United States Department of Agriculture
NRCS Natural Resources Conservation Service
P.O. Box 2890
Washington, D.C.
20013

National Bulletin: Title 120-13-XXX
Subject: ADS – Vehicle Safety Inspections

Action Required By: March 8, 2013

Purpose. To remind Regional Conservationists, State Conservationists, State Administrative Officers, Property Management Officers, and Local Fleet Program Coordinators to complete vehicle safety inspection certifications.

Expiration Date. September 30, 2013

Background. The Agricultural Property Management Regulation (AGPMR) Chapter 110-34 and NRCS Property Management Regulation, Amendment G-24, dated October 2001, require NRCS to certify that NRCS passenger vehicles and trucks are safe and reliable to operate. The certifications should be completed and signed by the State Conservationist/Center Director by the last business day in December. The State Conservationist should certify to the Regional Conservationist by the last business day in the following January. The property management officer should have the Personal Property System (PROP) vehicle records updated to show the annual inspection as complete by the first week in December.

Explanation. In order to assist in determining the condition of the vehicle fleet, all NRCS vehicles must have a visual safety inspection conducted. The certification action to the respective Regional Conservationist is required by March 8, 2013. If a mechanical inspection is deemed necessary, Form NRCS-ADS-180, Preventative Maintenance Inspection Report, may be used to document the inspection.

To ensure adequate time to have all vehicles visually inspected and certified, and all PROP vehicle records updated, States will have until March 8, 2013 to complete the visual safety certifications and provide their respective Regional Conservationists with the certification for signature. After signature by the respective Regional Conservationist, LFPCs shall forward a copy to the Agency Fleet Program Coordinator. Individual visual safety inspection paperwork will be kept with the vehicle file.

Attached are an example of the certification letter and two examples of forms that may be used for visual inspection. Per AGPMR 110-34.285(b) USDA Scheduled Maintenance Guidelines, the following are minimums for the visual safety inspection:

> safety belts parking brakes, head and parking lights, tail and back up lights, tag lights, hazard lights, brake lights, turn signals, horns, windshield wipers/washers, rear and side view mirrors, tire pressure, and tire tread wear. The inspections must be conducted by anyone other than the driver of the vehicle.

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Contact. For questions regarding vehicle safety inspections and certifications, please contact the agency fleet program coordinator, William Singletary, at (202) 205-6130.

Jane E. Hardisty

JANE E. HARDISTY
Acting Deputy Chief for Management

Attachments:

Example Certification Letter
Example 1 Vehicle Visual Safety Inspection
Example 2 Vehicle Visual Safety Inspection