



NOAA NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

UNITED STATES DEPARTMENT OF COMMERCE

MEMORANDUM FOR: ALL NOAA

FROM: Lydia Kenlaw
NOAA Transit Subsidy Program Manager

SUBJECT: MANDATORY Transit Subsidy Annual Recertification
between October 1, 2018 and October 15, 2018

The purpose of this message is to notify **all NOAA Transit Subsidy Participants and Applicants** of the mandatory **Annual Recertification** period from **October 1, 2018 to October 15, 2018**. All current Participants and Applicants must recertify during this time to continue receiving Transit Subsidy benefits. If you do not recertify between October 1, 2018 and October 15, 2018, *you will be automatically withdrawn from the program*. If your application as a new participant is currently in the approval process, you too must recertify during this timeframe. By way of reminder, NOAA does not pay transit benefits retroactively.

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

- a. Complete the DOC-NOAA Awareness training by going to https://www.transportation.gov/sites/dot.gov/files/docs/DOC-NOAA%202016_Transit_Benefit_Integrity_Awareness_Training_7.11.2016-FINAL.pdf (*this link has been updated*)
- b. Once you complete the Integrity Awareness Training go to <https://transitapp.ost.dot.gov> and log in (if already registered)
- c. Select *Transit Application* from the menu located at the top of the page in blue
- d. Select *Certify/Enroll* then the *Continue* tab at the bottom of the page
- e. On the **WARNING!** page click the *I Agree* tab if you agree with the statements listed
- f. Complete the *Transit Benefit Application Worksheet* making sure to select 'annual certification/recertification' as your Reason for Certification
- g. In the *Comment for agency approvers section*, if applicable, be sure to indicate your split between the SmarTrip® card and the TRANServe credit card
- h. Select *continue* at the bottom of the page, and
- i. Select *YES I would like to enroll*

Once you select yes, your Supervisor, Budget Certifier and Transit Point of Contact (POC's) will then need to go into the TRANServe system and approve. To approve recertification applications:

- a. Go to <https://transitapp.ost.dot.gov>;
- b. Select *Approval Section* on the menu;

- c. Select the *Employee Name*;
- d. Review online application and validate expenses with documentation of actual mass transit costs provided by applicant
- e. Enter *Account Classification* from drop down menu
- f. Select *Approve* or *Disapprove* (include reason if disapproved)

Remember you are responsible for tracking your recertification application through all NOAA approval levels from supervisor, budget certifier and POC.

Approvers (Managers, Supervisors and Budget Certifiers) please make sure you are approving applications as soon as possible. It is recommended 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 Line Office/Staff Office POC below by clicking http://www.corporateservices.noaa.gov/facmd/transit_subsidy_program/transportation_subsidy_points_of_contact.pdf.

Thank you.

Do not reply to this message. Direct any questions to your Transit Benefit Point of Contact.

-- This MAILBOX is not monitored --
