



Natural Resources Conservation Service
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October 25, 2010

NEW MEXICO BULLETIN NO. 120-11-1

SUBJECT: ADS – BRIEF, INTERMITTENT, OR OVERNIGHT STORAGE OF
GOVERNMENT VEHICLES

TO: All Employees

Purpose: To provide guidance regarding the request and approval of temporary storage of government vehicles at an employee residence.

Expiration Date: September 30, 2011

In accordance with Departmental Regulation 5400-005 and Natural Resources Conservation Service Property Management Manual 104I-38.5004-71, all requests for the brief, intermittent, or overnight storage of a government vehicle at an employee's residence must be approved by the State Conservationist or his delegated officials.

Effective immediately, all requests for the temporary storage of a government vehicle at or near an employee residence must be completed on form AD-728, Request and Authorization for Home-to-Work Transportation, and must be approved in advance by the respective Area or State Office Leadership.

A copy of all completed forms must be forwarded to Larry Flinn, Property Management Technician, at the State Office for the official record.

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