



UPCOMING ENROLLMENT DEADLINES:

Next:
Wednesday, September 18, 2013*
***LAST DAY PAPER APPLICATIONS WILL BE ACCEPTED**

Future:
Thursday, October 17, 2013
Monday, November 18, 2013

QUESTION OF THE MONTH:

When I withdraw from the transit benefit program do I need to turn off my automatic recurring payment with my vanpool?

Yes, participants are responsible to turn off any recurring payment that they set-up with their transportation company when they withdraw from the program.

IT'S THE END OF PAPER AS WE KNOW IT

September is the last month that paper applications will be accepted from participants. Moving forward all employees will need to use the web-based application tool called the Transportation Incentive Program System (TIPS) to apply for transit benefits or make a change to their record. Reviewing officials who have not yet attended training should plan to attend one of the training sessions scheduled in September to prevent a delay in benefits or change requests for their participants:

- Date: **Wednesday, September 11th** Time: **1500-1630 EDT**
- Date: **Monday, September 16th** Time: **1100-1230 EDT**
- Date: **Tuesday, September 24th** Time: **1530-1700 EDT**

I DON'T NEED A USER GUIDE



The Transportation Incentive Program System (TIPS) is fairly intuitive. Thousands of participants have successfully used the tool without receiving any formal training. Similarly, supervisors can validate a participant's application by logging into TIPS from the email invitation that they receive from the tool without attending a training session. While reviewing officials are required to attend one training session, most of the functionality in the tool is fairly straightforward. But for those avid user guide readers out there who insist on reading every last page of the instruction manual before assembling a piece of furniture from IKEA, we have user guides for you. Whether you are a participant, a supervisor or a reviewing official who needs a quick refresher on the tool, a detailed user guide has been prepared for you. You can access these user guides in the "Training Section" on the TIPS home page, or you can access the guides on the TIPS Document Links page: http://www.fmo.navy.mil/Divisions/FMO3/tip_doclinks.html.

- [Participant User's Guide](#)
- [Participant Quick Guide](#)
- [Supervisor User's Guide](#)
- [Reviewing Official User's Guide](#)

TIPS SERVES AS NEW COMMUNICATION TOOL

As more and more reviewing officials (RO) are using the Transportation Incentive Program System (TIPS) to manage their participants, it is important to remember that the website is not only useful for processing applications, but it can also serve as a great communications tool. Reviewing officials can send participants and supervisors an email using the TIPS "Send Email" function. This is a great way to send out general announcements about upcoming deadlines or changes in the program. It can also be helpful in reaching out to a participant or supervisor who needs to take an action on a pending application. The "Send Email" action will capture the email and place it in the participant's history for future reference. You can even send an email to more than one participant at a time by clicking the checkboxes next to the Application ID of each participant whom you wish to receive the email. To send an email using TIPS.



1. Click the checkbox(es) next to the chosen Application ID(s).
2. Click the "Actions" drop-down menu.
3. Select "Send Email."
4. Click the checkboxes next to the people who you want to receive the email (participant, supervisor or both).
5. Enter text in the subject field.
6. If you have any attachments, click the "Browse" button to locate and attach the file.
7. Enter the text of the message.
8. Click the Send or Cancel button as appropriate.

Actions: Select one		Records 1-23 of 23	
Participation Status	Supervisor Validated	RO Approved	Name
<input type="checkbox"/>			
<input checked="" type="checkbox"/>		Yes	Aigner, Malinda T
<input type="checkbox"/>		No	Deeroot, Marylou T
<input checked="" type="checkbox"/>	In Progress	No	DINE, BARBARA J
<input checked="" type="checkbox"/>	Returned	Yes	Grothe, Christian T
<input type="checkbox"/>	Approved	Yes	Hath, Nita T
<input type="checkbox"/>	Disapproved	No	Heffron, Alana T

Using TIPS to send email can be a great way to improve communication with participants and their supervisors. If you are a reviewing official consider using the "Send Email" action menu the next time you need to remind someone to turn in his or her vanpool log or to remind a supervisor to log into TIPS to validate an application. Good communication with your participants and supervisors will help ensure that everyone is on the same page and has the information that they need.

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