United States Department of Agriculture

NRCS

Natural Resources Conservation Service
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NEW MEXICO BULLETING 330-9-1

SUBJECT: MGT – NEW MEXICO SHAREPOINT

To: All Employees

A New Mexico SharePoint site has been established and is available to all employees in view-only mode at https://nrcs.sc.egov.usda.gov/west/nm/default.aspx. Included on the SharePoint are the following items:

- **State Master Schedule**: Major activities impacting NRCS staff are posted to the Master Schedule. Items will include meetings (both State and Area), training, workshops, etc. By clicking on a scheduled item, information regarding location, contact person, etc., is available.

- **USDA Conference Room (Room 145):** The first floor conference room at the State Office is used by all agencies in the building. Due to the high internal demand for its use, reservations from agencies outside of 6200 Jefferson, with the exception of the Federal Executive Board (FEB), will not be accepted.

- **NRCS Conference Room (room 313)**. The third floor conference room is available primarily for NRCS employees. Occasionally another agency (FSA or RD) may reserve the conference room.

If you receive a message "access denied" when you log on, please click on the access denied button to forward a message to the SharePoint administrator.

To add new information to the State Master Schedule or to reserve the conference rooms, please email Rita Yarbrough, Kelley Mullen, Chrishelle Jackson, or Patrice Middleton.

DENNIS L. ALEXANDER
State Conservationist