



Departmental Management

TO: All USDA Employees

Office of the Assistant Secretary for Administration

FROM: Dr. Gregory L. Parham Assistant Secretary for Administration

Gregory L. Parham APR 16 2015

1400 Independence Avenue, SW Washington, DC 20250-9600

SUBJECT: Guidance on Transit Subsidy Benefits' Electronic Application Implementation, FY 2016 Re-Certification, and Training

In support of the GreenGov Challenge and the President's Executive Order: Federal Leadership on Environmental, Energy and Economic Performance, the U.S. Department of Agriculture (USDA) is implementing an Electronic Transit Subsidy Application (eApp) system. In October 2009, President Obama signed this Executive Order directing federal agencies to reduce their greenhouse gas pollution, meet a number of energy, water and waste reduction targets, and leverage federal purchasing power to promote environmentally responsible products and technologies.

To build innovation and take action on the GreenGov initiatives, the USDA Transit Program Office, in collaboration with the Department of Transportation, will implement an electronic application process for all FY 2016 transit benefit recertification and new applications by October 15, 2015.

In preparation for the issuance of the revised directive on Commuter Transit Subsidy Benefits Program, free Transit eApp training will be provided to all transit benefit employees, supervisors and/or their designees, and the transit benefit coordinators (TBC). Training will be through AgLearn and TranServe operated by DOT.

The implementation and training schedules are provided below and posted at www.transerve.dot.gov :

Table with 6 columns: IMPLEMENTATION TRAINING, PHASE I (MAY 15th - JUN 14th), PHASE II (JUN 15th - JUL 14th), PHASE III (JUL 15th - AUG 14th), PHASE IV (AUG 15th - SEP 14th), PHASE V (SEP 15th - OCT 14th). Rows include Mission Area/ Agencies/ Staff Offices, Approvers/TBC Training by Webcast (Eastern Time), and * Transit Employees Training by Webcast (Eastern Time).

* Employee sessions are for those who require additional assistance. Employees will be provided on-line training and guidebook.

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For questions regarding the transit subsidy benefits, contact the respective Agency/Staff Office's [Transit Benefit Coordinator\(s\)](#) or visit www.TranServe.dot.gov.

For further assistance, contact the Transit Contracting Officer Representative, Bonnie Hayes, at bonnie.hayes@dm.usda.gov or (202) 720-0412; or the Transit Benefit Program Manager, Tina Hoellerer, at tina.hoellerer@dm.usda.gov or (202) 720-5766.