

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

# TRANSIT BENEFITS

*in the*  
**METROPOLITAN DC., AREA**



## WHO IS ELIGIBLE FOR TRANSIT BENEFITS?

- All NARA full- and part-time employees, temporary employees, and students (enrolled at least half-time) serving as unpaid volunteers are eligible for transit benefits as long as they are not receiving parking privileges.

## WHAT ARE TRANSIT BENEFITS?

- To promote the use of mass transit, reduce traffic, and improve government efficiency, the Federal Government subsidizes mass transit costs for its employees. The current maximum subsidy is \$130 per month.
- The subsidy can be used on any of the area's mass transit systems, including Metro, Maryland Area Rapid Transit (MARC), Virginia Railway Express (VRE), commuter buses, and qualified vanpools.

## WHEN CAN I GET MY TRANSIT BENEFITS?

- Transit benefits are provided on the first of the month for SmartTrip card users and on the 10th of the month for debit card users. How you receive those benefits will vary depending on the type of transit you use. For example, employees using the Washington, DC, area Metro system have their benefits deposited directly onto their SmartTrip card. That card must be registered with the Metro system, and the card number must be submitted with your transit benefit application. Commuters using all other transit systems receive their subsidy on the Chase debit card provided by the Department of Transportation.

- To receive your transit benefits, you must fill out an application annually and that application must be approved by the transit office at the National Archives. You can submit your application to the Transit Subsidy Coordinator at [ptsp@nara.gov](mailto:ptsp@nara.gov) or by dropping your forms in the PTSP box in room 2320 at the National Archives at College Park, MD.
- Your annual application for public transit benefits must include:
  1. Form 6041, the National Archives transit benefit application form.
  2. Form 6041a, the transit benefit worksheet, which shows the cost of your daily commute and the transportation system or systems used in your commute.
  3. A printout from the transportation system that shows the itinerary and cost of your daily commute. For example, the WMATA website provides a Trip Planner service that will give the details and costs for any trip on MetroBus or MetroRail. VRE and MARC provide similar online trip cost and planning services.
- To apply for a subsidy for Van Pools, you also need to submit Forms 6041 and 6041a as well as documentation verifying that the vanpool is registered with DOT.
- If you are an employee receiving transit benefits, you must resubmit these forms annually, based on the date of your initial paperwork. In addition, if your commute route or fees change you must notify the PTSP manager and submit new forms for your new commute.
- You must also submit a new application if you change organizational units within the National Archives, change employment status, change your name, or change your home address. For example, if you move from Strategy and Communications to Research Services or from temporary or student employment to permanent employment, you must submit a new transit benefit application package to the PTSP manager.

## WHY DO I HAVE TO FILL OUT THESE FORMS?

- The transit benefit program is a government-wide program that provides benefits to millions of Federal employees. The program, like most government programs, is subject to audit from a variety of supervising organizations like Congress or the Inspector General. To satisfy the terms of an audit, an agency must show that it is properly administering the program. Forms 6041 and 6041a and the trip documentation allow the National Archives to certify to the auditors that the transit benefit program is being managed properly.

## WHERE CAN I GET MORE INFORMATION ABOUT THE TRANSIT BENEFIT PROGRAM?

- You can ask questions at [ptsp@nara.gov](mailto:ptsp@nara.gov)
- NARA Directive 701 lays out the full set of rules and regulations for the transit benefit program throughout the agency. You can find this directive on the NARA-at-Work page by rolling over the Policy, Plans & Guidance tab at the top of the page and then clicking on Directives under the column titled NARA Policies
- Call 311
- For those working outside the DC Metropolitan Area, the policies are the same, only the source of transportation varies. To process your application you should contact your local administrator.