NRCS – New Mexico
Vehicle Fleet Management Guide

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PURPOSE

The purpose of the United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS), New Mexico, Vehicle Fleet Management Guide is to formally establish policies and procedures required to increase vehicle use, reduce fleet maintenance expense, and improve the overall operating efficiency of the Agency's fleet in the State of New Mexico. This Plan in no way supersedes or replaces Federal Management Regulation 102-34; Agriculture Property Management Regulation 110-34 Supplementing Chapter 102, Subchapter B, Part 102-34; NRCS Property Management Regulation 104I-38; and NRCS General Manual 120-405.

ANNUAL REVIEW

The Local Fleet Program Coordinator (LFPC) will review this Plan annually and forward vehicle reports to the Accountable Property Officers (APO). The Plan may be reviewed at other times, as required, with recommendations for changes forwarded to the Property Management Officer (PMO).

POLICY/PROCEDURE

1. Definitions

A. Property Management Officer (PMO) – An employee appointed in writing by the State Conservationist to have administrative jurisdiction over all government property. The State Administrative Officer is the PMO for NRCS New Mexico.

B. Accountable Property Officer (APO) – An Employee, appointed in writing, by the Property Management Officer (PMO) to have administrative jurisdiction over property. In general, members of the New Mexico Leadership Team serve as APOs for their respective areas.

C. Accident Committee – A committee authorized to act in matters of accountability and disposition of property and to determine the liability of employees if property is lost, stolen, damaged or destroyed. Members of the Accident Review Committee are appointed by the State Conservationist via state bulletin.

D. Local Fleet Program Coordinator (LFPC) – An employee, designated by the Agency, responsible for oversight and coordination of the Agency's fleet policy and procedures, as well as coordinating the acquisition, replacement and disposal of fleet vehicles. The LFPC is the Purchasing Agent on the Acquisition and Contracting team at the New Mexico State Office.

E. Pool Vehicle – A light duty vehicle (car, van, or pickup), not assigned to a particular employee, suitable for providing basic transportation for any authorized driver.

F. Property Custodian – The person identified on property inventory records as property custodian for a vehicle or piece of equipment. This person is usually the office manager (District Conservationist, RC&D Coordinator, Project Leader, etc.)

G. Vehicle Operator – A person authorized by the Agency to drive Agency vehicles while on official Government business.

2. Roles and Responsibilities

A. The Property Management Officer (PMO) is responsible for:

1. overall oversight and management of the State's Personal Property, including vehicles;
2. implementing NRCS New Mexico's Vehicle Fleet Management Plan;
3. appointment of Accountable Property Officers; and
4. settlement of all Agency vehicle insurance claims.

B. The Local Fleet Program Coordinator (LFPC) is responsible for:

1. processing appropriate paperwork to acquire and track vehicle titles, license plates and required decals;
2. coordinating the disposal and sale of all vehicles;
3. the electronic submission of vehicle use report data and information to NHQ as required; and
4. maintaining compliance with federal mandates governing vehicle fleet management;
5. monthly collection and data entry of vehicle use report information and vehicle specific information into the vehicle fleet database;
6. planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance and repair, replacement and disposal of the vehicle fleet;
7. observing and enforcing agency, departmental and federal vehicle fleet management policies and procedures;
8. tracking any new vehicle warranty that may be in effect when a vehicle must be serviced or repaired;
9. reviewing and recommending approval for vehicle purchases, transfers and deletions;

C. Accountable Property Officers (APOs) and Property Custodians are responsible for:

1. being a good steward of government vehicles and managing them accordingly;
2. routine inspection of vehicles to ensure operational condition and the required vehicle insignia is complete and visible on both sides of the Agency vehicle;
3. ensuring all vehicle damage and repairs are corrected as needed;

4. ensuring compliance with the required Agency preventive maintenance program;
5. ensuring Agency vehicles are used for their intended purpose;
6. coordinating all vehicle requisitions through the LFPC;
7. coordinating all vehicle transfers and deletions through the LFPC;
8. rotating and/or eliminating vehicles with low utilization;
9. being knowledgeable of all vehicle fleet management policies and procedures;
10. ensuring compliance with the established vehicle fleet management program;
11. accumulating and providing any vehicle data required by the LFPC;
12. retaining accurate files on Agency vehicles for reference should the need arise;
13. keeping the LFPC advised of any transfers within the vehicle fleet;
14. advising the LFPC of all vehicle accidents/incidents that occur and providing a copy of the vehicle accident package and police report;
15. being familiar with and communicating established vehicle fleet management policies and procedures to applicable parties within their department; and
16. ensuring all vehicle operators have received appropriate information and/or training.

D. The Vehicle Operator is responsible for:

1. identifying any mechanical problems associated with the vehicle they are operating and scheduling repair of same;
2. reporting accidents immediately to supervisor and assisting with the completion of vehicle accident paperwork;
3. following all state laws associated with vehicle operation;
4. operating only vehicles they are authorized to use;
5. maintaining a valid driver's license;
6. abiding by safety regulations, including wearing seatbelts and refraining from texting/talking while driving;
7. using government vehicles for official Agency business only;
8. keeping the vehicle secured when not in operation;
9. completing regular vehicle maintenance checks to ensure the vehicle is in good operating condition;
10. maintaining vehicles in a clean condition;
11. refraining from smoking in Government vehicles;
12. completing required vehicle usage logs;
13. maintaining receipts for fuel, maintenance, and other services performed on the vehicle; and
14. complying with the NRCS vehicle fleet management program.

3. Vehicle Acquisition and Replacement

A. NRCS New Mexico's goal is to effectively increase efficiency of the fleet by acquiring fuel efficient and alternative fuel vehicles and by implementing a plan to maintain an average age of 6 years for vehicles utilized in the fleet. This will be achieved by replacing at least 8-10% of the fleet annually, thereby continually keeping a safe and efficient fleet.

B. The procurement of new vehicles and leasing of GSA vehicles will be conducted by the Acquisitions and Contracting team at the NRCS New Mexico State Office. Reports will be provided annually to each APO to prioritize vehicles to be replaced, based on availability of funds.

C. Per NRCS General Manual 120-405.91, agencies must keep motor vehicles owned or leased by the Government for at least the years or miles shown in the following table:

Table of Minimum Replacement Standards		
Motor Vehicle Type	**Years* – OR**	**Miles***
Sedans	3	60,000
Trucks		
Less than 12,500 pounds GVWR	6	50,000
12,500-23,999 pounds GVWR	7	60,000
24,000 pounds GVWR and over	9	80,000
4 or 6-wheel drive motor vehicles	6	40,000
*Minimum standards are stated in both years and miles, whichever occurs first.		

D. Because of large geographic size of New Mexico and the distance between offices, New Mexico vehicles gain miles quickly. Thus, most replacements are expected to exceed both the minimum age and mileage requirements.

4. Vehicle Assignments and Fleet Consolidation

A. In general, vehicles will be assigned to area office and field office locations for official Government use by employees whose regular duties require work in various locations and who regularly require a vehicle for ongoing daily duties.

B. All other Agency vehicles will be pooled. Pool vehicles must be available for checkout as needed and must be used over other options, including rental vehicles and employee reimbursement for use of personal vehicles. Pool vehicles must be returned to the pool clean and with at least ¾ tank of fuel.

C. All vehicles should be rotated to balance the average miles driven.

D. In accordance with NRCSPMR 104I-38.7001, Assignment of Automotive Equipment, the numbers of allowed vehicles per office for NRCS New Mexico are as follows:

Number of Employees	Number of Vehicles
1	1
2	2
3	3
4	4
5	4
6	5
7	5
8	5
9	6
10	6

E. APOs are responsible for monitoring the quantity, efficiency and safety of the vehicles in his/her jurisdiction.

F. Using the above quotas, APOs should assign vehicles for the normal needs of an office according to the number of regularly assigned employees requiring vehicles to perform NRCS work.

G. If the total number of permanently assigned vehicles in a field office exceeds the above quota, the APO must justify the additional vehicle(s) to the PMO.

5. Transfers

A. Vehicles may be transferred from one office or another within the area with the approval of the appropriate APO. Transfer vehicles must be in sound mechanical condition and not increase the field office or area's vehicle inventory unless documented approval is obtained from PMO. The appropriate APO will notify the LFPC of any transfers within the area via email.

B. Transfers between areas (APOs) must be documented on form AD-107, Report of Transfer or Other Disposition or Construction of Property (Attachment A), and forwarded to the PMO.

6. Vehicle Titles

All original vehicle titles will be acquired and maintained by the LFPC at the NRCS State Office.

7. Vehicle Use and Driver Authorization

A. As required by federal law, fleet vehicles may only be used to conduct official Agency business. Under no circumstances may an Agency owned/leased vehicle

be used for personal convenience or to conduct private business. If an Agency owned or leased vehicle is not available, the Agency, at its option, may provide an alternative form of transportation or reimburse an employee for the use of a personally owned vehicle.

B. To become an authorized driver, a vehicle operator must possess a valid Driver's License. All traffic citations issued to the driver of a government vehicle must be reported to his/her supervisor. If an authorized driver is convicted of a traffic violation that results in the loss/suspension of his/her Driver's License, the driver must notify his/her supervisor that they are no longer eligible to drive a government vehicle.

C. Failure to comply with this requirement may result in disciplinary action up to and including removal. In addition, if the employee's position requires a valid license, failure to maintain a good driving record may result in disciplinary action up to and including removal.

8. Operator Rules of Conduct

A. While driving a government vehicle, employees are engaged in an activity that represents the Agency to the general public. For many citizens this activity represents the only contact they will ever have with a government employee. Therefore, all authorized drivers are reminded how important it is to convey a positive, professional image. To help accomplish this important task in a responsible manner, drivers are expected to know and comply with all applicable state laws and agency policies.

B. Drivers are personally responsible for all traffic citations and parking violations received while operating government vehicles.

9. Accidents and Accident Reporting

A. Employees utilizing Agency-owned or GSA-leased vehicles for official purposes are responsible for operating the vehicles in a safe manner. If an accident occurs, the employee and his or her supervisor are to comply with the procedures below:

1. Safety:
   a) If necessary, call 911 for emergency services. (Note: the Government assumes no responsibility for payment of medical care, towing, etc., for private individuals.)

   b) Administer first aid within capabilities.

2. If the damaged vehicle is a safety hazard on the road, see that oncoming traffic is warned, and then arrange for removal of the vehicle. Otherwise, do not move the vehicle until the preliminary investigation is completed.

B. Reporting:

1. The operator is responsible for notifying the following persons immediately, either in person, or by telephone, of any accident that results in damage to Government and/or private property and/or injury to a private individual or Government employee:

   a. State, county or municipal law enforcement authorities as required by law; and

   b. Supervisor.

2. The operator must also obtain and document all information pertaining to the accident or incident on the required forms. The required Vehicle Accident Report forms are located in the glove compartment of each vehicle and include the following:

   a. *SF-91, Operator's Report of Motor Vehicle Accident* (Attachment B). This form shall be prepared for all vehicle accidents while on official business, whether the equipment is Government-owned, privately-owned, or leased. This form is to be given to the operator's direct supervisor within 24 hours and is to be forwarded to the PMO within 3 days of the accident.

   b. *SF-94, Statement of Witness* (Attachment C). This report is to be used for obtaining witness statements if possible. This form may not be completed by the vehicle operator. These forms are to be forwarded to the PMO within 7 days.

   c. *AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property* (Attachment D). This form must be completed to document damage to the Government vehicle and any equipment in the vehicle caused by accidents. The supervisor in charge of the location to which the vehicle is assigned is to record the evidence of loss or damage and forward it to the APO, who will review, sign, and forward to the PMO within 7 days.

      Form AD-112 is not required to report common minor damage such as a broken windshield caused by a missile thrown by a passing vehicle of an unknown driver.

3. The vehicle operator is to make no statements about responsibility for the accident except to his or her supervisor or to an NRCS investigating officer. If a vehicle operator is injured and cannot comply with the reporting requirements, his or her supervisor is to provide the required reports.

4. Any vehicle involved in an accident should receive a safety inspection before being returned to service.

5. When a government vehicle is damaged by a third party, the PMO will act as the Agency's liaison between the owning department, the third party and/or their insurance company.

C. **Accident Review Committee**

1. In accordance with Natural Resources Conservation Service Property Management Regulation (NRCSPMR) 104I-39.803, an Accident Review Committee consisting of three members and three alternates has been created. The purpose of the committee is to review all investigative reports relating to motor vehicle accidents involving NRCS New Mexico vehicles and make recommendations as to liability, preventability, and disciplinary action.

2. Each New Mexico Leadership Team (NMLT) member will serve as the Investigative Officer responsible for investigating all automobile accidents within the scope of their supervision. Acting NMLT members will serve as alternate investigative officers. If the investigative officer or alternate is unable to investigate the scene, the driver or other NRCS employee at the scene is to make a complete report utilizing the kit and forward it to the investigating officer as soon as possible.

3. After all investigation reports have been received, including investigations by the investigating officer as required, the committee will make recommendations to the PMO on liability, preventability, and recommended disciplinary action.

10. Security

A. The security of Agency vehicles and their contents is the responsibility of the operator. When left unattended, vehicles shall have the keys removed from the ignition and ensure the vehicle is locked.

B. Vehicles that become disabled on the road will be secured with all possible precautions taken to prevent theft or vandalism. In the event a vehicle cannot be secured in its present location, the driver will have the vehicle towed to a facility where it can be secured until assistance arrives. Under no circumstances should a vehicle be left along a highway or in any area where vandalism would be easily accomplished.

11. Theft or Damage

A. If a vehicle, or government property within a vehicle is stolen, the vehicle operator should immediately contact:

1. Supervisor; and
2. LFPC.

B. An AD-112, *Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property* (Attachment D), must be completed by the Property Custodian and the Accountable Property Officer documenting the loss. The form must be forwarded to the Property Management Officer at the State Office within 7 days.

12. Preventative Maintenance and Repairs

A. Agency-owned vehicles:

1. *Preventative Maintenance:* All NRCS-owned vehicles (vehicles with license plates starting with an "A") must be well-maintained in order to be safe and efficient. Under no circumstances should an Agency vehicle be placed in active service unless it is in good operating condition. All vehicles should receive service (oil change, lube, fluids checked) at a minimum every six months or 7,500 miles. Preventative maintenance services under $100 do not require pre-approval.

2. *Repairs:* All other repairs, including requests for new tires, upgraded equipment, etc., shall be approved by the APO for that vehicle. Repairs that are the result of accidents must be included in the accident file for the vehicle.

3. *Payment:* All costs associated with the maintenance or repair of Agency-owned vehicles must be placed on the assigned VISA Fleet Card or Temporary Pool Card. In emergency situations or in cases where no mechanic can be located who can accept the VISA Fleet Card, charges may be placed on the appropriate Program Assistant's Government Purchase Card. For VISA Fleet Card payment assistance, please call the number on the back of the card.

4. *Vendors:* To find merchants that accept the VISA Fleet Card, please visit the following Web Site: http://visa.via.infonow.net/locator/usa/supplier/ListLoadAction.do

5. *Replacement Fleet Cards for NRCS Owned Vehicles:* If a VISA Fleet Card is lost or destroyed, drivers must contact the LFPC for a replacement. Once ordered, replacement may take up to 30 days. Temporary Pool Cards may be available for emergencies.

B. GSA – Leased Vehicles

1. *Preventative Maintenance:* All GSA-Leased vehicles (vehicles with license plates starting with a "G") must be well-maintained in order to be safe and efficient. Under no circumstances should any government vehicle be placed in active service unless it is in good operating condition. GSA requires all leased vehicles receive preventative maintenance service (oil change, lube, fluids checked) every twelve months or 7,500 miles. Preventative maintenance services do not require pre-approval. The LFPC will contact vehicle operators with assigned GSA-leased vehicles to alert them to when service is due.

2. *Repairs:* Except for tires and batteries, any vehicle service, under $100, does not require pre-approval by GSA. For vehicle service exceeding $100, pre-approval by GSA is required. The vehicle operator or mechanic can call the toll-free number on the back of the GSA Wright Express Card to obtain approval from a GSA Fleet Service Representative.

3. *Upgrades/Modifications:* Any modifications to the vehicle, outside of general maintenance and repair, must be submitted to the appropriate APO on an AD-700, Procurement Request (Attachment E).
The APO must sign the form to indicate concurrence and forward to the LFPC for processing.

4. *Payment:* All costs associated with the maintenance or repair of GSA-leased vehicles must be placed on the GSA Wright Express Card. In emergency situations or in cases where no mechanic can be located who can accept the GSA Wright Express Card, charges may be placed on the appropriate Program Assistant's Government Purchase Card.

5. *Vendors:* To find merchants that accept the GSA Wright Express Card Card, please visit the following Web Site:
http://www.wrightexpress.com/accepting-locations

6. *Replacement Fleet Cards for GSA Leased Vehicles:* If a GSA Wright Express Card is lost or destroyed, drivers must contact the LFPC for a replacement. Once ordered, replacement may take up to 30 days. Temporary cards may be available for emergencies.

7. *Mileage Reporting:* Agencies are billed according to monthly mileage reported to GSA. While a system is in place to electronically receive mileage readings from gasoline pumps, there are always exceptions. Drivers will be notified if they need to report their mileage to the LFPC directly.

13. Vehicle Inspection

A. Drivers are responsible for regularly inspecting their vehicle before and after operation. Any defect discovered during these inspections or while driving should be noted and reported. Any deficiency that would cause further damage to the vehicle, render it unsafe, or present a hazard should be reported immediately. The vehicle should not be driven until necessary repairs are completed.

B. Per a federal-wide requirement, drivers will be required to complete an "Annual Vehicle Safety Inspection". Inspection forms, provided by the State Office, must be completed in their entirety by the respective drivers and submitted to the LFPC by the established due date for entry into the Property Management System.

13. Car Wash Policy

Vehicles should be washed and cleaned inside and out as necessary to ensure safe conditions by maximizing visibility, to decrease possibility of scratches or other cosmetic damage due to caked mud clay, etc, and to maintain a professional appearance. NRCS and GSA Fleet Charge Cards may be used to purchase car washes. The economy-grade car wash should be purchased unless unique conditions require more specialized cleaning.

14. Fleet Fueling Policy

A. Unless specifically prohibited by the vehicle's manufacturer warranty or requirements, all vehicles operating on gasoline must use regular grade, unleaded gasoline. Except as noted, high-octane blends (marketed as premium, super-unleaded, etc.) are prohibited for use in Agency vehicles. All fuel should be placed on the NRCS or GSA Fleet Charge Card assigned to each vehicle.

B. Vehicles capable of using alternative fuels will use them to the maximum extent practicable. Exceptions are:

1. where and when alternative fuel is not available;

2. when alternative fuel costs are more than unleaded gasoline or diesel; or

3. when the conversion equipment is not working or is unsafe to operate, in which case repairs or inspections shall be made so that the vehicle may continue to operate on the alternative fuel.

C. Agency vehicle operators will use self-service islands only when refueling at retail fueling stations.

ATTACHMENT A - AD-107 EXAMPLE

AD-107 (11/89)

United States Department of Agriculture

REPORT OF TRANSFER OR OTHER DISPOSITION OR CONSTRUCTION OF PROPERTY

Report No. **Assigned by State Office**

Date **12/28/2010**

1. Type of Transaction *(Report Each Type Separately)*

☒ Transfer ☐ Sale ☐ Trade In ☐ Donation

☐ Construction ☐ Temporary Loan Record

2. Authorization Reference

3. Proceeds Received **$0.00**

4. Reporting Agency	5. Receiving Agency *(Or Name of Purchaser or Donee)*	
USDA - NRCS	**USDA - NRCS**	
A. Organizational Unit	A. Organizational Unit *(Or Address of Purchaser)*	
South Area Office	**State Office**	
B. Location	B. Location	
Las Cruces, NM	**Albuquerque, NM**	
C. Signature	C. Signature	
D. Title	D. Title	E. Date
Area Conservationist (APO NM1635SAC)	**Contract Specialist (APO NM1635)**	**12/29/2010**

6. Property Items

Quantity *(Or Property No.)*	Item Description *(Give Full Details Including Serial Number, If Any, and Condition Code)*	Inventory Value
1	A311311, 2007 F-150 Ford Extended Cab	$15,000
NFC ID: A0002993258	Transfer from Socorro Service Center to State Office inventory for Disposition or Sale.	

The information below is completed at the State Office

12/29 Note PROP NFC Records Adjusted. Screen Prints Attached

Certification of Property and Fiscal Officers

7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the Property Records. Proceeds, if any, are to be deposited to:

N/A: No Proceeds

(Note: The Property Officer is the State Administrative Officer)

Signature: [signature] Date: 12/29/10

8. Fiscal Officer

A. ☐ The sum indicated below has been received in payment for the property disposed of.

B. ☐ The necessary entries have been made to adjust accounting records.

Amount ($) | Schedule No.

Signature | Date

ATTACHMENT B - SF-91 EXAMPLE

MOTOR VEHICLE ACCIDENT REPORT	Please read the Privacy Act Statement on Page 3.	INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding $500.

SECTION I - FEDERAL VEHICLE DATA

1. DRIVER'S NAME (Last, first, middle)	2. DRIVER'S LICENSE NO./STATE/LIMITATIONS	3. DATE OF ACCIDENT
SMITH, JOHN, A.	108431221 / NM / B	12/28/2010

4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS	4b. WORK TELEPHONE NUMBER
USDA/NRCS SANTA FE SERVICE CTR, 1911 FIFTH ST, SANTA FE, NM	(505) 555-9525

5. TAG OR IDENTIFICATION NUMBER	6. EST. REPAIR COST	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED
A311311	$ 7,000	2008	FORD	RANGER	[X] YES [ ] NO

11. DESCRIBE VEHICLE DAMAGE
BODY DAMAGE ON PASSENGER SIDE, PASSENGER WINDOW BROKEN

SECTION II - OTHER VEHICLE DATA *(Use Section VII if additional space is needed.)*

12. DRIVER'S NAME (Last, first, middle)	13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS
DOE, JANE, A.	107321121 / NM / B

14a. DRIVER'S WORK ADDRESS	14b. WORK TELEPHONE NUMBER
1000 CEDARBROOK DR., SUITE B, SANTA FE, NM	(505) 364-4000

15a. DRIVER'S HOME ADDRESS	15b. HOME TELEPHONE NUMBER
2314 MAPLE ST, SANTA FE, NM	(505) 555-1800

16. DESCRIBE VEHICLE DAMAGE	17. ESTIMATED REPAIR COST
SMASHED FRONT END, HEADLIGHT, GRILL	$ 5,000

18. YEAR OF VEHICLE	19. MAKE OF VEHICLE	20. MODEL OF VEHICLE	21. TAG NUMBER AND STATE
2004	FORD	F150	NM NZQ-587

22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS	22b. POLICY NUMBER
STATE FARM INSURANCE SANTA FE, NM	57205R3
	22c. TELEPHONE NUMBER (505) 555-1000

23. VEHICLE IS	24a. OWNER'S NAME(S) (Last, first, middle)	24b. TELEPHONE NUMBER
[ ] CO-OWNED [ ] RENTAL [ ] LEASED [X] PRIVATELY OWNED	DOE, JANE, A	(505) 555-1800

25. OWNER'S ADDRESS(ES)
SEE 15a.

SECTION III - KILLED OR INJURED *(Use Section VIII if additional space is needed.)*

A

26. NAME (Last, first, middle)	27. SEX	28. DATE OF BIRTH
CLARK, BRUCE, C	M	8/16/1963

29. ADDRESS
1911 FIFTH ST,

30. MARK "X" IN TWO APPROPRIATE BOXES	31. IN WHICH VEHICLE	32. LOCATION IN VEHICLE	33. FIRST AID GIVEN BY
[ ] KILLED [ ] DRIVER [X] PASSENGER [X] INJURED [ ] HELPER [ ] PEDESTRIAN	[X] FED [ ] OTHER (2)	FRONT PASSENGER	SANTA FE COUNTY EMT

34. TRANSPORTED BY	35. TRANSPORTED TO
SANTA FE COUNTY EMT	SANTA FE COUNTY HOSPITAL

B

36. NAME (Last, first, middle)	37. SEX	38. DATE OF BIRTH

39. ADDRESS

40. MARK "X" IN TWO APPROPRIATE BOXES	41. IN WHICH VEHICLE	42. LOCATION IN VEHICLE	43. FIRST AID GIVEN BY
[ ] KILLED [ ] DRIVER [ ] PASSENGER [ ] INJURED [ ] HELPER [ ] PEDESTRIAN	[ ] FED [ ] OTHER (2)		

44. TRANSPORTED BY	45. TRANSPORTED TO

46. Pedestrian

a. NAME OF STREET OR HIGHWAY	b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.)	
	FROM	TO
N/A		

c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)

N/A

ATTACHMENT B - SF-91 EXAMPLE

SECTION IV - ACCIDENT TIME AND LOCATION *(Use Section VIII if additional space is needed.)*

47. DATE OF ACCIDENT	48. PLACE OF ACCIDENT *(Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description).*
12/28/2010	COUNTY ROAD 17; PAVED; NEAR MILE MARKER 7
49. TIME OF ACCIDENT 10:15 (AM) PM	

50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

a. *Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.*

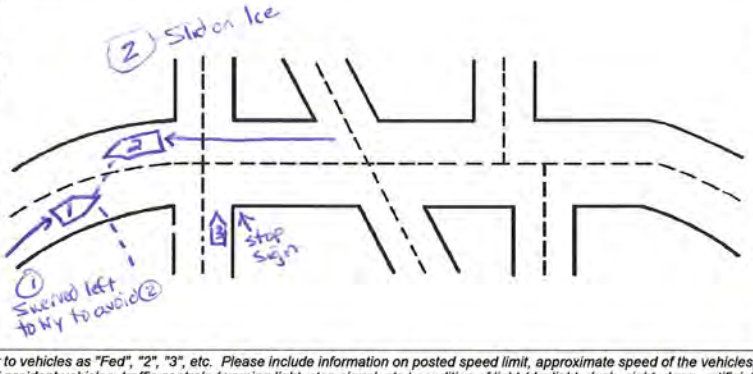
Example: → 1 ⟨ 2 ←

b. Use solid line to show path before accident 2 and broken line after the accident 2

c. Show pedestrian by →○

d. Show railroad by ++++++++

e. Place arrow in this circle to indicate *NORTH* →



51. POINT OF IMPACT *(Check one for each vehicle)*

FED	2	AREA
	X	a. FRONT
		b. R. FRONT
		c. L. FRONT
		d. REAR
		e. R. REAR
		f. L. REAR
X		g. R. SIDE
		h. L. SIDE

52. DESCRIBE WHAT HAPPENED *(Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.) and driver actions (making U-turn, passing, stopped in traffic, etc.).*

Fed Vehicle was traveling North on County Road 17. Approaching vehicle, #2, lost control and began to slide into North-bound lane. Federal driver, #1, turned vehicle to the left in an attempt to avoid collision with #2. Vehicle #2 hit Fed vehicle with its front-end and damaged the passenger side of the Fed vehicle. It was daylight with good visibility. Roads were icy with some snow after recent storm. Posted speed limit is 50mph. Both vehicles appear to have been within posted limits. Impact at approximately 30mph.

#3 VEHICLE WITNESSED ACCIDENT

SECTION V - WITNESS/PASSENGER *(Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)*

A	53. NAME *(Last, first, middle)* GARCIA, JAMES, P (WITNESS)	54. WORK TELEPHONE NUMBER (505) 555-1287	55. HOME TELEPHONE NUMBER (505) 555-4817
	56. BUSINESS ADDRESS 1000 APPLE DR., SANTA FE, NM	57. HOME ADDRESS 1000 APPLE DR., SANTA FE NM	
B	58. NAME *(Last, first, middle)* CLARK, BRUCE, C (PASSENGER)	59. WORK TELEPHONE NUMBER (505) 555-9525	60. HOME TELEPHONE NUMBER (505) 555-6218
	61. BUSINESS ADDRESS 1911 FIFTH STREET, SANTA FE NM	62. HOME ADDRESS 2347 BRIARWOOD PL, SANTA FE, NM	

SECTION VI - PROPERTY DAMAGE *(Use Section VIII if additional space is needed.)*

63a. NAME OF OWNER LOGAN, PETER	63b. OFFICE TELEPHONE NUMBER (505) 555-1600	63c. HOME TELEPHONE NUMBER (505) 555-1600
63d. BUSINESS ADDRESS 057 CR 17, SANTA FE, NM	63e. HOME ADDRESS 057 CR 17, SANTA FE, NM	
64a. NAME OF INSURANCE COMPANY FARMERS INSURANCE	64b. TELEPHONE NUMBER (505) 555-1200	64c. POLICY NUMBER JK1537100 8
65. ITEM DAMAGED PROPERTY FENCE	66. LOCATION OF DAMAGED ITEM ALONG CR 17	67. ESTIMATED COST $ 1,500

SECTION VII - POLICE INFORMATION

68a. NAME OF POLICE OFFICER LT. CARL CHAVEZ	68b. BADGE NUMBER SF1832	68c. TELEPHONE NUMBER (505) 555-5000
69. PRECINCT OR HEADQUARTERS SANTA FE COUNTY SHERIFF	70a. PERSON CHARGED WITH ACCIDENT JANE A. DOE	70b. VIOLATION(S) 2

ATTACHMENT B - SF-91 EXAMPLE

SECTION VIII - EXTRA DETAILS

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

SECTION III: BRUCE CLARK, SOIL CONSERVATIONIST, WAS TAKEN TO THE HOSPITAL FOR A CUT ON HIS FACE WHICH OCCURED WHEN THE OTHER VEHICLE, #2, COLLIDED WITH THE FED VEHICLE. THE WINDOW GLASS CUT HIS FACE & ARM. STITCHES & EVALUATION NEEDED.

SECTION III: JANE DOE APPERED TO HAVE NO INJURIES. SHE WAS EVALUATED BY THE EMT, BUT THE EMT SAW NO CAUSE FOR TREATMENT.

SECTION IX - FEDERAL DRIVER CERTIFICATION

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form *(Sections I thru VIII)* is correct to the best of my knowledge and belief.

71a. NAME AND TITLE OF DRIVER	71b.. DRIVER'S SIGNATURE AND DATE
JOHN A. SMITH, DISTRICT CONSERVATIONIST	12/28/2010

Supervisor Completes **SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED** **Section X Below**

72. ORIGIN	73. DESTINATION
SANTA FE SERVICE CENTER	PARKER RANCH, HO CR 22, SANTA FE

74. EXACT PURPOSE OF TRIP

EQIP CONTRACT REVIEW / INSPECTION

	DATE	TIME *(Circle one)*			DATE	TIME *(Circle one)*	
75. TRIP BEGAN	12/28/2010	8:45	(a.m.) p.m.	76. ACCIDENT OCCURRED	12/28/2010	10:15	(a.m.) p.m.

77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR

☐ ORALLY ☒ IN WRITING *(Explain)*

EQIP CONTRACT (WRITTEN) REQUIRES ON-SITE REVIEW/INSPECTION BY NRCS EMPLOYEES.

78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE

☒ NO ☐ YES *(Explain)*

79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS

☒ YES ☐ NO *(Explain)*

80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED.

☒ NO ☐ YES *(Explain)*

81. COMPLETED BY DRIVER'S SUPERVISOR

a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY

☒ YES ☐ NO

b. COMMENTS

82a. NAME AND TITLE OF SUPERVISOR	82b. SUPERVISOR'S SIGNATURE AND DATE	82c. TELEPHONE NUMBER
HENRY JONES, AREA CONSERVATIONIST	12/29/10	(505) 555-5511

ATTACHMENT B - SF-91 EXAMPLE

Supervisor Completes **SECTION XI - ACCIDENT INVESTIGATION DATA** **Section XI, XII and XIII Below**

83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. ☐ YES ☒ NO *(If "Yes", explain below.)*

NOTE: POLICE REPORT CONTAINS SAME INFORMATION AS ACCIDENT REPORT

84. PERSONS INTERVIEWED

NAME	DATE	NAME	DATE
a. JOHN A. SMITH	12/29/10	c. JAMES GARCIA	12/29/10
b. BRUCE C. CLARK	12/29/10	d.	

85. ADDITIONAL COMMENTS *(Indicate section and item number for each comment.)*

ALL PERSONS INTERVIEWS REVEALED THE SAME DESCRIPTION & DETAILS OF THE ACCIDENT.

SECTION XII - ATTACHMENTS

LIST ALL ATTACHMENTS TO THIS REPORT

A. PHOTOS OF FEDERAL VEHICLE
B. PHOTOS OF VEHICLE # 2 (DOE)
C. PHOTOS OF P. LOGAN'S DAMAGED FENCE
D. SANTA FE COUNTY SHERIFF ACCIDENT REPORT

SECTION XIII - COMMENTS/APPROVAL

86. REVIEWING OFFICIAL'S COMMENTS

THIS ACCIDENT TRULY APPEARS TO BE JUST THAT - AN ACCIDENT. THE OTHER DRIVER (DOE) LOST CONTROL DUE TO ICY ROAD CONDITIONS. THE FED VEHICLE DRIVER, SMITH, APPEARS TO HAVE BEEN DRIVING SAFELY & TOOK MEASURES TO TRY TO AVOID THE COLLISION.

87. ACCIDENT INVESTIGATOR	88. ACCIDENT REVIEWING OFFICIAL
a. SIGNATURE AND DATE 12/29/10	a. SIGNATURE AND DATE 1/3/11
b. NAME *(First, middle, last)* HENRY JONES	b. NAME *(First, middle, last)* CAROL, LAWTON
c. TITLE AREA CONSERVATIONIST	c. TITLE STATE ADMINISTRATIVE OFFICER & PROPERTY MANAGEMENT OFCR.
d. OFFICE NORTHWEST AREA OFFICE	d. OFFICE NRCS STATE OFFICE
e. OFFICE TELEPHONE NUMBER 505-555-5511	e. OFFICE TELEPHONE NUMBER 505-555-1100

ATTACHMENT C - SF-94 EXAMPLE

STATEMENT OF WITNESS
(Attach additional sheets if necessary)

1. DID YOU SEE THE ACCIDENT? YES

2. WHEN DID THE ACCIDENT HAPPEN?
a. TIME 10:15 ☒ a.m. ☐ p.m.
b. DATE 12/28/2010

FORM APPROVED
O.M.B. NUMBER
3090-0118

3. WHERE DID THE ACCIDENT HAPPEN? *(Give street location and city)*
NEAR INTERSECTION OF COUNTY ROAD 17 AND FARM ROAD 1184, SANTA FE, NM

4. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED
THE OTHER SOUTHBOUND VEHICLE LOST CONTROL (ICE?) AND STARTED TO SWERVE IN & OUT OF THE LANES (NORTHBOUND & SOUTHBOUND). THE NORTHBOUND VEHICLE TURNED INTO THE SOUTHBOUND LANE TO TRY TO AVOID IT. THE TWO COLLIDED & THE RANGER (NORTHBOUND TRUCK) WENT OFF THE ROAD INTO A FENCE.

5. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?
STOPPED AT STOP SIGN AT COUNTY ROAD 17 AND FARM ROAD 1184

6. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?
A PASSENGER (MALE) IN THE RANGER WAS TRANSPORTED BY AMBULANCE FOR CUTS FROM BROKEN WINDOW.

7. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY DAMAGE TO LARGER TRUCK → SMASHED FRONT END.
DAMAGE TO FENCE ALONG CR 17 → BENT POSTS; RIPPED OUT OF GROUND.

8. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY
SMASHED PASSENGER SIDE OF TRUCK AND WINDOW

9. IF TRAFFIC CASE, GIVE APPROXIMATE SPEED OF:
a. GOVERNMENT VEHICLE 30 *Miles per Hr.*
b. OTHER VEHICLE 35 *Miles per hr.*

10. GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT *(If known)*

a. NAMES	b. ADDRESSES *(Include ZIP Code)*
N/A	

WITNESS COMPLETING THIS FORM

11. HOME ADDRESS *(Include ZIP Code)*
1000 APPLE DR
SANTA FE, NM 87505

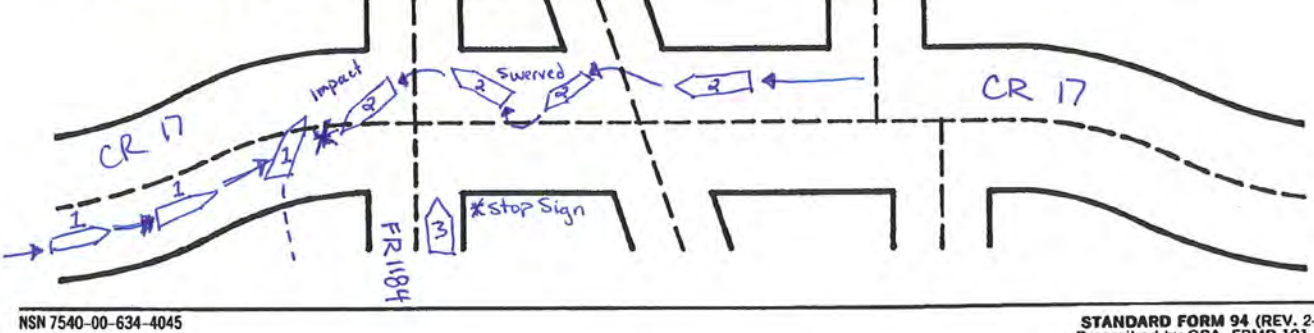
12. WITNESS (Print Name) JAMES P GARCIA
Sign here James P Garcia

a. HOME TELEPHONE NO. (505) 555-4817
b. TODAY'S DATE 12/28/2010

13. BUSINESS ADDRESS *(Include ZIP Code)*
1000 APPLE DR. SANTA FE, NM 87505
TELEPHONE NO. (505) 555-1287

14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED:

1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow (*Example:* → [1] [2] ←)
2. Use solid line to show path before accident ——— [2]
   Broken line after accident - - - - - [2]
3. Show pedestrian by ——→ O
4. Show railroad by +++++++++++++++
5. Give names or numbers of streets or highways
6. Indicate north by arrow in this circle ⊕



NSN 7540-00-634-4045
94-105

STANDARD FORM 94 (REV. 2-83)
Prescribed by GSA, FPMR 101-39.8

ATTACHMENT D - AD-112 EXAMPLE

U.S. DEPARTMENT OF AGRICULTURE

REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY

PROPERTY REPORT NO.: Assigned by the State Office

DATE: Provide Date

Step 1: Property Custodian Completes — **SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT** — **Section I and Forwards to Prog/Area Office**

1. STATUS OF PROPERTY *(Check only one-report each one type separately)*

- ☐ Unserviceable
- ☐ Obsolete
- ☐ Damaged
- ☐ Lost or Stolen
- ☐ Cannibalized for parts
- ☐ Destroyed
- ☐ Others

Choose the Status of Property for the Report

2. REPORTING ACTIVITY *(Show agency, unit and address)*

Provide the Office and Address that is responsible for or in possession of the Property

3. PROPERTY ITEMS *(See attachment for additional entries)*

QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE *(Give present condition and estimated cost of repair)* B	ACQUISITION COST C	*EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)* D
Provide the Quantity of Property Items and/or the NFC PROP No.	**Provide a detailed description of the property including serial numbers and acquisition date (an estimate is acceptable if unknown).** **Provide the present condition of the property and estimated cost of repair.**	**Provide the acquisition cost (an estimate is acceptable if unknown).**	**Provide an explaination for the report (i.e. how was it lost, damaged or stolen?). If property was stolen, lost or destroyed, a local police report may be required (i.e. lost liscence plates must be reported to local law enforcement).** **Attach supporting documents such as police reports, photos or other info.**

4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN — DATE

The Custodian (DC, Proj Leader, etc.) must sign and forward to the Area/Program Office

5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER — DATE

The Accountable Property Officer (Leadership) will sign and forward to the Property Management Officer (State Admin Ofcr.)

SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION

DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

Step 2: The PMO (State Admin Officer) will complete Section II or III

1. After due consideration of all known facts and circumstances in this case, it is determined that:

- ☐ a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability.
- ☐ b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act.
- ☐ c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER — 3. DATE

The PMO will make a determination on lost, stolen, or damaged property, and return form to the Area/Program Office OR Complete Section III

SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY

1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):

- ___ a. Property has no commercial value.
- ___ b. Health, safety, or security considerations require immediate abandonment or destruction.
- ___ c. Costs of care and handling exceed expected small lot sales proceeds.
- ___ d. Regulation or directive requires abandonment or destruction.
- ___ e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. *(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)*

Note: If you are reporting unserviceable property (request to dispose), you may NOT dispose of the property until you have a signed form back from the Property Management Officer.

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER — 3. DATE

The PMO will make a determination on unserviceable property & return form to the Area/Program Office for disposal and completion of Section IV

Step 3: **SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION:** ***I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).***

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER — 2. DATE

If disposal is approved by the PMO, the APO (Leadership) must certify the property was disposed properly & return form to PMO

3. SIGNATURE OF WITNESS — 4. DATE

If disposal is approved by the PMO, the Property Custodian or other Witness must certify the property was disposed properly & return form to PMO

Step 4: State Office Use Only — **SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS**

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER *(The necessary entries have been made to adjust property records.)* — 2. DATE

This section will be used by State Office Administration to certify that appropriate changes have been made to Property Inventories and other databases.

3. SIGNATURE OF FISCAL OFFICER *[The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).]* — 4. DATE

AD FORM 112 (Rev. 3/94)

This form was electronically produced by National Production Services Staff

Clear Form

ATTACHMENT E - AD-700 EXAMPLE

SAMPLE AD-700

PROCUREMENT REQUEST

INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.

TO: (Procurement Office) NRCS State Office (Contracting & Acquisitions)
6200 Jefferson St NE, Ste 304
Albuquerque, NM 87109

1. REQUESTING OFFICE: Anytown Service Center

1A. PROCUREMENT REQUEST NO:

1B. DATE: 04/21/2011

2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER (If Applicable)	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.

CHECK ONE: ☐ Purchase Order ☐ Delivery Order

10. TO: (Seller)

11. SHIP TO: (Consignee and Destination)
Anytown Service Center
1234 Fake Street, Suite 123
Anytown, NM 87000

☑ INSIDE DELIVERY REQUESTED

12 LINE ITEM	13 ACT CODE	14 (1) DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	(2) 19 UNIT PRICE	20 AMOUNT
001		Nikon D2X or Equivalent Minimum Requirements: 8 Mega Pixels to ensure clarity when printing images.	3140		2		800.00	1,600.00
002		Rechargable Battery	3140		2		80.00	160.00
003		Battery Charger	3140		1		54.00	108.00
004		Carrying Case	3140		1		25.00	25.00
005		Zoom Lens (10X)	3140		1		160.00	160.00
		(3) Justification: Needed to document EQIP projects. Zoom needed for taking clear photos from a distance. Current camera is obsolete, batteries only stay charged for 15 minutes at a time. AD-112 for disposal attached. (4)						
		For additional information, please contact: Jane Smith, Anytown DC (TECHNICAL CONTACT) 575-555-5555 (TELEPHONE NO)						

21. FOB POINT

22. DISCOUNT TERMS

Sub-Total ▶ 25 2,053.00

23. REQUIRED DELIVERY (Do not use ASAP) (5) 06/30/2011

23A. NEGOTIATED DELIVERY

24. SHIP VIA

26. ESTIMATED FREIGHT

TOTAL ▶ 27

28 ACC LINE	29 ACCOUNTING CLASSIFICATION A	B	C	D	E	30 DISTRIBUTION	31 AMOUNT
1-5	1176T35 (6)					100%	2,053.00

RECOMMENDED SOURCE(S) (If necessary, use attachment)
(7)
See attached camera listed on GSA Advantage

I certify that the above items are necessary for use in the public service.

TITLE: Area Conservationist

SIGNATURE OF AUTHORIZED REPRESENTATIVE
(8)

This form was electronically produced by National Production Services Staff

AD-700 (4-82)

1. List the minimum requirements for the item needed as well as any accessories. If specifying a specific brand-name item or source, a sole-source justification must be attached.

2. Based on your own research and knowledge, enter an exact or estimated purchase price. Do not enter $0.

3. Every purchase must have a justification. Why do you need it? What will it be used for? Aside from the basic "justifiable need" requirement, a justification helps determine what kind of funding should be used.

4. If the item is needed to replace an existing or lost item, an AD-112 must accompany the procurement request.

5. Enter a date that the item is needed by. Do not enter ASAP.

6. Enter the appropriate funding code.

7. If you have found an item on GSA Advantage, or elsewhere, that will meet your need, please attach the information.

8. The AD-700 must be signed by the appropriate NMLT member. For New Mexico, these individuals are:
- State Conservationist
- Area Conservationists
- State Soil Scientist
- State Conservation Engineer
- State Resource Con.
- Public Affairs Officer
- State ASTC Programs
- State ASTC Operations
- State Administrative Officer

9. Once signed by the appropriate NMLT member, route the AD-700 and supporting documentation to the State Administrative Officer (SAO). Do NOT route directly to ADS (contracting).