

management of the Federal motor vehicle fleet. GSA supplies copies of this report to the Congress, Federal agencies, and to other organizations upon request.

**§ 101-38.902 Records.**

Each owning agency is responsible for developing adequate accounting and reporting procedures to ensure accurate reporting of inventory, cost, and operating data needed for the management and control of motor vehicles.

**§ 101-38.903 Reporting of data.**

(a) Federal agencies shall use Standard Form 82, Agency Report of Motor Vehicle Data, to report vehicle inventory, cost, and operating data to GSA. Interagency Report Control Number 1102-GSA-AN has been assigned to this reporting requirement.

(b) The Standard Form 82 is divided into three sections. Sections I and III of the form are for reporting data relating to agency-owned and -leased vehicles and are to be completed by all agencies. Section II of the form is for reporting data for large fleets of agency-owned vehicles. Detailed instructions for preparation of this form are located on the reverse of the form.

(1) Each owning agency shall submit a Standard Form 82 to the General Services Administration, ATTN: MTV, Washington, DC 20405 within 75 calendar days after the end of the fiscal year.

(2) Agencies shall report data for domestic fleets and foreign fleets on separate Standard Forms 82.

(3) If any vehicles are loaned to another executive agency during the reporting period, the owning agency shall report all data pertinent to the loaned vehicles.

(4) If accountability for a vehicle is transferred from one owning agency to another during the reporting period, each agency shall report those data appropriate to the period of time during which it retained accountability.

[51 FR 11684, Apr. 4, 1986, as amended at 62 FR 328, Jan. 3, 1997]

**Subparts 101-38.10—101-38.47  
[Reserved]**

**Subpart 101-38.48—Exhibits**

**§ 101-38.4800 Scope of subpart.**

This subpart exhibits information referenced in the text of part 101-38 that is not suitable for inclusion in that part.

**§ 101-38.4801 Examples of agency legends and identification.**

Legend	Letter height <sup>1</sup> (inches)	
	Min- imum	Max- imum
For Official Use Only .....	1/2	3/4
U.S. Government .....	3/4	1
Department of the Interior .....	1	1 1/2
Bureau of Reclamation .....	1/2	3/4
For Official Use Only .....	1/2	3/4
U.S. Government .....	3/4	1
Department of Energy .....	1	1 1/2

<sup>1</sup> Sizes are applicable to other than those used in vehicle windows.

**Subpart 101-38.49—Forms**

**§ 101-38.4900 Scope of subpart.**

This subpart provides the means for obtaining forms prescribed or available for use in connection with subject matter covered in part 101-38.

[59 FR 41411, Aug. 12, 1994]

**§ 101-38.4901 Obtaining standard and optional forms.**

Standard and optional forms referenced in part 101-38 (except SF 149 and SF 149A) may be obtained through the General Services Administration, Inventory and Requisition Management Branch, Attn: FCNI, Washington, DC 20406, or through regional GSA Federal Supply Service Bureaus. GSA regional offices will provide support to requesting activities needing forms.

[59 FR 41411, Aug. 12, 1994]

**PART 101-39—INTERAGENCY FLEET MANAGEMENT SYSTEMS**

Sec.  
101-39.000 Scope of part.