



Natural Resources Conservation Service
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Date: December 14, 2006

WASHINGTON BULLETIN NO. WA120 – 7 – 1

SUBJECT: – Vehicle Status, Inspection, and Certification of Roadworthiness

Purpose. To direct annual reporting of status, inspection, and roadworthiness certification of vehicles

Expiration Date. This bulletin expires March 1, 2006

ACTION REQUIRED BY: February 2, 2007
AREA OFFICES BY: February 16, 2007

In order to monitor the condition and utilization of the fleet and to complete annual reporting requirements it is necessary that we collect current information about each NRCS-owned and GSA-assigned vehicle. Attached is a spreadsheet to be completed by each office to list and report vehicles located at that office. It may be necessary to arrange for mechanical inspections if it has been more than 12 months since the last inspection. These must be completed prior to submitting reports.

Due dates and guidelines for reporting:

- Do not make any changes to the format of the spreadsheet. Follow the comments to insure consistent data entry. Do not combine spreadsheets for multiple locations or by team.
- All NRCS and GSA vehicles must be reported. Do not report ATV's, snowmobiles, trailers, etc.
- District Conservationists (DC), Resource Conservationists (RC), and Tribal Liaisons please prepare a single spreadsheet for each location including RC&D Coordinator's vehicles. The probe/drill rig must be reported based upon its present location. Submit completed spreadsheets to the Area Conservationist (AC) as an e-mail attachment not later than **February 2, 2007**.
- AC's will review each location's report and provide comments and justification for each over-quota vehicle.

- AC's will submit completed and reviewed spreadsheets to the SAO as e-mail attachments not later than **February 16, 2007**. Spreadsheets for individual offices may be submitted as they are reviewed.
- AC's, Soil Survey leaders, PMC Manager, and State Office Contract Specialist will prepare a single report for each of these units, by location. Soil Survey leaders must report backhoes based upon present location. Submit to the SAO not later than **February 2, 2007**.
- As you complete the spreadsheet, please rename the file to reflect the city name.

Please note and follow the comments imbedded in the column headings. I have included data validation for most of the report. If you encounter difficulties, please notify me by e-mail.

We have included a section at the bottom of the spreadsheet to list all NRCS and Conservation District employees located in the reporting office. A block is included to show the name of the individual completing the report and the date of submission.

All NRCS owned motor vehicles are required to be inspected annually, within 12 months of the last inspection. Do not have any GSA vehicles inspected. Washington Bulletin WA120-6-4, dated September 7, 2006, reminded all offices of the need to have certified mechanics inspect vehicles and to report inspections as they are completed. That bulletin also reminded all offices to report vehicle reassignments within 14 days using Form AD-107.

If a certified mechanic has determined that a vehicle is not roadworthy, that vehicle must be parked immediately and reported to me with a copy to the AC. If it is determined that the vehicle will be kept in the fleet, guidance will be provided regarding completion of repairs to make it roadworthy.

/s/ Stefan Fechter

A. STEFAN FECHTER
State Administrative Officer

Enclosures – (Excel spreadsheet)