



**UPCOMING ENROLLMENT DEADLINES:**

**Next:**  
**Wednesday, April 22, 2015**  
*(for June benefit)*

**Future:**  
**Wednesday, May 20, 2015**  
**Tuesday, June 23, 2015**



**MY REVIEWING OFFICIAL RECERTIFIED FOR ME...**

Deputy Assistant Secretary of the Navy for Financial Operations Memorandum dated 7 January 2014 requires all participants to recertify their transit benefit application between the 1st and the 15th of each month. When a participant recertifies using the Transportation Incentive Program System (TIPS), the system asks the participant to certify the accuracy of several statements before capturing their electronic signature from their Common Access Card (CAC). This recertification process helps ensure the overall integrity of the program and strengthens the program's internal control environment.

What if I don't have easy access to a computer with a CAC reader? In these cases, a participant's supervisor or reviewing official (RO) can recertify on behalf of the participant. When a third party like the supervisor or reviewing official recertifies for a participant, the participant is still required to sign a paper recertification form each month that is then uploaded into TIPS to support the third-party recertification. Supervisors and ROs who recertify an application in TIPS without having the physically



signed certification form uploaded into TIPS risk making an inaccurate or false recertification. The participant may no longer work for the Department of the Navy or they may have stopped using mass transit to commute to and from work. Supervisors and reviewing officials can protect themselves from

making false certifications by only recertifying records for participants who have provided a signed re-certification form. In addition, the paper recertification process also protects the government from rouge RO or supervisor who may try to take advantage of a loophole in the application/recertification process to misuse transit benefits.

Paper recertification forms are located on the "Home" page in TIPS under the "Information" box. ROs and supervisors can download the "Transportation Incentive Program Application" pdf. Before printing the application, the RO or supervisor should select "Recertify" at the top of the form; this will eliminate all fields that are not required for the monthly recertification. The recertification form can also be found at [https://navalforms.documentservices.dla.mil/formsDir/\\_SECNAV\\_7000\\_5T\\_10994.pdf](https://navalforms.documentservices.dla.mil/formsDir/_SECNAV_7000_5T_10994.pdf).

**NON-APPROPRIATED FUND PARTICIPANT REPAYMENTS**

Participants who receive transit benefits but then do not ride mass transit in accordance with program policy are responsible to reimburse the government for the misused benefits. In most cases, participants are required to submit a US money order or certified check made payable to the US Treasury. However, there is one exception – Non-appropriated fund (NAF) employees. Employees funded from a non-appropriated fund instrumentality (NAFI) must submit a US money order or certified check made payable to Navy Exchange Service Command (NEXCOM) when they are responsible to repay the government for transit benefits that were not used properly. Why the difference? Transit benefits for NAF employees are funded directly from the NAFI that funds the employee's salary. NAF employees include personnel who work for the following components: 1) Navy Exchange/Marine Corps Exchange, 2) Morale, Welfare and Recreation (MWR), 3) Navy Lodge and 4) Lodging (Navy Gateway Inns and Suites). All US money orders and certified checks should be submitted to the participant's local reviewing official who will coordinate the return to the appropriate office. Reviewing officials should record the returned benefits in TIPS. TIPS will then generate a memorandum with the correct mailing address that should be mailed along with the check or money order to either Commander Navy Exchange or the Office of Financial Operations.



**TRACK DEBIT CARD PAYMENTS ONLINE**

Participants can create an online account at <https://ucard.chase.com> to track transactions on their TRANServe debit card provided by JP Morgan Chase. Participants can see when the transit benefits are loaded and when their transit provider successfully charges their card. Participants can ensure that the correct amount is loaded to their card and easily monitor when transactions occur. This is a great way for participants to confirm that the transit provider charged their card before the midnight deadline on the 9<sup>th</sup> of each month. As a reminder, it is the participant's responsibility to ensure that their transit benefit is successfully used before the Department of Transportation (DOT) sweeps the funds off the card at midnight on the 9<sup>th</sup>.

Reviewing the JP Morgan Chase online account can also confirm that a recent change has been processed by DOT. Keep in mind that changes submitted and approved by the 25<sup>th</sup> of the month do not take effect until the 1<sup>st</sup> day of the second month after the deadline. Therefore, if a participant increases his or her certified commuting cost from \$90 to \$100 on 5 April 2015 (after the 25 March deadline but before the 25 April deadline), and the reviewing official approves the change application, then the participant should expect his or her TRANServe debit card to be loaded with the updated amount on 10 May for June commuting. If the transit authority attempts the higher amount before the higher amount is loaded to the card on 10 May, the card will be declined. Reviewing the amount loaded by using the Chase website can help participants charge the correct amount after changes are made.

**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 **EMAIL:** [tips@spawar.navy.mil](mailto:tips@spawar.navy.mil)



**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