

National Archives and Records Administration

Transmittal Memo

DATE: November 5, 2014

TO: All employees and student volunteers

SUBJECT: NARA701, Qualified Transportation Fringe Benefits and Public Transit Subsidy Program

Purpose: This transmits a revised policy directive concerning NARA's Qualified Transportation Fringe Benefits (QTFB) and Public Transit Subsidy Program (PTSP). Both programs offer tax-free benefits to NARA participants who use public transportation or a qualified vanpool to commute to work and encourage employees to commute using ways that reduce traffic congestion, energy consumption, and pollution.

Background/significant changes:

- All unused monthly benefits expire at the end of each month.
- All participants must include a trip planner with their application.

Available forms:

- NA Form 6041 – Public Transit Subsidy Program (PTSP) Applications.
- NA Form 6041a – Public Transit Subsidy Program (PTSP) Transit Expense Worksheet.
- NA Form 6041c – Public Transit Subsidy Program (PTSP) Cancellation.

Cancelled policy: Interim Guidance 741-a, Changes in Public Transit Subsidy Program.

Cancelled forms:

- NA Form 6042 – Authorization for Third Party Pick Up for the Public Transit Subsidy Program.
- NA Form 6041b- Public Transit Subsidy Program Monthly Transit Use Report.

Effective date: This policy is effective date of signature.

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Contact information: For questions please e-mail PTSP@nara.gov, dial 311, or visit the Commuter Subsidy web page.

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Deputy Archivist of the United States

Attachment

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NARA701

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1. Policy.

- a. Staff may visit the Commuter Subsidy web page, dial 311, or e-mail PTSP@nara.gov to take advantage of these benefits; or
- b. Staff may follow the procedures located in this directive.

2. Definitions of terms used in this directive.

- a. **Fare Media** – SmarTrip cards, debit cards, and vouchers that can be exchanged for mass transit.
- b. **Local Transit Coordinator (LTC)** – Serves as the point of contact for Public Transit Subsidy Program in their location.
- c. **Mass Transit** – May be publicly or privately operated services and includes bus, rail, ferry, or qualified vanpool.
- d. **Mass Transportation** – Public transportation operated for use by the public (e.g., buses, subways, ferries, commuter buses, trains, and qualified vanpools).
- e. **National Transit Coordinator (NTC)** - Manages the Public Transit Subsidy Program for NARA.
- f. **Qualified Vanpool** – A commuter highway vehicle that meets the following requirements:
 - (1) A vehicle seating at least six adults. This does not include the driver if they are in the business of transporting persons for pay or hire;
 - (2) At least 80 percent of the mileage used is for transporting participants between their homes and places of employment and participants occupies at least one-half of the vehicle's seats (not including the driver's); and
 - (3) Qualified vanpool operators register their vehicle with Department of Transportation (DOT).
- g. **Recertification** – The process by which a qualified Federal employee completes the PTSP application to confirm his or her eligibility to continue to receive the transit benefit.

h. **Transit benefit** – A nontaxable transportation fringe benefit providing employees with vouchers or other fare media when they leave their personal occupancy vehicle to commute via mass transit to and/or from work.

i. **Transit Expense Worksheet** – A form used by a qualified Federal employee to determine the amount of transit benefit they should receive in a given month.

3. Qualified Transportation Fringe Benefits (QTFB).

a. These tax-free commuter benefits are employer-provided voluntary benefit programs that allow employees to reduce their monthly commuting expenses for transit, vanpooling, and work-related parking costs.

b. The monthly limitation under Section 132(f) (2) (A) QTFB regarding the aggregate fringe benefit exclusion amount for vanpools and transit fare media can be found at [Commuter Subsidy web page](#).

1. The monthly limitation under Section 132(f) (2) (B) regarding the fringe benefit exclusion amount for qualified parking can also be found at [Commuter Subsidy web page](#).

c. Contact the Office of Human Capital (H), Payroll Liaison, directly for more information.

4. Public Transit Subsidy Program (PTSP).

a. The PTSP provides the nontaxable benefit designed to encourage its employees to use mass transportation for their daily commute to and/or from work by mass transportation.

b. Since the maximum amount of the subsidy can change, please find the current maximum monthly here: [Commuter Subsidy web page](#).

c. Participants may use the subsidy for transportation on participating public transit providers or for qualified vanpools. A qualified participant receives an amount equal to his or her actual commuting expenses including discounts, not to exceed maximum monthly subsidy. The average monthly commuting expenses are based on a 23-day month commute by public transportation. This does not include parking fees, gasoline, mileage or other vehicle-related costs.

5. PTSP eligibility.

a. Applicants can receive the benefits if they use public transportation and are not participating in a worksite parking permit program with NARA or any other Federal

agency. Applicants must show their valid NARA identification badge to the LTC. The following persons are eligible:

- (1) Full-time and part-time employees;
- (2) Temporary employees and employees on an intermittent tour of duty, including students (employed under appropriate authority); and
- (3) Student volunteers (service performed under 5 U.S.C. 3111) who are:
 - (a) Enrolled not less than half time in an educational institution; and
 - (b) Have the permission of the institution in which he or she is enrolled.

b. Vanpool members are eligible, if they are in a pre-approved vanpool.

6. How to apply for the subsidy.

- a. Obtain NA Form 6041, Application - Public Transit Subsidy Program and NA Form 6041a, Transit Expense Worksheet, from NARA@Work. Also obtain a copy of your trip planner from the website of your specific mode of transportation.
- b. Complete and return the form to the LTC for verification and processing.
- c. If you are a member of a qualified vanpool (see para. 7b), you must provide documentation verifying that the vanpool is registered with a participating public transit provider.
- d. You must provide a valid NARA identification card. In addition, if you are an intermittent, temporary or student employee, or student volunteer, you must provide additional proof of eligibility including your term of service at NARA. Eligibility documentation includes the following:

- (1) SF 50;
- (2) A copy of agreement with NARA showing term of service; or
- (3) Other documentation provided by your supervisor, the Staffing and Recruitment Branch or other NARA official.

7. Subsidy distributed.

- a. The LTC distributes the initial debit card to new participants.
- b. Your monthly allotment will automatically be added to your debit card and/or your SmarTrip card.

c. The LTC distributes vouchers monthly in commuting areas where vouchers are used.

d. As soon as you receive your subsidy, you may begin to use it.

8. Parking at NARA while participating in the PTSP.

a. If you are a participant, you cannot drive to and from work, and park at the worksite. Exceptions may be granted on a case by case basis. If you have an exceptional personal or work-related reason that requires you to drive temporarily, you must forfeit your subsidy for that day if you receive the maximum amount of your commuting expenses.

b. If NARA requires you to work at two or more worksites, you may use public transportation to one and participate in a worksite parking permit program (on an average 23-day monthly commute), then you may request participation in the program at a pro-rated amount. Contact your LTC and submit a written and signed request from your supervisor. The request must include the following:

- (1) Explanation of why you are required to work at more than one location;
- (2) Exact dates when this unique work situation will end; and
- (3) Days of the week that you work at each location.

9. Reporting changes in commuting expenses.

You must notify your LTC of any transportation expense changes. If you anticipate a temporary reduction in commuting expenses at month's end, the remainder money will be deleted from your card.

10. Procedure when stopping use of public transportation.

If you discontinue using public transportation, immediately notify your LTC and complete the NA Form 6041c - Public Transit Subsidy Program Cancellation.

11. Reapplication.

You are required to submit a new application annually from the date of your initial application for recertification. It is also your responsibility to reapply if you:

- a. Change your regular monthly subsidy amount;
- b. Change to a new organization unit;
- c. Change in employment status;
- d. Have a name change;

- e. Change your home address; or
- f. Resume your participation in the PTSP after a period of non-participation of six months or more.

12. Responsibilities.

- a. **National Transit Coordinator (NTC)** – is in the Facilities and Property Management Division (BF) which:
 - (1) Manages the PTSP at NARA, including maintaining current policies, procedures, and internal controls adequate for the program, and reviews the local procedures for the Presidential Libraries and Field Support Officers;
 - (2) Keeps current with changes to the Federal program that affects NARA participants and advises management of changes that have an impact to NARA budget;
 - (3) Works with the DOT to ensure that eligible NARA applicants are enrolled in a reasonable time and those benefits are sent to the correct location; and
 - (4) Reviews and validates:
 - (a) Completed application forms;
 - (b) Commuting expense worksheets; and
 - (c) Mode of transportation documentation.
- b. **Washington, DC, Local Transit Coordinator (LTC):**
 - (1) Verifies the eligibility of the applicant;
 - (2) Reviews and validates:
 - (a) Completed application forms;
 - (b) Community expense worksheets; and
 - (c) Mode of transportation documentation.
 - (3) Provides assistance to participants to complete forms and resolves any problems;
 - (4) Maintains an office copy of the applicable PTSP documents until they can be properly disposed of in accordance with the NARA Records Schedule;

- (5) Provides training and assistance to local coordinators and participants as necessary, particularly when changes occur in the program; and
- (6) Maintains the original applicable PTSP documents until they can be properly disposed of in accordance with the NARA Records Schedule.

c. Presidential Libraries and Field Support Officers Local Transit Coordinators (LTC):

- (1) Presidential Library directors and Field Support Officers administer their local programs and establish procedures for managing their respective public transit subsidy programs.
- (2) Verify the eligibility of the applicant;
- (3) Review and validate all completed forms and documentation;
- (4) Discuss regulations with the applicant and answer questions; and
- (5) Sends copies of the application to the Washington, DC LTC who, in turn, reviews, validates, and forwards to DOT for processing.

13. Lost, stolen or damaged fare media.

NARA is not responsible for replacing lost, stolen or damaged fare media under any circumstances. Applicants must contact their public transit provider for their requirements in dealing with lost, stolen, or damaged fare media.

14. Misuse of PTSP benefits.

Fare media is not transferable under any circumstances and is to be used only for a participant's commute to and from work. Providing false information in applying for PTSP or giving, selling, trading, or transferring the fare media to another individual or purchasing fare media from another individual is strictly prohibited. Participants who violate this policy are subject to NARA disciplinary action and may be permanently barred from further participation in the program. Additionally, any participant engaging in the abuse, fraud, or any wrongful act associated with the PTSP is subject to criminal prosecution as authorized under Title 18 of the United States Code, section 1001.

15. Authorities.

- a. E.O. 13150, Federal Workforce Transportation;
- b. Energy Policy Act of 1992 (Pub. L. 102-486);
- c. Federal Employees Clean Air Incentives Act (Pub. L. 103-172);

- d. Transportation Equity Act for the 21st Century (Pub. L. 105-178);
- e. Taxpayer Relief Act of 1997; and
- f. Homeland Security Act of 2002.

16. Maintaining records created by this directive maintained under the NARA Records Schedule.

- a. The NTC and LTCs for the following locations use file no. 713, "Public Transit Subsidy Program (PTSP) Records:"
 - (1) all locations in the Washington, DC area;
 - (2) all Presidential Libraries;
 - (3) all Office of the Chief Records Officer (AC) field locations; and
 - (4) the National Personnel Records Center (NPRC). At NRPC, the local Field Support Officer, is the LTC and is responsible for coordinating the PTSP for all participating employees at NRPC facilities regardless of office.
- b. LTCs at other facilities in the field maintain records in accordance with file no. 267-1, "Records [at Regional Records Services Facilities] that document collections and expenditures of funds, BUT EXCLUDING records relating to funds for buildings."