U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

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To: NRC Management Directives Custodians

Subject: Transmittal of Directive 13.4, "Transportation Management"

Purpose: Directive and Handbook 13.4 replace Manual Chapters 0553, "Motor Vehicle Operator Standards," and 5204, "Transportation Management." The organizational responsibilities have been updated and the responsibilities of the Inspector General added. Approval authority for driver services have been delegated from the EDO to the DEDM. The handbook incorporates White Flint parking procedures, contains the list of principal staff authorized driver services, provides procedures for reporting accidents, and explains the NRC commuter transportation program.

Note: Please remove material (MC 0553) behind tab 13.5, retain tab only. Management Directive 13.5 is now a reserved number.

Office and Division of Origin: Office of Administration
Division of Administrative Services Center

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Transportation Management

Directive 13.4

(Formerly MCs 5204 and 0553)

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Transportation Management Directive 13.4

Policy
(13.4–01)

It is the policy of the U.S. Nuclear Regulatory Commission to use all Government-owned or -leased vehicles for official purposes only in accordance with the United States Code, "Passenger Carrier Use." It also is NRC's policy to manage the parking program for the NRC in accordance with the Federal Property Management Regulations (FPMR) and the Traffic Mitigation Agreement and to encourage the use of ridesharing and public mass transit for its employees pursuant to Executive Order 12191.

Objectives
(13.4–02)

Establish policy and procedures for—(021)

- Compliance with Federal regulations covering the economic operation of Government-owned or -leased vehicles (a)
- Transportation services for authorized agency officials on official Government business to ensure that priorities are met and resources efficiently used (b)

To administer the Federal Facility Ridesharing Program to provide an economical way for NRC employees to commute to and from work, to reduce traffic congestion and the need for parking at Federal facilities, and to conserve fuel and improve air quality. (022)

Organizational Responsibilities and Delegations of Authority
(13.4–03)

Executive Director for Operations (EDO)
(031)

- Authorizes, in writing, the use of a Government-owned or -leased vehicle for home-to-work transportation. (a)

- Adopts the Inspector General's (IG) written approvals permitting the use of a Government-owned or -leased vehicle for home-to-work transportation for IG staff that is either required for the performance of field work in accordance with 41 CFR 101-6.402 through -6.405 or essential for the safe and efficient performance of criminal law enforcement duties. (b)

Inspector General (IG)
(032)

- Investigates allegations of vehicle misuse or fraud. (a)

- Approves, in writing, the determination that the use of a Government-owned or -leased vehicle for home-to-work transportation for IG staff is either required for the performance of field work in accordance with 41 CFR 101-6.402 through -6.405 or essential for the safe and efficient performance of criminal law enforcement duties. (b)

- Authorizes driver services for other Federal officials on official travel in support of the IG's office. (c)

- Determines vehicles needed for IG staff use and forwards these requirements to the Director, Office of Administration, for budgeting and acquisition. (d)

Deputy Executive Director for Management Services (DEDM)
(033)

Authorizes driver services for Federal officials on official travel, other than the principal staff listed in Part II(A)(1) of Handbook 13.4.

Director, Office of Congressional Affairs (OCA)
(034)

Notifies the Committee on Government Reform and Oversight of the U.S. House of Representatives and the Committee on Governmental Affairs of the U.S. Senate of each designation or determination to authorize an agency official home-to-work transportation.

Director, Office of Administration (ADM)
(035)

- Provides overall management of the NRC transportation program. (a)
- Approves the priority structure for the transportation of authorized agency officials on official Government business. (b)

Director, Office of Human Resources (HR)
(036)

Reviews and validates parking space applications for priority parking privileges necessary to accommodate unusual work hours.

Office Directors
(037)

- Request the written approval of the EDO for employees requiring the use of a Government-furnished vehicle for home-to-work transportation. (a)
- Certify unusual work hours for NRC employees applying for parking spaces. (b)
- Report allegations of vehicle misuse or fraud to the Office of Inspector General (OIG). (c)

Regional Administrators
(038)

- Direct the transportation management activities in their region, after coordinating the approval with the Division of Administrative Services (DAS), ADM, to ensure vehicles comply with existing policy and regulations. (a)

Regional Administrators
(038) (continued)

- Submit required records to the local General Services Administration (GSA) regional office and to the Director, DAS, for inclusion in agencywide fleet reports in compliance with the FPMR. (b)
- Approve requests for vehicles or adjustments to the motor vehicle fleet for regional activities. (c)
- Request the written approval of the EDO for employees requiring the use of a Government-furnished vehicle for home-to-work transportation. (d)
- Report allegations of vehicle misuse or fraud to OIG. (e)

Director, Incident Response Operations
(039)

Provides the Administrative Services Center with the names of operations officers for purposes of priority parking.

Director, Division of Facilities and Security (DFS)
(0310)

Manages the Parking Services contract to provide day-to-day operation of the White Flint garage including sales of monthly and daily parking permits.

Director, Division of Administrative Services (DAS)
(0311)

- Directs and implements transportation activities for headquarters operations and provides guidance to regional offices regarding transportation policy and regulations, obtaining waivers as necessary. (a)
- Ensures NRC headquarters compliance with Federal laws and regulations governing use of vehicles and transportation of agency personnel on official business. (b)
- Administers the Federal Facility Ridesharing Program for the agency and designates the Federal facility employee transportation coordinator for headquarters. (c)

Director, Division of Administrative Services (DAS)
(0311) (continued)

- Ensures NRC compliance with the Traffic Mitigation Agreement signed by NRC, GSA, the White Flint North Limited Partnership, and County agencies. (d)
- Directs the headquarters parking program. (e)
- Serves as primary agency contact with GSA and other Federal agencies for all transportation-related issues. (f)
- Approves requests for the acquisition of passenger vehicles, vans, and special-purpose vehicles for headquarters use and reviews regional office vehicle requirements to ensure compliance with existing policy and regulations. (g)
- Ensures maintenance of a driving assignment log to document driving services provided NRC principal staff. (h)
- Approves payment of parking tickets "necessarily incurred" as part of official duties. (i)

Applicability
(13.4–04)

The policy and guidance in this directive and handbook apply to all NRC employees.

Handbook
(13.4–05)

Handbook 13.4 contains guidelines and procedures governing NRC's transportation-related activities.

References
(13.4–06)

"Adverse Personnel Actions" (31 U.S.C. 1349).

Code of Federal Regulations—

"Aviation, Transportation, and Motor Vehicles" (41 CFR 101, Subchapter G).

References

(13.4–06) (continued)

"Motor Vehicle Operators" (5 CFR 930, Subpart A).

"Official Use of Government Passenger Carriers Between Residence and Place of Employment" (41 CFR Subpart 101-6.4).

"Ridesharing" (41 CFR Subpart 101-6.3).

Energy Policy Act of 1992, Pub. L. 102-486, 106 Stat. 2776 (42 U.S.C. 13201 note, 1995).

Executive Order 12191, Federal Facility Ridesharing Program, February 1, 1980.

Executive Order 13043, Increasing Seat Belt Use in the United States, April 6, 1997.

"Federal Employees Clean Air Incentives" (5 U.S.C. 7901).

GSA Regional Bulletin FPMR 3-G-136, "Transportation and Motor Vehicles."

"Motor Vehicle Pools and Transportation Systems" (40 U.S.C. 491).

"Passenger Carrier Use" (31 U.S.C. 1344).

Principles of Federal Appropriations Law, 2nd Ed., Volume 1, Chapter 4, B., "Necessary Expense" Doctrine, July 1991.

Traffic Mitigation Agreement Among the White Flint North Limited Partnership, GSA, NRC, the Montgomery County Planning Board of the Maryland-National Capital Park and Planning Commission, and the Montgomery County Department of Transportation, October 18, 1991.

Transportation Management

Handbook 13.4

(Formerly Appendices 5204 and 0553)

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Part I

White Flint North Parking Procedures

General (A)

The NRC Administrative Services Center (ASC), Office of Administration, administers NRC's parking program, including receiving and approving applications, assigning spaces, and reviewing reports furnished by the parking management contractor for accuracy and verifying that correct monthly payment has been made to the NRC. (1)

The daily operating hours of the parking garage are 6 a.m. to 6 p.m., Monday through Friday, excluding Federal holidays. The NRC contractor operating the garage does not perform the parking garage management service beyond the daily operating hours. Any NRC employee wishing to gain entrance to the garage after the daily operating hours will be able to do so by presenting photo-identification badge to the security officers at the entrance guard booth. To exit the garage after normal operating hours, employees must sound the horn on their vehicle at the TWFN exit gate. Security personnel will then open the gate. (2)

Monthly Permit Application (B)

The Chief, ASC, oversees the NRC parking program. Parking permit applications are available at the ASC. Parking permit applications must be completed and returned to the ASC by the 15th day of the month to be considered for parking in the upcoming month. Employees with valid permits need not reapply unless their eligibility criteria change. (1)

Employees with disabilities must include certification from their physician with their parking applications. These applications will be reviewed by the NRC Health Center. (2)

Monthly Permit Application (B) (continued)

Employees applying for priority parking privileges because of unusual hours of work must include a memorandum from the employee's office director to the Director, Office of Human Resources (HR), that justifies the employee's unusual work hours. The Director, HR, shall review and validate the application and justification. (3)

Employees serving as operations officers shall indicate their position on the parking permit application. The Director, Incident Response Operations, shall provide the ASC with updated listings of operations officers whenever personnel changes occur. (4)

Permit holders must submit a revised application to the ASC immediately if there is any change in their parking application, including changes in the number or name(s) of carpool participants and the type of permit required. Failure to notify the ASC may result in suspension of parking privileges. (5)

Permit holders who decide not to renew their permits should notify the ASC no later than the 15th day of the month preceding cancellation. (6)

Parking Space Allocation Priority (C)

Parking spaces not required for official needs will be allocated every 3 months (quarterly) considering the priority issues given below. The sequence of priority follows:

- Employees with disabilities (1)
- Executive personnel and employees with unusual work hours, not to exceed 65 spaces (2)
- Employees participating in ridesharing (carpool/vanpool), with the greatest number of regular members in each pool having the highest priority (3)
- Operations officers working 12-hour shifts in the Operations Center (4)

Parking Space Allocation Priority (C) (continued)

- Child Care Center, Cafeteria, New Reg Cafe, Energy Federal Credit Union, Maryland Vending Program for the Blind Convenience Store, Health Care Center, and Fitness Center one space each (5)
- Employees with privately owned vehicles, in order of the greatest service time with NRC and, previously, the Atomic Energy Commission (6)
- NRC contractors who work at the White Flint Complex (7)

Notification (D)

The ASC will notify, via e-mail, the individuals authorized to purchase monthly permits on or before the beginning of the monthly permit sale period. The notice shall include the hours and dates when permits may be picked up from the parking management contractor. (1)

The ASC will forward to the parking management contractor by the beginning of the permit sales period (20th day of the month before the permit month) a listing of individuals authorized to purchase monthly parking permits. The ASC will furnish additions and deletions to this listing, as necessary, to the contractor during the permit sales period. (2)

Individuals are requested to purchase permits by the last day of the calendar month preceding the permit month. When a waiting list of permit applicants exists, the ASC will cancel approvals for individuals who have not purchased their permits by the 5th day of the permit month, and approve applications from the waiting list. The ASC will notify the contractor and affected individuals of these changes in status. (3)

Parking Fees (E)

Parking fees are established in accordance with Paragraph 11.C.2 of the Traffic Mitigation Agreement of October 18, 1991, and the procedures described herein. The current regular monthly fee is $60 ($35 for operations officers and $30 for motorcycle parking). The daily fee is $6 and the hourly rate is $1.

Visitor Parking (F)

Visitor parking in the garage requires prior approval by a member of the ASC staff. Visitors are persons not employed by the NRC (excluding contractors) who have short-term official business with the NRC. (1)

The ASC will notify the parking management contractor of individuals authorized visitor parking. ASC also will inform the contractor which of those visitors will be attending meetings with the Commissioners, the EDO, or an office director. The contractor will assist visitors of these officials in parking in reserved spaces and direct them to the White Flint One building lobby receptionist. All other visitors will be directed to park in general use space. (2)

Employees from the regional offices and the Technical Training Center requiring garage parking must show their badge upon entering, but will not be charged a parking fee. (3)

Part II

Transportation Services and Requirements

Driver Services for Official Government Travel (A)

The Administrative Services Center (ASC), Office of Administration (ADM), provides driver services for NRC principal staff and other Federal officials approved by the Deputy Executive Director for Management Services (DEDM) for official Government travel. The Inspector General (IG) approves driver services for other Federal officials on official travel in support of the IG's office. Principal staff include the Chairman, the Commissioners, the IG and deputy, the EDO and deputies, the Chief Financial Officer and deputy, the Chief Information Officer and deputy, and office directors and regional administrators. (1)

To arrange driver services, contact the ASC (415-4272) and provide the following information: (2)

- Name of NRC principal staff requesting driver services (a)
- Date of assignment (b)
- Time of departure (c)
- Number of passengers (d)
- Destination (entity) and address (e)
- Agency business or purpose of trip (f)

Driver Services for Official Government Travel (A) (continued)

Government vehicles are to be used for official purposes only. The use of Government vehicles for transportation of Government officers and employees between their residences and duty locations is prohibited by 31 U.S.C. 1344 (a)(1) (1998). An officer or employee who engages in unauthorized use of a Government vehicle is subject to suspension for a minimum of 30 days or removal from office (31 U.S.C. 1349 (b), 1998). (3)

The following rules apply to NRC officials who are authorized driver services for official Government travel: (4)

- The agency shall ensure that Government vehicles are used for official purposes only. Accordingly, a Government vehicle may be used to take an official from NRC offices at the One and Two White Flint North buildings to an official function if the official is attending in an official capacity. See 41 CFR 101-6.402(a) (1998). (a)
- A Government vehicle may be used to transport an NRC official home for a brief stop while along the route of travel from one official business function to another for purposes incidental to either function. Ethics Reform Act of 1989, Pub. L. 101-194, 503, 1989; 103 Stat. 1755; Memorandum from James M. Taylor, EDO, to NRC Chairman, May 13, 1993. (b)
  - "Incidental use" is defined as "during the course of and along the route of a day's official itinerary, incidental to the day's official business, *de minimis* in nature, frequency and time consumed and otherwise not constituting a significant activity or event, such as, for example, a brief stop at home for change of clothing or to pick up something that is needed for the function." See Memorandum from James M. Taylor, EDO, to NRC Chairman, May 13, 1993; 135 Cong. Rec. H. 9263, 1989. (i)
  - This practice is restricted to the Chairman and the Commissioners. Memorandum from James M. Taylor, EDO, to NRC Chairman, May 13, 1993. (ii)

Driver Services for Official Government Travel (A) (continued)

- A Government vehicle may be used to transport an NRC official from his or her residence to a common carrier terminal (e.g., airport or railroad station) in conjunction with official travel where that mode of transportation results in the greatest advantage to the Government. 41 CFR 101-6.400(b) (1998); 70 Comp. Gen. 196 (1991). (c)

- However, paragraph (c) above does not apply when an NRC official is not performing official travel. Accordingly, a Government vehicle may not be used to transport an NRC official from an NRC office or an official function to a common carrier terminal (e.g., airport or railroad station) in order to travel to either his or her personal residence or a destination to perform non-official business. Flexiplace – Mobile Work Site, B-261729, April 1, 1996; 68 Comp. Gen. 502 (1989); 43 Comp. Gen. 131 (1963). (d)

- A Government vehicle may not be used to transport an NRC official between his or her residence and the site where the official performs his or her work, which includes locations where meetings, conferences, or other official functions takes place. This rule applies regardless of the time of day or the day of the week. 31 U.S.C. 1344(a) (1988); 41 CFR 101-6.401(f) (1998); Asst. Commissioner for Internal Affairs, U.S. Customs Service, B-210555.23, May 18 (1987). Transportation to and from work is the responsibility of the employee thus the cost of such transportation is a personal expense. Flexiplace – Mobile Work Site, B-261729, April 1, 1996; 68 Comp. Gen. 502 (1989); 43 Comp. Gen. 131 (1963). See also, 5 U.S.C. 5536 (1998). (e)

- A Government vehicle may not be used to transport an NRC official from an official function, including receptions being attended in an official capacity, to his or her residence. This restriction applies even when returning from the official function to the office would result in the official returning to the office unusually late in the evening. Commissioner of Customs, B-210555.22, May 20, 1987; Under Secretary of State for Mgmt, B-210555.2, April 8, 1986. (f)

- A Government vehicle may not be used to transport an NRC official from his or her residence to an early morning official function even if leaving from the office would require the official to arrive at work unusually early in the morning. (g)

Driver Services for Official Government Travel (A) (continued)

- A Government vehicle may not be used to transport an NRC official from an official function to a location where personal business will be transacted or from a location where personal business is transacted to an official function. See, 31 U.S.C. 1344(a), 1349(b) (1998); 41 CFR 101-6.402(a) (1998). The primary purpose of the statutory restriction is to prevent the use of government vehicles for the personal convenience of employees. 63 Comp. Gen. 257 (1984). See also, CIA-Use of Government Vehicle to Attend Funeral of Employee's Child, B-275365, December 17, 1996. (h)

- Driver services for such official functions as a reception held in the evening are limited to the Chairman and Commissioners. (i)

The ASC will maintain a driving assignment log (NRC Form 516) to document the principal staff being driven, agency business or purpose, and trip information. When the DEDM or the IG approves driver services for other than principal staff, ASC will document this approval. (5)

Use of a Government Vehicle (B)

Passenger Cars (1)

NRC maintains a small number of Government-owned or -leased vehicles for use by employees for official business. To operate a Government vehicle, an employee must possess a valid State driver's license. An employee wishing to reserve a vehicle can contact the ASC or the appropriate office in the region designated to control Government vehicles. Since there are a limited number of vehicles, reservations should be made well in advance of the required date. If the vehicle is for use on a temporary assignment, the employee must submit an NRC Form 279, "Request and Authorization for Official Travel," indicating a requirement for a vehicle. (a)

Keys and official documents for vehicles may be picked up at the ASC. Accompanying the keys will be a sign-in and trip/mileage log, Government credit card, and other applicable documentation. Each vehicle glove compartment contains a packet that includes copies of applicable regulations regarding use of the vehicle and the responsibilities of the operator. (b)

Use of a Government Vehicle (B) (continued)

Passenger Cars (1) (continued)

Unofficial use of a Government vehicle is strictly prohibited. Prohibitions include use of the vehicle for political activities as well as personal activities, such as picking up or dropping off a colleague or spouse at home or another location or performing incidental errands like grocery shopping or picking up dry cleaning. (c)

Vans (2)

NRC maintains a small number of multipassenger vans to transport agency personnel. Employees should contact the ASC 2 weeks in advance to schedule a driver and van. (a)

When NRC drivers or vans are unavailable, NRC Form 30, "Request for Administrative Services," can be submitted to the Division of Contracts and Property Management, ADM, to procure the service. (b)

Four-Wheel-Drive Vehicle (3)

NRC maintains a four-wheel-drive vehicle as an essential part of its fleet principally to transport essential headquarters personnel during adverse weather conditions. When a snowstorm occurs or there is a forecast for adverse weather conditions, the vehicle will be assigned to an ASC employee who will remain on call. When an operations officer or telephone operator, for example, determines road conditions make it impossible to reach work, that individual should notify either the Chief, Operations Officer Section, Incident Response Operations, or Chief, Infrastructure Operations Branch, Office of the Chief Information Officer, or an alternate, who, in turn, places the request to the ASC. Other essential employees requiring emergency transportation should follow the same procedure.

Use of a Government Vehicle (B) (continued)

Home-to-Work Transportation (4)

- **Employees on Normal Duty (Non-Travel) Status (a)**

  The use of any Government-owned or -leased vehicle between an employee's home and his or her place of employment must be requested by the employee's office director or regional administrator and authorized in writing by the EDO. These requests will be authorized in accordance with 41 CFR 101-6.402 only when the employee is engaged in field work as defined in 41 CFR 101-6.402(g) or when one of the following exists: (i)

  - A clear and present danger (*a*)
  - An emergency (*b*)
  - A compelling operational consideration (*c*)

  The comfort or convenience of an employee shall not be considered sufficient justification for an agency to authorize home-to-work transportation. (ii)

  For staff of the IG, the IG will approve in writing the determination that the use of a Government-owned or -leased vehicle for home-to-work transportation for IG staff is either required for the performance of field work in accordance with 41 CFR 101-6.402 through -6.405 or essential for the safe and efficient performance of criminal law enforcement duties. The IG's written approval will be forwarded to the EDO. (iii)

- **Employees Using a Vehicle in Conjunction With Official Travel To Perform Temporary Duty Away From His or Her Regular Place of Employment (b)**

  Use of a Government-owned or -leased vehicle for home-to-work transportation when an employee is in official travel status must be included as part of approved travel orders. Each travel order authorizing such transportation should include a determination that the home-to-work transportation, while in official travel status, is advantageous to the Government. (i)

Use of a Government Vehicle (B) (continued)

Home-to-Work Transportation (4) (continued)

Home-to-work use of a vehicle should not generally be authorized when the use would include weekends because that, potentially, could increase the public's concern over the proper use of Government property. (ii)

When home-to-work use of a vehicle is authorized, the employee should be reminded of his or her responsibility to assure only official use of the vehicle in connection with the official duty travel. (iii)

Government Vehicle Operator Standards (5)

Each Federal employee riding in a motor vehicle on official business, regardless of seating position, will have the seat belt properly fastened at all times while the vehicle is in motion. (a)

An NRC employee must possess a valid State driver's license to operate a Government-owned or -leased vehicle. Persons who are required to operate motor vehicles as part of their official duties or on a regular basis must notify their supervisor and the ASC if their driver's license has been restricted or revoked. An employee will be required to present his or her driver's license to the ASC staff when picking up the keys for a Government-furnished vehicle. The employee also must have possession of his or her valid State driver's license at all times and wear a seat belt while operating the vehicle. Smoking is prohibited in all Government-furnished vehicles. (b)

Any NRC employee involved in an accident while driving a Government-furnished vehicle must report the incident to his or her supervisor in writing and complete Standard Form 91, "Motor Vehicle Accident Report," with copies to the ASC and the Office of the General Counsel. A copy of any resultant police report must be attached. The ASC will maintain a central file of all accident reports. (c)

Copies of accident reports involving negligence or part of a pattern of accident problems will be forwarded by the ASC to the Director, Division of Administrative Services (DAS), ADM. (d)

Use of a Government Vehicle (B) (continued)

Government Vehicle Operator Standards (5) (continued)

The Director, DAS, will convene an ad hoc review board, as necessary, to review the facts surrounding accident reports and recommend to the Director, ADM, whether an employee should continue to be permitted to operate a Government-furnished vehicle. In reaching this decision, the review board will consult with the employee's management. The review board will consist of the Director, DAS, who will function as chairman, and a representative from OGC and another NRC office. (e)

Payment of Parking Tickets (6)

Appropriated funds normally may not be used to pay parking tickets. An employee who intentionally violates parking laws or regulations is acting beyond the scope of his or her authority and must personally pay any resulting fine. An employee is personally liable for parking fines unless circumstances indicate that the fine was imposed for actions of the Government over which the employee had no control.

Part III

NRC's Traffic Mitigation Programs

NRC's Commuter Transportation Program (A)

The NRC actively promotes ridesharing and other strategies to reduce the number of employees who drive alone to work. The commuter services offered by the Administrative Services Center include—

- Providing transit information and schedules (1)
- Hosting/sponsoring transportation fairs (2)
- Developing strategies to increase walking, biking, public transit, car pooling, and van pooling (3)
- Assisting employees in enrolling in the Council of Governments Guaranteed Ride Home Program (4)
- Representing the NRC in meetings with local government officials regarding transportation issues (5)

NRC's Full Share Program (B)

Pursuant to the Federal Employees Clean Air Incentives Act of 1994, Executive departments and independent agencies may participate in any program established by a State or local Government that encourages employees to use public transportation. In accordance with this authority, NRC provides employee public transportation subsidies subject to budget limitations and the local transportation environment.

NRC's Full Share Program (B) (continued)

At headquarters, this subsidy is provided in the form of a Metrochek. A Metrochek is a fare voucher that looks and works like a Metrorail farecard. Metrocheks can either be used as a metrorail farecard or redeemed for other transit media (e.g., Metrobus, Ride-On, or MARC rail). (1)

NRC headquarters employees wishing to participate in the full share program must register with the ASC and certify that Metrocheks will be used solely to commute to and from work. Participants will receive one Metrochek a month. Metrocheks can be picked up at the ASC Monday through Friday, 7:30 a.m. to 4:15 p.m. Participants must display their badge and sign a receipt to receive a Metrochek. (2)

The ASC also provides order forms to redeem a Metrocheck for the other fare media discussed above. Employees may redeem Metrocheks for any of these fare media at the White Flint Mall commuter store or Montgomery County Transportation Office. Metrochek brochures, providing additional information on this program, are available in the ASC. (3)

Regions II and III have similar subsidy programs. Employees may participate in these programs by completing an application form provided by their Division of Resource Management and Administration. (4)