

TRANSPORTATION SUBSIDY PROGRAM
RECERTIFICATION FAQS

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 Benefit Program fraud, waste, and abuse, recertification (e.g., FY 2015 mandatory training, application and recertification statement submission, program withdrawal) is required by all participants on an annual basis. Recertification must occur before December 15*, in order for participants to receive Transportation Subsidy Program Benefits for Fiscal Year 2015.

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

Please note, there are two deadlines: **Friday 11/14/2014 and Monday, 12/15/2014.**

Recertification Deadline #1 – Wednesday, 10/1/2014 – Friday, 11/14/2014			
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 – Monday, 11/03/2014 – Monday, 12/15/2014			
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 Transportation 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 Mandatory Annual Recertification Transportation Subsidy Program with Training for Fiscal Year 2015 (**Annual Transportation Recertification**) webpage. The timeframe is staggered between October 1, 2014 through December 15, 2014 to allow for manual processing of Transportation Subsidy Benefit Program (**the Program**) participant applications by the Program Coordinator and the Department of Transportation (DOT) Transit Benefit Manager; and to prevent potential problems or overwhelm regular business operations. If you miss your bureau/office deadline, you will be withdrawn from the 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 retroactive benefits or reimbursement for expenditures.

TRANSPORTATION SUBSIDY PROGRAM
RECERTIFICATION FAQS

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 15, 2014 deadline, Coordinators must stagger application submissions to the Department of Transportation to facilitate manual processing of Program participants nationwide. Staggering submissions will also prevent hindering or overwhelming the regular business of your Washington, DC National Capital Region (NCR), and/or Outside of the National Capital Region (ONCR) bureau/office Program Coordinator and the Department of Transportation, Transit Benefit Manager.

4. Where can I find a schedule of Bureau/Office Annual Recertification dates?

- A. A [Recertification Schedule](#) can be found on the Mandatory Annual Recertification Transportation Subsidy Program with Training ([Annual Transportation Recertification](#)) webpage. There you will find bureau/office specific annual recertification deadlines. **Please note**, if you have questions, please discuss with your bureau/office Program Coordinator.

5. Will I have to complete the Transit Benefit Integrity Awareness Training Course?

- 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 training reports for your Program Coordinator to view and verify completion. However print out and retain a copy of your Certificate of Completion for your records. Some bureaus/offices require a hard copy of this Completion Certificate. Please discuss with your bureau/office Program Coordinator.

If you are new employee without access DOI Learn, you MUST use an alternate (non-automated) training method to complete this requirement, e.g., DOI Learn Transit Benefit Downloadable CD. If you use an alternate (non-automated) training method, you MUST submit documentation to your bureau/office Program Coordinator along with any other required documents. For DOI Learn login and recertification instructions, visit the **Annual Transportation Recertification** webpage.

Please note: All training MUST occur in DOI Learn so that the training is part of your official training transcript. 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 **Annual Transportation Recertification** 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 (non-automated) training method to complete this requirement, e.g., [DOI Learn Transit Benefit Downloadable CD](#). You may download an online copy of the course at DOI Learn website. Complete the [Transit Benefit Integrity Awareness Training](#) course; print out and retain a copy of your Certificate of Completion; and then submit the Transit Benefit Integrity Awareness Training completion documentation to your bureau/office Program Coordinator along with any other required documents. **Please note** DOI Learn administrators cannot generate training reports if you complete training through an alternate (non-automated) training method.

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

TRANSPORTATION SUBSIDY PROGRAM
RECERTIFICATION FAQs

[Transportation Subsidy Program Application](#) with appropriate signatures and email addresses. Next update personal information (e.g., Name, Phone Number, Email Address and Bureau/Office) and complete an [Expense Worksheet](#). Complete an FY 2015 [Recertification Statement](#). Submit all appropriate documents at one-time, to your bureau/office Program Coordinator by your bureau/office deadline. **Please note** DOI Learn administrators will generate training reports for your Program Coordinator to view and verify training completion. However some bureaus/offices require a hard copy of this Completion Certificate. If you have questions, please discuss with your bureau/office Program Coordinator.

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 Benefit 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 Transportation Recertification documentation to your bureau/office 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 Transportation 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 Transportation Recertification period from October 1, 2014 through December 15, 2014, you will not have to recertify until the next Annual Recertification period. **Please note** your recertification requirements are sometimes unique to your bureau/office. If you have questions, please discuss with your bureau/office Washington, DC National Capital Region (NCR), and/or Outside of the National Capital Region (ONCR) Program Coordinator.

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 Transportation 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](#) which requires supervisors' and applicants' email addresses, [Expense Worksheet](#), and FY 2015 [Recertification Statement](#) and take the online [Transit Benefit Integrity Awareness Training](#) course. Submit the completed application and worksheet to your bureau/office Program 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 Awareness Training Certificate for your records; DOI Learn system administrators will generate training reports for your Program Coordinator to view and verify completion. Some bureaus/offices require a hard copy of the Completion Certificate. If you have questions, please discuss with your bureau/office Program Coordinator.

New employees without access to DOI Learn MUST take the downloadable course; submit a copy of the signed Transit Benefit Integrity Awareness Training Course Completion Certificate to your bureau/office

TRANSPORTATION SUBSIDY PROGRAM
RECERTIFICATION FAQS

Program Coordinator. **Please note:** All training MUST occur in DOI Learn so that the training is part of your official training transcript. ONLY NEW DOI EMPLOYEES, without DOI Learn access, may use the [DOILearn Transit Benefit Downloadable CD](#). Access to the DOI Learn online course is provided in the LAN Message announcement and on the **Annual Transportation Recertification** 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 Program Coordinator. For applications, forms, policies and procedures, and additional information, visit the [Transportation Subsidy Program website](#).

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 FY 2015 [Recertification Statement](#), [Transportation Subsidy Program Application](#) which requires supervisors' and applicants' email addresses and [Expense Worksheet](#), then take the online [Transit Benefit Integrity Awareness Training](#) course. All training MUST occur during the recertification period. If you have access to the online learning portal, you MUST print out and retain a copy of the Transit Benefit Integrity Awareness Training Certificate for your records. DOI Learn administrators will generate training reports for your Program Coordinator to view and verify completion. However some bureaus/offices require a hard copy of this Completion Certificate. If you have questions, please discuss with your bureau/office Program Coordinator.

New employees without access to access DOI Learn MUST take the downloadable course; submit a copy of the signed Transit Benefit Integrity Awareness Training Course Completion Certificate to your bureau/office Program Coordinator. **Please note:** All training MUST occur in DOI Learn so that the training is part of your official training transcript. ONLY NEW DOI EMPLOYEES, without DOI Learn access, may use the [DOILearn Transit Benefit Downloadable CD](#). Access to the DOI Learn online course is provided in the LAN Message announcement and on the **Annual Transit Recertification** webpage.

16. **I took my Transit Benefit Integrity Awareness 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.

18. **Is it necessary for my supervisor to complete the DOILearn Transit Benefit Integrity Awareness Training Course?**

- A. Yes. All Supervisors MUST now complete annually the [Transit Benefit Integrity Awareness Training](#) course in DOI Learn prior to signing Program Applications. Your Supervisor's Training Completion

TRANSPORTATION SUBSIDY PROGRAM
RECERTIFICATION FAQs

Certificate covers all bureau/office program participants and remains enforce until the next fiscal year's recertification period. Please note some bureaus/offices may require a hard copy of your Supervisor's Training Certificate.

Please note: You MUST have an assigned supervisor in your DOI Learn profile. To assign/remove a supervisor in DOI Learn, login into the system and go to DOI Learn **My Home** page. From there select either **Update My Profile** then select **My Supervisors** to perform updates or select **Update My Supervisor**, then select **My Supervisors** to perform updates.

GENERAL INFORMATION

1. **SUPERVISOR TRAINING REQUIREMENT:** All Supervisors must now complete annually the [Transit Benefit Integrity Awareness Training](#) course in DOI Learn prior to signing Program Applications. The Supervisor's Training Completion Certificate covers all bureau/office program participants and remains enforce until the next fiscal year's recertification period. Although Coordinators will receive electronic training completion reports, some bureaus/offices may require a hard copy of the Completion Certificate. If you have questions, please discuss with your bureau/office Program Coordinator.
2. If you are located within the Washington, DC National Capital Region (NCR), and/or Outside of the National Capital Region (ONCR), a list of bureau/office Transportation Subsidy Program Coordinators can be found on the Transit Subsidy Program webpage.
3. Applications, forms, policies and procedures, and additional information can also be found on the [Transit Subsidy Program](#) and the [Annual Transit Recertification](#) webpages.