



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

October 28, 2013

IOWA BULLETIN NO. IA120-14-1

SUBJECT: ADS – ANNUAL INSPECTION OF GOVERNMENT VEHICLES

ACTION REQUIRED BY FIELD OFFICES: NOVEMBER 15, 2013
ACTION REQUIRED BY AREA OFFICES: NOVEMBER 27, 2013

PURPOSE. To provide instructions for inspection of all Iowa government vehicles in accordance with FMR 102-34.285 and AGPMR 110-34.285(b).

EXPIRATION DATE. September 30, 2015

All Iowa Natural Resources Conservation Service vehicles are required to have annual inspections. Inspections can be performed by anyone **except** the responsible driver of the vehicle.

In order to provide the information to National Headquarters in a timely manner, vehicle inspections are required to be completed by Nov 15, 2013. All vehicle inspections should be documented on the Annual Visual Vehicle Safety Checklist (AVVSC), which is attached.

The AVVSC shall be completed by field offices on each vehicle. A copy of this completed form shall be sent to the Area Office by November 15. The Area Office shall gather all inspection reports pertaining to their respective area and forward the complete packet to the State Office Contracting Section by the November 27 deadline. Vehicle information (NFC ID and license plate number) can be found in the attached spreadsheet.

All State Office employees assigned to a vehicle are also responsible for ensuring the AVVSC is completed and submitted to the Contracting Section.

Any repair or maintenance needs to be addressed with your ASTC-FO for action.

For questions, please contact John Selenske, Supervisory Contract Specialist, at 515-323-2602 or Michelle Bales, Contract Specialist, at 515-323-2246.

A handwritten signature in black ink that reads "Jay T. Mar".

Jay T. Mar
State Conservationist

Attachments

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