



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000

30 Dec 2013

MEMORANDUM FOR DISTRIBUTION

Subj: TRANSPORTATION INCENTIVE PROGRAM - OUTSIDE THE NATIONAL  
CAPITAL REGION TRANSITION TO ELECTRONIC BENEFITS

Ref: (a) Department of the Navy Transportation Incentive  
Program - Outside the National Capital Region Point  
of Contact Program Guidelines

1. The purpose of this memo is to announce the transition to electronic benefits for the Transportation Incentive Program (TIP) - Outside the National Capital Region (ONCR). Policy contained in this memo supersedes language found in reference (a) where applicable.
2. The Department of Transportation (DOT) has successfully transitioned to distributing transit benefits electronically via the TRANServe debit card and other electronic platforms. The transition to electronic benefits has reduced the Department of the Navy's (DON) exposure to waste, fraud, and abuse and has lowered distribution costs for the program.
3. Effective 1 July 2014, the DON will only distribute transit benefits electronically via the TRANServe debit card or other approved electronic platforms. Physical fare media and vouchers will no longer be available for distribution unless a waiver is granted in writing by the Office of Financial Operations for a specific Installation or transit authority.
4. In addition, Commands will no longer be permitted to reimburse employees via a standard form (SF) 1164 for mass transit commuting expenses unless a waiver is granted in writing by this office.
5. Participants who currently receive physical fare media or receive reimbursement for mass transit commuting expenses via an SF 1164 should take one of the following actions before 1 July 2014:

Subj: TRANSPORTATION INCENTIVE PROGRAM - OUTSIDE THE NATIONAL  
CAPITAL REGION TRANSITION TO ELECTRONIC BENEFITS

a. Contact their transit authority or vanpool company and inquire about transitioning to the TRANServe debit card by 1 July 2014,

b. Select a different transit authority or vanpool company that currently accepts the TRANServe debit card, or

c. Submit a waiver request in writing to this office via their local reviewing official.

6. Waiver requests should include the name and contact information of the transit authority or vanpool company that does not accept the TRANServe debit card. The participant must certify that no other transit authority or vanpool company offers comparable services that would allow the participant to commute to and from work. Waiver requests may be sent via encrypted email to [joshua.coover@navy.mil](mailto:joshua.coover@navy.mil), faxed to 202-685-6765, or mailed to:

Director, Office of Financial Operations  
c/o TIP ONCR Program Manager  
720 Kennon Street, SE, Bldg 36, Rm 115  
Washington Navy Yard, DC 20374-5025

7. All transit authorities and vanpool companies in the states of Hawaii and Washington have been granted a waiver of this requirement until 1 July 2015.

8. Transit authorities and vanpool companies that would like to accept the TRANServe debit card may contact Ms. Jamie Chatarsa at DOT at 202-366-1641 or [jamie.chatarsa@dot.gov](mailto:jamie.chatarsa@dot.gov) for assistance.

9. My point of contact is Mr. Joshua Coover who can be reached at (202) 685-0399 or [joshua.coover@navy.mil](mailto:joshua.coover@navy.mil).



DENNIS J. TAITANO  
Deputy Assistant Secretary of the Navy  
(Financial Operations)

Subj: TRANSPORTATION INCENTIVE PROGRAM - OUTSIDE THE NATIONAL  
CAPITAL REGION TRANSITION TO ELECTRONIC BENEFITS

Distribution:

DONAA

COMUSFLTFORCOM

COMPACFLT

COMNAVSEASYSKOM

COMNAVAIRESYSKOM

COMSPAWARESYSKOM

COMNAVSUPSYSKOM

COMNAVFACENGGOM

COMNAVSPWCWARCOM

COMNAVRESFOR

CHNAVPER

COMSC

CNIC

BUMED

DIRSSP

DIRONI

DIRONR

DIRNAVSYSMGMTACT

DIRFLDSUPPACT

Copy to:

CMC