



United States Department of Agriculture

Rural Development

March 10, 2016

Operations and
Management

TO: Rural Development Employees
Washington, D.C.

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Washington, DC
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Voice 202.692.0200
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FROM: Edna Primrose
Deputy Administrator 

SUBJECT: Metro Fare Cards for Local Travel

Rural Development (RD) employees in Washington, D.C., are authorized to use the Washington Metropolitan Area Transit Authority (Metro), when conducting local official business. In the past, the Procurement and Administrative Services Division (PASD) has distributed Metro paper fare cards to employees as necessary for official business.

Effective March 1, 2016, Metro discontinued paper fare cards transactions; the gates will only accept Metro plastic SmartTrip® cards. Thus, Metro paper fare cards will no longer be available for local travel, and employees must be reimbursed through the use of WebTA. Employees can seek guidance on the reimbursement procedures from their WebTA timekeeper.

The use of the Food and Nutrition Service shuttle service is encouraged when traveling between the various USDA buildings. While it is understood there may be instances that demand the use of the Metro system, the shuttle is a viable first choice.

If you have any questions or concerns, please feel free to contact either Jeanne Jacobs by telephone at 202-692-0040 or by email at jeanne.jacobs@wdc.usda.gov. or Judy Steer by telephone at 202-692-0012 or by email at judy.steer@wdc.usda.gov.

EXPIRATION DATE:
March 31, 2017

FILING INSTRUCTIONS:
Administrative/Other

Sent by Electronic Mail on March 14, 2016, at 9:00 a.m. by the
Support Services Division.

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.