United States Department of Agriculture

NRCS

Natural Resources Conservation Service
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June 10, 2010

NEW MEXICO BULLETIN NO. 120-10-04

SUBJECT: ADS – PERSONAL PROPERTY MANAGEMENT – ANNUAL VEHICLE INSPECTION – **CORRECTED BULLETIN**

TO: All Employees

ACTION REQUIRED BY: JUNE 21, 2010

Purpose. To advise all employees of the Annual Vehicle Inspection requirement.

Expiration Date. September 30, 2010

In accordance with the Natural Resources Conservation Service Property Management Regulation, NRCSPMR 104I-38.502-70, all operators of **agency-owned and GSA** government vehicles (including ATVs, snowmobiles and trailers) are required to complete an annual visual and safety inspection. The inspection results are used by NRCS New Mexico's Accountable Property Officers (APOs) to assess vehicle and equipment needs. The 2010 Annual Vehicle Visual Check & Safety Inspection is to be submitted by June 21, 2010.

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 Larry Flinn, Property Management Tech, at the NRCS New Mexico State Office via Fax to 505-761-4493 or email to Lawrence. Flinn@nm.usda.gov.

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

DENNIS L. ALEXANDER
State Conservationist

Attachment:
2010 Annual Vehicle Visual Check & Safety Inspection