



**NEW MEXICO DEPARTMENT OF TRANSPORTATION**  
**Construction Management Program**  
**Personnel Request Form**

<b>Date of Request:</b>	
<b>Requestor\Title:</b>	
<b>Telephone:</b>	

**For Official Use Only**

<b>Task No:</b>	
<b>Date R'cvd:</b>	

**Instructions:** This form must be filled out for each classification requested. Submit the completed form via e-mail to the CMP Administrator, Tammy Serna, Construction and Civil Rights Bureau, or mail to 1570 Pacheco St., Suite A-10, Santa Fe, NM 87505.

<b>Classification Requested:</b>	
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<b>Hourly Rate (\$/hour):</b>		<b>O.T Rate (\$/Hour):</b>	
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Qualifications and Skills Required Check all that Apply:	Equipment Requested Check all Equipment Required:	Per Diem:	NMDOT Rates
TTCP Soils Certification TTCP Aggregate Certification TTCP Hot Mix Certification TTCP Nuclear Gage Certification ACI Certification Site Manager ATTSA or ACNM Traffic Management Certification Nicet Level	Vehicle Nuclear Densometer Laptop Computer Cell Phone Concrete Air Meter Concrete Thermometer Concrete Slump Testing Equipment Hot Mix Thermometer	Rate / Hour: Rate / Hour: Rate / Hour: Rate / Day:	

<b>Assignment Location:</b>	<b>Start Date:</b>	<b>End Date:</b>	
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<b>Supervisor/Title:</b>	<b>Crew No:</b>	<b>District:</b>	
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<b>Project Office Location:</b>	<b>Phone:</b>	<b>Cell:</b>	
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**Funding Information:**

PROJECT	FUND	DEPT.	FY

CLASS	ACTIVITY	TYPE	

<b>DE / Bureau Chief:</b>		Date:	<b>Approve</b>	<b>Disapprove</b>
<b>Deputy Secretary:</b>		Date:	<b>Approve</b>	<b>Disapprove</b>

**Construction Civil Rights Bureau Use Only:** The following personnel have been selected to fill this request.

CONSULTANT	PERSONNEL	Contract No.	CCRB Approval