

United States Department of Agriculture



Natural Resources Conservation Service
6200 Jefferson NE, Room 305
Albuquerque, NM 87109
Phone: (505) 761-4400 Fax: (505) 761-4463
Web site: www.nm.nrcs.usda.gov

March 30, 2010

Subject: PGM-CPM 440, Part 512.3, Contracting Permissions & Separation of Duties for
Certification and Approval

To: All Employees

File Code: 440

In New Mexico the contracting permissions in Protracts are delegated to the Programs Staff to include the Assistant State Conservationist for Programs and the three program managers:

Assistant State Conservationist for Programs – Norman Vigil
Resource Conservationist – Danny Branch
Resource Conservationist – Seth Fiedler
Resource Conservationist – Michael Neubeiser

The permissions include authority to assign corresponding permissions and roles in Protracts. Form AD-1143 will be used to document the request and approval of each action to add, delete or modify user roles in Protracts.

Complete separation of duties between the user requesting access, the supervisor approving access and the role grantor who enrolls the user in Protracts will be maintained at all times.

The District Conservationists are authorized to commit funds and approve payment applications in Protracts.

The Area Conservationists and Area Resource Conservationists are authorized as second-level obligation reviewers in Fund Manger and obligate funds in Protracts.

Elaine Padilla, programs assistant, is authorized as the Fund Manager State Vendor Coordinator. Financial Officer Norm Harris and Budget Analyst Angelica Chavez are authorized as FFIS certifying officials.

Josie Tafoya, voucher examiner; Elaine Padilla, programs assistant; and Donna Lisby, administrative assistant for the East Area, are authorized as FFIS vendor coordinators.

Form AD-1143 to add, delete or modify user roles will be submitted to the ASTC/Programs as needed.

A handwritten signature in black ink, appearing to read "Dennis Alexander".

DENNIS ALEXANDER
State Conservationist

Enclosures (2)