Department of the Navy
Transportation Incentive Program System (TIPS)

Outside the National Capital Region (ONCR)

Supervisor Users Guide

Version 2.0

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San Diego, CA 92152-5001

Revision History

Date	Version	Description	Author
28 Aug 2012	DRAFT v1.0	Initial creation of Transportation Incentive Program System (TIPS) Outside the National Capital Region (ONCR) Supervisor Users Guide.	SSC PAC
17 Apr 2013	V2.0	Updated TIPS ONCR Supervisor User's Guide	SSC Pac

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1 What is TIPS?

The Office of Assistant Secretary of Navy for Financial Management and Comptroller (FM&C), Financial Management Office (FMO) is responsible for implementing and overseeing the Department of the Navy's (DoN's) Transportation Incentive Program System (TIPS) Outside the National Capital Region (ONCR).

Based on eligibility requirements, TIPS helps DoN employees to reduce their daily contribution to traffic congestion and air pollution, as well as expand their commuting alternatives. TIPS is designed to pay for mass transit costs incurred by personnel in their local commute between their residence and permanent duty station.

TIPS is intended to provide FMO with the tools necessary to strengthen internal controls and mitigate fraudulent activities through automated solutions that validate data prior to submission and decrease overall workflow processing time. The goal of these processes is to:

- Reduce error rates of submitted TIPS applications
- Reduce the number of paper applications received for manual processing
- Reduce the overall processing time for applications
- Decrease administrative overhead by eliminating redundant effort
- Provide monitoring of applications by cognizant authorities
- Integrate process and policy certification of program participants (employees)
- Provide a secure, central repository of application data

2 Document Overview

This User Guide is intended for supervisors who will perform the following duties:

- Search for an employee using name, Unit Identification Code (UIC), application number and status
- Certify that an employee is eligible to participate in the program
- Edit an employee application
- Select a new supervisor for the employee
- Send email to participants, Reviewing Official (RO), and supervisor with reference to a particular employee
- Withdraw an employee application and delete an employee application

The terms "employee" and "participant" refer to an individual who is in TIPS and are used interchangeably.

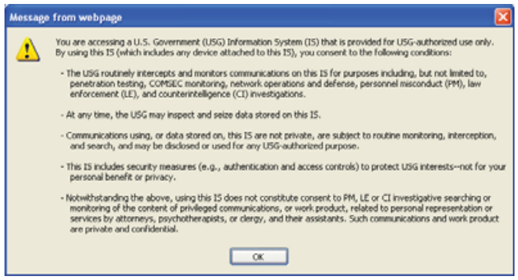
3 Login to the TIPS Website

To get started with TIPS, a supervisor will need access to a computer connected to the Internet. From there the supervisor will perform the following steps.

a. Open a web browser (e.g., Internet Explorer).

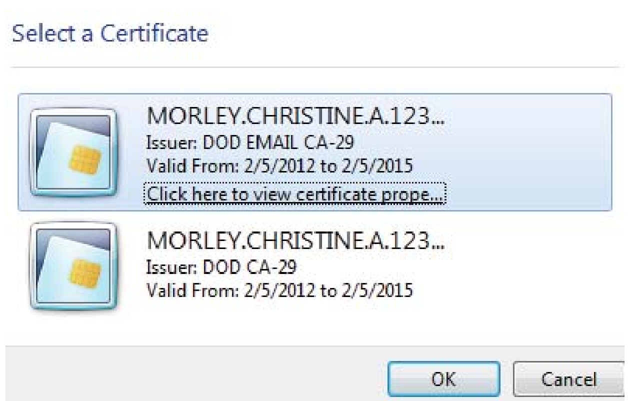
b. Type the following address into the browser's address field: https://tips.navy.mil (**Note**: "https" is required in the web address.)

c. Click the **Enter** or **Return** key on the keyboard. A banner will be displayed telling you that you are accessing a government information system.



d. Click the **OK** button to close the banner window. The TIPS website appears.

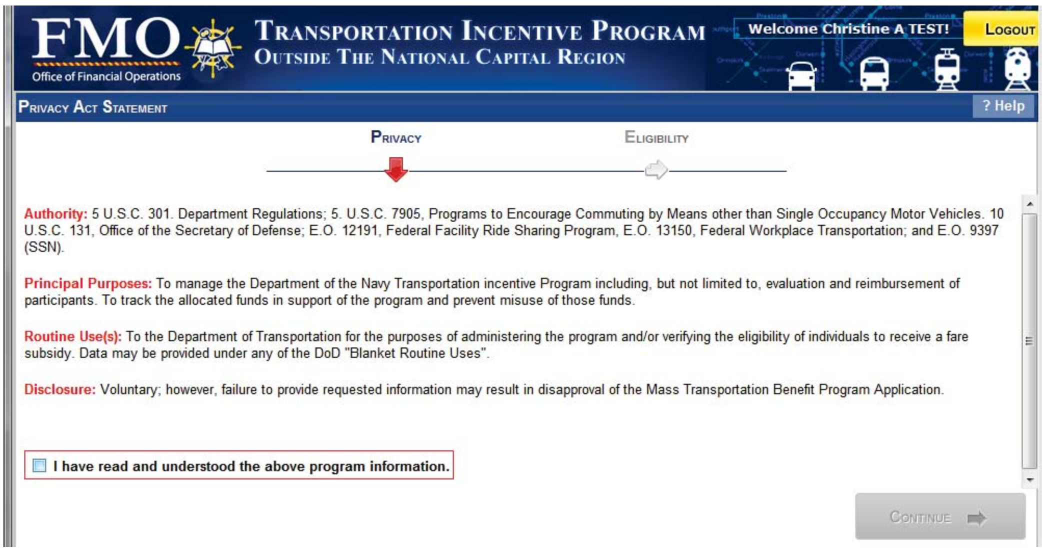
e. On the TIPS Login Page, click the **Log In** button under the "Login for Supervisors, Reviewing *Officials, Program Office Personnel*" heading. Select either digital certificate then click the **OK** button.



4 Annual Training

When a supervisor logs into TIPS for the first time, they will see several pages regarding privacy and eligibility. The supervisor is required to go through the following steps to proceed through these pages, then will not see them again for another year. After a year, then every year after that, the supervisor is required to successfully complete the annual training for Privacy and Eligibility in order to perform supervisor duties within TIPS.

a. A privacy act statement will be displayed.



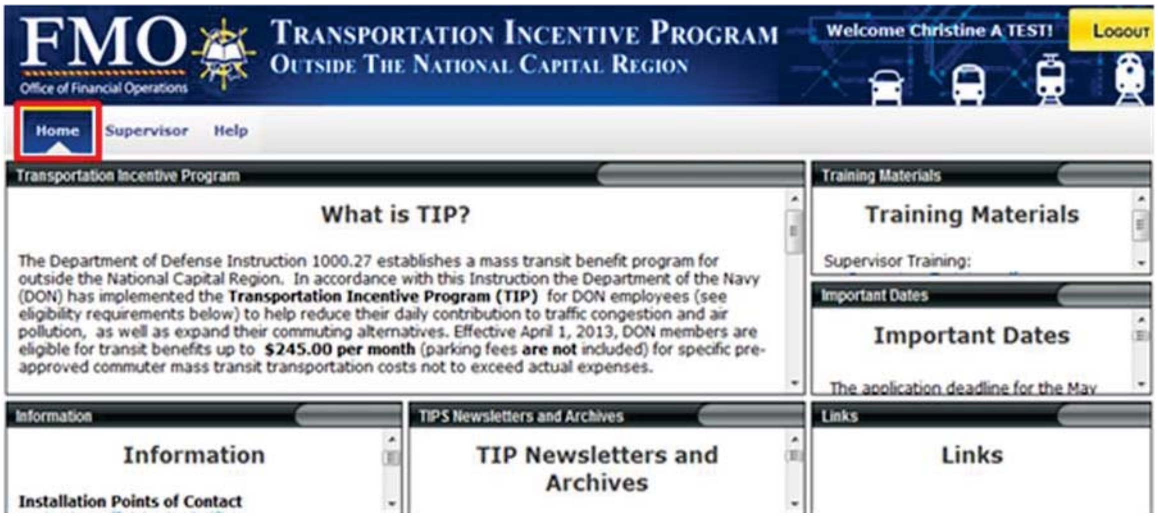
b. Read the statement then click the checkbox to indicate you have. The **CONTINUE** button will become available.

c. Click the **CONTINUE** button, and the eligibility statement will be displayed.

d. Read the Eligibility statement all the way to the end, and then click the **FINISH** button.

5 Home Tab

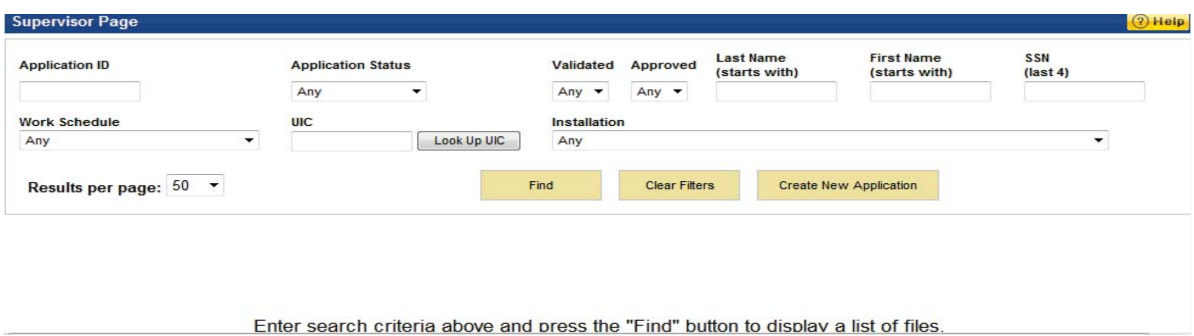
Once you log into TIPS, the Home tab displays information about TIPS.



6 Supervisor Tab

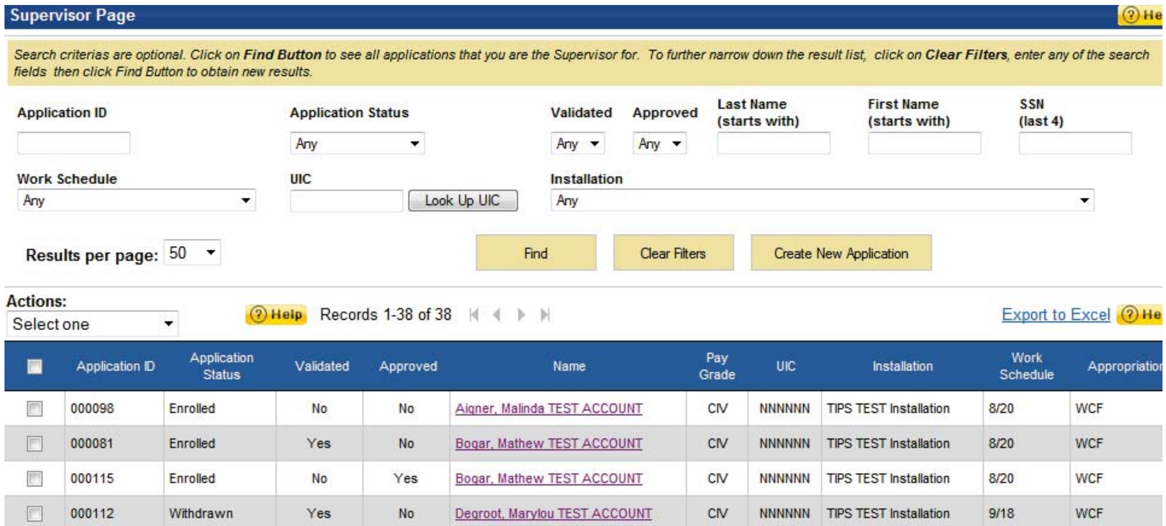
This tab allows a supervisor to validate, return, or disapprove an application, after reviewing the employee's name, UIC, installation, work schedule, and appropriation.

To get started, a supervisor will click the **Supervisor** tab to display the Supervisor Page. From here they can find an employee using the employee's name, application number, status, UIC, and/or other search criteria.



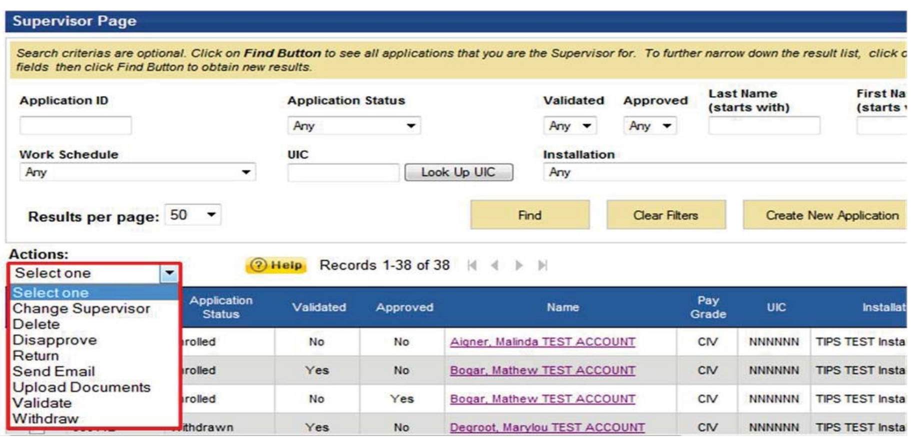
6.1 Find

If you click this button without entering any search criteria, you will see displayed all the records of participants in TIPS for which you are supervisor. To find specific information, enter various search and filter criteria, and then click the Find button. See section 6.3, Search and Filter Criteria, for more information.



6.2 Actions

Actions allow a supervisor to do several things, including change the supervisor of a participant, change the application status of a participant, and upload documents. There are 8 possible actions. The help button for these actions is described in paragraph 6.8.



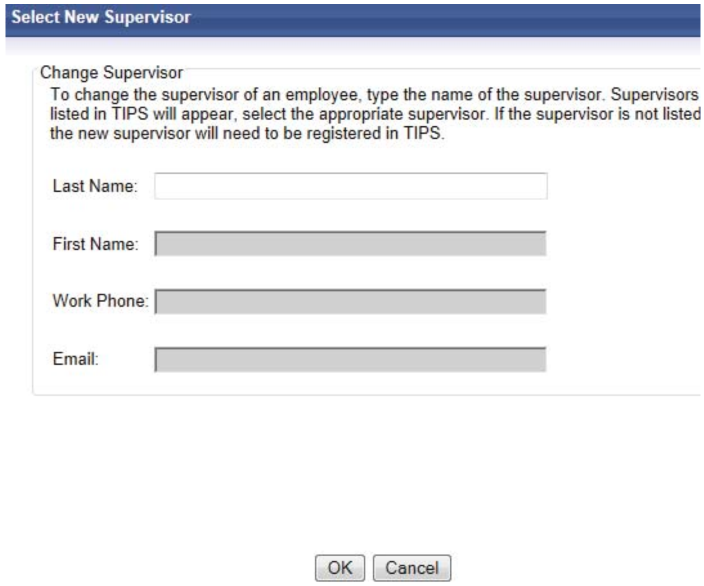
6.2.1 Change Supervisor

This action allows a supervisor to select a new supervisor for the employee. An email is sent to the employee and to the former and new supervisors. You may click multiple checkboxes to make a “global” change to multiple employees. You may only **Change Supervisor** for those applications which are Not Submitted, In Progress, Returned, Approved, Enrolled, Return Enrolled, and Suspended. (You may NOT **Change Supervisor** for an application that is Disapproved, Inactive or Withdrawn.)

a. Click a checkbox next to the chosen **Application ID**.

b. Click the **Actions** drop-down menu.

c. Click **Change Supervisor**.

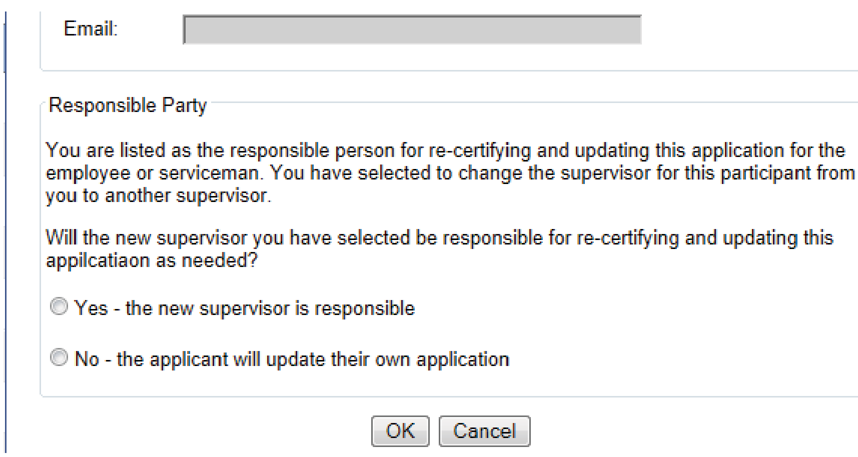


d. Enter the **Last Name** of the supervisor in the Last Name box. The supervisors' last name must match an existing supervisor in TIPS.

e. Once the last name is found, the other fields such as **First Name**, **Work Phone**, and **Email** address are auto-filled.

If the supervisor was responsible for the participant's application, changing the supervisor for the participant may include an additional step. The window will include a section about Responsible Party.

If a supervisor changes the supervisor for two or more applicants, where they are not responsible for all, then this step will not occur. In this case, the applicants will continue to be responsible for their applications if they had been, and if the supervisor had been responsible, then the new supervisor will be, too.



f. Click **OK** to make the new supervisor responsible as well, or click **No** if the participant(s) will be responsible their own applications under the new supervisor.

g. Click the appropriate button, **OK** or **Cancel**, to perform the action and send an email to the participant, the former and new supervisors, and the RO.

6.2.2 Delete

This action allows a supervisor to permanently delete an application from TIPS that the same supervisor created and which has a status of either Not Submitted or Returned. This action requires a comment. Only a single Application ID can be deleted at a time.

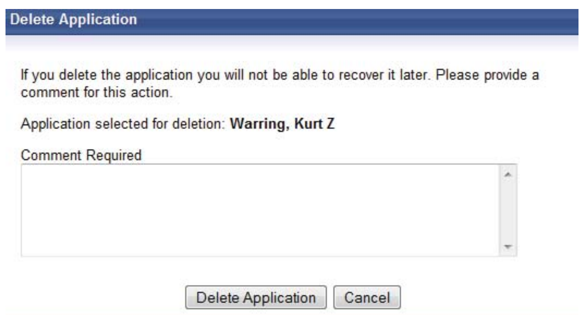
Note: Once deleted, you cannot recover the application.

If the application was not created by the supervisor who is attempting to delete it, or if it has been approved already, a message is displayed stating the action cannot be performed.

a. Click the checkbox next to the chosen **Application ID**.

b. Click the **Actions** drop-down menu.

c. Click **Delete**.



d. Enter a comment in the **Comment Required** box describing why the application was deleted.

e. Click the appropriate button, **Delete Application** or **Cancel**, to perform the action. A question will be displayed to ask if you are sure you want to delete the application.

f. Click the appropriate button, **Yes**, to permanently delete, or **No**. Remember, once you delete an application, you can't recover it.

6.2.3 Disapprove

This action allows a supervisor to disapprove an application for an employee who was determined to be ineligible for the benefit. Only applications which show a status of "In Progress" may be disapproved and only a single Application ID can be disapproved at a time. This action requires a comment.

a. Click the checkbox next to the chosen **Application ID**.

b. Click the **Actions** drop-down menu.

c. Click **Disapprove**.

d. Enter a comment in the **Comment Required** box describing the reason for ineligibility.

e. Click the appropriate button, **OK** or **Cancel**, to perform the action. If you click **OK**, the application will be disapproved, and an email will be sent to the participant, the supervisor, and the RO.

Note: Once an application has been approved, if the participant makes a change, the supervisor does not have the option to disapprove the change. The supervisor must Return the application and work with the participant to change the application as needed, or the participant must be withdrawn from the program. The participant would be withdrawn if their situation has changed to make them ineligible and they should no longer receive benefits.

6.2.4 Return

This action allows a supervisor to return the application to the employee to modify or clarify the information. Only applications which show a status of “In Progress”, “Enrolled”, or “Returned Enrolled” can be returned and only a single Application ID can be returned at a time. This action requires a comment.

a. Click the checkbox next to the chosen **Application ID**.

b. Click the **Actions** drop-down menu.

c. Click **Return**.

d. Enter a comment in the **Comment Required** box describing the reason for returning the application.

e. Click the appropriate button, **OK** or **Cancel**, to perform the action. If you click **OK**, the application will be returned to the participant and an email will be sent to the participant, the supervisor, and the RO.

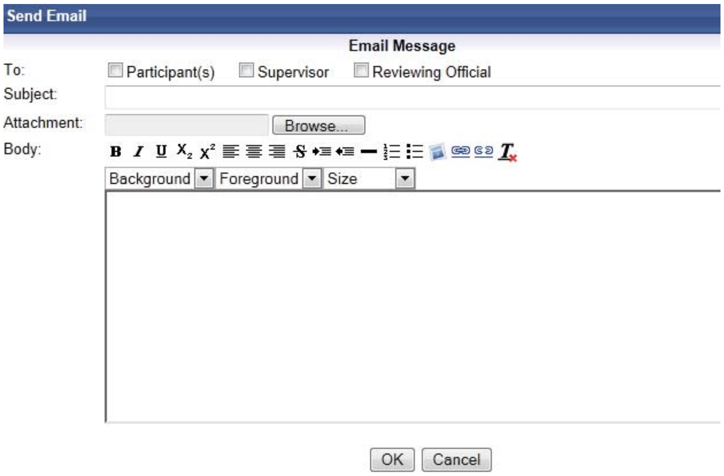
6.2.5 Send Email

This action allows a supervisor to send an email(s) to the participant, supervisor, and/or RO, with reference to particular employee(s).
The email sent will be captured in the history of the participant file. You can click multiple Application IDs to send emails to the multiple individuals.

a. Click the checkbox next to the chosen **Application ID**.

b. Click the **Actions** drop-down menu.

c. Click **Send Email**.



d. Enter text in the **Subject** field (required).

e. To add any attachments, click the **Browse** button to locate the file(s).

f. Enter text in the body of the message (required).

g. Click the appropriate button, **OK** or **Cancel**, to perform the action.

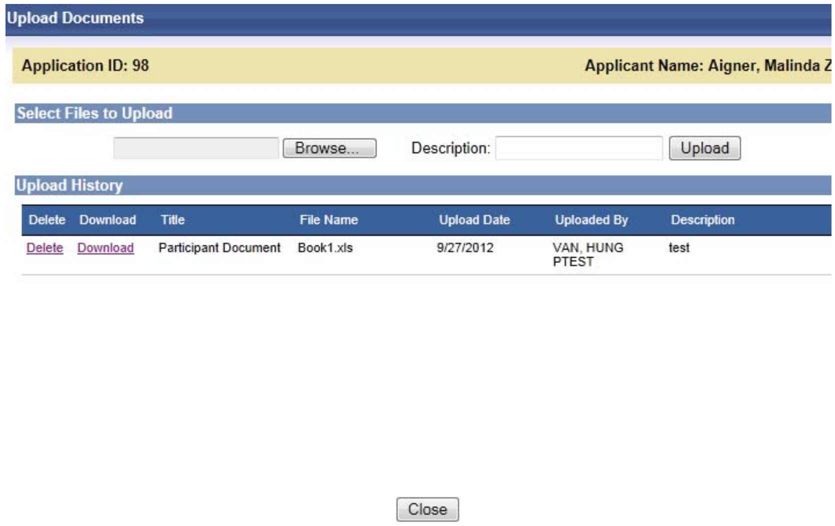
6.2.6 Upload Documents

This action allows a supervisor to upload documents for a participant's record. Documents may be uploaded for only a single Application ID at a time.

a. Click the checkbox next to the chosen **Application ID**.

b. Click the **Actions** drop-down menu.

c. Click **Upload Documents**. A window will be displayed which includes a history of any previously uploaded documents. This history will display "No entry to display." if none have been previously uploaded.



d. Click the **Browse** button to find the document(s) to upload.

e. Enter text in the **Description** field (required).

f. Click the **Upload** button.

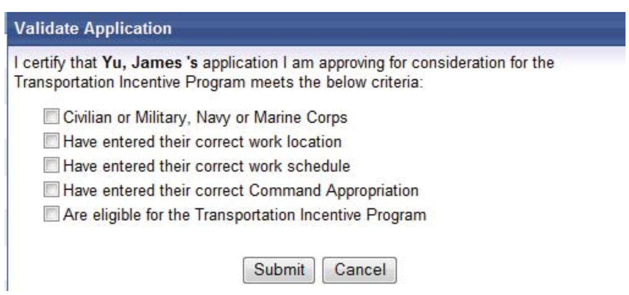
6.2.7 Validate

This action allows a supervisor to validate one or more applications. You can click multiple Application IDs to validate multiple applications at the same time. To validate an application it must NOT be validated, as indicated in the Validated column, and it must be in one of the following statuses: In Progress, Approved, Enrolled, Return Enrolled, or Suspended.

a. Click the checkbox next to the chosen **Application ID**.

b. Click the **Actions** drop-down menu.

c. Click **Validate**. The Validate Application screen will be displayed.



d. Click all checkboxes for the application (required).

e. Click the appropriate button, **Submit** or **Cancel**, to perform the action. A question is displayed asking if you are sure you want to validate the application.

f. Click the appropriate button, **Yes** or **No**, to perform the action. If you click **Yes**, a message will be displayed to say that the application has been successfully validated.

g. Click the **OK** button to return back to the main Supervisor Page.

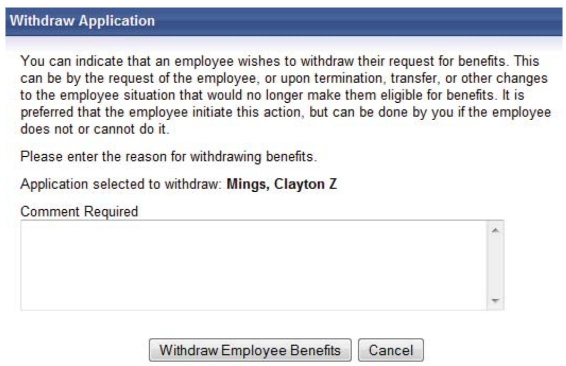
6.2.8 Withdraw

This action allows a supervisor to withdraw a participant from TIPS. Only a single Application ID at a time, with a status of Enrolled, Returned Enrolled, or Suspended, can be withdrawn. This action requires a comment and will send email to the participant, supervisor, and RO.

a. Click the checkbox next to the chosen **Application ID**.

b. Click the **Actions** drop-down menu.

c. Click **Withdraw**.



d. Enter text in the **Comment Required** box describing the reason for withdrawing the application.

e. Click the appropriate button, **Withdraw Employee Benefits** or **Cancel**, to perform the action. A question is displayed asking if you are sure you want to withdraw the application.

f. Click the appropriate button, **Yes** or **No** to perform the action.

6.3 Search and Filter Criteria

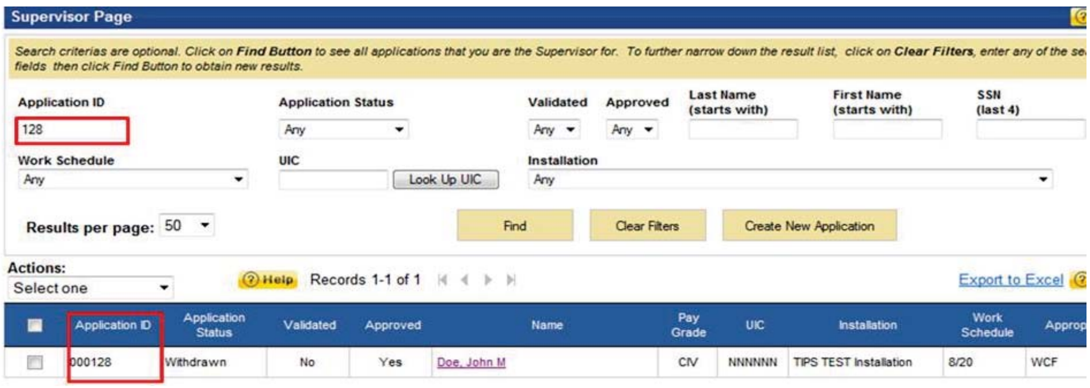
Desired search and filter criteria may be used to narrow the search for participants. Search fields include Application ID, Last Name, First Name, and/or social security number (SSN - last 4). Drop down lists available to choose from include Application Status, Validated, Approved, Work Schedule, UIC, and/or Installation, and select a value.

After entering one or more search and filter criteria, click the **Find** button to display the employees who match the entered search criteria.

6.3.1 Application ID, Last Name, First Name, SSN

Some of the fields used to narrow a search must be entered (as opposed to chosen from a menu). An Application ID contains only numbers, and the complete ID must be entered correctly. In the Last name and First Name fields, it's only necessary to enter what the name starts with, such as "A" for all first or last names that begin with "A". In the SSN field, you must enter the correct last 4 digits of a person's social security number.

In the example below, enter an Application ID, and then click the **Find** button, to display only the employee whose application ID you entered.

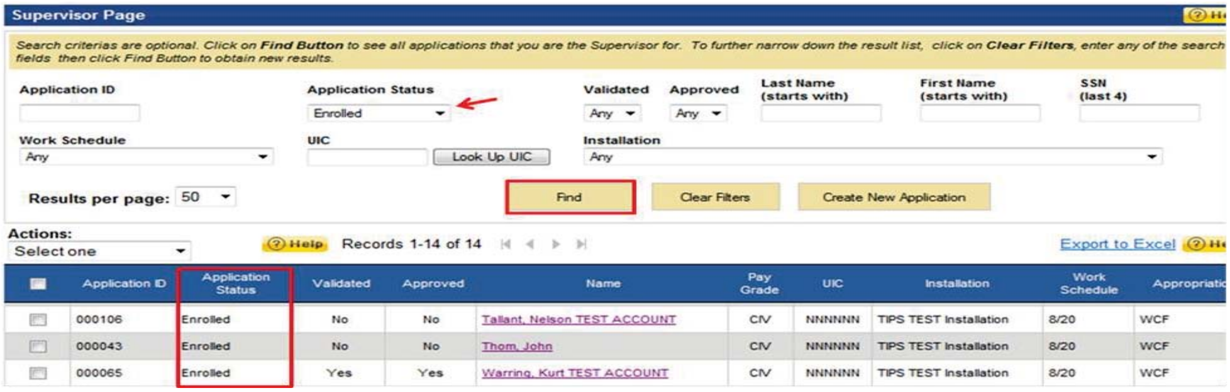


6.3.2 Application Status

In the Application Status drop down menu, the following choices are available:

Status	Description
Any	Any status; no filter is applied.
Not Submitted	Application has been created but not yet submitted for approval.
In Progress	Application has been submitted but is not yet approved.
Returned	Application has been returned to the applicant for updating.
Disapproved	Participation in the program is disapproved.
Approved	Application has been approved by Reviewing Official, but applicant is not yet enrolled.
Enrolled	Currently enrolled in the Transportation Incentive Program.
Return Enrolled	Applicant is currently enrolled in the TIP, but application has been returned to the applicant for more information.
Withdrawn	Application is closed out; participant is no longer receiving benefits

If you click the value **Enrolled**, and then you click the **Find** button, only those employees who are enrolled are displayed:

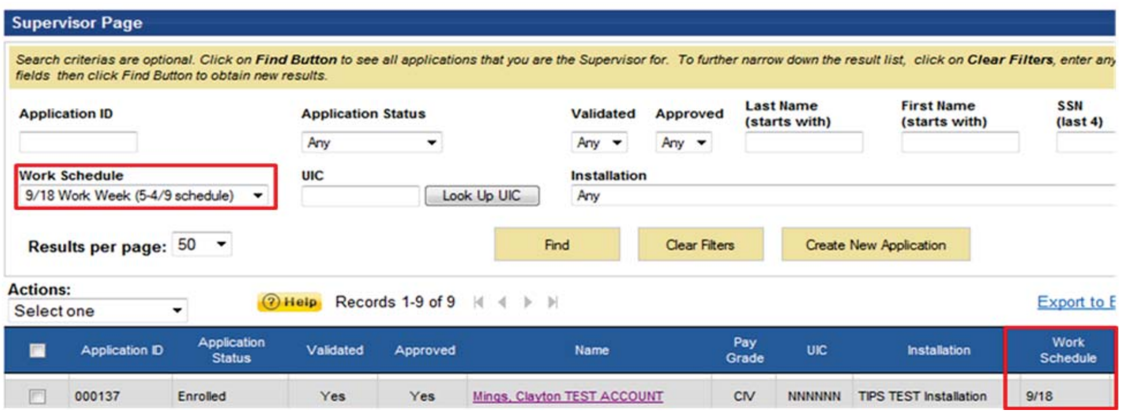


6.3.3 Validated and Approved

The Validated and Approved drop down menus allows you to filter by those participants who have been validated or approved. Selecting **Any** displays any participants who have been, or who have not been, validated or approved (in effect, displaying all participants).

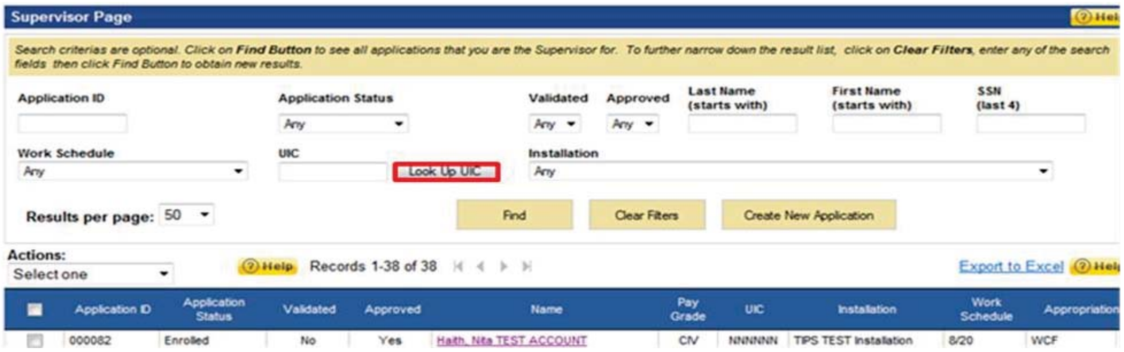
6.3.4 Work Schedule

There are 5 work schedules to choose from. Click a value, such as “9/18 Work Week (5-4/9 schedule)”, and then click the Find button, to display those employees who are working during the specified schedule.

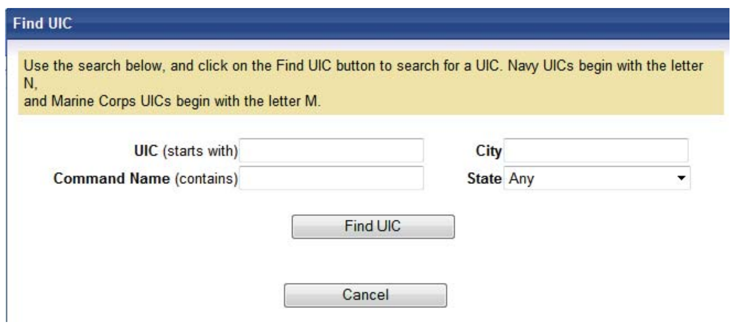


6.3.5 UIC

You may enter a UIC to search for participants who belong to a particular UIC. If you are not sure of a UIC, the **Look Up UIC** button allows you to search for a valid UIC.



a. Click the **Look Up UIC** button. This will bring up a window to find a UIC.



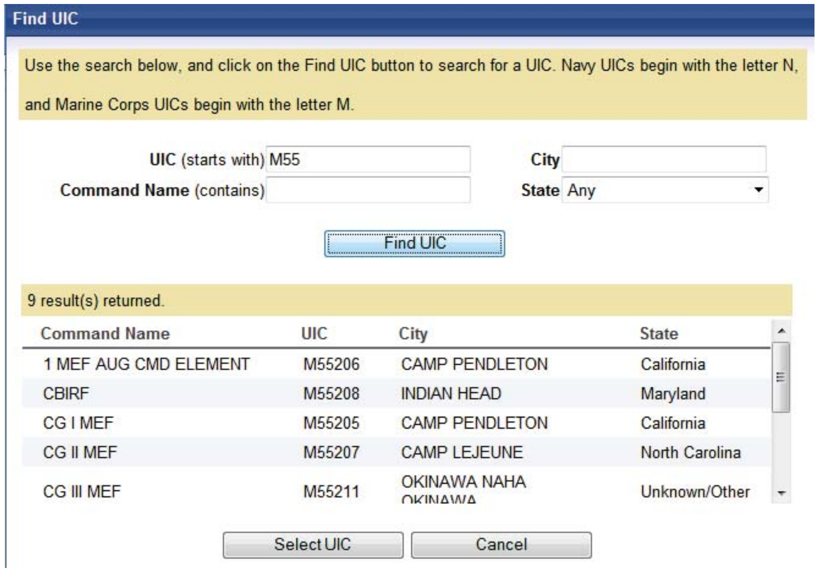
b. Find a UIC by one of two methods:

1. Fill in a field then search.

   i. Enter 1 or more characters that the UIC starts with, Command Name, City, and/or State. **Note**: There may be no City associated with a particular UIC, so if no results are returned when entering a City, you may enter the Command Name or State instead, to find a UIC.

   ii. Click the **Find UIC** button.

2. OR search without filling in any fields. Click the **Find UIC** button. This will display a list of all UICs in the database, whether there are applicants within that UIC or not.

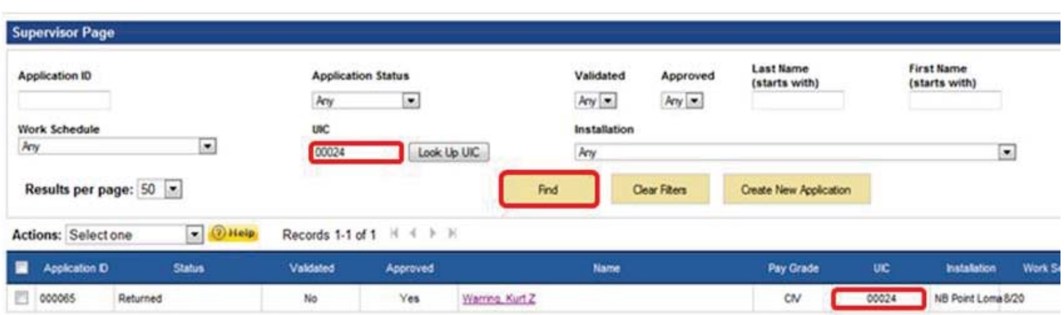


c. Scroll down and click the row having your chosen **UIC**. (This will cause the row to be highlighted.)

d. Click the **Select UIC** button, or click the **Cancel** button to return to the main search page. **Note**: In order to see these buttons, you may have to move this window up on your screen.

e. If you did not click the **Cancel** button, the **Supervisor Page** will be displayed with the chosen UIC in the UIC field.

f. Click the **Find** button. This will display any participants assigned to that UIC. (There may be no one assigned to a particular UIC.)



6.3.6 Installation

Use the **Installation** drop down menu to select an installation. Selecting the **Find** button next will display those participants who belong to the selected installation.

6.4 Clear Filters

This button, when clicked, will reset all search criteria to blank and drop down lists to “Any”.

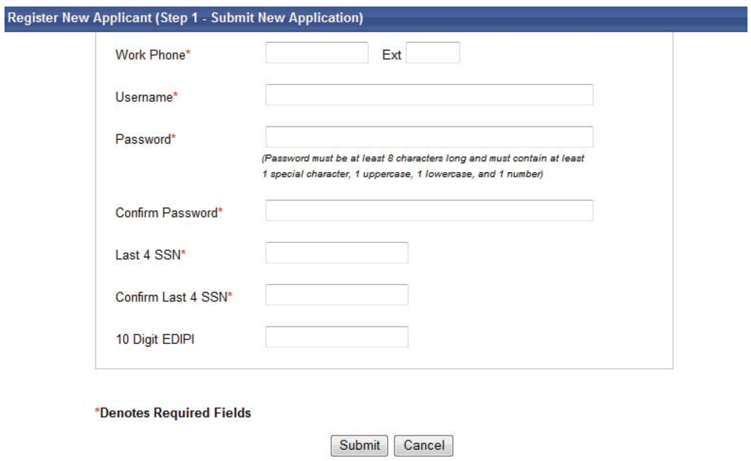
6.5 Create New Application

This button, when clicked, will take the supervisor through the process of adding an employee to TIPS. The first step will be to register the participant and the second step will be to complete the application for the participant.

6.5.1 Register

The first part of creating an employee's application is to register the employee.

a. Click the **Create New Application** button. A part of the screen that will appear is displayed here.



b. Scroll up and down to enter either all fields, or at a minimum those which are required, indicated with *. (**Note:** it may be necessary to move the window to view the scroll bar.)

   1. Username is the name the participant will use to login if not using his or her CAC card. This must be unique, and if a participant with this name already exists, a message will be displayed to state this.
   2. The **Email** address may be that of the user or the supervisor.
   3. The EDIPI number may be found on the back of his or her CAC card, under "DoD ID Number".

c. Scroll down to see the remainder of the window.

d. Enter the last 4 digits of the participant's Social Security Number (**SSN**).

e. Read the *Process* notes to understand what happens when the application is submitted.

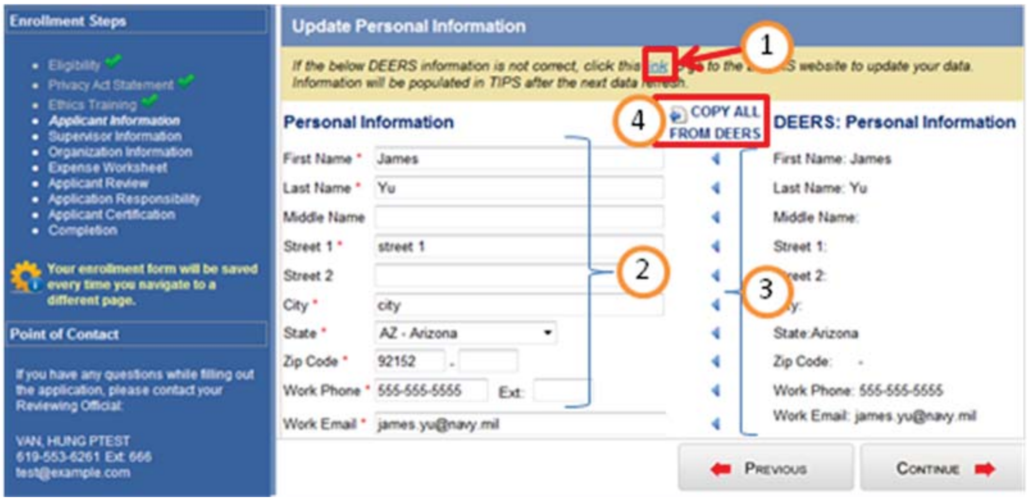
f. Click the appropriate button to **Submit** or **Cancel**. If participants were validated in Defense Enrollment Eligibility Reporting System (DEERS), you will receive an email within 24 hours from TIPS saying that the application has been created. At that time, you may complete the application. If a participant is not in DEERS, the supervisor may still get an email saying that the application has been created, or they will get an email requesting additional information or denying the application (for a contractor).

6.5.2 Complete

After a supervisor receives an email saying that an application has been created for their employee, the supervisor may complete the employee's application.

a. Go to the Supervisor page and find the name of the applicant, as described in section 6.1. The status will be "Not Submitted".

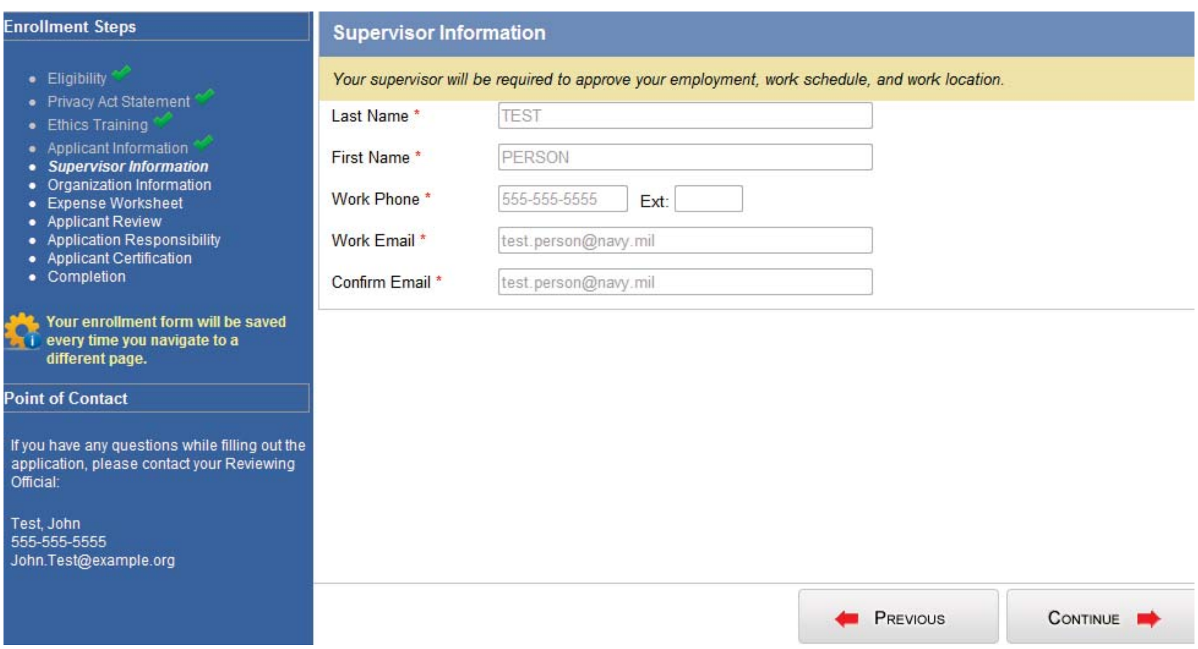
b. Click the name of the applicant. This will display a screen with Personal Information.



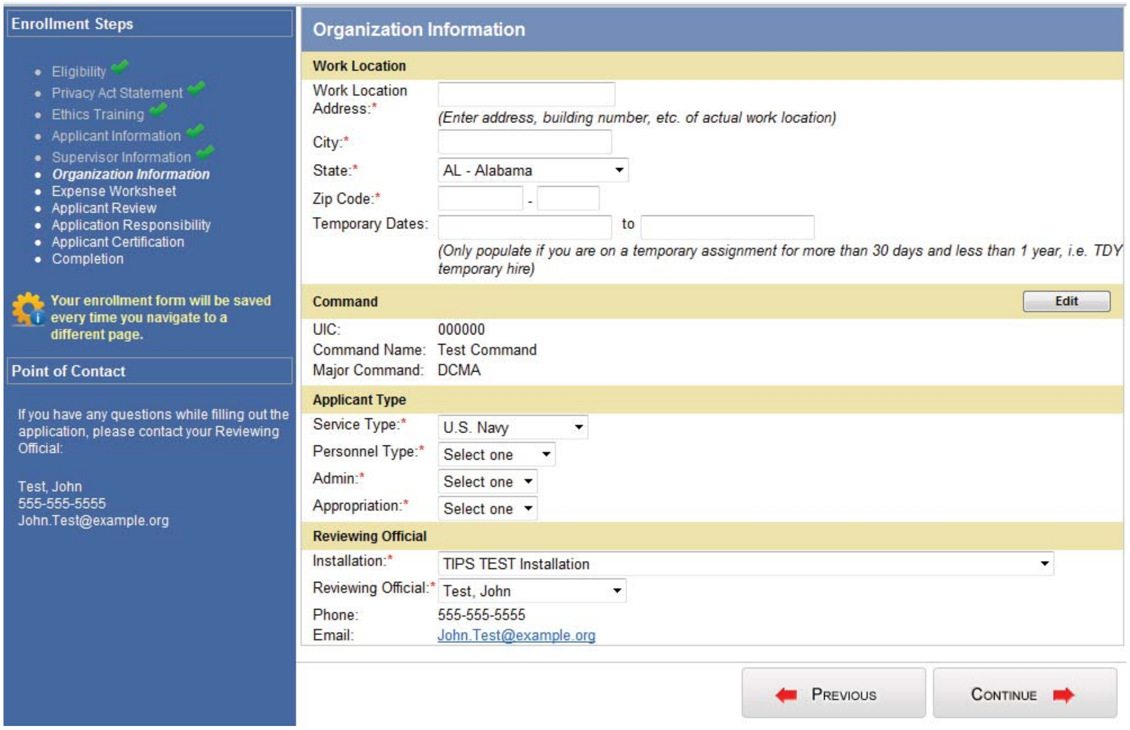
c. There are several ways to enter or update the applicant's personal information.

1. Click the **link** link at the top of the screen, to change the information in DEERS. This is the preferred method.
2. Enter the appropriate information in each field.
3. Click one or more blue triangles to copy the data from the DEERS.
4. Click **COPY ALL FROM DEERS** to copy all of your personal information that exists in DEERS into the Personal Information fields at once.

d. Click the **PREVIOUS** button to see the Ethics Training page, which is not editable, or click the **CONTINUE** button to go to the Supervisor Information page, also not editable.

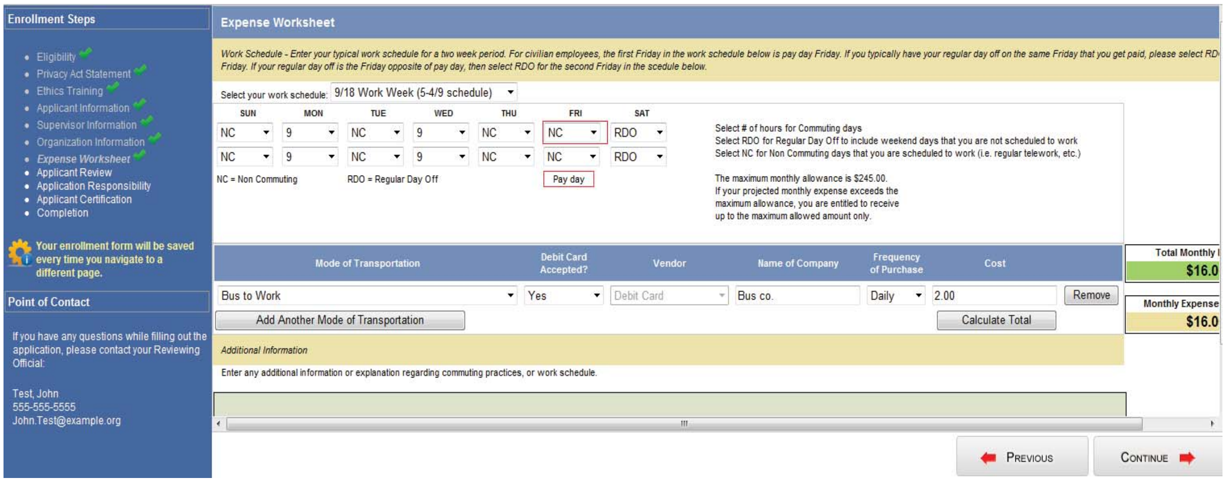


e. Click the **PREVIOUS** button to go back to the Personal Information page or click the **CONTINUE** button to go to the Organization Information page with information on Work Location, Command, Applicant Type, and RO.



1. Enter, or choose through a drop down menu, any of the necessary fields which are available to you.
   i. Fields marked with * are required.
   ii. Use the Edit button to modify the UIC, Command Name and Major Command. This will bring up the **Find UIC** window discussed in paragraph 6.2.5.a.
   iii. Temporary dates may be selected from a pop-up calendar, or entered by hand, **MM/DD/YYYY**.
   iv. Use the drop down menus in the **Applicant Type** section to fill in these fields. The Admin values to choose from will change depending on the personnel type selected, and the appropriation will change based on the admin selection.
   v. In the **Reviewing Official** section, once you choose the Installation, you can choose from ROs assigned at that installation (if there are any assigned for that installation). The phone number and email will be automatically filled in, for the RO you select.
2. Click the **PREVIOUS** button to go back to the Supervisor Information page or click the **CONTINUE** button to go to the Expense Worksheet page.

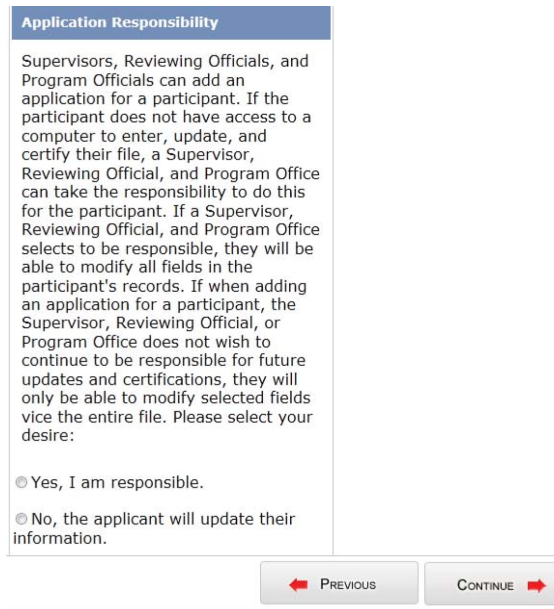
f. The Expense Worksheet page will have a number of items to be entered and selected.



1. Click the **Work Schedule** drop down list at the top of the screen to select the applicant's work schedule.
2. In the two week schedule shown, click the drop down list to choose the number of hours for that day: NC, 8, 9, 10, or RDO.
   - NC - No Charge for that day. Participant will not be taking TIPS transportation.
   - 8, 9, and 10 –the number of hours the participant works that day
   - RDO –Regular Day Off. A participant will not be taking TIPS transportation.
3. Click the top **Mode of Transportation** drop down list to identify a mode of transportation that the participant will be taking. There will be an opportunity to add additional modes of transportation in step 9.
4. Click the **Debit Card Accepted?** drop down menu to indicate whether a debit card is accepted or not. If it is, the next drop down menu will be automatically populated.
5. If necessary, click the **Vendor** drop down menu to choose the form of payment.
6. Enter the name of the company providing this mode of transportation.
7. Click the top **Frequency of Purchase** drop down list to indicate Daily, Weekly, or Monthly frequency. Daily frequency will use the schedule to calculate cost. Monthly doesn't use the schedule. It uses the cost which is entered. Weekly doesn't use the schedule either; it uses the weekly cost entered, multiplied by 4.
8. Enter the cost for this transportation.
9. If necessary, click the **Add** button to add another mode of transportation then repeat steps 3-8 for the additional mode of transportation.
10. Repeat step 9 as necessary, for additional modes of transportation.
11. Click the **Remove** button to the right of the Cost field to remove that mode of transportation if necessary.
12. Click the **Calculate Total** button. The total monthly expense and the Monthly Expense Allowance will be displayed. The allowance shows whichever is lower: the total monthly expense or what is allowed for the participant. Currently $245 is the maximum allowed.
13. Enter any additional information necessary.

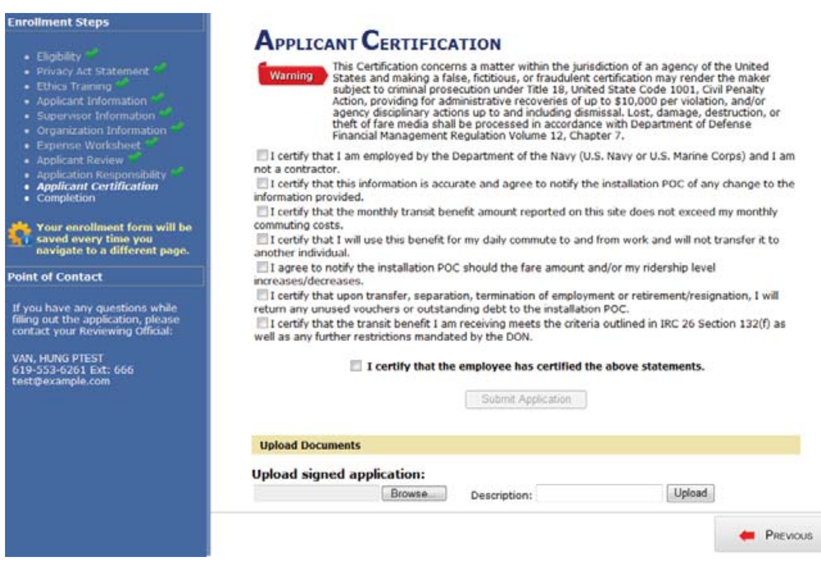
14. Click the **PREVIOUS** button to go back to the Organization Information page or click the **CONTINUE** button to view the entire updated application. Your data will be saved when you navigate away from the current page.

g. From the updated application, click the **PREVIOUS** button to go back to the Expense Worksheet page or click the **CONTINUE** button to go to the Application Responsibility page.



1. Click the appropriate field to indicate who will be responsible for the application.
2. Click the **PREVIOUS** button to view the entire updated application or click the **CONTINUE** button to go to the Application Certification page.

h. The Application Certification page will have a number of boxes to check. If the participant was not yet enrolled, the window will look like this:



If the participant had been enrolled, this page will be much the same, but the title will be "Applicant Recertification" and there will be a **Recertify Application** button instead of the **Submit Application** button.

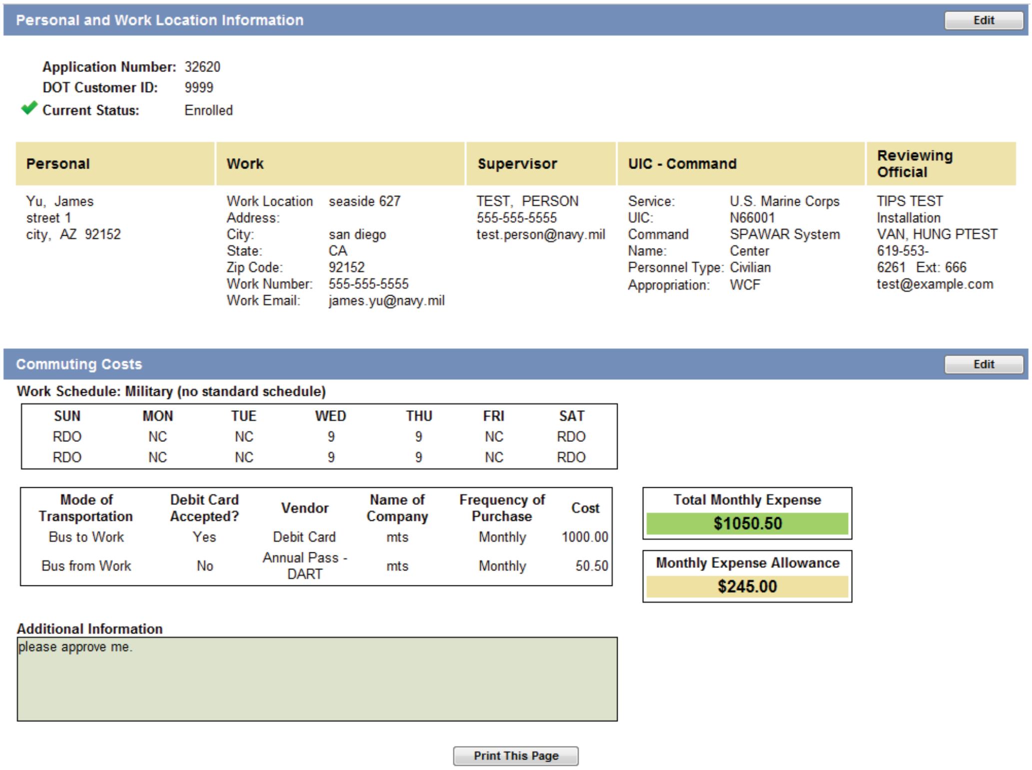
1. Click each of the boxes to indicate you certify the statement as it is written. This will highlight the **Submit Application** button.
2. To upload an application which is prepared and signed by a participant, click the **Browse** button, to locate the application and enter a description (required), and then click the **Upload** button.
3. Click the **Submit Application** button to process the application, or to cancel, close the page or click one of the links on the left and go to a previous enrollment step.
4. You may click the **PREVIOUS** button at any time. This will go back to the Application Responsibility page and clear any certification boxes you've checked, documents you've uploaded, and descriptions you've entered.

6.6 View and Edit an Application

Once a new application has been created, either by an employee himself, or by a Supervisor, it is assigned an **Application ID** which is an auto-generated number. You will see the result on the Supervisor page, described in section 6.1, and you may see and edit the application by clicking the name which is a link to the application.

Note: It is always preferable for a participant to edit their own application whenever possible. If an applicant has no access to a computer and the Supervisor is responsible for the application (because the supervisor created the application, as opposed to the participant himself), then the supervisor may edit it.

a. Click the **Name** link seen in the Name column. The application will be displayed.



Personal and Work Location Information Edit

Application Number: 32620
DOT Customer ID: 9999
Current Status: Enrolled

Personal	Work		Supervisor	UIC - Command		Reviewing Official
Yu, James street 1 city, AZ 92152	Work Location Address: City: State: Zip Code: Work Number: Work Email:	seaside 627 san diego CA 92152 555-555-5555 james.yu@navy.mil	TEST, PERSON 555-555-5555 test.person@navy.mil	Service: UIC: Command Name: Personnel Type: Appropriation:	U.S. Marine Corps N66001 SPAWAR System Center Civilian WCF	TIPS TEST Installation VAN, HUNG PTEST 619-553-6261 Ext: 666 test@example.com

Commuting Costs Edit

Work Schedule: Military (no standard schedule)

SUN	MON	TUE	WED	THU	FRI	SAT
RDO	NC	NC	9	9	NC	RDO
RDO	NC	NC	9	9	NC	RDO

Mode of Transportation	Debit Card Accepted?	Vendor	Name of Company	Frequency of Purchase	Cost
Bus to Work	Yes	Debit Card	mts	Monthly	1000.00
Bus from Work	No	Annual Pass - DART	mts	Monthly	50.50

Total Monthly Expense
$1050.50

Monthly Expense Allowance
$245.00

Additional Information
please approve me.

Print This Page

b. Review the contents.

c. If necessary, click the top **Edit** button to make changes to the application. This button will step you through several screens where you may change any or all of the application. If you are responsible for the application, you will be able to edit all of it, but if you are not (because the participant created the application), you will only be allowed to edit the Organization Information screen.

d. If necessary, click the **Edit** button in the middle of the page to change the information related to Commuting Costs. A Supervisor may only edit this information if they are responsible for the application.

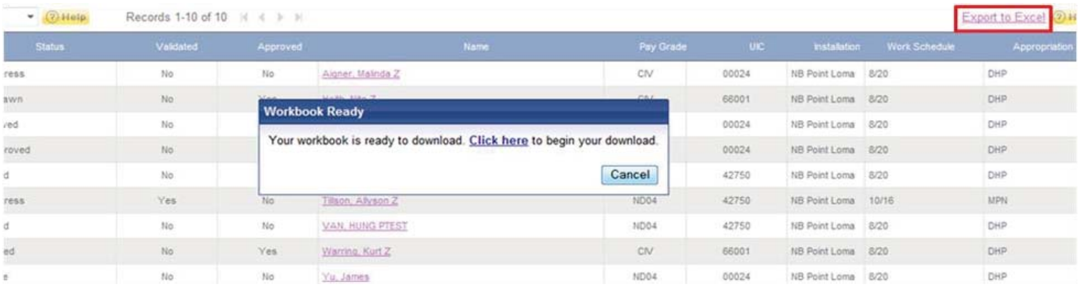
e. Click the **Print This Page** button to save a hard copy of this page.

f. Close the window by clicking the **X** in the upper right corner.

6.7 Export to Excel

This link allows the supervisor to export the results to a Microsoft Excel file. This file will have the same fields, in the same order, that are displayed on the Supervisor Page.

a. Click the **Export to Excel** button. This will display a window that states, “Generating Excel…”, then a window stating your workbook is ready.



b. Click the **Click here** link to begin to download your data to an Excel file. This will display a question asking if you want to open or save your data, and three buttons.

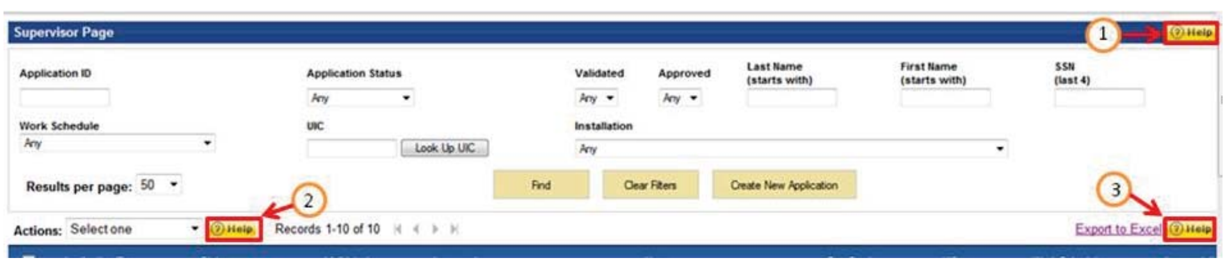
   1. Click the **Cancel** button to cancel the operation.
   2. Click the **Open** button to open the spreadsheet which has just been created.
   3. Click the **Save** button to save the spreadsheet to your computer.

c. A window will display that the download has completed, and it will display three buttons.

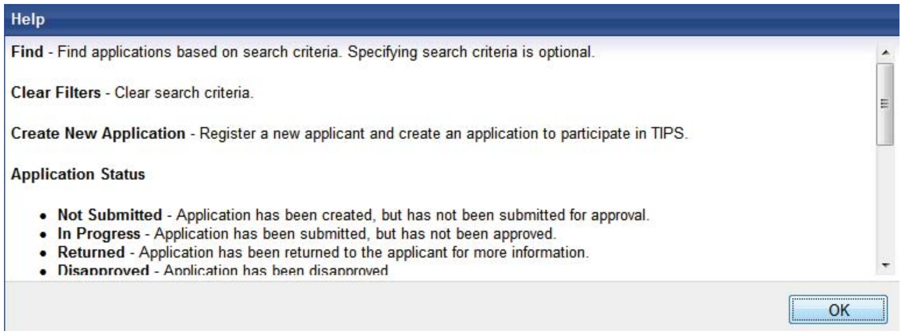
   1. Click the **Open** button to open the spreadsheet.
   2. Click the **Open folder** button to view the folder where the spreadsheet has been saved.
   3. Click the **View downloads** button to see a list of all files that have been downloaded to your computer.

6.8 Help Buttons

There are three **Help** buttons on the Supervisor Page, located in the blue bar at the top, right of the page, near the **Actions** drop down menu, and near the **Export to Excel** button.



1. Supervisor Page Help Button. This button, inside the blue bar and to the right of “Supervisor Page” displays a window describing each of the three buttons on the page, **Find**, **Clear Filters**, and **Create New Application**, plus two of the drop down menus, **Application Status** and **Work Schedule**.



2. The **Help** button, next to the Actions drop down list displays a list and description of actions that a supervisor may take.
3. The **Help** button next to the **Export to Excel** button provides a description of the **Export to Excel** button function which will, “Export search results to Excel file”.

7 Help Tab

There is a **Help** tab when you first log into TIPS and three **Help** buttons on the Supervisor Page. This provides help for the supervisor to use TIPS.

There are also 3 help buttons on the Supervisor Page which were covered in paragraph 6.8.

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	Financial Management Office
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