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**TRANSIT BENEFIT PROGRAM BULLETIN**  
(excluding FAA)

**Bulletin No.** TSB-2015-08

**Date:** March 31, 2015

**SUBJECT:** Announcing DOT Annual Transit Benefit Recertification

**PURPOSE:** This Bulletin provides updated guidance on the Department of Transportation (DOT) Transit Benefit Program.

**BACKGROUND:** DOT Order 1750.1B, Transit Benefit Program Policy and Guidance, requires all DOT employees in the National Capital Region and Field Offices participating in the Transit Benefit Program to recertify for the transit benefit annually.

**INFORMATION:** The Annual Transit Benefit Recertification period is:

**April 6, 2015 – May 8, 2015**

Participants must submit a completed and approved application during this period to remain in the program and continue to receive the transit benefit.

**ACTION:** Complete the following:

1. Take TMS training
  - a. Go to <https://tms.ibc.doi.gov/learning/user/login.do>.
    - i. In the catalog search box, type “Transit Benefit Integrity Awareness Training.”
    - ii. Provide a copy of the certificate to your Modal Transit Benefit Coordinator/POC.
2. Submit Application
  - a. Go to: <https://transitapp.ost.dot.gov>
    - i. Select “Certify/Enroll
    - ii. Select “Continue”
    - iii. Complete application.

A complete walk through guide for both the TMS Training & Web Application submission can be accessed via the web at: [Transit Benefit Program Applicant Guide](#).

## **REMINDERS:**

### Question & Answer Sessions:

<b><u>Date</u></b>	<b><u>Where</u></b>	<b><u>When</u></b>
April 8 <sup>th</sup>	GoToMeeting	10:00 am-11:00 am
April 15 <sup>th</sup>	GoToMeeting	1:00 pm-2:00 pm
April 22 <sup>nd</sup>	Parking & Transit Office- Room W12-190	1:30 pm-2: 30 pm

### Approving Officials:

Approving officials must complete refresher training every two years. All who are required to complete training this year will be notified by email before March 31.

Approval training will be provided on the following days:

<b><u>Date</u></b>	<b><u>Where</u></b>	<b><u>When</u></b>
April 2 <sup>nd</sup>	GoToMeeting	1:00pm-2:00pm
April 7 <sup>th</sup>	Conference Center- Room 7	1:30pm-2:30pm

### GoToMeeting Registration:

If you plan to attend a GoToMeeting, send a confirmation e-mail to [parking.transitoffice@dot.gov](mailto:parking.transitoffice@dot.gov):

- April 2<sup>nd</sup> session by April 1<sup>st</sup>
- April 8<sup>th</sup> session by April 7<sup>th</sup>
- April 15<sup>th</sup> session by April 14<sup>th</sup>

The meeting link & call in number will be provided after you confirm attendance.

**CONTACT:** If you have any questions regarding this bulletin you may contact [parking.transitoffice@dot.gov](mailto:parking.transitoffice@dot.gov) 202-366-1398.