



UPCOMING ENROLLMENT DEADLINES:

Next:
Tuesday, January 21, 2014

Future:
Thursday, February 20, 2014
Tuesday, March 25, 2014



TIP PARTICIPANTS REQUIRED TO RE-CERTIFY

The Office of Financial Operations (FMO) in a memo dated 7 January 2013 announced that all Transportation Incentive Program (TIP) participants will be required to re-certify their transit benefit application by 15 February 2014. FMO successfully transitioned to the Transportation Incentive Program System (TIPS), a web-based tool that allows Department of the Navy (DON) employees and military members to apply for transit benefits online. TIPS greatly improves access for participants to easily update their account information, recertify their application, and withdraw from the program. The new tool strengthens internal controls and greatly improves the accuracy of participant data.



The DON has also transitioned most program participants to the TRANServe debit card. While the transition has greatly reduced the DON's exposure to fraud, waste and abuse related to physical fare media, TIP faces new challenges with electronic benefits and recurring payments. In many locations participants are able to set-up an automatic recurring payment with their transit authority or vanpool company. If the participant does not withdraw correctly and cancel these automatic payments when they leave the program, the DON continues to pay for mass transit that is not being used, and the employee accrues a debt to the government.

As a result of this new internal control weakness, the DON will now require all TIP participants to regularly re-certify their transit benefit account in TIPS in order to continue to receive transit benefits. Regular recertification will help ensure the overall integrity of the program and improve the internal control environment.

For calendar year 2014, TIP participants are required to recertify their transit benefit application using TIPS at least one time during each of the following quarterly recertification periods:

- 1 January 2014 through 15 February 2014
- 1 April 2014 through 15 May 2014
- 1 July 2014 through 15 August 2014
- 1 October 2014 through 15 November 2014

Effective 1 January 2015, TIP participants will be required to recertify by

the 15th of each month to continue to receive transit benefits. Any participant who does not recertify by a recertification deadline will be withdrawn from the program and will not be eligible to receive any additional transit benefits until their application has been reactivated and recertification has been completed.

ELECTRONIC BENEFITS REQUIRED BY JULY 2014

In accordance with Deputy Assistant Secretary of the Navy for Financial Operations memo dated 30 December 2013, the Transportation Incentive Program (TIP) – Outside the National Capital Region (ONCR) will only distribute transit benefits electronically via the TRANServe debit card or other approved electronic platforms effective 1 July 2014. Physical fare media and vouchers will no longer be available for distribution unless a waiver is granted in writing by the Office of Financial Operations for a specific Installation or transit authority. In addition, Commands will no longer be permitted to reimburse employees via a standard form (SF) 1164 for mass transit commuting expenses unless a waiver is granted in writing by FMO.



Participants who currently receive physical fare media or receive reimbursement for mass transit commuting expenses via an SF 1164 should take one of the following actions before 1 July 2014:

- a. Contact their transit authority or vanpool company and inquire about transitioning to the TRANServe debit card by 1 July 2014,
- b. Select a different transit authority or vanpool company that currently accepts the TRANServe debit card, or
- c. Submit a waiver request in writing to FMO via their local reviewing official.

Waiver requests should include the name and contact information of the transit authority or vanpool company that does not accept the TRANServe debit card. The participant must certify that no other transit authority or vanpool company offers comparable services that would allow the participant to commute to and from work. Waiver requests may be sent via encrypted email to joshua.coover@navy.mil, faxed to 202-685-6765, or mailed to:

Director, Office of Financial Operations
c/o TIP ONCR Program Manager
720 Kennon Street, SE, Bldg 36, Rm 115
Washington Navy Yard, DC 20374-5025

All transit authorities and vanpool companies in the states of Hawaii and Washington have been granted a waiver of this requirement until 1 July 2015. Transit authorities and vanpool companies that would like to accept the TRANServe debit card may contact Ms. Jamie Chatarsa at DOT at 202-366-1641 or jamie.chatarsa@dot.gov for assistance.

**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

E-MAIL ADDRESS: M_WNYD_TIP@navy.mil
APPLY ONLINE AT: <https://tips.navy.mil>
TIPS HELP DESK: 619-553-4684



**DEPARTMENT OF TRANSPORTATION
TRANSERVE CONTACT INFORMATION**

DoT AGENT:
Jamie Chatarsa
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202-366-1641

DoT ALTERNATE AGENT:
Tina MacAulay
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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
ELECTRONIC MEDIA SUPPORT TEAM: 202-366-9244

