



UPCOMING ENROLLMENT DEADLINES:



Next:
Friday, May 17, 2013

Future:
Tuesday, June 18, 2013
Thursday, July 18, 2013

QUESTION OF THE MONTH:

Can transit benefit vouchers be re-issued if lost or stolen?

Unlike checks, vouchers cannot be canceled and reissued. They function more like cash. Once lost, the Department of Transportation cannot reissue them.

WHITE HOUSE IDENTIFIES WAYS TO SAVE MONEY

Shifting eligible seniors to receiving a senior transit fare was voted as the best idea for the President's SAVE (Securing Americans Value and Efficiency) Award program. Each year, the Office of Management and Budget issues a challenge to federal employees to submit ideas to the White House on how the government can save money. These ideas are put to a vote and the winners are included in the President's budget. In 2012, Frederick, a Department of Education employee, proposed that federal employees begin claiming a senior fare when applying for transit benefits as soon as they are eligible for the senior fare rate. Frederick's idea received over 19,000 votes and was crowned the 2012 SAVE Award winner.

Department of Defense Instruction 1000.27 requires all participants to, "work in a prudent manner to purchase the most cost-effective combination of fare media available." This includes purchasing a senior fare for those who are eligible for the senior rate or any other discounted rate that is available. As the SAVE Award winner noted, this is a great way to reduce government expense while not impacting the level of benefit that the employee receives. If you are eligible for a senior fare rate with your transit authority, be sure to claim the correct fare on your application. Have you just recently become eligible? Once you have finished celebrating that birthday milestone, don't forget to update your transit benefit application to reflect your discounted senior rate.

Another great way to help the Department save valuable resources is for participants to ensure that their certified commuting cost on their most recent application is accurate. Many participants have transitioned to using the TRANServe Debit Card, and unlike the paper voucher system, it is really easy to return unused benefits by simply leaving them on your Debit Card. The Department of Transportation can easily sweep off any unused funds. However, this has led to some participants thinking that they no longer need to accurately certify their commuting cost since whatever they don't use will be swept off their card. While it is true that the unused benefits can be swept off the card, it is not true that there is no cost to the Department of the Navy.



The Department of the Navy is required to pay a 6% management fee to the Department of Transportation to provide fare media services. This fee is based on the certified commuting cost of all the participants in the program. For example, if a participant rides in a vanpool that costs \$150 per seat, but has certified at \$200, the Department of the Navy is responsible to pay the management fee on the \$200 certified amount - not the \$150 that the participant actually uses each month. If everyone in the program over-certified in the same way, the administrative costs for the program would increase by over \$500,000. Accurate commuting cost certifications are not only required under program policy, but they are another way that participants can help reduce the overhead costs of the Transportation Incentive Program.

IMPORTANT REMINDERS

1. Participants may not stockpile unused fare media. Any fare media that remains unused at the end of a commuting month should be returned to the local reviewing official, and the local reviewing official should return the media to the Department of Transportation using a Media Return Form.
2. Reviewing Officials can access the Electronic Media Support Team for debit card assistance by emailing EFMSupport@dot.gov or by phone at 202-366-9244.
3. Participants should call **JP Morgan Chase at 1-866-891-6951** to report a lost or stolen debit card immediately. JP Morgan Chase will then send the participant's reviewing official a replacement card.
4. Reviewing Officials should ALWAYS check the "New Enrollee" review file by the deadline to confirm that all new applications have been processed correctly.

**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/Divisions/FMO3/transportation_incentive_program.html

**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

