



# TRANSPORTATION INCENTIVE PROGRAM (TIP) NEWSLETTER

## OUTSIDE THE NATIONAL CAPITOL REGION (ONCR)

ISSUE:  
AUGUST 2010

### UPCOMING ENROLLMENT DEADLINES:



**Next:**  
**Tuesday, August 17, 2010**  
*Please note the early deadline for August.*

**Future:**  
**Tuesday, September 28, 2010**  
**Tuesday, October 26, 2010**

### QUESTION OF THE MONTH:

#### How long must a POC hold vouchers for a participant before returning them to the Department of Transportation?

It is the responsibility of each participant to pick-up their vouchers within ten business days after being notified by their POC. The POC should return the vouchers to DoT at the end of the ten day holding period.

### HOW DO I KEEP TRACK OF ALL MY PARTICIPANTS?

Managing the Transportation Incentive Program is often a collateral duty, and as the program grows, it becomes more and more difficult to keep track of who is in the program and who is not. The best weapon against feeling overwhelmed by your growing program is organization. That's right. Get organized. A simple filing system and tracking spreadsheet can go a long way in keeping the information that you need at your fingertips. Be sure to have a file with an up-to-date application for each of your participants and a separate file for past participants who are no longer active. (Applications for past participants must be maintained for six years and three months for accounting purposes). It is recommended that points of contact maintain a spreadsheet tracking the following information for each participant:

- Last name
- First name
- SSN last 4
- Phone number
- Email address
- Unit/activity
- Monthly benefit amount
- UIC
- Major Command
- Funding source
- Benefit pick-up record

By maintaining this spreadsheet, POC's will have the information they need to answer questions from participants, representatives from the DON financial community, or the Department of Transportation. In addition to applications and the participant spreadsheet, POC's are required to maintain completed copies of the Navy Transit Benefit Certification Forms. These forms serve as the audit trail for the program and are an important internal control. Now, go get organized. You won't regret it.

### BILL DRAFTED TO EXTEND MAXIMUM TIP BENEFIT



Representative Sander Levin (D) of Michigan has drafted the Domestic Manufacturing and Energy Jobs Act of 2010 to address issues of manufacturing, energy and transportation. The discussion draft includes an extension of the maximum benefit for the mass transit fringe benefit until January 1, 2012. If passed, this legislation would allow the Department of the Navy to maintain the current \$230 maximum benefit for the Transportation Incentive Program for an additional year. A legislative assistant from Congressman Levin's office expects the draft legislation to be

introduced when Congress returns after the August recess and is optimistic that the House will support the legislation this fall. The bill would also need to find the necessary votes in the Senate before making its way to the President's desk by year end. This may prove to be a challenging task in an election year. To read the discussion draft of this legislation, check out the House of Representative's Ways and Means Committee website at <http://waysandmeans.house.gov/>.

### IMPORTANT REMINDERS:

1. **ALL** application must be **TYPED**.
2. The **AUGUST** deadline is early. Make a note on your calendar!

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
LAST NAME	FIRST NAME	MI	SSN LAST 4	PHONE #	EMAIL ADDRESS (if applicable)	UNIT/ACTIVITY	MONTHLY CLASS	UIC	FUNDING SOURCE	1ST QTR FY08	2ND QTR FY08	3RD QTR FY08	4TH QTR FY08																					
1	CARLAND	JOSEPH	A	1234	(202) 685-8770	SPNAVVAR	58 00	00039	11 FSA	ACTIVE DUTY ENLISTED																								
2							145 00		14 AAUSH	ACTIVE DUTY OFFICER																								
3									14 CHR	RESERVE DUTY ENLISTED																								
4									15 ONI	RESERVE DUTY OFFICER																								
5									16 BUMED	FTS ENLISTED																								
6									18 NAVVAR	FTS OFFICER																								
7									22 BUPERS	OSM																								
8									23 NAVSIP	WVF																								
9									24 NAVSEA	DEFENSE HEALTH																								
10									25 NAVFAC	RAO																								
11									26 DRESER	OSM SUR																								
12									33 MFC	EXCHANGE/NAVY LODGE																								
13									35 SPNAVVAR	IRIR																								
14									41 NSMA/OSMA	LOGGING																								
15									52 CH																									
16									60 PFC																									
17									70 PACFLT																									
18									72 RESFOR																									
19									74 SPECVAR																									

### DON CONTACT INFORMATION

**PROGRAM MANAGER:**  
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**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

**FAX: 202-685-6765**  
**E-MAIL ADDRESS: [M\\_WNYD\\_TIP@navy.mil](mailto:M_WNYD_TIP@navy.mil)**  
**WEBSITE: <http://www.fmo.navy.mil/services/tip/tip.htm>**



### DEPARTMENT OF TRANSPORTATION CONTACT INFORMATION

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[Megan.Warker@dot.gov](mailto:Megan.Warker@dot.gov)  
202-366-1292

**MAILING ADDRESS FOR RETURNING VOUCHERS**  
**(ALL VOUCHER RETURNS SHOULD BE SENT VIA OVERNIGHT MAIL):**  
Keesha Perry  
US Department of Transportation  
1200 New Jersey Avenue SE  
Washington DC, 20590

**FAX: 202-493-2436**