

INTERAGENCY HELICOPTER OPERATIONS GUIDE
Appendix D - Contract Administration; Agency Flight Payment Documents

APPENDIX D - CONTRACT ADMINISTRATION; AGENCY FLIGHT PAYMENT DOCUMENTS

I. Contract Administration.

- A. **Introduction.** Administration of an aircraft contract is a joint responsibility of the unit for which the aircraft has been procured and the office with contracting authority, with ultimate responsibility vested in the Contracting Officer. Administrative functions are generally delegated to the local unit level.

One party to any government aircraft contract is the United States of America, the sovereign political entity on behalf of which the contract is entered into.

All persons involved in making and administering U.S. government contracts act solely as agents of the United States, commonly called Contracting Officers (COs), and have only the authority delegated to them.

- B. **Contract File.** The Contracting Officer's Administrative Representative (COR in USDI) or Contracting Officer's Representative (COR in USDA-FS) and Project Inspector should all maintain a contract file. This file should consist, at a minimum, of the following:

- # A copy of the contract, with all contract modifications
- # Delegations of authority
- # A bid price summary that specifies contract costs for all pay items
- # Copies of all flight payment documents
- # Copies of all contract daily diaries
- # Correspondence from or to the COR/COR/PI and the vendor or Contracting Officer

C. Types Of Contracts.

1. **Exclusive-Use Contract.** Exclusive-use contracts are those awarded for a specific time period (eg, 30-day- 90-day, etc.). During this time period the government has exclusive use of the helicopter. The government may, at its option, release the helicopter for other work for a specified period of time.
2. **National Call-When-Needed Contract.** USDA-FS and OAS jointly issue a national contract for Type 1 and 2 helicopters. Vendors are not required to respond unless they accept an order to provide services.
3. **Basic Ordering Agreement (BOA) or Blanket Purchase Agreement (BPA).** With OAS, Basic Ordering Agreement (BOA, or rental) aircraft are published on the Aircraft Source List. USDA-FS units (eg, Forests) have local Blanket Purchasing Agreements to rent aircraft.

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- D. **Authority of Government Personnel.** Before any person takes an action on behalf of the United States, he/she needs to ascertain whether authority to take the action has been given.
- E. **Disputes with Vendors.** Disputes that cannot be readily resolved at the local level (by the Project Inspector and/or COR/COR) should be referred to the Contracting Officer.
- F. **Generic Duties and Responsibilities of Contracting Personnel.**
1. **Contracting Officer (CO) or Administrative Contracting Officer (ACO).** The Contracting Officer (CO in DOI) or Administrative Contracting Officer (ACO in USDA-FS) is responsible for all contracting actions including contracting procedures and methods, contract legality, compliance with existing laws and regulations, contract administration and terminations. The CO may delegate certain contract administration functions. In the contract administration function, decisions on claims and disputes are final, appealable only to the Board of Contract Appeals or Court of Claims.



The CO or ACO is the only individual who may modify or change a contract provision.

- a. **U.S. Department of Agriculture - Forest Service.** For all national contracts (eg, National CWN Type I and II), the Contracting Officer is located in Boise, Idaho. For other contracts, the Administrative Contracting Officer is located in the Regional Office.
 - b. **U.S. Department of the Interior.** For all contracts (except "Project-Work" or "Job Service") contracts, the Contracting Officer is located in Boise, Idaho or Anchorage, Alaska at the Office of Aircraft Services. For "Project-Work" or "Job Service" contracts, the CO may be located at a variety of places (eg, Denver Service Center for BLM contracts).
2. **Contracting Officer's Technical Representative (COTR).** The Contracting Officer's Technical Representative (COTR) is directly responsible to the Contracting Officer for assuring compliance with the technical provisions of the contract. The COTR conducts initial inspections and approves the vendor's equipment, facilities, and personnel prior to, and periodically during, contract performance.

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The COTR may discuss changes or modifications in equipment or other requirements of the contract, but may not commit the Government to such changes, modifications, or adjustments without going through the Contracting Officer.

- a. **U.S. Department of Agriculture - Forest Service.** For all national contracts (eg, National CWN Type I and II), the Contracting Officer's Technical Representative is located in Boise, Idaho. For other contracts, the COTR may be located in the Regional Office.
- b. **U.S. Department of the Interior.** For all contracts (except "Project-Work" or "Job Service") contracts, the Contracting Officer's Technical Representative is located in Boise, Idaho at the Office of Aircraft Services. For "Project-Work" or "Job Service" contracts, the CO acts as the COTR and may be located at a variety of places (eg, Denver Service Center for BLM contracts).
3. **Contracting Officer's Administrative Representative (COR in USDI) or Contracting Officer's Representative (COR in USDA-FS).** The Contracting Officer's Administrative Representative (COR) or Contracting Officer's Representative (COR) is directly responsible to the Contracting Officer for monitoring contract performance. The COR or COR is primarily responsible for assuring compliance with the administrative provisions of the contract. The COR or COR maintains communications with the vendor concerning day-to-day operations, though this may be further delegated to a Project Inspector (see below). The COR or COR may represent the CO in making minor allowances which do not modify the price, or other provisions of the contract. The COR or COR is responsible for verifying the work performed upon which payment is based.



The COR or COR may recommend to the CO proposed changes and adjustments to the contract in order to meet the demands of the work project. The COR or COR may discuss changes or modifications in equipment or other requirements of the contract, but may not commit the Government to such changes, modifications, or adjustments without going through the Contracting Officer.

- a. **U.S. Department of Agriculture - Forest Service.** For all national contracts (eg, National CWN Type I and II), the Contracting Officer's Representative is the Aircraft Manager (eg, Helicopter Manager). For other contracts, the COR may also be the Helicopter Manager.

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b. **U.S. Department of the Interior.** For all contracts (except "Project-Work" or "Job Service," and the National CWN contract), and unless otherwise stated by agreement, the Contracting Officer's Administrative Representative (COR) is assigned at the Bureau's or Office's option. For example, the State Aviation Manager in the Bureau of Land Management is usually the COR. For the National CWN contract, the Contracting Officer-Project Inspector relationship is direct, with no COR assigned.

4. **Project Inspector (PI).** The Project Inspector (PI) is designated by the COR to assist in implementing the COR's instructions, as required. Responsibilities of the PI may include:

Verifying services performed by the vendor.

Ensuring vendor's compliance with contract specifications and provisions.

Discussing daily work requirements and ordering service within the contract provisions.

Discussing problems which occur with the vendor and recommending solutions to the COR.

Completing Form HCM-1, Aircraft Contract Daily Diary (see Appendix A). Any problems of a serious nature are brought immediately to the attention of the COR and CO.



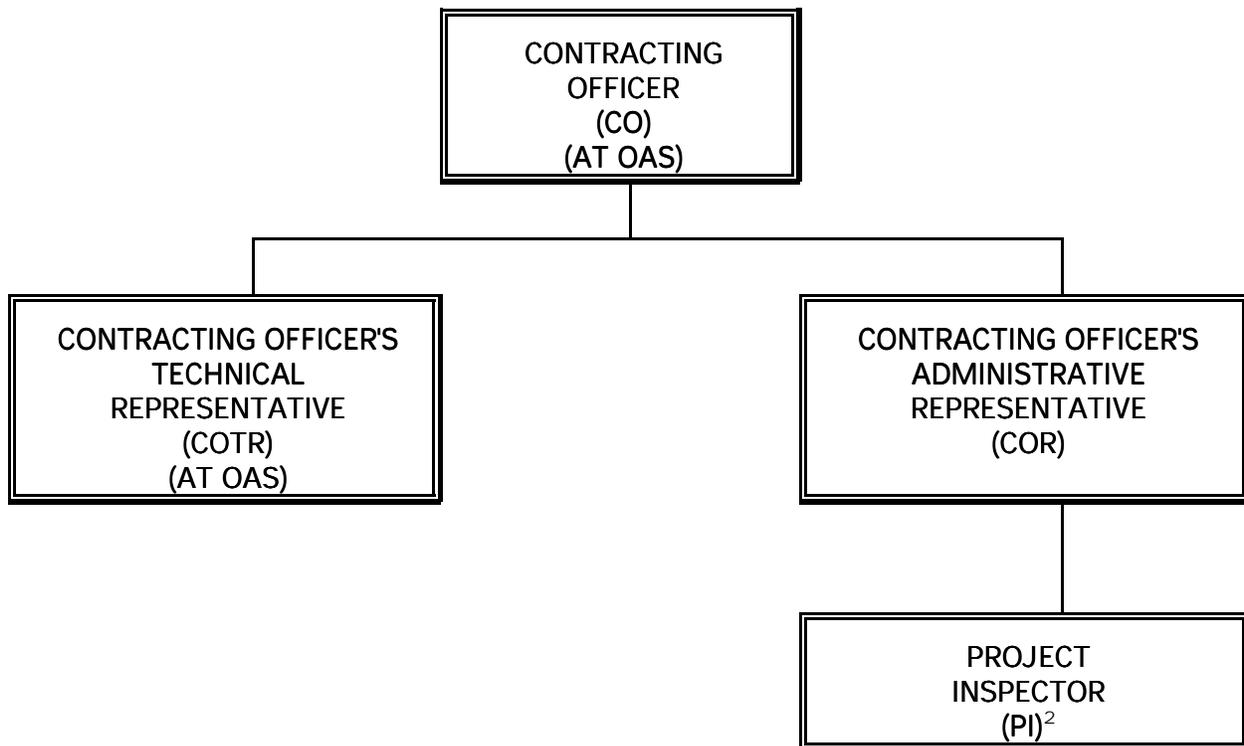
The COR or CO may recommend to the CO proposed changes and adjustments to the contract in order to meet the demands of the work project. The COR or CO may discuss changes or modifications in equipment or other requirements of the contract, but may not commit the government to such changes, modifications, or adjustments without going through the CO.

a. **U.S. Department of Agriculture - Forest Service.** For all national contracts (eg, National CWN Type I and II), the Contracting Officer Representative is also the Project Inspector. For other contracts, the PI may also be the Helicopter Manager.

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- b. **U.S. Department of the Interior.** For all contracts (except "Project-Work" or "Job Service"), and unless otherwise stated by agreement, the Project Inspector is assigned at the Bureau's or Office's option. For example, both the District Aviation Manager and the Exclusive-Use Helicopter Manager in the Bureau of Land Management may have Project Inspector duties¹.

Exhibit D-1: U.S. Department of the Interior
Contract Administration - Table of Organization

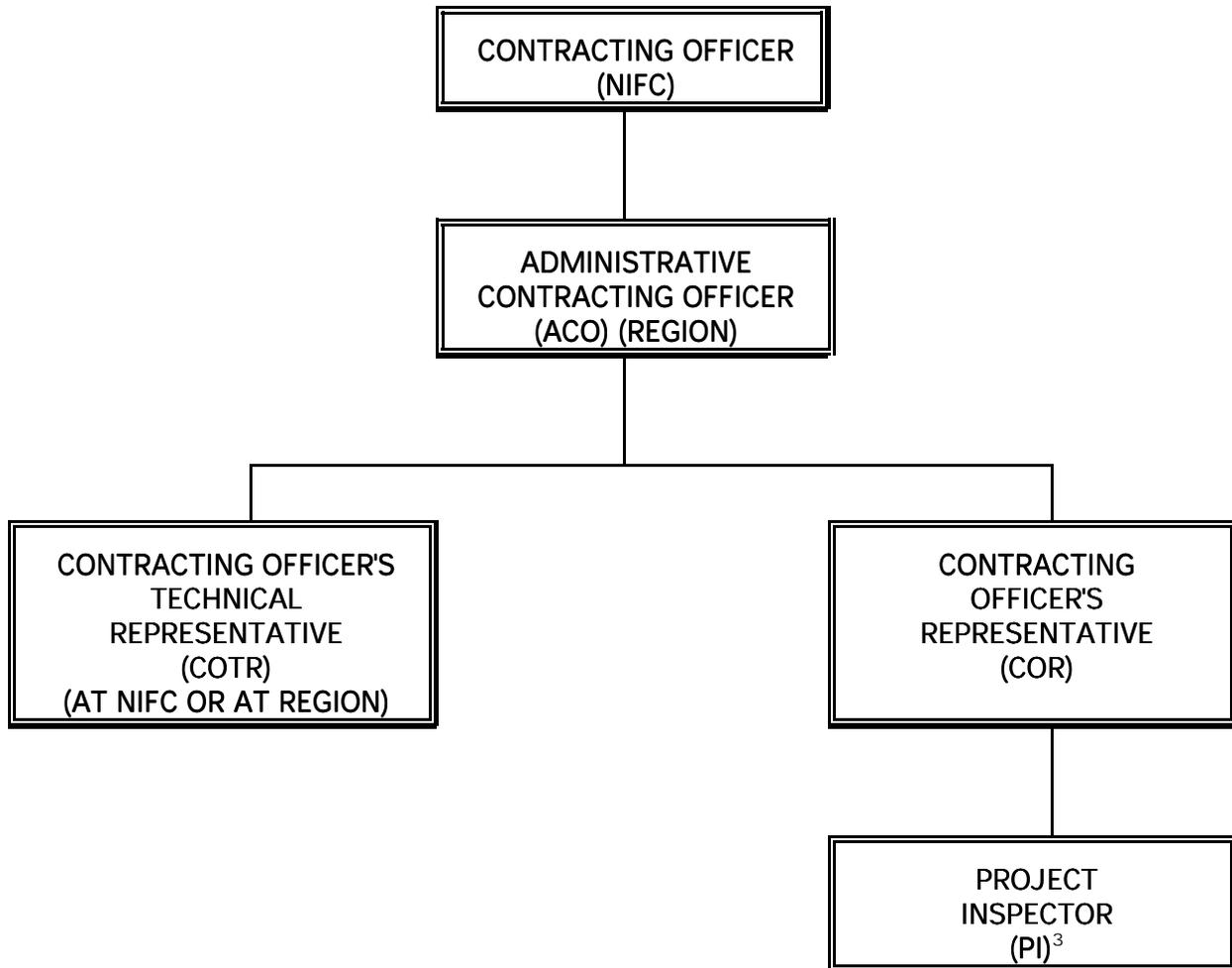


¹ The Helicopter Manager is assigned as the "field" PI so that he/she may function effectively when assigned off-District.

² For the national Call-When-Needed (CWN) Contract, there is no Project Inspector. The Helicopter Manager functions as the Contracting Officer's Administrative Representative (COR).

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Exhibit D-2: U.S. Department of Agriculture - Forest Service
Contract Administration - Table of Organization



³ For the national Call-When-Needed (CWN) Contract, there is no Project Inspector. The Helicopter Manager functions as the Contracting Officer's Representative (COR).

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- II. **Flight Payment Forms and Instructions.** The proper completion of flight payment documents (for example, OAS-23, USDA-FS 6500-122) is essential to the correct, timely payment of vendors.

To meet OMB Circular A-123, Internal Control Review, and OMB Circular A-126, Improving The Management And Use Of Government Aircraft, close attention should be paid to the processes and procedures outlined in Appendix A, Helicopter Management Forms and Checklists, and to the instructions contained in this appendix.

- A. **USDA-FS 6500-122 Flight Use Record.** Refer to Exhibits D-3 through D-8 on the following pages.
- B. **USDI OAS-23 Aircraft Use Report.** Refer to Exhibits D-9 through D-19 on the pages following the discussion of the USDA-FS 6500-122 Flight Use Record.

Agency-specific instruction for BLM is also contained in these exhibits. BLM instructions for entering Billee and Cost-Account Codes are contained on Chart D-1 at the end of the appendix.

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Exhibit D-3: Instructions For Completion Of USDA-FS 6500-122
Flight Use Record

Flight Use Report

FS-6500-122

Instructions

1. INVOICE NUMBER 1234567				2. DATE OF FLIGHT / /				3. CONTRACT NUMBER				4. A/C REGISTRATION NUMBER				5. SUPPLYING UNIT CODE									
6. AIRCRAFT MAKE				7. AIRCRAFT MODEL				8. A/C TYPE (H, T, OR F)				9. VENDOR NAME													
11. LEG. ICD.	12. USER UNIT	13. USER CODE	14. FLIGHT OR RESOURCE ORDER NUMBER	15. FAA IDENTIFIER		16. MISSION CODE	17. PAY CODE	18. PILOT NAME(S)		19. NO. OF CREW PASSENGERS	20. NO. DELIVERED	21. CARGO TYPE F.S. OR C.	22. CARGO LBS.	23. RETARDANT P. W. S. OR L.	24. RETARDANT GALLONS	25. RATE	26. METER TYPE	27. TIME OR METER READING		28. FUEL COST PER GALLON AIRPANEL	29. FUEL COST PER GALLON AIRPANEL	30. FUEL COST PER GALLON AIRPANEL	31. LEG TOTAL		
				FROM	TO			START	STOP																
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32.	OVERNIGHT CHARGES					ON																			
33.	SERVICE TRUCK CHARGES					ST																			
34.	OTHER CHARGES +					CH																			
35.	OTHER CREDITS -					CR																			
37. ACCOUNTING SUMMARY																38. TOTAL OF ALL CHARGES									
NFC FUND CODE	UNIT	MANAGEMENT CODE	FY	BUDGET OBJECT	AMOUNT	NFC FUND CODE	UNIT	MANAGEMENT CODE	FY	BUDGET OBJECT	AMOUNT	NFC FUND CODE	UNIT	MANAGEMENT CODE	FY	BUDGET OBJECT	AMOUNT								
10. REMARKS (PAX NAMES, UNIT, ETC.)																39. I CERTIFY THAT THE SERVICES LISTED ABOVE HAVE BEEN PROVIDED SIGNATURE AND TITLE OF VENDOR AGENT									
USDA-FOREST SERVICE FLIGHT USE REPORT FS-6500-122 (04/93)																PREVIOUS EDITION OF THIS FORM IS OBSOLETE									

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**Exhibit D-4: Instructions For Completion Of USDA-FS 6500-122
 Flight Use Record (Cont.)**

1. INVOICE NUMBER 1234567		2. DATE OF FLIGHT / /		3. CONTRACT NUMBER		4. AC REGISTRATION NUMBER		5. AIRCRAFT MAKE		6. AIRCRAFT MODEL		7. AIRCRAFT MAKE		8. AIRCRAFT MODEL		9. VENDOR NAME		10. RATE		11. AIRCRAFT TYPE		12. AIRCRAFT TYPE		13. AIRCRAFT TYPE		14. AIRCRAFT TYPE		15. AIRCRAFT TYPE		16. AIRCRAFT TYPE		17. AIRCRAFT TYPE		18. AIRCRAFT TYPE		19. AIRCRAFT TYPE		20. AIRCRAFT TYPE		21. AIRCRAFT TYPE		22. AIRCRAFT TYPE		23. AIRCRAFT TYPE		24. AIRCRAFT TYPE		25. AIRCRAFT TYPE		26. AIRCRAFT TYPE		27. AIRCRAFT TYPE		28. AIRCRAFT TYPE		29. AIRCRAFT TYPE		30. AIRCRAFT TYPE		31. AIRCRAFT TYPE	
6. AIRCRAFT MAKE		7. AIRCRAFT MODEL		8. AIRCRAFT MAKE		9. VENDOR NAME		10. RATE		11. AIRCRAFT TYPE		12. AIRCRAFT TYPE		13. AIRCRAFT TYPE		14. AIRCRAFT TYPE		15. AIRCRAFT TYPE		16. AIRCRAFT TYPE		17. AIRCRAFT TYPE		18. AIRCRAFT TYPE		19. AIRCRAFT TYPE		20. AIRCRAFT TYPE		21. AIRCRAFT TYPE		22. AIRCRAFT TYPE		23. AIRCRAFT TYPE		24. AIRCRAFT TYPE		25. AIRCRAFT TYPE		26. AIRCRAFT TYPE		27. AIRCRAFT TYPE		28. AIRCRAFT TYPE		29. AIRCRAFT TYPE		30. AIRCRAFT TYPE		31. AIRCRAFT TYPE											
32. OVERNIGHT CHARGES		33. SERVICE TRUCK CHARGES		34. OTHER CHARGES +		35. OTHER CREDITS -		36. TOTAL OF ALL CHARGES		37. ACCOUNTING SUMMARY		38. BUDGET OBJECT		39. FY		40. MANAGEMENT CODE		41. MI		42. PREVIOUS EDITION OF THIS FORM IS OBSOLETE		43. SIGNATURE AND TITLE OF VENDOR AGENT		44. SIGNATURE AND TITLE OF VENDOR AGENT		45. SIGNATURE AND TITLE OF VENDOR AGENT		46. SIGNATURE AND TITLE OF VENDOR AGENT		47. SIGNATURE AND TITLE OF VENDOR AGENT		48. SIGNATURE AND TITLE OF VENDOR AGENT		49. SIGNATURE AND TITLE OF VENDOR AGENT		50. SIGNATURE AND TITLE OF VENDOR AGENT		51. SIGNATURE AND TITLE OF VENDOR AGENT		52. SIGNATURE AND TITLE OF VENDOR AGENT		53. SIGNATURE AND TITLE OF VENDOR AGENT		54. SIGNATURE AND TITLE OF VENDOR AGENT		55. SIGNATURE AND TITLE OF VENDOR AGENT		56. SIGNATURE AND TITLE OF VENDOR AGENT		57. SIGNATURE AND TITLE OF VENDOR AGENT		58. SIGNATURE AND TITLE OF VENDOR AGENT		59. SIGNATURE AND TITLE OF VENDOR AGENT		60. SIGNATURE AND TITLE OF VENDOR AGENT					

Enter all numbers and letters of the aircraft's FAA aircraft registration, commonly called the tail number; e.g., N423D.

Enter the name of the company or government agency that owns the aircraft.

Enter H for helicopter, T for airtanker, or F for all other fixed-wing.

Enter the Contract Number or Rental Agreement Number. Include the Item Number if there is one. Obtain numbers from the Contract, Rental Agreement, or Aircraft Data Card.

Start a new invoice for each day the aircraft is on contract, even if overnight fees are the only charges.

Enter the name of the aircraft manufacturer in Block 6. Examples include; Aerospatiale, Bell, Boeing, Cessna, De Havilland, Hughes, Piper, Lockheed, Rockwell, Sikorsky . . .

Enter the manufacturer's model name and/or number for the aircraft

For Service Truck Charges on Line 33 enter; User Unit, User Code, primary Mission Code, Driver Name(s), Number of Crew Members (drivers), Rate per mile (from Contract or Rental Agreement), and Miles driven. Amount in Block 31 = (Miles driven) X (Rate).

For Overnight Charges on Line 32 enter; User Unit, User Code, primary Mission Code, Pilot Name(s), Number of Crew Members (pilots, service truck drivers, and mechanics), lodging Rate per individual (from Contract or Rental Agreement), and lodging Location. Amount in Block 31 = (Number of Crew Members) X (Rate).

For Other Charges on Line 34 enter; User Unit, User Code, primary Mission Code, Rate if there is one, a Description of the charge, and the amount in Block 31. Examples include lump sums for extra pilots, and airport landing fees.

For Other Credits on Line 35 enter; User Unit, User Code, primary Mission Code, Rate if there is one, a Description of the credit, and the negative amount in Block 31. Examples include any government provided items such as fuel.

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Exhibit D-5: Instructions For Completion Of USDA-FS 6500-122 Flight Use Record (Cont.)

1. INVOICE NUMBER 1234567	2. DATE OF FLIGHT / /	3. CONTRACT NUMBER	4. AC REGISTRATION NUMBER	5. SUPPLYING UNIT CODE					
6. AIRCRAFT MAKE		8. AC TYPE (H, T, OR F)		9. VENDOR NAME					
<p>Enter the code for the unit of the aircraft in Block 5. Enter the code for the unit of the aircraft in Block 12.</p>									
11. LEG NO.	12. USER UNIT	13. 14. F R							
<table border="0" style="width: 100%;"> <tr> <td style="width: 20%; vertical-align: top;"> REGION 1 01 REGIONAL OFFICE, MISSOURIA NF 01 02 BITEBROT NF 01 03 CLEARWATER NF 01 05 CUSTER NF 01 08 DEER LODGE NF 01 10 GALLATIN NF 01 11 HELENA NF 01 12 IDAHO PANHANDLE NF 01 14 KOOTENAI NF 01 15 LEWIS & CLARK NF 01 17 NEZ PERCE NF </td> <td style="width: 20%; vertical-align: top;"> REGION 4 04 REGIONAL OFFICE, OGDEN UT 04 01 RIDGER-TETON NF 04 03 BRIDGER-TETON NF 04 05 CARIBOU NF 04 06 CHALLIS NF 04 09 FISH LAKE NF 04 09 HUMBOLT NF 04 10 MANTIPHASAL NF 04 12 PAYETTE NF 04 13 SALMON NF 04 14 TARGHEE NF 04 15 TOYABE NF 04 18 JUNIA NF 04 18 WASHINGTON CASHE NF 04 19 GEOMETRONICS CENTER 13 04 </td> <td style="width: 20%; vertical-align: top;"> REGION 6 06 REGIONAL OFFICE, PORTLAND OR 06 01 PINEBLUFF NF 06 02 GIFFORD-PINCHOT NF 06 04 MALHEUR NF 06 05 MT BAKER-SNOQUALMIE NF 06 09 JULIA NF 06 09 KANOGAN NF 06 08 OLYMPIC NF 06 09 ROGUE RIVER NF 06 11 SISKIYOU NF 06 12 UMATILLA NF 06 14 UMATILLA NF 06 15 UMATILLA NF 06 17 WALLOWA-WHITMAN NF 06 17 WENATCHEE NF 06 18 PULLMAN RESEARCH ST 06 20 WINEMA NF 06 22 REDMOND AIR CENTER </td> <td style="width: 20%; vertical-align: top;"> REGION 9 09 REGIONAL OFFICE, MILWAUKEE WI 09 02 CHEQUAMEGON NF 09 03 HURON-WAUNAMISTEE NF 09 05 MARK TWAIN NF 09 06 NICOLET NF 09 07 OTTAWA NF 09 08 SHAWANOE NF 09 09 WAUKESHA NF 09 10 WAYNE-HOOESIER NF 09 13 ALLEGHENY NF 09 19 CENTRAL RESEARCH ST 09 20 MONONGAHELA NF 09 21 WHITE MTN NF 09 23 NE RESEARCH STATION 09 23 NORTH EAST AREA 09 42 STATE & PRIVATE FORESTRY </td> <td style="width: 20%; vertical-align: top;"> STATES AL ALABAMA AK ALASKA AZ ARIZONA CA CALIFORNIA CO COLORADO CT CONNECTICUT DE DELAWARE FL FLORIDA GA GEORGIA HI HAWAII ID IDAHO IL ILLINOIS IN INDIANA IA IOWA KS KANSAS KY KENTUCKY LA LOUISIANA MA MAINE MD MARYLAND ME MAINE MI MICHIGAN MN MINNESOTA MO MISSOURI MS MISSISSIPPI MT MONTANA NE NEBRASKA NH NEW HAMPSHIRE NJ NEW JERSEY NY NEW YORK NC NORTH CAROLINA ND NORTH DAKOTA OH OHIO OK OKLAHOMA OR OREGON PA PENNSYLVANIA RI RHODE ISLAND SC SOUTH CAROLINA SD SOUTH DAKOTA TN TENNESSEE TX TEXAS VT VERMONT VA VIRGINIA WA WASHINGTON WV WEST VIRGINIA WY WYOMING </td> </tr> </table>					REGION 1 01 REGIONAL OFFICE, MISSOURIA NF 01 02 BITEBROT NF 01 03 CLEARWATER NF 01 05 CUSTER NF 01 08 DEER LODGE NF 01 10 GALLATIN NF 01 11 HELENA NF 01 12 IDAHO PANHANDLE NF 01 14 KOOTENAI NF 01 15 LEWIS & CLARK NF 01 17 NEZ PERCE NF	REGION 4 04 REGIONAL OFFICE, OGDEN UT 04 01 RIDGER-TETON NF 04 03 BRIDGER-TETON NF 04 05 CARIBOU NF 04 06 CHALLIS NF 04 09 FISH LAKE NF 04 09 HUMBOLT NF 04 10 MANTIPHASAL NF 04 12 PAYETTE NF 04 13 SALMON NF 04 14 TARGHEE NF 04 15 TOYABE NF 04 18 JUNIA NF 04 18 WASHINGTON CASHE NF 04 19 GEOMETRONICS CENTER 13 04	REGION 6 06 REGIONAL OFFICE, PORTLAND OR 06 01 PINEBLUFF NF 06 02 GIFFORD-PINCHOT NF 06 04 MALHEUR NF 06 05 MT BAKER-SNOQUALMIE NF 06 09 JULIA NF 06 09 KANOGAN NF 06 08 OLYMPIC NF 06 09 ROGUE RIVER NF 06 11 SISKIYOU NF 06 12 UMATILLA NF 06 14 UMATILLA NF 06 15 UMATILLA NF 06 17 WALLOWA-WHITMAN NF 06 17 WENATCHEE NF 06 18 PULLMAN RESEARCH ST 06 20 WINEMA NF 06 22 REDMOND AIR CENTER	REGION 9 09 REGIONAL OFFICE, MILWAUKEE WI 09 02 CHEQUAMEGON NF 09 03 HURON-WAUNAMISTEE NF 09 05 MARK TWAIN NF 09 06 NICOLET NF 09 07 OTTAWA NF 09 08 SHAWANOE NF 09 09 WAUKESHA NF 09 10 WAYNE-HOOESIER NF 09 13 ALLEGHENY NF 09 19 CENTRAL RESEARCH ST 09 20 MONONGAHELA NF 09 21 WHITE MTN NF 09 23 NE RESEARCH STATION 09 23 NORTH EAST AREA 09 42 STATE & PRIVATE FORESTRY	STATES AL ALABAMA AK ALASKA AZ ARIZONA CA CALIFORNIA CO COLORADO CT CONNECTICUT DE DELAWARE FL FLORIDA GA GEORGIA HI HAWAII ID IDAHO IL ILLINOIS IN INDIANA IA IOWA KS KANSAS KY KENTUCKY LA LOUISIANA MA MAINE MD MARYLAND ME MAINE MI MICHIGAN MN MINNESOTA MO MISSOURI MS MISSISSIPPI MT MONTANA NE NEBRASKA NH NEW HAMPSHIRE NJ NEW JERSEY NY NEW YORK NC NORTH CAROLINA ND NORTH DAKOTA OH OHIO OK OKLAHOMA OR OREGON PA PENNSYLVANIA RI RHODE ISLAND SC SOUTH CAROLINA SD SOUTH DAKOTA TN TENNESSEE TX TEXAS VT VERMONT VA VIRGINIA WA WASHINGTON WV WEST VIRGINIA WY WYOMING
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