

DOT FEDERAL EMPLOYEE

TRANSIT BENEFIT PROGRAM

Approving Official Guide

U.S. Department of Transportation



Oversight Guidelines for Transit Benefit Coordinators

Background

The Operating Administrations are responsible for verifying federal employees meet the requirements for participation in the transit benefit program as outlined in Executive Order 13150 *Federal Workforce Transportation*, April 21, 2000, and DOT Order 1750.1A. This includes a determination that employees are using mass transit for the bulk of their commute to work.

The U. S. Department of Transportation (DOT) Transit Benefit Program Policy and Guidance requires the Operating Administrations (OA) to establish Transit Benefit Coordinators for the National Capital Region and field offices.

- The Transit Benefit Coordinators have overall responsibility for communication, coordination, auditing, and management of their respective organizations, nationwide.
- Transit Benefit Coordinators receive, review, and forward all transit applications from DOT field offices (excluding FAA) to TRANServe for processing.
- TRANServe provides guidance and serves as the point of contact for DOT OA Transit Benefit Coordinators on national transit benefit program questions or issues.

Best Practices

To maintain integrity and program controls, OA Transit Benefit Coordinators should conduct routine audits of their employees' transit benefit records. Internal control best practices include:

- A. Review of monthly transit benefit billing reports for accuracy. The review should verify and ensure that:
 1. Employees that have departed the agency are no longer receiving benefit. Cross check the transit benefit alphabetical listing with Human Resource records to ensure separated employees followed exit procedures and withdrew from the transit benefit program.
 2. Employees on extended travel or leave have not picked up a monthly benefit for the period they were not at their home station.
 3. Employees that intermittently telework or drive to work adjust their commuting benefit.
 4. Benefits are adjusted due to change of address.
 5. Participants with a pickup record over the monthly statutory limit are reported to the TRANServe Office. (There may be legitimate reasons but this should be investigated.)
 6. Participants with records that show no adjustments due to daily parking in the garage, vacations, holidays, etc are notified in writing, of the policy requirements to adjust their benefits for actual commuting expense.
- B. Transit benefit applications are verified to ensure they disclose/provide all information required by the OMB Memorandum, M-07-15 (attachment) such as:
 - The Employee's Home Address (including the street name)
 - The Employee's Work Address
 - The Employee's Commuting cost breakdown is completed on the Expense Worksheet. (Each transit coordinator should require a print out of the travel plan(s) and cost for each transit authority the employee identifies as his/her mode of transportation.)
- C. A supervisor or person of authority signs the application verifying costs were reviewed for reasonableness.
- D. A funds approving official certifies funds are available.
- E. Enforce the use of electronic fare media where available.

For more information on the Transit Benefit Program, visit the TRANServe website at: <http://transerve.dot.gov>.

Guidelines for Monitoring Transit Benefit Amounts

To assistance in monitoring the integrity and program controls for the Transit Benefit Program, TRANServe will be providing the OA Transit Benefit Coordinators a report with detail pickup records for six months every quarter. The OA should conduct routine audits of their employees' transit benefit records. Internal control best practices are in the Oversight Guidelines for Transit Benefit Coordinators found on the TRANServe website (<http://transerve.dot.gov>) under Best Practices.

Monitoring Guidelines

- Check the six month detail pickup records for adjustments.
- Participants are not expected to adjust for every month to meet the actual workdays of the month because over time it will work itself out.
- Participants are expected to adjust for periods away from work that they do have control over such as; leave, travel, unscheduled telework, extended weather closings, and travel by alternate modes such as driving, carpooling, or slugging.
- If no adjustments are found:
 - Talk to the participant...what is his/her work schedule.
 - Check the mode of transportation
 - Vanpools and monthly/yearly passes do not require adjustment
 - Amounts above the statutory limit do not always require adjustment
- If you suspect adjustments should be made:
 - Check the participant's leave slip
 - Check the participant's travel schedule
 - Request the participant's pickup records from the PTRAN Office
 - Request proof of no HQ parking from the PTRAN Office
 - Require participant to adjust pickup amount, if necessary, the next possible opportunity

*Important Note**

During the recertification period, all transit benefit participants are required to complete Transit Benefit Integrity Awareness training and provide a certificate of completion to their supervisors.

LOG IN	
User Name:	<input type="text" value="VOWENS"/>
Password:	<input type="password" value="*****"/> Forgot Password?
<input type="button" value="Log In"/>	
NOT REGISTERED YET? <input type="button" value="Register"/>	

Thursday, February 28, 2008

- ◆ Log on to <https://transitapp.ost.dot.gov>
- ◆ Type in your User Name and Password

- Pending Supervisor
- Pending Manager
- Approved Records
- Disapproved Records
- Completed Records

Welcome To Parking and Transit Benefit Public Website Version v 1.0

 [Transit Benefit Application](#)

 [Approval Section](#)

 [My Account](#)

 [Change Password](#)

 [Log out](#)

- ◆ Select “**Approval Section**”
- ◆ Select either “**Pending Supervisor**” or “**Pending Manager**”



Transit Benefit Application



Enter a new transit application, withdraw, request information or change an existing account.



My Account



Update account information (i.e., Name, User Name, Phone Number, Email Address and Agency).

- ◆ “**Pending Supervisor**” - First level of approval
- ◆ “**Pending Manager**” - Second level of approval

PENDING TRANSIT APPLICATION
STATUS: NEW

Mode	Admin	Request Date	Type	Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
DOT-NHTSA	NHTSA	07/25/2008	CHANGE	BELINDA O	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
DOT-OST-M	OST-M	07/17/2008	RECERTIFY	STEPHANIE HINES	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
DOT-OST-WCF M-73 - 1103006000	OST-WCF M-71 - 1103006000	07/28/2008	RECERTIFY	VIKKEY BLANCHARD-OWENS	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
ED	FSA	06/16/2008	RECERTIFY	ORA CHOWBAY	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
ED	FSA	06/26/2008	NEW	RANDALL BOWMAN	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete
ED	FSA	07/11/2008	NEW	BRONSDON THOMPSON	<input type="checkbox"/>	<input type="checkbox"/> Disapproved Reason: <input type="text"/>	Delete

◆ The “Approval Section” will show pending applications

THERE ARE THREE TYPES OF PENDING APPLICATIONS:

1) **RECERTIFY/ENROLL**

- a) Recertification is for existing participants
- b) New enrollees

2) **CHANGE**

Changes in application information (i.e. address, commuting cost, method of transportation)

3) **WITHDRAWAL**

Withdraw from the program

PENDING TRANSIT APPLICATION
STATUS: NEW

Mode	Admin	Request Date	Type	Name	Approved	Disapproved	Delete
DOT-NHTSA	NHTSA	07/25/2008	CHANGE	BELINDA O	<input type="checkbox"/>	<input type="checkbox"/> Reason: <input type="text"/>	Delete
DOT-OST-M	OST-M	07/17/2008	RECERTIFY	STEPHANIE HINES	<input type="checkbox"/>	<input type="checkbox"/> Reason: <input type="text"/>	Delete
DOT-OST-WCF M-73 - 1103006000	OST-WCF M-71 - 1103006000	07/28/2008	RECERTIFY	VIKKEY BLANCHARD-OWENS	<input type="checkbox"/>	<input type="checkbox"/> Reason: <input type="text"/>	Delete
ED	FSA	06/16/2008	RECERTIFY	ORA CHOWBAY	<input type="checkbox"/>	<input type="checkbox"/> Reason: <input type="text"/>	Delete
ED	FSA	06/26/2008	NEW	RANDALL BOWMAN	<input type="checkbox"/>	<input type="checkbox"/> Reason: <input type="text"/>	Delete
ED	FSA	07/11/2008	NEW	BRONSDON THOMPSON	<input type="checkbox"/>	<input type="checkbox"/> Reason: <input type="text"/>	Delete

- ◆ Verify that employee works for your Mode (i.e., check with your HR department, look up name in the DOT global directory, verify with employee's supervisor)
- ◆ To view the full application, click on the employee's name
- ◆ The completed application will be displayed



Approving Official's must review applications for the following:

- 1) Ensure applicant has selected a "Reason for Certification" and "Work Status"
- 2) The Mode of Transportation must be indicated (i.e., Metro)
- 3) Daily and Monthly Expense columns and Days per Month column must be completed.
- 4) The "Common Identifier" field is completed.
- 5) Ensure applicant has selected a work schedule.
- 6) Verify that Mode and Admin are correct
- 7) Verify that Work and Residence Information is complete.
- 8) A SmarTrip® card number must be indicated. See Appendix A for SmarTrip® card number examples.
- 9) Review any information in the "Comment for Agency Approvers" field.

TRANSIT BENEFIT APPLICATION WORKSHEET

All Transit Benefit Program Applicants are required to certify the "Total Monthly Expense" of their [Home to Work Mass Transit Commute](#).

Parking fees are not eligible for the transit benefit and must not be included in "Total Monthly Expense".

Instructions: To calculate your "Total Monthly Expense"

- a. Select your transportation method(s)
- b. Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:
 - i. Name of Company for your method of transportation (Metro, BART, Subway)
 - ii. Daily or Monthly Expense
 - iii. Number of days you routinely work in a month
- c. If you purchase a Monthly pass, divide the price of the pass by 2, and enter the information in the Monthly Expense column.
- d. The Total Monthly Expense value automatically populates

*Reason for Certification:

*Select your transportation methods:

Bus Rail Other Method Vanpool

*Civilian/Military: Work Status:

If you work 8-hour days, enter 20 in the Days per Month column
 If you work 9-hour days, enter 18 in the Days per Month column
 If you work 10-hour days, enter 16 in the Days per Month column
 If you telecommute or work part time, enter the number of days you actually commute to/from work.

Method of Transportation		Daily Expense	Days per Month	Monthly Expense
Rail to Work	Name of Company <input type="text" value="Metro"/>	\$ <input type="text" value="3.50"/>	<input type="text" value="20"/>	\$ <input type="text" value="70.00"/>
Rail from Work	Name of Company <input type="text" value="Metro"/>	\$ <input type="text" value="2.50"/>	<input type="text" value="20"/>	\$ <input type="text" value="50.00"/>

Every Transit Benefit Program Participant is responsible to adjust the amount of their transit benefit each month to reflect the actual cost of their home to work commute.

Total Monthly Expense:

TRANSIT BENEFIT PROGRAM APPLICATION

*Identifier:

*Name: (First) (Middle Name) (Last)

*Email Address: *Work Phone:

*Common Identifier:

DEPARTMENT OF TRANSPORTATION

*Agency/Mode: *Region:

*Admin:

*I certify that my usual **monthly commuting costs** are:

WORK INFORMATION

*Work Address:

*Work City: *Work State: *Work Zip:

RESIDENCE INFORMATION

*Address:

*City: *State: *Zip:

*Approving Official: [Select...](#) *Point of Contact: [Select...](#)

*Manager/Fund Certifier: [Select...](#) Manager Phone:

*SmarTrip Card Number:

Comment for Agency Approvers:

Approve Disapprove Cancel

Reason for Disapproval:

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET			
Reason for Certification: New Transit Benefit Participant			
Civilian/Military: Civilian Work Status: Full Time			
Method of Transportation		Daily Expense	Total Monthly Expense
Bus to Work	Name of Company	\$	\$
Bus from Work	Name of Company	\$	\$
Other Bus to Work	Name of Company	\$	\$
Other Bus from Work	Name of Company	\$	\$
Rail to Work	Name of Company METRO	\$ 3.50	20.00 \$ 70.00
Rail from Work	Name of Company METRO	\$ 2.50	20.00 \$ 50.00
Other Method to Work:	Name of Company	\$	\$
Other Method from Work:	Name of Company	\$	\$
Van Pool	Name of Company	\$	\$
Subtotal:			\$ 120.00
Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.			Total Monthly Costs \$ 120.00
TRANSIT BENEFITS APPLICATION			

- ◆ Applications must be “**Approved**” or “**Disapproved**”
- ◆ **Approved applications:** An email will be routed to the applicant from each approving official
- ◆ **Disapproved applications:** You must indicate a reason. An email specifying the reason for disapproval will be routed to the employee (See Appendix B)

Approve Disapprove Cancel

Reason for Disapproval: Incorrect Mode and Admin selected. Please select M-73 - 1

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET			
Reason for Certification: New Transit Benefit Participant			
Civilian/Military: Civilian		Work Status: Full Time	
Method of Transportation		Daily Expense	Total Monthly Expense
Bus to Work	Name of Company	\$	\$
Bus from Work	Name of Company	\$	\$
Other Bus to Work	Name of Company	\$	\$
Other Bus from Work	Name of Company	\$	\$



◆ Click on “History” to view employee’s transit benefit application history



Approve Disapprove Cancel

Reason for Disapproval: Incorrect Mode and Admin selected. Please select M-73 - 1

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET			
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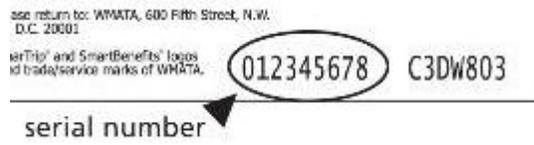
HISTORY			
APPREFNUMBER: 593622			
Action Date	Action	Status	Action By
08/14/2012 07:39:59AM	Enroll in the Transit Benefit Program	RECERTIFY	victoria.owens@dot.gov

Method of Transportation		Daily Expense	Total Monthly Expense
Bus to Work	Name of Company	\$	\$
Bus from Work	Name of Company	\$	\$
Other Bus to Work	Name of Company	\$	\$
Other Bus from Work	Name of Company	\$	\$

Appendix A

Examples of SmarTrip® card ID numbers

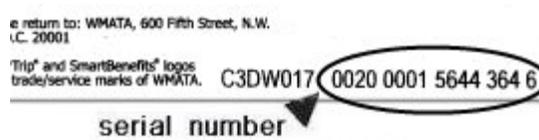
Card Type #1:



Card Type #2:



Card Type #3:



Appendix B

Example of disapproved application email

From:  PTB Public Website Administrator [parking.transitoffice@dot.gov]
To: Owens, Victoria (OST)
Cc:
Subject: Your Recertify Request has (not) been Approved.

Your Recertify Request has (not) been Approved.

First Name : VICTORIA

Last Name : OWENS

Phone Number : 202-866-4817

Email Address : VICTORIA.OWENS@DOT.GOV

Reason : TEST

This is System generated message, and a response to this email will not be delivered.
08/07/2011 09:36:22AM

Transit Account Activity Statement

TRANServe Account Activity Statement for DOT-OST-WCF M-73 - 1103005000

June, 2010

(This is not an official bill. Your servicing account office will receive the official bill within 30 days.)

07/14/2010-L

APPROP CODE:
ALC CODE: 69-01-007

CUSTOMER ID:
BPAC NUMBER: 1103005000

FARE MEDIA BILLED:	\$130.00
PHYSICAL:	\$0.00
VIRTUAL:	\$130.00
OTHER COSTS:	\$0.00
SUB TOTAL:	\$130.00
MANAGEMENT FEE:	5.15%
SUB TOTAL:	\$6.69
DISTRIBUTION SERVICES FEE:	\$0.00
ONSITE:	\$0.00
SUB TOTAL:	\$136.69
CREDITS:	\$0.00
TOTAL:	\$136.69

To Our Valued Customers: This message is being sent each month as part of our billing process. The U.S. Department of Transportation (DOT), Transportation Services (TRANServe) works to provide transit benefits to eligible federal employees as requested by your agency. The Transit Benefit program represents an employee benefit and we strongly urge you to take all measures necessary to protect it. We do our part by ordering, obtaining, verifying, and safeguarding fare media prior to its distribution. We also maintain a database that identifies all agency participants based on information provided by you. We use this information to distribute the appropriate amount of transit benefits to authorized employees. We ask that you do your part by carrying out the following responsibilities. All transit benefit enrollment applications should be thoroughly reviewed by your agency's authorizing official prior to submission to DOT for processing. Utilizing a self-certification process, it is the agency's responsibility to ensure all employees are instructed that they are certifying under U.S.C. Title 18 that they will not transfer this benefit to anyone else, they are not named on a federally subsidized parking permit, and the benefit received does not exceed their monthly commuting costs. If employees collect more than they use, are on extended sick leave or are on temporary duty elsewhere, they should be instructed to return the unused benefit or receive an appropriately reduced benefit amount at the next distribution. If you have questions regarding these responsibilities, please contact your TRANServe account representative or the TRANServe office at 202-366-0064.

M-70 January through June FY10

AGENCY	NAME	MONTHLY COST	JAN10	FEB10	MAR10	APR10	MAY10	JUN10	TOTAL
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$1,380.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$128.00	\$100.25	\$85.80	\$66.45	\$94.50	\$101.45	\$104.25	\$552.70
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$46.00		\$184.00				\$70.00	\$254.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$138.00					\$143.00		\$143.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$230.00			\$460.00				\$460.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$94.00	\$75.00	\$67.10	\$71.85	\$94.00	\$84.95	\$94.00	\$486.90
DOT-OST-WCF M-73 - 1103002000	XXXXX, XXXX	\$104.00	\$60.75	\$47.45	\$80.00	\$70.70	\$41.50	\$84.20	\$384.60
DOT-OST-WCF M-73 - 1103005000	XXXXX, XXXX	\$151.00	\$97.00		\$100.00	\$75.00	\$89.00	\$130.00	\$491.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$120.00	\$75.00		\$100.00				\$175.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$104.00	\$104.00			\$104.00		\$104.00	\$312.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$136.00			\$136.00				\$136.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$756.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$161.00	\$129.00	\$70.00	\$134.00	\$139.00	\$65.00	\$81.00	\$618.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$108.00	\$104.00	\$104.00	\$104.00	\$108.00	\$108.00	\$108.00	\$636.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$158.00	\$136.00	\$91.00	\$131.00	\$125.00	\$126.00	\$131.00	\$740.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$142.00	\$68.00	\$68.00	\$118.00	\$140.00	\$140.00	\$140.00	\$674.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$816.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$1,056.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$83.00	\$83.00	\$83.00	\$62.00	\$83.00	\$52.80	\$83.00	\$446.80
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$142.00	\$122.00	\$122.00	\$95.00	\$122.00	\$122.00	\$122.00	\$705.00

Transit Benefit Integrity Awareness Training (*shown in Applicant guide*)

The screenshot shows the TRANServe website interface. At the top, there is a logo for TRANServe with the tagline "- business in motion -". Below the logo is a navigation bar with three main sections: HOME, DOT EMPLOYEE, and OTHER FEDERAL EMPLOYEES. The main content area features a large image of a train at a station. On the left side, there is a vertical menu with various categories: ABOUT TRANSERVE, BEST PRACTICES, FINDINGS, AUDITS & RECOMMENDATIONS, FORMS, FREQUENTLY ASKED QUESTIONS (FAQs), POC DESK GUIDE, POLICY, REGULATIONS & LEGAL INFORMATION, SMART BENEFITS, TRAINING, TRANSIT LINKS, and CONTACT US. The 'FORMS' section is expanded, showing a list of links: Forms, Transit Benefit Integrity Awareness Training (highlighted with a red arrow), Transit Benefit Application and Worksheet, Partnership Agreement (with a PDF icon), and DOT Applicant Guide (with a PDF icon). At the bottom of the page, there is a USA.gov logo and a footer with links for Web Policies & Notices, Accessibility, Privacy Policy, and No Fear Act.

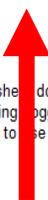
- ◆ Log on to <http://transerve.dot.gov/forms.html>
- ◆ Click on “Transit Benefit Integrity Awareness Training”

CLICKING ON “TRANSIT BENEFIT INTEGRITY AWARENESS TRAINING”
WILL TAKE YOU TO THE TMS WEBSITE.

TMS is DOT's learning management system. Using this training system, employees can take online courses, register for training, and view their training history. The below information provides links to Us for using the system and details about access. If you need technical assistance, please call the NBC Customer Support Center Monday - Friday 6:00 a.m. - 4:00 p.m. MST at 1-888-FOR-1NBC (1-888-36 (select option 3, option 4)

[Click Here to Login to TMS Employee/Supervisor](#)

[Click Here to Login to TMS Administrator](#)



TMS User Quick Reference

The TMS User Quick Reference is a one-sheet document that provides TMS Users the essential steps to accessing logging in and out of, and completing only the critical tasks required to use the TMS.

[Link to User Quick Access Guide](#)

TMS Job Aids

The TMS contains many useful Job Aids for Users. You can find Job Aids in the TMS Public Catalog. Once you are logged into TMS, use the following steps to find Job Aids for a specific task:

Use the following steps to find unique Job Aids:

1. Select **Catalog** from the menu bar, select **Advanced Catalog Search**
 - In the Description field use the Search Selector "Contains" and enter role type for desired job aid (User, Supervisor, Admin)
 - Under **Search Options**, select **Online** and deselect all other options.
 - Select **Search**
 - Choose from the provided Job Aids by title

TMS Supported browsers and JAVA

Following are TMS-approved settings:

1. Supported browsers:
 - Internet Explorer (versions between 6.0 and 7.0.)
 - Mozilla Firefox (versions between 2.0 and 2.0.x.x.)
 - Safari on Mac (versions between 3.0 and 3.1.)
2. Java – Supported versions are 1.5 and above.

TMS User ID and Passwords

User IDs and passwords are case sensitive, so ensure you enter them exactly as they appear in the e-mails.

Access TMS at: <https://tms.nbc.gov>. This application is "public facing," which means it may be accessed from any computer that has Internet access (e.g., home, office, library, etc.), provided minimum system requirements are met.

1. Fill in **User ID (ALL UPPERCASE)** and **Password**
2. Select the **Sign In** button

*****WARNING*****

This is an official US Government System for authorized use only. This system may be monitored to protect against unauthorized use. Attempts to circumvent security, use the system for unauthorized purposes, or interfere with the system, its data, or operation is prohibited. Unauthorized acts may result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 2001.

◆ Click on “Click Here to Login to TMS Employee/Supervisor”



U.S. Department of the Interior

NATIONAL BUSINESS CENTER



Welcome

Department of the Interior's National Business Center and their industry-leading partner, Plateau, bring you the foremost enterprise software that manages learning and organizational readiness.

This is a United States Government computer system, maintained by the Department of the Interior, to provide Official Unclassified U.S. Government Information only. Use of this system by any authorized or unauthorized user constitutes consent to monitoring, retrieval, and disclosure by authorized personnel. USERS HAVE NO REASONABLE EXPECTATION OF PRIVACY IN THE USE OF THIS SYSTEM. Unauthorized use may subject violators to criminal, civil, and/or disciplinary action.

Login Information:

- Your User ID must be entered in **ALL CAPS**
- If you **forgot** your password, click the [Forgot Password?](#) link under the "Welcome" box. You will need your User ID and a secret question answer to have the system send you a new password to the email account contained in your TMS record.
- If you **lock** your account, you will be prompted to unlock it by entering your User ID and secret question answer. The system will send you a new password to the email account contained in your TMS record.
- If you forgot or do not have a secret question created in TMS, call the NBC Customer Service Center: **Monday - Friday 6:00 a.m. - 4:00 p.m. MST at 1-888-FOR-1NBC (1-888-367-1622) (option 3, option 4)**

Note: The email with your new password should arrive in your inbox within 5 minutes.

Welcome! Please Sign In

User ID:

Password:

[Forgot Password?](#) [Forgot ID?](#)

[TMS Take-Away Job Aids, Support, and FAQs](#)

If your agency directed you to use TMS, you have been provided a valid User ID and a Password.



◆ Log in with your TMS User ID and Password

Welcome VICTORIA OWENS
4/18/2011
Welcome to the DOT Training Management System (TMS).

Search Catalog

Update your goals

Access assigned learning

View curriculum status

DEPARTMENT OF TRANSPORTATION
UNITED STATES OF AMERICA

Alerts

Your Talent Profile is Incomplete»

Catalog

View all available instructor-led items»
View all available online items»
Browse Catalog»

My IDPs

There are no relevant items for this User.

Learning Plan

Title	Type	Required By
SharePoint 2007 Essentials	Computer	5/7/2011
SharePoint 2007 User Workshop	Person	5/11/2011
Building Improved Work Relationships Simulation	Computer	
Conflict, Stress, and Time Management	Computer	
Creating and Managing Personal Sites and Searches in SharePoint 2007	Computer	

Curriculum Status

There are no incomplete curricula for this User.

Featured Items

- Employee Guide to the Individual Development Plan»
- Introduction to Conflict Resolution»
- Employee Development for Supervisors»

- ◆ Type “Transit Benefit Integrity Awareness Training” in the Search Catalog box
- ◆ Click on “Search”



Search Results

Enter Keywords to search Item, Curriculum title and Description fields.

Keywords: Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

Catalog Search Results

Title	Type	Price	Status	Action
Completing Inbound Sales Calls		0.00 (USD)	--	<input type="button" value="Add to Learning Plan"/> <input type="button" value="Go to Content"/>
Leading Teams: Launching a Successful Team		0.00 (USD)	--	<input type="button" value="Add to Learning Plan"/> <input type="button" value="Go to Content"/>
Transit Benefit Integrity Awareness Training Accessible Version		0.00 (USD)	--	<input type="button" value="Add to Learning Plan"/> <input type="button" value="Go to Content"/>
Transit Benefits Integrity Awareness Training		0.00 (USD)	--	<input type="button" value="Add to Learning Plan"/> <input type="button" value="Go to Content"/>



- ◆ Click on “**Transit Benefit Integrity Awareness Training**”
- ◆ Complete the Transit Benefit Integrity Awareness Training
- ◆ Print the completion certificate and provide a copy to your supervisor

The Parking Transit Office is always available to assist you. Please see our contact information below:

Location: W12-190

Main Office Number: (202) 366-1398

Email: parking.transitoffice@dot.gov

