INTERIM POINT OF CONTACT (POC) GUIDELINES

In the absence of a Department of Navy (DoN) Directive, this as well as e-mails in the form of "TIP UPDATES" will serve as policy guidance for the Outside the National Capital Region (ONCR) mass transportation program.

These guidelines will provide you with the basic/minimal information concerning your responsibilities. Funding guidance for comptrollers and claimants for this program will be provided at a later date under separate correspondence.

The DoN's program officially began 01 July 2001. This program is a "**BENEFIT**" and **NOT** an "**ENTITLEMENT**" and therefore there is **NO retroactive reimbursement** for the program back to the starting date. The DoN is currently operating under a monthly enrollment period for new applicants.

Installation Point of Contact (POC) Responsibilities for the Transportation Incentive Program (TIP) (Mass Transportation Fringe Benefit Program) Outside the National Capital Region (ONCR)

The Department of the Navy, in support of Executive Order13150 and the 13 October 2000, Department of Defense (DoD) policy letter, is implementing the Transportation Incentive Program. ALNAV 038/01 contains start-up program information that requested installations provide a POC for this program.

Whenever possible, the DoN will purchase transportation vouchers/passes for employees ONCR, using the Department of Transportation (DoT). Direct transportation fringe benefits are allowable for actual costs not to exceed $100.00 per month (parking fees are not allowable) in locations where transportation vouchers/passes are available.

For those areas where DoT cannot purchase vouchers/passes, the DoN Program Manager will approve use of the SF-1164, Claim for Reimbursement for Expenditures on Official Business, for the transit subsidy program for ONCR. Specific guidelines for use of the SF-1164 and the accounting will be provided separately at a later date. Command vice installation POCs will have primary responsibilities for administering this portion of the Transportation Incentive Program/Mass Transit Program.

The DoN signed a Letter of Intent in July 2001 to implement the program with DoT and entered into a Customer Agreement (CA) with the DoT for support of this process. DoT will assist in the bulk purchase of transit vouchers/passes from participating communities nation-wide. Vouchers/passes will be distributed quarterly, unless restricted by the local transit company. In those cases, vouchers/passes will be distributed monthly. The process outlined

below will be used for the purchase and distribution of transportation vouchers/passes based on the working relationship between the DoN and DoT.

1. Identify a **PRIMARY** and **ALTERNATE** POC at each installation to manage the program. Installations with large numbers of tenant participants may delegate some of these responsibilities down to the tenant command level (as identified by *). Commands or Activities that are not captured under an installation umbrella will also identify a primary and alternate POC. Furnish primary and alternate POC information to **tip@fmo.navy.mil**. The POC must be located on-site because of the duties and responsibilities inherent with the program. Although employees may elect not to avail themselves of the transportation benefit immediately, they may elect to participate in the future. Each site must be prepared to provide the benefit upon request and ensure all installation and DoN tenant employees [appropriated/nonappropriated fund civilian personnel and military (active as well as reserve on active duty)] are aware of program.

2. The POC at each location will be responsible for the following:

   a. Distribute, accumulate, review, and submit the transportation benefit application forms for the installation (includes DoN tenants on the installation).

      i. If assigned command parking spots are available to employees, they must be revoked in order to participate in this program. Retaining parking spots for qualified van pools may be an exception. Commands that have LABOR UNIONS, have an additional responsibility with regard to termination of parking privileges and must negotiate agreements as required.

   b. Review the forms and certify that the applicants are eligible to participate in the transportation benefit program and that the forms are filled out **legibly, accurately and completely**. Eligibility means that the employee meets the standards established in the DoD policy as a DoN employee (civilian or military). **Contractor personnel are not eligible for the program.** In coordination with DoT, the POC must also ensure that employees satisfy eligibility requirements when participating in a transportation/van pool program as defined in Title 26 U.S. Code Section 132 (f).

      i. In order for correct funding to occur, it is **mandatory** that the application has the proper Unit Identification Code (UIC) and Major Claimant (MC) number. It is recommended that the POC establish a list of commands on their installation with associated UICs and MCs. Questions regarding UICs and MCs should be addressed to command Comptrollers and/or civilian personnel offices.

   c. Notify participants that the **benefit is for actual transportation costs <u>to and from work</u> NOT including parking fees** and cannot exceed $100.00 per month and requires a re-certification in the program for those needing the increased new amount.

d. Retain **ORIGINALS** of all applications for local records for legal reasons, and submit all new applications (copies of originals) with the "ONCR ALPHA LIST TEMPLATE" document located on the web site to:

Director
Office of Financial Operations
720 Kennon Street, S.E., Bldg 36, Room 115
Washington Navy Yard, D.C. 20374-5025
ATTN: Transportation Incentive Program

The Program Manager must receive new applications by the **SECOND THURSDAY of EACH MONTH** for participation in the program the following month (e.g. Applications received by the second Thursday in the month of October will receive benefits for the month of November and on).

e. Provide services for all Navy and Marine Corps tenant activities and personnel. There also may be members of other services assigned to the organization that will require assistance. Assist them in finding the proper web site for guidance. POCs should provide the same level of service and due diligence for Navy and Marine Corps tenants served as they provide for their own organizations. In some joint commands the DoN POC will be an Army or Air Force representative.

f. DoT will send agents to distribute transportation vouchers/passes to some installations base on number of participants and cost effectiveness to the government. DoN along with DoT will determine which installations will be handled by DoT agents on site.

g. The DoN DoT Agent (Ms. Sheila Clinkscale) will contact the local POC(s) prior to site distribution by DoT reps. POCs will arrange for tables, chairs and a room/area with electrical outlets for distribution. The POC shall select a central site for pick up of vouchers and will also notify local commands or personnel about distribution dates and hours. THIRD PARTY pick ups of vouchers are reserved for POCs ONLY…POCs should ONLY be picking up vouchers for personnel that contact them for pick up that are/will be on Leave (on vacation), SIQ (out sick) or TAD (on travel).

h. If DoT **does not** send an agent to your location, POC will receive and sign for Federal Express Mail (FED EX) transportation vouchers/passes from DoT. Once DoT establishes the initial program, the DoT goal is to provide vouchers/passes three working days prior to the end of the month (before the quarterly/monthly disbursement) to allow POC time for distribution to participants.

i. If DoT **does not** send an agent to your location, POC will arrange for the distribution of transportation vouchers/passes.

j. If DoT **does not** send an agent to your location, POC will distribute transportation vouchers/passes to participants. Participants must show their military/civilian identification (base or command pass/badge) and sign for their vouchers/passes. FED EX any excess/erroneous purchases to DoT Transportation Administrative Service Center (TASC).

Sheila Clinkscale
US Department of Transportation
400 7th Street SW, Rm. P2-327
Washington, DC 20590

Monthly, dated passes must be returned to DoT not later than two (2) business days after the first of the month. Quarterly vouchers must be returned not later than the tenth (10th) day of the month. These timeframes must be strictly observed in order to preclude the DoN from paying for the vouchers/passes.

k. Maintain a copy of the signed receipt where program participants signed for their respective voucher/pass to ensure that there is a record of receipt on file.

l. Secure transportation vouchers/passes that could not be distributed because employees were on travel, leave, or unavailable during normal distribution until such time as the employee is available to sign for them. The vouchers/passes are monetary instruments and so must be properly safeguarded and accounted for at all times.

m. Establish procedures to ensure participants that relocate, separate, or retire are removed immediately from the list of individuals eligible for the benefit and advise DoT. This should be made part of out-processing procedures at both the command and installation level. Employees are required to notify the POC and DoT immediately if they decide to terminate participation in the program. Revalidate employee participation list and information provided by DoT TASC not less than quarterly to ensure the accuracy of the information for program execution. If employees do not pick up vouchers, return them to DoT immediately. E-mail DoT with the names and last four numbers of the Social Security number for personnel withdrawing from the program and copy to the Program Manager.

n. Retain originals of all applications and program documentation for audit and ensure management controls are in place. It is important to maintain audit trails and accountability of vouchers/passes. Open records to audit agencies or inspectors as they review the Transportation Incentive Program/Mass Transit Program.

o. DoT will provide accounting/billing information to FSA as the Executive Agent for Assistant Secretary of the Navy (Financial Management & Comptroller) on a quarterly basis. POC may have a limited responsibility in certifying participation and applicant start dates in the billing process.