United States Department of Agriculture

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NEW MEXICO BULLETIN NO. 120-11-2

SUBJECT: ADS – NEW MEXICO VEHICLE FLEET MANAGEMENT GUIDE

TO: All Employees

Purpose. To transmit the New Mexico standard operating procedures regarding vehicle management.

Expiration Date. September 30, 2011.

An efficient, safe vehicle fleet is critical in conducting agency business. There are many laws, regulations, and policies regarding vehicle management including Federal Management Regulation 102-34, Agriculture Property Management Regulation 110-34, NRCS Property Management Regulation 104I-38; and NRCS General Manual 120-405.

Knowing where to look for the information you need can be a daunting task. In order to assist employees with the basic guidance needed to properly manage and utilize Government vehicles, the attached NRCS New Mexico Vehicle Fleet Management Guide has been prepared. This guide formally establishes our state policies and procedures to increase vehicle use, reduce fleet maintenance expense, and improve the overall operating efficiency of the fleet.

Every employee should be familiar with information contained in this guide. If you have any questions, please contact Rosabeth Garcia-Sais, State Administrative Officer, at 505-761-4411 or via email at rosabeth.garciasais@nm.usda.gov.

DENNIS L. ALEXANDER
State Conservationist

Attachment