

# ORDER

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

AL 3560.1

ALASKAN REGION

February 9, 1994

**SUBJ:** ALASKAN REGION TRANSIT BENEFIT PROGRAM

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1. **PURPOSE.** This Order establishes the policies and procedures for the Alaskan Region Public Mass Transportation Transit Benefit Program. It identifies the associated benefits of this program and encourages FAA employee utilization of the Transit Benefit Program (TBP) through subsidized monthly costs where authorized transportation exists.
2. **DISTRIBUTION.** This order is distributed to the division and branch level in the regional headquarters and to all field offices and facilities.
3. **SCOPE.** This program covers all permanent and temporary employees who utilize mass transit for commuting to and/or from work on a regular basis. This order is designed primarily for FAA employee participation in metropolitan areas. Since each participating metropolitan area is unique, specific direction will be provided for that metropolitan area. Local Program Coordinators may use this order to the extent feasible together with local supplementation, as necessary, after obtaining the approval of the Program Coordinator, AAL-52.
4. **BACKGROUND.** Under the authority of the Treasury, Postal Services and General Government Appropriations Act, 1991, P.L. 101-509, Federal agencies may participate in any program established by a state or local government that encourages employees to use public mass transportation. The letter referenced in paragraph 5(c) below states in part, "The Administrator has directed that the Federal Aviation Administration (FAA) shall participate fully in the program," and "funding for the program will be from available appropriations." The General Services Administration has provided guidance which allows appropriated funds to be used for transit benefits. The Internal Revenue Service (IRS) permits a monthly fringe benefit, without Federal tax liability, to be paid to employees who commute via public mass transit. The amount excludable is prescribed by law.
5. **REFERENCES.**
  - a. DOT Order 3560.1, Department of Transportation Transit Benefit Program, establishes policy for the public mass transportation transit benefit program.
  - b. DOT Order 3560.2, Department of Transportation Field Implementation of the Transit Benefit Program outlines the procedures for obtaining approval of proposed transit benefit programs at DOT field locations.
  - c. The Assistant Administrator for Budget and Accounting letter dated January 31, 1992, subject "ACTION: Transit Benefit Program."
6. **REGIONAL POLICY.**
  - a. The Alaskan Region promotes participation in the Transit Benefit Program which involves the distribution of discount transit passes or other incentives to encourage employees to commute to and/or from

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work by means of public mass transportation and to reduce the cost to personnel who commute via mass transportation.

b. Benefits are not transferable and are to be used only for the commute to and/or from work. Giving or selling fare media or benefits to other individuals, or purchasing the same from another is prohibited even if the other individual is eligible to receive a benefit.

c. Only personnel who are not on any other federally subsidized transportation arrangement may participate in the Transit Benefit Program. This includes any federal worksite parking permits.

## **7. RESPONSIBILITIES.**

a. Logistics Division, Materiel and Services Branch, AAL-52, will:

(1) Serve as the Program Coordinator to develop policy and coordinate with unions, local program coordinators and management, as necessary;

(2) Review and evaluate programs at least annually; and coordinate reports.

(3) Review, coordinate, and approve field attachments necessary to operate the Transit Benefit Program.

b. All Division and Staff Office Managers will ensure that all employees are aware of the program and budget sufficient operating funds for program operation.

c. All Approving Officials will review the employee's application for the Transit Benefit Program and ensure all requirements are met before approving employee applications.

d. Local Program Coordinators will review the local mass transit situation for their metropolitan area and determine whether there is sufficient local interest to merit development of a local program. If there is sufficient local interest, local coordinators will contact the Program Coordinator, AAL-52, for further information.

**8. MASS TRANSIT BENEFIT.** The total employer provided benefit cannot exceed the maximum amount excludable from Federal taxation as prescribed by current law or actual commuting costs, whichever is less. Reductions for people with disabilities, the elderly, or students are not considered as a subsidy for the purpose of this program.

## **9. PROCEDURES FOR PROGRAM PARTICIPANTS.**

a. Application. Those FAA employees desiring to participate must complete DOT F 1700.18A (see figure 1). This form must be completed and approved by the designated program coordinator prior to picking up the transit benefit. This is a one time application which remains in effect for as long as the employee is in the program. No responses will be made to the form unless there is some reason for disapproval in which case the applicant will be contacted directly by the designated program coordinator.

b. Participants. FAA employees desiring to participate must certify in writing, upon the receipt of fare media, that they are eligible for a transit benefit, are obtaining it for their commute to and/or from work, and will not transfer the fare media to any other individual.

c. Non-Payment Penalty and Other Penalties. Employees are cautioned that certain actions may seriously jeopardize their entitlement to the benefits of this program. Examples of actions are as follows:

(1) Employees receiving transit benefits who do not use their benefits for the purpose of commuting to and/or from work will be removed from further participation in the program.

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(2) Adverse action may also be proposed, depending on the circumstances, against employees who violate the terms of this program.

d. Termination of Program Utilization. Employees leaving the metropolitan area, leaving agency employment, or electing to use some other form of transportation must contact the program control point immediately and return any unused benefits.

Jacqueline L. Smith

Regional Administrator

APPENDIX 1. MUNICIPALITY OF ANCHORAGE AREA AND KETCHIKAN  
GATEWAY BOROUGH AREA.

1. This appendix provides specific direction for the administration, control, and participation in the Alaskan Region Transit Benefit Program in the Municipality of Anchorage area and the Ketchikan Gateway Borough. These directions are to be followed in conjunction with the provisions of Alaskan Region Order, AL 3560.1.

2. The Anchorage area program will involve all FAA Divisions and any Anchorage Field Offices that wish to participate. The Alaskan Region Logistics Division, Materiel and Services Branch, AAL-52, will be the Program Coordinator in the Regional Office. Anchorage Field Offices shall appoint Local Program Coordinators. The local imprest fund will deliver the transit benefit up to the maximum amount excludable from taxation as prescribed by law, or actual commuting costs, which ever is less, upon proper verification.

3. Procedures for PROGRAM PARTICIPANTS are:

a. Application. Those desiring to participate must complete DOT F 1700.18A (see figure 1). The accounting classification and approval for availability of funds must be completed by an approving official. Names of approving officials are maintained on file at the imprest fund. This is a one-time application which remains in effect for as long as the employee is in the program.

NOTE: The cost of this program will be charged to each office's Program Element, and Object Class Code, 121T.

b. Obtaining Transit Benefits. Transit benefits must be obtained for the month that funds are expended. Each employee will be required to submit a Transit Benefit Certification form (see figure 2) and a receipt for services received. In addition, employees will submit Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business, with approving official signature. Employees are expected to pick up benefits in person and show employee identification.

4. PROGRAM COORDINATOR/LOCAL PROGRAM COORDINATOR procedures are:

a. Processing Application Form, DOT F 1700.18A. The completed application forms will be used to build a data file of authorized employees. The file will include date of application, the last four digits of the social security number, name, home address, work address, work phone number, grade, previous mode of commute, accounting classification code, approving official, fare media type (transit authority providing service), total cost, State and/or local subsidy, FAA benefit, and amount to be paid by the employee.

b. Printing Monthly Authorization List. Each month prior to the next selling period of Regional Transit Authority (RTA) fare media, the coordinators will print an authorization list. The list will be generated from the data file. The list should include the last four digits of the social security number, employee name, grade, accounting classification code, fare media type, total ticket value, State and/or local subsidy, FAA benefit and employee cost.

c. Dissemination of Authorization List. Each month on the same day it is printed, the Program Coordinator/Local Program Coordinators will provide the imprest fund personnel with a copy of the authorization list.

d. Processing Completed Authorization List Return to AAL-52. After the reimbursement period for the previous month, the imprest fund (program control point) will return the authorization list to the Program Coordinator, AAL-52. Attached will be the receipts of purchased RTA fare media along with the Transit Benefit Certification form signed and completed by the employee. The Program Coordinator will update the computer data files from information shown on the authorization list and receipts. A copy of the authorization list will be returned to the local program coordinators where applicable.

e. Additions and Deletions to the Authorization List. Each month, additional employees will decide to use the program, and some will leave or decide to quit the program. New applications will be added to the list as required by the program procedures in paragraph 4a. Employees also will be removed from the list upon receipt of a memorandum or the application form marked "cancel". Employees will also be removed from the authorization list upon receipt of an Employee Clearance Record, AL Form 3370-2 or if employee action justifies removal, as described in paragraph 9c of this Order.

f. Reporting. The Program Coordinator, AAL-52, will generate reports as needed to perform the required analysis and control of the program. As a minimum, the following reports will be generated:

(1) Authorization Lists. This monthly list will be generated and reviewed prior to dissemination as described in paragraph 4c. After receipt of the returned authorization list it will be reviewed to ensure that the amounts shown as benefits do not exceed the maximum prescribed by current law per month and that benefits were used for the purchase of a transit fare media.

(2) Semiannual report. This report will be generated to document all participants and costs in all categories. The Program Coordinator, AAL-52, will ensure that:

(a) Total benefits from FAA do not exceed the maximum prescribed by current law,

(b) All participants are current and bonafide employees.

5. IMPREST FUND procedures are:

a. The imprest fund will receive the monthly authorization list from the Program Coordinator/Local Program Coordinator prior to the beginning of the month. The list will authorize the imprest fund to issue a fare benefit to the named employee after obtaining the employee's signature on the "Transit Benefit Certification Form"; Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business and an original receipt, pass or stub for transit services received.

b. Reconciliation of Records. After the month is completed the imprest fund will complete the authorization list in the following manner:

(1) line out all employees who did not participate in the program,

(2) line out and correct any incorrect items on the list,

(3) return to the Program Coordinator prior to the beginning of the next month the authorization list; the "Transit Benefit Certification,"; and the original receipt, pass or stub for transit services received.

FIGURE 1. TRANSIT BENEFIT APPLICATION

U.S. Department of Transportation  
Federal Aviation Administration

ALASKAN REGION TRANSIT BENEFIT  
CERTIFICATION AND RECEIPT

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RECEIPT:

I acknowledge receipt of transit fare for the month of \_\_\_\_\_, from the \_\_\_\_\_

(Transit Authority)

for which I have paid \$\_\_\_\_\_ from personal funds. I understand that the transit fare device is my sole responsibility; and once issued, it will not be replaced for any reason.

CERTIFICATION:

I certify that I am employed by the U.S. Department of Transportation, Federal Aviation Administration, Alaskan Region and am not named on a worksheet parking permit with any Federal Agency. I further certify that I am eligible for a public transportation fare subsidy, will be using it for my daily commute to and/or from work, and will not transfer it to anyone else.

This certification concerns a matter - within the jurisdiction of an agency of the United States and making a false fictitious, or fraudulent certification may render the maker subject to criminal prosecution under Title 18, USC, section 1001, civil Penalty action providing for administrative recoveries of up to \$5,000 per violation, and/or agency disciplinary actions up to and including dismissal.

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Print Name

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Last 4 Digits of SSN

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Signature

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Date

Privacy Act Statement: This information is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a public transit fare benefit. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved. This information will be matched with lists at other Federal agencies to ensure that you are not listed as a carpool or vanpool participant or a holder of any other form of vehicle worksheet parking permit with DOT or any other Federal agency.