



Directive

Transit Incentive Program

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Initiating Unit: Office of Facilities and Logistics

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Contents

2	Authority and Coverage.....	1
3	Definition(s).....	1
4	General Policy	1
5	<i>Terms of Participation</i>	2
6	Responsibilities/Procedures	2
7	<i>Employees</i>	2
8	<i>Program Participants</i>	2
9	<i>Office of Logistics and Facilities</i>	3
10	USCP-TIP Program Manager.....	3
11	Additional Information	4
12	Cancellation	4
13	Appendix A: CP-1384, Transit Incentive Program	
14	Application and Mass Transit Expense Worksheet	5

Authority and Coverage

The Chief of Police is the chief executive officer of the United States Capitol Police (USCP) and is responsible for the day-to-day operation and administration of the USCP.

In accordance with applicable Department of Transportation provisions governing the purchase of transit subsidies and 5 USC § 7905, the USCP participates in an incentive program established to encourage employees to use public transportation.

This policy may be revised at the discretion of the Chief of Police consistent with applicable law, rule, and regulation.

Definition(s)

CP-1384, USCP Transit Incentive Program (USCP-TIP) Application and Mass Transit Expense Worksheet. A form used to apply for transit benefits and to determine the amount of monthly transit benefits to which an employee is entitled.

Public or Mass Transportation. Transportation that is available to the general public and is funded by state or local governments or government-sponsored entities. Carpools are not considered public transportation and are not eligible under this program.

Qualified Vanpool. A vehicle owned and operated by either public transit authorities or by an individual in the business of transporting individuals for compensation or hire which may be used as part of the USCP-TIP.

Recertification. The process used to certify an employee's continued eligibility to receive a transit subsidy.

SmarTrip Card. A form of fare media that the employee obtains from the Washington Metropolitan Area Transit Authority (WMATA) and to which benefits are electronically added each month. The benefits can be used to cover the cost of commuting to and from work via public transportation.

TRANServe Card. A form of fare media that the employee obtains from the Department of Transportation (DOT) and to which benefits are electronically added each month. The benefits can be used to cover the cost of commuting to and from work via public transportation.

Transit Subsidy. A nontaxable fringe benefit that provides TRANServe cards or SmarTrip cards to employees who use public or mass transportation instead of personal vehicles.

USCP-TIP Program Manager. The Office of Facilities and Logistics employee responsible for approving all subsidy applications.

General Policy

The USCP Transit Incentive Program (USCP-TIP) is intended to encourage greater use of mass transit by

employees. Participants must be USCP employees who will use the transit subsidy solely for public transportation to and from work. Travel to work in a single occupancy vehicle, carpool, or any vehicle other than mass transit are not eligible to participate in the program.

The options currently available to USCP employees are the TRANServe card and the SmarTrip card.

USCP employees who participate in the USCP-TIP are not permitted to receive any other federally-issued transportation or parking subsidies, including parking permits issued by the USCP. The transit subsidy is to be used for mass transportation only; it may not be used to pay for any parking expense.

Sworn employees may not participate in the Law Enforcement on Board (LEOB) Program offered by the Maryland Transit Administration, Maryland Rail Commuter, and Virginia Railway Express, or any other program that permits free ridership in exchange for policing services. Participation in the LEOB program or any other similar program violates USCP Ethics Policy and USCP Outside Employment policies. (See USCP Directive 2043.001, "Ethics Policy" and USCP Directive 2043.002, "Outside Employment/Voluntary Work.")

Transit subsidies are issued each calendar month and are not issued retroactively.

TRANServe cards provided through this program are not transferable, nor are funds on the SmarTrip card. Giving or selling TRANServe cards or SmarTrip cards to other individuals or purchasing them from another individual is prohibited by law even if the other individual is eligible to receive a subsidy.

If at any time the USCP discovers that an employee is misusing the subsidy received under this program, appropriate disciplinary action may be taken. In addition, anyone involved in such misuse will be ineligible for future participation in the USCP-TIP.

Employees are responsible for all transit costs over the maximum subsidy authorized. Overestimating transit costs or purchasing fare media from another individual is prohibited and is a violation of federal law.

Any documentation generated in support of this program must be maintained in accordance with the Department's Records Management Policy and

Procedures and Records Disposition Schedule and any other applicable law or regulation.

Terms of Participation

The USCP-TIP exists at the discretion of the Department. Participation in the USCP-TIP is voluntary and participation may be initiated, modified, suspended, or terminated by the employee or the Department at any time deemed necessary.

Responsibilities/Procedures

Employees

- To obtain a transportation subsidy, employees must complete and submit a CP-1384, USCP-TIP Application and Mass Transit Expense Worksheet, and provide proof of fare document to the USCP-TIP Program Manager in the Office of Facilities and Logistics. The proof of fare reflects the estimated transit trip cost per day (to and from the employee's designated worksite and residence).
- The USCP-TIP Program Manager will notify applicants of their eligibility to participate in the program.

Program Participants

Program Participants are responsible for the following:

- Providing proof of fare documentation that the cost of commuting to and from work on a monthly basis by way of public transportation is equal to or greater than the subsidy provided and ensuring that they do not accumulate fare media in excess of their actual monthly costs.
- Certifying that they are not named on any House, Senate, Library of Congress or Fairchild Building Management parking permit and that they are not participating in a carpool.
- Certifying that they are using the transit subsidy only for their regular home-to-work transportation and will not transfer the media to another individual.

4. Recertifying annually in order to remain a participant in the program. Recertification must include submission of new (current calendar year) proof of fare documentation.

5. Notifying the USCP-TIP Program Manager in writing if they are absent for two or more weeks so that the USCP-TIP Program Manager can terminate the employee's participation in the program.

Employees may re-enroll upon their return to work by submitting a completed CP-1384 and current proof of fare document to the USCP-TIP Program Manager.

6. Notifying the USCP-TIP Program Manager and submitting a completed CP-1384 with attached proof of fare documentation if a change in address occurs that would impact a previously approved transportation subsidy.

7. Notifying the USCP-TIP Program Manager of participation in the Telework or Alternative Work Schedule Programs that would result in a reduction of transportation costs/benefits and submit an updated CP-1384 for approval.

8. Completing a CP-1384, notifying the USCP-TIP Program Manager to terminate participation in the program.

Employees must terminate participation in the USCP-TIP if they elect to receive parking benefits or participate in a carpool.

9. Immediately reporting a lost or stolen SmarTrip or TRANServe card to the USCP-TIP Program Manager.

Office of Logistics and Facilities

The Office of Facilities and Logistics (OFL) is responsible for the following:

1. Program management and oversight of the USCP-TIP.

2. Administering the program in accordance with appropriate laws, rules, and regulations.

3. Ensuring program documentation and accountability to safeguard against fraud, waste, abuse, mismanagement, and misappropriation.

4. Ensuring that recipients are eligible to receive a subsidy benefit, to include verification of other federally-issued benefits or parking privileges.

5. Receiving and reviewing the employee transit benefits monthly cross-check reconciliation report from the USCP-TIP Program Manager.

USCP-TIP Program Manager

1. Receiving submitted CP-1384 forms and proof of fare documents from program applicants. Ensuring that CP-1384 forms and proof of fare documentation are maintained in accordance with the Department's Records Retention Schedule.

2. Reviewing, approving, disapproving, modifying, or terminating employee requests for a transportation subsidy based on the provisions in this Directive and the employee's adherence to the terms of the USCP-TIP.

a. Documenting decisions related to approval, disapproval, or termination of transportation subsidies on the CP-1384.

b. Notifying applicants of their eligibility to participate in the program.

3. Ensuring that USCP-TIP participants are not concurrently receiving a parking benefit.

4. Communicating all USCP-TIP expectations with the employee, including use of transit subsidies and recertification requirements.

5. Reviewing submitted CP-1384 forms and DOT transit benefit records and conducting a monthly cross-check reconciliation of employee transit benefits.

a. Ensuring subsidies provided to each participant does not exceed their approved allotment.

b. Providing a monthly report to the OFL Director that verifies the reconciliation of all employee transit benefits.

- 1 6. Facilitating the annual recertification process for
- 2 USCP-TIP participants. Reviewing CP-1384 forms
- 3 and verifying new (current fiscal year) proof of fare
- 4 documents.

5 Additional Information

- 6 The following publications should be referenced in
- 7 conjunction with this Policy Directive:
- 8 1. USCP Directive 2043.001, "Ethics Policy."
- 9 2. USCP Directive 2043.002, "Outside
- 10 Employment/Voluntary Work."
- 11 3. USCP Directive 2091.001, "Parking Assignment
- 12 and Responsibilities."
- 13 4. USCP "Records Retention Schedule."

14 Cancellation

- 15 This Directive cancels USCP Policy Directive
- 16 2053.003, "Transit Incentive Program," issued March
- 17 9, 2021, and supersedes and replaces any related
- 18 Department publication consistent with applicable law,
- 19 rule, or regulation.

20  J. Thomas Mange
21 Chief of Police

Appendix A:

CP-1384, Transit Incentive Program Application and Mass Transit Expense Worksheet



UNITED STATES CAPITOL POLICE TRANSIT INCENTIVE PROGRAM (USCP-TIP) APPLICATION AND MASS TRANSIT EXPENSE WORKSHEET

CP-1384
(12/21)
Page 1

Name: (Last, First, MI)		Work Location:	Last 4 digits of SSN:
Physical Address: City & State: Zip:		Home Phone Number: Office Phone Number:	
The purpose of this information is to facilitate timely processing of your request, to verify your eligibility, and to prevent the misuse of the funds appropriated.			
Purpose: (Check one)			
<input type="checkbox"/>	New Application	<input type="checkbox"/>	Change in Subsidy
<input type="checkbox"/>	Cancellation of Subsidy	<input type="checkbox"/>	Recertification of Benefits
I understand that my total transportation cost cannot exceed \$280.00 and that I cannot include parking in estimating my actual monthly cost. I certify that my mode of public transportation is the following:			
<input type="checkbox"/>	Metrorail	Enter your actual monthly commuting expenses here: \$ _____	
<input type="checkbox"/>	Metrobus	Enter your actual monthly commuting expenses here: \$ _____	
<input type="checkbox"/>	VRE/MARC Commuter Trains	Enter your actual monthly commuting expenses here: \$ _____	
<input type="checkbox"/>	MTA Commuter Bus Service	Enter your actual monthly commuting expenses here: \$ _____	
<input type="checkbox"/>	WMATA Vanpool	Enter your actual monthly commuting expenses here: \$ _____	
<p>You are reminded that you are legally bound to abide by the terms of the USCP-TIP. This includes certifying that:</p> <ul style="list-style-type: none"> You are not named on any Senate, House, or other federal agency parking permit and are not participating in a carpool; You are using transit benefits only for your regular home-to-work transportation and will not transfer the media to anyone else; The amount of transit benefits you receive does not exceed your actual monthly commuting cost by public transportation; and You understand that you must retain reasonable and sufficient records to verify your monthly commuting costs and eligibility for participation in the program. <p>I understand and agree that falsification or misuse of the program may result in disciplinary action.</p> <p>Applicant's Signature: _____ Date: _____</p>			
OFFICE OF FACILITIES AND LOGISTICS USE ONLY: PARKING PERMIT VERIFICATION/PROCESSING			
OFL is required to verify the applicant's parking benefits status. OFL is responsible for ensuring that transit participants are not concurrently receiving a parking benefit. (Check all that apply)			
<input type="checkbox"/>	Employee does not receive parking benefits.		
<input type="checkbox"/>	Employee receives parking benefits and is therefore not eligible to receive transit benefits.		
<input type="checkbox"/>	Employee has withdrawn their parking benefits as of _____ and will be eligible to receive transit benefits as of _____.		
OFL Signature: _____ Date: _____			



UNITED STATES CAPITOL POLICE
TRANSIT INCENTIVE PROGRAM (USCP-TIP)
APPLICATION AND MASS TRANSIT EXPENSE WORKSHEET

CP-1384
(12/21)
Page 2

All U.S. Capitol Police employees are required to certify their monthly commuting cost by calculating the cost of their daily commute to work to the dollar. This work sheet must be completed to continue receipt of transit benefits. Employees are reminded that parking fees are not eligible for transit benefits and should not be included when computing daily, weekly or monthly commuting costs.

Instructions: Calculate your Total Monthly Mass Transit Expenses based on the way (daily, weekly, monthly) that you pay for your commute. List your mode of mass transportation; and how much it costs you. All costs must be computed to a monthly expense. (Attach proof of fare documentation).

Mode of Transportation	Daily Expense	Weekly Expense	Total Monthly Expense
Bus to Work (local)	\$	\$	\$
Bus from Work (local)	\$	\$	\$
Other Bus Mode to Work (commuter or county)	\$	\$	\$
Other Bus Mode from Work (commuter or county)	\$	\$	\$
Rail to Work (MARC, VRE, Metrorail, other)	\$	\$	\$
Rail from Work (MARC, VRE, Metrorail, other)	\$	\$	\$
Other Mode to Work	\$	\$	\$
Other Mode from Work	\$	\$	\$
Vanpool			\$
Total Commuting Costs (daily expenses X number of days worked per month):			
Employee Certification and Signature			
<p>___ I certify that I have required proof of fare documentation as required by the Directive.</p> <p>___ I certify that on a typical workweek, I report to my duty location ___ days per week (cannot exceed 5).</p> <p>*If less than 5 days, indicate if you participate in: <input type="checkbox"/> an Alternate Work Schedule <input type="checkbox"/> a Telework Agreement</p>			
Name of Employee (Print)	Employee Signature:		Date:
Approval/Processing The USCP-TIP Program Manager is required to verify and approve employees' eligibility to participate in the program and the amount of their transit benefit. The USCP-TIP Program Manager is also responsible for ensuring that employees are aware of the transit benefit rules prior to certification.			<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval
Name of USCP-TIP Program Manager (Print):	USCP-TIP Program Manager's Signature:		Date: