



UPCOMING ENROLLMENT DEADLINES:



Next:
Friday, August 17, 2012

Future:
Tuesday, September 18, 2012
Thursday, October 18, 2012

INTRODUCING MR. CARL POLLARD

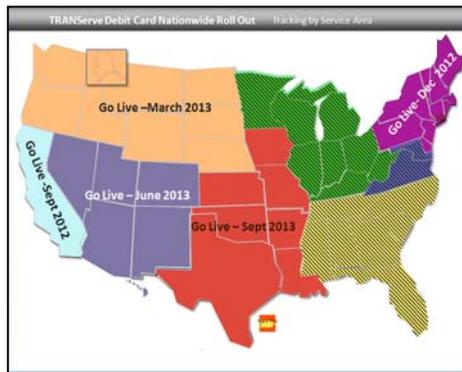
Please welcome Mr. Carl Pollard to the Transportation Incentive Program (TIP) team. Mr. Pollard will be serving as the TIP program assistant working in the Office of Financial Operations. Any questions regarding your new enrollee application should be addressed to his attention. His contact information is included below.

DOT TRANSITIONS TO ELECTRONIC BENEFIT PLATFORM

Tired of standing in line each quarter to pick up your transit benefit? Frustrated because you have lost your paper fare media only to learn that it cannot be replaced? The good news is that the Department of Transportation (DOT) is rolling out a new benefit platform to address some of these problems.

In partnership with the United States Department of Treasury, DOT is now offering a Visa-branded debit card platform to distribute transit benefits electronically. How will the card work? JP Morgan Chase will send debit cards to the participant's local reviewing official. Reviewing officials will distribute the cards in the same way that paper fare media has been distributed in the past. The debit card will have each participant's name on the card and will require the participant to activate the card by calling the number provided. Once activated, the card will be loaded electronically each month with the monthly certified commuting cost up to the maximum benefit. There will be no need to stand in line every few months to pick up paper fare media. The benefit will be loaded electronically to your card each month.

Debit cards are funded on the 10th of each month for participants to purchase their mass transit for the following month. On the 9th of the following month any unused funds will be swept off the card. For example, a participant who submits his or her mass transit benefit application by the September deadline will receive his or her card in early October. The card will be funded on the 10th of October for the participant to purchase his or her mass transit for the month of November. On November 9th, any unused funds remaining on the card will be swept off and returned to the Department of the Navy. On November 10th, the benefits allocated for December will be loaded onto the card for the participant to use. Any



participant whose debit card remains inactive for 90 days will be withdrawn from the Transportation Incentive Program.

Another advantage of the debit card is that unlike paper fare media, the card can be replaced if lost or stolen. If a participant's card is lost or stolen, he or she can call JP Morgan Chase for a replacement card, and a new card will be sent to the participant's local reviewing official in a just few days.

The debit card is a restricted access card that can only be used to purchase mass transit from authorized transit authorities. Transit authority ticket vending machines, transit authority websites, and manned ticket windows are all available options for debit card holders. Retail locations such as grocery stores or gas stations that may have accepted the paper fare media in the past will not be able to accept the debit card. This may mean that participants will need to change where they purchase their transit pass.

Many vanpool companies will also be equipped to accept the debit card. Larger vanpool companies like VPSI and Enterprise have already taken steps to ensure they can accept the debit card from their customers. Smaller vanpool companies can also participate in the debit card program by obtaining a merchant account to accept visa-branded debit cards. Independent vanpool companies will need to properly register the merchant account as a commuter transport business. Participants who use a transit authority that cannot accept the debit card platform can continue to receive paper fare media as in the past.

DOT has established an Electronic Fare Media (EFM) Support Team to answer general questions regarding debit card activation, eligibility, usage and transactions. Reviewing officials can access the EFM Support Team by email at EFMSupport@dot.gov and by phone at 202-366-9244 for assistance with transitioning to the debit card. For more information, visit TRANServe's website at: <http://transerve.dot.gov>.

When will the debit card be available? DOT is rolling the debit card out by region over the next 12 months. DOT has successfully implemented the debit card platform in DC, VA and MD, the Southeast, and the upper Midwest.

In September 2012, participants in California will begin receiving the debit card for commuting expenses in October. The Northeast is scheduled with a December 2012 – go live date followed by the Pacific Northwest in March 2013. The Southwest including Hawaii will begin seeing the debit card in June 2013 followed by the lower Midwest in September 2013. The schedule is subject to change, but DOT is confident that before long the debit card will be available in all regions of the country.

Change can often come with some challenges, but FMO and DOT are confident that the transition to the debit card will have a positive impact for participants and reviewing officials.



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

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

PROGRAM ASSISTANT:
Carl Pollard
carl.g.pollard.ctr@navy.mil
202-685-0374

MAILING ADDRESS FOR MONEY ORDERS:
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
TRANSERVE CONTACT INFORMATION**

DOT AGENT:
Jamie Chatarsa
jamie.chatarsa@dot.gov
202-366-1641

DOT ALTERNATE AGENT:
Tina MacAulay
tina.m.macauley.ctr@dot.gov
202-366-6491

MAILING ADDRESS FOR RETURNING VOUCHERS:
DOT/TRANServe
1200 New Jersey Avenue, SE
Room W12-190
Washington, DC 20590
ATTN: Budget & Finance Office

FAX: 202-493-2436

