



TRANSPORTATION INCENTIVE PROGRAM (TIP) NEWSLETTER

OUTSIDE THE NATIONAL CAPITOL REGION (ONCR)

ISSUE:
DECEMBER 2010

UPCOMING ENROLLMENT DEADLINES:

Next:
Friday, December 17, 2010
Please note the early deadline for December to accommodate for the holiday season.

Future:
Tuesday, January 25, 2011
Tuesday, February 22, 2011



QUESTION OF THE MONTH:

Can a POC request documentation to verify vanpool costs?

The POC has the right to request supporting documentation such as copies of contracts/invoices/receipts to support the reported actual commuting cost. *Reference DoDI 1000.27, 8.f*

TIP PARTICIPANT RESPONSIBILITIES

Personnel who choose to participate in the Transportation Incentive Program (TIP) should ensure that they are fully complying with program guidelines. As we begin a new year, it is important to remind participants of their responsibilities. The Department of Transportation requires the Department of the Navy to ensure that our participants are fully aware of some of the following rules, restrictions and penalties:

1. Prohibition against transferring or selling the fare media to anyone.
2. Potential penalties for misuse of, or making a false claim in obtaining a transit benefit.
3. Not named on a worksite parking permit at any federal agency nor otherwise participating in a carpool.
4. Authorized to use the transit benefit only for their regular home to work transportation.
5. The amount of transit benefits received does not exceed actual monthly commuting cost by public transportation.
6. It is a violation of law to provide false or fraudulent information to obtain transit benefits, to transfer or to sell the transit benefit.
7. Personally responsible for adjusting the transit benefit amount upon changes to commuting methods or work schedules such as extended leave or telecommuting.

As a TIP Point of Contact be active in reminding your participants of their responsibilities. Clear and regular communication of program guidelines can be one of the best internal controls to protect against waste or misuse of benefits in your program.

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>



FMO INTRODUCES NEW PROGRAM APPLICATION

The image shows a screenshot of the Transportation Incentive Program application form. It includes sections for: 1. Applicant Information (Name, Address, Contact Info), 2. Funding Information (UIC, Major Command), 3. Mode(s) of Mass Transportation, 4. Employee Certification of Actual Costs (Maximum Benefit - \$120), and 5. Reviewing Official Acknowledgment of Actual Costs (Maximum Benefit - \$120). The form is a PDF document with various fields and checkboxes.

The Office of Financial Operations (FMO) has updated the program application for the Transportation Incentive Program. We updated the new application to reflect the reduced maximum benefit of \$120 and to incorporate some of your feedback we received over the past year. The funding section has been streamlined to reduce confusion for participants and increase the accuracy of the information collected. As you review newly completed applications, ensure that each applicant has selected a Service, a Status and ONLY ONE of the funding sources in the shaded columns under

"Section 2 – Funding Information." TIP funding is provided from the same funding source that pays the applicant's salary. If an applicant does not know which funding box should be selected, refer the applicant to his or her supervisor for the correct funding source.

Many applicants do not know which major command they work for. All civilian and military personnel belong to one of twenty major commands. The major command field should be completed with one of the following major commands:

11 FSA	19 NAVAIR	27 USMC	52 CNIC
12 AAUSN	22 BUPERS	30 DIRSSP	60 FFC
14 CNR	23 NAVSUP	33 MSC	70 PACFLT
15 ONI	24 NAVSEA	39 SPAWAR	72 RESFOR
18 BUMED	25 NAVFAC	41 NSMA/OSIA	74 SPECWAR

If applicants do not know their major command, they can consult their supervisor. Our office can also look up the major command for POC's if the correct unit identification code (UIC) is provided.

Applicants can use the new application for the next enrollment deadline. The application can be found on our website at:

http://www.fmo.navy.mil/docs/SERVICES/TIP/TIP_Application_2011.pdf

The 2009 version of the application will be accepted through the February enrollment deadline. Beginning in March 2011, the new application will be required for all new applicants.

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

