

-rented, and -leased motor vehicles of an executive agency located in any State, Commonwealth, territory or possession of the United States.

[51 FR 11684, Apr. 4, 1986; 51 FR 15481, Apr. 24, 1986]

§ 101-38.701 Transfer of title for Government-owned motor vehicles.

(a) When disposing of a Government-owned vehicle, all executive agencies shall comply with the provisions listed below for transfer of ownership:

(1) All Government-owned motor vehicles to be titled by State motor vehicle activities shall be transferred by executing Standard Form (SF) 97, The United States Government Certificate to Obtain Title to a Vehicle. The use of this form in foreign countries is optional.

(2) SF 97 will be used only when motor vehicles owned by the Government are sold to parties who intend to title the vehicle for operation on highways. Vehicles that are either not designed to operate on highways or are deemed as not legal for operation on highways will be conveyed using an appropriate bill of sale or award document, such as Optional Form 16, Sales Slip-Sale of Government Personal Property, or SF 114, Sale of Government Property-Bid and Award. Vehicles commonly included in this category include construction equipment, farm machinery, and certain military design vehicles.

(3) All SF 97 certificates and copies shall be stocked as an accountable form and serially numbered with pre-printed numbers assigned by the printing activity. Each agency shall have an accountable officer who will be responsible for the requisition, storage, and issuance of SF 97. Certificates showing erasures or strikeovers may be considered invalid by State motor vehicle agencies and may not be honored. Proper precautions shall be exercised by agencies to prevent blank copies of SF 97 from being obtained by unauthorized persons.

(4) Standard Form 97 is a 4-part set printed on continuous feed paper. The original certificate is produced on secure paper to readily identify any attempt to alter the form. Upon completion, the original SF 97 shall be fur-

nished to the purchaser or donee. One copy of SF 97 shall be furnished to the owning agency. Another copy of the SF 97 shall be furnished to the contracting officer of the agency effecting the sale or transfer of the motor vehicle. The disposition of the fourth copy shall be assigned by the owning agency.

(b) These requirements are not subject to the provisions of Public Law 96-511, Paperwork Reduction Act, and Federal Information Resources Management Regulation (FIRMR) 41 CFR 201-9.202-2, Interagency Reports Management Program. (Also see 41 CFR 101-45.303-3.)

[57 FR 24762, June 11, 1992, as amended at 62 FR 328, Jan. 3, 1997]

§ 101-38.702 Storage.

Government-owned, -rented, and -leased motor vehicles of an agency should be stored so as to provide reasonable protection from pilferage or damage. In the interest of economy, open storage should be used whenever practicable and feasible. The determination as to whether or not it is "practicable or feasible" to use open storage space or a particular type of storage space at a particular location must be made by the agency after considering the nature of program demands and special requirements at that location. All unattended Government-owned or -leased motor vehicles should be locked, unless they are stored or parked in a closed building or enclosure.

[51 FR 11684, Apr. 4, 1986; 51 FR 15481, Apr. 24, 1986]

§ 101-38.702-1 Procurement of parking accommodations.

Before acquiring other than temporary parking accommodations in urban centers (see § 101-18.102), agencies shall determine the availability of Government-owned or -controlled parking space in accordance with the provisions of § 101-17.101-6.

§ 101-38.703 Sale of motor vehicles.

GSA will not solicit trade-in bids when purchasing new motor vehicles for replacement purposes under the consolidated program. Used vehicles

that are being replaced will be disposed of by sale as set forth in part 101-46.

Subpart 101-38.8—Fleet Credit Cards

§ 101-38.800 General.

(a) Standard Form (SF) 149, U.S. Government National Credit Card, and SF 149A, U.S. Government Fleet Credit Card, are authorized for use by Federal agencies to obtain services and supplies at service stations dispensing items provided by contractors listed in the Defense Fuel Supply Center publication, "Government Vehicle Operator's Guide—Your Guide to Service Stations for Gasoline, Oil, and Lubrication" (DFSCH 4280.1). Activities requiring copies of the publication should submit requests to: Commander, Defense Fuel Supply Center, Attention: DSFC: OD, Cameron Station, Alexandria, VA 22304-6160.

(b) Charges for the SF 149 are processed manually by DFSC contractors. The SF 149A is designed for acceptance at electronic point of sale (EPOS) terminals in addition to manual processing. The SF 149 and SF 149A may not be used at customer activated terminals (*i.e.*, at the fuel pump) except at fueling facilities dispensing alternative fuels where no other option exists.

(c) The SF 149 and SF 149A are the only Governmentwide credit cards approved for use by Federal agencies using IFMS vehicles for the procurement of motor fuel (including alternative fuels) and services at service stations and refueling sites dispensing items provided by the contractors listed in the Defense Fuel Supply Center publication referenced in paragraph (a) of this section. However, agencies are not required to use the SF 149 or SF 149A for motor vehicles used for purposes in which identification as Government vehicles would interfere with the performance of the functions for which the vehicles were acquired and are used. Motor vehicles included in the exception for the use of SF 149 and SF 149A are listed in §§ 101-38.200(f) and 101-38.204.

(d) GSA will provide centralized management and control of the SF 149 and SF 149A programs. Inquiries concerning the policy and administration

of these programs shall be directed to the General Services Administration, ATTN: FBF, Washington, DC 20406.

(e) Federal agencies are responsible for the establishment of administrative controls to ensure that the fuel and services procured by using the SF 149 and SF 149A are for the official use of the agency and that administrative controls are maintained to prevent unauthorized use. The General Services Administration, ATTN: FBF, Washington, DC 20406, will provide assistance in establishing ordering procedures and management reporting systems pertaining to the SF 149 and SF 149A.

(f) The SF 149 and SF 149A may be used for any properly identified U.S. Government motor vehicle, boat, small aircraft, or nonvehicular equipment.

[59 FR 41411, Aug. 12, 1994, as amended at 62 FR 328, Jan. 3, 1997]

§ 101-38.801 Obtaining fleet credit cards.

GSA has developed ordering instructions and automated reports for use by Federal agencies for the acquisition of the SF 149 and SF 149A. Copies of the instructions for participation in the SF 149 and SF 149A programs may be obtained by contacting the General Services Administration, ATTN: FBF, Washington, DC 20406.

[59 FR 41411, Aug. 12, 1994]

Subpart 101-38.9—Federal Motor Vehicle Fleet Report

§ 101-38.900 Scope.

This subpart sets forth the responsibility of all Federal agencies for developing policies and procedures for maintaining and reporting inventory, cost, and operating data on Government-owned and -leased vehicles.

§ 101-38.901 General.

From the data submitted by Federal agencies on Standard Form 82, Agency Report of Motor Vehicle Data, GSA will prepare and issue the "Federal Motor Vehicle Fleet Report." This report is a summary of the data submitted by agencies and is used to evaluate and analyze operations and