

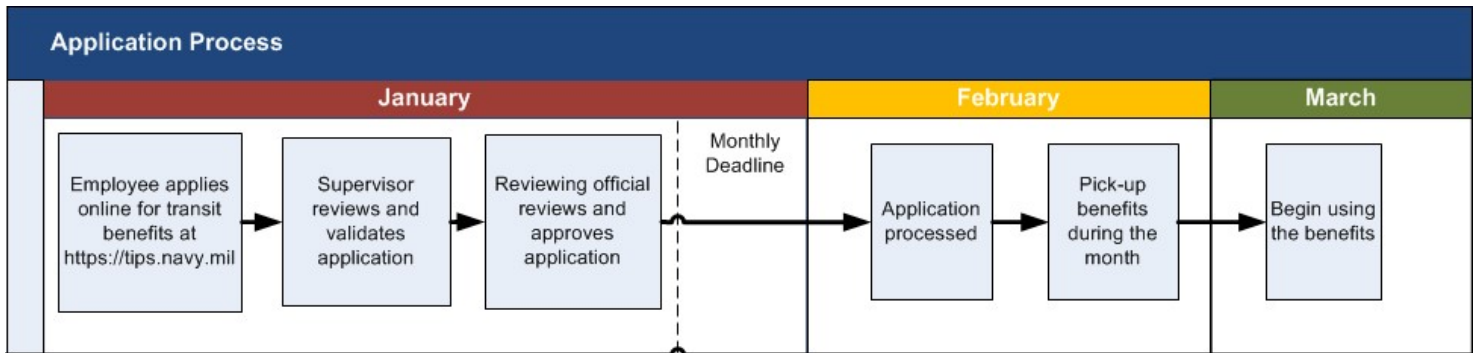


## WHAT IS TIP?

The Transportation Incentive Program (TIP) is intended to reduce Federal employees' contribution to traffic congestion and air pollution, and to expand their commuting alternatives. The Department of Transportation (DOT), on behalf of Department of Defense (DOD), purchases and distributes transit vouchers and/or fare media for Department of the Navy (DON) participants.

## APPLICATION PROCESS

To enroll in TIP, employees must create or complete an online application The Transportation Incentive Program System (TIPS) at <https://tips.navy.mil>. All applicants must be a current Department of the Navy employee with an active CAC and have access to the Internet. Once the applicant has submitted an application, the application will be validated



by his or her supervisor, and approved by a local reviewing official.

Applicants approved by the monthly deadline will receive transit benefits during the month following when the application was submitted. The participant would be eligible to use the benefits in the month following the benefit distribution. In the example above, if the application is submitted by the January deadline, the benefit card would arrive in February to purchase mass transit fare for March.

## ELIGIBILITY REQUIREMENTS

### Who is eligible?

- All Navy and Marine Corps military members and federal DON civilian employees, including Non-appropriated Fund (NAF) employees.
- Part-time federal employees and interns.
- Reservists on active duty for more than 30 days are entitled to the same benefits and are to apply for this benefit in the same manner as is applicable to members/employees in the same geographic area.

### Who is NOT eligible?

- Reservists who are on weekend drilling/training are considered to be on inactive duty and are therefore not eligible to receive this benefit.
- Contractors, US Coast Guard employees, retirees, and/or military dependents are not eligible for this benefit.
- ROTC students are not eligible for this benefit unless enlisted in a military branch and considered "Active Duty."
- Overseas members/employees outside the ONCR coverage areas are not eligible.

### What are acceptable methods of mass transportation?

- Commuter bus
- Commuter train
- Ferry (foot passenger only)
- Vanpool (7+ passenger vehicle)
- Subway/light rail

Carpools, POV's, motorcycles, bicycles, airplanes, and/or walkers do not qualify for the benefit.

## HOW WILL I GET MY BENEFIT?

Transit benefits are distributed on a monthly basis. Once your application has been approved, DOT will send a TRANServe Card to your Command Reviewing Official (RO). Participants will need to sign for their benefits when they pick them up from their RO. TRANServe Cards are automatically loaded on the 10<sup>th</sup> of every month for the commuting expenses of the following month. For example, benefits loaded on January 10<sup>th</sup> are to be used for February commuting expenses. Payments for qualified commuting expenses should be completed by the 4<sup>th</sup> of the following month (Feb. 4<sup>th</sup> per the example). Participants who do not use their benefit before the next card disbursement forfeit their benefits for that month.

Your monthly benefit amount may not exceed your actual monthly commuting cost using mass transportation. Parking fees and tolls cannot be included in the amount you claim for reimbursement. Enter the calculated total onto your TIPS, even if the total exceeds the maximum benefit amount.

## IMPORTANT POLICIES:

- The Transportation Incentives Program is a fringe "benefit" not an "entitlement." Therefore there is no retroactive reimbursement. Benefits are issued beginning in the month following enrollment.
- Prior to withdrawing from the program, you are required to return all unused fare media/vouchers to your RO.
- If you use transit benefits after your effective departure date, the government must be reimbursed by money order made payable to the US Treasury and provided to your RO.
- Your commuting may require you to relinquish your parking pass while participating in this program. Parking pass policies are determined locally.
- You are required to submit an updated application when:
  - The amount you are claiming changes
  - You transfer to another command
  - Any personal information changes
  - Your military status (Active/Reserve) changes
- Making a false, fictitious or fraudulent certification on the application is subject to criminal prosecution, civil penalty action, and agency disciplinary action up to and including dismissal.

## CONTACT INFORMATION

Your local command / installation reviewing official for this program is:

Name: Sheila M. Divelbiss

Command / Installation: NAVWAR Corporate Operations (8.0)

Phone Number: 858-537-8506

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