



TRANSPORTATION INCENTIVE PROGRAM (TIP) NEWSLETTER

OUTSIDE THE NATIONAL CAPITOL REGION (ONCR)

ISSUE:
SEPTEMBER 2010

UPCOMING ENROLLMENT DEADLINES:

Next:
Tuesday, September 28, 2010

Future:
Tuesday, October 26, 2010
Friday, November 19, 2010

Please note the early deadline for November.



the program after the 30 business day waiting period has passed. Do not wait until they have missed two or three pick-ups before withdrawing them. DoT has recently identified over 3300 DON participants who have not picked up their benefits in the past six months. The average benefit amount is \$122 per month per participant. This works out to close to \$5 million of transit benefits that are ordered each year that go unused. How can you help? 1. Continue to manage your participant lists to ensure that only participants who continue to pick-up transit benefits are active in the program. 2. Withdraw participants who fail to pick-up their benefits. If you would like a list of your active participants to review, please email Keesha Perry at keesha.perry@dot.gov. Ms. Perry can assist you in reconciling your active participant list to help the DON reduce the overhead costs in the Transportation Incentive Program.

QUESTION OF THE MONTH:

When should participants be automatically withdrawn from TIP?

For participants on quarterly distribution, failure to contact the POC within thirty (30) business days from the day the POC receives the overnight package will result in their automatic withdrawal from the program.

CAN I SERVE PERSONNEL FROM ANOTHER UIC?

Transportation Incentive Program Points of Contact (POCs) typically serve one or two unit identification codes (UICs) that are associated with his or her installation. However, in some locations, POCs serve multiple UICs from multiple commands. POCs can help reduce the administrative cost associated with running the program by facilitating the program for DON personnel from other commands. For example, if there is a small detachment from another command working on your installation and one or two members of the detachment would like to participate in the TIP program, you can serve as their POC even though they have a different UIC. Be sure to have the participant complete the application with their funding information so the correct command is charged for the benefit, but otherwise you can review the application, submit it to the Office of Financial Operations and distribute the transit benefit for the participant who does not share your UIC. Similarly, if two or more commands are co-located at the same installation, one POC can serve all personnel at that installation regardless of command affiliation. Depending on the number and breakdown of the participants, commanding officers may decide to formalize the scope of a TIP POC, but the guidelines allow POCs to serve multiple UICs from multiple commands. If you ever have questions on whether you can serve as someone's POC, simply email Joshua Coover at joshua.coover@navy.mil for assistance.



DON LOOKS TO REDUCE OVERHEAD COSTS FOR TIP

When a person applies for the Transportation Incentive Program (TIP) and his or her application is approved, the Department of the Navy (DON) places an order for the transit benefits to be disbursed. In turn, the Department of Transportation (DoT) either mails the benefits to over 200 Points of Contact (POC) for distribution or makes them available directly to the TIP participant at a distribution site. All of these benefits are purchased up front and paid for by the DON. When a participant fails to pick-up his or her transit benefit from either the distribution site or from his or her POC, the benefits are returned and the DON receives a credit for the returned vouchers. These credits, however, are often applied after year-end, making it difficult to take advantage of unused budget dollars. In addition, there is significant administrative costs in distributing, returning, and processing for credit unused vouchers quarter after quarter. All these unused vouchers accumulate significant overhead costs for the program. As the Department of Defense looks for ways to reduce costs across the board, the DON can reduce the overhead cost in this program by reducing the number of orders for unused vouchers. This is where we need your help! If a participant fails to pick-up his or her transit benefit and does not make arrangements within 30 business days to pick-up the benefit, please withdraw them from



IMPORTANT REMINDERS:

1. Return all unused vouchers using a Department of Transportation Media Return Form immediately following the 10-day distribution period.
2. Use a fax cover sheet and Alpha Listing when faxing new enrollee applications.

DON CONTACT INFORMATION

PROGRAM MANAGER:
Joshua Coover
joshua.coover@navy.mil
202-685-0399

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
WEBSITE: <http://www.fmo.navy.mil/services/tip/tip.htm>



DEPARTMENT OF TRANSPORTATION CONTACT INFORMATION

DOT AGENT:
Keesha Perry
Keesha.Perry@dot.gov
202-366-0256

DOT ALTERNATE AGENT:
Megan Warker
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