



Natural Resources Conservation Service
State Office
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June 24, 2003

OKLAHOMA BULLETIN NO. OK120-3-8

SUBJECT: ADS – Equipment Needs Request for Fiscal Year 2003

Purpose: To provide offices the opportunity to submit equipment needs requests for consideration in FY2003.

Expiration Date: September 30, 2003

Field/Watershed/Survey/Technical Office Action - Required by COB July 18, 2003

Office Assistant/Section Heads Action - Required by COB July 25, 2003

Pending the availability of funds, there is a need to receive and prioritize requests for equipment purchases through the end of the fiscal year. Kevin Norton, Assistant State Conservationist for Programs, will chair the committee for 2003. The committee structure will be as shown below. Appointments to the committee are being finalized. The Equipment Needs Committee will be meeting the last week of July, date and time to be determined.

Members: Representative of Board of Technology
Representative Office Assistant
Representative Assistant State Conservationist (FO)
District Conservationist (4) - one appointed by each ASTC(FO)

Advisors: Ed Kephart, SAO
Luann Lillie, ADS
Harold Kane, IRM

Offices requesting equipment purchases should forward their request on the attached blank spreadsheet. List all equipment needs (including ATVs) and prioritize as C – critical purchase or F – as funds become available. Also, provide a brief justification for each piece of equipment requested. Note in the justification whether the equipment is a new purchase or replacing unserviceable or worn existing equipment. **Do not forward requests for pick-ups, sedans, vans, computer servers, workstations, or laptops.**

Vehicles will be prioritized using the replacement schedule maintained by the Administrative Services staff.

Field offices will forward requests through their respective Office Assistant (OA) by **July 18, 2003**. The OAs will summarize the requests, grouping the equipment first by priority and then by field office. The OAs will forward only the equipment having an estimated cost per unit exceeding \$1,000 to Kevin Norton by **July 25, 2003**. The OAs will maintain the requests for items of less than \$1,000/unit cost. Should an allocation become available for these purchases, the OAs will work directly with the ASTC(FO) and Team Coordinators to prioritize the purchases.

(MORE)

DIST: AO

Technical Office and State Office staff equipment requests should be coordinated with the respective supervisor or staff leader (Ex. Engineers and Watershed Project offices request through Johnny Green). The staff supervisor, consistent with the instruction provided to the OAs in the previous paragraph, will assemble the requests and forward to Kevin Norton by **July 25, 2003**. A copy of the 2003 request summary is enclosed for your information. The committee felt that seeing last year's summary would aid in an understanding of the process and how the committee used the information.

s/ John L. Glover, Acting

M. DARREL DOMINICK
State Conservationist

Attachments