



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
200 STOVALL STREET
ALEXANDRIA, VA 22302-2400

IN REPLY REFER TO

JAGINST 4642.1
64
31 DEC 1986

JAG INSTRUCTION 4642.1

Subj: USE OF METRORAIL FARECARDS FOR LOCAL TRANSPORTATION

Encl: (1) NAVJAG Form 4642/1, "Metrorail Farecard Log"
(2) Format for Metrorail Farecard Custodian Designation Letter

1. Purpose. To establish Office of the Judge Advocate General (OJAG) policies, responsibilities and procedures for the control and use of Metrorail farecards (hereinafter called farecards).

2. Policy. To the maximum extent possible, all OJAG personnel will utilize Metrorail to conduct official business. Prior to utilizing Metrorail, OJAG personnel shall be issued a farecard. Use of farecards for other than authorized, official business is strictly prohibited.

3. Action.

a. The Comptroller shall:

- (1) Procure farecards for OJAG use.
- (2) Maintain a supply of farecards and forms associated with this instruction.
- (3) Establish procedures to minimize the possibility for loss of farecards. At a minimum, farecards will be stored in a locked container, have assigned serial numbers and have logbook control.
- (4) Issue farecards to custodians using enclosure (1).
- (5) Retain all completed NAVJAG Forms 4642/1 for 3 fiscal years.
- (6) Collect all unused portions of farecards for return to the Washington Metropolitan Area Transit Authority for a refund.

b. All Deputy Assistant Judge Advocates General shall:

- (1) Ensure that farecards are used only for authorized, official government business.
- (2) Identify via a letter of request the number of farecards you want maintained in your division.
- (3) Use enclosure (2) to appoint a primary and an alternate farecard custodian for your division.

c. Primary and alternate farecard custodians shall:

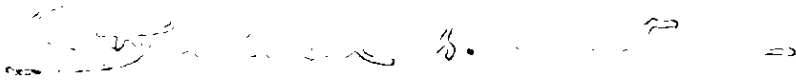
- (1) Sign for every farecard received from the Comptroller.
- (2) Issue farecards to Metro travelers using enclosure (1).
- (3) Be accountable for all farecards issued to them.
- (4) Retain unissued farecards in locked, unclassified, storage containers.
- (5) To receive new farecards, return to the Comptroller all completed NAVJAG Forms 4642/1 and used farecards.

d. Farecard users shall:

- (1) Complete and sign the Metrorail Farecard Log prior to using a farecard, and complete any unknown blocks after their return.
- (2) Return all farecards to the farecard custodian immediately upon their return to the Hoffman Building.

e. The Internal Control Coordinator shall conduct unannounced internal reviews to ensure compliance with this instruction and appropriate fiscal procedures.

4. Availability of Farecards and Forms. The farecards and NAVJAG 4642/1 forms can be obtained from the Comptroller.



RICHARD L. SLATER
Rear Admiral, JAGC, U.S. Navy
Acting Judge Advocate General

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MEMORANDUM

From: Deputy Assistant Judge Advocate General
To: (person designated primary/alternate farecard custodian)

Subj: DESIGNATION AS PRIMARY (ALTERNATE) METRORAIL FARECARD CUSTODIAN

Ref: (a) JAGINST 4642.1

1. You are hereby designated the primary (alternate) metrorail farecard custodian for Code ___ under the provision of reference (a). You are authorized to hold ___ farecards at any given time for this division.

2. As the primary farecard custodian, your duties and responsibilities are contained in reference (a) and further defined as listed below:

(As the alternate farecard custodian, you will be prepared to assume the duties of the primary custodian as contained in reference (a) and further defined as listed below:)

a. Farecards shall be requested from the Comptroller (Code 64). You will sign for all farecards for this division and then reassign these cards to Code ___ personnel on an "as needed" basis. Farecards with less than the minimum value will be exchanged with the Comptroller for new farecards. Correctly completed Metrorail Farecard Log sheets must accompany returned farecards to the Comptroller to replenish your supply of farecards.

b. Prior to issuing a farecard to Code ___ personnel, ensure they complete the Metrorail Farecard Log.

c. Treat farecards as cash. Keep the farecards in a locked, unclassified storage container.

d. Farecards will be used only for authorized, official government business.

e. Individuals will not retain custody of farecards. Farecards will be returned to you upon the travelers return to this office.

f. Your records and procedures are subject to unannounced Management Control Reviews or Internal Reviews.

Copy to:
Comptroller (Code 64)

Enclosure (2)