

**U.S. DEPARTMENT OF AGRICULTURE
FARM PRODUCTION AND CONSERVATION MISSION AREA
BUSINESS CENTER
WASHINGTON, DC 20250**

FSA/RMA Notice AS-2327

FPAC NOTICE	NUMBER: FPAC-N 5400-004
SUBJECT: Fiscal Year (FY) 2019 Vehicle Visual Inspections	DATE: April 4, 2019
APPROVING OFFICIAL: Thomas W. Christensen, Deputy Chief Operating Officer, Business Services	EXPIRATION DATE: September 30, 2019

1. PURPOSE

The notice directs the Farm Production and Conservation (FPAC) Mission Area agencies to complete annual vehicle visual safety inspections.

2. BACKGROUND

The Agriculture Property Management Regulation (AGPMR) Chapter 110-34 requires annual visual safety inspections to be performed on all passenger vehicles and trucks. Per AGPMR 110-34.285(b), "USDA Scheduled Maintenance Guidelines," the following items must be included in the visual safety inspection, at a minimum: safety belts, parking brakes, head and parking lights, tail and backup lights, license plate lights, hazard lights, brake lights, turn signals, horns, windshield wipers and washers, rear- and side-view mirrors, tire pressure, and tire tread wear.

3. PROCEDURES

- a. FPAC offices must complete Attachment A for every highway vehicle in their inventory, including GSA-leased vehicles. To allow the Business Center Fleet Operations staff sufficient time to update Corporate Property Automated Information System-Personal Property (CPAIS-PP) records, FPAC offices must upload all completed visual safety inspection forms to the Personal Property Customer SharePoint site by May 3, 2019. If a visual inspection indicates a potential mechanical or safety problem, a mechanical inspection should be completed by a certified automotive mechanic.
- b. Minimally, each office is directed to inspect the items listed on Attachment A and to document the date of the vehicle's last oil change. Offices must also thoroughly examine the tires to ensure they are safe for the road. A thorough tire examination includes checking the tires' tread depth and wear indicator bars. In accordance with AGPMR 110-34.285(b), the primary driver of the vehicle should not be the individual performing the visual inspection. The visual inspection can be performed by any other employee or partner in the office who is not the primary driver of the vehicle.

c. In addition to the USDA-required visual safety inspection, offices must complete State emissions and safety tests if required by law at the garage location of the vehicle, in accordance with the timelines mandated by State law. For information on emissions and safety laws for your State, use the following link: <http://drivinglaws.aaa.com/tag/emissions-inspection/>. State-required emissions and safety inspections do not automatically meet the USDA-mandated annual visual safety inspection requirement. If you believe a State-mandated emissions or safety test meets the requirement of the USDA-mandated AGPMR requirement, contact Fleet Support Section Chief Adam Stiegelmeier by email to adam.stiegelmeier@wdc.usda.gov or telephone at 515-323-2204 to obtain approval to use the State-mandated requirement instead of Attachment A. If an alternate form is approved, it must include the following:

- (1) Vehicle identification number (VIN)
- (2) Vehicle color
- (3) Inspection date
- (4) Odometer reading at time of inspection
- (5) Tag expiration date (month/year)
- (6) Vehicle garage location including street address, city, State, and ZIP code.

d. All offices will be required to upload attachment A to the Personal Property Customer SharePoint site at the following link:
https://usdagcc.sharepoint.com/sites/nrcs_mgmtacquisitionsdiv/PPSB/PPSBCustomerGuide/SitePages/Home.aspx.

Once at this site, click on “2019 Vehicle Inspections” located on the left side of the page. After selecting this link, find your agency, State, center, or region folder and upload your vehicle inspections to the correct folder from the list.

Submissions should come as one form per PDF file per vehicle. All submissions should follow the following naming pattern: agency_state abbreviation_vehicle tag number.

Example: NRCS_WY_A123456 = Agency_State abbreviation_vehicle tag number

Example: NRCS_SSR6_A123456 = Agency_Soils region_vehicle tag number

Example: NRCS_NSSC_A123456 = Agency_Center_vehicle tag number

Offices with alternative inspection forms and/or mechanical inspection reports because of local environmental or mission requirements may submit those forms for approval to Adam Stiegelmeier by email to adam.stiegelmeier@wdc.usda.gov before use. If approved, the alternate form must include the following:

- (1) Vehicle identification number (VIN)
 - (2) Vehicle color
 - (3) Inspection date
 - (4) Odometer reading at time of inspection
 - (5) Tag expiration date (month/year)
 - (6) Vehicle garage location including street address, city, State, and ZIP code.
- e. Discrepancies found after completing the visual inspection must be certified as resolved by the Assistant State Conservationist for Management and Strategy (ASTC-MS), Administrative Officer (AO), Center Director, Soil Survey Regional Director, or equivalent. Your Fleet Operations Specialist will document the vehicles requiring service on Attachment C no later than May 24, 2019.

The appropriate ASTC-MS, AO, Director, or equivalent will certify completion of repairs using Attachment C by July 12, 2019. Attachment C, "Vehicle Inspection Certification Memo," will be uploaded to the Personal Property Customer SharePoint using the same process provided in paragraph 3 d for the vehicle inspection checklist submission.

4. CONTACT

Direct questions about vehicle visual safety to one of the following:

- a. The myFPAC Portal at <https://myfpac.usda.gov/>. Click on "myFPAC Services," then "Our Departments," select "Management Services," choose "Fleet Management" for "Request Type," complete and submit the intake form
- b. The appropriate Business Center Fleet Operation Specialist (see Attachment D)
- c. Adam Stiegelmeier, Fleet Support Section Chief, by either of the followings
 - (1) telephone at 515-323-2204
 - (2) email to adam.stiegelmeier@wdc.usda.gov
- d. Scott Berklacy, FPAC Fleet Manager, by either of the following:
 - (1) telephone at 202-619-8519
 - (2) email to scott.berklacy@wdc.usda.gov.

Attachment A – FY 2019 Visual Inspection Checklist
Attachment B – Tread Wear Test
Attachment C – Vehicle Inspection Certification Memo
Attachment D – Map of Fleet Operation Specialists

- END -

FPAC-MSD-512 (02-28-19)		U.S. Department of Agriculture Farm Production and Conservation Management Services		1. Date Prepared: (MM-DD-YYYY)	
FPAC VEHICLE VISUAL / OPERATIONAL SAFETY CHECKLIST					
2. LICENSE NO: A-		3. LICENSE NO: G-		4. VIN:	
5. Agency Name: <input type="checkbox"/> FPAC-BC <input type="checkbox"/> FSA <input type="checkbox"/> NRCS <input type="checkbox"/> RMA		6. Office Type: <input type="checkbox"/> SO <input type="checkbox"/> AO <input type="checkbox"/> FO <input type="checkbox"/> PMC <input type="checkbox"/> Center <input type="checkbox"/> Soils <input type="checkbox"/> Other (specify):			
7. Vehicle Exterior Color:		8. Vehicle Make:		9. Vehicle Model:	
Vehicle Garage Address: (Where vehicle primarily resides overnight. Include Suite/Room/Bldg. if essential to physically locating the vehicle)					
10. Full Street Address:				11. Suite/Room/Building:	
12. City:		13. State		14. Zip Code:	
15. Date of Inspection: (MM-DD-YYYY)			16. Odometer Reading:		
Inspect vehicle thoroughly and note all damages and/or deficiencies. In accordance with AGPMR 110-34.285, vehicle inspection should be conducted annually by anyone the agency designates <i>except</i> the principle driver of the vehicle.					
17. BRAKES			18. WIPERS		
Parking/emergency brake operational		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Front wipers work		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Clutch pedal operational		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Rear wipers work		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Brakes operable with no noise or grinding		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Washer fluid full & working		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
19. TIRES			20. LIGHTS		
Tires properly inflated*		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Low beam lights work		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Front driver/pass side tire damage or wear*		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	High beam lights work		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Rear driver/pass side tire damage or wear*		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Rear brake lights work		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Spare tire or "fix a flat" product present		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Back up lights work		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Tire iron and jack present		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Hazard lights working		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
* Refer to Attachment B - Tread Wear Test			License plate lights work		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
21. GLASS/MIRRORS			22. EMERGENCY EQUIPMENT		
Driver/Passenger windows work properly		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Horn working properly		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Windshield free of defects		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Dashboard gauges operational		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Rear window free of defects		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Seatbelts working properly		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Rear view mirror free of defects		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Accident packet (AD-651/GSA Form 1627)		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Driver/passenger side mirror free of defects		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	First aid kit in vehicle (if required)		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
			Front license plate present		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
			Rear license plate present		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
			License plate expiration date (month/year)		/
23. MAINTENANCE CHECK			24. OTHER		
Air conditioner operational		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Is there a FMVRS card in the vehicle		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Heater/defroster operational		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	Garage location on FMVRS card correct?		Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Date of last oil change: _____ (MM-DD-YYYY)			Vehicle Drive & Body Style (check): 4x2: <input type="checkbox"/> 4x4: <input type="checkbox"/> N/A: <input type="checkbox"/> 2-door: <input type="checkbox"/> Ext. Cab: <input type="checkbox"/> Quad Cab: <input type="checkbox"/>		
25. COMMENTS about inspection					
Inspection completed by:		Signature:		Date:	

CHECKING TIRE TREAD AND PRESSURE



In the United States, tire tread depth is measured in 32nds of an inch. New tires typically come with 10/32" or 11/32" tread depths, and some truck, SUV and winter tires may have deeper tread depths than other models. The U.S. Department of Transportation recommends replacing tires when they reach 2/32", and many states legally require tires to be replaced at this depth.

The idea of the penny test is to check whether you've hit the 2/32" threshold. Here's how it works:

- Place a penny between the tread ribs on your tire. A "rib" refers to the raised portion of tread that spans the circumference of your tire. Tire tread is composed of several ribs.
- Turn the penny so that Lincoln's head points down into the tread.
- See if the top of his head disappears between the ribs. If it does, your tread is still above 2/32". If you can see his entire head, it may be time to replace the tire because your tread is no longer deep enough.

When performing the penny tire test, remember not only to check each tire, but to check various places around each tire. Pay special attention to areas that look the most worn. Even if parts of your tread are deeper than 2/32", you should still replace the tire when any areas fail the penny test. Consistent wear around the whole tire is normal, but uneven tread wear could be a sign of improper inflation, wheel misalignment, or a variety of other things. If you see uneven tread wear, you should have a technician inspect your vehicle.

Other Ways to Check Tire Tread include:

- Tread Depth Gauge-A simple way to check your tire tread depth is by using a tread depth gauge. You can find tire tread depth gauges at your local auto parts store. There are many models available, but an inexpensive simple graduated probe gauge will work just fine. All you have to do is stick the probe into a groove in the tread and press the shoulders of the probe flat against the tread block and read the result. All gauges should measure in both 32nds of an inch and millimeters.
- Tread Wear Indicator Bars-Another indicator of worn out tread already lives in your tires themselves. Every performance, light truck, or medium commercial tire comes equipped with indicator bars (or wear bars) embedded between the tread ribs at 2/32". They're there to help you monitor tread depth and make decisions about tire replacement. Just look to see if the tread is flush with the indicator bars. If they are, it's time to replace the tire.



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It is also extremely important to verify that the air pressure in all four tires is at the manufacturer's recommended level. A tire pressure gauge must be used, and tires must be deflated or inflated as necessary to reach the recommended level. See the owner's manual for recommended air pressure values, or you can usually find the recommended values somewhere on the edge of the driver's side door or on the driver's side door frame.

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SUBJECT: Vehicle Visual Inspection Certification

DATE:

TO: [Name/Title]

FROM: [Fleet Operations Specialist]

Based on the vehicle visual inspection, the following vehicles listed below require service and or repair:

[ENTER TAG NUMBERS AND ATTACH THE APPLICABLE INSPECTION FORMS]

I certify that the deficiencies identified for the above-listed vehicles have been repaired.

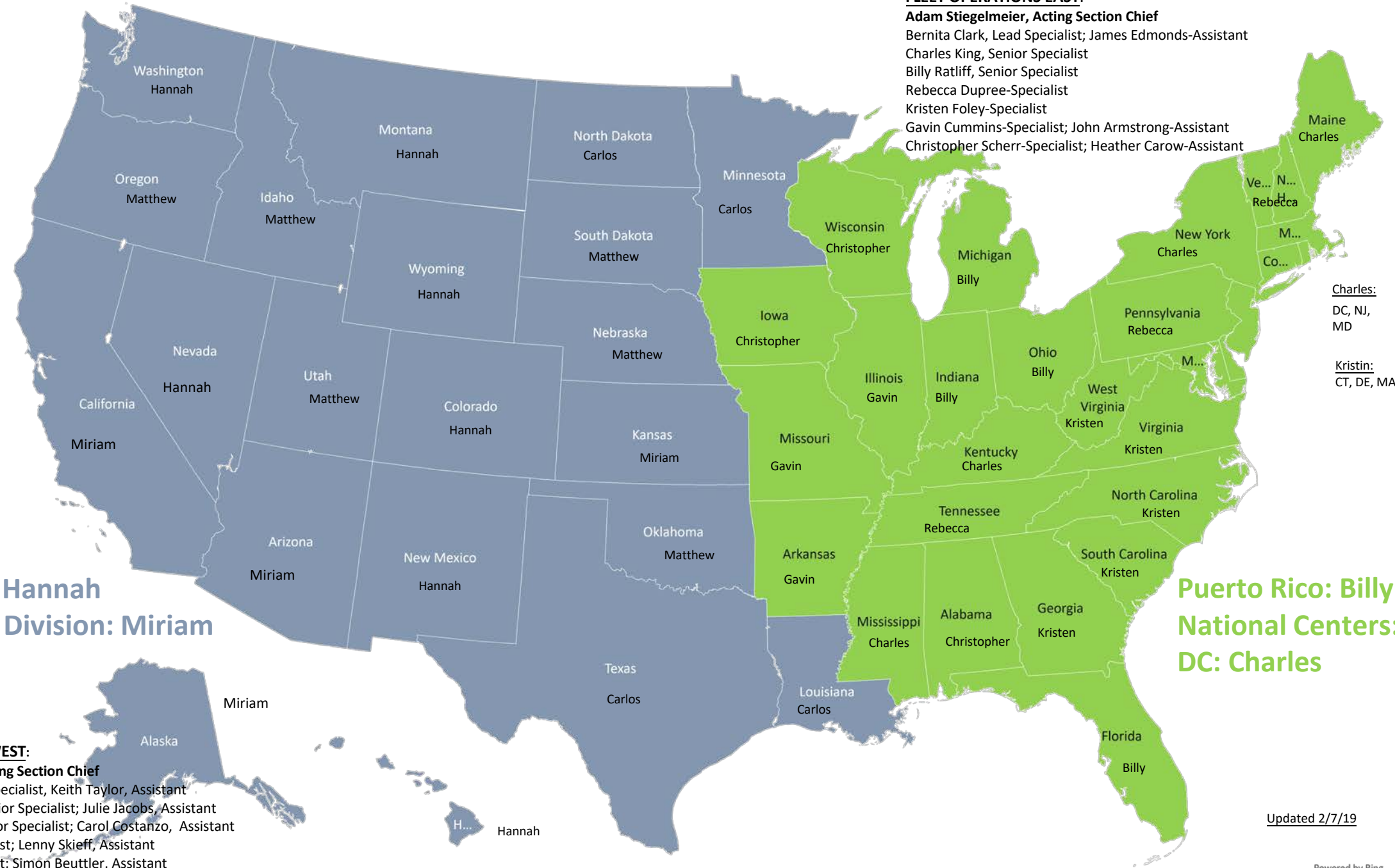
[NAME AND TITLE]

[SIGNATURE]

[DATE]

FLEET OPERATIONS EAST:

Adam Stiegelmeier, Acting Section Chief
Bernita Clark, Lead Specialist; James Edmonds-Assistant
Charles King, Senior Specialist
Billy Ratliff, Senior Specialist
Rebecca Dupree-Specialist
Kristen Foley-Specialist
Gavin Cummins-Specialist; John Armstrong-Assistant
Christopher Scherr-Specialist; Heather Carow-Assistant



Soil Health: Hannah
Soil Science Division: Miriam

Charles:
DC, NJ, MD

Kristin:
CT, DE, MA, RI

Puerto Rico: Billy
National Centers: Billy
DC: Charles

FLEET OPERATIONS WEST:

Adam Stiegelmeier, Acting Section Chief
Andrea Morlock, Lead Specialist, Keith Taylor, Assistant
Miriam Van Gerpen, Senior Specialist; Julie Jacobs, Assistant
Carlos Leon-Torres, Senior Specialist; Carol Costanzo, Assistant
Hannah Whitley, Specialist; Lenny Skieff, Assistant
Matthew Cross, Specialist; Simon Beuttler, Assistant

Updated 2/7/19