

FY2017 NRCS Vehicle Order Form

State, Center, or Soil Survey Region (SSR): _____

State, Center, or SSR POC: _____

POC Contact Info. Phone: _____ Email: _____

Replaced Vehicle Information

New Vehicle Information

<p>Tag #: _____</p> <p>VIN: _____</p> <p>Vehicle Description: _____</p> <p>Make: _____</p> <p>Model: _____</p> <p>Year: _____</p> <p>Mileage: _____</p> <p>CY16 Miles Traveled (or estimated annual mileage for new vehicle, if CY16 miles are unavailable): _____</p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">Lease or Own Determination</p> <p><i>This section is for Personal Property Services Branch use only. The NRCS Fleet Manager will perform a lease versus buy analysis after the STC has signed to determine the least costly method of procurement.</i></p> <p>This vehicle is approved for Lease Purchase</p> <p>Comments: _____</p>	<p>VAM Recommended Type: _____</p> <p>New Vehicle SIN: _____</p> <p>New Vehicle Description: _____</p> <p>Low Greenhouse Gas?* Yes No</p> <p>VAM Recommendation Followed?** Yes No</p> <p>Vehicle Options:*** _____</p> <p>Vehicle Acquisition Cost (if purchased): _____</p> <p>Expected Annual Lease Cost (if leased): _____</p> <p>Will National Proceeds Account be used for this vehicle? Yes No</p> <p>Vehicle Garage Address: _____ _____ _____</p> <p>Delivery City: _____</p> <p><small>*Note: The delivery city must be chosen from the locations GSA has available. If your preferred delivery city is not on GSA's list, the PPS will contact you to determine the best location.</small></p>
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* If not a Low Greenhouse Gas (LGHG) vehicle, then a Functional Needs Exemption must be certified below.

** If the VAM recommended type was not selected, a reason must be supplied in the section below.

*** The following vehicle options require additional justification: IE1, IE2, or IE3, Increased Power Engine; YD, Diesel Engine; RKS, Remote Keyless Start; OS, Onstar; NAV, Navigation System; 4CAS, Four Corner Air Suspension System; ORSP, Off Road Suspension Package. DTG, Dark Tinted Glass is not permitted unless it comes standard.

FY17 Vehicle Order Form

State/Center/Soil Survey Region:

Replaced Tag #:

Justification Statements

Functional Needs Exemption (If required. Skip section if "Yes" is selected for "Low Greenhouse Gas?" above.)

A Low Greenhouse Gas (LGHG) vehicle cannot be acquired because (check all that apply)

No LGHG vehicle meets the towing requirement

No LGHG vehicle meets the requirement to drive in mud, ice, snow, or other off-road condition

No LGHG vehicle meets the cargo weight or dimension carrying requirement

No LGHG vehicle meets the passenger carrying requirement

Other reason (if checking this box, please explain in the comments section below)

Please state any additional comments concerning the Functional Needs Exemption request here:

Justification If Not Following VAM (If required. Skip section if "Yes" is selected for "VAM Recommendation Followed?" above.)

State the reason for not following the VAM recommended type below.

Justification For Options (If required. Skip section if no options were selected requiring additional justification.)

Vehicle Option(s) Requiring Additional Justification: _____

Provide justification below.

Approvals

This vehicle is approved for replacement. The Functional Needs Exemption, if applicable, is necessary to meet the mission needs of the agency. The requested vehicle type and options are approved.

Signature of State Conservationist or Director

Date

Signature of Regional Conservationist or other NHQ Representative
if vehicle is for a Center or Soil Survey Region

Date

Signature of Chief Procurement and Property Officer

Date

Signature of Associate Chief for Operations

Date