

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Foreign Agriculture Service

Washington, DC 20250

**Notice AS-2225**

**For:** FAS Washington, DC, Office Employees

**FAS Transit Subsidy Benefits Program (TSBP)**

**Approved by:** FAS Administrator



**1 TSBP Transferred to FSA**

**A Background**

FSA signed a service level agreement with FAS to provide a multitude of services, including TSBP. FSA has agreed to coordinate TSBP for FAS.

**B Purpose**

This notice informs all FAS employees of the transition of TSBP to FSA effective **November 21, 2011**.

**C Policy**

Departmental Regulation 4080-811-04 (DR 4080-811-04), USDA Commuter Transit Subsidy Benefit Program (CTSBP) provides:

- authority, policy, and responsibilities for managing CTSBP
- information and instructions for CTSBP.

TSBP supports programs that improve air quality and reduce traffic congestion. USDA provides a nontaxable subsidy designed to encourage employees to use mass transportation for their daily commute to and/or from their duty station by methods other than single occupancy vehicles.

Employees will be held accountable for misusing CTSBP benefits, and be subject to appropriate disciplinary action including disqualification from future participation in CTSBP. Disciplinary penalties could range from a letter of admonishment to removal from Federal service, depending on the severity of the misuse.

Disposal Date	Distribution
March 1, 2012	FAS Washington, DC, employees
11-18-11	

**1 TSBP Transferred to FSA (Continued)**

**D Applying For TSBP Benefits**

To apply for TSBP benefits, employees must complete AD-1147, Public Transportation Benefit Program Application (with attached Smart Benefits Application).

**Note:** To obtain fillable AD-1147, go to FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>, CLICK “**Find Current Form Using Our Form Number Search**”, and in the “Form Number” block, ENTER “**AD1147**”, and CLICK “**Submit**”. .

**E Guidelines**

FSA, MSD will provide all administrative support services to FAS for TSBP. The TSBP coordinator will:

- act as liaison with the Department of Transportation (DOT), HRD, and the Washington Metropolitan Area Transit Authority (WMATA)
- provide notification to all participants of any updates and or changes from DOT or any other mode of transportation
- process AD-1147’s for all FAS employees for new enrollee’s, changes in mode of-transportation, and withdrawals from CTSB.

**F Contact Information**

For further information, including ongoing TSBP customer service, contact FSA, MSD by any of the following:

- e-mail to [tspcoordinator@wdc.usda.gov](mailto:tspcoordinator@wdc.usda.gov)
- **Stephanie Hyde** by telephone at 202-720-3135
- **Alita Jordan** by telephone at 202-401-5517.