

UPCOMING ENROLLMENT DEADLINES:

Next:
Thursday, August 21, 2014

Future:
Tuesday, September 23, 2014
Wednesday, October 22, 2014



QUESTION OF THE MONTH:

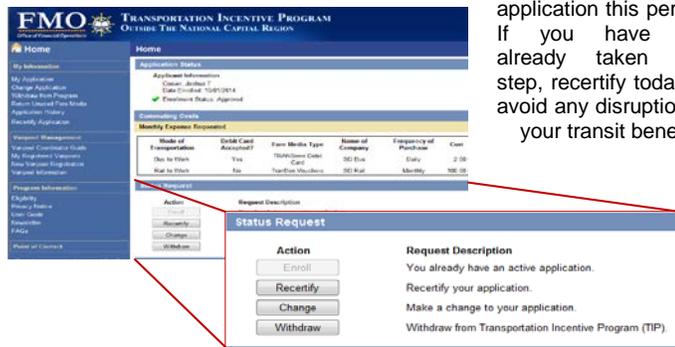
If I am retiring on 30 September, when should I withdraw?

Participants who plan to retire or leave the program on 30 September should withdraw from the program by 25 August. Their September benefit was provided on 10 August.

RE-CERTIFICATION DEADLINE IS 15 AUGUST

In accordance with Deputy Assistant Secretary of the Navy for Financial Operations memo dated 7 January 2014, all Transportation Incentive Program (TIP) participants are required to recertify their transit benefit application between 1 July 2014 and 15 August 2014. More than eighty percent of all transit benefit recipients have already recertified their application this period.

If you have not already taken this step, recertify today to avoid any disruption in your transit benefit.



Similarly, if a reviewing official needs to confirm that a participant has recertified correctly they can log into TIPS and confirm the recertification date by selecting the application ID for the participant. Then select "View Application," and scroll to the bottom of the screen. The most recent recertification date will be posted. If this date is 7/1/2014 or after, the participant has successfully recertified for the current period.

Reviewing officials can also check who in their program has recertified by using the filters on the "Reviewing Official" tab in TIPS. There is a filter on the right side labeled "Has Recertified Application." If you set this filter to "YES," and select the "Find" button only those applications that have recertified will appear. If the participant in question is on the list, they do not need to recertify.

TIPS will continue to send participants who need to recertify reminder emails through 15 August. However, since system-generated emails often get ignored, reviewing officials may also want to reach out to your participants directly to encourage them to recertify. You can do this by using the email function in TIPS. Set the "Has Recertified Application" filter to "NO," and set the "Application Status" filter to "All Active," then select the "Find" button. This will return all the participants who still need to recertify. Note: If you have more than 50 participants, you should select "250" in the "Results per page" filter to allow the maximum number of records to appear on the screen. To send an email to this group, select the white check box below the "Actions" label. This will select all the participants that are on the screen. Then select "Send Email" from the Actions dropdown menu. This will allow you to send an email to all the participants that appear on the screen. If you have more than 250 participants, you will need to take these steps for each additional group of 250 participants that you have. If you have questions on how to do that, please contact the Office of Financial Operations or the TIPS Help Desk.

WELCOME ABOARD TO NEW ENROLLEES

The Office of Financial Operations developed a "Welcome Aboard!" document that can be used by reviewing officials to orient new enrollees to the Transportation Incentive Program. One of the most common questions that new enrollees ask is: "when will my benefits begin?" The "Welcome Aboard!" document provides a helpful timeline graphic that explains when a new enrollee will receive their transit benefit. Participants whose application is approved by the monthly deadline (typically around the 23rd of the month) will receive their transit benefit by the end of the following month and can begin to use that benefit for commuting on the first day of the second month. The Welcome Aboard! document can be found at: http://www.fmo.navy.mil/documents/Divisions/FMO3/TIP/WelcomeAboard_2014.docx



HOW DO I KNOW IF I RE-CERTIFIED CORRECTLY?

I think I recertified, but I don't remember. Is there an easy way for me to confirm? As the next recertification deadline approaches, participants who want to confirm that they have successfully recertified can see their latest recertification date by logging into the Transportation Incentive Program System (TIPS). Once logged in, participants can select the "My Application" link from the menu on the left. The participant can scroll to the bottom of the screen to see their most recent recertification date. If this date is 7/1/2014 or after, the participant has successfully recertified for the current period, and they are all set. If the recertification date is 6/30/2014 or before, then the participant will need to recertify by 8/15/2014 to prevent a disruption in his or her transit benefit.

**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