Subpart 109–38.5—Scheduled Maintenance


Subpart 109–38.7—Transfer, Storage, and Disposal of Motor Vehicles


Subpart 109–38.8—Standard Form 149, U.S. Government National Credit Card

§ 109–38.800 General.

(a)–(c) [Reserved]

(d) The Director, Office of Administrative Services and heads of field organizations for their respective organizations shall be responsible for establishing procedures to provide for the administrative control of fleet credit cards. Administrative control shall include, as a minimum:

1. A reconciliation of on-hand credit cards with the inventory list provided by GSA.
2. Providing motor vehicle operators with appropriate instructions regarding the use and protection of credit cards against theft and misuse.
3. The taking of reasonable precautions in the event an SF 149 or SF 149A is lost or stolen to minimize the opportunity of purchases being made by unauthorized persons, including notification to the paying office of the loss or theft.
4. Validation of credit card charges to ensure they are for official use only items, and
5. Being on the alert for any unauthorized bills.


DOE offices electing to use national credit cards shall request the assignment of billing address code numbers from the DPMO. Following the assignment, DOE organizations shall submit orders for issuance of national credit cards in accordance with the instructions provided by GSA.

Subpart 109–38.9—Federal Motor Vehicle Fleet Report


The Director, Office of Administrative Services and OPMOs for their respective organizations shall establish adequate records for accounting and reporting purposes.