen G. Carpenter, State Soil Scientist/MO-13 Staff Leader - State Office

- U.S. Marine Corps, Active Duty, May 1970 to April 1975
- U.S. Marine Corps Standby Reserve, April 1975 to August 1990

### Charles H. Delp, Assistant State Soil Scientist - Summersville

- U.S. Navy, Active Duty, August 1969 to May 1973
- U.S. Navy Reserve, May 1973 to May 1975

### Jeffery Lewis, Contract Specialist - SO

- U.S. Navy, Active Duty, 1982-2003
- Service locations included Florida, Italy, and Puerto Rico
- Served during Operation Iraqi Freedom

### Rick Patterson, District Conservationist - Summersville FO

- U.S. Marine Corps, Active Duty, 1980-1983

- Fleet Marine Force, 3rd BN/8th Marines
- USS Inchon and USS Guadalcanal
- 1 tour Beirut, Lebanon

**Penny Sheeler, Administrative Office Assistant - Philippi**

- U.S. Air Force, Active Duty, 1986-1992
- Served during Desert Shield/Desert Storm

**Sam Sheets, District Conservationist - Spencer FO**

- U.S. Army, October 1970 to April 1972
- Basic Training – Fort Jackson, SC then to Fort Meade, MD
- MOS Soils Analysis

**Rocky Wickline, Construction Inspector - Beckley AO**

- U.S. Marine Corps, February 1983 to April 1988
- Camp Lejeune, NC
- One Med. Float, one NATO Med. Float
- MOS Combat Engineer, Journeyman Combat Engineer

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## Conservation Education

### Forest Festival

The Mountain State Forest Festival, in Elkins, is West Virginia's largest festival. The Conservation Village consists of displays and activities sponsored by natural resource agencies and groups. Thursday, October 7, 2010 was the school day. About 900 school children and adults visited the Conservation Village.



Julie Stutler (Soil Conservationist) showed students how buffers protect water bodies from field runoff using an EnviroScape. Ed Michael, CD supervisor, helped students pick out and apply temporary conservation tattoos. Ben Collier (District Conservationist) demonstrated soil education activities (provided by Henry Ferguson). (Pictured from left to right). Carol Lagodich (Public Affairs Specialist) handed out publications.



Ben Collier demonstrated how soils can filter and clean water and liquefaction (quicksand experiment) using materials that can be made by teachers. For more information, go to <http://www2.ngdc.wvu.edu/~hferguson/educationNGDC/>.



The Upper Tygart Valley Watershed water supply project in Randolph County and other Recovery Act (ARRA) projects were featured throughout the festival. Pat Bowen (State Resource Conservationist), Barbara McWhorter (State Forester), Isaac Wolford (State Agronomist) and Mike Mullenex (Soil Conservationist) staffed the booth on Friday. Carol Lagodich was there on Saturday.

For more information on The Upper Tygart Valley Watershed water supply project, see the document below.

This document requires [Adobe Acrobat](#).  
[Upper Tygart Valley Watershed Water Supply Project](#) (214 KB)

### 6th Annual Freshwater Folk Festival

Submitted by Katy McBride



The sixth annual Freshwater Folk Festival was held on Saturday, October 2nd at the White Sulphur Springs National Fish Hatchery. Tom Vance (left), District Conservationist, and Katy McBride (right), Soil Conservationist participated in this year's festival. This is the third year that NRCS has been invited to participate in this educational opportunity.

The public participated in hand-made arts and hands-on educational activities. Educational activities included brook trout tag, animal tracks, raptors, the bat cave, the mill mountain zoo, groundwater jeopardy, fly fishing demonstrations, alternative energy hay rides, and many others. Hands-on educational activities were provided by numerous agencies including the U.S. Forest Service

(Cranberry Wilderness), West Virginia Division of Natural Resources, West Virginia Raptor Rehabilitation Center, Department of Environmental Protection (stream partners), West Virginia University Cooperative Extension Service, and NRCS. The hatchery gave daily tours of the hatchery and surrounding area. There were several musical groups in attendance.

NRCS is working with the hatchery on developing a wetland outdoor classroom. Staff from the State Office, Beckley Area Office, and the Lewisburg Field Office has been assisting the hatchery staff on surveying and designing the proposed wetland project. For more information on this project, contact the Lewisburg Field Office at 304-645-6172.

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## West Virginia's Civil Rights

### Outreach Tips for Field Offices

#### Working with a New Client Group\*

##### \*Regardless of who they are

Submitted by Debbie Chase

##### **Strategy #1 Establish your goals**

Examples: Establish understanding of an issue, teach a new technology, begin a conservation plan, develop a relationship, etc. Will you be working with individuals or several members of the group? Consider time constraints carefully.

##### **Strategy #2 Understand the resource needs**

Examples: Ask the clients what their concerns and interests are. Understand and match their operational setting and resource, business, and regulatory challenges with NRCS services. Gather resource inventory information from traditional and partner resources and from on-site inventories.

##### **Strategy #3 Know your clients**

Examples: Learn group characteristics such as language fluencies, social values and norms, education, attitudes and perceptions, economic concerns, group leadership and conservation awareness; family and business characteristics such as decision makers; individual characteristics such as farming experience.

##### **Strategy #4 Build trust; include clients in program development**

Examples: Work with group liaisons who can help you build trust; meet with individuals as they are your most important consultants.

##### **Strategy #5 Find, acquire, and format appropriate technical information**

Examples: Focus on products with the most important features. Use pictures and graphics, avoid bureaucratic jargon, and use simple to complex publications depending on the group's level of understanding. Provide information through and with trusted sources.

##### **Strategy #6 Build your talented service delivery and support team**

Examples: Consider a multi-disciplinary approach to achieve your goals. Enlist resource management technical experts; use interpreters and cultural consultants. Ask co-workers and agency partners to lend a hand with short- and long-term assistance needs.

##### **Strategy #7 Deliver the service**

Examples: Location is important (at the farm or elsewhere). Be prepared: know your material and its context to the group. Communicate your plan and describe the next steps. Anticipate questions and the need to modify your approach. Provide quality materials and invite participation.

##### **Strategy #8 Provide follow-up**

Examples: Ask clients for feedback and modify your strategy or approach accordingly. Respond quickly to any questions or requests for additional services. Realize that you and NRCS will be judged and impressions will be shared with others.

Prepared by Lisa A. Hokholt, Outreach Specialist, NRCS-California. See this document and other Outreach resources at the Outreach SharePoint:

<https://nrcs.sc.egov.usda.gov/programs/rcdod/Outreach/default.aspx>.

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## Morgan Retires from NRCS

Submitted by Doris Brackenrich

For those of us working at the USDA Service Center in Franklin, October 1st was a day we looked forward to with conflicting emotions. It was the day that Ernest Morgan had chosen as his final work day. His career with the Natural Resources Conservation Service was ending after 42 years of federal service.

Mr. Morgan was hired in September of 1970, after spending a little over three years in the military. His first job with the Soil Conservation Service (SCS), as it was known back then, was as a Construction Inspector on the flood control dams being installed in the counties served by the Potomac Valley Soil Conservation District. His work took him into Mineral, Grant, Hardy, and Pendleton Counties.

As the dams were completed, Morgan was taken out of the watershed office in Grant County and placed in Pendleton County as a Soil Conservation Technician, working with Moses Taylor and Harold Bailey. He learned about farm ponds and spring developments, open ditches and tile drainage systems, all common farming practices that SCS assisted agricultural producers with. He learned from some of the best!



In 1980, Morgan was transferred back to Grant County to work with Tom Vance (right), who was serving as the District Conservationist. When Vance was re-assigned to the Lewisburg Office, Richard "Dick" Gray (left) became Morgan's supervisor.

Morgan continued to develop his skills as a Technician, and worked with many farmers who remember him fondly.

I came to Franklin as the District Conservationist on September 30, 1997, along with a newly hired Soil Conservationist named Brooke Witsberger. Neither of us knew very much about the technical side of the job. I had known Morgan since being hired by the Soil Conservation Service in 1983. When the work was too demanding for me, Mr. Morgan, who was still assigned to the Petersburg office, offered to come to Franklin on his Fridays off to help me evaluate water developments and other practices that were beyond my training.

Ernest Morgan finally returned to the Franklin office on a full-time basis in 2001. He has installed more litter storage sheds and feeder barns than I can count. He has surveyed and designed water systems for many of the farmers in Pendleton County and has served as a trainer for several new employees. Although we haven't always agreed, we have gotten a lot done over the past nine years!



A celebration of Mr. Morgan's career was held at the USDA Service Center on Thursday, September 30. Nearly fifty co-workers, farmers, and family members came by to wish Ernest Morgan a long and happy retirement. Many others contributed toward a cash gift and called or sent cards and messages.

Margaret Hartman and Pam Sponaugle of the Farm Service Agency, assisted by Roger Dahmer and Adam Boner, really went all out to recognize Morgan. Displays included photos of Morgan on the job, events of 1970 when he started with the agency, and a very creative life story in pictures. Cake, punch, and assorted finger foods were enjoyed by all.

Morgan is looking forward to spending more time with his wife, Sarah Frances Morgan, and their five children – Winifred, Mickey, Donna, Mark, and Kim – as well as their families. He operates a farm near Sugar Grove where he raises purebred Angus cattle and loves to travel, especially if there is hunting involved with that travel! We wish you only the best of days and look forward to having you visit whenever you can!

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## Retired Conservation Service Employees Meet at the NRCS State Office

Submitted by Peg Reese

Twenty-four people attended the West Virginia Chapter's meeting of the Association of Retired Conservation Service Employees (ARCSE) at the NRCS State Office on November 3rd. State Conservationist Kevin Wickey gave an overview of the extensive work done by NRCS during the past year. West Virginia received more American Recovery and Reinvestment Act funds than any other state. The \$35 million was used primarily on flood plain easements and other watershed work. The Soil Survey Staff is working to assess the level of organic matter in the soils in West Virginia. The baseline inventory of soil organic matter will assist NRCS in developing and encouraging conservation practices that will increase soil organic matter. Kevin asked retirees for assistance with this endeavor as well as helping to feed the hungry through the "people's gardens" project. Many of these gardens are located at NRCS offices.

Don Summers, the President of the Mountaineer Chapter of the National Association of Retired Federal Employees (NARFE) gave an overview of NARFE and their legislative initiatives. At the national level, NARFE is seeking parity between social security and federal employee benefits and defending the integrity of the federal retirement systems. In West Virginia, NARFE is working with legislators to increase the tax exemption for retired federal employees.

Alan Staddon gave a virtual tour of the Grand Canyon through a Powerpoint presentation called "The Grand Canyon: From the Bottom Up." The beauty of the Canyon shone in the presentation.

During the business meeting, Jim Clevenger and Shirley Jordan volunteered to organize next year's meeting and Peg Reese was re-elected as president.



Attending the meeting were: Gordon Bayles, Dave and Patty Burns, Charlotte Elliott-Friend, Bill Hatfield, Elaine and Russell Hayhurst, Jim Clevenger, Gene and Jennie Kessel, Shirley Jordan, Dick and Annette Judy, Orland and Patty Parks, Roseanne Kennedy, Peg Reese, Lynn Shutts, Alan Staddon, Don and Glenda Summers, and Rollin and Helen Swank.

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**Meet . . .**

**Jeremy Coon**  
 Engineering Technician  
 Petersburg Service Center

I am the new Engineering Technician at the Petersburg Service Center. I currently reside in Moorefield, WV.

After graduating from Moorefield High in 1997, I joined the Marine Corps and served 5 years as an Air Traffic Controller. I was stationed in Jacksonville, NC from 98-99 and then Quantico, VA from the end of 99 until October 2002. During my service with the USMC I got to meet President Bill Clinton. In 2000 I was invited to watch the 4th of July fireworks from the front lawn of the White House.

After completing my service, I worked for several construction companies in VA and WV. I got to work with the construction of commercial buildings, residential homes, and even some log homes. I then worked with Clark Construction for 3 years in the DC, VA, and MD area as a Senior Field Engineer. While with Clark I was able to assist with some of the improvements to the new National Military Medical Center (Bethesda Naval Hospital) in Bethesda, MD.

In my last year with the USMC, a good friend/Marine set me up on a blind date and 4 months later I married her. My wife, Kim, and I have two children, Russell (age seven) and LeeAnne (age two). As a family we love to go camping and doing anything outdoors. I am an outdoor enthusiast, I love hunting, fishing, hiking and kayaking. My son does a lot of these things with me and has taken several kayaking trips with me. I am also a den leader for the Cub Scouts in Moorefield.

Seeing my love of nature, my family and friends say this is the ideal career for me. I couldn't agree more, and look forward to many years with the USDA NRCS.

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**Personnel Updates**

(Submitted by Karen Fitchett as of November 3, 2010)

Name	Action	Location
Brandon Duckworth	Temporary Promotion	Gassaway
Thomas Montgomery	Termination-NTE	Philippi
Elizabeth Harper	Termination-NTE	Petersburg
Samatha Spencer	Termination-NTE	Martinsburg
Dillon Fuller	Termination-NTE	Petersburg
Thomas Wachtel	Termination-NTE	Philippi
Cynthia Thompson	Detail	Ranson
Becky Berkebile	Termination-NTE	State Office – Programs
Sarah Carr	Termination-NTE	State Office - Administration
Andrew Darnell	Termination-NTE	State Office – Eng
Richard Wise	Termination-NTE	State Office – Eng
Heather O'Dell	Termination-NTE	Beckley
Tyler Lucas	Termination-NTE	Beckley
David Gardner	Termination-NTE	Buckeye
Jessie Hensley	Termination-NTE	Union
Paul Richie Thompson	Termination-NTE	Huntington
Nikki Rutan	Termination-NTE	McMechan
Emma Hickman	Termination-NTE	Mount Clare
Jennifer Baker	Termination-NTE	Parkersburg
Sarah Hunter-Cox	WAE	Pt. Pleasant
Trevor Cummings	Termination-NTE	Spencer
Ernie Morgan	Retirement	Franklin
Jason Crislip	Promotion from Ohio	Parkersburg
Hanson Kennedy	Retirement	Philippi
Jeremy Coon	New Hire CET	Petersburg
Tim Prescott	Transfer to Illinois	State Office – Soils
Jeff Lewis	Promotion to Contract Specialist	State Office – Admin
Tim Lewis	Termination – NTE	Petersburg
Dave Kingsbury	Promotion	State Office – Soils
Ken Haid	Reassignment	Beckley
Carrie Crislip	Transfer to Ohio	Ripley
Rebecca MacLeod	Transfer to NHQ	Potomac Headwaters RC&D
Sarah Fitzwater	Temporary Promotion	Martinsburg (Potomac Headwaters RC&D)
Adam Merritt	New Hire Career Intern/ Soil Con Tech	Buckeye

**HR Minute**

Submitted by Diana Bokoch



Federal Benefits Open Season is from **November 8th through December 13th 2010**. This is the time of year to ensure that you have the right health, dental or vision insurance coverage for you and your family. Materials from the recent FEHB fair will be in the main conference room (200) in the State Office through open season. Please do not take the last copy of any material.

Effective January 1, 2011, the age of continued dependent eligibility for FEHB coverage increases from age 22 to age 26. If you are already enrolled in a "Self and Family" health plan, you will need to contact your insurance carrier to add your dependent (age 22-26). If you currently have a "Self Only" health enrollment and want your child covered under the FRHB program, you must change to a "Self and Family" enrollment through the HR Office. **You can only do this during open season or if you have a Qualifying Life Event.**

West Virginia 2011 Plan information can be found at this website:

<http://www.opm.gov/insure/health/planinfo/2011/states/wv.asp>

Federal Employees Dental and Vision Insurance Program (FEDVIP) coverage automatically continues year to year, even into retirement. You cannot cancel your FEDVIP coverage outside of Open Season (even if you retire). For more information on these plans and rates, go to the following website: <https://www.benefeds.com/>.

FSAFEDS offers three different flexible spending accounts (FSAs): a health care flexible spending account, a limited expense health care flexible spending account, and a dependent care flexible spending account.

Beginning January 1, 2011, currently eligible over-the-counter (OTC) products that are medicines or drugs (e.g., acne treatments, allergy and cold medicines, antacids, etc.) will not be eligible for reimbursement from your Health Care FSA – unless, you have a prescription for that item written by your physician. The only exception is insulin – which will not require a prescription from January 1, 2011 forward. Other currently eligible OTC items that are not medicines or drugs, such as bandages and nasal strips, will not require a prescription.

Enrollments DO NOT carry forward from year to year. You must re-enroll each year if you want to continue participation.

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### Hiring Reform

All agencies were tasked with implementing hiring reform improvements by November 1, 2010. As part of this initiative, the hiring timeline will be reduced, the application process will be simplified by eliminating Knowledge, Skills, and Abilities (KSA's) narratives for the initial application process and applicants will be notified of their status at four points in the process through USAJOBS and direct email. These recent changes will make the process more effective and efficient for selecting officials and applicants.

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### Leave Reminder

Don't forget to schedule your "use or lose" annual leave and any restored leave. You cannot carry over 240 hours of annual leave into the next calendar year except for administrative error, illness, or exigency of public business. The OPM Form 71 "Request for Leave or Approved Absence" must be approved in writing by **November 20th, 2010**. The OPM Form 71 can be found on the West

Virginia Sharepoint Site, click on Human Resources, then click on "forms". For more information, see West Virginia Bulletin 360-10-023 dated September 30, 2010.

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#### **Favorite quotes:**

*Give me a stock clerk with a goal and I'll give you a man who will make history. Give me a man with no goals and I'll give you a stock clerk. - J. C. Penney*

*The problem with doing nothing is not knowing when you're finished. - Benjamin Franklin*

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#### **Phone Directory**

An updated phone directory is available at <http://offices.sc.egov.usda.gov/employeeDirectory/app?agency=nracs&state=wy>

Contact information may be found by searching on the employee name, city, all employees in the state, or by Service Center.

If your phone number or contact information is missing or incorrect, go to <https://icams.usda.gov/> (password required) and update your personal information.

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NFC-1217 Pay Period Calendars 2011 (38KB)

[http://i2i.nfc.usda.gov/Forms/1217n\\_11.pdf](http://i2i.nfc.usda.gov/Forms/1217n_11.pdf)
**New and Reprint LandCare Publications**

*Soil-Field Indicators of Hydric Soils in U.S. 7.0- Field Indicators of Hydric Soils in the United States, A Guide for Identifying and Delineating Hydric Soils.* This guide has been developed by soil scientists of the NRCS in cooperation with the U.S. F.W.S., the U.S. ACE, EPA, various state regional and local agencies, universities and the private sector. (2010)

Reprint: *An Invitation to a Healthy Apartment Poster*- This combination poster/brochure provides information on how to turn your apartment, townhouse or condominium into a landscaped oasis that provides food and rest for wildlife. Size: 8 1/2 x 11 inches closed and 11x 17 fully opened. (2006)

Literature Racks are available for use at your conventions, seminars, meetings etc

<http://landcare.sc.egov.usda.gov/>
**Office Etiquette Essentials**

We are working in tighter spaces so office etiquette is more important than before. Are you annoying your co-workers without really trying?

<http://www.forbes.com/2010/01/08/business-etiquette-office-manners-forbes-woman-leadership-work.html?partner=yahooshine>

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