



**UPCOMING ENROLLMENT DEADLINES:**

**Next:**  
**Thursday, December 13, 2012**

**Future:**  
**Friday, January 18, 2013**  
**Tuesday, February 19, 2013**



**QUESTION OF THE MONTH:**

**What happens if I don't use the benefits on my TRANServe Debit Card by the 9<sup>th</sup> of the month?**

Any remaining benefits left on the Debit Card on the 9<sup>th</sup> of the month will be swept off and returned to the Department of the Navy.

**I LEFT YEARS AGO, PLEASE WITHDRAW ME FROM TIP**

The Office of Financial Operations (FMO) conducts internal control reviews of the Transportation Incentive Program (TIP) each year. One consistent finding in these reviews is that local reviewing officials often have employees listed as active participants in the program who are no longer participating in TIP. In many cases, these employees still work at the



Command but are no longer using mass transit to commute to work. But in some cases these participants are either no longer employed by the Department of the Navy or have transferred to a new location. Reviewing officials must actively manage the Command's TIP participant list to ensure that only active employees using mass transit remain in the Transportation Incentive Program.

Two ways to achieve this goal is to 1) ensure your Command's check-out procedures include withdrawing departing participants from TIP, and 2) withdraw participants who do not pick-up

benefits within 30 days of being notified that their benefits are available for pick-up. The Department of the Navy TIP Program Guidelines require that reviewing officials provide a distribution period of ten business days for participants to pick-up their transit benefits. If the participant fails to pick-up their benefits during this period and does not make special arrangements to do so, the reviewing official should withdraw the participant from TIP within 30 days. Why is this important? Each year, FMO discovers more than a thousand participants who are listed as active who are not participating in the program. Participants who remain active increase the overhead costs of administering the TIP benefit and tie up valuable Department resources in unused fare media. By taking these two steps, reviewing officials can assist in reducing these overhead costs and releasing unused resources to other Department priorities. By doing so, we can strengthen the overall Transportation Incentive Program for those who are actively using the benefit.

**TRANSIT AUTHORITY IDENTIFIES DUMB WAYS TO DIE**

As we approach the holiday season we often hear reminders about travel safety as we prepare to visit family and friends both near and far. These reminders are important because of the increased traffic around the holidays that often involve tired drivers on long trips. But travel safety is not just a holiday issue. Commuters are exposed to travel risks every day they travel to and from work, so it is important to heed safety warnings all year long.

One transit authority in Australia has created an interesting video to raise safety awareness for their riders. Melbourne's metropolitan rail service, known locally as "Metro," serves 415,000 customers each day using 215 train stations throughout their network of 15 train lines. Metro created a campaign called "Dumb Ways to Die" to promote transit safety. This humorous attempt to encourage commuters to be more alert on train platforms has already received more than 25 million views on YouTube. Check out Melbourne's ad campaign on their website at:



<http://metrotrains.com.au/>. WARNING: If you watch this video more than once, you will have their catchy jingle ringing in your head for quite some time.

As we approach this holiday season and every day as we commute work, be safe. Be alert. Make good decisions when you are around trains.

**IMPORTANT REMINDERS**

1. Upon receipt of new transit benefits, contact participants immediately to allow an adequate benefit distribution period.
2. Use the most updated ALPHA Listing as a cover sheet for all submissions.
3. Always double-check the "New Enrollee" Excel file to ensure that all of the applications that you have submitted have been processed correctly.

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