



**UPCOMING ENROLLMENT DEADLINES:**

**Next:**  
**Thursday, August 15, 2013**

**Future:**  
**Wednesday, September 18, 2013\***  
**\*LAST DAY PAPER APPLICATIONS WILL BE ACCEPTED**  
**Thursday, October 17, 2013**

**QUESTION OF THE MONTH:**

**Can someone else pick-up my TRANServe Debit Card for me?**

Participants are responsible to pick up and sign for their own debit card. Third-party pick-ups are not permitted.

**MANUAL PAPER APPLICATIONS TO END**



More than a decade of processing paper applications is coming to an end. The Office of Financial Operations (FMO) continues to transition to a web-based application tool called the Transportation Incentive Program System (TIPS). 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. Reviewing officials who have not yet attended training should plan to attend one of the training sessions scheduled in August:

- Date: **Wednesday, August 7<sup>th</sup>** Time: **0900-1030 EDT**
- Date: **Thursday, August 15<sup>th</sup>** Time: **1500-1630 EDT**
- Date: **Tuesday, August 20<sup>th</sup>** Time: **1500-1630 EDT**
- Date: **Wednesday, August 28<sup>th</sup>** Time: **1300-1430 EDT**

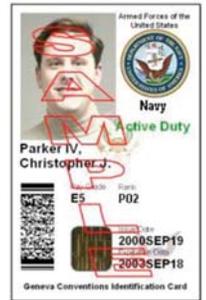
**EMPLOYEES NEED CAC TO APPLY FOR BENEFITS**

The Department of the Navy (DON) is moving to a fully electronic environment that relies on the Common Access Card (CAC). The CAC, in many locations, is replacing other Installation identification cards and is being used in place of usernames and passwords to access DON systems across functional areas. While every employee is not issued a computer or even an email address, every DON employee should be issued a CAC. Not all CAC's are loaded with a Navy Marine Corps Intranet (NMCI) certificate that allows the employee to access a DON computer, but every CAC has a Personal Identification Number (PIN) and an identity certificate which allows the employee to validate their identity and employment with the DON.

What should a reviewing official do when an employee wants to apply for transit benefits but has not been issued an NMCI computer as part of

their employment with the DON? First, confirm that the employee has been issued a CAC and knows their personal identification number (PIN). If the employee has not been issued a CAC or does not know their pin, the reviewing official should refer the participant to the local CAC office to request a CAC or re-set their PIN. Once the employee has a CAC and knows their PIN, they will be able to complete a TIPS application online.

How do employees who have a CAC but do not have a computer at their work station access TIPS? While an identity certificate is not sufficient to gain access to an NMCI computer directly, it is sufficient to apply for transit benefits. Most Installations have a computer lab, a business center, or learning resource center that provides computer access for employees who do not have a computer at their work station and who do not have an NMCI certificate on their CAC. These resource centers provide computers that are set-up to access the web and have a CAC reader to verify an employee's identity certificate. Reviewing officials should locate resource centers and refer employees interested in receiving transit benefits to these locations to apply for benefits.



**WILL THE FURLOUGH AFFECT MY TRANSIT BENEFIT?**

The impact of the furlough on the Transportation Incentive Program (TIP) will vary as each Installation implements the required furlough in different ways. Only participants who purchase a monthly pass will be affected. Participants who purchase a monthly pass are required to ride at least 50% of their eligible work days in a month in order to buy the monthly pass with transit benefits. So in these cases, there are a few things reviewing officials and participants should keep in mind as they apply existing policy to an employee that has been furloughed. 1) Any day that an employee is furloughed should be treated as a regular day off (RDO) and should not be counted as an eligible workday when calculating the 50% ridership requirement. 2) Participants whose vanpool fails to meet the 80/50 rule as the result of the furlough may submit an exception request to have the 80/50 rule waived for the month that the vanpool did not meet the minimum requirement as a result of the furlough.

The Department of the Navy vanpool policy memo provides one warning month each calendar year for any vanpool that fails to meet the 80/50 rule. Vanpools who do not meet the 80/50 rule in July for the first time as the result of the furlough do not need to submit an exception request until the 80/50 rule has not been met for the second month in a calendar year. For example, if a vanpool fails to meet the 80/50 rule in July and December of 2013 and the only reason the vanpool did not meet this requirement in July was due to the furlough, the vanpool should submit an exception request in January 2014. An exception request is not needed until the 80/50 rule is not met for the second time in a calendar year. While the furlough will be challenging in other areas, the Office of Financial Operation is committed to protecting TIP participants from any negative impact the furlough may have on employee transit benefits. For more details on how the furlough will affect TIP, please check out the March 2013 TIP Newsletter.

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