

United States Department of Agriculture



Natural Resources Conservation Service  
316 W. Boone Ave. Suite 450  
Spokane, WA 99201-2348

phone (509) 323-2900  
fax (509) 323-2909  
web site www.wa.nrcs.usda.gov

Date: November 5, 2008

WASHINGTON BULLETIN NO. WA120-9-2

SUBJECT: ADS - Vehicle Inspection Reminder

Purpose. To remind all offices of annual inspection requirement for all NRCS vehicles

Expiration Date. This bulletin expires October 31, 2009.

**ACTION REQUIRED AS INSPECTIONS ARE COMPLETED.**

This is a reminder that all NRCS owned motor vehicles are required to be inspected annually; within 12 months of the last inspection. Some items require inspection by a certified mechanic while NRCS staff may check other items. Whenever possible, inspections should be performed when other maintenance and service is being performed. Do not have GSA vehicles inspected.

Enclosed is a checklist that may be used to track vehicle inspections and maintenance performed during the year. This checklist is to be updated annually for each vehicle, including all terrain vehicles and snowmobiles. File completed checklists, page two in this bulletin, in the local case file for the respective vehicle.

Upon completion of each vehicle inspection, please copy the table below to an email message, complete all blank fields, and email to [jaida.levine@wa.usda.gov](mailto:jaida.levine@wa.usda.gov) with copies to the respective Area Administrative Assistant. This includes remotely located State and Area Staff and Soil Survey offices located within the respective geographic area. Reports for Plant Material Center vehicles should be submitted to Paul Scales, State Resource Conservationist.

<b>Location</b> Note: AD-107 required within 2 weeks of permanent vehicle reassignment. Transfer vehicle records to new custodian.	
<b>License Number</b>	
<b>Last Inspection Date</b>	
<b>Current Inspection Date</b>	
<b>Current Mileage</b>	
<b>Comments</b>	

A. STEFAN FECHTER  
State Administrative Officer

Enclosure: Checklist

DIST: E

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**NATURAL RESOURCES CONSERVATION SERVICE  
MOTOR VEHICLE INSPECTION CHECKLIST**

Items contained on this checklist meet the minimum requirements of Form AD-187-C

**PRINT & FILE LOCALLY. DO NOT SEND TO THE STATE OFFICE.**

License No.: \_\_\_\_\_ Location: \_\_\_\_\_

Vehicle Type: \_\_\_\_\_ Make: \_\_\_\_\_ Model Year: \_\_\_\_\_

**Items To Be Inspected By A Certified Mechanic:**

Radiator _____	Brakes _____	Steering _____	Battery _____	Exhaust System _____
Inspection Comments: _____				
_____				
_____				
Inspection Performed By: _____			Date: _____	

**Items that may be checked by NRCS driver:**

Item	Condition
Oil	
Headlights	
Directional Signals	
Horn	
Defroster	
Door Glass	
Mirrors	
SF-91	

Item	Condition
Tires	
Rear Lights	
Wipers	
Heater	
Windshield	
Rear Glass	
Clean	
No loose items	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Items checked by (Name): \_\_\_\_\_ Date: \_\_\_\_\_

**Follow manufacturer's recommendation standards for routine maintenance.**

Item	Date Performed	Mileage	Date Performed	Mileage
Lube, Oil, Filter				
Air Filter				
Cabin Filter				
Diff. Oil Change				
Trans. Oil Change				
Wheel Repack				
Univ. Joint Lube				
Tune-up				
Plug Replace				
Brake Adj.				
Wheel Align				
Tire Rotation				
Other (Describe)				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_