



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation, and Team Spirit.*

**REVISION:** This revised directive supersedes TSA MD 200.10, *SmarTrip Program for Official Local Travel*, dated December 27, 2005.

**SUMMARY OF CHANGES:** Section 7, Procedures, has been updated to reflect the new SmarTrip Customer Service phone number.

1. **PURPOSE:** This directive provides TSA policy and procedures for the administration, assignment, utilization, and management of the SmarTrip™ transit card for official local travel on Metrorail in the Washington, D.C. metropolitan area.

2. **SCOPE:** This directive applies to all Washington, D.C. area offices.

3. **AUTHORITIES:**

A. PL 107-71, Aviation and Transportation Security Act

B. PL 103-172, Federal Employees Clean Air Incentives Act effective January 1, 1994

C. Energy Policy Act of 2005

4. **DEFINITIONS:**

A. Allotment Holding Organizations: Allotment holding organizations are those TSA organizations that have been issued (allotted) a portion of the overall TSA budget to manage and expend in support of their mission programs.

B. SmarTrip Transit Cards: Permanent, rechargeable mass transit farecards. They are plastic and are embedded with a computer chip that keeps track of the value of the card and are used in place of a Metrorail paper farecard.

C. Washington Metropolitan Area Transit Authority (WMATA): The Washington, D.C. area transit authority that sponsors the SmarTrip program.

5. **RESPONSIBILITIES:**

A. Office of Property Management is responsible for:

(1) Serving as the TSA point of contact for program implementation and guidance.

(2) Establishing and managing an account with WMATA.

(3) Providing and/or arranging for training as necessary.

B. Allotment Holding Organizations are responsible for:

- (1) Designating a resource manager to manage the organization's SmarTrip Program. For larger organizations, resource managers may assign SmarTrip transit cards to subordinate organizations, and delegate the management of the SmarTrip Program accordingly.
- (2) Returning unneeded SmarTrip transit cards to the Office of Property Management, Fleet and Transportation Services, for redistribution.
- (3) Procuring and distributing additional SmarTrip transit cards as necessary.
- (4) Applying SmarTrip fare funding to SmarTrip transit cards from funds allotted to that organization.
- (5) Following TSA Purchase Card Program policies and procedures when using a purchase card to procure SmarTrip transit cards and SmarTrip fare.
- (6) Immediately contacting WMATA's SmarTrip Customer Service Center at (888) 762-7874 , if a card is lost or stolen and arranges for issuance of a replacement card.
- (7) Implementing internal controls to safeguard SmarTrip transit cards, and ensuring that they are used solely for official government travel.
- (8) Maintaining an accurate inventory of SmarTrip transit cards on hand.
- (9) Utilizing and retaining the [TSA Form 206, Local SmarTrip Travel Log](#) in accordance with the appropriate records disposition schedule to track the use and fare balance for each card.

**6. POLICY:**

A. TSA Headquarters employees are encouraged to use SmarTrip transit cards to pay for official government travel on Metrorail. The benefits of using the SmarTrip transit card for local official travel on Metrorail are:

- (1) Eliminates the need for employees to prepare local travel forms for small repetitive amounts of money.
- (2) Encourages use of mass transportation.
- (3) Safeguards the value of the SmarTrip Card. If the card is lost or stolen, WMATA will issue a new SmarTrip transit card, replacing the value on the card at the time they are notified it was lost (not at the time of the loss).

B. SmarTrip Transit Card Security:

- (1) Proper use and safeguarding of SmarTrip transit cards are the responsibility of the designated cardholder. Accordingly, cardholders should take appropriate precautions comparable to those that they would to secure their personal credit card or cash.

- (2) The SmarTrip transit card is for official travel only. Use of the SmarTrip transit card for other than official government authorized travel constitutes misuse of government resources, and could result in disciplinary action.

**7. PROCEDURES:**

- A. WMATA and SmarTrip Information: Additional information about WMATA and the SmarTrip card may be found on WMATA’s web site at [www.wmata.com](http://www.wmata.com). Type “SmarTrip” in the search block to reach the SmarTrip home page.
- B. Purchasing New SmarTrip Transit Cards: An allotment holding office may procure additional SmarTrip cards on line at WMATA’s web site or in person at a farecard vending machine in a Metrorail station, using a TSA purchase card.
- C. Registering Your SmarTrip Transit Card: All TSA SmarTrip transit cards must be registered with WMATA. If a new card is purchased, the card must be registered either at the point of purchase, or on-line by accessing WMATA’s web site at [www.wmata.com](http://www.wmata.com), then navigating to the SmarTrip page, where registration information can be found.
- D. Adding SmarTrip Fare: A Purchase Card may be used to add fare value to existing SmarTrip transit cards at a farecard vending machine in any Metrorail station.
- E. Reporting Loss or Stolen SmarTrip: SmarTrip transit cards must be registered with WMATA for replacement of fare value upon loss of the SmarTrip transit card (see “Registering your SmarTrip Card” above). When a card is determined to be lost, immediately contact WMATA’s SmarTrip Customer Service Center at (888) 762-7874 to arrange for issuance of a replacement card. WMATA will replace the value of the card at the time they are notified it was lost.

- 8. EFFECTIVE DATE AND IMPLEMENTATION:** This policy is effective immediately upon signature.

**APPROVAL**

*Signed*

*12/22/2008*

\_\_\_\_\_  
David R. Nicholson  
Assistant Administrator for Finance and Administration/  
Chief Financial Officer

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Date

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