

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

HRM 9500.1B
September 13, 2022

GSA ORDER

SUBJECT: Transit Subsidy Program

1. Purpose. This Order revises HRM 9500.1A (November 5, 2019) to reflect GSA's Transit Subsidy Program.

2. Background.

- a. Executive Order 13150, signed April 21, 2000, requires all Executive Branch agencies to implement a transportation fringe benefit program. The program offers qualified Federal employees the option to exclude from their taxable income commuting costs incurred through the use of mass transportation and van pools, not to exceed the maximum level allowed by law and regulation. Federal agencies in the National Capital Region were required to implement a transportation fringe benefit program by October 1, 2000. Under this program agencies shall provide a transit subsidy to their qualified Federal employees as defined in 26 U.S.C. 132(f)(5) not to exceed the maximum level allowed by law and regulation. The U.S. General Services Administration's (GSA) transportation fringe benefit program is called the Transit Subsidy Program.
- b. The Executive Order allows agencies to make the program available outside the National Capital Region. GSA's Transit Subsidy Program includes GSA offices outside of the National Capital Region.

3. Scope and Applicability.

- a. The provisions of this Order apply to GSA Federal employees and those in part-time and temporary positions.
- b. The provisions of this Order do not apply to GSA contractors.
- c. The OIG has independent personnel authority. See Section 6 of the Inspector General Act of 1978, (5 USC. App. 3), as amended (Inspector General is

authorized “to select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the Office of Inspector General”). Also see, GSA Order, ADM 5450.39D CHGE 1, GSA Delegations of Authority Manual, Chapter 2, Part 1, the “Inspector General has independent authority to formulate policies and make determinations concerning human capital issues within the [OIG].” GSA’s determinations and delegations do not limit that authority. Similarly, GSA specifically recognizes that the Inspector General has independent authority to formulate policies and make determinations concerning training, employee development, and career management. However, the provisions of this Order apply to OIG.

4. Cancellation. This Order cancels and supersedes ADM 9500.1A HRM, Transit Subsidy Program, dated November 5, 2019.

5. Revisions.

- a. Added Guidance in Section 7(b) outlining that the United States Department of Transportation (DOT) Electronic Application System is available anytime, including during an Agency Evacuation, for GSA employees to enroll, apply for transit benefit, request information, update their transit benefit application, withdraw from program, and recertify.

6. Responsibilities.

- a. The Office of Human Resources Management (OHRM) develops policies and procedures implementing the program throughout the agency. OHRM is the agency’s primary point of contact with any provider of services for the Transit Subsidy Program.
- b. OHRM coordinates with the Department of Transportation (DOT) for GSA employees.
- c. Regional Administrators (RAs), or their designees, are responsible for the Transit Subsidy Program in their Regions in accordance with guidance issued by OHRM. RAs, or their designees, ensure that the rosters of participants are accurate.

7. Transit Benefit Management, Application Process and Amount of Benefit.

- a. Transit benefits are provided solely for the employee’s home-to-work-to-home commute using mass transportation and van pools.

- b. The United States Department of Transportation (DOT) Electronic Application System (<https://transitapp.ost.dot.gov/>) is available anytime, including during an Agency Evacuation, for GSA employees to enroll, apply for transit benefit, request information, update their transit benefit application, withdraw from program and recertify.
- c. GSA program offices and approvers use this electronic system to review, approve, or disapprove employee transit benefit applications.
- d. Participating employees must update their current transit benefit application and commuting expenses through this electronic system whenever their commuting method, work schedule, or address changes and to accurately reflect the number of day(s) of their home-to-work-to-home commute using mass transportation and van pools.
- e. Participating employees will receive fare media in amounts equal to actual employee commuting costs, not to exceed the maximum allowed by law and regulation.
- f. Participating employees are responsible for the complete and timely management of their transit benefit, as noncompliance may impact the availability of monthly benefit funds and any missed funding is not reimbursable. For additional information on transit benefit management please refer to: Transit Benefit Information, GSA's customer page (DOT) at [DOT | GSA](#).

8. Definitions.

- a. Mass Transit. Includes all forms of mass transportation such as: buses, light rail, subways, ferries, and van pools with six passengers exclusive of the driver.
- b. Fare Media. Includes passes, tokens, fare cards, vouchers, debit cards, or similar items entitling a person to transportation on mass transit.
- c. Qualified Federal Employee. GSA employees, including temporary employees (i.e. Co-ops and summer interns). Contractors are excluded from the Transit Subsidy Program.

9. Implementing Actions. Implementation of this Order, with respect to agency employees represented by a labor organization, is contingent upon completion of appropriate labor-relations obligations.

10. Program Information. Further information, including instructions on how to apply for transit subsidy benefits, is available on the Transit Benefit Information, GSA customer

page (DOT) at [DOT | GSA](#). Additional information can be found on GSA InSite at <https://insite.gsa.gov/topics/hr-pay-and-leave/benefits/transit-subsidy/>.

11. Signature.

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