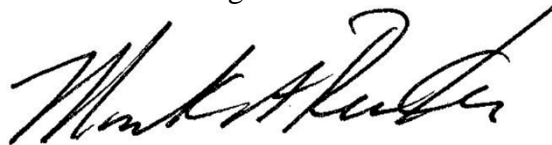


For: All FFAS Employees (except FAS overseas and FSA county office employees)

Transit Subsidy Recertification for FY 2018

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.

Departmental Regulation 4080-811-04, USDA Commuter Transit Subsidy Benefits Program, requires all participating employees to recertify annually to continue to receive transit benefits. The fiscal year (FY) 2018 annual transit benefits recertification period for:

- **state employees** begins May 22, 2017, and ends on July 21, 2017
- **the National Capital Region** begins June 5, 2017, and ends July 28, 2017.

B Purpose

The notice provides guidance for participating employees to complete recertification to receive transit benefits for FY 2018.

C Completing and Submitting AD-1147 for FSA, FAS, and RMA Headquarters
(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.

Disposal Date	Distribution
October 1, 2017	All FAS, RMA, and FSA employees (except FAS overseas and FSA county office employees)

1 Annual Transit Subsidy Recertification (Continued)

C Completing and Submitting AD-1147 for FSA, FAS, and RMA Headquarters
(Washington, DC area employees) (Continued)

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 10-259B.

Applicants can access a fillable word version of AD-1147 from the FSA Intranet at **<https://inside.fsa.usda.gov>**. Click on “Employee Forms”, then “Find Current Forms Using Our Form Number Search” and in the “Form Number” field ENTER “1147”.

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

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1 Annual Transit Subsidy Recertification (Continued)

D Completing and Submitting AD-1147 for State Office Participants

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 https://www.transportation.gov/transerve/ .
2	Click on Participating Agencies: Apply/Recertify.
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 about the transit subsidy benefits program, contact the transit benefits coordinator by e-mail to **AskMSD@wdc.usda.gov**.

State and County Offices can access TranServe frequently asked questions at **<https://www.transportation.gov/transerve/faq>**.

Employees can access the 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**.