



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

JAN 7 2014

MEMORANDUM FOR DISTRIBUTION

Subj: TRANSPORTATION INCENTIVE PROGRAM - OUTSIDE THE NATIONAL
CAPITAL REGION RECERTIFICATION PROCEDURES

Ref: (a) Department of the Navy TIP Point of Contact Program
Guidelines
(b) Department of Defense Instruction 1000.27

1. The purpose of this memo is to outline the recertification procedures for 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 Office of Financial Operations has developed the Transportation Incentive Program System (TIPS), a web-based tool that allows Department of the Navy (DON) employees and military members to apply for transit benefits online. TIPS has greatly improved access for participants to easily update their account information, recertify their application, and withdraw from the program. In addition, the transition to electronic benefits has exposed the DON to new risks that can be mitigated by implementing a regular recertification requirement for TIP participants.

3. In accordance with reference (b), TIP participants will be required to regularly recertify their transit benefit account information in order to continue receiving transit benefits. Regular recertification will help ensure the overall integrity of the program and strengthen the internal control environment.

4. For calendar year 2014, TIP participants are required to recertify their transit benefit application using TIPS at least one time during each of the following recertification periods:

- a. 1 January 2014 through 15 February 2014
- b. 1 April 2014 through 15 May 2014
- c. 1 July 2014 through 15 August 2014
- d. 1 October 2014 through 15 November 2014

Subj: TRANSPORTATION INCENTIVE PROGRAM - OUTSIDE THE NATIONAL
CAPITAL REGION RECERTIFICATION PROCEDURES

5. Effective 1 January 2015, TIP participants will be required to recertify by the 15th of each month to continue to receive transit benefits.

6. Any participant who does not recertify by the recertification deadline will be withdrawn from the program and will not be eligible to receive any additional transit benefits until their application is reactivated and recertification is completed.

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



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

Distribution:

DONAA
COMUSFLTFORCOM
COMPACFLT
COMNAVSEASYS
COMNAVAIRSYS
COMSPAWARSYS
COMNAVSUPSYS
COMNAVFACENG
COMNAVSPECWAR
COMNAVRESFOR
CHNAVPERS
COMSC
CNIC
BUMED
DIRSSP
DIRONI
DIRONR
DIRNAVSYSMGMT
DIRFLDSUPPACT

Copy to:
CMC