

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

Outside the National Capital Region (ONCR)

Supervisor Quick Start Guide

Version 1.1



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Unclassified. Not approved for public distribution.



SSC Pacific
San Diego, CA 92152-5001

1 Introduction

The Transportation Incentive Program (TIP) is intended to reduce Federal employees' contribution to traffic congestion and air pollution, and to expand their commuting alternatives. The Department of Transportation (DOT), on behalf of Department of Defense (DOD), distributes transit passes for eligible TIP participants.

Supervisors are required to review the applicant's TIP application for completeness and confirm application accuracy.

This document is intended to be a quick reference for supervisors to validate TIPS applications. For more detailed information about using TIPS, see the TIPS Supervisor Guide.

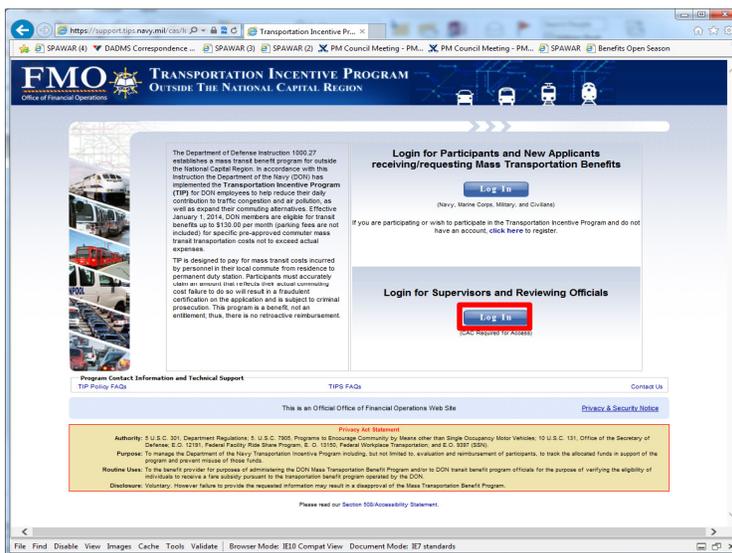
2 Supervisor Account on TIPS Website

To get started with TIPS, you will need to register for a supervisor account with your Common Access Card (CAC).

- a. When an application is submitted and the employee indicates who their supervisor is - the system sends an email to the supervisor with a link to register for TIPS account.

Email Subject: TIPS Supervisor Registration: ACTION REQUIRED

- b. Use the link in this email to register for a supervisor account.
- c. Once you have successfully registered for your supervisor account you can then log into the system.
- d. Go to: <https://tips.navy.mil> (Note: "https" is required in the web address.)



- e. On the TIPS Login Page, click the **Log In** button under the heading for Supervisors and Reviewing Officials.

3 Annual Training

The first time you log into TIPS, you will be required to review the Privacy Act Statement, Eligibility Information, and the Ethics Training. Ethics training will re-appear each year for acknowledgement.

4 Supervisor Tab

The TIPS system provides the supervisor with multiple capabilities. From the Supervisor Tab you can :

- Search for participants (*Simply clicking the 'Find' button will return all records where you are listed as the supervisor.*)
- Perform various Actions by placing a check in the box(s) in the first column and selecting from the Action menu.
- Review an application by clicking the Name link.
- Validate an application after reviewing the application.
- Return an application for correction
- Export the results shown on the screen by clicking the "Export to Excel" link

4.1 Review Application

As the participant's supervisor, you are required to verify the following information is correct:

- Employee's eligibility
- Command, UIC, or Organization Code
- Work Location
- Work Schedule
- Appropriation

Click on the Name link for the application and verify the above information.

Supervisor Page

Search criteria are optional. Click on **Find Button** to see all applications that you are the Supervisor for. To find fields then click **Find Button** to obtain new results.

Application ID: Application Status: Validated: Approved:

Work Schedule: UIC: Installation:

Look Up UIC

Results per page: 50

Actions: Records 1-38 of 38

Application ID	Application Status	Validated	Approved	Name
<input type="checkbox"/> 000110	In Progress	No	No	Meredith, Marylou TEST ACCOUNT
<input type="checkbox"/> 000128	Withdrawn	No	Yes	Dob, John M
<input type="checkbox"/> 000084	Returned	Yes	No	Grothe, Christian TEST ACCOUNT
<input type="checkbox"/> 000082	Enrolled	No	Yes	Halt, Nina TEST ACCOUNT
<input type="checkbox"/> 000082	Disapproved	Yes	No	Heffron, Alena TEST ACCOUNT

Personal and Work Location Information

Application Number: 110
Current Status: In Progress

Personal	Work	Supervisor	UIC - Command	Reviewing Official
Degroot, Marylou TEST ACCOUNT 123 Main Street San Diego, CA 92101-1191	1455 E. Broadway 555-555-5555 test.person@navy.mil	TEST, Christine 555-555-5555	U.S. Navy N99999 TIPS	TIPS TEST Installation Test, John 555-555-5555 John.Test@example.org

Commuting Costs

Work Schedule: 8/20 Work Week (regular schedule)

SUN	MON	TUE	WED	THU	FRI	SAT
RDO	8	8	8	8	8	RDO
RDO	8	8	8	8	8	RDO

Mode of Transportation	Debit Card Accepted?	Vendor	Name of Company	Frequency of Purchase	Cost
Bus to Work	Yes	Debit Card	MTS	Daily	1.00

Total Monthly Expense
\$21.00

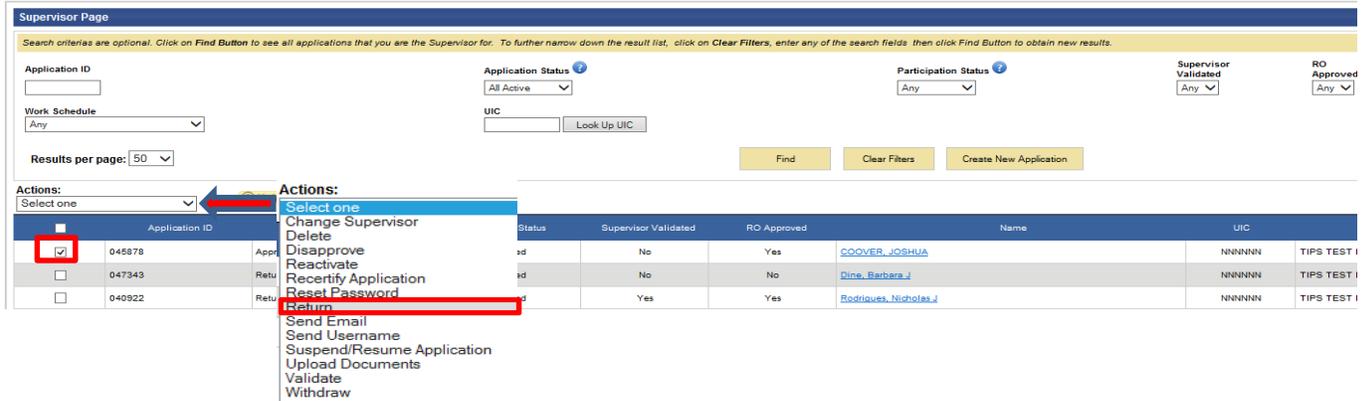
Monthly Expense Allowance
\$21.00

Additional Information

4.2 Return Application if data is incorrect

If any of the information is incorrect, please return the application to the participant for action.

Place a checkmark next to the application in the summary window, and select Return from the Action Menu.

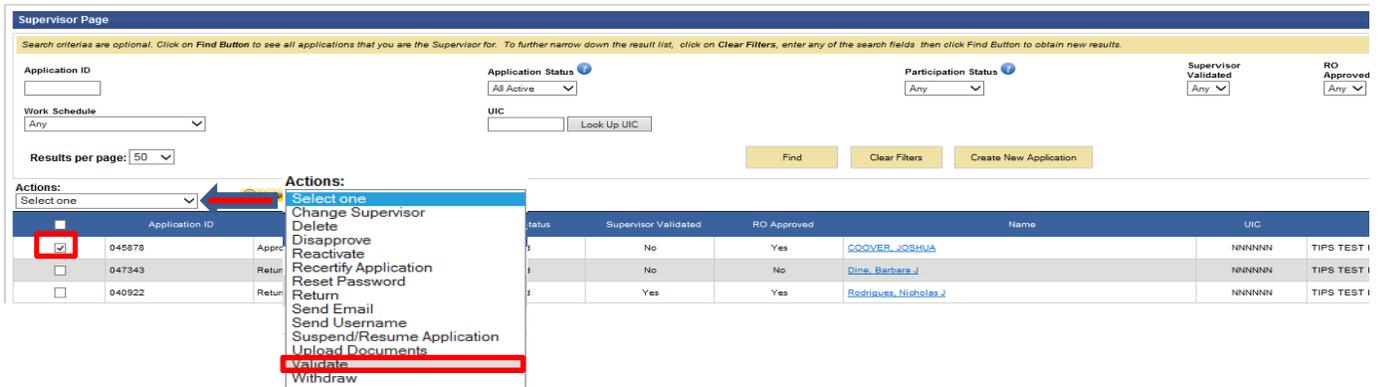


Note: Please be sure to include a comment letting the participant know what information requires correction.

4.3 Validate Application

Once you have determined the application data is correct, you can then validate the application.

Place a checkmark next to the application in the summary window, and select Validate from the Action Menu.



The application can now move on in the workflow to be approved by the local Reviewing Official.