



UPCOMING ENROLLMENT DEADLINES:

Next:
Wednesday, June 22, 2016
(for August benefit)

Future:
Thursday, July 21, 2016
Tuesday, August 23, 2016



RETURNED! I CAN'T RECERTIFY!

Deputy Assistant Secretary of the Navy for Financial Operations vanpool policy memorandum dated 31 December 2015 requires vanpool coordinators to upload a monthly vanpool rider log by the fifth of the month following the commuting month. Vanpool logs must accurately record the ridership for the previous month and be signed either physically or with a digital signature by each Transportation Incentive Program (TIP) benefit recipient. This log is required to demonstrate that the vanpool has met the 80/50 rule for the previous month and that each TIP participant rode in a qualified vanpool for at least 50% of his or her scheduled workdays. The Transportation Incentive Program System (TIPS) may automatically deactivate vanpools that do not have a log uploaded by the fifth calendar day of the month. If TIPS deactivates a vanpool, the vanpool coordinator will be required to reactivate the vanpool registration and upload the appropriate vanpool logs to prevent a delay or disruption in the transit benefit for the riders in the vanpool.



My vanpool was deactivated. Now what do I do? When a vanpool is deactivated for not uploading a vanpool log, the vanpool coordinator will first need to reactivate the vanpool and upload the missing vanpool log before participants in the vanpool will be able to recertify their TIP application again. Once the local reviewing official has approved the reactivated vanpool, participants in the vanpool will be able to log into TIPS, select the CHANGE button and select the approved vanpool from the drop down list. NOTE: participants will not be able to recertify their application if their vanpool is not currently active and approved. If a vanpool coordinator does not reactivate the vanpool in a timely manner, there may be a delay or disruption in transit benefits for those participants.

How do I know if my vanpool was deactivated? TIPS will return the transit benefit application back to any participant associated with that deactivated vanpool back to the participant. When a participant logs into TIPS, he or she will find that his or her application status is "Returned." This means that a "CHANGE" is required to the application before the reviewing official can approve it. Applications can be returned for many reasons. Examples include:

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- Supervisors may return an application to request a correction to an employee's unit identification code (UIC) or major command.
- Reviewing officials may return an application if the mode of transportation or commuting cost is incorrect.
- TIPS may also automatically return applications when a vanpool does not comply with the vanpool policy (e.g. vanpool log is not uploaded by the deadline)

In all of these cases, the participants will receive an email notification explaining why the application was returned.

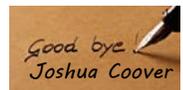
I did upload my vanpool log, but vanpool was still deactivated?

The vanpool policy also requires vanpool coordinators to recertify the vanpool registration in TIPS quarterly. During the quarterly vanpool recertification, coordinators will be required to upload current supporting financial documentation and update the pricing information in the vanpool registration to reflect any recent changes in the vanpool's commuting cost. TIPS will deactivate vanpools that are not recertified by the recertification deadline. As in the previous example, vanpools that have been deactivated for not recertifying will also need to be reactivated and approved by a local reviewing official to prevent a delay or disruption in transit benefits.

Why are all these documents so important? As the Department of the Navy continues to pursue auditable financial statements, each program is required to ensure the supporting documentation is accurate and stored correctly to support audit. TIPS has been developed to enforce this requirement to ensure that vanpools have the required documentation on file to comply with program policy. By demonstrating that the program is audit compliant TIPS strengthens and protects transit benefits for the future.

TIP PROGRAM MANAGER SAYS GOODBYE!

It has been a tremendous privilege to serve as the program manager for the Transportation Incentive Program for Outside the National Capital Region. It has come time for me to transition to a new project and allow someone else to grow and improve the program. I would like to thank all the local reviewing officials that I have known over the past six years. You have helped make this program successful across the Department, and I greatly value your contribution to implementing all the changes that have occurred. Also, TIP would not be what it is today without the hard work of the Transportation Incentive Program System (TIPS) development team who continuously work to keep TIPS running and design innovative solutions to address challenges and risks within the program. I will miss working with such a great team. And finally, a special thanks to Mr. Carl Pollard who has served as the program assistant for several years. Mr. Pollard has provided consistent support and has helped make this job and workplace a fun place to be. Mr. Pollard will provide support during the transition, and we hope to have a new program manager named soon. Thanks again to everyone on the team!



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OFFICE OF FINANCIAL OPERATIONS CONTACT INFORMATION**

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