

U.S. Department of Agriculture  
Washington, D.C. 20250

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| <b>DEPARTMENTAL REGULATION</b>  |   | Number:<br>5400-001 |
| SUBJECT: Assignment and use of the SF-149 U.S.<br>Government National Credit Card | DATE:<br>September 10, 1982   |                     |
|   | OPI: Personal Property Management<br>Division, Office of Operations |                     |

1 PURPOSE

This regulation sets forth the policy, establishes procedures, and assigns responsibilities for the assignment and use of the SF-149, U.S. Government National Credit Card. This is being done to strengthen the accountability and billings review processes.

2 POLICY

It is the policy of the Department of Agriculture that the assignment of SF-149, U.S. Government National Credit Card, will be made on the basis of one card for each agency-owned or operated vehicle (exclusive of GSA-owned vehicles). The use of "Pool" cards is authorized only under the following conditions:

- a In emergency situations in which vehicles, not having an assigned U.S. Government National Credit Card have to be placed into operations immediately, e.g., Mediterranean Fruit Fly, forest fires.
- b For motorized equipment that does not require licensing, e.g., chain saws, compressors, farm equipment, water pumps, mowers and off-road equipment.
- c For temporary use during the period of time it takes to obtain cards from the National Finance Center (NFC).

3 DEFINITIONS

For the purposes of this regulation, the following terms have the meanings set forth below.

- a "Agency" refers to a program agency such as FNS, FAS, etc., staff office, or other comparable entity within the Department of Agriculture.
- b "Department" refers to the United States Department of Agriculture.

c "Motor Vehicle" normally refers to an automotive vehicle with rubber wheels, powered by an internal combustion engine, such as sedans, station wagons, buses, trucks, tractors, and tractor-farm equipment. For the purposes of this regulation, aircraft and large motor boats (12 feet or more in length) also will be included.

d "Agency-owned" refers to a motor vehicle which has been purchased by an agency to meet program requirements as approved by legislative and/or budgetary authority. It shall include motor vehicles obtained from excess sources or confiscation and placed on an agency property record.

e "Agency-operated" refers to a motor vehicle which has been commercially leased by an agency to augment motor fleet program requirements for a period of 60 or more consecutive days. It does not include motor vehicles obtained through the Interagency Motor Pool System (IMPS) managed by the General Services Administration.

f "Pool card" refers to a SF-149, U.S. Government National Credit Card, which has been issued to an agency for use by several individuals with no specific vehicle assignment and has the word "POOL" embossed on the card where a license number usually appears.

#### 4 RESPONSIBILITIES

a Agency Heads will:

- (1) Ensure that SF-149, U.S. Government National Credit Card, assignments are made on the basis of one card per owned or operated vehicle.
- (2) Establish policies and procedures for the use and accountability of SF-149, U.S. Government National Credit Card.
- (3) Establish procedures for the review of driver ticket copies of gasoline station sales receipts against NFC's Gasoline Credit Card Ticket Verification Report. The procedures should include verification that the credit card was used only for the vehicle to which it was assigned. This may be accomplished by comparing the Gasoline Credit Card Ticket Verification Report to the driver ticket copies of the gasoline station sales receipts.
- (4) Comply with NFC Procedures, Title II, Chapter 3, Section 2, Paragraph 3.  
RESPONSIBILITIES.
- (5) Ensure that "Pool" card usage is limited to the conditions described in Paragraph 2, of this regulation.

(6) Ensure that license tags and corresponding U.S. Government National Credit Cards are ordered prior to taking possession of newly acquired vehicles. This will reduce the potential of vehicles not being used pending receipt of cards and tags.

(7) Emphasize, to the vehicle operators, the importance of their taking precautions to avoid unnecessary loss and damage of cards.

b The Director, National Finance Center, shall:

(1) Establish procedures to restrict the issuance and limit the use of "Pool" cards, in accordance with the policy described in Paragraph 2 of this regulation.

(2) Provide, based on a statistical sample, a Gasoline Credit Card Verification Report which will identify account number, contact point and address, and the detail of all account charges.

(3) Modify existing procedures manuals to conform to the intent of this regulation.

5 PROCEDURES

a Procedures for the acquisition of SF-149, U.S. Government National Credit Card, shall be in accordance with instructions prescribed by NFC Procedures, Title II, Chapter 3.

b Agency procedures for the implementation of responsibilities prescribed above shall be left to the discretion of the Agency Head.

6 REFERENCES

NFC Procedures, Title II, Chapter 3, Section 2.

END