



UPCOMING ENROLLMENT DEADLINES:

Next:
Wednesday, October 22, 2014
(for December benefit)

Future:
Wednesday, November 19, 2014
Wednesday, December 17, 2014



QUESTION OF THE MONTH:

I just withdrew, what should I do with my debit card?

Participants who have withdrawn from the TIP should return their TRANServe debit card to their local reviewing official. Once received, the local reviewing official should shred the card.

OCTOBER RECERTIFICATION PERIOD BEGINS

The fourth recertification period has begun. All transit benefit recipients are required to log into the Transportation Incentive Program System (TIPS) to recertify their transit benefit record between 1 October and 15 November 2014 to prevent a disruption in transit benefits. Participants simply need to log into TIPS (<https://tips.navy.mil>), select recertify, affirm the recertification statements and submit. Their supervisor and reviewing official will not need to take any action as long as no changes are made to the record. Recertify today!

IS MY INVOICE A GROUP OR AN INDIVIDUAL INVOICE?

As more than a thousand vanpools registered in the Transportation Incentive Program System (TIPS), all kinds of invoices, receipts, leases and other documents were provided to support the certified commuting cost of the vanpool. In some cases, vanpool coordinators reported that their vanpool used an individual pricing model yet, they uploaded a group receipt. So how can you tell the difference? The biggest indicator as to whether an invoice is a group invoice or an individual invoice is by looking at the amount. A good rule of thumb is if the amount of the invoice is greater than \$250, the invoice is very likely a group invoice. If the amount is less than \$250 then the invoice is likely an individual invoice.

One of the focuses of the internal control reviews in 2015 will be to validate that the supporting financial documentation uploaded to a vanpool registration matches what is reported by the vanpool coordinator in the pricing model section of the registration. Vanpool coordinators and reviewing officials should take these next few months to ensure that the pricing information reported matches the documentation that has been uploaded to the tool. If it does not match, the vanpool coordinator should update the vanpool registration. If a vanpool coordinator or reviewing official is unclear as to which pricing model is reflected on an invoice, they should reach out to the Office of Financial Operations at the numbers below for assistance.

ACCESS TIPS WITH A USERNAME AND PASSWORD

The Transportation Incentive Program System (TIPS) can now be accessed by participants using a username and password. While the common access card (CAC) will continue to be the easiest way to access TIPS there may be times that the convenience of a username and password may help participants maintain their transit benefit record. This new access point will make it easier for participants who do not have regular access to a CAC-enabled computer to re-certify and update their application. Participants will now be able to log in from their home computer using a username and password.

So how do I get my username and password? If a participant knows their username and their application ID, but has forgotten their password they can use Option #1 to reset their password. If participant does not know their username or password they can use Option #2

OPTION #1: Click on the "Forgot Password" link.

- 1) Participant selects the "Forgot Password" link.
- 2) Participant enters application ID.
- 3) An email will be sent with a temporary password.
- 4) Participant will reset their password using the link provided.

OPTION #2: Call supervisor or reviewing official (RO).

- 1) Participant contacts supervisor or RO.
- 2) Supervisor or RO finds the employee in TIPS and checks the box in front of their record.
- 3) Supervisor or RO selects "Reset Password" from the action menu.
- 4) A box will pop up that will allow the supervisor or RO to send a token to the participant.
- 5) A username and temporary password will be sent in two separate emails to the participant's email address on file.

If participant has a CAC card they can use Option #3 to update their username and password.

OPTION #3: Reset username and password after logged on.

- 1) Participant logs into TIPS.
- 2) From the menu on the left, the participant selects the link to change their username/password.
- 3) Participant is able to update username and password and save the change.

Reviewing officials should begin working with any participant who does not have regular access to a CAC-enabled machine to assist them in obtaining a username and password. Participants with CAC access at work should also reset their username and password using option #3 so that they can access their account from a personal computer if necessary. This system upgrade should make it even easier for participant to recertify and update their transit benefit record.

**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