



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1635**

Logistics Division

08-L-003

Date: November 24, 2008

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
POLICY MEMORANDUM**

SUBJECT: Controlling Metro Fare Cards

Reference: Director, Department of Defense Education Activity, "Controlling Metro Fare Cards," September 7, 2006, hereby canceled

It is the policy of the Department of Defense Education Activity (DoDEA) that all personnel observe the responsibilities and procedures for the issuing, recording, and controlling of Metro Fare Cards that are to be used for transportation to the Pentagon and within the Metropolitan area of the District of Columbia.

This memorandum is applicable to all personnel assigned to and supported by the Department of Defense Education Activity and is effective immediately.

A system has been established to provide Metro Fare Cards to personnel who are required to utilize the Metro Rail System to accomplish official business. Metro Fare Cards are the property of the United States Government. Each individual signing for a Metro Fare Card assumes responsibility for the card upon receipt.

Metro Fare Cards are only to be used for the conduct of official business. They shall not be used for:

1. Travel to and from the airport in conjunction with TDY.
2. Social events.
3. Personal business.
4. Travel to and from an employee's residence.

If fare cards are stolen, the cardholder shall immediately contact the Office of Safety and Security; forward a completed Financial Liability Investigation of Property Loss (Attachment 1) with a police report attached to the Logistics Division. If fare cards

are stolen while not in a locked container, it is the responsibility of the division to replace the stolen fare cards.

Metro fare cards will be prenumbered and accountable to each recipient. Each trip should be accounted for on the Metro Fare Card Register (Attachment 2) in order to ascertain the correct amount left on the fare card.

In order to receive new fare cards, the fare cards which have been fully expended and kept by the turnstile, or have insufficient funds to cover a one way trip, must be accounted for. Fare cards which are kept by the turnstile or turned in are reported using the Metro Fare Card Register (Attachment 2) and the Metro Fare Card Usage Report (Attachment 3). These reports must first be turned in to the DoDEA fare card controller before a division may receive replacement fare cards.

It is the responsibility of each DoDEA Headquarters Division Chief to:

1. Appoint responsible DoDEA employees (Attachment 4) as the primary and alternate division fare card controllers. The primary division fare card controller shall control and account for fare cards and ensure that fare cards are stored in a locked container. In the absence of the primary controller, the alternate division fare card controller shall sign for the cards and assume the primary controller responsibilities. The primary controller shall verify the bookkeeping of the alternate fare card controller upon resumption of duties.

2. Review fare card records periodically to ensure cards are being used for official business.

3. Maintain records on the use and disposition of the fare cards.

4. Ensure that employees who are assigned an individual fare card maintain the same type of records as the primary fare card controller. An individual fare card may be issued to an employee (e.g., the Director, Division Chiefs) who have a need to use the metro on a daily basis. The individual fare card holder must maintain his or her own fare card register. When the fare card has been depleted the card holder must give the register to the division fare card controller in order to receive a new card.

5. Forward a completed Report of Survey (DD Form 200) with the accompanying police report to the Logistics Division in the event that fare cards are stolen. If fare cards are stolen while not in a locked container, it is the responsibility of the division to replace the stolen fare cards and contact the Office of Safety and Security.

Each individual fare card holder shall:

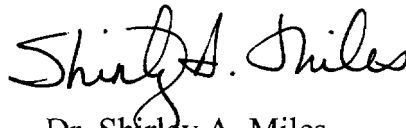
1. Assume responsibility for the monetary value of the fare cards.
2. Use the fare card for official business *only* and return the fare card when travel is completed.
3. Explain any significant differences between the destination fare rate and actual rate charged to the fare card.
4. Replace lost or mutilated fare cards by purchasing a new fare card for the amount remaining on the card at the time of loss or mutilation.

The DoDEA fare card controller is responsible for the overall management and control of the fare card program.

The DoDEA fare card controller shall:

1. Order, store, and issue all fare cards.
2. Keep a running inventory of all cards on hand and a record of all cards issued.
3. Issue, upon a receiving request from the division fare card controller, a new fare card. The fare cards shall be issued on a one to one basis to replace those that are either turned in, or kept at the turnstile.

Questions concerning this policy should be addressed to the Supervisory Supply Management Specialist, (703) 588-3522.



Dr. Shirley A. Miles
Director

Attachments:
As stated