



Natural Resources Conservation Service  
6200 Jefferson NE, Room 305  
Albuquerque, New Mexico 87109  
Phone: (505) 761-4402 Fax: (505) 761-4463  
Web site: [www.nm.nrcs.usda.gov](http://www.nm.nrcs.usda.gov)

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May 9, 2011

**NEW MEXICO BULLETIN NO. 120-11-5**

**SUBJECT: ADS – PERSONAL PROPERTY MANAGEMENT – ANNUAL VEHICLE AND EQUIPMENT INSPECTION**

**TO: All Employees**

**ACTION REQUIRED BY: May 25, 2011**

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

**Expiration Date.** September 30, 2011

In accordance with the Natural Resources Conservation Service (NRCS) Property Management Regulation, NRCSPMR 104I-38.502-70, all operators of government vehicles and equipment (including ATVs, snowmobiles, backhoes 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 2011 Annual Vehicle and Equipment Visual Check & Safety Inspection is to be submitted by May 25, 2011.

All Vehicle and/or Equipment Operators:

Please complete the attached Vehicle and Equipment Visual Check & Safety Inspection form by the date stated. Please retain one copy for the local vehicle file and return a second copy to Jean Cole, Purchasing Agent, at the NRCS New Mexico State Office via Fax to 505-761-4493 or email to [Jean.Cole@nm.usda.gov](mailto:Jean.Cole@nm.usda.gov).

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

A handwritten signature in black ink, appearing to read "Dennis L. Alexander".

DENNIS L. ALEXANDER  
State Conservationist

Attachment