



DOT Transit Benefit Program

BULLETIN #: TSB-2016-11

DATE: September 19, 2016

SUBJECT: DOT Annual Transit Benefit Recertification (Excluding FAA)

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

Background: In accordance with DOT Order 1750.1B, Transit Benefit Program Policy and Guidance, all DOT employees in the National Capital Region and Field Offices who participate in the Transit Benefit Program are required to recertify annually.

INFORMATION: The Annual Transit Benefit Recertification period is October 1, 2016 through October 31, 2016. DOT Transit Benefit Program participants must recertify during this period to remain in the program.

Failure to recertify by the deadline will result in withdrawal from the program.

ACTION:

- 1) Take the Transit Benefit Integrity Awareness in TMS
 - a. *Go to [TMS Website](#)
 - i. In the catalog search box, type "Transit Benefit Integrity Awareness Training"
 - ii. Provide a copy of the completion certificate to your Modal Transit Benefit Coordinator/Point of Contact

**If you are unable to access TMS in Internet Explorer, Google Chrome, or Mozilla Firefox please contact your Modal TMS administrator.*

- 2) Submit the application
 - a. Go to [Transit Application Website](#)
 - i. Login using your official DOT email address
 - ii. Select "Transit Benefit Application"

- iii. Select “Certify/Enroll”
- iv. Select “Continue”
- v. Read and respond to the Warning against making false statements
- vi. Complete expense worksheet
- vii. Complete the application

You will receive email notifications as your application progresses through the approval process.

Complete step-by-step guides for both the TMS Training and Electronic Transit Benefit Program Application System may be accessed via the web at: [Transit Benefit Program Applicant Guide](#)

REMINDERS:

Question and Answer Sessions

<u>Date</u>	<u>Location</u>	<u>Time</u>
September 27	Conference Center – Room 7	12:30 PM – 1:30 PM
October 4	Conference Center – Room 7	11:00 AM – 12:00 PM
October 13	Conference Center – Room 3	11:00 AM – 12:00 PM

Approving Official Training

Approving officials must complete refresher training every two years. All who are required to complete training this year will be notified by September 23, 2016.

Approver training will be provided on the following days:

<u>Date</u>	<u>Location</u>	<u>Time</u>
September 28	Conference Center – Room 5	11:00 AM – 12:00 PM
October 19	Conference Center – Room 3	10:00 AM - 11:00 AM

EXPIRATION DATE: This Bulletin will remain in effect until cancelled.

CONTACT: If you have questions in regards to this bulletin, please contact the Parking and Transit Benefit Office at (202) 366-1398 or Parking.TransitOffice@dot.gov.