



REPLY TO
ATTENTION OF

JAN 8 2010

DAPM-ACC

MEMORANDUM FOR ALL ASSIGNED ACC HQs PERSONNEL

Subject: Army Corrections Command Standing Operating Procedures #6: SMARTRIP Card Distribution and Accountability

1. **Purpose.** To outline responsibilities and guidance for the use of SMARTRIP by Army Corrections Command (ACC) employees traveling in the NCR for official business purposes. The intent of this SOP is to ensure ACC employees understand their responsibilities and that full coordination is made in advance to obtain and account for the SMARTRIP Card.
2. **General.** SMARTRIP Cards are available for official travel via metro rail, bus and parking lots only. Each ACC employee is responsible for using them for official travel only.
3. **Responsibilities.**
 - a. All ACC Headquarters personnel:
 - (1) Prior to Official Local Travel/TDY, please coordinate with Administrative Support Specialist to obtain a SMARTRIP Card. ACC personnel will sign for the card when it is issued to them.
 - (2) All cardholders are responsible for lost or damaged cards in their possession.
 - (3) Return the SMARTRIP Card to the Administrative Support Specialist after local travel is completed.
 - b. The Administrative Support Specialist will log out the card to the traveler; the traveler is required to sign for the card. Please see SMARTRIP Card Issuance Confirmation Log (attached)
 - c. ACC Administrative Support Specialist:
 - (1) The Administrative Support Specialist will purchase, account for, store, issue and add funds to office SMARTRIP Cards.
 - (2) When cards are returned, the Administrative Support Specialist will go into the SMARTRIP program and note/record the remaining balance on each card.

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(3) The Administrative Support Specialist is responsible for recording the remaining balance and filing the monthly reports for Internal Control. All increases to balances require coordination for approval with RM Division IAW supply request procedures.

d. The undersigned will conduct unannounced audits of the SMARTRIP Cards and confirmation logs to ensure internal controls are maintained.

4. **Frequent Traveler.** Only the ACC Commander will receive a SMARTRIP Card and be able to hold until completely used; all others will need to return cards after each usage.

5. **Additional Instructions.** Any exception to the guidelines in this SOP must be approved by the Deputy, ACC, in advance.

6. This SOP is effective immediately upon the move to 200 Stovall Street, Alexandria, Virginia 22332.

7. The point of contact for this SOP is  (703) 428-7693.

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Deputy Director
Army Corrections Command

SMARTTRIP CARDS NCE CONFIRMATION LOG
FOR ACC

Serial Number	LAST NAME	FIRST NAME	DATE RECD	DATE RETURNED	SIGNATURE
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
11)					
12)					
13)					
14)					
15)					
16)					
17)					
18)					
19)					