



DOC-NOAA Transit Benefit Integrity Awareness Training

Updated July 2016



Topics

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- **Background and Objectives**
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- **Employee's Role**
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Program Overview

- **Transit Benefit Program:**
 - Reduces air pollution
 - Reduces traffic congestion
 - Increases use of mass transit
- **Studies show that congestion wastes:**
 - 3.7 billion hours of travel delays
 - \$63 billion per year, nationally
 - \$850 and \$1,600 in lost time and fuel each year per commuter
- **Tax-free subsidy for *actual* mass transit commuting costs**
 - Up to the maximum statutory limit



Background



• Program History

- 1991 - Federal Transit Administration pilot program
- 1993 - Clean Air Initiatives Act
- 2000 - Federal Workforce Transportation Fringe Benefit
- 2005 – SAFETEA-LU



Background



- **Eligibility**

- **Participants must be salaried federal employees (i.e. not contractors) who use qualified transit facilities or commuter highway vehicles on a monthly basis to commute to and from work, and who do not receive federal parking and are not named on a worksite parking permit at any Federal agency**



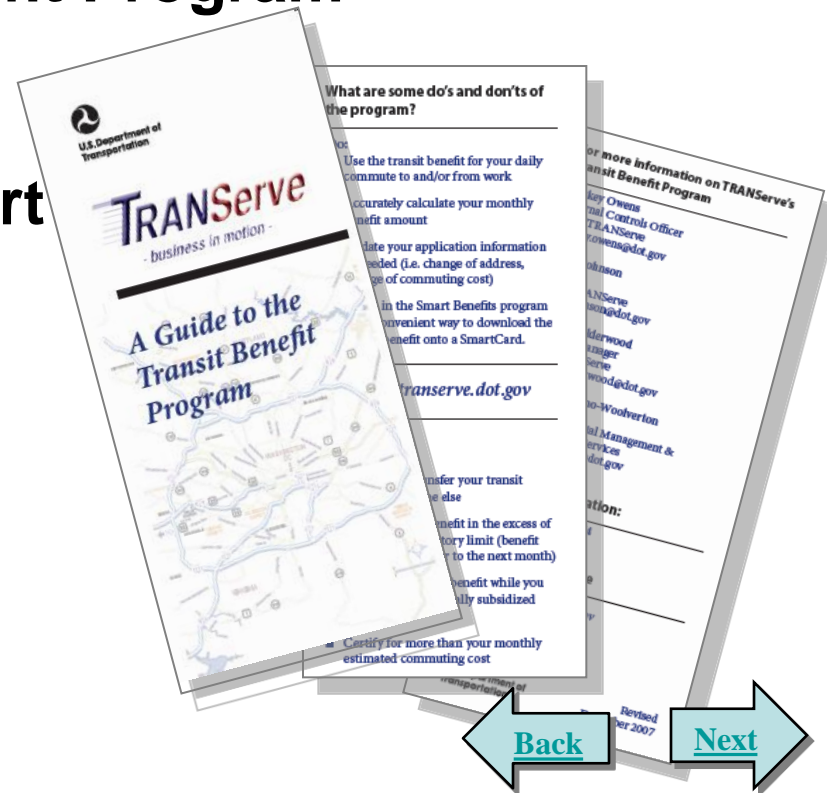
Mass Public Transportation

- **Rail**
 - Subway
 - Commuter
 - Light
- **Bus**
 - Transit authority
 - Commuter
- **Ferries**
 - Pedestrian or bicycle
- **Qualified vanpools**
 - Commercial/private vehicle
 - At least 6 adults, excluding the driver



TRANServe's Role

- Provides fee for service
- Distributes transit benefits to qualified employees
- Administers the Transit Benefit Program
- Establishes best practices
- Provides answers and support to program participants



Employee Roles and Responsibilities

- **Understand the scope and limitations of the Transit Benefit Program**
- **Not to sell, transfer the benefit, or make false claims**
- **Understand the penalties involved in misuse or false claims**

It is a violation of law to provide false or fraudulent information to obtain the transit benefit, to transfer, or to sell the transit benefit.



Employee Roles and Responsibilities

- **Not to be named on a worksite parking permit at any Federal agency, nor participating in a carpool**
- **Use transit benefit *only* for home to work and work to home transportation**
- **Ensure the amount of transit benefit received does not exceed actual monthly commuting cost of public transportation**
- **Responsible for updating commuting costs upon changes to commuting method, work schedule, or change of address**



Employee Roles and Responsibilities

Once fare media is distributed, you are responsible for its safekeeping. Request replacement of lost, stolen or damaged fare media as follows:

- In the National Capital Region (NCR), lost, stolen or damaged SmarTrip® cards are replaced by contacting Metro via a sales office or online at www.wmata.com. *Remember to register the new card with WMATA and update application with new number.*
- Lost, stolen or damaged TRANServe debit cards may be replaced by contacting JP Morgan Chase at UCARD Center (<https://ucard.chase.com>).

*Remember to update
CommuterConnections account.*



Legal Implications

Employees who misuse the transit benefit will be subject to appropriate administrative action including discipline and/or disqualification from future participation in the DOC NOAA Transit Benefit Program. Disciplinary penalties could range from a letter of admonishment to removal from Federal Service, depending on the severity of the abuse.



TRANServe Website

TRANServe.dot.gov

Website Pages:

- Home
- Participants
- F.A.Q. (Frequently Asked Questions)
- Debit Card
- Resources
- Return of Excess Benefit
- Contact Us

The screenshot shows the TRANServe website homepage. At the top left is the U.S. Department of Transportation logo with the slogan "Business in motion". To the right is the United States Department of Transportation logo. A search bar with a "Go" button is located below the logos. A navigation menu contains links for HOME, DEBIT CARD, RETURN OF EXCESS TRANSIT BENEFIT, RESOURCES, PARTICIPANTS, CONTACT US, and F.A.Q. The main content area features a "News" banner with a photo of a transit station. Below the banner, there are several sections: "DOT News Flash" with a link to a Federal Register notice; "Debit Card User Account Website Update" with a link to a JPMorgan update; "My Account" information; "UCard Center" details; "Now you can:" with a list of actions like activating a card, requesting a replacement, downloading training materials, and viewing transactions; "Check it out to learn more!" with links to the UCard Center website and registration; "Recent Bulletins" with a list of TSB notices; and "Contact Us" information including normal hours (Monday-Friday, 8:30 a.m. - 4:00 p.m.), office address, and a link to the mobile commuter store bus.



Enrollment Process

1. Log in to the TRANServe Electronic Transit Benefit Application System (<https://transitapp.ost.dot.gov>)
2. First time enrollments click the “Register” button and create your profile information (temp password comes by email)
3. Login using government email address and password
4. Click on “Transit Benefit Application”
5. Choose what to do:
 - Request information
 - Withdraw from the program
 - Certify/Enroll



Knowledge Check 1

The Transit Benefit Program objective is to:

- A. Increase compensation of federal employees per month.**
- B. Provide incentive to federal employees to use public transportation to reduce air pollution and traffic congestion.**
- C. Reward the employees for their hard work.**



Knowledge Check 1 - Answer

The Transit Benefit Program objective is to:

- A. Increase compensation of federal employees per month.
- B. Provide incentive to federal employees to use public transportation to reduce air pollution and traffic congestion.
- C. Reward the employees for their hard work.

The Federal Workforce Transportation Fringe Benefit Program under Executive Order 13150 was put in place to reduce air pollution and traffic congestion.



Knowledge Check 2

- **If I misuse my transit benefit, such as, selling my benefit or over estimating my need for the benefit, I could be removed from service to the federal government.**

True

False



Knowledge Check 2 - Answer

- If I misuse my transit benefit, such as, selling my benefit or over estimating my need for the benefit, I could be removed from service to the federal government.

True

False

Disciplinary penalties could range from a letter of admonishment to removal from Federal service depending on the severity of the abuse.



Knowledge Check 3

TRANServe's Role is to:

- A. Distribute the transit benefit to NOAA employees.
- B. Administer the Transit Benefit Program.
- C. Establish Best Practices.
- D. All of the above.



Knowledge Check 3 - Answer

TRANServe's Role is to:

- A. Distribute transit benefits to NOAA employees.
- B. Administer the Transit Benefit Program.
- C. Establish Best Practices.
- D. All of the above.

TRANServe administers the Transit Benefit and establishes Best Practices for those Agencies serviced by DOT/TRANServe.



Knowledge Check 4

- **Carol plans on teleworking. The correct course of action based on this is:**
 - A. Inform her supervisor.**
 - B. Continue claiming the transit benefit without change.**
 - C. Submit an updated application <https://transerve.dot.gov>.**



Knowledge Check 4 - Answer

- **Ben plans on teleworking. The correct course of action based on this is:**
 - A. Inform her supervisor.
 - B. Continue claiming her transit benefit without change.
 - C. Submit an updated application <https://transerve.dot.gov>.

You are responsible to update whenever commuting costs, commuting method, work schedule, or your home or work address changes.





Transit Benefit Certification



Certification Required



- Anyone who enrolls in the Transit Benefit Program must certify that certain conditions are true.

Certify:

“To formally and legally attest a specific statement to be true”



Certification Statement

WARNING !

This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001, by imprisonment up to five years and fines up to \$10,000 for each offense, and/or agency disciplinary actions up to and including dismissal.

- I certify that I am employed by the U.S. Federal Government.
- I certify that I am not named on a federally subsidized parking permit with any other federal agency.
- I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.
- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transit exceed the month statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.
- I certify that I will not claim the transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am out of work due to sickness, vacation or any other reason, on official travel, or use a private vehicle for commuting, I will claim less and adjust the amount of my transit benefit the following month if appropriate.
- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.

I Agree

I Do Not Agree



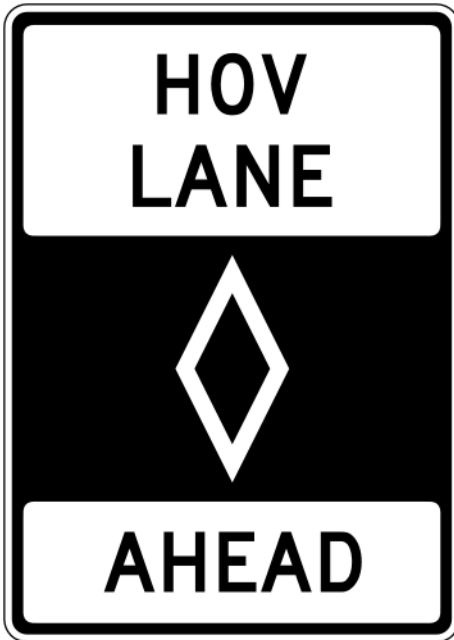
Certification

What did I just agree to?

- I am employed by the U.S. Department of Commerce - NOAA
- I am eligible for a public transportation fare benefit
- I will only use the transit benefit for my daily commute between home and work
- I will not give, sell, or transfer my transit benefit to anyone else
- I will not use the Government-provided transit benefit in excess of the statutory limit
- I will not claim the transit benefit in excess of my actual monthly commuting expense
- I will not include parking fees in the calculation of my daily, weekly or monthly commuting cost.



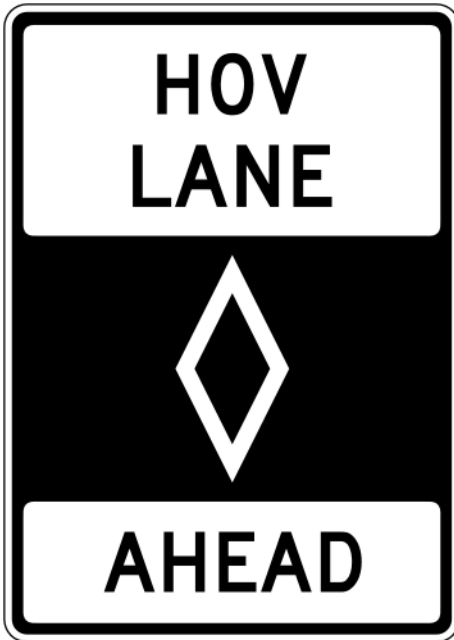
Knowledge Check 5



- **Bernadette joined a carpool after commuting by train for 5 years. She received the maximum benefit per month for her commute. She sells her benefit since she believes the benefit belongs to her. Is this the correct course of action?**
 - Yes**
 - No**



Knowledge Check 5 - Answer



- Bernadette joined a carpool after commuting by train for 5 years. She received the maximum benefit per month for her commute. She sells her benefit since she believes the benefit belongs to her. Is this the correct course of action?

Yes

No

It is against the law to sell or give away your transit benefit.



Knowledge Check 6

- Aaron commutes from Virginia to get to work. His commuting costs is \$284 per month. He is eligible to receive additional transit benefit since his commute is so costly.

True

False



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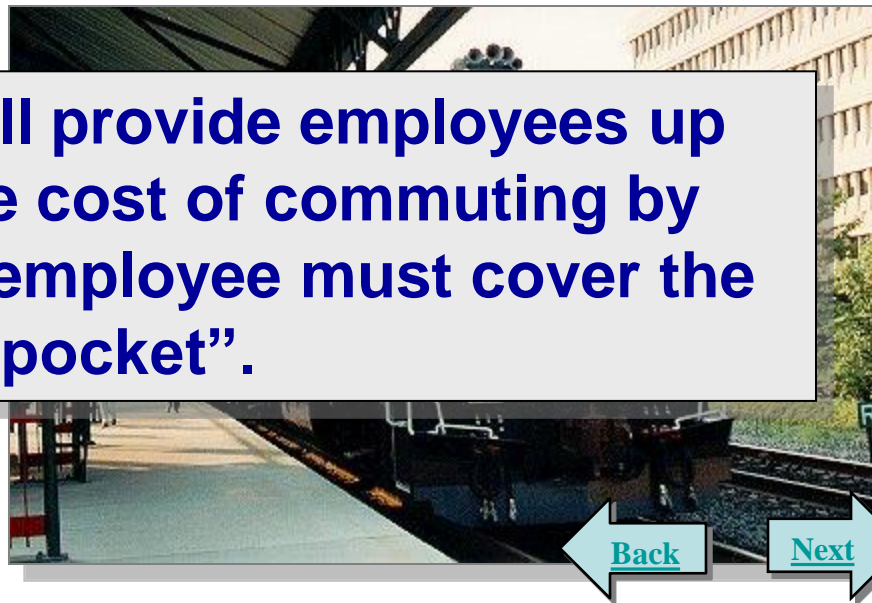
Knowledge Check 6 - Answer

- Aaron commutes from Virginia to get to work. His commuting costs is \$284 per month. He is eligible to receive additional transit benefit since his commute is so costly.

True

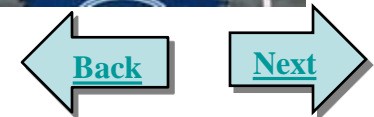
False

The federal government will provide employees up to the statutory limit for the cost of commuting by mass transportation. The employee must cover the additional amount, “out of pocket”.



Knowledge Check 7

- **Tori rides in a carpool. She is eligible to receive the transit benefit.**
 - True
 - False



Knowledge Check 7 - Answer

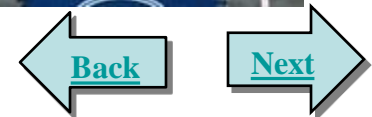
- **Tori rides in a carpool. She is eligible to receive the transit benefit.**

True

False



The Federal Transit Benefit is for federal employees who choose to commute using mass transit in a commuter highway vehicle. This includes bus, rail, light rail or an authorized vanpool.



Knowledge Check 8

- **Michael rides mass transit and parks in the lot near the station. He includes his parking fees when he calculates his monthly commuting expense. He is right to do this.**

True

False



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Knowledge Check 8 - Answer

- **Michael rides mass transit and parks in the lot near the station. He includes his parking fees when he calculates his monthly commuting expense. He is right to do this.**

True

False

The Federal Transit Benefit is provided solely for your home-to-work-to-home commute via mass transportation. Any other use of these funds is actionable as fraud, waste, or abuse of federal funds.

Knowledge Check 9

- **Jessica has come to an agreement with HR and her supervisor to work in the office 3 days and telework 2 days each week, indefinitely. She currently receives \$25 per week in transit benefit. The correct course of action based on her schedule change is to:**
 - A. Thank her supervisors' for his/her understanding.**
 - B. Continue claiming her transit benefit without change.**
 - C. Update her transit benefit application to reflect her new commuting expense.**



Knowledge Check 9 - Answer

- **Jessica has come to an agreement with HR and her supervisor to work in the office 3 days and telework 2 days each week, indefinitely. She currently receives \$25 per week in transit benefit. The correct course of action based on her schedule change is to:**
 - A. Thank her supervisors' for his/her understanding.
 - B. Continue claiming her transit benefit without change.
 - C. Update her transit benefit application to reflect her new commuting expense.

You must change your benefit amount whenever your routine commuting expense changes.



Knowledge Check 10

- **Christian is going to an off-site meeting. He is using mass transportation to and from the meeting, and decides to use his transit benefit. This is the correct course of action.**

True

False



Knowledge Check 10 - Answer

- **Christian is going to an off-site meeting. He is using mass transportation to and from the meeting, and decides to use his transit benefit. This is the correct course of action.**

True

False

Travel to an off-site meeting or training class is an office expense. The Transit Benefit is provided solely for your home-to-work-to-home commute via mass transportation.



Congratulations!

**You have successfully completed
TRANSIT BENEFIT INTEGRITY
TRAINING**

