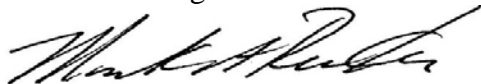


For: All FFAS Employees (except FAS overseas and FSA county office employees)

Transit Subsidy Recertification for FY 2017

Approved by: Deputy Administrator for Management



1 Annual Transit Subsidy Recertification

A Background

The Transit Subsidy Program provides qualifying employees with a financial incentive to encourage use of mass transit and other options for commuting to and from work in an effort to reduce traffic congestion and dangerous pollutants in metropolitan areas.

B Purpose

This notice provides guidance for the annual transit subsidy benefits recertification process that allows the continuation of benefits for participating employees. The FY 2017 recertification period is **July 11, 2016**, through **August 27, 2016**.

Note: State Employees dates are **June 10, through August 10, 2016**
National Capital Region dates are **July 11, 2016 through August 27, 2016**.

C Completing and Submitting AD1147 (Washington, DC area employees)

All transit subsidy benefit recipients are required to recertify annually and must submit a completed and approved AD1147, Public Transportation Benefit Program Application, with a copy of the back of their registered SmarTrip card or the serial number from the back of the SmarTrip card.

Submit recertification applications to Management Services Division (MSD) using one of the following methods:

- e-mail to **AskMSD@wdc.usda.gov**,
- for south building customers hand carry to the MSD customer service center located in room 5739, or
- for Patriot Plaza III customers hand carry to the transit subsidy benefit coordinator on the 10th floor cubicle 10-257B.

Disposal Date	Distribution
November 1, 2016	All FAS, RMA, and FSA employees (except FAS overseas and FSA county office employees)

Notice AS-2300

1 Annual Transit Subsidy Recertification (Continued)

C Completing and Submitting AD1147 (Washington, DC area employees) (Continued)

Applicants can access a fillable word version of AS-1147 at

http://www.ocio.usda.gov/sites/default/files/docs/2012/AD-1147_Side1_1205.doc and

http://www.ocio.usda.gov/sites/default/files/docs/2012/AD-1147_Side2_1205.doc.

Participants will be automatically removed from the program if annual recertification is not completed or inactive for three months.

D Employees Not Located in the Washington, DC Area

Employees in locations outside Washington, DC will recertify for transit subsidy benefits according to the instructions in this table.

Exception: FAS overseas and FSA county office employees are not eligible for this benefit.

Note: The training must be completed before registering and completing the application.

Step	Instruction
Transit Benefits Integrity Awareness Training	
1	Go to http://transerve.dot.gov .
2	Click on participants.
3	Click on U.S. Department of Agriculture (USDA).
4	Select USDA – Transit Benefit Integrity Awareness Training – Power Point version and follow the instructions to complete.
Registration Instructions	
5	Complete steps 1 through 3 again.
6	Select Transit Benefit Program Enrollment/Change Application.
7	Click register.
8	Complete the three asterisks fields that are displayed: username - govt e-mail address, first name, and last name. USDA will automatically populate in the agency field.
9	Click register. If the system shows that you are already registered, go back to the log in screen enter your government e-mail address next to username and click forgot password.
10	Check your e-mail for your password. If it is not in your inbox, it may have gone to your junk mail box.
11	Use the e-mail password to reset your password.
12	Log into the system with your username and password.
13	Click on transit benefit application.
14	Click on certify/enroll to complete the application.

1 Annual Transit Subsidy Recertification (Continued)

E Contact and References

For questions regarding the transit subsidy benefits program, contact Transit Benefit Coordinator Alita Jordan by e-mail to **AskMSD@wdc.usda.gov**.

State and county offices can access TranServe frequently asked questions at **<http://transerve.dot.gov/faq.html>**.

Employees can access the USDA Departmental Regulation (DR 4080-811-4), USDA Commuter Transit Subsidy Benefits Program at **http://www.ocio.usda.gov/sites/default/files/docs/2012/DR4080-811-04_0.pdf**.