

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

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 ¹ (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

¹ 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.