

**Minerals Management Service  
Interim Policy Document**

**Effective Date:** February 5, 2008

IPD No.: 08-06

**Program:** Administration

**Title:** Transportation Subsidy Benefit Program

**Originating Office:** Chief of Staff, Office of Administration and Budget

**1. Purpose.** This Interim Policy Document establishes Minerals Management Service (MMS) policy and responsibilities for the MMS Transportation Subsidy Benefit Program (TSBP) for MMS employees. It sets policy and establishes MMS responsibilities under the TSBP for implementation, management, and employee use.

**2. Objectives.** The Department of Interior (DOI) will implement the federal Department of Transportation transit benefit program administered by the Department of Transportation Services (DOT TRANServe) for use by MMS employees and will comply with subsidy policy, agreements, guidelines, and direction.

**3. Authority.** Executive Order 13150, "Federal Workforce Transportation," dated April 21, 2000; and the current Transit Benefit Program Partnership Agreement between TRANServe and the MMS.

**4. Responsibilities.**

**A. Federal Employees.**

**(1) Federal Employees.** It is the responsibility of the employee to:

(a) Comply with the MMS TSBP Manager's direction for the administration of the program.

(b) Meet the requirements for participation in the transit benefit program.

(c) Certify through his/her immediate supervisor/manager that his/her claim for the subsidy is valid.

(d) Certify to the MMS TSBP Manager that he/she is not receiving parking benefits using the issued Smartrip card.

(e) Ensure the transit benefit received does not exceed actual monthly costs by public transportation.

(f) Not provide false or fraudulent information to obtain transit benefits.

(g) Not transfer or sell the transit benefit to anyone.

- (h) Adjust the transit benefit amount upon changing commuting methods or work schedules as extended leave, change of work location, telecommuting, etc.
- (i) Understand it is a violation of law to provide false or fraudulent information to obtain transit benefits or to transfer or sell transit benefits.
- (j) Use benefits only for home to work commuting using public transportation.
- (k) Not use the transit benefit in excess of the monthly statutory limit.
- (l) Understand any misuse of transit benefits may be grounds for disciplinary action up to and including revocation of transit benefit privileges, dismissal, along with civil and criminal penalties and other criminal action.
- (m) Use SmartBenefits for participation in the transit benefit program, except for participants who use public transportation, i.e., Maryland Rail Commuter Service, Virginia Railway Express, etc., that do not yet accept SmarTrip cards.
- (n) Register SmarTrip card with the Washington Metropolitan Area Transit Authority (WMATA). Notify the WMATA upon loss of a SmarTrip card. Upon receipt of a new SmarTrip card, immediately notify the MMS TSBP Manager of a new SmarTrip card number.
- (o) Not use the SmarTrip card for parking nor any other purpose other than commuting to and from work.
- (p) Claim participant benefit each month if using the SmarTrip Card.
- (q) Return the unused amount of transit benefit to the MMS TSBP Manager for the month that he/she will not commute to and from work, via check or money order, if participant is leaving employment with the government or changing agencies.

**(2) Immediate Supervisor/Manager.** The supervisor/manager must ensure the employee understands the policy, guidelines, and procedures in place to implement the TSBP and his or her responsibilities under the program. Specifically, the immediate supervisor/manager must make the program available to eligible employees and implement the program as follows:

- (a) Help the employee with the required application forms as necessary.
- (b) Certify the employee meets the requirements for participation in the TSBP and that the employee's claim for the subsidy is valid.
- (c) Clarify employee's use of the TSBP when asked by the MMS TSBP Manager.
- (d) Understand any misuse of transit benefits may be grounds for disciplinary action up to and including revocation of transit benefit privileges, dismissal, along with civil and criminal penalties and other criminal action.

(e) Take appropriate disciplinary action against employees who fail to meet or who circumvent the intent of the TSBP, as provided by law and this policy document, and/or as notified by the MMS TSBP Program Manager.

**(3) MMS TSBP Manager.** The MMS TSBP Manager must develop and execute policies and procedures that enhance TSBP awareness and controls and ensure that immediate supervisors/managers and employees understand their responsibilities under the program; check for compliance with policy, guidelines, and procedures; and identify deviations for correction and/or disciplinary action by the immediate supervisor/manager. Specifically, the MMS TSBP Manager must make the program available to eligible employees and implement the program as follows:

(a) Understand the purpose, procedures, and guidelines of the DOT TRANServe Transit Benefit Program.

(b) Execute MMS authority as the TSBP Manager by signing the DOT TRANServe Transit Benefit Program Partnership Agreement on behalf of the MMS.

(c) Identify any participants making false claims, selling, illegally transferring, or otherwise violating benefit requirements, policy, and procedures.

(d) Take appropriate action against participants found to be violating benefit requirements, policy, and procedures by notifying the participant's immediate supervisor/manager for correction and/or disciplinary action.

(e) Serve as the MMS primary point of contact for interactions with DOT TRANServe.

(f) Communicate on behalf of the TSBP with MMS management at all levels and with immediate supervisors/managers at all levels, program participants, and other interested MMS employees.

(g) Verify MMS employees meet the requirements for participation in the transit benefit program as outlined in Executive Order 13150, and related statutory, regulatory, administrative standards, policy, and procedures.

(h) Ensure MMS employee participants and their individual supervisor/manager are fully aware of their responsibilities for participation in the program, to include:

(i) Understanding the limitations of the transit benefit program.

(ii) Prohibitions against transferring or selling the fare media to anyone.

(iii) Potential penalties for misuse of, or making a false claim in obtaining, a transit benefit.

(iv) Not named on a worksite parking permit at any federal agency nor otherwise participating in a carpool.

(v) Authorized to use the transit benefit only for their regular home to work transportation.

(vi) The amount of transit benefits received does not exceed actual monthly commuting cost by public transportation.

- (vii) It is a violation of law to provide false or fraudulent information to obtain transit benefits, to transfer or to sell the transit benefit.
- (viii) Personally responsible for adjusting the transit benefit amount upon changes to commuting methods or work schedules such as extended leave or telecommuting.

(i) Receive, process, analyze, and comply with DOT TRANServe administrative guidance; best practices; materials, such as, billing records, reports, invoices, resource tools; and expertise as may be provided to the MMS.

(j) Implementing MMS internal controls over the MMS TSBP.

**(4) The MMS.** The MMS retains key management authority and responsibilities for its TSBP. These include:

(a) Appointment of an MMS TSBP Manager with the authority and responsibility to execute the transit benefits program within the Transit Benefit Program Partnership Agreement and within the MMS policy, procedures, and guidelines.

(b) Adopt policies and procedures that enhance the TSBP awareness and controls.

(c) Pursue any employee misuse of transit benefits as grounds for disciplinary action up to and including revocation of transit benefit privileges, dismissal, along with civil and criminal penalties and other criminal action.

**B. Contractors and Contract Employees.** Contractors and Contract Employees of the MMS are not eligible for the TSBP.

**5. Completion Exit Clearance Form (1090) for TSBP Participating Federal Employees.** An employee separating, resigning, retiring, or otherwise leaving the MMS must present his/her Exit Clearance Form (1090) to the MMS TSBP Manager for signature with a check or money order for the remaining amount of benefit beyond the date of his/her departure.

**6. Cancellation.** This IPD will remain in effect until incorporated into the MMS Manual.

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