



Natural Resources Conservation Service  
6013 Lakeside Blvd.  
Indianapolis, IN 46278

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August 7, 2008

SUBJECT: ADS-Appointment of Accident Review Committee

TO: All Employees

File Code: 120-19-5

In accordance with the Natural Resources Conservation Service Property Management regulations (NRCSPMR) 104I-39.803, an Accident Review Committee consisting of three members and three alternates is to be appointed in writing. The purpose of the committee is to review all state investigative reports relating to motor vehicle accidents involving our fleet and make recommendations as to liability, preventability, and disciplinary actions.

Therefore, I am appointing the following individuals to serve on the Indiana Accident Review Committee:

Travis Neely, State Soil Scientist/MO Leader, State Office  
Mike Cox, State Conservation Engineer, State Office  
Shannon Zezula, State Resource Conservationist, State Office  
Brian Eaton, Contract Specialist, State Office (**alternate**)  
Jill Reinhart, Outreach Coordinator, State Office (**alternate**)  
John Poenisch, Program Analyst, State Office (**alternate**)  
**Jerod Chew, ISDA (only when SWCD is involved)**

As a reminder, if you are involved in an accident with as NRCS vehicle, a Motor Vehicle Accident Report Kit is located in the glove compartment of each vehicle. This kit provides guidance on what to do in case of an accident, as well as what not to do. In addition, all required forms used for reporting are in the kit. If the investigative officer 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 forwarding this to the investigating officer as soon as possible.

It is the driver's responsibility to replace any forms used from the kit. Please check your vehicle to make sure you have a complete packet. The forms needed are listed on the packet.

/s/

JANE E. HARDISTY  
State Conservationist

cc: Elana K. Cass, State Administrative Officer, NRCS, Indianapolis, IN  
Steve Baldwin, Contracting Officer, NRCS, Indianapolis, IN  
Jerod Chew, Asst Director, Division of Soil Conservation, ISDA, Indianapolis, IN