



# TRANSPORTATION INCENTIVE PROGRAM NEWSLETTER

OUTSIDE THE NATIONAL CAPITOL REGION

ISSUE:  
AUGUST 2011

## UPCOMING ENROLLMENT DEADLINES:



**Next:**  
**Tuesday, August 23, 2011**

**Future:**  
**Friday, September 23, 2011**

## QUESTION OF THE MONTH:

### Who processes Withdrawal and Making a Change requests?

Withdrawal and Making a Change requests should be sent to the Department of Transportation (DOT) via email or fax.

## WHEN TO SUBMIT APPLICATIONS

When an application is received, please do not immediately just turn around and pass it along to the Office of Financial Operations (FMO). We ask that you make one submission per month containing all the applications you have received. Monthly submission deadlines are set several months in advance and upcoming deadlines can be found on the newsletter as well as the website. Each month, make note of the deadline and as applications are received, verify that all the fields are completed and then safely file them away until the day of the deadline. FMO appreciates all the points of contact who have already put this into practice.

When the deadline comes, please email or fax them all at once, along with an Alphabetical Listing of New Enrollees (Alpha Listing), to the Office of Financial Operations. It is acceptable to send them in advance if you

know you are going to be gone on the day of the deadline. The Alpha Listing is a very important document, and a soft copy (a Microsoft Excel email attachment) is **REQUIRED** or else the applications will not be processed. The Alpha Listing can be found under the documents link page on the TIP website, and it breaks down the application information into a usable form that

can be imported to the Department of Transportation (DOT) database. It is important to always double check the accuracy of the information on the Alpha Listing with the information provided on each application.

## NEW "WELCOME ABOARD!" DOCUMENT AVAILABLE

We've updated the "Welcome Aboard!" document to provide you with an improved resource to introduce the Transportation Incentive Program to new employees. You can download this document, fill in your contact information in the bottom right corner and distribute them to prospective TIP participants. One of the most common questions FMO receives is: "When will I receive my benefits?" The "Welcome Aboard!" document has a helpful timeline that explains when a participant should expect to receive his/her benefits. Download your copy at: [http://www.fmo.navy.mil/services/tip/tip\\_doclinks.htm](http://www.fmo.navy.mil/services/tip/tip_doclinks.htm)



## HAVE ALL MY APPLICATIONS BEEN PROCESSED CORRECTLY?

Once you submit your applications and Alpha Listing, it is important that you stay on the lookout for emails/phone calls from the Office of Financial Operations (FMO). Every month we come across applications that are missing signatures and/or other required information, and we alert the Point of Contact (POC) of this as soon as it is discovered. However, given the volume of applications, it is not possible to review each application on the day it is received. It is important to be aware of this as FMO may request your feedback later in the month.

Once all the applications have been reviewed and processed, a New Enrollee Review file containing the names of all the applications that have been received will be emailed out to all the POCs. You **MUST** review this document to ensure that all your applications have been processed correctly. If any applicants are missing, contact FMO immediately so we can update the file before it is submitted to DOT. If we do not hear from you, then we will assume that all of your applicants have made the list.

If any of your applicants' records have fields that are highlighted in red, it means that some information is still needed in order for the application to be processed. Once again, it is important for you to contact FMO immediately or else the participant will not be included in the final submission to DOT. We will work to make any necessary additions/corrections based on the feedback we receive before submitting the new enrollee file to DOT. Once the file has been submitted to DOT, the application month has closed and all additional requests will be processed at the next monthly deadline.

## IMPORTANT STEPS:

1. Receive and review applications to ensure they are properly filled out
2. Safely store applications until the monthly deadline
3. Create an Alpha Listing of all new enrollees
4. Submit applications and Alpha Listing to FMO
5. Be on the look-out for emails from FMO
6. Review the New Enrollee Review file
7. Alert FMO of missing enrollees or needed information

## DEPARTMENT OF THE NAVY OFFICE OF FINANCIAL OPERATIONS CONTACT INFORMATION

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## DEPARTMENT OF TRANSPORTATION TRANSERVE CONTACT INFORMATION

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**MAILING ADDRESS FOR RETURNING VOUCHERS  
(ALL VOUCHER RETURNS SHOULD BE SENT VIA OVERNIGHT MAIL):**  
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