



MICHELLE LUJAN GRISHAM
GOVERNOR

KEN ORTIZ
CABINET SECRETARY

JAMES CHAVEZ
DEPUTY DIRECTOR
TRANSPORTATION SERVICES

State of New Mexico
General Services Department

ADMINISTRATIVE SERVICES DIVISION
(505) 476-1857

FACILITIES MANAGEMENT DIVISION
(505) 827-2141

PURCHASING DIVISION
(505) 827-0472

RISK MANAGEMENT DIVISION
(505) 827-2036

STATE PRINTING & GRAPHIC SERVICES BUREAU
(505) 476-1950

TRANSPORTATION SERVICES DIVISION
(505) 827-1958

MEMORANDUM

Date: July 13, 2020

To: Cabinet Secretaries and Agency Directors

From: Ken Ortiz, Cabinet Secretary *KO*
General Services Department

Re: FY21 Approved Commuters and Submittal of FY20 Completed Commuting Report

Pursuant to 1.5.3.20 NMAC Administration and Use of State Vehicles, all state departments and agencies are to submit a list of agency-approved commuters for FY21 to the Transportation Services Division (TSD) of the General Services Department (GSD) by July 31, 2020. The list must be approved and signed by the agency's Cabinet Secretary or Executive Director. Please submit the attached "Annual Authorization to use State Vehicles to Commute" form with all the approval signatures. Cabinet Secretaries requesting a state vehicle for commuting purposes for FY21 must obtain prior approval from the Governor's office. Please complete the attached "Commuting Request Form" acquiring all the necessary signatures and submit this form to TSD.

In addition, the final FY20 commuting report is also due July 31, 2020. The FY20 annual commuting report shall also include: (1) a copy of the agency's commuting policy if not already on file at TSD; and (2) a report describing agency's annual activity of employee commuting which needs to include each approved employee's name, job title, work location, home of record, vehicle license plate, total number of miles traveled, the number of times vehicle was taken home, and the number of times employee was called back during FY20. The reporting period for this report is from July 1, 2019 through June 30, 2020.

If your agency does not have commuters, please indicate that this is the case and that there is no report to file with TSD. Please complete and submit "Agency Form for Providing Commuting Policy with No Commuters" to TSD.

Please send your approved forms of agency-approved commuters for FY21 and your final FY20 commuting reports to: Diana Barela of TSD, 2542 Cerrillos Road, Santa Fe, NM 87505, or by email to diana.barela@state.nm.us. You may also contact Ms. Barela at: (505) 827-1958 for further assistance.