

MEMORANDUM FOR: NOAA-wide

FROM: Sharon DePiso

SUBJECT: NEW PROCESSING RULES FROM THE DEPARTMENT OF
TRANSPORTATION, TRANSServe

In April of this year, the GAO submitted a report to Congress that highlighted several deficiencies in the federal transit benefit program. TRANSServe being the administrator of the transit benefit program for Department of Commerce, The Department of Transportation, Transportation Services, are taking a proactive approach in addressing the concerns that were raised by the GAO report. TRANSServe recently reviewed its policies and procedures and determined that additional internal controls were needed. In order to successfully implement these new controls, TRANSServe is imposing the following deadline for new applications. Beginning August 1, 2007, applications for new participants and changes that are received after the 25th will be processed the following month. For example:

New participant applications received after the 25th of August will be processed in September and the participant will receive their transit benefits starting in October. You will also find this on the web for future reference at:

<http://www.corporateservices.noaa.gov/~facmd/noaa/LogisticsDiv/logisticspvt.html>

Thank you for your time, your cooperation is truly appreciated.