



TRANSPORTATION INCENTIVE PROGRAM NEWSLETTER

OUTSIDE THE NATIONAL CAPITAL REGION

ISSUE:
OCTOBER 2011

UPCOMING ENROLLMENT DEADLINES:

Next:
Thursday, October 20, 2011

Future:
Wednesday, November 16, 2011
Friday, December 16, 2011



I RECEIVED A MONEY ORDER... WHAT DO I DO?

Title 31, United States Code (USC), Section 3302 states that an official or agent of the United States Government who takes custody of public money is required to deposit the money in a depository designated by the Secretary of Treasury within three (3) business days. Therefore, when a participant submits a money order to their Point of Contact (POC) in order to reimburse the US Government for Transportation Incentive Program (TIP) Outside the National Capital Region (ONCR) expenses, the POC is required by law to submit the money orders to the Office of Financial Operations (FMO) within three (3) business days of receipt for processing.

When a participant submits a money order, it then becomes the responsibility of the POC to ensure that FMO receives the payment in accordance with 31 USC 3302.



Another reason it is important to forward money orders to FMO in a prudent manner is to ensure they are properly deposited before they expire. All money orders are assigned a stale date. If the Defense Finance and Accounting Service (DFAS) (the final agency responsible

to deposit the funds with the Treasury) does not clear the money order by this date, the money order will become void, and the participant will be required to obtain and submit a new one. This can be a difficult situation to resolve as it creates more paperwork, and in some situations, the participant has moved on and is no longer working for the government. As a result, please submit money orders within the allotted three (3) business days of receiving them. This is not only required by law, but will also ensure that DFAS will receive the payments with adequate time to process them.

As a reminder, POCs should prepare a cover memorandum when submitting money orders to FMO that include the following information:

- Participant's name
- Major Command (MC)
- Last four digits of Social Security Number (SSN)
- The remitter of the money order
- Unit Identification Code (UIC)
- Funding source.

Please be advised that POC's should send money orders submitted by non-appropriated fund (NAF) employees to the NAF coordinator listed on page 3 of the Program Guidelines.

WHY WOULD I NEED TO SUBMIT A MONEY ORDER?

When a participant does not meet the riding requirements in a particular month, he or she is responsible for repaying the federal government the pro-rated amount for all the days he or she did not ride.

All participants are required to use mass transportation for more than fifty percent of the working days in a month. For example, if there are 21 working days in a month, then the participant is required to use mass transportation on at least eleven of these days. If they do not meet this requirement, then they must repay the federal government for all of days they missed. For example, a participant who receives \$210 and only rides ten days, is only eligible for the benefit for those ten days which would equal \$100 (\$210/21)*10). The participant would then be responsible to repay \$110 (\$210/21)*11) for the days he or she did not ride.

There are a variety of reasons why a participant may not be able to use mass transit during the month (TDY, TAD, vacation, sick leave). The Transportation Incentive Program (TIP) Outside the National Capital Region (ONCR) provides significant flexibility and grace by excusing up to ten days in a 21 work-day month when a participant is not riding. However, if the minimum ridership requirement is not met for whatever reason, the participant is responsible to repay the federal government for the days they did not use mass transit.

NEW PAGES ADDED TO WEBSITE

In an effort to better serve the Transportation Incentive Program (TIP) Outside the National Region (ONCR) community, FMO has added two new pages to the TIP ONCR website. The website, which can be found at the following link (<http://www.fmo.navy.mil/services/tip/tip.htm>) contains a wealth of information about the program including, the Program Guidelines, information on how to participate and all the required program documents.

A Frequently Asked Questions (FAQ) page and an Archived Monthly Newsletters page have been added to the website. These pages are designed to serve as a level one reference point for questions as they arise. The FAQ page addresses over 20 commonly asked questions and the newsletters (as you know since you are reading this) include a couple of articles every month addressing hot topics that have been brought to FMO's attention. The newsletters are a great resource for all POCs and participants.



The FAQs and archived newsletters can be found the following links:

FAQ: http://www.fmo.navy.mil/services/tip/tip_faq.htm;
Newsletters: http://www.fmo.navy.mil/services/tip/tip_archived_newsletters.htm

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