



Department of Defense Education Activity ADMINISTRATIVE INSTRUCTION

4200.01
DATE APR 20 2011

LOGISTICS DIVISION

SUBJECT: Controlling Metro Fare Cards

- References:
- (a) Director, Department of Defense Education Activity Memorandum, "Controlling Metro Fare Cards," November 24, 2008 (hereby canceled)
 - (b) DoD 7000.14-R, "DoD Financial Management Regulation," Volume 12, Chapter 7, current edition
 - (c) DoDEA 4100.2-M, "Department of Defense Education Activity Material Management Manual," November 28, 2005

1. PURPOSE. This Administrative Instruction:

- a. Cancels Reference (a) and replaces it with this Administrative Instruction.
- b. Updates policies and responsibilities for the use of Metro Fare Cards for official business.

2. APPLICABILITY. This Administrative Instruction applies to all employees assigned to Department of Defense Education Activity (DoDEA) Headquarters (HQ).

3. POLICY. It is DoDEA policy to provide metro fare cards for official business to the Pentagon and within the metropolitan area of the District of Columbia, as prescribed by this Administrative Instruction and as prescribed by this Administrative Instruction and References (b) and (c).

a. Metro Fare Cards will be used only for travel when conducting official business by DoDEA employees who are not in a travel status.

b. Metro Fare Cards will not be used for travel in conjunction with temporary duty travel, social events, personal business, to and from an employee's residence, or to fund the travel of official visitors.

c. Metro Fare Cards are the property of the United States Government. Each individual signing for a fare card assumes financial and use responsibility for the card upon receipt, in accordance with References (b) and (c).

d. Metro Fare Cards will be prenumbered and accountable to each recipient. Divisions shall account for each trip on the Metro Fare Card Register (Enclosure 2) in order to ascertain the correct amount left on the fare card.

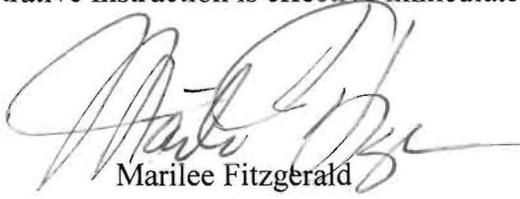
e. In order for the Primary and Alternate Fare Card Controller or Individual Fare Card Holder to receive a new fare card, he or she must account for the fare cards that have been fully expended, kept by the turnstile, mutilated, lost, or stolen, by providing all the necessary information to complete the Metro Fare Card Register (Enclosure 2).

f. The Logistics Division's DoDEA Metro Fare Card Controller will not issue new fare cards to a Primary and Alternate Division Fare Card Controller or Individual Fare Card Holder until he or she has filed a Metro Fare Card Usage Report (Enclosure 3).

4. RESPONSIBILITIES. See Enclosure 1.

5. PROCEDURES. Metro Fare Cards will be used in accordance with the procedures described in Enclosure 1 of this Administrative Instruction.

6. EFFECTIVE DATE. This Administrative Instruction is effective immediately.



Marilee Fitzgerald
Acting Director

Enclosures:

1. Responsibilities
2. Metro Fare Card Register
3. Metro Fare Card Usage Report
4. Appointment Memorandum
5. Financial Liability Investigation of Property Loss

ENCLOSURE 1

RESPONSIBILITIES

1. ASSOCIATE DIRECTOR FOR FINANCIAL AND BUSINESS OPERATIONS. The Associate Director for Financial and Business Operations shall:

- a. Ensure agency compliance with References (b) and (c), and this Administrative Instruction.
- b. In accordance with Reference (b) and this Administrative Instruction:
 - (1) Decide if a formal investigation is required in connection with the loss of Metro Fare Cards.
 - (2) Appoint an investigator to conduct a formal investigation into the loss of Metro Fare Cards.
 - (3) Review the report of a formal investigation of the loss of Metro Fare cards and make a determination about whether financial liability should attach to any person, and if so, to whom.

2. DODEA HQ CHIEF, LOGISTICS DIVISION. The DoDEA HQ Chief, Logistics Division, shall:

- a. Appoint a Logistics Division DoDEA Fare Card Controller to oversee the implementation of this Administrative Instruction, to account for the use and control in the issuance of metro fare cards to each Primary and Alternate Division Fare Card Controller.
- b. Appoint responsible DoDEA Division employees by drafting Appointment Memoranda (Enclosure 4) for the Primary and Alternate Division Fare Card Controllers.
- c. Ensure that appropriate procedures are in place to establish personal liability for lost and stolen property in accordance with Reference (b).

3. LOGISTICS DIVISION DODEA FARE CARD CONTROLLER. The Logistics Division DoDEA Fare Card Controller shall:

- a. Be responsible for the overall management and control of the fare card program under their respective purview.
- b. Order, store, and issue all fare cards.

c. Maintain a register that records a running inventory of all cards on hand and a record of all cards issued.

d. Issue new fare cards upon receiving a completed Metro Fare Card Usage Report (Enclosure 3) from the Primary and Alternate Division Fare Card Controller or an Individual Fare Card Holder. The fare cards shall be issued on a one-to-one basis to replace those that are turned in, kept at the turnstile, and lost or stolen.

e. In accordance with paragraph 4.d.(2) below, receive reports of inquiry into lost or stolen cards.

f. Open, or consider, a report of inquiry prepared by a primary or alternate fare card controller and, in consultation with the Office of Safety and Security, if appropriate, make a recommendation to the Associate Director for Financial and Business Operations whether a formal investigation is required and whether an individual should be held financially liable.

4. PRIMARY AND ALTERNATE DIVISION FARE CARD CONTROLLERS. The Primary and Alternate Division Fare Card Controllers shall:

a. Control and account for fare cards and ensure that fare cards are stored in a locked container, and issue fare cards to individuals within his or her division.

(1) In the absence of the Primary Fare Card Controller, the Alternate Division Fare Card Controller shall sign the register maintained by the Logistics Division DoDEA Fare Card Holder when accepting fare cards and assume the Primary Fare Card Controller's responsibilities.

(2) The Primary Fare Card Controller shall verify the bookkeeping performed by the Alternate Fare Card Controller.

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

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

d. Report to the Office of Safety and Security immediately the discovery of a loss of fare cards, and in accordance with the requirements of References (b) and (c):

(1) Conduct an inquiry into the nature of the loss and prepare a report of inquiry (which may consist of documentation on or added to the Metro Fare Card Register (Enclosure 2)).

(2) Forward the report of the inquiry to the Logistics Division DoDEA Fare Card Controller, with a recommendation of whether to open a formal investigation and whether to hold an individual personally liable.

e. Prepare a Metro Fare Card Usage Report (Enclosure 3) accounting for usage and deliver it to the Logistics Division DoDEA Metro Fare Card Controller before obtaining agency-reissued

cards to replace cards that were mutilated, lost or stolen, consumed by the turnstile, or that have less than the cost of a single one-way fare.

f. Issue a fare card to an individual for multiple uses, when appropriate to facilitate an employee's frequent use of a fare card, and ensure that employees who are assigned an individual fare card maintain sufficient information to permit the Primary or Alternate Fare Card Controller to complete Enclosures 3 and 4 of this Administrative Instruction.

5. INDIVIDUAL FARE CARD HOLDER. The Individual Fare Card Holder shall:

a. Observe the responsibilities and procedures for issuing, recording, and controlling of metro fare cards.

b. Assume responsibility for the monetary value of the fare card in accordance with the procedures of References (b) and (c).

c. Use the fare card for official business ONLY and return the fare card when travel is completed.

d. Maintain a record containing sufficient information to permit the Logistics Division DoDEA Fare Card Controller, and the Primary and Alternate Division Fare Card Controller to complete the Metro Fare Card Register (Enclosure 2), and that explains:

(1) Any significant differences between the destination fare rate and actual rate charged to the fare card.

(2) The loss of a fare card that has been mutilated, depleted, or consumed by the turnstile, lost or stolen.

e. Report mutilated, lost, or stolen cards to the Primary or Alternate Fare Card Controller and to the Office of Safety and Security.

f. Voluntarily replace a single card valued at \$20 or below, or pay to the Treasurer of the United States the remaining value on the lost or stolen card(s) in his or her possession, and/or submit to the process to determine personal liability specified in paragraph 4.d. above.

ENCLOSURE 3

METRO FARE CARD USAGE REPORT

DIVISION: _____

DATE: _____

Total number of fare cards on hand:
(This is the number of cards you
start out with each time.)

Total number of fare cards being turned in or kept by turnstile: _____
(List Numbers)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total number of fare cards remaining after turn in: _____
(List Numbers)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Signature, Division
Fare Card Controller)



(Logistics Division Use Only)

Total number of fare cards issued: _____
(List Numbers)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Received & Issued by _____ Date _____
(Fare Card Controller)

ENCLOSURE 4

APPOINTMENT MEMORANDUM

MEMORANDUM FOR DODEA METRO FARE CARD CONTROLLER,
LOGISTICS DIVISION

SUBJECT: Use and Control of Metro Fare Cards

The following personnel are authorized to obtain Metro Fare Cards from your office in
bulk for the _____ Division:

- a. Primary:
- b. Alternate:

(Division Chief's Signature)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYYYMMDD)		
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION			6. QUANTITY	7. UNIT COST	8. TOTAL COST	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)				<input type="checkbox"/> Lost	<input type="checkbox"/> Damaged	<input type="checkbox"/> Destroyed	
				<input type="checkbox"/> Organization	<input type="checkbox"/> Installation	<input type="checkbox"/> OCIE	
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			b. TYPED NAME (Last, First, Middle Initial)			c. DSN NUMBER	
			d. SIGNATURE			e. DATE SIGNED	
12. (X one)		RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)		REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)			
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one)		b. COMMENTS/RECOMMENDATIONS					
<input type="checkbox"/> YES <input type="checkbox"/> NO							
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			d. TYPED NAME (Last, First, Middle Initial)			e. DSN NUMBER	
			f. SIGNATURE			g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						<input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
			g. SIGNATURE			h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE						<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
			g. SIGNATURE			h. DATE SIGNED	

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>		
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. DSN NUMBER
	h. DATE SUBMITTED TO APPOINTING AUTHORITY <i>(YYYYMMDD)</i>	i. DATE APPOINTED <i>(YYYYMMDD)</i>
	j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND <i>(X one)</i>		
<input type="checkbox"/> Submit the attached statement of objection. <input type="checkbox"/> Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. DSN NUMBER
	f. SIGNATURE	g. DATE SIGNED
17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, ZIP Code)</i>	c. TYPED NAME <i>(Last, First, Middle Initial)</i>	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED