

Subpart B – Employee Responsibilities

400.10 General

INF – Procedure for Personal NRCS Identification

Indiana NRCS employees should wear their NRCS name badge to be identified at meetings, conferences, recruiting fairs, and other events. If employees have been given a non-monetary award shirt, this may be worn for identification in addition to the name badge. Apparel will not be given to an employee for the sole purpose of identification at these events.

If an employee is interested in purchasing a wearable item with the NRCS logo, the employee must follow the given standards as noted on the national NRCS Web site regarding use of the NRCS logo. The Web site at <http://www.nrcs.usda.gov/about/logo/> provides this information.

The attached memo dated May 13, 2010 provides Indiana NRCS employees with an option to personally purchase items from L.L. Bean with the NRCS logo. Two logos are on file with L.L. Bean for this purpose, and the set-up fee has been paid for by NRCS. Indiana NRCS in no way favors or endorses this company for employees to purchase from, but merely provides this option.

Attachment (Exhibit 1)