

**Department of the Navy
Transportation Incentive Program System (TIPS)**

Outside the National Capital Region (ONCR)

Reviewing Official Vanpool Guide



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4/27/2014	V1.0	Vanpool Coordinator/Reviewing Officials Guide	SSC PAC
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1 Vanpool Registration

Vanpools can be registered and maintained by Vanpool Coordinators or Reviewing Officials. Vanpool Coordinators must register for an account and have met the criteria to be a participant in the TIP program (Navy or Marine Corps civilian or military). Once registered, the Coordinator does not have to be a participant in the program receiving benefits to be a Vanpool Coordinator. Once the Vanpool Coordinator completes the registration, a Reviewing Official will need to approve the vanpool along with any changes that are made following approval.

1.1 Registering a Vanpool

To register a vanpool, Reviewing Officials should log onto the TIPS website. Only Vanpool Coordinators and Reviewing Officials can register a vanpool. Other riders are not authorized to register vanpools. Reviewing Officials register a vanpool using the Register Vanpool button shown in Figure 1, Coordinators log into the participant site and use a register vanpool link shown in Figure 2.

The screenshot displays the 'Vanpool Manager' interface. At the top, there is a navigation menu with options: Home, Supervisor, Reviewing Official, Program Office, Review, Rec/Rtrn Benefits, Installation Manager, Vanpool Manager (highlighted), Reports, My Info, and Help. Below the navigation is a search and filter section with various dropdown menus for Vanpool ID, Registration Status, Active Status, Vanpool Name, Coordinator Last Name, Coordinator First Name, Fare Media Type, City, State, Reviewing Official, Installation, Ridership, and Approved Cost. A 'Results per page: 50' dropdown is also present. Below the filters are 'Find', 'Clear Filters', and a 'Register Vanpool' button, which is circled in red. At the bottom, there is an 'Actions' dropdown set to 'Select one', a 'Records 1-27 of 27' indicator, and an 'Export to Excel' link. The main content area is a table with the following columns: Vanpool ID, Registration Status, Active Status, Vanpool Name, Number of Riders, Monthly Certified Commuting Cost, and Primary Coordinator. The table contains 12 rows of data.

Vanpool ID	Registration Status	Active Status	Vanpool Name	Number of Riders	Monthly Certified Commuting Cost	Primary Coordinator
000152	Not Submitted	Not Approved Inactive	1	2		MORLEY, Christine A
000189	Not Submitted	Not Approved Inactive	a	0		
000170	Approved	Approved Active	Donna Vanpool #567	2	\$55.02	Williamson, Donna A
000157	Approved	Approved Active	Donna's vanpool #2	1	\$98.48	Williamson, Donna A
000163	Returned	Approved Active	Edwv'n's Vanpool	2	\$210.02	YU, James Z
000158	Not Submitted	Not Approved Inactive	Hello World	0		Afalla, Edwyn TEST ACCOUNT
000151	Approved	Approved Active	How to Train a Van Pool	0	\$155.00	RODRIGUES, NICHOLAS
000154	Not Submitted	Not Approved Inactive	Hung Van Pool	0		VAN, Hung P
000155	Not Submitted	Not Approved Inactive	Hung Van Pool	0		Afalla, Edwyn TEST ACCOUNT
000147	In Progress	Approved Active	Jack Burton Mediocre Van Pool	1	\$85.94	Dine, Barbara J

Figure 1 – Register Vanpool (Reviewing Officials)

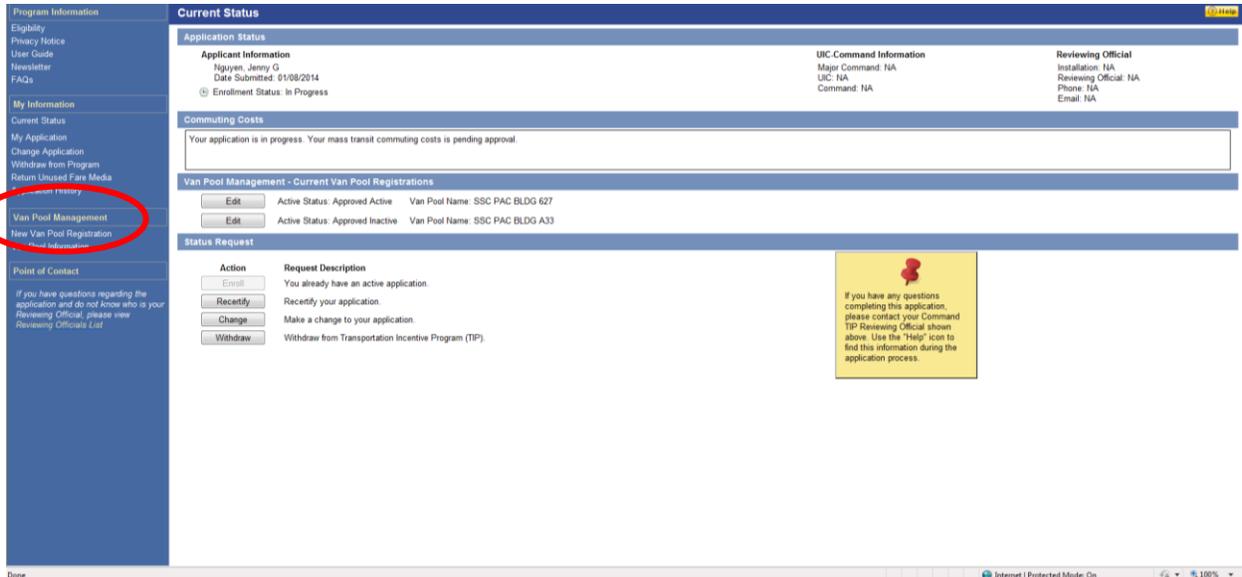


Figure 2 - Register Vanpool for Coordinators

1.2 Create a Vanpool

To create a new vanpool click the Register Vanpool link in the center of the screen. The below processes for registering a Vanpool are the same for both Coordinators and Reviewing Officials unless noted.

Vanpool Coordinator/Reviewing Officials registering a vanpool will be required to acknowledge the eligibility information. Vanpool Coordinator/Reviewing Officials can have multiple vanpools they register and maintain.

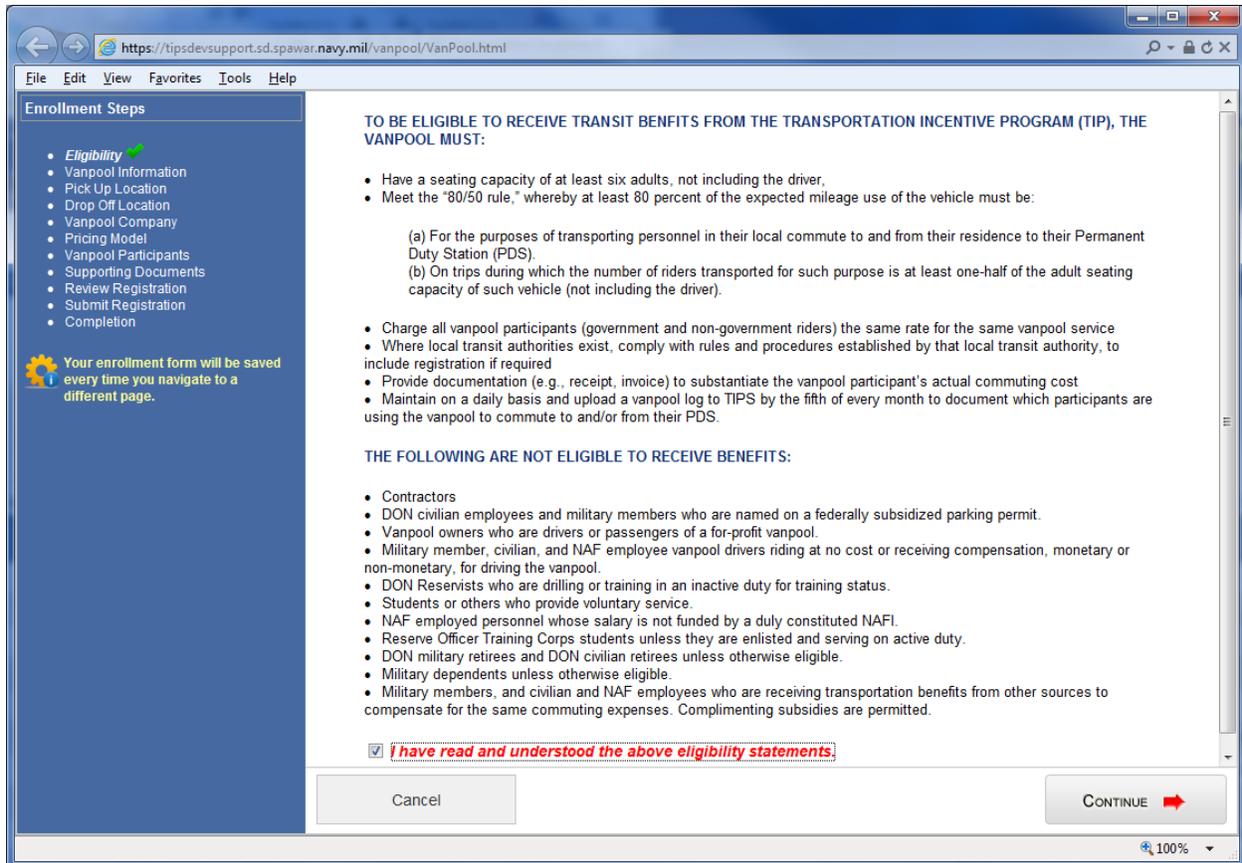


Figure 3 - Eligibility Status

Following the eligibility information the Coordinator/Reviewing Official completes information about the vanpool. Green check marks will appear on the left side of the screen for showing progress of completed screens throughout the registration process.

- Enter a name for the vanpool that riders will recognize when selecting a vanpool.
- Select the installation the Coordinator commutes to, which is the final vanpool drop off location.
- Click the continue button to move to the next section.

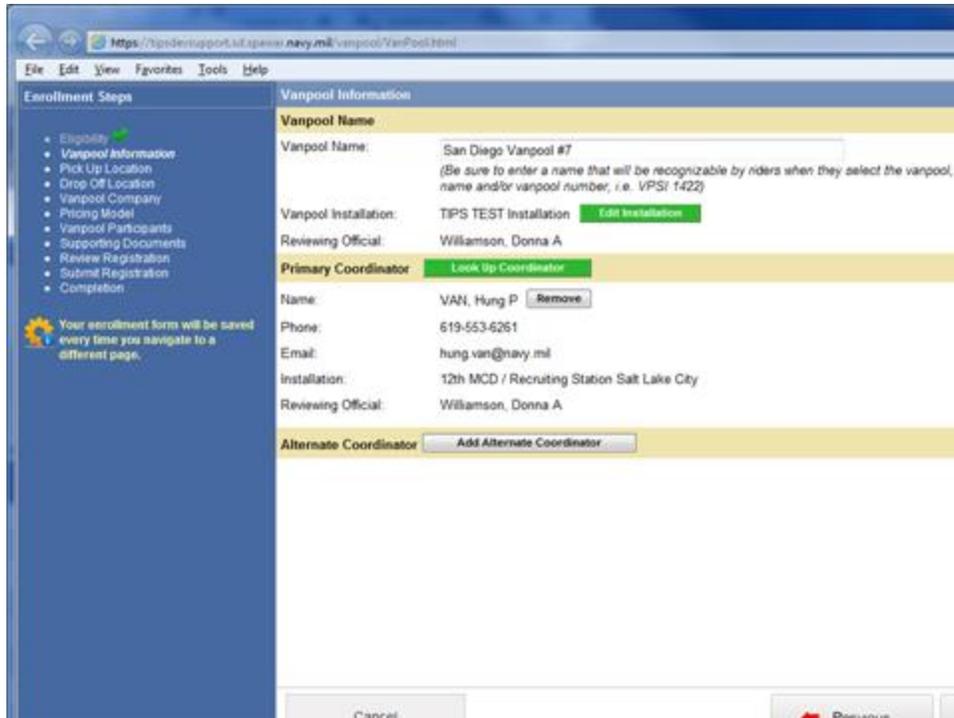


Figure 4 - Vanpool Initial Registration Information

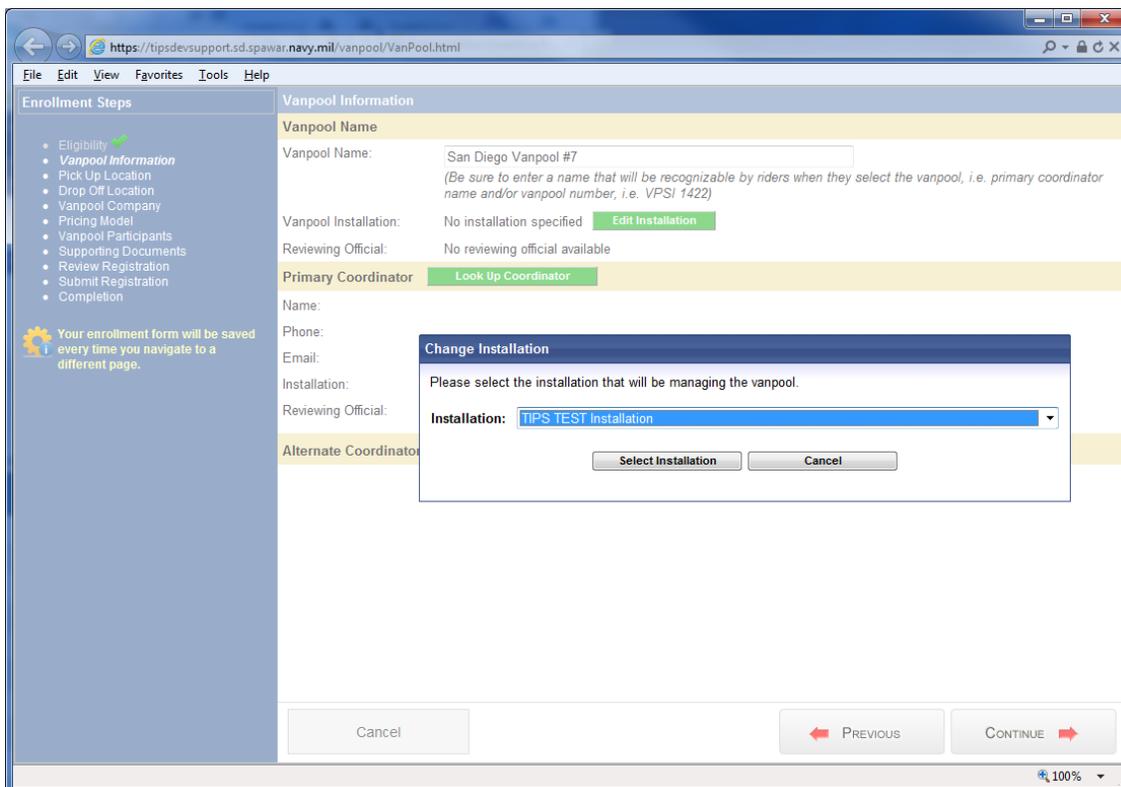


Figure 5 - Choose Installation

1.3 Choose a Coordinator

Reviewing Officials can be Coordinators of a vanpool or they can choose a Coordinator from a list of existing coordinators in the TIP System.

- Coordinator's information will automatically be populated into the system. Coordinators will not be able to change the coordinator. Reviewing Officials will need to do it if necessary. This is to keep riders who are not Coordinators from registering vanpools.
- Only Coordinator/Reviewing Officials may register a vanpool.
- Alternate Coordinators can be added by Coordinators and Reviewing Officials.

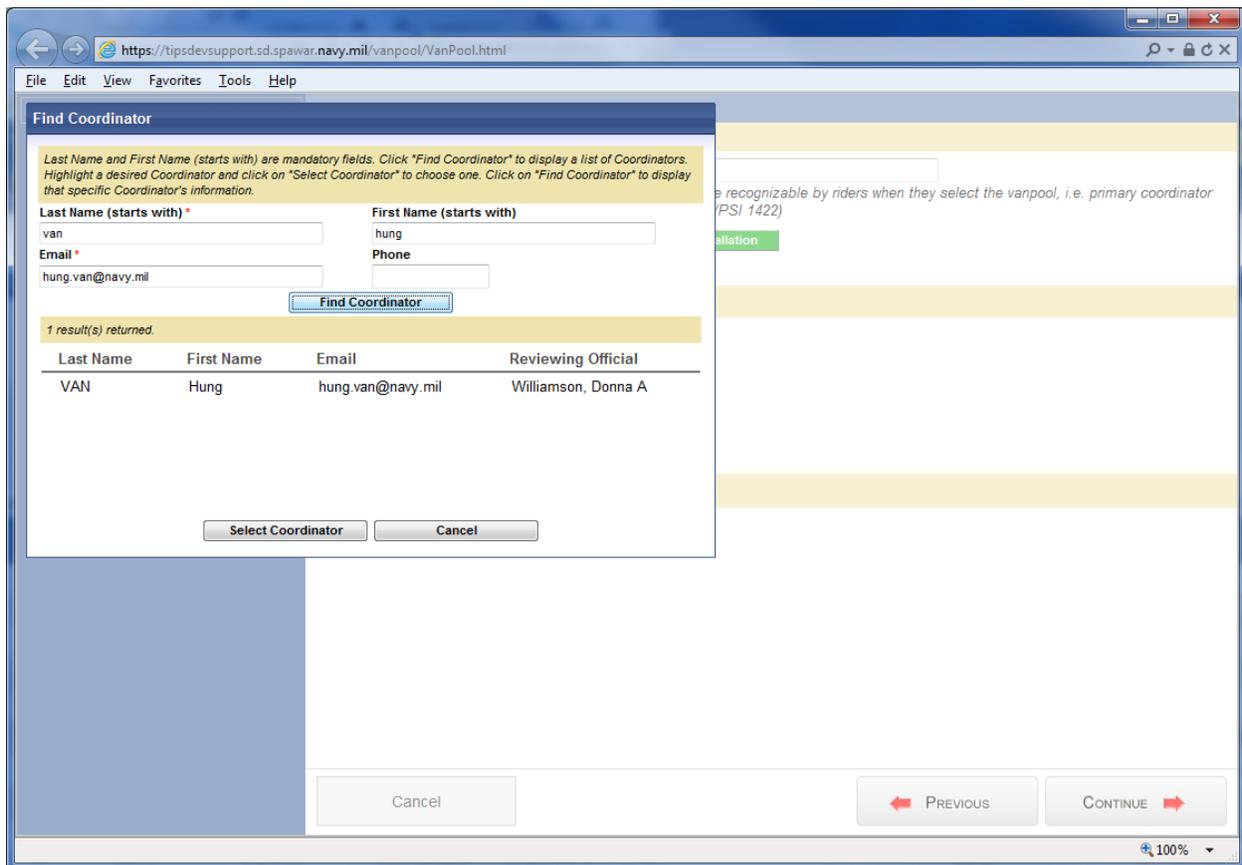


Figure 6 - Choose a Coordinator

1.4 Adding Pick Up/Drop Off Locations

Add one or more pick up locations for the vanpool to include a generic name for the location (i.e. Target on Liberty Ave.) and the specific address of the pick up location (i.e. 1234 Liberty Avenue). Be sure to enter a description that will be recognized by other riders.

Pick up Locations should be added in the order that riders are picked up.

Figure 7 - Pick Up Location of the Vanpool

Add one or more drop off locations for the vanpool to include the name of the location (i.e. Target on Liberty Ave.) and the specific address of the drop off location (i.e. 123456 Electron Dr.).

- Select the drop off Installation from the drop down list.
- Calculate and input the round trip community distance in miles from the first pick up to the last drop off x 2.

Drop off locations should be added in the order riders are dropped off.

Figure 8 - Drop Off Locations of the Vanpool

1.5 Vanpool Company Information

Input the vanpool company information including company name, company address, and the company Point of Contact name, phone number, and email address. The Coordinator/Reviewing Official must also include other information regarding the vanpool such as if it is registered with the transit authority, payment methods, and how many seats are available in the vanpool.

- Not all local governments require vanpools to register their vanpool. Select the appropriate response: (Yes, No, Not Required, Don't know)
- Select if the riders can use debit cards to pay for the vanpool. If the vanpool does not accept debit cards, select no, and choose another payment method from the list provided. Note: Vanpools that do not accept the debit card are required to submit an electronic benefit waiver.
- Select if the vanpool allows more riders than number of seats. This is possible if not all riders use the vanpool every day. Select the number of riders allowed.
 - Enter the number of seats in the vehicle, including the driver seat.
 - Vanpools are authorized to accept more riders than the number of seats in the vehicle.
- Provide vehicle information for the vanpool to include the make, model and year of the vehicle.

- Enter the average miles per gallon the vehicle gets, and the average number of days per month the vanpool operates.

The screenshot shows a web browser window with the URL <https://tipsdevsupport.sd.spawar.navy.mil/vanpool/VanPool.html>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. On the left side, there is a sidebar titled "Enrollment Steps" with a list of steps: Eligibility (checked), Vanpool Information (checked), Pick Up Location (checked), Drop Off Location (checked), Vanpool Company (selected), Pricing Model, Vanpool Participants, Supporting Documents, Review Registration, Submit Registration, and Completion. Below the sidebar, a message states: "Your enrollment form will be saved every time you navigate to a different page." The main content area is a registration form with the following fields and values:

- City: San Diego
- State: CA - California
- Zip Code: 92222
- Phone: 222-222-2222
- Vanpool Company/Lease Company POC: John Doe
- Email: john.doe@navy.mil
- Local Transit Authority: Is your Vanpool registered with Local Transit Authority? No
- Vanpool Payment Information: Debit Card Accepted? Yes; Fare Media Type: TRANServe Debit Card
- Vehicle Information: Make: Ford; Model: Econovan; Year: 2013; Number of Seats: 8; Does your vanpool accept more riders than seats? (Commuting cost may be impacted by the # of riders): Yes (9 riders); Miles per Gallon (mpg): 22; Average Number of Commuting Days per Month: 5-4/9 Schedule - 18 days

At the bottom of the form, there are four buttons: "Save and Exit", "Cancel", "PREVIOUS", and "CONTINUE". The browser's status bar at the bottom right shows a zoom level of 100%.

Figure 9 - Vanpool Company Information

1.6 Pricing Model

Coordinator/Reviewing Officials must provide information regarding the Pricing Model of the vanpool. Coordinator/Reviewing Officials must select from the drop down menu whether the pricing model is individual, group, or sliding scale.

Pricing Model Used

Pricing Model Type (Required)

Select Pricing Model Select one

Pricing Model Information

Participants and reviewing official should regularly review the vanpool supporting documentation to ensure that an accurate certified commuting cost is recorded in the Transportation Incentive Program System.

Individual Receipt Pricing Model

For a participant who receives an individual receipt for one seat in a vanpool, the actual commuting cost for that individual should equal the amount on the invoice or receipt. The participant is eligible for the amount listed on the individual receipt for one seat in the vanpool. In this pricing model, illustrated by Table 1, the cost of riding in this van pool does not change based on the number of riders.

	Description	Formula	Value
A	Cost of one seat in a vanpool:		\$125.00
B	Number of seats:		7
C	Number of riders:		N/A
D	Certified commuting cost:	= A	\$125.00

Table 1 - Individual Receipt Pricing Model

Group Receipt Pricing Model

For participants in a vanpool that receives one invoice or receipt for the entire vanpool, the actual commuting cost for each individual should equal the total amount of the invoice or receipt divided by the number of seats in the vehicle (determined by the vanpool company), regardless of whether those seats are currently occupied by a rider. Transit benefits cannot be used to offset the cost of empty seats in a vanpool. In the pricing model, illustrated in Table 2, the participant is eligible for a certified commuting cost of \$150.00. The riders in the van would be responsible to pay out-of-pocket for the empty seat.

	Description	Formula	Value
A	Cost of leasing vehicle:		\$700.00
B	Estimated gas costs:		\$350.00
C	Local transit subsidy:		\$0.00
D	Total cost of vanpool:	= A+B-C	\$1,050.00
E	Number of seats:		7
F	Number of riders:		6
G	Certified commuting cost:	= D/E	\$150.00

** This pricing model is also applicable when the number of riders equals the number of seats.

Table 2 – Group Receipt Pricing Model, Where Number of Riders Is Less Than the Number of Seats**

For participants in a vanpool that receives one invoice or receipt for the entire vanpool and whose vanpool has more riders than the number of seats available, the actual commuting cost for each individual should equal the total amount of the invoice or receipt divided by the number of riders. In this pricing model, illustrated by Table 3, the participant is eligible for a certified commuting cost of \$100.00.

	Description	Formula	Value
A	Cost of leasing vehicle:		\$1,400.00
B	Estimated gas costs:		\$500.00
C	Local transit subsidy:		\$400.00

Cancel ← PREVIOUS CONTINUE →

Figure 10 - Pricing Model Information

1.6.1 Individual

The Individual Invoice pricing model is characterized by Individuals who receive a per seat invoice from their Vanpool company. An example of this would look like an individual purchasing a monthly bus pass, if there are empty seats in the vanpool it is the vanpool company's responsibility to fill the seats. This cost does not change when there are empty seats in the vehicle. The costs stay steady.

Select Individual pricing model, and enter the amount on the invoice provided to an individual rider.

Pricing Model Used	
Pricing Model Type (Required)	
Select Pricing Model ?	Individual ▼
Individual Model	
Cost Information	
Cost of one seat in Vanpool	110.00
DoD Maximum Monthly Benefit Allowed	\$130.00

Figure 11 – Individual Pricing Method

1.6.2 Group or Sliding Scale

The Group or Sliding Scale method shares the cost to operate the vanpool across the riders in the vanpool. The total cost of the vanpool is divided by the number of seats (or riders whichever is greater). With these pricing models, the benefit to the riders does not change when the vehicle is not operating at full capacity, the riders must pay out-of-pocket to cover the cost of the empty seats, or recruit new riders to fill the vanpool capacity.

- Provide the amount it will cost to lease the vehicle for the vanpool.
- Provide the Estimated Gas Price per Gallon, as according to an average for the region of the country the vanpool is operating.
- Provide the Estimated Tax and Fees associated with this Vanpool.
- Provide any Local Transit Subsidies or discounts that this company or vanpool might receive as part of creating this vanpool.

The Calculated Monthly Allowance section breaks up the costs of the vanpool by estimated monthly gas allowances, total monthly cost of the vanpool, and how much an individual rider will receive to participate in the vanpool. The individual rider's certified commuting cost takes the total operating costs and divides them among the number of seats (or riders whichever is greater) indicated in the vanpool.

Pricing Model Used	
Pricing Model Type	
Select Pricing Model:	Group ▼
Group Model	
Cost Information	
Cost of Leasing Vehicle	800
Estimated Gas Price per Gallon	3.85
Estimated Tax and Fees	75
Local Transit Subsidy	25
Calculated Monthly Allowance	
Estimated Monthly Gas	\$134.75
Total Cost of Van Pool	\$984.75
Individual Rider Certified Commuting Cost	\$98.48
DoD Maximum Monthly Benefit Allowed	\$130.00

Figure 12 - Group Method Used

When the pricing model is changed, or any of the factors that the certified commuting cost of the vanpool, a warning message will pop-up to advise the Coordinator or Reviewing Official that this change may impact the benefit provided.

\$984.75

\$98.48

Pricing Model	
<p>ⓘ Making these changes may affect the benefit a participant receives for the van pool. Are you are you want to proceed?</p> <ul style="list-style-type: none"> • Pricing Model has been changed from Individual to Group. • Individual commuting cost has been changed from \$130.00 to \$98.48. 	
<input type="button" value="Yes"/> <input type="button" value="No"/>	

Figure 13 - Vanpool Pricing Method Warning

1.7 Vanpool Participants

The vanpool participants page will display the riders in the vanpool. The maximum number of riders in this vanpool has already been entered as part of this registration process.

The system will only allow new riders to select this vanpool if there are seats available. When a new or changed application is submitted, if the participant selects a vanpool, a seat in that vanpool is held as pending. Once available seats show 0 no new riders will be able to select this vanpool until another rider withdraws from the program, selects a different mode of transportation, or selects another vanpool.

Rider Summary displays the status of riders in the vanpool.

- Maximum Number of Riders Accepted
- Current Approved Riders
- Pending Riders (riders have selected this vanpool are awaiting application approval)
- Available Seats

Current Mass Transit Incentive Benefit Riders (Riders receiving benefits from the Navy)

- As applications are approved the name and amount of benefit is displayed
- Initially this will be empty until participant select this vanpool in their TIPS application. Once the vanpool registration is approved it will be made available to riders to update their application to show they commute in this vanpool. Participants are not manually added to this section, they will only be added when their application that has selected this vanpool is approved.

Current Non-Navy Vanpool Riders: (Riders receiving benefits from another service or program, or riders who pay their own way.)

It is possible that riders are from other services, organizations, or contractors. Since they are not receiving benefits from the Navy program, these riders need only to added so that seats that they occupy do not appear available to other applicants.

- Enter the name and organizational association. (If non-Navy riders do not wish their name and organization to be captured, the Coordinator can simply enter Rider #1, Rider #2, etc.). While having the name makes it easier to know the riders, it is only important to capture that the seat is taken.
- Riders can be removed if they no longer use this vanpool by clicking the Delete button. This will make a seat available for another rider.

Vanpool Participants			
Riders Summary			
Vanpool Name: Test Vanpool (ID #600)			
Maximum Number of Riders Accepted	7		
Total Riders	4		
Approved Riders	3		
Pending Riders	1		
Available Seats	3		
Current Mass Transit Benefits Participants			
<i>Participant (Rider) information will not be available until after 1 July 2014.</i>			
<i>Registration of vanpool is initially taking place starting 1 April. Participants will not be able to select these newly registers. You cannot manually enter the riders of your vanpool, it must be done through the application process by the participant a</i>			
Rodrigues, Nicholas J	\$111.00	<input type="checkbox"/>	<input type="checkbox"/>
Dine, Barbara J	\$111.00	<input type="checkbox"/>	<input type="checkbox"/>
Current Non-DON Riders			
<i>Non-DON Riders are eligible riders from other Organization. Enter any vanpool riders who are not Department of Navy en</i>			
First Name	Last Name	Organization	
<input type="text"/>	<input type="text"/>	Select One <input type="button" value="Add"/>	
Name	Organization		
Jim Jones	U.S. Army		<input type="button" value="Delete"/>

Figure 14 - Vanpool Participants

1.8 Uploading Documents

Coordinator/Reviewing Official must submit supporting documents for the vanpool which including monthly rider logs and financial documentation.

- The Coordinator or Reviewing Official must fill out monthly rider logs which include which participants rode in the vanpool that month and on which days, and whether or not it was for the full round trip.
- Coordinator or Reviewing Official should browse and select a file from a designated area on their computer and upload it.
- Coordinator or Reviewing Official must select the month and year of the log. Click the Upload button to upload.

NOTE: RIDER LOGS MUST BE UPLOADED BY THE 5TH OF EVERY MONTH.

- Coordinators or Reviewing Official must upload documentation that supports the amount of benefit being requested. If vanpool amount requested changes, new documentation must be uploaded to support the change.
- Coordinators cannot delete any documents which have been uploaded. If an error was made on a uploaded document, the Reviewing Official must delete the document.

The screenshot displays a web interface for uploading documents. It is divided into two main sections: 'Rider Logs' and 'Financial Documents'.

Rider Logs Section:

- Select Files to Upload:** Includes a 'Select File' field with a 'Browse...' button, a 'Description' text box, and 'Rider Log For' dropdowns for 'Month' and 'Year'. An 'Upload' button is located below.
- Upload History:** A table with columns: Delete, Download, File Name, Rider Log Date, Uploaded By, Upload Date, and Description. One entry is visible: 'Error pptx' uploaded on 2014/4 by Janga, Jimmy Enchilada on 1/23/2014 with description '43242rewfd'.

Financial Documents Section:

- Select Files to Upload:** Includes a 'Select File' field with a 'Browse...' button, a 'Description' text box, and a 'Document Type' dropdown menu. An 'Upload' button is located below.
- Upload History:** A table with columns: Delete, Download, Type, File Name, Uploaded By, Upload Date, and Description. Five entries are visible:

Delete	Download	Type	File Name	Uploaded By	Upload Date	Description
Delete	Download	Receipt	Error pptx	Janga, Jimmy Enchilada	1/22/2014	#yrflyf
Delete	Download	Receipt	Error pptx	Janga, Jimmy Enchilada	1/22/2014	vxcvxcvxcvxcv
Delete	Download	Invoice	Error pptx	Janga, Jimmy Enchilada	1/22/2014	3c4q24bqvw5wz35r
Delete	Download	Invoice	Error pptx	Janga, Jimmy Enchilada	1/22/2014	zz3esfvz5a23rve
Delete	Download	Invoice	Spelling Error png	THOMPSON, CARLEAN NMN	1/21/2014	test

At the bottom of the interface, there are three buttons: 'Cancel Registration', 'PREVIOUS', and 'CONTINUE'.

Figure 15 - Vanpool uploaded documents

1.9 Vanpool Summary and Review

The review page gives the Coordinator or Reviewing Official the opportunity to review all of the information about the vanpool and make any changes if any of the information is incorrect. The Coordinator or Reviewing Official can use the “Previous” button to go back and make changes as necessary in previous screens, or click on the edit buttons in each of the sections where changes are necessary. By clicking the “Cancel Registration” button all information regarding this vanpool will be deleted. By clicking “Continue” the Coordinator/Reviewing Official can submit the registration for this particular vanpool.

Review Registration	
Vanpool Status	
Vanpool ID Number:	171
Registration Status:	Not Submitted
Active Status:	Not Approved Inactive
Vanpool Information Edit Vanpool Info	
Vanpool Name	
Name:	San Diego Vanpool #7
Vanpool Installation:	TIPS TEST Installation
Reviewing Official:	Williamson, Donna A
Primary Coordinator	
Name:	VAN, Hung P
Phone:	619-553-6261
Email:	hung.van@navy.mil
Installation:	12th MCD / Recruiting Station Salt Lake City
Reviewing Official:	Williamson, Donna A
Alternate Coordinator(s)	
There are no Alternate Coordinators to display.	
Pick Up Locations Edit Pick Up Locations	
Location Name:	Target on Main Street
Address:	123 Main Street, San Diego, CA 92152
Drop Off Locations Edit Drop Off Locations	
Location Name:	Naval Base Pt. Loma
Address:	222 Catalina Blvd, San Diego, CA 92152
Installation:	TIPS TEST Installation
Save and Exit Cancel PREVIOUS CONTINUE	

Figure 16 - Review Registration

Coordinator/Reviewing Officials must click the “Submit Registration” button in order to finalize and submit the registration for review.

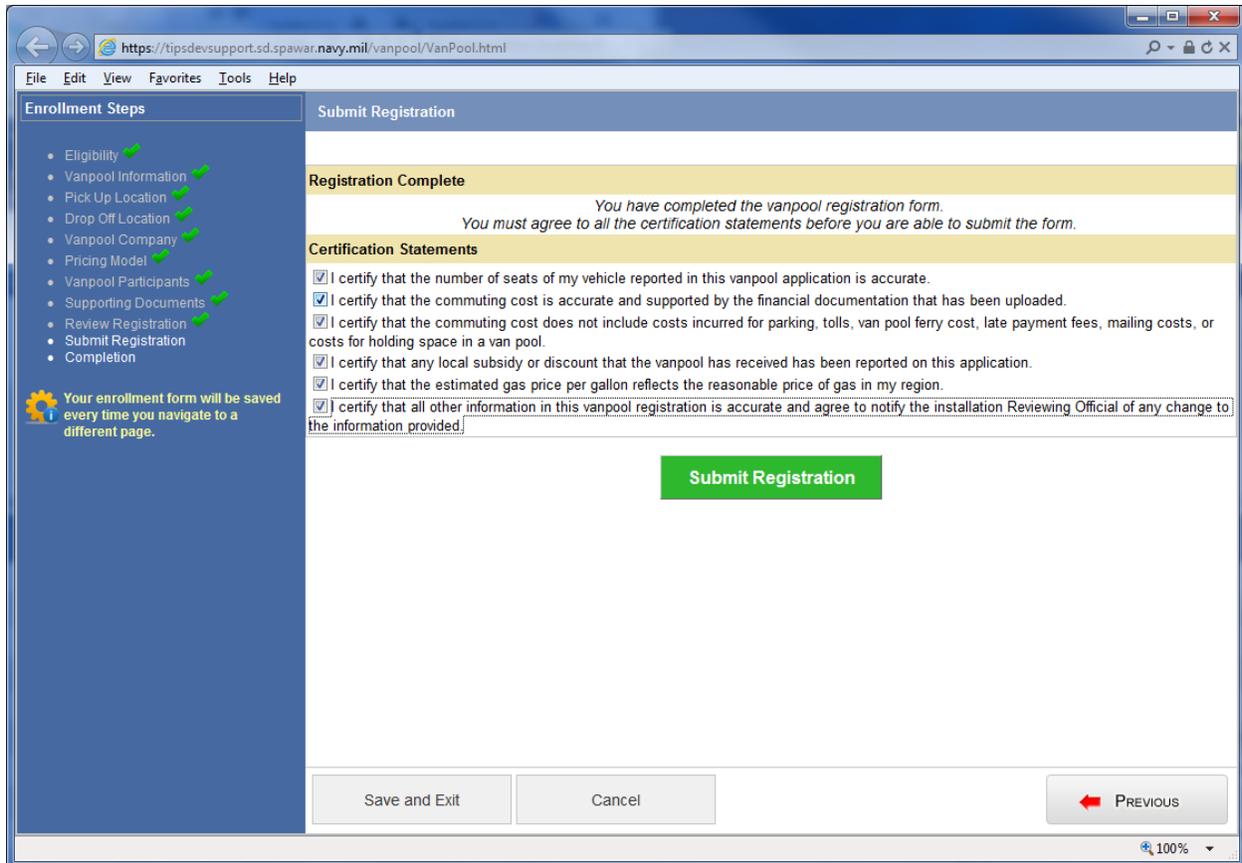


Figure 17 - Vanpool Submission Page

The following page shows the Coordinator or Reviewing Official that the vanpool he/she has created has been submitted and will be in queue for review and approval.

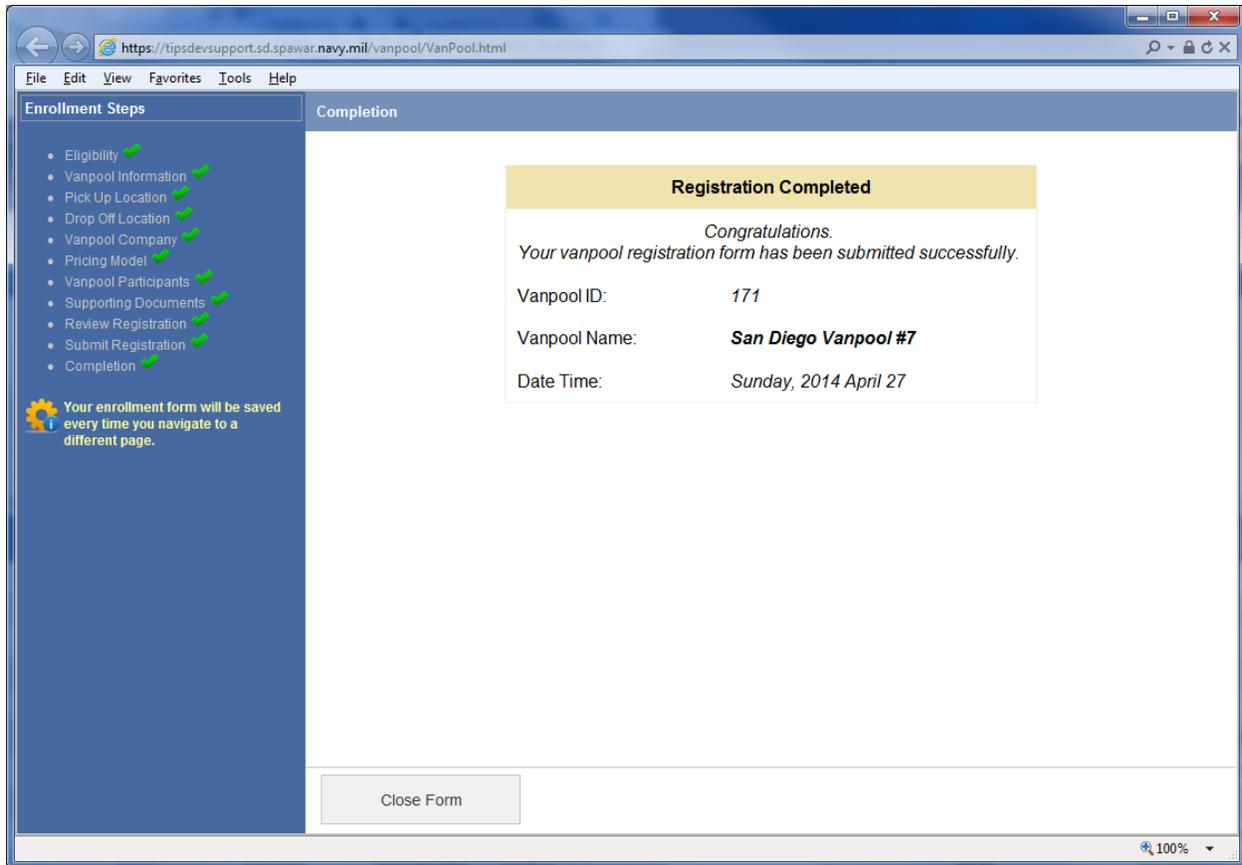


Figure 18 - Completed Vanpool Registration Page

2 Reviewing Official Approval

Reviewing Officials can approve or return, set active/inactive, make comments, and send email through the main Vanpool summary page. These pages show all of the existing and pending Vanpools. TIPS is a role-based system, so Reviewing Officials will only see Vanpools that fall into their area of responsibility.

The process for Vanpools is as follows:

- 1) Complete Vanpool registration (by Coordinator or Reviewing Official)
- 2) Reviewing Official approves vanpool
- 3) Participants select vanpool in participant application
- 4) Reviewing Official approve participant application

Reviewing Officials are responsible for reviewing and approving vanpools that belong to their installation based on the installation selected by the vanpool coordinator. It is also possible that a Reviewing Official may have participants that ride a vanpool from another installation. In this case, the vanpool will be available for view only (no modification is allowed).

2.1 Vanpool Module Management

Reviewing Officials can select the Vanpool Manager tab to display the summary page for vanpools. This summary works like other summary pages in TIPS with similar views and functions.

Reviewing Officials are able to search for vanpools based on a number of filter options:

Field	Description
Vanpool ID	A unique identifier of the vanpool. This number is generated by the system.
Registration Status	There are four status available: Not Submitted - vanpool registration is still in work and has not been officially submitted In Progress – vanpool has been submitted and requires RO review Returned – RO has returned that vanpool registration for update Approved – RO has reviewed and approved the vanpool.
Active Status	This status indicates if the vanpool is active or deactivated
Vanpool Name	Vanpool Name. The search will work for full or partial name search.
Coordinator Last Name	Coordinator Last Name. The search will work for full or partial name search.
Coordinator First Name	Coordinator First Name. The search will work for full or partial name search.
Fare Media Type	Fare Media Type used by the vanpool
City	Vanpool City
State	Vanpool State
Zip Code	Zip code for the Pick up and Drop Off locations. This is useful when trying to identify a vanpool for a potential rider.
Installation	Vanpool Installation based on the coordinator installation
Ridership	Used to find vanpools with fewer riders than seats, equal riders and seats or more riders than seats
Approved Cost	Used to find vanpools that have approved costs greater than, less than, equal or between specified costs.
Vanpool Ownership	Indicates vanpools that are in the ROs Area of Responsibility. Some cases the vanpool is under a different Installation but there are participants from another installation. In these cases the vanpool is available read only to the RO to verify participant ridership.
Vanpool Delinquencies	Used to find vanpools that are missing required supporting documentation such as Financial documents and Rider Logs.

From the summary page, Reviewing Officials can click the FIND button to view all vanpools. Vanpools can also be searched and filtered using the filter options at the top (described above).

The system is role based so a Reviewing Official will only see vanpools that they are responsible to manage or that have drop off locations in the installation. The vanpools that are managed by the Reviewing Official will have both the Vanpool ID and Vanpool Name links enabled. Vanpools that are not managed by the Reviewing Official (but that does not have drop off location in the installation) will only have the Vanpool Name link enabled for view only access.

The Vanpool ID link, like application ID link will open to a detailed view of the vanpool information. The typical summary page functionality: Change Reviewing Official, Send Email, Add Comments, Upload documents. Clicking on the Vanpool Name link will allow for editing the vanpool information.

Vanpool ID	Registration Status	Active Status	Vanpool Name	Company Name	Pricing Model	Number of Riders	Monthly Certified Commuting Cost	Primary Coordinator
001618	Approved	Approved Active	#1 Port Orchard Van Pool	Kitsap Transit	Individual	7	\$45.86	JOHNSON, CLIFFORD C
000876	Approved	Approved Active	#202 Happy Valley Vanpool	Jefferson Transit	Group	12	\$157.52	Minaker, Kelly Jo
001695	Approved	Approved Active	#2119 Road Riders	Intercity	Individual	7	\$128.00	ACKERSON, MARK A
001745	Approved	Approved Active	#7335	Pieroe Transit	Individual	13	\$125.00	LODHOLZ, JOHN
001775	In Progress	Not Approved Active	#Gifford Van	mason county transit	Sliding Scale	0		BALTER, Gifford T
001052	Approved	Approved Active	+Benjamin Figueras	V-Ride INC.	Group	7	\$226.11	FIGUEROA, BENJAMIN
001446	Approved	Not Approved Inactive	000785	VRide INC	Group	9	\$155.67	Smith, Anthony Deric
000388	Approved	Approved Active	001017	V-Ride	Individual	7	\$165.00	HUDSON, JAMES RICHARD
001751	In Progress	Not Approved Inactive	1180 Friends 0630-1600	EnterPrise	Group	0		FRENZEL, Cynthia A
001900	Not Submitted	Not Approved Inactive	1231291312323			0		
001344	Approved	Approved Active	13 Area Dental	Enterprise	Group	6	\$129.76	MCKAY, TAMARR L
001487	Approved	Approved Active	1487	Island transit	Group	7	\$125.07	GOODENOUGH, PAUL JAY

Figure 19 - Vanpool Filter Page for Reviewing Officials

Note: If a Reviewing Official wishes to view information on a vanpool they do not manage, but have a participant who rides in that vanpool, the Reviewing Official can view that information from the Reviewing Official tab, by viewing the participant's application and clicking on the "vanpool information" button.

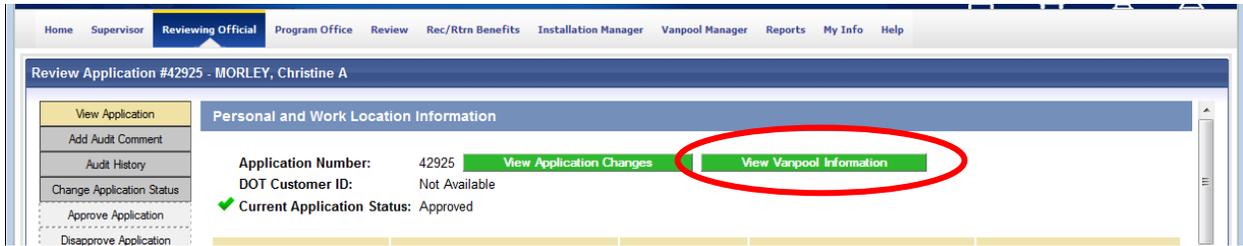


Figure 20 - View Vanpool Information

2.2 Reviewing Official Vanpool Detail Page

Reviewing Officials and program office will be able to edit, comment on, change status, set active state, view history, and upload documents via the Vanpool Detail Page.

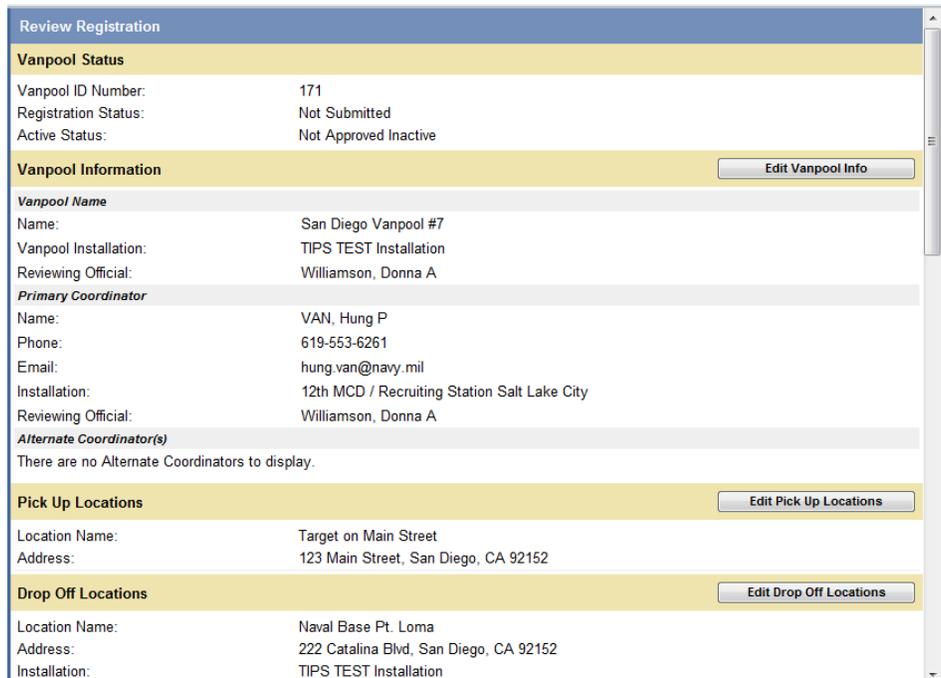


Figure 21 - Vanpool Summary Page

2.3 Reviewing Officials Vanpool Comment Page

Reviewing Officials can add comments and view the Vanpool information via the Add Audit Comment tab on the left side of the screen. Only Reviewing Officials and Program Office personnel can view these comments.

The screenshot shows the 'Add Van Pool Audit Comment' page for San Diego Vanpool #6. The page includes a navigation menu with 'Van Pool Manager' selected. A sidebar on the left contains various actions like 'View Application', 'Add Audit Comment', and 'Audit Comment History'. The main content area displays the following information:

- Van Pool ID:** 153
- Van Pool Name:** San Diego Vanpool #6
- Registration Status:** In Progress
- Active Status:** Not Approved Active
- Coordinator Name:** Williamson, Donna A

Below this information is a text input field labeled 'Enter Comments (Required)' and two buttons: 'Add Comment' and 'Cancel'.

Figure 22 - Vanpool Reviewing Official Audit Comment

The screenshot shows the 'Audit Comment History' page for San Diego Vanpool #6. The page displays a table with the following data:

Date	Who	Entry
3/25/2014	Williamson, Donna	Van Pool Audit Comment this is a test

Below the table, a small 'Add Comment' dialog box is visible, containing a lightbulb icon and the message: 'Comment for Van Pool #153 has been added.' with an 'OK' button.

Figure 23 - Vanpool Comment Added

2.4 Reviewing Official Vanpool Approvals

Reviewing Officials can approve or return the Vanpool registration to the Vanpool Coordinator for adjustments via the Approve Vanpool menu item on the left side of the screen.

The Reviewing Official is responsible for determining if the benefits requested are fair and reasonable for the local area and for the vanpool type. If the benefits requested are deemed unreasonable, and inconsistent with other like vanpools, the Reviewing Official can set a reasonable commuting cost. In this case the Reviewing Official would select “No, the commuting cost is not reasonable.” The Reviewing Official is then required to enter a reasonable cost. This action does not change the costs entered by a Coordinator, it only changes the benefits amount that can be requested by a participant. Any changes here are visible to the Coordinator and other Reviewing Officials from the vanpool information page.

The screenshot displays the 'Approve Vanpool Registration' page for Vanpool #232 - Donna Test #100. The page has a navigation bar at the top with options: Home, Supervisor, Reviewing Official, Program Office, Review, Rec/Rtrn Benefits, Installation Manager, Vanpool Manager (selected), Reports, My Info, and Registration Viewer. Below the navigation bar is a sidebar with the following menu items: View Application, Add Audit Comment, Audit Comment History, Approve Vanpool (highlighted), Return Vanpool, Activate/Deactive Vanpool, Vanpool History, Documents, and Close. The main content area is titled 'Approve Vanpool Registration' and contains the following information:

- Vanpool ID: 232
- Vanpool Name: Donna Test #100
- Registration Status: In Progress
- Active Status: Not Approved Active
- Coordinator Name: System, BD

Below this information is a form titled 'Approve Vanpool 232 - Donna Test #100' with an 'Enter Reason comment' field. The form contains two sections:

- Acknowledgements**: Two checkboxes, both checked.
 - I have reviewed Vanpool Id #232 - Donna Test #100 for completeness.
 - I have reviewed the fare media type, and it is consistent with the mode of transportation selected.
- Reviewing Official Certified Commuting Cost**: A question 'Is the certified commuting cost of \$298.43 reasonable for this vanpool?' with two radio buttons: 'Yes, the commuting cost is reasonable' (selected) and 'No, the commuting cost is not reasonable'. Below this is a text input field for 'Enter a new reasonable commuting cost (if select No above):' with the value '\$298.43'.

At the bottom of the form are 'Approve' and 'Cancel' buttons.

Figure 24 - Vanpool Approval Page

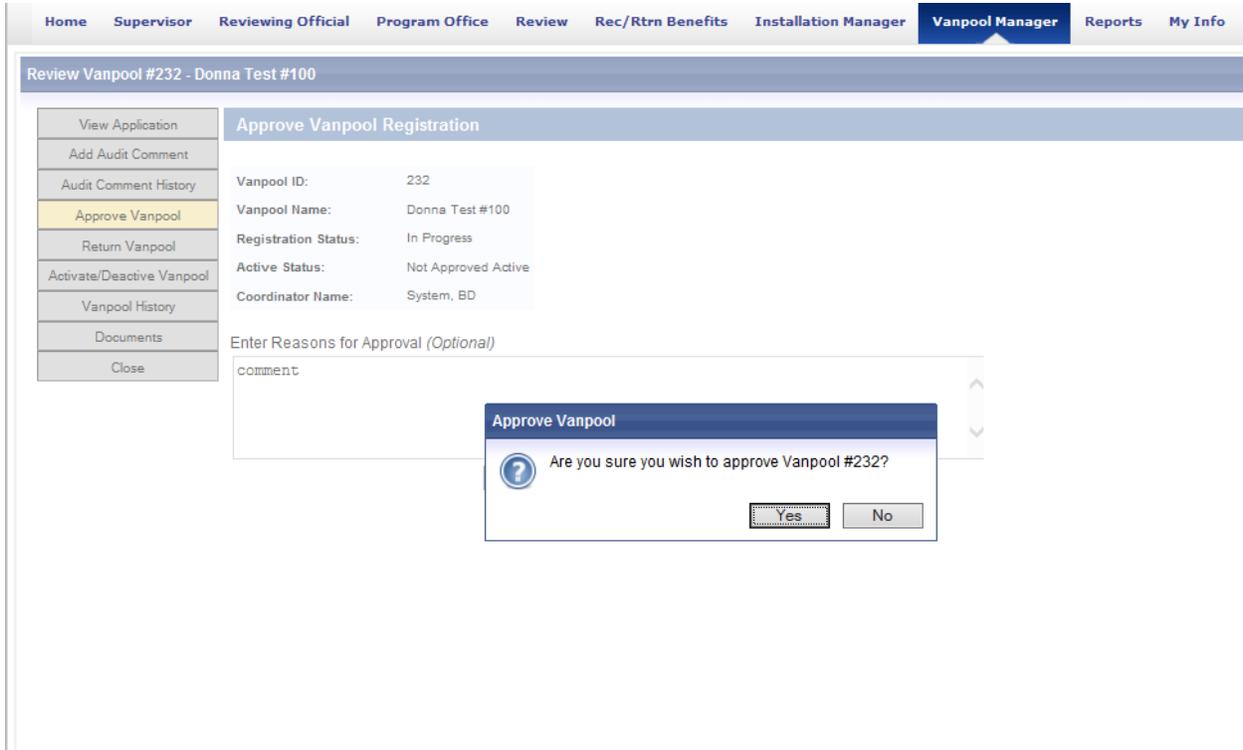


Figure 25 - Vanpool Approval Window

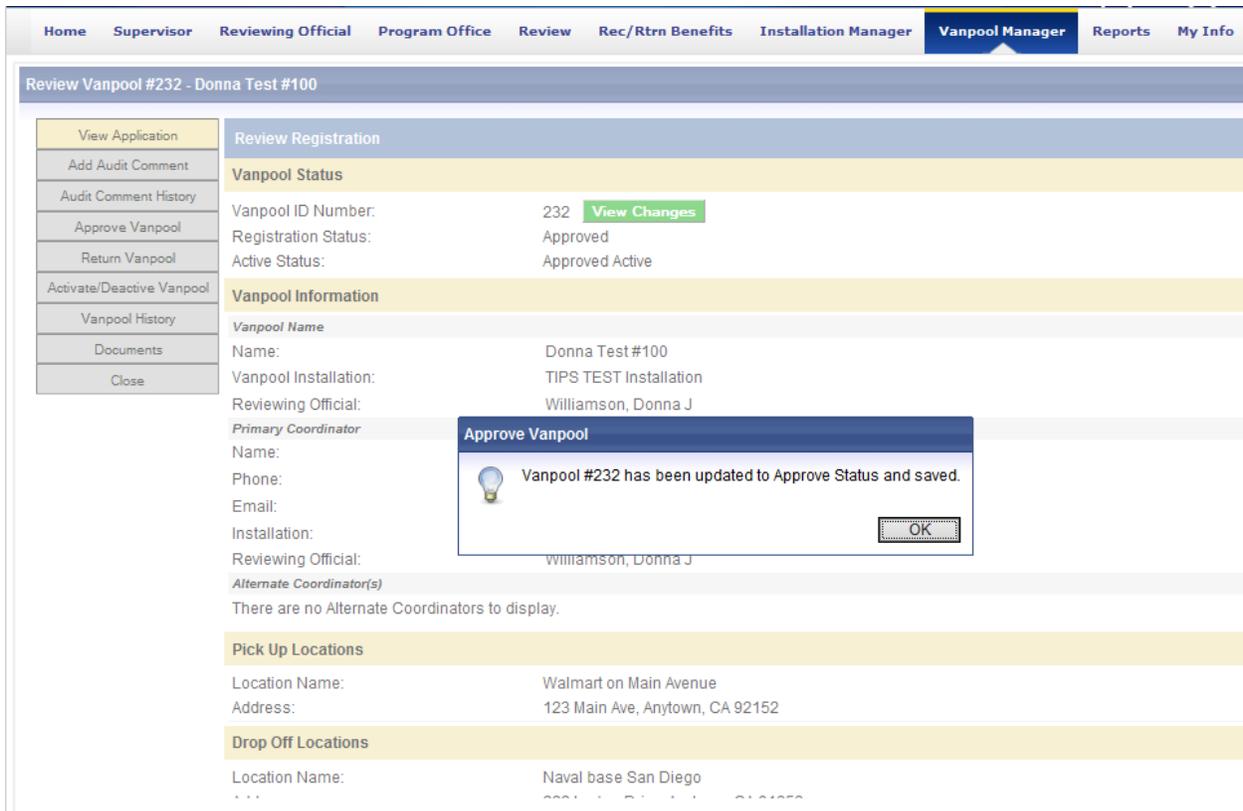


Figure 26 - Vanpool Updated Confirmation

2.4.1 Approving Increased Cost for Vanpool

When changes affecting the cost of a vanpool are approved, the applications for the riders of that vanpool are returned to the participants so that they can recertify the new higher cost. The system will also send an email to the participant and let them know that the vanpool has changed and that they need to resubmit their application. These applications once resubmitted will require approval.

2.5 Reviewing Officials Vanpool Return

Reviewing Officials can return the vanpool information to the Coordinator if he/she believes more information is needed.

Home Supervisor Reviewing Official Program Office Review Rec/Rtrn Benefits Installation Manager **Vanpool Manager** Reports My Info

Review Vanpool #732 - Donna's Test #500

View Application	Return Vanpool Registration
Add Audit Comment	Vanpool ID: 732
Audit Comment History	Vanpool Name: Donna's Test #500
Approve Vanpool	Registration Status: In Progress
Return Vanpool	Active Status: Approved Active
Activate/Deactivate Vanpool	Coordinator Name: Williamson, Donna J
Vanpool History	Enter Reasons for Return (Required)
Documents	<input type="text"/>
Close	<input type="button" value="Return"/> <input type="button" value="Cancel"/>

Figure 27 - Vanpool Return Page

2.6 Reviewing Officials Vanpool Activation/Deactivation

Vanpools also have an “Active” or “Inactive” status. Initially vanpools are “Active” during the approval process and as long as the vanpool continues to operate. Once the vanpool is no longer operating the Coordinator or Reviewing Official can set the vanpool to be inactive. Any riders associated with a vanpool that is set to inactive status will have their application set to “Returned” and require the rider to select a different vanpool, withdraw from the program, or select another mode of transportation.

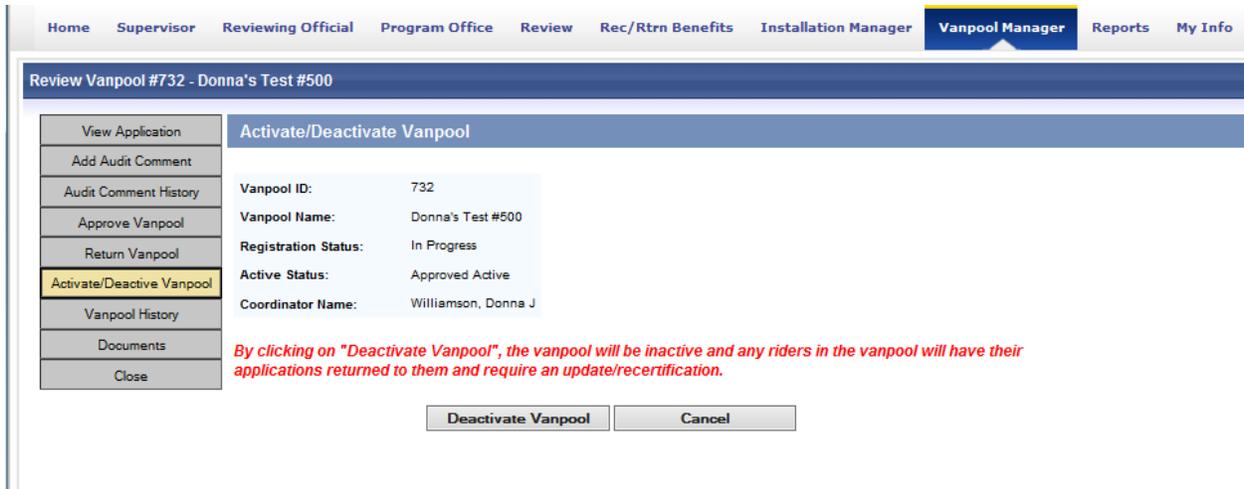


Figure 28 - Vanpool Activate/Deactivate Page

2.7 Vanpool History

The vanpool history page lists all entries, changes, or adjustments which have been made to that particular vanpool.

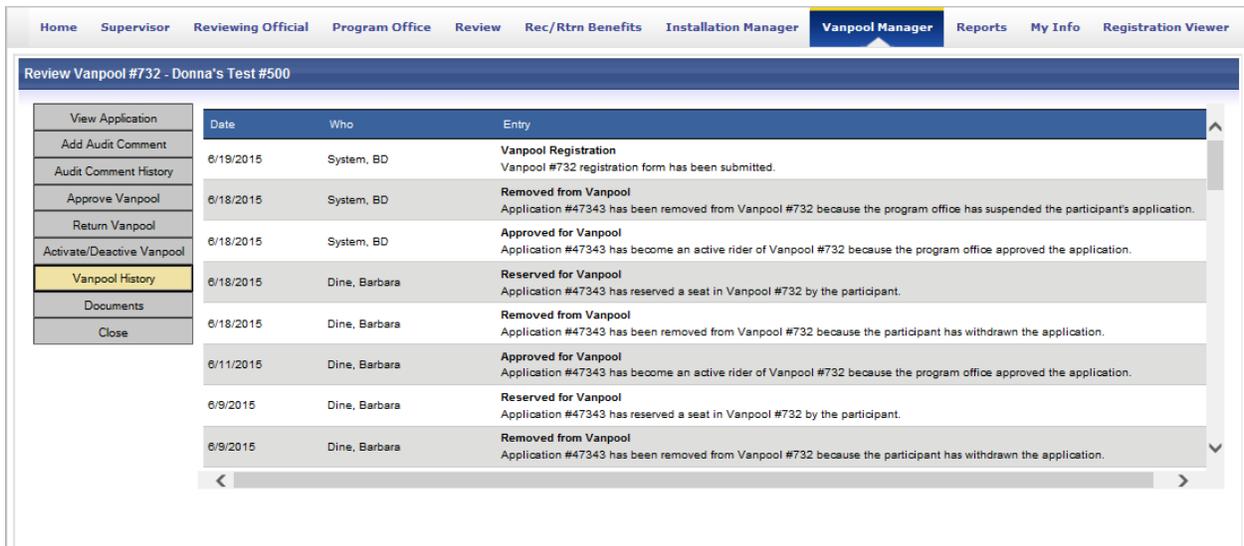


Figure 29 - Vanpool History Page

2.8 Vanpool Documents Page

The vanpool documents page is where Coordinators/Reviewing Officials can upload documents pertaining to invoices receipts, rider logs, etc.

The screenshot shows the 'Vanpool Manager' interface for reviewing vanpool #732 - Donna's Test #500. The page is divided into several sections:

- Navigation Bar:** Home, Supervisor, Reviewing Official, Program Office, Review, Rec/Rtrn Benefits, Installation Manager, **Vanpool Manager**, Reports, My Info, Registration Viewer.
- Page Title:** Review Vanpool #732 - Donna's Test #500
- Left Sidebar:** View Application, Add Audit Comment, Audit Comment History, Approve Vanpool, Return Vanpool, Activate/Deactive Vanpool, Vanpool History, **Documents**, Close.
- Supporting Documents Section:**
 - Rider Logs:** Select Files to Upload form with fields for Select File (Browse...), Description, and Rider Log For (Month, Year), and an Upload button.
 - Upload History:** No entries to display.
- Financial Documents (Required) Section:**
 - Select Files to Upload:** Form with fields for Select File (Browse...), Description, and Document Type (Select Type of Document), and an Upload button.
 - Upload History Table:**

Delete	Download	Type	File Name	Uploaded By	Upload Date	Description
Delete	Download	Invoice	test.docx	Williamson, Donna J	2/18/2015	Invoice
Delete	Download	Invoice	test.docx	Williamson, Donna J	12/9/2014	test

Figure 30 - Vanpool Documents Page

2.9 Action Menu

From the Vanpool Manager, the reviewing official has an action menu.

The screenshot shows the Vanpool Manager interface with various search filters and a table of vanpools. The 'Actions' dropdown menu is highlighted with a red circle.

Vanpool ID	Registration Status	Active Status	Vanpool Name	Company Name	Pricing Model	Number of Riders	Monthly Certified Commuting Cost	Primary Coordinator
<input type="checkbox"/> 000232	Approved	Approved Active	Donna Test #100	Donna Vanpool	Group	1	\$298.43	Dine, Barbara
<input type="checkbox"/> 000732	In Progress	Approved Active	Donna's Test #500	Enterprise	Group	3	\$129.00	Williamson, Donna J

To use the action menu, a check mark is placed in the checkbox to the left of the vanpool id.

2.9.1 Add Audit Comment

Reviewing Officials can add an audit comment on a vanpool. These comments are retained in the audit history and are only viewable by the Reviewing Officials and the Program Office.

The screenshot shows the 'Vanpool Audit Comment - Donna Test #100' dialog box. It contains the following information:

Add Vanpool Audit Comment
Audit comments can only be seen by Reviewing Official and Program Office personnel.

Vanpool ID: 232
Vanpool Name: Donna Test #100
Registration Status: Approved
Active Status: Approved Active
Coordinator Name: Dine, Barbara

Enter Comments (Required)
Add audit comment here.....

Add Comment **Close**

2.9.2 Change Reviewing Official

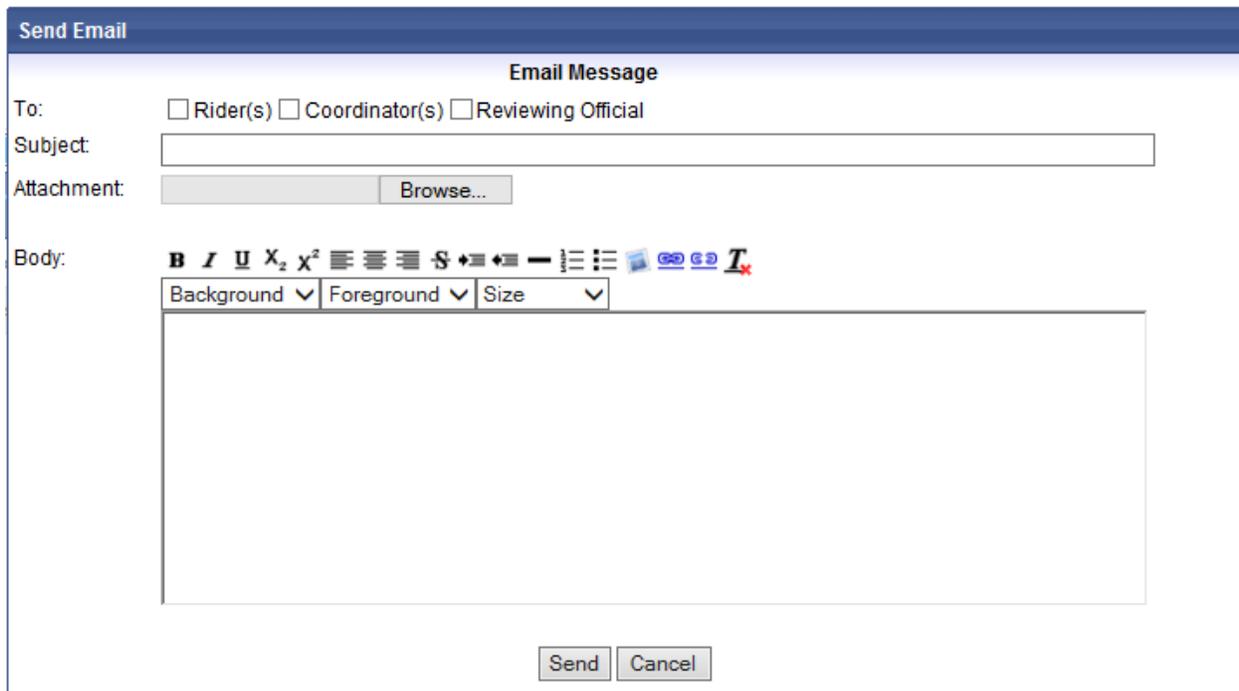
Use this action if the vanpool coordinator has selected the wrong installation during registration.



The screenshot shows a web form titled "Change Reviewing Official". At the top, there is a blue header bar with the title. Below the header is a yellow instruction box: "Click on 'Find Reviewing Official' for a list of all Reviewing Official. If you want to filter by name, installation, city, and/or state, please provide information in the search criteria input fields." The form contains four input fields: "RO Last Name", "Installation Name", "City", and "State". The "State" field is a dropdown menu currently showing "Any". Below the input fields is a "Find Reviewing Official" button. At the bottom of the form are two buttons: "Save New Reviewing Official" and "Cancel - Do Not Save".

2.9.3 Send Email

Reviewing Officials can send emails to the vanpool Riders, Coordinator(s) and other Reviewing Officials.



The screenshot shows a web form titled "Send Email". The form has a blue header bar with the title. Below the header is a section titled "Email Message". The "To:" field has three checkboxes: "Rider(s)", "Coordinator(s)", and "Reviewing Official". The "Subject:" field is a text input box. The "Attachment:" field has a "Browse..." button. The "Body:" field has a rich text editor toolbar with icons for bold, italic, underline, subscript, and superscript, as well as text color, background color, and font size. Below the toolbar is a large text area for the email body. At the bottom of the form are "Send" and "Cancel" buttons.

2.9.4 Upload Documents

Reviewing Officials can use the action menu to upload supporting documents for the vanpool.

Upload Documents - Donna Test #100

Rider Logs

Select Files to Upload

Select File: Browse...

Description:

Rider Log For: Month Year

Upload History

Delete	Download	File Name	Rider Log Date	Uploaded By	Upload Date	Description
Delete	Download	Test.docx	2015/6	Dine, Barbara	7/14/2015	test

Financial Documents (Required)

2.10 Participant Vanpool Selection

After the vanpool registration is complete, a participant will first select vanpool as a mode of transportation, this will open up the Vanpool Information section allowing for selecting the specific vanpool.

The Vanpool selection dropdown menu will show all active vanpools. If a vanpool is full (no open seats) the title will show that. The vanpool information is shown, including Reviewing Official, Coordinator, and pick up and drop off locations. If the participant's vanpool choice is full, or not shown at all, the participant can contact the Reviewing Official or Coordinator.

As mentioned previously, a seat in the vanpool is reserved when the participants submit their application for approval. That seat will be shown in a 'Pending' status until the application is approved, withdrawn, or another mode of transportation is selected.

Participants are also asked if they are being compensated for driving the vanpool or for being the Coordinator. If they answer yes, they will need to enter the amount of the compensation, which will be deducted from the amount of benefit they will receive.

As you can see in Figure 31, the fare media type, vendor and benefit amount are grayed out for the participant. These fields are populated for the participant when they select the vanpool. This reduces error and ensures participants are getting consistent benefits.

The screenshot displays a web form for vanpool registration. At the top, there are several dropdown menus for scheduling, with a 'Pay day' field highlighted in red. Below this, a table lists transportation options. The 'Vanpool' row is highlighted with a red border, showing 'Debit Card Accepted?' as 'Yes', 'Fare Media Type' as 'TRANServe Debit Card', 'Name of Company' as 'Donna's Vanpool', 'Frequency of Purchase' as 'Monthly', and 'Cost' as '\$55.02'. A 'Remove' button is next to the cost field. Below the table, a 'Total Monthly Commuting Expense' section shows 'Monthly Expense Requested' as '\$45.02' and 'Monthly Expense Allowance' as '\$45.02'. The 'Vanpool Information' section includes a dropdown for 'Select your vanpool' set to 'Donna Vanpool #567' and a 'Can't Find Your Vanpool?' button. The 'Point of Contact' section contains three columns: 'Installation' (TIPS TEST Installation, San Diego, CA 91911), 'Reviewing Official' (Williamson, Donna A, 555-555-5555 Ext: 0000, donna.williamsonstest@navy.mil), and 'Coordinator' (Williamson, Donna A, 555-555-5555 Ext: 0000, donna.williamsonstest@navy.mil). The 'Locations' section has two columns: 'Pick Up Locations' (Walmart on Main Avenue, Target on E Street) and 'Drop Off Locations' (Naval Base 32nd). The 'Compensation' section asks 'Are you being compensated for driving or coordinating this Vanpool?' with radio buttons for 'Yes' (selected) and 'No', and a text input for 'If yes, enter amount compensated' set to '\$10.00'. Below this is a 'Reduced Fare Program Eligibility' section with radio buttons for 'Yes' (selected) and 'No'. At the bottom, there are 'PREVIOUS' and 'CONTINUE' buttons, and a zoom level of 100%.

Figure 31 - Vanpool Summary Page

2.11 Troubleshooting

2.11.1 Participant unable to find vanpool

First step is to verify the vanpool is approved and active.

Next step is to verify drop off locations. In order for the vanpool to be enabled for selection by a participant, a drop off location must occur in the installation that the participant has selected on their application. Please check to ensure that the participant has selected the correct installation.

In some cases, a vanpool may have riders from multiple installations. These vanpools need to have drop off locations for each installation that they service. This will enable the participants in the serviced installations to select the vanpool.

2.11.2 Vanpool Coordinator is not eligible for TIPS

The vanpool coordinator must be a Navy or Marine Corps civilian or military personnel. This enables the creation of an account in TIPS. In some cases the vanpool coordinator is non-DON, yet there is one or more Navy riders on the vanpool. Typically in these cases, one of the DON riders will need to act as the vanpool coordinator to register the vanpool and upload the necessary documentation.

2.11.3 Changing vanpool coordinator

The Reviewing Official can change the vanpool coordinator. Similar to application updates, the Reviewing Official should click on the vanpool name. On the next screen press the Edit Vanpool Information. Press the remove button to remove the previous coordinator if necessary.

Use the Look Up Coordinator to select the new vanpool coordinator. The Look Up Coordinator feature requires the entry of the coordinator's email. Please ensure that you have the correct email address when trying to look up the coordinator. This would be the email that the coordinator used to register for an account and the one used by the system to send notifications.

2.11.4

A. Acronyms

CAC	Common Access Card
DEERS	Defense Enrollment Eligibility Reporting System
DOB	Date of Birth
DoD	Department of Defense
DON	Department of the Navy
EDIPI	Electronic Data Interchange Personal Identifier
FAQs	Frequently Asked Questions
FM&C	Financial Management and Comptroller
FMO	Office of Financial Operations
ONCR	Outside the National Capital Region
ORG	Organization
PAC	Pacific
PDF	Portable Document Format (Adobe Acrobat file format)
POC	Point of Contact
RDO	Regular Day Off
RO	Reviewing Official
SPAWAR	Space and Naval Warfare
SSC	SPAWAR Systems Center
SSN	Social Security Number
TIPS	Transportation Incentive Program System
UIC	Unit Identification Code