

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
National Policy

N 4600.34

Effective Date:  
10/06/08

Cancellation Date:  
10/06/09

**SUBJ:** Delegation of Fleet Cards to FAA Property Management Officer

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**1. Purpose of this Notice.** This notice delegates the authority of the FAA Property Management Officer (PMO) as contained in Paragraph 9.a., Roles and Responsibilities of Order 4600.27, Personal Property Management. It is effective for a period of one (1) year from the effective date noted above or until incorporated into FAA Order 4600.27.

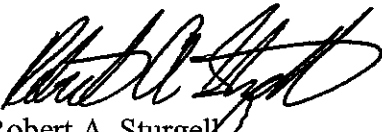
**2. Audience.** This notice affects all FAA organizations and employees.

**3. Where can I find this Notice?** You can find this notice on the Directives Management System (DMS) website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/)

**4. Delegation of Authority.** The PMO is delegated the authority to acquire and manage fleet cards under the provision of 49 USC 106. Fleet cards are used to procure fuel and services necessary to operate and maintain FAA owned and commercially leased vehicles, small marine craft, and aircraft under the Motor Fleet Program. This notice further authorizes the PMO the authority to re-delegate this authority to obtain and use Fleet Cards for these purposes to those individuals with the requisite training and knowledge on how to use these cards in accordance with the limits of the Government's contract(s) for these cards and the acquisition rules and policies governing their particular card.

**5. Point of Contact.** The point of contact for this notice is the Director of Safety and Operations Support, AJW-1, 202-267-7655.

**6. Distribution.** This Notice is distributed to the division level, or its equivalent, in Washington headquarters, regions, centers, and a standard distribution to all field offices and facilities.



Robert A. Sturgell  
Acting Administrator