

**TRANSPORTATION SUBSIDY PROGRAM
ANNUAL RECERTIFICATION FREQUENTLY ASKED QUESTIONS**

Office of the Inspector General Recommendation 1: Require all participants to, on an annual basis, recertify their continued eligibility for the program, submit the Transit Subsidy Commuting Expense Worksheet and backup documentation, such as a WMATA [Washington Metropolitan Transit Authority] trip planner printout with their recertification, obtain supervisory approval and approval from the appropriate transit subsidy coordinator on the forms, and remove from the program any participant who fails to recertify.

To enhance management controls for preventing Transportation Subsidy Program fraud, waste, and abuse, recertification (e.g., mandatory training, application and recertification statement submission, program withdrawal) is required by all participants on an annual basis. Recertification must occur before December 16*, in order for participants to receive Transportation Subsidy benefits for Fiscal Year 2014.

To improve efficiencies and alleviate end of year strain, we have staggered deadlines by bureau/office.

Please note, there are two deadlines: **Friday 11/15/2013 and Monday, 12/16/2013.**

Recertification Deadline #1 – Tuesday, 10/01/2013 – Friday, 11/15/2013			
Bureau of Indian Affairs (BIA)	Bureau of Ocean Energy Management & Bureau of Safety and Environmental Enforcement (BOEM-BSEE)	National Indian Gaming Commission (NIGC)	Office of the Inspector General (OIG)
Office of the Secretary / Interior Business Center (OS/IBC)	Office of the Solicitor (SOL)	Bureau of Reclamation (WBR)	
Recertification Deadline #2 – Friday, 11/01/2013 – Monday, 12/16/2013			
Bureau of Land Management (LLM)	National Park Service (FNP)	U.S. Fish & Wildlife Service (FWS)	
Office of Surface Mining Reclamation & Enforcement (LSM)	U.S. Geological Survey (WGS)		

Contact your bureau/office transit coordinator to recertify right away!

1. Why do I have to recertify when none of my information has changed?

- A.** It is a requirement that all transit benefit participants recertify on an annual basis. This is done to verify that all participant information is correct and up-to-date. The Office of the Inspector General, Office of Management and Budget and Department of Transportation (DOT) Transit Benefit Program Policy and Guidance established these program best practices and management controls to prevent program fraud, waste and abuse.

2. What happens if I miss my Bureau/Office - Annual Recertification deadline?

- A.** It is imperative that you complete all of the requirements for recertification by your bureau/office deadline date. (See deadlines above or go to the [Annual Transit Recertification website](#).) The timeframe is staggered between October 1, 2013 through Decem16, 2013 to allow for nation-wide Transportation Subsidy Program participant applications to be processed by the Transportation Subsidy Program Coordinator and the Department of Transportation (DOT) Transportation Subsidy Program, Program Manager; and to prevent potential problems or overwhelm regular business operations. If you miss your bureau/office deadline, you will be withdrawn from the Transportation Subsidy Program. This interruption of service, may take up to a month or more to resolve. While waiting for your reinstatement into the program, you will be responsible for paying your own work related public commuting costs. Lastly while awaiting reinstatement you are not entitled to retro-benefits or reimbursement for expenditures.

TRANSPORTATION SUBSIDY PROGRAM
ANNUAL RECERTIFICATION FREQUENTLY ASKED QUESTIONS

3. **Why is the recertification period staggered?**
- A. Many employees may be on Alternative Work Schedule, on leave, on travel, or on detail and may need additional time to fulfill their Recertification requirements. Therefore in order to complete the Annual Recertification by the December 16, 2013 deadline, Coordinators must stagger application submissions to Department of Transportation to facilitate the processing nation-wide Transportation Subsidy Program participant applications. Staggering submissions will also prevent hindering or overwhelming the regular business of your Transportation Subsidy Program Coordinator and the Department of Transportation, Transportation Subsidy Program, Program Manager.
4. **Where can I find a schedule of Bureau/Office Annual Recertification dates?**
- A. A Recertification Schedule can be found on the [Mandatory Transportation Subsidy Program Annual Recertification with Training](#) webpage. There you will find bureau/office specific annual recertification deadlines. **Please note**, if you have questions, please discuss with your Regional Transportation Subsidy Program Point of Contact.
5. **Will I have to complete the Transit Benefit Integrity Awareness Training?**
- A. Yes. During the recertification period, all Transit Subsidy Benefit and Annual Pass participants are required to complete the online Transit Benefit Integrity Awareness Training course. If you have access to the DOI Learn online learning portal, administrators will generate twice weekly training reports for your Coordinator to view and verify completion; this pertains only to the online course. Then print and retain a copy of your Certificate of Completion. Or if you are new employee without access DOI Learn, you MUST use an alternate training method to complete this requirement, e.g., [DOI Learn Transit Benefit Downloadable CD](#). If you use an alternate training method, you MUST submit Transit Benefit Integrity Training completion documentation to your bureau/office Transportation Subsidy Program Coordinator along with other required documents. For DOI Learn login, recertification instructions, visit the [Annual Recertification Transportation Subsidy Program Recertification](#) webpage. **Please note** all training MUST occur in DOI Learn. ONLY NEW DOI EMPLOYEES, without DOI Learn access, may use the Transit Benefit Downloadable CD. Access to the DOI Learn online course is provided in the LAN Message announcement and on the [Mandatory Transportation Subsidy Program Annual Recertification with Training for Fiscal Year 2014](#) webpage.
6. **I am a new employee and do not have access to the DOI Learning online portal. How do I complete the training requirement?**
- A. If you are a new employee and without access to access DOI Learn, you MUST use an alternate training method to complete this requirement, e.g., [DOI Learn Transit Benefit Downloadable CD](#). You may download an online copy at DOI Learn website. Then take the Transit Benefit Integrity Training course; print and retain a copy of your Certificate of Completion and then submit Transit Benefit Integrity Training completion documentation to your bureau/office Transportation Subsidy Program Coordinator along with other required documents. **Please note** DOI Learn administrators cannot generate training reports for alternate training methods.
7. **In addition to completing the Transit Benefit Integrity Awareness Training course, are there other participant requirements?**
- A. Yes. If you are requesting information or changing an account, you will need to complete a new Transit Application with appropriate signatures. Next update personal information (e.g., Name, Phone Number, Email Address and Bureau/Office) and complete an Expense Worksheet. Complete a Recertification Statement. Submit all appropriate documents at one-time, to your bureau/office Transportation Subsidy Program Coordinator by your bureau/office deadline. **Please note** DOI Learn administrators will generate twice weekly training reports for your Transportation Subsidy Program Coordinator to view and verify training completion; this pertains only to the online course.

TRANSPORTATION SUBSIDY PROGRAM
ANNUAL RECERTIFICATION FREQUENTLY ASKED QUESTIONS

8. **What is the Recertification Statement?**
- A. The Recertification Statement, formally and legally attests that specific statements are true and in this case [participant roles and responsibilities](#) in the Transportation Subsidy Program.
9. **I am an existing Transportation Subsidy Program participant; do I have to recertify?**
- A. Yes. It is mandatory to submit (at one-time) all of your Annual Recertification documentation to your bureau/office Transportation Subsidy Program Coordinator to fulfill the requirements of recertification by your bureau/office deadline.
10. **Is the expense worksheet required every month?**
- A. No. The expense worksheet is required during the Annual Recertification or when updating your application.
11. **I am a new enrollee; will I have to recertify?**
- A. Yes. It is a requirement that all transit benefit and annual pass participants recertify on an annual basis. This is done to verify that all participant information is correct and up-to-date. However if you enroll during the Annual Recertification period from October 1, 2013 through December 16, 2013, you will not have to recertify until the next Annual Recertification period. **Please note** your recertification requirements are unique to your bureau/office. If you have questions, please discuss with your Transportation Subsidy Program Point of Contact.
12. **I newly enrolled during the month of September. Do I still have to recertify?**
- A. Yes. If you newly enrolled during the month of September, you will have to complete the requirements for Annual Recertification.
13. **I have changes since my last application submission. What do I need to do?**
- A. If you have changes or updates to your application or you are a new enrollee, you **MUST** complete a new Transportation Subsidy Program Application, Expense Worksheet, and Recertification Statement and take the online Transit Benefit Integrity Training course. Submit the completed application and worksheet to your bureau/office Transportation Subsidy Coordinator. All training **MUST** occur during the Recertification period. If you have access to the online learning portal, you **MUST** print and retain a copy of the Transit Benefit Integrity Training Certificate for your records; DOI Learn administrators will generate twice weekly training reports for your Coordinator to view and verify completion; this pertains only to the online course. New employees without access to DOI Learn **MUST** take the downloadable course; submit copy Completion Statement of the Transit Benefit Integrity Training course to your bureau/office Transportation Subsidy Program Coordinator; this pertains only to the online course. **Please note:** All training **MUST** occur in DOI Learn. **ONLY NEW DOI EMPLOYEES**, without DOI Learn access, may use the [DOI Learn Transit Benefit Downloadable CD](#). Access to the DOI Learn online course is provided in the LAN Message announcement and on the [Mandatory Transportation Subsidy Program Annual Recertification with Training for Fiscal Year 2014](#) webpage
14. **What if I need to de-enroll?**
- A. Complete a [Transit De-enrollment Form](#), and then submit the completed form to your bureau/office coordinator. For applications, forms, policies and procedures, and additional information, visit the [Transportation Subsidy Program website](#).

**TRANSPORTATION SUBSIDY PROGRAM
ANNUAL RECERTIFICATION FREQUENTLY ASKED QUESTIONS**

15. **Since my last submission, I do not have any changes to report on my application. What do I need to do?**
- A. If you do not have any changes, COMPLETE a Recertification Statement form, Transit Application and Expense Worksheet, then take the online Transit Benefit Integrity Training course. All training MUST occur during the recertification period. If you have access to the online learning portal, you MUST print and retain a copy of the Transit Benefit Integrity Training Certificate for your records; DOI Learn administrators will generate twice weekly training reports for your Coordinator to view and verify completion; this pertains only to the online course. New employees without access to access DOI Learn MUST take the downloadable course; submit copy of signed Completion Statement of the Transit Benefit Integrity Training course to your bureau/office Transportation Subsidy Program Coordinator. **Please note:** All training MUST occur in DOI Learn. ONLY NEW DOI EMPLOYEES, without DOI Learn access, may use the [DOI Learn Transit Benefit Downloadable CD](#). Access to the DOI Learn online course is provided in the LAN Message announcement and on the [Mandatory Transportation Subsidy Program Annual Recertification with Training for Fiscal Year 2014](#) web page.
16. **I took my Transit Benefit Integrity Training already. But I cannot print my Certificate of Completion; what can I do?**
- A. You may obtain a copy of your Transit Benefit Integrity Awareness Training Certificate by capturing the image on your screen. After taking the training program, when the image of the Certificate is visible, press the Print Screen key on your keyboard. It may be labeled [PrtScn]. Open an image editing program, such as Microsoft Paint or Word. Go to the Edit menu and choose Paste. If prompted to enlarge the image, choose, yes. Optional: Use your image editor's crop tool to crop out unnecessary portions of the screen shot. Go to the File Menu and choose Save As. Navigate to the folder where you want to save the image. Type a file name for the image. Select a file type. Click the Save button.
17. **Why do I have to complete this paper trail? Isn't paper reduction an agency-wide goal?**
- A. Yes. The Department of the Interior supports the Administration's sustainability initiatives. Therefore we are considering various automation platforms to reduce the need for paper output in the Transportation Subsidy Program. We will explore other automated options to fulfill the agency's environmental and sustainability initiatives dependent upon funding.

GENERAL INFORMATION

- If you are located within the Washington, DC National Capital Region (NCR), or supported by the Denver Property Management, Bureau of Reclamation, a list of bureau/office [Transportation Subsidy Program Coordinators](#) .
- If you are located outside of the Washington, DC National Capital Region, please contact your Regional/Field Transportation Subsidy Program Coordinator or Fare Media Distributor.
- Applications, forms, policies and procedures, and additional information can be found at the [Transit Subsidy Program](#) website and the [Annual Transit Recertification](#) webpage.

Contact your bureau/office transit coordinator to recertify right away!