



UPCOMING ENROLLMENT DEADLINES:

Next:
Monday, June 23, 2014

Future:
Wednesday, July 23, 2014
Thursday, August 21, 2014



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.

BENEFITS IMPACTED FOR VANPOOLS NOT REGISTERED

The Transportation Incentive Program System (TIPS) launched a new vanpool module on 1 May 2014. Participants will need to ensure that their vanpool is properly registered in TIPS so that they will remain eligible to receive transit benefits to ride in their vanpool. The deadline for vanpool registration was 15 June 2014. This deadline was established to allow enough time for reviewing officials to review and approve vanpool registrations before 30 June 2014. But it's not too late to get your vanpool registered if you missed the deadline. Participants should contact their vanpool coordinator to confirm that their vanpool has been registered. If it has not been registered, participants should work with their local reviewing official and vanpool coordinator to



get the vanpool registered by the end of the month.

So what happens if my vanpool is not registered? The good news is that nothing will happen right away. There is a buffer built into the timeline to allow all vans to get registered before any participant's benefits will be impacted. The next recertification period begins on 1 July 2014 and ends on 15 August 2014. All participants will be required to log into TIPS to recertify their application during this period. All vanpool participants will be required to select an approved vanpool from a list of those who have successfully registered in TIPS. If a participant's vanpool has not been approved, they will not be able to complete the recertification process. If a participant finds his or herself in this situation, he or she should contact their vanpool coordinator to get their van registered in TIPS as soon as possible. If the vanpool is not registered, the participants in the vanpool will not be able to recertify their transit benefit applications by the 15 August deadline. Any participant who does not recertify their application by 15 August will be withdrawn from the program. These participants will

only be able to reactivate their transit benefit application after their vanpool successfully registers in TIPS. Take action today to ensure that your vanpool is properly registered.

80/50 RULE AND THE SEATING CAPACITY REQUIREMENT

As new vanpools are joining the program and as existing vanpools are registering in TIPS, it is a good time to review which vehicles qualify as a qualified means of transportation (QMOT) and which vehicles do not. To be considered a QMOT vanpools must have a seating capacity of at least six adults, not including the driver, and meet the 80/50 rule. The 80/50 rule is defined as at least eighty percent (80%) of the mileage use of the vehicle must be for:

1. the purpose of transporting personnel in their local commute to and from their residence to their place of employment/duty station and
2. on trips during which the number of riders is at least one-half the adult seating capacity (not including the driver).

Vanpool participants whose vanpool fails to meet the 80/50 rule in any given month may receive one warning per calendar year before being required to repay the Federal government. After the second month of not meeting the minimum requirement, repayment is required, and ultimately the participant will be withdrawn after the third month in a calendar year in which they ride in a vanpool that fails to meet the 80/50 rule.

So how do I know how to apply the 80/50 rule to my van? How many riders do I need to have and does the driver count as a rider? To clarify, drivers do not count as passengers in the van. They count as drivers. All vans need to have a driver in order for the van to actually be commuting. So, yes, the drivers count (whether they are paid or whether they volunteer); they just count as drivers not as passengers.

The below chart, organized by vehicle size, shows how many total people need to be in the van for 80% of the mileage in order for the van to qualify.

Passenger Vehicle Size	Riders Required	Driver Required	Total People Required
7	3	1	4
8	4	1	5
9	4	1	5
10	5	1	6
11	5	1	6
12	6	1	7
13	6	1	7
14	7	1	8
15	7	1	8

Understanding how many people need to be on the van will help vans regularly meet the 80/50 rule and protect vanpool participants from losing their transit benefit. So know your number and work to achieve it!

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

PROGRAM MANAGER: 202-685-0399
PROGRAM ASSISTANT: 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**

TRANSIT BENEFIT MANAGER: 202-366-1641
ELECTRONIC MEDIA SUPPORT TEAM: 202-366-9244

MAILING ADDRESS FOR RETURNING VOUCHERS:
DOT/TRANServe
1200 New Jersey Avenue, SE
Room W12-190
Washington, DC 20590
ATTN: Budget & Finance Office

JP MORGAN CHASE – LOST OR STOLEN CARD CONTACT NUMBER:
866-891-6951