

**Roles and Responsibilities
of Employees, Supervisors, Bureau and Office Transit Coordinators,
and Regional Bureau/Office Site Coordinators
for the DOI Public Transportation Subsidy Program (PTSP)**

I. Employees

- a. Employees determine whether they qualify to participate and learn about the PTSP by speaking with their bureau/office Transit Coordinator, Regional Site Coordinator and/or visiting the National Business Center (NBC) Facilities Management web page at:
www.nbc.gov/facilities/transportation_subsidy.html
- b. To enroll, employees must complete a PTSP application for participation in the PTSP, Commuting Expense Worksheet, and successfully complete the PTSP training.
- c. Employees must submit the application, expense worksheet and training completion certificate to their supervisor for his/her approval and certification.
- d. Once supervisory approval and certification is complete, employees must submit the application, expense worksheet, training completion certificate to their bureau/office transit coordinator or regional site coordinator for enrollment processing.
- e. For program participants in the D.C. Washington Metropolitan Area using SmartBenefits, employees must, in addition to the above sections c and d, complete the SmartBenefits application, purchase a SmarTrip card, register the card through the Washington Metropolitan Transit Authority, and run a duplicate copy of the back of the card so that the card numbers are legible. Then, the SmartBenefits application must be signed by the applicant's supervisor and the SmartBenefits application and duplicate copy of the SmarTrip card number must be submitted to their bureau/office transit coordinator for enrollment processing.
- f. If the D.C. Washington Metropolitan Area program participant using SmartBenefits loses their SmarTrip card, then a new PTSP and SmartBenefits applications must be submitted following the above procedures.
- g. If any employee's commuting costs change, the employee must promptly prepare and submit a revised application and expense worksheet reflecting those changes, obtain supervisory approval and certification on the forms and submit to their bureau/office transit coordinator or regional site coordinator for processing.
- h. Employees must understand that it is a violation of the law to sell or transfer

the benefit or make false claims.

- i. Employees must use their transit benefit only for their home to work transportation.
- j. Employees must personally adjust the transit benefit amount upon changes to commuting methods, work schedules (such as leave, travel, training, teleworking, etc.) or change of address.
- k. Even though they receive the benefit quarterly, employees must ensure the amount of the transit benefit received does not exceed actual monthly commuting cost by public transportation
- l. Annually, employees must recertify. This means they must complete a new application, expense worksheet and complete the training (NBC plans to create an expedited short certification statement form that certifies no changes to the application or expense worksheet).
- m. When exit clearing, employees must de-enroll from the PTSP by completing a de-enrollment form and, as applicable, return unused media or reimbursement to their bureau/office.
- n. Employees must understand the scope and limitations of the PTSP and comply with all other PTSP policies and procedures found at: www.nbc.gov/facilities/transportation_subsidy.html

II. **Supervisors**

- a. Supervisors should familiarize themselves with the scope and limitations of the PTSP.
- b. Supervisors must certify that they have reviewed their employee's application and commuting expense worksheet and believe the information to be accurate.
- c. Supervisors must ensure the employee follows the proper exit clearance process when leaving the organization.

III. **Bureau and Office Transit Coordinators**

- a. Serves as the lead bureau or office official for the PTSP.
- b. Participates on the Department of the Interior, NBC-lead PTSP Working Group.

- c. Serves as liaison between their Bureau or Office and DOT and the NBC.
- d. Processes PTSP applications.
- e. Reconciles DOT reports and addresses discrepancies.
- f. As applicable, receives and distributes transit voucher/fare media to employees and documents transactions.
- g. Maintains transit records in accordance with the Records Disposition Schedule.
- h. Processes annual DOT reimbursable agreement and amends, if necessary.
- i. Resolves problems between employee, DOT, and transportation provider.
- j. Exit clears program participants using the NBC de-enrollment form and as necessary, processes reimbursement to bureau/office finance office and/or DOT.

IV. **Bureau and Office Regional Site Coordinators**

- a. Provides guidance and assistance to local supervisors and employees regarding the PTSP.
- b. Coordinates enrollments, recertifications, terminations, de-enrollments, exit clearance and discrepancies on employee's program participation with Bureau/Office Transit Subsidy Coordinator and DOT.
- c. In coordination with other bureau/office or agency transit coordinators and program participants, decides on the location where fare media will be distributed and the schedule for distribution.
- d. Receives and verifies transit voucher/fare media from DOT and distributes to employees for one or more federal agencies in a specific building or local metropolitan area and documents transactions. Returns unused media to DOT.
- e. Documents and maintains records of employee participation and fare media receipt and distribution.
- d. Returns unused fare media from departing employees to DOT or bureau or office transit coordinator. Document transactions, and notify the bureau or office coordinator, so appropriate credit by DOT to the organization can be ensured.
- e. Reports issues of concern to the bureau or office Transit Subsidy Coordinator.