

# Welcome Aboard!!

## DON Transportation Incentive Program Outside the National Capital Region

<http://www.fmo.navy.mil/services/tip/tip.htm>

### Background

The Department of the Navy (DON), in compliance with Executive Order 13150 of 21 April 2000 and the Department of Defense (DOD) policy letter of 13 October 2000, implemented the Transportation Incentive Program (TIP) Outside the National Capital Region (ONCR) effective July 2001. The program 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 DOD, purchases and distributes transit vouchers and/or fare media to DON participants. For those areas **not** serviced by DoT, the DON Program Manager will approve the use of the SF-1164 (Claim for Expenditures on Official Business) as an alternative method for reimbursement.

Participants are eligible for reimbursement up to **\$130** per month (effective 1 JAN 2014) in qualified mass transportation costs, not to exceed actual costs.

### Eligibility Requirements

- 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.
- Reservists who are performing active duty for 30 days or less **are** eligible under the SF 1164 reimbursement method.
- 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.

The following recognized mass transportation systems qualify for the benefit:

- Commuter Bus
- Commuter Train
- Subway/Light Rail
- Van Pool
- Ferry (foot passengers only)

*Carpools, POV's, motorcycles, bicyclists, airplanes, and/or walker solely utilizing these methods do not qualify for the benefit.*

### Reimbursement Process/Distribution of Fare Media

Transit vouchers and/or fare media is distributed on a monthly or quarterly basis. Once your application has gone through the necessary processing stages and has been approved, DoT will either send the fare media to your installation/command POC via overnight mail, who will make the necessary arrangements to distribute to you, or will physically come to your site and distribute on location. Either way, your POC will provide you with the necessary instructions to obtain your fare media.

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Your monthly commuting cost on public transportation is determined by calculating your daily commute cost and multiplying it times 21 average workdays per month. Parking fees cannot be included in the amount you claim for reimbursement. Enter the calculated total onto your application form, even if the total exceeds the \$120 maximum amount.

**TO APPLY FOR THE PROGRAM:**

Applicants must have a CAC card. Go to <https://tips.navy.mil> and create an account. Go to apply for benefits. Complete required information.

**Important policies:**

- The transportation fringe benefit program is a “benefit” **not** an “entitlement”. Therefore, there is no retroactive reimbursement. Vouchers 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 POC.
- If you used fare media/vouchers after your effective departure date, the government must be reimbursed by Money Order made payable to the US Treasury and forwarded to the Office of Financial Operations for processing.
- Your command 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 **1)** the amount you are claiming changes **2)** you transfer to another command **3)** any personal information changes **4)** 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.

**YOUR LOCAL COMMAND/INSTALLATION POINT OF CONTACT  
(POC) FOR THIS PROGRAM IS:**

<b>Command/Installation:</b>	<b>NAVFAC Southwest</b>
<b>Phone #:</b>	<b>Voice: 619-532-2587</b> <b>619-532-3375</b> <b>Fax: 619-532-4334</b>
<b>Local Transportation Web site(s):</b>	<a href="http://www.transit.511sd.com">www.transit.511sd.com</a> <a href="http://www.icommutesd.com">www.icommutesd.com</a> <a href="http://www.vride.com/">http://www.vride.com/</a> <a href="http://www.vanpool.com">www.vanpool.com</a>