



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FORT BELVOIR, VIRGINIA 22060-6221**

December 16, 2014

MEMORANDUM FOR DLA EXECUTIVE BOARD

SUBJECT: Directive-Type Memorandum (DTM) 14-027 – Management and Use of E-ZPass[®] Toll Road Transponders

References: See Attachment 1

Purpose. This DTM establishes policy and provides procedures for the management and use of E-ZPass[®] transponders, in accordance with (IAW) References (a) to (c). This DTM will expire effective 180 days from the date the DTM is posted on the DLA Issuances Website.

Applicability. This DTM applies to all DLA activities and employees.

Definitions.

a. E-ZPass[®]. An electronic toll collection system that uses a transponder issued by an authorized agency. The E-ZPass[®] Interagency Group (IAG) includes 28 agencies in 15 states (Delaware, Illinois, Indiana, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Virginia, and West Virginia).

b. Transponder Account Manager (TAM). Person designated to manage a particular E-ZPass[®] account.

Policy. It is DLA Policy that:

a. E-ZPass[®] transponders acquired by DLA will only be used while performing official agency business in government owned vehicles (GOVs) registered in the particular transponder E-ZPass[®] account. Personally-obtained transponders will not be used with GOVs.

b. E-ZPass[®] transponders will be treated as controlled items and accounted for accordingly.

c. All pre-existing E-ZPass[®] accounts will be closed and transponders returned to the issuing agency upon receipt of new transponders under this program.

d. Payment of E-ZPass[®] toll violations will be the responsibility of the vehicle operator, unless it is determined that the transponder malfunctioned, the operator was informed incorrectly by the dispatcher that the GOV was listed in an E-ZPass[®] account, the account had been suspended or cancelled, or other legitimate reason clearly beyond the control of the vehicle operator.

Responsibilities. See Attachment 2

Procedures. See Attachment 3

Information Requirements.

- a. Verified E-ZPass[®] transaction statements.
- b. E-ZPass[®] application and fee schedule.
- c. GOV tag number, state, make, model, color and transponder class code (based on gross vehicle weight).

Internal Controls. At the end of each month, TAMs will download the invoices associated with their assigned accounts from the E-ZPass[®] website at <https://www.ezpassva.com/Default.aspx> to verify whether the transaction charges are authorized and accurate.

Releasability. UNLIMITED. This DTM is approved for public release and is available on the DLA Issuances website.

POC for this DTM is Mr. Carlton Darby, DS-IS, (703) 767-3048 or carlton.darby@dla.mil.

MARVIN C. WENBERG II
Acting Director
DLA Installation Support

Attachments:
As stated

ATTACHMENT 1

REFERENCES

- (a) Section 3324 of title 31, United States Code
- (b) DLAI 5015.01, Records Management, December 17, 2012
- (c) DLA DTM 13-001 – Government Purchase Card, December 13, 2013

ATTACHMENT 2RESPONSIBILITIES1. Director, DLA Acquisition (J7) will:

a. Designate a DLA Contracting Services Office (DCSO) to establish one or more contracts with an approved provider of E-ZPass[®] transponders to support the agency mission within the E-ZPass[®] IAG.

b. Provide guidance on the use of the Government Purchase Card (GPC) as a contract payment method for E-ZPass[®] fees.

2. Director, DLA Installation Support (DS) will:

a. Provide guidance for the management and implementation of the agency E-ZPass[®] Program.

b. Appoint a TAM in writing for each E-ZPass[®] account.

3. Staff Director, DS Business Management (DS-B) will: Include E-ZPass[®] requirements in the DS annual budget request.

4. Staff Director, DS Installation Management (DS-I) will:

a. Provide DLA headquarters oversight of the E-ZPass[®] program.

b. In consultation with DCSO, develop acquisition requirements and prepare a statement of work (SOW), independent government cost estimate (IGCE), sole source justification (SSJ), if necessary.

c. Complete the required information in the E-ZPass[®] Toll Agency application/agreement and the funding document request, if required.

d. Ensure receipt of transponders is recorded on a DD Form 250, Material Inspection and Receiving Report (MIRR).

e. Review the E-ZPass[®] Tracking Log Sheet submitted by the TAMs each month.

5. DCSO Contracting Officer (KO) will:

a. Prepare a solicitation and award a contract to acquire transponders from the applicable E-ZPass[®] Toll Agency. Contract should include a separate account for each primary using organization.

- b. Act as DLA representative to sign the E-ZPass[®] contract agreement.
 - c. Designate the appropriate TAM as a Contracting Officer Representative (COR) for each transponder sub-account.
 - d. Issue a letter to the cardholder which details specific contracts and information required for payment and ensures compliance with the DTM 13-001, Government Purchase Card.
6. Transponder Account Managers (TAM) will:
- a. Act as a COR for E-ZPass[®] for their organizational account in the transponder contract.
 - b. Record receipt of assigned E-ZPass[®] transponders on a DD Form 250, and forward the form to the DLA Fleet Manager. Use a hand receipt to transfer custody of transponders to field location fleet managers and other users.
 - c. Ensure positive control of assigned transponders is always maintained, that they are stored securely, and they are used for official use only.
 - d. Download E-ZPass[®] transaction account statements from E-ZPass[®] Toll Agency website at the end of each month and reconcile account balance and usage of transponders/passes.
 - e. Verify and sign the E-ZPass[®] transaction account statement monthly to ensure they are accurate and forward certified statements to DSCO Contracting Officer.
 - f. Maintain and verify the E-ZPass[®] Tracking Log Sheet (Attachment 4) to record the use of assigned transponders. Submit the verified Log Sheet to DS-I each month for review.
 - g. Physically inventory transponders at least every 6 months and report results to supervisor and DLA Fleet Manager.
 - h. Ensure transponders are functioning properly and accounts are active.
 - i. Promptly investigate toll violations and determine whether the vehicle in question was listed on transponder account and it was working properly; notify the operator's supervisor if the operator may be at fault.
 - j. Notify Federal Motor Vehicle Registration System (FMVRS) POCs to forward any toll violation notices to the TAM for processing. Personnel who are listed in GSA Drive-Thru, Reports Carryout application as the Customer Contact will, by default, be listed as the FMVRS POC.

7. Vehicle Operators will:

- a. Request an E-ZPass[®] transponder whenever they need to use a toll road within the E-ZPass[®] Network and return the transponder to the TAM when the mission is complete.
- b. Use E-ZPass[®] transponders only while performing official Agency business in GOVs registered in the transponder E-ZPass[®] account.
- c. Ensure the transponder is mounted properly in the vehicle.
- d. Notify the dispatcher or TAM immediately of any indications the transponder is not working properly. One indication of malfunction may be that a red, blue, white or yellow light is emitted when the transponder is used at a toll booth.

8. FMVRS POCs will:

- a. Contact the TAM whenever a notice of toll violation is received from a Toll Agency.

ATTACHMENT 3PROCEDURES1. Acquiring E-ZPass[®] Transponders:

- a. The DLA Fleet Manager determines the requirement and develops a SOW and IGCE for the procurement.
- b. The DLA Fleet Manager generates a funding document request and forwards it to DS-B for processing.
- c. Approved funding document is forwarded to DCSO for contract solicitation.
- d. DCSO prepares a contract solicitation that uses the GPC as the method of payment, charges occur after service has been rendered and the applicable TAM designated as COR for their respective account.
- e. DCSO establishes the contract for a period of performance best suited to the requirement. At a minimum, there should be three (3) Contract Line Item Numbers (CLINs) on the contract:
 - (1) CLIN 1 for Administrative and Rental/Deposit fees (each transponder requires an initial deposit fee);
 - (2) CLIN 2 for the estimate of the E-ZPass[®] Toll Agency annual requirement; and
 - (3) CLIN 3 reserved for amendments/increases (subject to availability of funds).
- f. Upon contract award by DCSO, the E-ZPass[®] Toll Agency provides the TAM an invoice for the balance to be paid for the required transponders and fees. The TAM validates the invoice and sends it to the designated GPC cardholder for payment.

2. Control and Use of E-ZPass[®] Transponders:

- a. Once payment is rendered, the TAM receives transponders identified in the contracting package and signs for them on a DD Form 250 to acknowledge receipt. The signed DD 250 is forwarded to the DLA Fleet Manager for retention.
- b. Prior to issuing a transponder, the TAM ensures that transponder account balance reflects the most current payment rendered.
- c. Transponders can only be used on vehicles registered in the account associated with that transponder. The Toll Agency issues Toll violations using FMVRS data and notices of violation are sent to the FMVRS POC who forwards them to the appropriate TAM.
- d. At least weekly, TAM supervisors check and review transponder/Vehicle Tracking Log and reconcile the log sheet with the usage record from the E-ZPass[®] Toll Agency transaction account statement.

e. The TAM stores transponders in secured lock and key storage; with a person designated to serve as back-up for the primary TAM.

3. Verifying Transaction Account Statements:

a. At the end of each month, the TAM reconciles E-ZPass[®] invoices/statements to the E-ZPass[®] Tracking Log to ensure that the transponders were only used for official purposes.

b. The TAM signs the E-ZPass[®] Tracking Log and maintains on file with a copy of the monthly statement in accordance with DLAI 5015.01, *Records Management* for auditability purposes.

c. The TAM verifies and signs the E-ZPass[®] transaction account statement and forwards the certified statement to DCSO for payment.

d. The DCSO authorized GPC cardholder ensures the statement is correct and pays the certified amount using the GPC.

e. TAM ensures the transponder account balance and usage are recorded and reported appropriately. The balance should not fall below the minimum amount required by the E-ZPass[®] Toll Agency to prevent fees, second payment method requirement, and inoperable transponders.

f. If the balance runs low, the TAM requests additional funding from the funds manager and requests the KO to amend the contract under CLIN 3.

ATTACHMENT 4

E-ZPASS® LOG

E-ZPass® Tracking Log

Time Period: From _____ to _____

Date & Time E-ZPass® Signed-out	Traveler/Driver Name	Telephone	Organization	Vehicle Tag #	Transponder #	Travel Destination	Travel Date(s)	Date & Time E-ZPass® Checked In

Verified by: _____ **Date** _____