DOC OIG Mass Transit Recertification Announcement

 In response to the President's green initiative, one of OIG's fiscal year (FY) 2014 strategic deliverables is to automate the transit benefit application process.

The OIG is transitioning from a manual paper based transit application process to the automated electronic transit benefit application system, referred to as WebApp, provided by our Transit Benefit Program Service Provider DOT/TRANServe at "NO COST." As part of the transition, all OIG Transit Benefit recipients, coordinators, and supervisors are required to complete Transit Benefit Integrity Awareness Training and to submit a Transit Benefit Program Enrollment Application via the automated system.

The timeframes for training completion and submission of the enrollment application must be adhered to as specified below:

☐   All Transit Benefit Coordinators Only (TBC): November 1, 2013;
☐   All Transit Benefit Supervisors Only (approving official of transit benefit recipients): November 5, 2013; and
☐   All Transit Benefit Recipients: November 5, 2013.

Transit Benefit Recipients will not be able to submit their automated enrollment applications until training and enrollment of their TBC and Supervisor are completed in the E-App system.

If you are both a supervisor, and a recipient, you will need to complete the supervisor section to allow your employees to enroll, and you will need to ensure your supervisor has finished their training before you can submit your individual application.

In cases where a TBC or Supervisor is also a recipient, an additional enrollment application will need to be submitted during the timeframe, mentioned above, for recipients.
To access the on-line Transit Benefit Integrity Awareness Training, go to
http://transerve.dot.gov
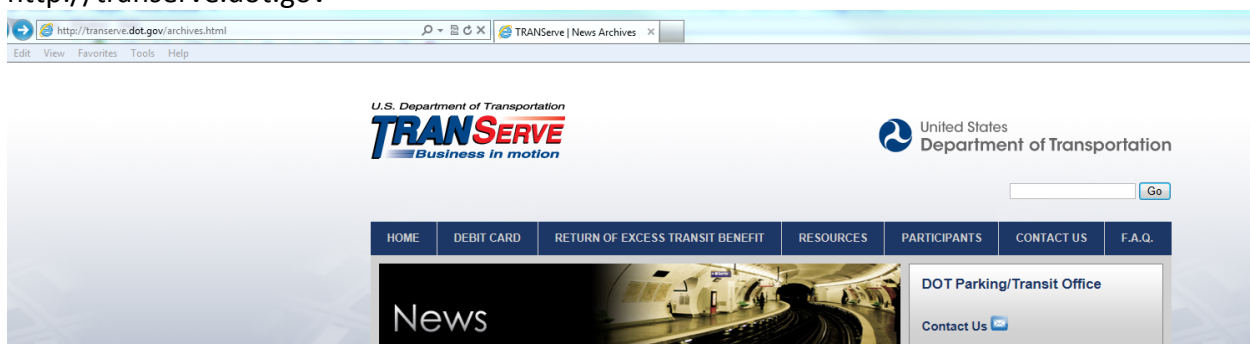
First, click on Participants. Next, select DOC. Then select DOC OIG Transit Benefit Integrity Awareness Training – PowerPoint Version, and follow instructions to complete training.

To access the on-line Transit Benefit Enrollment Application, go to http://transerve.dot.gov. First, click on Participants. Next, select DOC. Then select DOC – OIG Transit Benefit Program Enrollment/Change Application, and follow instructions to submit the application.
To access the on-line Approval Official Guide, go to http://transerve.dot.gov. First, click on Participants then, select DOC, Then select OIG Approving Official Guide and follow instructions.
For Transit Benefit Supervisors Only: Live training is scheduled for November 5.   Dale Fields-Glivings and Rochelle Cobb are the OIG TBCs.   Also note, teleconference lines will be available but limited to 75 lines per session and booked on a first-come-first-serve basis.

For questions concerning the WebApp transition or access to the online training or enrollment application, please contact your TBC.

Note: E-App will save OIG in labor, paper, and fax costs.