



UPCOMING ENROLLMENT DEADLINES:

Next:
Thursday, July 18, 2013

Future:
Thursday, August 15, 2013
Thursday, September 18, 2013*

***LAST DAY PAPER APPLICATIONS WILL BE ACCEPTED**

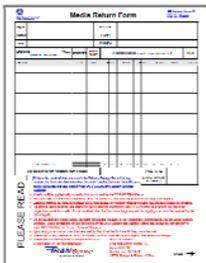


QUESTION OF THE MONTH:

What do I do if my TRANServe Debit Card is lost or stolen?

Call JP Morgan Chase at 866-891-6951 to report the card lost or stolen immediately. JP Morgan Chase will then send your reviewing official a replacement card.

RETURN UNUSED FARE MEDIA BY 30 AUGUST



All unused and undistributed paper fare media must be returned to the Department of Transportation (DOT) by 30 August 2013. The Department of the Navy (DON) requires all unused or undistributed fare media to be returned to DOT within 30 days to ensure that the DON receives the appropriate credit for returned fare media. Reviewing Officials must complete a Media Return Form to accompany the returned fare media to ensure that the fare media is properly credited to the correct participant. DOT will not accept incomplete or inaccurate media return forms.

Participants are not permitted to stockpile fare media from one commuting period to the next. Any fare media that is not used at the end of a commuting month must be returned to the local reviewing official so that the reviewing official can properly return the unused media to DOT.

Every year DOT contracts with voucher providers to distribute physical fare media to participants who have not yet transitioned to the TRANServe Debit Card. As DOT evaluates these contracts for fiscal year 2014, there is no guarantee that DOT will continue to distribute fare media from all current voucher providers. Therefore any fare media that is distributed before 1 August 2013 and is not returned in accordance with program policy by 30 August 2013 may not be accepted by DOT. DOT will not provide a credit for these individuals and/or Commands for fare media that is not accepted. Please ensure that all unused and undistributed fare media is promptly returned to DOT.

TIP CONTINUES TO TRANSITION TO WEB-BASED TOOL

The Office of Financial Operations (FMO) continues to roll out the Transportation Incentive Program System, a web-based tool that allows participants to manage their transit benefits online. Effective 1 October 2013, all new enrollee applications, change requests and withdrawals will

be processed through the new tool. FMO will no longer accept and process paper applications that are faxed or emailed. More than one hundred reviewing officials and their alternates have attended training to learn how to use the tool, and hundreds of participants have logged in and applied for transit benefits or updated their account information online. Reviewing officials who have not yet attended training will be invited to attend one of the training sessions scheduled in July:

- Date: **Wednesday, July 10th** Time: **0900-1030 EDT**
- Date: **Wednesday, July 17th** Time: **1530-1700 EDT**
- Date: **Thursday, July 25th** Time: **1300-1430 EDT**
- Date: **Tuesday, July 30th** Time: **1530-1700 EDT**

Participants and their supervisors are not required to attend a training session to use the tool, however they should wait until their reviewing official has invited them to use the tool to ensure that their applications are processed in a timely manner. Once invited to use the tool, participants will find a participant user's guide that will assist in navigating the tool. Likewise, a user's guide and training slides are available for supervisors to assist them in validating their employees TIP applications.

WEB-BASED TOOL USES CAC CARD TO VALIDATE

All active transit benefit participants have been loaded into the Transportation Incentive Program System. This means that current participants do not need to submit a "new" application using the web-based tool. When an active participant first accesses the tool, the Common Access Card (CAC) enabled system should recognize the participants from their CAC card. If the system does not recognize a current participant, the participant will be asked to provide their application identification number or their current Department of Transportation (DOT) identification number. By providing this number, the system will be able to match a current

Enter Account Information

If you are a Supervisor for a participant in the system, please [click here](#) to register as a Supervisor.

Transportation Incentive Program Benefits Information

Are you currently receiving benefits? Yes No

What is your Application ID or DOT Customer ID?

Application ID or DOT Customer ID

If you do not know your Application ID or DOT Customer ID, please contacting your Reviewing Official for this information. [Click here](#) to view a list of Reviewing Official's contact information. If you are unable to locate your Reviewing Official, please contact the TIP Program Office at 1-202-685-0374.

participant's CAC card to their existing record at the DOT, and will allow the participant to easily access and update their participant record. Participants can learn their application ID or their DOT customer ID by contacting their local reviewing official or the Office of Financial Operations.

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

PROGRAM MANAGER: Joshua Coover
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202-685-0399

PROGRAM ASSISTANT: Carl Pollard
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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

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