



ISCHONOINST 5382.1

INTEGRATED SUPPORT COMMAND HONOLULU INSTRUCTION 5382.1

Subj: MASS TRANSIT FARE BENEFIT PROGRAM

Ref: (a) COMDTNOTE 5382 of 29 Mar 93

1. PURPOSE. This Instruction promulgates requirements for the eligibility, issuance, and reporting of mass transit media fare for military and civilian personnel located on the island of Oahu.
2. ACTION. In accordance with reference (a), Commanding Officer, Integrated Support Command Honolulu, is required to file a Mass Transit Fare Benefit Program Plan and Standard Operating Procedures with Commandant(G-CFM). This plan is contained in enclosure (1) of this directive.
3. DIRECTIVES AFFECTED. CCGD14NOTE 5382 of \_\_\_\_\_ is
4. cancelled.
4. DISCUSSION. Military and civilian personnel stationed on the island of Oahu are encouraged to use mass transit to commute to and from the work place. Coast Guard participants shall be reimbursed up to \$65.00/month in non-taxabl individual fare benefit based on the local monthly cost of public mass transportation, whichever is less.

C. M. KELLY

Encl: (1) ISC Honolulu Mass Transit Fare Benefit Program  
Administration and Procedures  
(2) Sample Monthly Accountability Report Form  
(3) Sample Application for Transit Benefit Worksheet

- (4) Sample Monthly Recertification Form Worksheet
- (5) Sample SF-1164 Worksheet for Participation

5382.1

INTEGRATED SUPPORT COMMAND HONOLULU  
MASS TRANSIT FARE BENEFIT PROGRAM ADMINISTRATION  
AND PROCEDURES

1. Program Manager: Commanding Officer, Integrated Support  
Command Honolulu. Telephone:(808) 541-1524  
Fax Number:(808) 541-1530
  
2. Commands and organizational units covered by this plan:
  - a. *All Coast Guard units located on the Island of Oahu.*

4. Mass Transit Services Included in Program:

| TRANSIT CARRIERS<br>PURCHASE<br>OR SYSTEMS<br>PRICE | MODE | TYPE OF MEDIA    |
|---|------|------------------|
| Honolulu Transit<br>\$25.00                         | Bus  | Monthly Bus Pass |
| Van Pool Hawaii*<br>\$50.00                         | Van  | Reimbursement    |
| Cool Pool Hawaii*<br>\$65.00                        | Van  | Reimbursement    |

\*VanPool & CoolPool Hawaii participants will only be reimbursed for the cost of a seat as regulated by the state of Hawaii. Gas and other expenses are not reimbursable.  
\*May utilize government parking spot

5. Internal Controls.

a. Physical Security. Commanding Officer, Integrated Support Command Alameda must ensure funds, property, and other program assets are properly accounted for and safeguarded against waste, fraud, abuse, mismanagement, or misappropriation. The safeguarding and storage of fare media must be the same as that of imprest fund cash in accordance with COMDTINST M5530.1 (series), The Coast Guard Physical Security Manual.

b. Maintenance of Records. The Fare Media Approving Official and Fare Media Custodian and Alternate shall properly record and account for the revenues and expenditures applicable to the operation of this program. The approving, recording, and accounting process must ensure there is proper and accurate maintenance of accounts for the preparation of reliable financial and demographic reports.

c. Application Review. The Fare Media Approving Official shall review all applications for completeness and

accuracy.

d. Eligibility Review. The Fare Media Approving Official shall review and certify applicants are not participating in other Federal Government subsidized commuter programs (e.g., workplace motorized vehicle parking permit member or holder, authorized use of Government vehicle to and from workplace). This review is required for each initial application and each subsequent month of participation.

e. Disbursement of Media. The Fare Media Custodian and Alternate are the only individuals authorized to disburse fare media.

f. Reimbursement for Media Purchased by Eligible Applicant.

Some public transportation systems do not lend themselves to fare media purchase and issue by a central activity. The monthly cost of media may exceed the maximum benefit of \$65.00. Therefore, it may be prudent for the eligible participants to personally procure fare media, provide a receipt for the actual cost of local mass transportation up to the \$65 monthly maximum.

3) In addition, the unit Fare Media Approving Official shall sign each SF-1164 for reimbursement of fare media expenditures.

g. Quarterly Surprise Audits. Commanding Officer, Integrated Support Command Alameda must:

(1) Ensure a surprise audit of the program is conducted quarterly. The audit must focus on financial accuracy and program compliance with reference (a) and this instruction. Audits must be recorded on the Mass Transit Accountability Report CG-5564 form forwarded to Commandant (G-CFM).

(2) Designate in writing members of the audit board. The audit board must consist of two disinterested individuals in pay grade E-5 or above and/or civilian employee GS-7 or above. The Fare Media Approving Official, The Fare Median Custodian, and the Alternate may not be designated as members of the board.

h. Privacy Act. Commanding Officer Integrated Support Command must ensure the policy and procedures outlined in COMDTINST M5260.2 (series), The Coast Guard Privacy and Freedom of Information Acts Manual, is adhered to when providing information obtained from individual

applications. The policy and procedures of the manual apply to individuals who are applicants and/or participants in this program.

6. Eligibility and Application Requirements.

a. Eligible Participants. Coast Guard military members and civilian employees (including appropriated and nonappropriated fund employees) who are attached to the units listed in paragraph 2 of this instruction who use public transportation and who certify they are not listed as members or holders of a workplace motorized parking permit issued by a Federal agency, do not have the use of a Government parking space, and do not have the use of a Government vehicle for commuting to and/or from their workplaces.

b. Monthly Participation. To qualify for a full month, participants must utilize public transportation to and from their work place a minimum of 12 round trips or 24 one way trips during the month in order to qualify for the program. Individuals who do not meet this criteria are not eligible for fare media benefits.

b. Participant Initial Application. Individuals shall complete a DOT F 1700.18A Application for Transit Benefit, Individuals are required to furnish all information required in the DOT F 1700.18A prior to the application being reviewed for approval.

(1) The Fare Media Approving Official must complete the Accounting Classification and the Approved for Accountability of Funds information (participant's mass transit mode plus the monthly and annual benefit amount).

(2) Approving Official shall insert the first month the participant is eligible to use the program in the upper left corner of the application.

(3) In the Accounting Classification block the Fare Media Approving Official, shall fill in the cost center's name on the Operating Administration line. The

Fare

Media Approving Official shall then sign on the Signature of Approving Official line.

(4) The DOT 1700.18A may be ordered through standard form acquisition procedures. See para 9 of reference

(a) for instructions, or is available in SWSIII Filler program.

c. Participant Monthly Recertification. Each month, each fare participant in the fare benefit program who receives fare media or wishes to be reimbursed for fare media expenditures must recertify, in writing, eligibility for a fare benefit (based on initial eligibility criteria in paragraph 6.a) that the fare media is for personal commute to and/or from work of the participant to which issued, and that the fare media shall not be transferred to another individual. (See Enclosure(3) for sample recertification worksheet CG-5563) This form must be reproduced locally).

7. Fare Media Approving Official. Commanding Officer Integrated Support Command Alameda must designate in writing a Fare Media Approving Official. The designee must be a commissioned or warrant officer, a petty officer in pay grade E-6 or above, or a civilian employee GS-9 or above. The Fare Media Approving Official may not be designated as Fare Media Custodian or Alternate.

a. Responsibilities of Fare Media Approving Official. The Fare Media Approving Official is responsible for ordering fare media, reviewing and approving/disapproving applications submitted for participation in the local Mass Transit Fare Benefit Program, verification of continued eligibility prior to the monthly issuance of fare media to or approval of reimbursement claims of program participants, and approval of SF-1164 claims. If the Fare Media Approving Official is an applicant the Local Program Manager shall perform the approval or disapproval function for the Fare Media Approving Official. These responsibilities may not be re-delegated.

b. Review and Approving Process.

(1) Review application for completeness. If the application is completely filled out, proceed with the approval process. Incomplete application forms must be returned to the applicant for completion.

(2) Verify applicant shall be using a transit system that has been approved by DOT, is not a member or holder of a workplace motorized vehicle parking permit issued by a Federal agency, is not authorized to commute with a Government vehicle to and/or from the workplace, and is not using Government provided parking at the workplace. The local program manager must notify Commandant (G-CFM) of any DOT

approved

participants, mass transit systems that are used by  
which were not included in original unit plan.

(3) If the applicant participates in a workplace  
Federal motorized vehicle parking permit issued by a  
to/from agency, uses a Government vehicle to commute  
request the workplace, or is using Government provided  
parking at the workplace, the applicant may  
removal from the respective list so that the  
application may be approved. Otherwise, the Fare  
Media Approving Official must write the word  
"VOID"  
across the application and return it to the  
applicant.

to  
in  
and

(4) When the applicant is determined to be eligible participate in the program, sign the application the "Approved for availability of funds" section distribute the form as follows:

(a) Original to Commandant (G-CFM). (Monthly mailings are sufficient)

(b) Copy to servicing ATU. (Monthly mailings are sufficient)

(c) Copy to the Fare Media Custodian. Except in the following case, the Fare Media Approving Official shall be the only individual that delivers approved applications to the Fare Media Custodian. When the Local Program Manager signs the Fare Media Approving Official's application, the Local Program Manager shall return the form directly to

the  
Fare Media Custodian.

(d) Copy to the applicant.

eligibility

(5) Prior to receipt of monthly fare media by a participant or reimbursement for fare media purchased, recertify the participant's by repeating the process in paragraph 7.b. (2).

8. Fare Media Custodian and Alternate Fare Media Custodian: Commanding Officer, Integrated Support Command must designate in writing a Fare Media Custodian and Alternate. The designee must be a commissioned or warrant officer, a petty officer in pay grade E-5 or above, or a civilian employee GS-7 or above. Any exceptions to this rule must be approved by Commandant (G-CFM). Authority to approve such requests may not be redelegated.

fare

a. Responsibility of Fare Media Custodian. The Custodian is responsible for receiving, storing, and issuing media and for preparing the orders for media for the signature of the Fare Media Approving Official. Additionally, the Custodian is responsible for

maintaining accurate accounting records and preparing required reports.

(1) Ordering Fare Media. The Custodian is responsible for preparation of the purchase request for purchases of fare media from transit carriers listed in paragraph 4. The Custodian shall determine the amount of fare media to order each month based on approved applications and recertification forms. After determining the dollar amount of fare media to purchase, the Custodian must verify the availability of funds by review of the financial ledger or contact with the servicing Administrative Target Unit (ATU). The ATU for this the ISC Honolulu's Mass Transit Fare Benefit Program is Comptroller, ISC Honolulu. Accounting Data for purchases must be executed in accordance with procurement procedures outlined in the Small Purchase Handbook, COMDTINST 4200.13 (series).

(2) Receipt of Fare Media Purchased. Upon receipt of the purchased fare media, the Custodian shall immediately verify the media received against the purchase order for accuracy.

(3) Storing of Fare Media and Custodian Records. All fare media, ledgers, and supporting documents must be stored in the GSA approved storage container.

(4) Issuing of Fare Media.

(a) The Custodian must notify all program participants of the date(s), time(s), and place(s) for fare media issuance.

(b) The Custodian must issue fare media to or receive SF-1164 forms from only individuals who have an approved application on file with the Custodian and whose eligibility has been certified by the Fare Media Approving Official for that month. The Custodian shall accept only approved applications from the Fare Media Approving Official except as noted in paragraph 7.b.(4)(c). Each participant

in

the program must present a valid military or DOT employee photo ID before being issued fare media. In no case will fare media be issued to an individual receiving the fare media on the

monthly

Recertification Form. (see enclosure(3)).

of

(c) The Custodian must record each individual issue

fare media in the accountability ledger. Each log entry must include the date of issue, the

type

of media, and the quantity of individual media issued.

(5) Return of Fare Media. Issued fare media that expires on a specified date may be returned to the Custodian, prior to the expiration date, if the participant will be unable to expend the entire value of the fare media. The Custodian may issue such fare media to eligible program participants who have not been issued fare media for the current month (not to exceed \$65/month). If no such participants are available, the Custodian must return the fare media to the vendor for credit toward the next purchase (credit must be documented by the vendor) or to reissue in-kind with updated fare media. If unable to receive credit from the vendor store the returned fare media in the approved storage container until the fare media has expired, then destroy the fare media and document this destruction. The Custodian must record the returned, reissued, in-kind replacements, and destruction of fare media in the accountability ledger. Vendor credits must be recorded in the financial ledger.

(6) Issuing of Reimbursements.

- (a) Participant completely fills out block 3's: 1, 4 (a,b,c,d), 6 (a,b, & g) [in sections c & d participant shall write, "Mass Transit Benefit Program"], 7, and 10 on the SF-1164 and provide it to the Fare Media Custodian with their mass transit receipt.
- (b) Custodian reviews SF-1164 for completeness.
- (c) Participant completes and signs the Recertification Form.
- (d) Custodian delivers the SF-1164 to the Fare Media Approving Official.

- (e) Approving Official verifies participant's eligibility in the program, reviews the SF-1164, fills in Accounting Classification and Document Identification information in the appropriate block, and signs as the APPROVING OFFICIAL in block #8.
- and
- (f) Approving Official forwards the signed SF-1164 transit fare receipt to the local ACO.
- (g) Local ACO fills in appropriate blocks, certifies the SF-1164 for payment of requested amount (NOT to exceed current program benefit ceiling) by signing block #9.

receipt (h) Local ACO forwards SF-1164 and transit fared

to:

Commanding Officer  
U.S. Coast Guard Finance Center  
P. O. Box 4114  
Chesapeake, VA 23327-4114

ATTN: DOCK 17

(i) Participant receives direct deposit through the FINCEN's SOP.

(7) Accounting. The Custodian is responsible for the maintenance of all financial and media accountability ledgers, reports, and supporting documents. Ledgers must be updated each day that fare media or SF-1164's are received and/or issued and must be in balance at all times. If an automated ledger system is used, a current backup of the ledger must be maintained.

(a) Financial Ledger. The financial ledger shall be used to track the unit's funding target, provided by the ATU, the unit's commitments, expenditures (including SF-1164's), and vendor credits.

(b) Fare Media Accountability Ledger. Separate media accountability ledgers must be maintained for

each

type of fare media (e.g., bus passes & Vanpools). As a minimum the ledger must have columns for:

1. Description and date of transaction (e.g., receipts, issues, returns of unexpired fare media to Custodian, returns of unexpired

fare

media to vendors for credit, and lost, not accounted for, or destroyed fare media. For media that is returned, lost, or stolen, include individual participant's name and social security number.)

2. Dollar value and quantity of fare media received (e.g., purchase receipts, returns

of

unexpired media, and receipts of inkind

to replacements from unexpired media returned  
vendor).

3. Dollar value and quantity of fare media expended (issues, return of unexpired media to vendor for credit or inkind replacement, and custodian lost, not accounted for, or destroyed media). Do not include SF-1164's requests.
4. Dollar value and quantity balances. These balances must be equal the current holdings of fare media.

(8) Monthly Reports. The Custodian must prepare monthly Accountability Reports detailing the local Mass Transit month Fare Benefit Program transactions for the previous month and present the report to the Approving Official for review and signature. After the report is signed, forward the original by the 15th of the present month, to Commander (G-CFM), and retain one copy for the unit plan files. See enclosure (2) for a sample of the report. Send a copy of the previous months Recertification Forms properly filled out and signed by the Approving Official with the monthly report. Send the copy of the Recertification Forms to Commandant (G-CFM). Subunits should not send copies of participant's Recertification Forms to their ATU.

(9) Record Keeping. The Fare Media Custodian shall maintain for a complete and orderly file of the following records three (3) years, at which time the records will be forwarded to the Federal Records Center for two more years, and then destroyed:

- (a) Copies of approved applications.
- (b) Original Transit Benefit Recertification Forms.
- (c) Receipts for unit fare media purchases.
- (d) One copy of unit purchase requests and copy of purchase orders.

- (e) One copy of the completed monthly Accountability Report.
- (f) One copy of approved SF-1164 and one copy of participant fare media purchase receipts.

9. Relief of Custodians: When the Fare Media Custodian will be absent from the unit, accountability for the fare media and all records must be transferred to the Alternate Fare Media Custodian. Prior to accepting responsibility the Alternate Custodian shall review the accounting ledger(s) and records, and inventory the fare media on hand in the presence of the Fare Media Custodian. When satisfied that the ledger(s), records, and media are in order, the Alternate Custodian must date and sign a written statement in all accounting ledger(s), on the next available line, relieving the Fare Media Custodian of custody of the ledger records, and media.

The same process must be used when the Custodian relieves the Alternate Custodian. In emergency situations when the Fare Media Custodian is not available for an on-site relief, the Commanding Officer or Fare Media Approving Official must witness the verification process and sign the ledger entry along with the Alternate Fare Media Custodian. The entry must state the circumstances for the unilateral relief.

APPLICATION FOR TRANSIT BENEFIT WORK SHEET

- I) In completing the form, supply the following information:
1. On the first line of the application write your name (first, last, middle) and the last four (4) digits of your Social Security Number. Keep the 2nd line of the application blank.
  2. City, state, and zip code of your Home Address go on the  
the 3rd line of the application as noted.
  3. Unit name shall be placed on the 1st line for Work Address directly above the word (Agency).
  4. Your unit's OPFAC Number shall be placed on the 1st  
Work Address line directly above the words (Routing Symbol).
  5. Put your Grade or Rank (e.g., E-4, O-3, GS-7) on the  
1st Work Address line directly above (Grade/Rank).
  6. The city where you work goes on the 2nd Work Address line directly above the word (Room Number).
  7. The state where you work goes on the 2nd Work Address line directly above (Phone Number).
  8. Put your five (5) digit work zip code on the 2nd work  
address line directly above (Phone Number).
  9. Civilian employees; in the correct block, mark  
whether you are an appropriated or nonappropriated fund employee. Military personnel leave it blank.
  10. Put a check next to the mode of transportation you currently use for commuting to and from work. If your mode of transportation is not listed then specify the mode on the line marked, "other".
  11. After carefully reading the Employee Certification  
and Privacy Act Statements, sign and date the application  
on the (Applicant Signature/Date) line.
  12. Indicate the name of the mass transit system you will  
be using on the very bottom of the application form.

WORK SHEET FOR THE SF-1164 (MASS TRANSIT REIMBURSEMENTS)

- I) In completing the form, the PARTICIPANT shall supply the following information:
1. In Block #1 Identify your unit or office.
  2. In Block #4 Fill in sections; a, b, c, and d
  3. In Block #6
    - a) Column (a) Indicate the date(s)
    - b) Column (b) Use code C (Other Expenses)
    - c) Columns (c) & (d) Write, "Mass Transit Benefit Program".
    - d) Column (g) Fill in the dollar amount to be reimbursed (NOT to exceed \$65.00).
  4. In Block #7 Write the total from column (g).
  5. In Block #10 Sign and date the form in the required locations.
- II) Participant shall then give the Fare Media Custodian their completed SF-1164 along with a receipt for their mass transit media purchase.
- III) The Fare Media Custodian reviews the SF-1164 for completeness and then delivers it to the Fare Media Approving Official.

Exhibit (1G)

