



# DEPARTMENT OF THE NAVY (DON)



## Transportation Incentive Program (TIP) Outside the National Capital Region (ONCR)

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Office of the Assistant Secretary of the Navy  
Financial Management & Comptroller (ASN(FM&C))  
Office of Financial Operations (FMO)

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## **1. OVERVIEW/BACKGROUND**

Executive Order 13150, of 21 April 2000, mandates all Federal agencies implement a transportation fringe benefit program that offers qualified Federal employees the option to exclude from taxable wages and compensation, employee commuting costs incurred through the use of mass transportation and van pools. The Department of the Navy (DON), in compliance with the Department of Defense (DoD) policy letter of 13 October 2000, implemented the Transportation Incentive Program (TIP) Outside the National Capital Region (ONCR) effective 1 July 2001. The TIP ONCR is a DoD program whereby DoD provides transit passes<sup>1</sup> and/or vouchers<sup>2</sup> (fare media), or administers a cash reimbursement procedure (SF 1164) for its members/employees, to help reduce their daily contribution to traffic congestion and air pollution, as well as expand their commuting alternatives.

The TIP ONCR is designed to pay for transit costs incurred by personnel in their local commute from residence to permanent duty station. This program is a **benefit, not an entitlement**; thus, there is no retroactive reimbursement for the program back to its inception. DON members are eligible for reimbursement up to **\$452** (effective 1 Cr tkn2011) per month (parking fees **are not** included) in qualified mass transportation costs not to exceed actual expenses. Participants must accurately claim an amount that reflects their usage rate—failure to do so will result in fraudulent certification on the application and is subject to criminal prosecution.

The Assistant Secretary of the Navy (Financial Management & Comptroller) (ASN(FM&C)) Office of Financial Operations (FMO), serves as the DON Program Manager (PM) and provides general support for Installations/Commands with questions regarding policies/procedures, reimbursement procedures, and program objectives. ASN(FM&C)/FMO is also responsible for collecting and screening applications.

The Department of Transportation (DoT) serves as the Executive Agent (EA) for all Federal agencies, including DON. As EA, DoT handles all administrative aspects involved with the purchase and distribution of fare media. Fare media varies based on the location and type of mass transportation used. Fare media is distributed on a quarterly basis—participants receive three months worth of vouchers/passes at the beginning of each quarter—unless restricted by the local transit company, in which fare media will be distributed monthly. Distribution either occurs on-site, where DoT representatives will physically distribute fare media to all local participants; or via overnight packages containing fare media, where a designated Installation/Command Point of Contact (POC) will assume distribution responsibilities.

In some areas, DoT is unable to offer compatible fare media with the local transit system. Where this applies, the DON program office will approve the use of SF 1164 (Claim for Reimbursement for Expenditures on Official Business) as a means of reimbursement (**refer to section 9. SF 1164 Reimbursement Process**). If fare media is offered in a specific geographic region, the command/installation must incorporate DoT's voucher/pass distribution process.

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<sup>1</sup> A *transit pass* is any pass, token, fare card, voucher, or similar item (including an item exchangeable for fare media) that entitles a person to transportation (a) On mass transit facilities (whether or not publicly owned); or (b) In van pools owned and operated either by public transit authorities or by a person in the business of transporting persons for compensation or hire.

<sup>2</sup> A *voucher* is an item that may be exchanged only for a transit pass.



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## 2. ELIGIBILITY REQUIREMENTS

- I. To qualify for the transportation subsidy benefit, participants must be located in one of the following two regions: National Capital Region (NCR) or Outside the National Capital Region (ONCR). The following defines each region:
- NCR is defined as the District of Columbia; Montgomery, Prince George’s, and Frederick Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties.
    - Website: <http://www.dtic.mil/ref/html/NCRTransitpass.html>
  - ONCR is defined as the 50 states (exclusive of the area included in the definition of the NCR above), the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.
    - Website: <http://www.fmo.navy.mil/services/tip/tip.htm>
  - Prospective participants not classified in one of the two regions defined above, including overseas, **are not** eligible for this benefit.
  - Participants currently located ONCR, but whose salary is funded by a command located within the NCR, should enroll in the ONCR program, and vice versa. Registration for the program is based on the location of the participant’s workplace.
- II. All DON military members and Federal DON civilian employees, including Non-appropriated Fund (NAF) employees, are eligible for the TIP benefit. Part-time federal employees and interns also qualify for this benefit.
- Reservists on active duty for more than 30 days **are** entitled to the same benefits, and are to apply for this benefit in the same manner as is applicable to members/employees in the same geographic area. Reservists who are performing active duty for 30 days or less are eligible under the SF 1164 reimbursement method.
    - DoD TIP ONCR policy only permits reservists on active duty to be eligible for the benefit. Reservists who are on weekend drilling/training are considered to be on inactive duty and therefore **are not** eligible to receive this benefit.
  - Contractors, retirees, and/or military dependents **are not** eligible for this benefit
  - ROTC students **are not** eligible for this benefit unless enlisted in a military branch and considered “Active Duty.”
- III. DON TIP ONCR participants on TAD/TDY/leave/no-cost orders for **longer than** 10 out of any period of 21 consecutive business days **are not** eligible to claim the benefit for the **entire** period of their absence. For example, if a participant were absent for 14 out of 21 normal commuting days in a particular month or from the middle of one month to the middle of the next, they may claim only 1/3 of the monthly benefit. To reduce labor intensive responsibilities for Installation/Command POC's, DON allows for up to 10 out any 21 consecutive business days of TDY/TAD/leave/no-cost orders before the participant is required to either return vouchers or to have vouchers deducted from future distributions for the period of their absence.



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Participants are allowed to occasionally not utilize the specified method of mass transportation for their daily commute. A participant, for example, may need to use their personal vehicle on a particular day for a doctoral or dental appointment. As the POC, you are only required to monitor situations that involve potential waste, fraud, or abuse. The POC should be prepared to recommend an investigation of a participant that has sold or given away their fare media, but not interfere with a participant that has a regularly scheduled day-off or takes alternate methods of transit to address infrequent personal items. If the expense cannot be recouped by returning fare media or deducting the amount the participant receives in future distributions, participants can also reimburse DON via a money order.

DON **will not** accept personal checks as means of payment. A cover memo must be included with the money order or a cashier's check, specifying the participant's name, last four digits of Social Security Number (SSN), Unit Identification Code (UIC), Major Command (MC), funding source, and the remitter of the money order.

- 31 United States Code Section 3302 states that an official or agent of the United States Government who takes custody of public money is required to deposit the money in a depository designated by the Secretary of Treasury (i.e. within DON, a Personnel Support Detachment, or Disbursing Office) within three (3) business days. Therefore, when a participant submits a money order in order to reimburse the US Government for DON TIP ONCR expenses, the POC is **required by law to submit the money orders to FMO within three (3) business days of receipt for processing.**

- All money orders for Appropriated/WCF participants must be made payable to the 'US Treasury' for the amount owed, and forwarded to the FMO program office address.
- For NAF employees, money orders must be made payable to "Navy Exchange Command (NEXCOM)" and sent directly to NEXCOM at:

Attn: Amy Schwartz  
DON TIP ONCR NAF Coordinator  
COMNEXCOM, Code H  
3280 Virginia Beach Blvd  
Virginia Beach, VA 23452

- Note: DON TIP ONCR should be included in the personnel checkout procedures at your base/installation. If a participant has received fare media for future months in which they will no longer be eligible for the TIP benefit and they do not return the unused fare media for credit, they are required to reimburse the DON via money order before they leave DON employment status.
- Employees on TAD/TDY may claim reimbursement through their travel voucher for any transportation costs incurred for official transport to and from the place of work in the TAD/TDY location during their period of TAD/TDY. This includes costs associated with transport to and from their hotel/accommodation and place of work, whether that transport is via taxi, public transport, or private vehicle (mileage allowance).
- Transportation costs, which represent a business expense in this situation, are not paid out of Per Diem, but through reimbursement of actual transportation costs incurred, and as such are unrelated to the rate of Per Diem paid, or the length of TAD/TDY.



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- Van pool riders must pay “out-of-pocket” or make the necessary arrangements with participating members to cover the cost during their absence while away on extended TAD/TDY/leave/no-cost orders **longer than** 10 out of 21 consecutive business days. DON fare media may not be used to “hold” a participant’s space in the van pool.
- All DoD military members/civilian employees are eligible to receive the TIP benefit. Any interested Department of Army (DA) or Department of Air Force (DAF) members/employees should be directed to the following websites:
- Department of the Army (DA) ONCR website is located at:
  - <http://www.asafm.army.mil/rabp/masstrans/masstrans.asp>



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### **3. QUALIFIED MEANS OF TRANSPORTATION**

- I. The following recognized mass transportation systems qualify for this benefit:
- Commuter Bus
  - Commuter Train
  - Subway/Light Rail
  - Van Pools (refer to section 4. Van Pools)
  - Ferry
    - TIP participants utilizing the ferry are authorized to claim the foot passenger rate only. This includes walkers, bicyclists, and van pool members (not including the driver).
- II. The following recognized mass transportation systems **do not** qualify for this benefit:
- *Personally Owned Vehicles (POVs), carpools, motorcycles, airplanes, bicyclists, and/or walkers, solely* utilizing any of these methods of transportation.
  - Ferries **are not** approved as a means of shuttling POVs from one point to another where the completion of the journey to an individual's duty station is completed in the POV.
  - The TIP does not apply to individuals that: telecommute, use available High Occupancy Lanes (HOV) lanes, or use automatic toll collection passes such as EZ Pass or Speed Pass.



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## **4. VAN POOLS**

- I. Van pool participants are required to complete and submit the Program Application. The DON TIP ONCR Program Application certifies that the participant's van pool adheres to the guidelines stated in Internal Revenue Code (IRC) 26 Section 132(f).
- The vehicle used must be a highway vehicle with the capacity of at least six (6) adults, in addition to the driver—7 total (6 adult passengers + 1 driver).
    - The van pool vendor determines the maximum capacity of the van pool. There are no guidelines that specify the maximum number of people eligible to participate in a qualified van pool.
  - The minimum number of adult seats occupied for such purposes must be at least half (3) of the adult seating capacity (6) of such vehicle in addition to the driver—4 total (3 adult passengers + 1 driver).
    - Not all riders in the van pool must be Federal employees. However, any non-Federal van pool members must pay “out-of-pocket” and cannot be subsidized through this benefit. All van pool members, whether Federal employees or contractors, must pay the same rate for the same van pool services.
  - At least 80 percent of the expected mileage use of the vehicle must be for the purpose of transporting personnel in their local commute from residence to permanent duty station.
  - The vehicle may be owned and operated by either public transit authorities (commercial) or by a private vendor in the business of transporting persons for compensation or hire.
    - A van pool operated by public transit authorities (i.e. Enterprise, VPSI, etc.) must be registered with the local transit authority and be eligible to receive vouchers compatible to that local system. It must satisfy the requirements of IRC 26, Section 132(f)(5)(A)(ii) and be engaged in for profit.
    - Van pool participants voluntarily select the van pool in which they would like to participate. The agreement is, therefore, a personal agreement between the participant and the van pool vendor, not the DON. The DON does not get involved in personal agreements. It is the participant's responsibility to review the stipulations of the van pool vendor before they join the van pool. This does not, however, preclude Installations/Commands from prohibiting their participants from using a certain vendor or vendor procedure, based on information that would lead to the Installation/Command to deem that vendor/vendor procedure is a risk to its participants. These decisions should be made at the local level and not the DON level.
      - The DON will assure only the following:
        1. All eligible participants are allowed to participate in the program, pursuant to the Executive Order.
        2. Participants receive fare media for actual commuting costs.
        3. Participants are actively commuting; and
        4. The appropriation/WCF/NAF Component that pays the employees' salary is funding the benefit for that participant.



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- Many areas also require private van pools to register with local transit authorities. While local transit authorities have the authority to enforce this requirement, it is not a requirement of the program to participate.
- Before any member/employee can be reimbursed for expenses incurred in connection with use of a private van pool, the owner of that van pool (if not registered with the local transit authority) must certify that his/her business satisfies the requirements of IRC 26, Section 132(f) and is a for-profit activity, as interpreted under IRC Section 162.
- Certification should be included in the contractual agreement an individual signs when choosing their van pool vendor. If van pool operators require advice on this subject, the operator should consult with his/her attorney/accountant, etc., to determine whether these requirements are met.
  - In the event that a private van pool refuses to accept fare media (vouchers/passes) issued by DoT, the program office will authorize the use of SF 1164 reimbursement (refer to Section 9. SF 1164 Reimbursement Process). All van pool participants granted SF 1164 eligibility must certify the van pool they intend to utilize adheres to the guidelines established in IRC 26 Section 132(f).
- Van pool owners who are drivers or passengers of a van pool engaged in for-profit **are not** eligible to receive the TIP benefit. Federal employee van pool drivers receiving compensation for driving the van pool **are not** eligible to receive the TIP benefit—including drivers riding at no cost.

**II. Establishing a van pool:**

- The POC should establish a list of available van pool vendors in the area. FMO recommends the POC contact the local transit authority to compose this list. The local transit authority will also have information regarding additional local subsidies that are available for using van pools.
  - Note: The POC has the right to request copies of contracts/invoices/receipts for audit purposes, at any point throughout the operation of the van pool, to ensure the van pool is in compliance with the regulations of the program.
- Participants should negotiate a contract to lease a vehicle with the vendor of their choice. The contract usually consists of two types of costs:
  - 1. Base cost of running the van (based on the number of passengers, mileage, etc.). The base cost is a set fee the van pool must pay every month for use of services.
  - 2. Variable (fluctuating) cost of running the van pool (gas expenses, car washes, etc.). A representative of the van pool may be issued a debit card to pay for various amenities associated with the operation of the van pool.
- Categories of leases:
  - Short-distance leases – The combination of the base cost and variable cost does not exceed the maximum TIP ONCR allotment (>\$110). For example, a participant's monthly claim for reimbursement is \$95 per month. If the base cost of the van pool is \$60 per participant per month, and the variable cost is \$25-\$35, the overall cost per participant is actually anywhere from \$85-\$95 per month.



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- In months where the fluctuating costs are lower than anticipated, and the riders have submitted more fare media than they actually expensed, there may be a surplus left on debit card at the end of the month.
  - Van pool personnel (vendor/treasurer) must issue a money order payable to “US Treasury” once surplus reaches \$200; a \$50 balance may be left on card for future fluctuation. Note: For NAF employees, money orders must be made payable to Navy Exchange Command (NEXCOM).
  - Surplus on debit card cannot be applied to the following month’s base amount for audit trail purposes.
  - Long-distance leases – van pool is allotted maximum benefit (\$110) for base cost and covers remainder out-of-pocket
- The van pool members normally elect a treasurer who responsible for determining the costs per participant, collecting vouchers for the van pool, and submitting them to the vendor for payment.
- Participants should not be submitting all three months of vouchers to the treasurer collectively
  - FMO recommends the treasurer of the van pool should provide each participant with a receipt once the exchange of vouchers takes place.
- POCs **may** (not mandatory) require all van pools at their Installation/Command to use a Van Pool Log. The Van Pool Log is intended to monitor participant rider ship levels to ensure accurate dollars are claimed
- Participants rates should be adjusted if rider ship levels are consistently lower than indicated on the application
  - As specified in Section 2, Eligibility Requirements, TIP ONCR participants on TAD/TDY/leave/no-cost orders longer than 10 out of 21 consecutive business days are not eligible to claim the benefit for the entire period of their absence.



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## **5. POINT OF CONTACT RESPONSIBILITIES**

- I. Once the prospective Installation/Command has taken the initial steps to register for the TIP ONCR program, as outlined in the “New Command Registration” e-mail, and has designated a primary and alternate POC, the POCs’ main responsibility then becomes coordinating with the DON Program Office and DoT Account Representative. (Note: Installations/Commands with large numbers of tenant participants may delegate these responsibilities to the tenant command level.) The POC is responsible for notifying and updating FMO of any changes to POC contact information or POC turnover. Every outgoing POC is responsible for the effective turnover of the program to the incoming POC. Disseminating information regarding the program, instructing employees how to fill out the TIP application, arranging and explaining the distribution process, and answering questions concerning program policies/procedures are all daily responsibilities as the TIP POC. It is imperative the POC perform the following tasks:
- Inform all military members and civilian employees who are employed by/stationed at your Installation/Command of the benefit’s availability. The following should be taken into account when utilizing available communication mediums:
    - Although employees may elect to not enroll in the TIP immediately, they have the choice to participate in the future. Each site must be prepared to provide the benefit upon request and ensure all eligible DON employees located on the Installation/Command are aware of program.
    - All internal communication mediums, including local Installation/Command newspapers, e-mail distribution lists, flyers, bulletin boards, etc. should be utilized to inform potential participants.
    - POCs should become familiar with their area’s mass transit commuting alternatives along with typical monthly/weekly/daily fares of each system. POC’s should be prepared to provide all interested participants with website links to local mass transportation systems as a source of information.
  - Follow ASN(FM&C) FMO program policy and procedural guidance as well as the application process for enrolling participants, participants “making a change” to their current status, and withdrawing participants (**refer to Section 6, Application Process**).
  - The POC is required to validate TIP ONCR expenses quarterly. DoT provides a detailed bill each month assigning a specific cost to each participant. The appropriation/WCF Activity Group/NAF Component that funds the participant’s salary is required to also fund the DON TIP ONCR expenses. These quarterly reports are distributed to each organization with funding authority. If asked, the POC is required to provide feedback to the organization attempting to validate the expenses. The POC may be asked, for example, to confirm that the participant is enrolled at that Installation/Command, that they signed for the receipt of the fare media being charged to the organization, and that they were eligible to receive the full benefit that they received. The POC must keep track, where possible, of travel, leave, and parking records to ensure that the participant is actually using the benefit. The POC must ensure that the participant is complying with rules and procedures governing the use of the benefit.



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- In order to prevent and detect waste, fraud, and abuse in this program, each POC/Installation/Command is required to institute internal control procedures. In addition, TIP ONCR should be an assessable unit in the command's Management Control Program.
  - Enclosure 3.E Internal Control Procedure – Survey (Sample) is an example of a survey that each POC/Installation/Command may distribute on an annual, semi-annual, or quarterly basis, in order to ensure compliance with program guidelines.
  - When the POC receives all of the completed surveys, they can read and review them and identify and investigate factual errors or inconsistencies. For example, if a person is taking a bus, they should be able to effortlessly report the route and combination of buses/metro that they take. Unusual answers to the survey may trigger the POC to call the participant in for additional questioning. Often it is possible to detect abuse when members of the same van pool report conflicting or accusatory information about a member of their van pool.
  - The POC may also request that the participant produce their current, signed ticket/pass/voucher before they may receive new fare media. This ensures that people already enrolled in the program are actually using the benefit as intended. Participants who cannot produce a signed fare media may be asked to either write a letter explaining why they do not have their current pass, or be withdrawn from the program.
- POCs are encouraged to consider instituting internal control processes, such as these, at least on an annual basis.
- Please ensure that these processes are not accusatory and that they follow all the codes of law and ethics that govern these employees, including any union rules. The intent of internal control measures is not to discourage participation through harassment, but rather to ensure compliance with the guidelines administering the program.
- The TIP ONCR commuter reimbursement is a personnel benefit available to all eligible DON employees. **No Installation/Command or POC may restrict the benefit to eligible employees for qualified means of transportation.** This includes restricting the amount of fare media a participant may receive based on commuting distance. An Installation/Command or POC may not place eligible participants on a waiting list for enrollment into the program outside of the normal enrollment process. **Eligible participants must not be denied the benefit because of a lack of funding from the Appropriation/WCF Activity Group/NAF Component that funds their salary.** The Department of Defense guidelines explicitly state that this program be funded using existing budgetary resources and without supplemental funding. Each funding activity must fund participation expenses without exception and incorporate TIP ONCR into their budget process. (refer to Section 11. Program Resources, 1B)
- Understand the function of the following forms and communication mediums:
  - Alphabetical List of Enrollees
  - Monthly Enrollment List (Application Confirmation Form)



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- TIP Updates
  - Distribution Calendar
  - “Welcome Aboard!” document
  - Website (<http://www.fmo.navy.mil/services/tip/tip.htm>)
- Verify the participant’s eligibility prior to approving their application. The POC may request participants display their badge for verification of eligibility.
- Review the application for completion, accuracy, and legibility. Screening of applications is explained further (refer to Section 6, Application Process).
- Ensure the TIP program is included on the “Command Check-in/Check-out Procedures”—Installation/Command POCs should delegate this responsibility to all tenant command POCs. When an employee signs the application, they certify they will notify the Installation/Command POC and will return all unused vouchers upon departure. Departure includes retirement, separation, dismissal and transfer to new commands—even if the participant remains on the same installation. Internal control processes, such as this, are vital for accounting purposes, audit trails, and funding of the program.
- If a participant is changing commands, the participant must withdraw from the command they were previously stationed at and re-enroll with the POC at their new Installation/Command. It is the POCs responsibility to withdraw participants who are leaving their command and to provide the participant with information about how to enroll at their new command, including POC contact information. DoT representatives will not issue fare media to a participant during onsite distribution unless that participant is listed under the appropriate POC and command.
- Maintain an internal tracking system of participants. FMO has created a sample internal tracking system that contains the types of fields to be included in the spreadsheet/database. All POCs must include the fields specified in this spreadsheet and should cater it to the unique attributes of their Installation/Command. FMO suggests all commands create a separate spreadsheet per fiscal year. FMO may randomly request copies of tracking systems to ensure all Installations/Commands are adhering to this format.
- Each POC is responsible for reconciling their database of active participants with DoT on a regular basis--at a minimum on a quarterly basis.
- Inform appropriate management that they may request participants to relinquish their parking passes as a condition of enrollment into the TIP ONCR program. This decision, and the measure by which the Installation/Command enforces their guidelines, shall be determined locally. However, FMO strongly encourages commands/installations to require participants to relinquish assigned parking spaces as a condition of participation in the DON TIP ONCR. The purpose of the program is to reduce Federal employees’ contribution to traffic congestion and air pollution and to expand their commuting alternatives by using mass transportation.
- If the Installation/Command chooses to require participants to relinquish their parking passes, then the POC is responsible for coordinating with the Installation/Command office responsible for issuing parking passes to ensure that participants are in compliance with Installation/Command guidelines.



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- In order to implement a policy requiring participants to relinquish their parking pass, the Installation/Command must determine whether potential participants have Union representation. When Union represented participants are involved, the Installation/Command must refer to the master labor agreement to determine if parking eligibility or commuting allowances are included and if the labor-management agreement will be affected. Wherever potential participants have Union representation, the Installation/Command must inform Union representatives and negotiate any new parking eligibility requirement as part of any collective bargaining prior to enforcing it.
  - An Installation/Command Standard Operation Procedure should be created to provide specific instructions related to parking.
  - Installation/Command POC and Parking Office reconciliation procedures must be established to ensure compliance and accuracy of POC and Parking Office databases.
- II.** All Navy and Marine Corps tenant activities and personnel are eligible for the DON TIP ONCR benefit. Many DON military members and civilian employees are on small detachments and isolated duty stations throughout the country, making it difficult to establish their own program. Consequently, all qualified DON military members and civilian employees are encouraged to seek the closest and most convenient participating Installation/Command POC for registration. For a complete list of sites currently participating in the program, visit the FMO website.
- In some Joint Commands, the DON POC may be an Army or Air Force representative.
- III.** POCs may encounter qualified personnel from other military branches or government agencies that require assistance obtaining program information. POCs should assist interested applicants by providing the applicable website for guidance (Army, Air Force, and NCR links located in **Section 2, Eligibility Requirements**). The DoT Account Representative may also assist in providing a DoT POC for other Federal agencies.



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## **6. APPLICATION PROCESS**

To participate in TIP, each qualified applicant must complete a program application form. The applicant is responsible for providing complete and accurate information. POCs should contact the applicant or contact the DON TIP Program Coordinator with questions concerning incomplete or incorrect fields on the application prior to submitting the application to FMO. The applicant should contact their Payroll/Timekeeper POC or Resource Management/Comptroller Office POC to obtain the correct information.

### **I. Completing the DON TIP ONCR Program Application Form:**

- POCs must have the program application available for distribution upon request.
  - A fillable version of the TIP ONCR Program Application is available on the FMO website (<http://www.fmo.navy.mil/services/tip/tip.htm>).
- The POC collects all completed applications and verifies that every applicant is eligible in accordance with the prescribed requirements. Proof of Federal employment may be requested upon submitting the application. All application fields must be reviewed for completeness, accuracy, and legibility.
- The participant must sign and date the application. Any applications failing to meet this requirement **will not** be processed.
- All program applications must be typed, not hand-written. Any applications failing to meet this requirement **will not** be processed.
- In order to process the forms accurately and bill the proper funding source for use of the TIP benefit, it is imperative the funding information is filled out correctly. Wherever possible, the POC should pre-fill these fields for the applicant. To do so, coordinate with all organizations within the installations for different possible combinations.
- The following information should assist the POC in answering common application questions.
  - (a) **Unit Identification Code/Reporting Unit Code (UIC)/(RUC):** A five-digit numeric or alphanumeric code used to identify organization entities within DON.
  - (b) **Major Command (MC):** Each UIC/RUC has a corresponding Major Command, represented by a two-digit numeric code.
  - (c) **Funding Source:** TIP is considered a personnel benefit and must be funded from the same appropriation/fund that finances the participant's salary. The applicant should contact their Payroll/Timekeeper POC or Resource Management/Comptroller Office POC to obtain the correct information if unsure.
  - (d) **NAF Participants:** For verification regarding the status of a NAF participant, the Installation/Command POC should contact the participant's supervisor for eligibility confirmation. Ensure all NAF participants are classified in one of the following categories on the application:
    - 1. Exchange/Navy Lodge
    - 2. MWR
    - 3. Bachelor Housing (BOQ/BAQ/Billetin)



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**(e) Modes of Mass Transportation**

- The participant must identify the mass transportation system/company and type of pass (monthly, weekly, etc.) he/she intends to use.

**(f) Amount (\$) to claim for reimbursement:**

- The participant determines their monthly commuting cost for qualified public transportation. Calculate costs based on the actual average number of days the participant utilizes mass transit. Thus, employees working part-time, not utilizing mass transit for every workday, or working compressed work schedules, will calculate costs on a pro-rated basis.
  - To calculate the monthly cost, multiply the daily commute cost by the average number of days they intend to use mass transportation. There are 21 workdays in an average month.
- All participants are required to purchase the most cost-effective combination of fare media available. For example, if a monthly pass cost less than 4 weekly passes or 21 daily passes, the participant is required to purchase the monthly pass. Similarly, if a participant uses mass transportation 10 days out of a month and 10 daily passes are less than a monthly pass, they are required to purchase the daily passes.
  - Actual costs must be entered onto the applicant's form, including amounts in excess of the maximum benefit. When the fare media is distributed, however, no participant will receive more than the maximum benefit, which is the maximum non-taxable benefit allowed by IRS.
  - DoT does not issue fare media in denominations less than one dollar.
- In some locations the denominations issued do not provide the flexibility to "exactly" match the employee's monthly allowance. In those cases, participating employees may receive more than their monthly allowance. Any remaining surplus is absorbed into the local mass transportation system. Participants are not authorized to receive change from a vendor for fare media they submit. Should this situation arise, please notify ASN(FM&C) FMO.
- A participant is allowed to use the benefit on a part time basis, if they are able to buy single trip/weekly passes. If a participant does not commute on a full time basis (~21 times a month), they still may be eligible for the benefit depending on whether they would have to buy a monthly/quarterly pass in order to comply with the requirement to purchase the most cost effective form of fare media.
  - For example, if a potential participant commutes roundtrip only 5 days per month and they can buy a weekly pass or 10 one way passes for less than what a monthly pass would cost, they should be allowed to enroll in the program and their application should make clear which form of fare media is required.
- A participant may not accrue vouchers in order to use them to buy a full months pass so as to reduce their own out of pocket expenses.
  - For example, if a participant utilizes the train with a monthly rail pass set at \$150, they might attempt to accumulate the fare media for three months (\$315 in fare media for three months in accordance with the monthly maximum benefit of \$110) and purchase two monthly rail passes ( $\$150 \times 2 = \$300$ ) and then find alternate means of commuting (such as driving a personal vehicle) for



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the third month so as to reduce their personal out of pocket expense. This is not allowed. The participant must use the fare media in the month for which it was issued.

- **Privacy Act Statement:** Information on the DON TIP ONCR application is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, however failure to do so may result in disapproval or postponement of an applicant's request for the TIP benefit. The purpose of this information is to facilitate timely processing of the applicant's request, to ensure the participant's eligibility, and to prevent misuse of funds involved.
  - Making a false, fictitious, or fraudulent certification on the application is subject to criminal prosecution, Civil Penalty Action, and agency disciplinary action up to and including dismissal. Participants suspected of misuse and abuse should be referred to their Commanding Officer for further review and action as needed.
  - DON utilizes a self-certification process. When a participant signs the original application form, and any subsequent certification forms, they are certifying under Title 18, United States Code, Section 1001, Civil Penalty Action, language that they "...will not transfer this benefit to anyone else...and the benefit they receive does not exceed their monthly commuting costs."

## **II. Enrolling Participants**

- All Enrolling applications must be sent to ASN(FM&C) FMO for processing prior to receiving the TIP benefit.
- DON operates under a **monthly** enrollment period for new applicants.
  - Participants do not have to re-enroll every month. The information on their application will be stored in the DoT database, allowing them to continually receive the same denomination of fare media on a quarterly or monthly basis. The only time a participant should have to resubmit an application is if they are "Making a Change" to their current status.
- Include a completed copy of the **Alphabetical List of Enrollees** with all enrolling applications. List all names on the form, and order all applications alphabetically for ease of processing.
  - The Alphabetical List of Enrollees is an overview/summary of all enrolling applicants for the intended enrollment period. This form allows FMO and DoT to quickly reference which Installation/Command/POC the fax and/or the package is from and compare the applications included to the participants listed on the form.
- **Submitting applications:**
  - All new applications are due to ASN(FM&C) FMO at the following Washington Navy Yard address by the last Tuesday of every month:

Director  
Office of Financial Operations  
720 Kennon St., SE, Bldg 36, Rm 115  
Washington Navy Yard, DC 20374-5025  
ATTN: Transportation Incentive Program



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- Primary method: Submit applications by fax (202) 685-6765.
  - Please fax all new monthly applications collectively.
  - Ensure all faxes are legible; FMO will not process illegible applications.
  - If faxing applications, retain the original copy for your internal records.
- Secondary method: Send applications via overnight mail.
  - Send copies of all applications and keep the original applications for internal records.
  - Record tracking numbers for all overnight packages to verify shipment location in needed.
  - For regular mail, allow a minimum of at least 10 days from the time the applications are mailed to the time the FMO office receives them due to the screening process all inbound National Capital Region mail undergoes. Contact FMO if you are unsure whether an application will be received in time for processing.
- Third method: Scan enrolling applications and e-mail via PDF.
- FMO screens all enrolling applications prior to sending them to DoT for processing. FMO will verify the receipt of all applications received for enrollment via email within five (5) business days after the monthly deadline. At that time, if an enrollee and or application is not listed that was submitted for the intended deadline, contact the Program Coordinator. POCs will not be individually notified of package receipt.

### III. Participants Making a Change

- Any applications indicating, “**Making a Change**” to the original application should be faxed directly to DoT for updating in the database. This process allows for a quicker turnaround by DoT to note the change in the program database and make any adjustments. The POC **should not** include these applications with “Enrolling” applications.
  - Current fax number for DoT Account Representative: (202) 493-2436.
  - Participants are required to submit an updated application when:
    - (1) The amount claimed changes<sup>3</sup>
    - (2) Personal information changes
    - (3) Military status (Active/Reserve) changes
    - (4) Type of mass transportation changes
  - If a participant is changing commands, the participant must withdraw from the command they were previously stationed at and re-enroll with the POC at their new Installation/Command.

### IV. Withdrawing Participants

- To withdraw a participant, send e-mail addressed to the DoT Account Representative (keesha.perry@dot.gov), with a carbon copy (Cc:) to the DON Program Coordinator at

<sup>3</sup> Please contact either DoT or FMO regarding any transit-wide rate changes in the Installation’s/Command’s local area. If it impacts participants taking advantage of this benefit, instructions will be given on how to compensate for the rate increase or decrease.



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[M\\_WNYD\\_TIP@navy.mil](mailto:M_WNYD_TIP@navy.mil). Subject of e-mail should read: “Withdrawing Participant(s) from (*your command*).” The first and last name and last 4 of SSN of the applicant withdrawing should be listed in the e-mail.

- It is not mandatory to complete a withdrawal application, however, it is noted that if possible, the applicant should fill out the application indicating their withdrawal for the POC’s records. This is to ensure the Installation/Command has some verification that the participant has withdrawn.
- When returning vouchers for withdrawing participants, include a copy of the e-mail in the package to DoT along with the Media Return Form (refer to Section 7. Distribution of Fare Media).
- Once withdrawn from the program, the participant’s record becomes inactive but remains within the DoT database indefinitely.
- Participants changing commands must withdraw from the command they were previously stationed at, and re-enroll with the POC at their new command.



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## **7. DISTRIBUTION OF FARE MEDIA**

- I. At outlined in **Section 1. Overview/Background**, DoT is the Executive Agent for all Federal agencies and negotiates the purchase of fare media in bulk from local transit vendors, then mass distributes to all qualified participants in applicable areas. DoT provides a cost-effective solution to the DON by saving time and coordination costs associated with administering the distribution process.

Distribution is done on a quarterly basis where applicable. The local transit authorities determine distribution schedules based on the type of fare media available in the area. There are approximately 17 cities that receive passes on a monthly basis—DoT will send packages to these areas on a monthly basis.

- All unused monthly passes, with the exception of Portland, ME must be returned to DoT no later than the 5<sup>th</sup> day of the month the pass is intended for, to receive a credit.
  - Portland’s monthly pass is due back to DoT no later than the 1<sup>st</sup> of the month the pass is intended for.

Questions regarding fare media, local transit policies, and/or the distribution process in general, should be directed to the DoT Account Representative. POCs must adhere to the distribution guidelines jointly issued by DoT and DON, to include distribution correspondence, schedules, time constraints, and forms. During the distribution process, as explained below, DoT or the POC has the authority to request valid identification prior to distributing vouchers/passes. Accepted forms of identification are:

- Military Active Duty (Dependents and Retired ID's are not eligible)
- Installation/Command Badge
- Government ID

- II. Upon completion of the application process—as described in **Section 6. Application Process**—FMO further reviews the applications and forwards them to DoT for processing. Upon receipt, DoT uploads all enrolling participants’ information into a central DoT database for automatic request of vouchers every time a quarterly or monthly distribution takes place—participants **do not** need to submit new applications for each distribution.

- III. Fare Media Distribution Methods:

➤ **Overnight Mail Distribution Process:**

- The POC will be notified by DoT via e-mail of the ship date, arrival date and denomination of vouchers per package sent.
- The POC will receive the fare media no later than three (3) business days prior to the end of the month—before the quarterly/monthly disbursement—to allow time for the POC to conduct local distribution.
- Upon receipt, the POC must notify all participants of its availability and distribution details and procedures. The local POC is responsible for ensuring all applicants are properly notified. Where applicable, FMO recommends the POC establish an email distribution list to correspond with participants in regards to obtaining fare media as well as relaying all pertinent program information.
- The overnight package will contain the following forms along with the fare media:



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- 1. Instructions for Distribution:** Provides an overview of the distribution process along with an explanation of all forms included in the package.
- 2. Delivery Receipt Record:** The POC must sign this form and fax to the DoT Account Representative at (202) 493-2436. Upon acceptance, the Installation/Command becomes responsible for safekeeping the fare media and will be held accountable should the fare media be lost or stolen. The Delivery Receipt Record lists the number of each voucher denomination sent. The vouchers issued to each participant will be based on the denominations purchased by DoT from local transit vendors. The DoT Account Representative will make best efforts to provide vouchers that are as close to the participant's cost as possible without the participant losing any portion of his/her benefit. For example, if the participant is claiming \$58, DoT may send fare media totaling \$60 as a result of not having exact denominations. Consequently, when fare media exceeds actual costs, the difference will be absorbed into the local transit system.
  - Note: For audit trail purposes, POCs are required to retain completed copies of this form.
- 3. Detail Report:** Documents the name, amount, and exact denomination of fare media each participant should be distributed.
  - Note: For audit trail purposes, POCs are required to retain completed copies of this form.
- 4. Department of the Navy Transit Benefit Certification Form:** This form verifies which individuals obtained fare media during a particular monthly or quarterly distribution. All participants who pick up fare media must fill out and sign this form as verification that the POC has issued them fare media. Once this exchange takes place, the participant becomes fully responsible for the fare media in the event it is lost or stolen. This form also certifies that the individual meets the qualifications set forth by DON.
  - Note: For audit trail purposes, POCs are required to retain completed copies of this form.
- 5. Media Return Form:** When an employee's status changes (i.e., an extended vacation or leave of absence, a change in methods of transportation, program withdrawals, or failure to pick up vouchers), all unused, unaltered tickets and vouchers must be returned to DoT in order to properly credit the organization that funds the participant's salary. POCs are instructed to complete and send the **Fare Media Return Form** to ensure this process takes place.
  - DoT has issued a statement informing all government agencies that credits will not be issued for any fare media returned without this form. Furthermore, to receive proper credit, returned fare media must indicate for whom the fare media was intended. If an Installation/Command fails to meet this requirement, DoT issues a "bulk credit" to DON. A bulk credit results from returned fare media where the participant the credit is intended for, is unidentified.
    - Because of the DoD directive that the fare media be funded from the appropriation/fund that finance's the participant's salary, bulk credits prevent the DON from proper billing and compliance with DoD guidance. All unidentified bulk credits are charged against the Operations and Maintenance, Navy appropriation. Failure to follow DoT's guidance regarding the return of fare media will result in FMO sending notification to



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the Installation/Command Commanding Officer of the non-compliance and a request to reimburse the Operations and Maintenance, Navy appropriation as applicable.

- Note: For audit trail purposes, POCs are required to retain completed copies of this form.
- Installation/Command POCs may delegate distribution responsibilities to tenant command POCs. All tenant commands must provide a copy of the Transit Benefit Certification Form and return any unused vouchers to the Installation POC.
- In order to maintain a reliable and verifiable record of fare media distribution for audit trail purposes, third party pickup of fare media is not permitted.



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## 8. FARE MEDIA “STRAGGLER” POLICY

This policy is designed to address problems frequently experienced with the distribution of fare media to TIP ONCR participants, and has been coordinated through the Assistant Secretary of the Navy, Manpower and Reserve Affairs (ASN(M&RA)) counsel. Participants are required to obtain fare media either at prearranged Department of Transportation (DoT) onsite distributions, or from their Point of Contact (POC), within a specific timeframe. If a participant is unable to obtain fare media, they are required to notify the POC in advance and to coordinate alternative distribution arrangements. Any participant who does not obtain fare media in accordance with the aforementioned requirements will be classified as a “straggler” and will face the loss of fare media benefits.

Any Installation/Command with participants represented by Unions should review the collective bargaining agreements to determine if they will be affected by any loss of fare media benefits resulting from this distribution policy. The Installation/Command should also review the collective bargaining agreement if participants are required to relinquish parking passes as a condition of TIP ONCR participation. Any Installation/Command with participants represented by Unions must notify the Union Representatives **BEFORE** implementing any policies that may affect the collective bargaining agreements.

POCs are requested to ensure the widest dissemination of this distribution policy change, to include your chain of command. Implementation and enforcement of this policy is the responsibility of the Installation/Command.

1. The following policy applies for participants who receive their fare media via **overnight distribution** (Overnight packages from DoT):

- 1.A DoT mails fare media to all Installations/Commands on overnight distribution to arrive NLT three (3) business days prior to the beginning of the month. Upon notification by the POC, it becomes the responsibility of the participant to obtain their fare media within ten (10) business days (holding period). Participants may notify the POC of their inability to obtain the fare media and coordinate alternate pick-up arrangements. Failure to do so will result in the participant being classified as a straggler and having the benefit deferred until the following month. Stragglers will **not** receive the benefit for that month and will **not** be reimbursed retroactively.
  - All fare media for stragglers must be returned to DoT for credit. The POC must enter the names of these participants onto the “**Fare Media Return Form**” and overnight this form, along with all outstanding fare media, to DoT immediately following the holding period.
- 1.A.i Stragglers on monthly distribution (fare media/passes distributed on a monthly basis) will automatically receive the benefit for the following month NLT three (3) business days prior to the end of the current month. Refer to section 1.C for instructions regarding subsequent distribution infractions.
- 1.A.ii Stragglers on quarterly distribution (fare media/passes distributed on a quarterly basis) will receive fare media for the second and third months of the upcoming quarter at DoT’s earliest opportunity. Due to time constraints and internal DoT deadlines that DON must adhere to, participants who fail to obtain fare media during the holding period run the additional risk of having the benefit deferred until the third month of the quarter.
  - For participants on quarterly distribution, failure to contact the POC within thirty (30)



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business days from the day the POC receives the overnight package will result in their **automatic withdrawal from the program.**

- 1.B If a participant is unable to obtain the fare media within the holding period and notifies the POC prior to the close of the holding period, the POC may schedule an extended pick-up time and date with the participant. The POC is required to retain and properly secure the fare media until the agreed upon appointment.
  - Failure to obtain the fare media on the agreed upon date and time will result in the participant losing the benefit for that month. All fare media for these participants must be returned to DoT in the same manner as described in 1.A. Policies described in 1.A.i and 1.A.ii will also apply.
- 1.C The POC must inform all participants that non-compliance with the distribution procedures of the program for a second time (does not have to be consecutive) will result in their **automatic withdrawal from the program.**

2. The following policy applies for participants who receive their fare media via **on-site distribution** (DoT physically distributes fare media to participant):

- 2.A The POC must compile *one list of participants* who notified them prior to the close of on-site distribution that they would be unable to attend. The POC must provide this list to DoT NLT three (3) business days following the last day of distribution in the area.
  - In the event a participant contacts the POC after the completion of distribution, but before this list is sent to DoT, the POC may exercise their discretion to determine whether sufficient extenuating circumstances existed to add their name to the list of participants who properly notified the POC.
  - Participants on this list will receive fare media via overnight mail NLT three (3) business days prior to the start of the upcoming quarter.
  - The overnight policies as described in Sections 1.A, 1.A.i, 1.A.ii, and 1.B apply for participants on this list.
- 2.B Any participant who failed to obtain fare media during on-site distribution, and who is not included on the list as described in 2.A. will be classified as a straggler. The POC is responsible for compiling *one list of stragglers* and emailing it to DoT by the end of thirty (30) business days from the conclusion of on-site distribution. Stragglers will **not** receive the benefit for the first month of the quarter and will **not** be reimbursed retroactively.
  - Participants who request fare media within the thirty (30) business days will receive the second and third month's fare media of the upcoming quarter, NLT three (3) business days prior to the close of the first month of the upcoming quarter.
    - Participants are required to obtain fare media in accordance with the overnight distribution policies described in Sections 1.A and 1.B. Failure to obtain fare media from the POC either during the holding period or at a prearranged alternative appointment will result in the participants' **automatic withdrawal from the program.**
    - All fare media for stragglers must be returned to DoT for credit. The POC must enter



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the names of these participants onto the “**Fare Media Return Form**” and overnight this form, along with all outstanding fare media, to DoT immediately following the holding period.

- Failure to contact the POC within thirty (30) business days from the close of distribution will result in the participants’ **automatic withdrawal from the program**.
- 2.C The POC must inform all participants that non-compliance with the distribution procedures of the program for a second time (does not have to be consecutive) will result in their **automatic withdrawal from the program**.

3. The following general distribution policies apply:

- 3.A The POC may exercise their discretion, at any point, to determine whether sufficient extenuating circumstances exist to waive the participants’ automatic withdrawal from the program.
  - To request the distribution of fare media to stragglers with extenuating circumstances, contact the FMO program office.
- 3.B Any participant who has been withdrawn from the program for non-compliance with distribution policy will incur a three (3) month inactive period before they are eligible to re-enroll.
  - When a participant is withdrawn from the program, the POC must inform DoT and FMO via email, and provide the participant’s first, last name, and last four digits of their Social Security Number (SSN). The POC must also retain documentation on file that the participant was notified through proper communications channels in the event that a participant disputes whether proper notification was given. The Installation/Command and FMO will determine whether proper notification was given.
- 3.C The POC must keep up-to-date, concise records, in the form of an internal tracking system that provides a historical perspective of all participants’ pick-up records along with the amount of fare media received. The tracking system should also document participants’ failure to adhere to the distribution policy. The POC should retain these records on file and make them available in the event a new POC is assigned.
- 3.D The POC must ensure all efforts are being made by tenant commands to communicate distribution schedules and dates to their participants.
  - All POC’s who have military members currently on or scheduled for deployment must coordinate with the designated ship POC to ensure the benefit start and stop dates are communicated to DoT in a timely manner.
- 3.E It is the participants’ responsibility to inform the POC in advance of TAD/TDY/deployment commitments which may interfere with the on-site distribution schedule. If a participant is unable to obtain vouchers due to TAD/TDY/leave, the POC must ensure the participant is adhering to the TIP ONCR TAD/TDY/leave policy as described below:

*TIP ONCR participants on TAD/TDY/leave/no-cost orders longer than 10 out of 21 consecutive business days are not eligible to claim the benefit for the entire period of their absence. To reduce labor intensive responsibilities for Installation/Command POC's, DON allows for up to 10 out 21 business days of TDY/TAD/leave before the participant is required to either return vouchers or dock themselves vouchers in future distributions for the period of their absence.*



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- 3.F A POC will be considered to be in a state of non-compliance if they fail to meet distribution policy deadlines, or if they provide multiple lists of participants beyond what is outlined in this policy.
  - Non-compliance of this distribution policy by the POC will result in an informal notification to the POC.
  - Subsequent non-compliance will result in formal notification to the POC's chain of command.



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## 9. SF 1164 REIMBURSEMENT PROCESS

Standard Form (SF) 1164 – Claim for Reimbursement for Expenditures on Official Business

- The SF 1164 is used as a method of reimbursement, from the command's local budget, for the TIP ONCR program in areas where DoT cannot purchase transit fare media. Installation/Command POCs and comptroller shops will have joint responsibility for administering the SF 1164 portion of the TIP.
  - If fare media is available in an Installation's/Command's geographic region, the voucher/pass disbursement process must be instituted.
  - The ASN(FM&C) policy memo of 21 Feb 02 (Enclosure 1.D) describes, in detail, the financial procedures for the DON TIP ONCR program. For further questions on financial or budgeting issues, contact the FMO program office.
- Sites Currently Authorized to use SF 1164:
  - Bath, Maine
  - Portsmouth, New Hampshire
  - Greenbay, Wisconsin
- Please refer to **Section 2, Eligibility Requirements, III** to read about minimum usage requirements, reimbursement for unused fare media, and reimbursement for official business while on TAD/TDY, as well as van pool policies.
- The POC must ensure that all receipts conform to the Joint Travel Regulation (JTR C1312) and Joint Federal Travel Regulation (JFTR U2510), which defines the criteria for a valid receipt as: "A receipted bill or other form of receipt must show when specific services were rendered or articles purchased, and the unit price". Therefore, for a receipt to be accepted as a TIP reimbursement claim, it must specify the date of the purchase and the period covered for services rendered."



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## **10. PROGRAM POINT OF CONTACT INFORMATION**

### **I. Program Office:**

Office of the Assistant Secretary of the Navy  
Financial Management and Comptroller (ASN(FM&C))  
Office of Financial Operations (FMO)  
Located at: Washington Navy Yard, DC  
[www.fmo.navy.mil](http://www.fmo.navy.mil)

### **II. Program Oversight:**

Nancy McDermott  
[Nancy.l.mcdermott@navy.mil](mailto:Nancy.l.mcdermott@navy.mil)  
(202) 685-6719  
DSN 325-6719

### **III. Program Coordinator:**

Raquel Fimbres  
[Raquel.fimbres.ctr@navy.mil](mailto:Raquel.fimbres.ctr@navy.mil)  
(202) 685-6710  
(General Inquiries) [M\\_WNYD\\_TIP@navy.mil](mailto:M_WNYD_TIP@navy.mil)

### **IV. Department of Transportation Account Representative:**

Keesha Perry  
[Keesha.Perry@dot.gov](mailto:Keesha.Perry@dot.gov)  
(202) 366-0256- phone  
(202) 493-2436 – fax

### **V. Mailing Address for Applications:**

Director  
Office of Financial Operations  
720 Kennon St., SE, Bldg 36, Rm 115  
Washington Navy Yard, DC 20374-5025  
ATTN: Transportation Incentive Program

### **VI. Faxing Applications:**

(202) 685-6765  
DSN 325-6765

### **VII. Mailing Address for Returning Unused Vouchers:**

Keesha Perry  
US Department of Transportation  
1200 New Jersey Ave  
Washington, D.C. 20590



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## **11. PROGRAM RESOURCES**

The following enclosures are provided with the POC/Program Guidelines:

1. Program Background/Regulations:
  - A. Executive Order 13150 of 21 Apr 00
  - B. Deputy Secretary of Defense memo of 13 Oct 00 w/encl(s)
  - C. ALNAV msg of 19 Apr 01
  - D. ASN(FM&C) memo of 21 Feb 02 w/encl(s)
  - E. Title 26, United States Code of Federal Regulations, Internal Revenue Code Section 132(f)
  - F. OMB Circular No. A-11, Section 83, Object Classification, 12 & 13 Personnel Benefits
2. Program Applications/Forms:
  - A. DON TIP ONCR Program Application (as of 1 Feb 07)
  - B. Alphabetical List of Enrollees
  - C. SF 1164 (blank form)
3. ASN(FM&C) FMO Correspondence
  - A. TIP Update (Sample)
  - B. Distribution Calendar (Sample)
  - C. Application Confirmation Form/Monthly Enrollment List (Sample)
  - D. Internal Tracking System (Sample)
  - E. Internal Control Procedure – Survey (Sample)
4. DoT Forms
  - A. Instructions for Distribution (Overnight Mail)
  - B. Delivery Receipt Record
  - C. DoD/DON Transit Benefit Certification Form
  - D. Fare Media Return Form
  - E. Transit Benefit Detail Report