

United States Department of Agriculture



Natural Resources Conservation Service  
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June 10, 2009

NEW MEXICO BULLETIN 120-9-1

SUBJECT: ADS – PERSONAL PROPERTY MANAGEMENT – ANNUAL VEHICLE INSPECTION

TO: All Employees

**ACTION REQUIRED BY: JUNE 26, 2009**

Purpose: To provide guidance regarding required annual vehicle safety reporting requirements.

Expiration Date: September 30, 2009

In accordance with the Natural Resources Conservation Service Property Management Manual, NRCSPMR 104I-38.502-70, all operators of agency-owned vehicles (including ATVs, snowmobiles and trailers) are required to complete an annual visual and safety inspection. The inspection results will be used to aid NRCS New Mexico's Accountable Property Officers (APOs) with vehicle management. The 2009 Annual Vehicle Visual Check & Safety Inspection is to be completed by June 26, 2009.

All Vehicle Operators:

Please complete the attached Vehicle Visual Check & Safety Inspection form by the date stated. Please retain one copy for the local vehicle file and return a second copy to Terry L. Sarazin, Contract Specialist, at the NRCS New Mexico State Office.

If you have any questions, please contact Rosabeth R. Garcia-Sais, State Administrative Officer, at (505)-761-4411.

A handwritten signature in black ink, appearing to read "Dennis L. Alexander", is written over a horizontal line.

DENNIS L. ALEXANDER  
State Conservationist

Attachment:

1) 2009 Annual Vehicle Visual Check & Safety Inspection