MEMORANDUM FOR: ALL NOAA

FROM: Lydia Kenlaw
                                       NOAA Transit Subsidy Program Manager

SUBJECT: ***CORRECTION for links -*** MANDATORY Transit Subsidy
                                       Annual Recertification from 10/1/21 through 10/15/21

The purpose of this message is to notify ***all*** **NOAA Transit Subsidy Participants** of the
mandatory Annual Recertification period from **October 1, 2021 to October 15, 2021**. All
current Participants must recertify during this time frame to receive Transit Subsidy benefits
starting November 1st. If you do not recertify during this timeframe, *you will be automatically
withdrawn from the program and will need to reapply as a new participant.*

For the recertification process, all participants must use the DOT TRANServe online
application system. To recertify for transit benefits follow the steps below:

1. Every year each participant must complete the DOC-NOAA Integrity Awareness
    training. This year training consists of review of the *Transit Subsidy Integrity
    Awareness Training*. Once you complete the Integrity Awareness Training go to the
    TRANServe System and log in;
2. Select *Transit Application* from the menu located at the top of the page on the blue menu
    bar;
3. Select *Certify/Enroll* then the *Continue* tab at the bottom of the page;
4. On the WARNING! page click the *I Agree* tab if you agree with the statements listed;
5. Complete the *Transit Benefit Application Worksheet* making sure to select 'Annual
    Certification/Recertification' as your Reason for Certification;
6. **You should adjust** your benefit amount if your commuting costs have changed due to a
    move, change in schedule, change in vendor or the way you commute. If you telework,
    your permanent work address should be the building where you normally report for duty
    on non-telework days;
7. In the *Comment for agency approvers section*, if applicable, be sure to indicate your split
    between the SmarTrip ® card and the TRANServe credit card;
8. Select *continue* at the bottom of the page; and
9. Select *YES I would like to enroll*

Once you select 'YES' your recertification will proceed through the approval process starting
with your Supervisor, then to your Budget Certifier and the final approval is your Transit

Subsidy Point of Contact (POC). Remember you are responsible for tracking your recertification application through all NOAA approval levels.

Approvers, to approve recertification applications you will need to:

1. Go to *TRANServe System;*
2. Select *Approval Section* on the menu;
3. Select the *Employee Name;*
4. Review the participants online application, validate expenses with documentation of actual mass transit costs provided and ensure the following sections are completed:
    a. *Reason for Certification – Annual Certification/Recertification* must be selected from the drop down. Any other option will NOT be considered a recertification.
    b. *Transit Benefit Transportation Methods* section –participant must name a vendor (the vendor is not NOAA, but the company that provides the participants transportation).
    c. *Transit Benefit Program Application* section to include: *Region, Line/Staff Office; the Accounting* (accounting string must be selected, there's only one), *Work Information* (the address is the building where the participant reports on non-telework day(s)) and the participants *Residence Information*.
5. Select *Approve* or *Disapprove* (include a reason in the comments section if the application is being disapproved).

Approvers (Managers, Supervisors and Budget Certifiers) please make sure you are approving applications as soon as possible. It is recommended that you check the TRANServe system a minimum of twice daily during the recertification period for applications awaiting your approval. For additional information and questions about the Annual Recertification, Transportation Benefits or the TRANServe system, contact your LO/SO Transit Subsidy POC.

Thank you.