

Mass Transportation Benefit Program

Program Managers and Reviewing Officials

Information Guide



**Office of the Administrative Assistant
to the Secretary of the Army**

**Department of the Army National Capital Region
Mass Transportation Benefit Program**

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MASS TRANSPORTATION BENEFIT PROGRAM

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CHAPTER 1 GENERAL INFORMATION

1. **Purpose.** This information guide provides policy and procedural guidance, and assigns responsibilities for the administration and management for the Army National Capital Region (NCR) Mass Transit Benefit Program (MTBP) as directed by Executive Order 13150.

Summary of Changes. This edition of the MTBP Information Guide revises the version issued 20 October 2008 with the following updates: Increases to maximum monthly benefit. See Chapter 2, fare media increase and the newly Implemented Web-based application.

2. **Applicability.** The policy applies to Headquarters, Department of the Army (HQDA); direct reporting units; field operating agencies; and Army commands located in the NCR.

3. **Proponent.** The office of primary responsibility for the Army NCR MTBP and this guide is the Office of the Administrative Assistant to the Secretary of the Army, U.S. Army Resources and Programs Agency, ATTN: AARP-ZA, 2511 Jefferson Davis Highway, Arlington, VA 22202-3926. This guide is effective immediately.

4. **References.** See Appendix A.

5. **Definitions.** See Appendix B.

6. **Acronyms.** See Appendix C.

7. **Program Applicability**

a. MTBP applies equally to all qualified Army personnel who are employed by the Department of the Army (DA) and assigned within the NCR.

b. The NCR consists of the District of Columbia; Montgomery, Prince George's, and Frederick counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William counties in Virginia; and all cities in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined areas of those counties.

8. **Army Participants Eligibility.** See Appendix D.

9. **Department of Defense (DoD) Policy.** To reduce pollution and traffic congestion, preserve the environment, and expand transportation alternatives, DoD will provide mass transportation benefits to its active duty military members and civilian employees to the extent authorized by law and regulation.

10. Army NCR Policy. The Army's NCR MTBP is intended to reimburse qualified Army participants for transit costs incurred for the local commute from their residence to their permanent duty station workplace. Active duty military members and civilian employees are eligible for reimbursement of their qualified mass transportation costs, not to exceed actual expenses, up to a specified limit.

11. Responsibilities

a. The U.S. Department of Transportation (DoT) serves as the Executive Agent for the MTBP for all Federal agencies, including DA. DoT handles all administrative aspects involved in the purchase and distribution of fare media.

b. DA is responsible for establishing a MTBP to ensure compliance with Federal regulations and DoD policy.

c. Within the NCR:

(1) *The Director, Washington Headquarters Services (WHS)* will:

(a) Develop, administer, monitor, and evaluate the MTBP in the NCR. Visit <http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm> for detailed information.

(b) Bill and receive funding from DA for services provided to qualified Army participants in the Army NCR MTBP.

(c) Gain assistance from DoT/Transportation Services (TRANServe) to purchase and distribute fare media metro benefits.

(2) *The Administrative Assistant to the Secretary of the Army* will implement the Army's NCR MTBP for Army employees with the support of WHS.

(3) *The Executive Director, Resources and Programs Agency*, will:

(a) Serve as the office of primary responsibility to develop policy and procedures for managing and overseeing the MTBP for qualified Army participants within the NCR. This authority may be delegated to the installation or agency command level.

(b) Establish and implement an internal control program that ensures the integrity of and accountability for MTBP operations.

(c) Appoint an NCR Program Manager and appropriate staff to manage the program.

(d) Establish administrative responsibilities to program managers and local reviewing officials for HQDA, direct reporting units, field operating agencies, Army commands, organizations, and agencies and monitor their compliance.

(e) Ensure funds are budgeted for benefit expenses based on employee participation rate within the NCR.

(4) *HQDA Principal Officials, Commanders or Heads of Agency in the NCR* will:

(a) Follow the policy disseminated in this guide.

(b) Establish internal controls to ensure the implementation of MTBP policies and procedures.

(c) Appoint an organization program manager and/or reviewing official to manage their program.

(d) Provide ethics materials for participants upon initial enrollment in the program.

(5) *The Army NCR Program Manager* will:

(a) Manage the Army's NCR MTBP and ensure that policy and guidance are current.

(b) Develop methods for processing and overseeing applications and billings.

(c) Validate participant information to ensure the accuracy of the local information provided on applications or other documentation for program execution.

(d) Verify NCR enrollment and DoT distribution reports and provide timely corrective recommendations to WHS.

(e) Oversee program operations through development and implementation of a comprehensive internal control program to ensure that the command or organization MTBP complies with applicable laws, regulations, and ethics principles.

(f) Ensure program information is available for Army NCR employees through e-mail, Web sites, and print media.

(g) Provide information as required to organizations and local program managers.

(h) Advertise quarterly distribution points in the NCR.

(6) *Organization program managers/reviewing officials* will:

(a) Implement the Army's NCR MTBP policies and procedures.

- (b) Ensure that the local command or organization MTBP complies with applicable laws, regulations, ethics principles, and this guidance.
- (c) Register and maintain a web-based account with WHS and review/approve on-line applications within 3 days.
- (d) Determine eligibility, including review of applications for completeness and compliance with eligibility requirements, and process applications to WHS.
- (e) Validate participant information to ensure the accuracy of the local information provided on applications or other documents for program execution.
- (f) Review program requirements with or provide program information to eligible participants.
- (g) Provide ethics materials for participants when they initially enroll in the program.
- (h) Perform, at a minimum, a 10 percent reconciliation of records each month to ensure that participant accounts are correct.
- (i) Conduct a 100 percent recertification of participants annually.
- (j) Assess program operations periodically to ensure program integrity.
- (k) Request further information (in addition to the information required on the application form) for internal control purposes. For example, the program manager/reviewing official may request information about work schedules, specific means of transportation, and so on.
- (l) Ensure the MTBP is included in the in-processing and out-processing procedures for the command or organization. This responsibility may be delegated for all tenant organizations.
- (m) Notify the Army NCR Program Manager of any changes to program manager or reviewing official contact information or during the turnover of a program manager or reviewing official. The outgoing program manager or reviewing official is responsible for the effective turnover of the program information to the incoming individual.
- (n) Perform appropriate internal controls for the program at the organization level to ensure the proper execution of the program and to maintain proper fiduciary oversight over program resources.
- (o) Maintain an internal tracking system of participants and reconcile the list of active participants with the NCR MTBP Program Manager on a monthly basis.

(p) Assist interested NCR applicants from other military branches or government agencies in obtaining information about the program.

(q) Verify withdrawal actions or transfer accounts to the gaining DoD agencies within the NCR upon termination of DA employment at NCR locations.

(7) *Qualified Army participants* will:

(a) Follow the procedures specified in this guide and will use the transit benefit solely for the purposes outlined in chapter 3 of this guide.

(b) Not seek personal financial gain through the trade or sale of the transit benefit.

(c) Base MTBP claims solely on the costs associated with the use of a qualified mode of transportation for transportation to and from the worksite in conjunction with employment in DA. Benefits are authorized only if a qualified mode of transportation for transportation is used. Participants must:

(1) All applicants/participants with a CAC will be required to use the web-based application in order to assure accountability. The web-based Application is CAC enabled. Participant without a CAC will use the paper application (DD Form 2845) with written justification. U.S. Department of Defense (National Capital Region) Public Transportation Benefit Program Application), available at www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm.

(2) Meet the eligibility requirements in Appendix D to participate in the program.

(3) Adhere to all governing program rules and regulations.

(4) Complete required ethics training.

12. Internal Control Program. To detect and prevent fraud, waste, and mismanagement, the MTBP is an assessable unit in the command or organization Management Control Program.

a. Each organization program manager or reviewing official must institute internal control procedures. The internal control checklist is at Appendix M.

b. As part of the internal control process, program managers and reviewing officials should direct reviews to protect DA resources. They should forward any questionable claim for benefits to the employee's supervisor.

13. Program Point of Contact. If you have questions or need additional information, send correspondence to:

Office of the Administrative Assistant to the Secretary of the Army
Resources and Programs Agency
ATTN: AARP-ZA, Room 13128
2511 Jefferson Davis Highway
Arlington, VA 22202-3926
or e-mail OAA-RPA-Mailbox@conus.army.mil

CHAPTER 2 PROGRAM INFORMATION

1. **Purpose.** To provide program information for participating DA employees located within the NCR.

2. **Program Applicability**

a. The MTBP applies equally to all qualified Army personnel who are employed by DA and assigned to the NCR.

b. The NCR consists of the District of Columbia; Montgomery, Prince George's, and Frederick Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all cities in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined areas of those counties.

3. **Eligibility Qualifications for Army Participants.** See Appendix D.

4. **Employee Certification.** Employees are required to safeguard government resources and ensure that they use their program benefits only for the purpose intended. Use of program benefits for other than authorized mass transportation expenses to or from work is a violation of DoD policy.

a. Improper, Fraudulent, Abusive, or Negligent Use of Program Benefits. Supervisors who receive information that an employee has engaged in the misuse of program benefits will take appropriate action to verify the information. Upon verification of misuse, supervisors will initiate appropriate corrective actions, including removal. The circumstances of each case determine the appropriate type of corrective, disciplinary, or adverse action, if any, supervisors may impose. Generally, a progression of increasingly severe penalties is appropriate as misuse graduates from minor instances to more serious cases. In some cases, the infraction may warrant the most severe penalty for first offenses.

b. Security Clearances. In addition to administrative action, review of an individual's security clearance may be warranted when improper, fraudulent, abusive, or negligent use of program benefits is established. The supervisor will notify the command Mass Transit program manager/reviewing official and organization security manager when an employee is under investigation for misuse or abuse of program benefits. Upon notification, the appropriate head (DA, WHS, or Defense Intelligence Agency) will make a determination to either continue the employee's security status unchanged or suspend access to classified information. Review of an employee's security clearance is not a disciplinary action and will not be used in lieu of an appropriate disciplinary action.

5. **Disciplinary Action for Employees**

a. Civilian employees may be subject to disciplinary action, up to and including removal from the Federal service and criminal prosecution for failure to abide by the terms and conditions of the MTBP.

b. Military members may be subject to administrative action and punitive disciplinary action under the Uniform Code of Military Justice for violations of the provisions of the MTBP.

6. **Maximum Monthly Benefit.** Effective 1 March 2009, the maximum monthly limit is \$230 per month (per the American Recovery and Reinvestment Act of 2009).

7. **Effective Date of Enrollment.** Program benefits (transit passes or cash reimbursement) are not authorized for periods before the applicant's enrollment in the program and certification of eligibility.

8. **Computing Monthly Expenses.** Instructions for computing monthly commuting expenses are in Appendix E.

9. **Authorized Mass transit Expenses.** Expenses employees incur for mass transit and qualified van pools (see Appendix H) while commuting to or from their duty location. Parking expenses are not authorized mass transit expenses. The benefits are strictly limited for use by employees based on qualifying mass transit expenses. The benefits are not for leisure travel and cannot be sold or given to other individuals (including family members). Applicants on TDY, leave, or who do not use mass transportation for more than 50% of the time period (e.g. month or quarter) for which they receive benefits are not eligible to claim benefits for the period of their absence.

10. **Subsidized Parking.** Employees may not possess a federally subsidized permit for workplace parking with DoD or any other Federal agency and receive program benefits at the same time (See Appendix I).

11. **Program Withdrawal.** When employees depart from their command or no longer qualify for the program, they must take prompt action to withdraw using the web-based application and return advanced benefits when no benefit entitlement exists. Examples of required adjustments are in Appendix K. Participants that do not comply with transit benefits pick-up procedures for 180 days (2 consecutive pick-ups) will be automatically withdrawn from the program.

12. **Unused Fare Media Not Available for Recoupment.** If employees must return advanced benefits to DA when no benefit entitlement exists (unused transit passes), but unused transit passes are not available (used, lost, destroyed), employees must provide restitution in the form of personal check or money order payable to the U.S. Treasury for the amount of the missing transit passes.

CHAPTER 3 PROCEDURES WITHIN THE NATIONAL CAPITAL REGION

1. **Purpose.** This chapter applies to DA employees permanently assigned within the NCR and provides site-specific information for procedures within the NCR. Additional information may be found at the DoD NCR transit benefit Web site at <http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm>.

2. **Fare Media.** DoT/TRANServe issues transit benefits to enrolled and certified employees. The employees pay for their mass transportation expenses (subway, bus, qualify van pools and rail) with the transit benefits, which they may also use to pay expenses for qualified van pools. The van pool must be registered with the Washington Metropolitan Area Transit Authority (WMATA). Transit providers are on the NCR transit link web site. Transit Benefit do not expire. They are like cash, they cannot be replaced if they are lost or stolen. WMATA replaces damaged cards and a WMATA kiosk is located at the Pentagon. (Details about transit benefits are in Appendix B).

3. **Employee Certification.** Each time an employee receives fare media benefits, he or she is certifying to the following:

a. *I am employed by the U.S. Department of Defense and am not named on a Federally subsidized workplace parking permit with DoD or any other Federal agency.*

b. *I have relinquished my workplace parking permit to the issuing authority.*

c. *I am eligible for a public transportation fare benefit, will use it only for my daily commute to and from work, will not transfer it to anyone else, and will not allow anyone else to use it.*

d. *I understand that the monthly transportation benefit I am receiving does not exceed my monthly commuting costs.*

e. *I understand that my claim for benefits is as a Federal employee and not as a contract employee.*

f. *I understand that I must adjust the amount received based upon long term TDY.*

g. *I understand that upon separation from DoD, I will return unused fare media to the Pentagon Metro Office. If I have converted the fare media to another form of media, I will reimburse the DoD by check or money order payable to the U.S. Treasury.*

h. *I understand that I will make all administrative changes using the Web-based application i.e., home or work address, change in commuting pattern, or change in organization even if within the DoD.*

Note: The program benefit is claimed on a monthly basis and advanced on a quarterly basis.

4. **Enrollment.** Employees will use the NCR transit web-based application (<http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm>) to enroll in the program. Enrollment procedures and guidance follow:

a. Employees must surrender their federally subsidized permit for workplace parking if they have one (for example, a parking permit for the Pentagon Reservation).

b. Employees must complete the web-based on-line application. If the applicant does not possess a CAC, the applicant can use DD Form 2845 (U.S. Department of Defense National Capital Region Public Transportation Benefit Program Application). Applicant must fax the completed form to the fax number provided on the application with written justification on why they cannot complete the on-line application. Web-based Application, Applicant User Guide and copy of the Form DD 2845 is in Appendix F (3 separate inserts).

Note: The employee must provide complete and accurate information, and sign and date the application. Applications that do not meet these requirements will not be processed.

5. **Program Participants**

a. To participate in the MTBP, qualified applicants must complete the on-line web-based application. All information entered will be electronically routed to their supervisor and command or organization program manager/reviewing official. Applicants are responsible for providing complete and accurate information on the on-line application, and they must calculate their monthly commuting expenses. Information about how to complete the calculation is in Appendix E. Complete instruction using the hard copy process, DD Form 2845 are in Appendix L.

b. Participants are also required to complete and submit the web-based application to the command or organization program manager/reviewing official when they are updating information on the form (“making a change”) or withdrawing from the program. Participants use the same web-based application to enroll, make a change, or withdraw.

c. Participants must submit an updated web-based application when changing the amount they are claiming for reimbursement, the type of mass transportation used, personal information (such as home address), or military status (Active or Reserve).

d. Participants must use the web-based application to withdraw from the program or when they depart from their command or organization. Departure includes retirement, separation, dismissal, and transfer to another organization within or outside the NCR. The participant must also return all unused fare media upon departure.

e. When employees complete the web-based application they certify that they will notify the command or organization program manager/reviewing official and will return all unused fare media upon departure.

(1) If a participant is changing locations, the participant must withdraw from the location they were previously stationed at and reenroll with the command or organization program manager/reviewing official at their new location.

(2) Participants who have been certified eligible for the program do not need to submit another application unless they are changing their information or withdrawing from the program. Participants do not need to submit new applications for each distribution.

(3) Participants who receive fare media will obtain the media at a prearranged DoT onsite distribution in accordance with the distribution schedule WHS establishes. If a participant is unable to obtain fare media within that timeframe, he or she will go to disbursement sites located at the Pentagon or Headquarters, DoT.

6. **Application Instructions.** Web-based Applicant, Supervisor and Program Manager User Guides are in Appendix F and detailed application instructions are in Appendix L.

a. The DA military or civilian applicant must read the web-based user guide Certification Statement on-line before completing the application.

b. All DA military and civilian applicants must check “agree” in the applicant review and signature that all information entered is true and correct. The certification section, which begins with the following:

WARNING: This Certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to a criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to \$10,000 per violation, and/or agency disciplinary actions up to and including dismissal. Substantiated violations of any of these certifications may impact an employee's security clearance status. Information provided on this form may be audited.

It is mandatory that applicants read each entry on the web-based application and check agree and submit application. Applicants that do not have a CAC must use the hard copy DD Form 2845, initial each box, sign and date page 1.

c. Mass Transportation Expense Worksheet – The on line web-based application is used to calculate your monthly mass transportation commuting cost. The worksheet allows you to enter multi mode of transportation, name of company and actual expense.

(1) Modes of Mass Transportation. The applicant must identify the mass transportation system or company the applicant intends to use to commute to and from work (Expense worksheet section of the web-based application and if using paper section 4.a. of the DD Form 2845).

(2) Employee Certification of Actual Costs. Applicants determine their monthly commuting cost for qualified public transportation Expense worksheet section of the web-based application and if using paper sections 4.b–4.d of the Form 2845. Actual costs must be entered on the application form, including amounts in excess of the maximum reimbursement amount. However, no participant will receive more than the current authorized reimbursement amount (\$230 as of March 2009).

d. Participants who have been accepted as eligible for the program do not need to submit another application unless they are making a change to their information or withdrawing from the program.

e. Employees should allow 15 business days for processing using the web-based application. Employees will automatically receive 3 email notification: Supervisor, Reviewing Official & DoT status. For additional enrollment status, employees should contact the program office by telephone, e-mail, or contact their local program manager/reviewing official to check the status of their application. A list of organization program managers and reviewing officials is available at <http://oaa.army.mil/mtbp> or <https://secureweb.hqda.pentagon.mil/oaacustomer/#ht3>.

7. **Supervisor’s Role.** Supervisors must confirm that the applicant is a DoD employee, works at the duty station indicated, and has calculated the benefit based on the actual hours worked (considering alternate work schedules, teleworking, etc).

8. **Agency Verification.** The HQDA program manager/local program manager must compare enrollee listings and distribution reports with personnel rosters to ensure that benefit recipients are eligible DA employees. WHS and DoT/TRANServe provide the enrollee and distribution reports. If program managers identify discrepancies, they forward corrections to WHS and DoT/TRANServe. The program managers must also compare subsidized parking garage lists of monthly permit holders with the distribution reports and forward questionable claims for benefits to the employees’ supervisors.

9. **Applications Processing.**

a. Upon receipt of an application for the MTBP, the command or organization program manager/reviewing official must:

- Verify the applicant’s eligibility to participate in the program. “Eligibility” means that the employee meets the standards established in this policy as an Army employee and that the mode of transportation the employee uses qualifies for the program. The program manager/reviewing official must verify the applicant’s eligibility before approving the application.

- Coordinate with the supporting military personnel office or civilian personnel activity to verify the eligibility of active duty military or civilian personnel.

b. The program manager/reviewing official will review/approve web-based applications for participants who are “making a change” to their current status or are withdrawing from the program (the same form is used to enroll, make a change, or withdraw), and review the form for accuracy.

Note: Participants who have been accepted as eligible for the program do not need to submit another on-line application unless they are changing their information or withdrawing from the program.

c. Program managers/reviewing officials will also maintain an internal tracking system of participants. They must keep participants’ web-based original and updated application forms on file at the command or organization for as long as the individual remains enrolled in the program, and update individual files as required when a participant submits updated application forms. If an individual withdraws from the program, his or her application files should be kept on file for one year after the date of withdrawal. The files must be properly secured because they contain personal information.

10. Benefit Distribution. DoT/TRANServe distributes transit benefits quarterly. A list of distribution locations is available at <http://www.whs.mil/DFD/PSD%20Services/Pick-UpInformation.cfm>.

a. Enrolled and certified employees may pick up their transit benefits at the announced disbursement location. Quarterly, HQDA transmits an e-mail communicating the distribution schedule.

b. For other distribution locations (such as the Pentagon), employees may check the current schedule on the NCR transit benefit Web site.

c. The quarterly distribution timeframe (normally the third week of the distribution month) for NCR MTBP disbursement is:

- January: distribution month for the February–April quarter.
- April: distribution month for the May–July quarter.
- July: distribution month for the August–October quarter.
- October: distribution month for the November–January quarter.

11. Changes to Enrollment. Participants also use the web-based application to report changes in personal information (name or address) and monthly mass transit expenses following the same processing procedures as for enrollment.

12. Transferring to Another DoD Agency Within the NCR. Employees transferring to another Army or DoD agency within the NCR who will continue to be enrolled and certified for the program must complete the web-based application requesting a change. The Army agencies participating in the MTBP are in the drop box of the Organization Information Section. The participant will complete the web-based during out-processing with their human resources office or assigned program manager.

13. Program Withdrawal. Employees must complete the web-based application when withdrawing from the program and return any advanced transit benefits. DoT/TRANServe will collect unused transit benefits during out-processing. DoT/TRANServe will give the employee documentation of the withdrawal action and recoupment of benefits, if applicable. The employee returns this documentation to the organization program manager/reviewing official who, in turn, will validate that the action occurred on the checkout sheet.

REFERENCES

1. Executive Order 13150 (Federal Workforce Transportation), dated 21 April 2000.
2. 5 U.S.C. sections 3111 (Acceptance of volunteer service) and 7905 (Programs to encourage commuting by means other than single-occupancy motor vehicles).
3. 10 U.S.C. section 47 (Uniform Code of Military Justice).
4. 26 U.S.C. (Internal Revenue Code).
5. 26 U.S.C. section 132(f), Qualified Transportation Fringe.
6. 37 U.S.C. section 101 (Definitions).
7. DoD Directive 5124.02 (Under Secretary of Defense for Personnel and Readiness (USD(P&R)), 17 October 2006.
8. DoD Instruction, 1000.27 (Mass Transportation Benefit Program (MTBP)), October 28, 2008.
9. DoD Instruction 5010.40 (Managers' Internal Control (MIC) Program Procedures), 4 January 2006.

DEFINITIONS

The terms defined here are for the purpose of this guide only.

Active Duty Military Members. Full-time duty in the active Service in an Active or Reserve Component. In the case of a Reserve Component member, service will be for a period of more than 30 days under a call or order to active duty as defined in 37 U.S.C. section 101.

Cash Reimbursement Arrangement. A nontaxable cash reimbursement, in addition to regular compensation, DoD makes to program participants for expenses incurred or paid by them for fare media or van pools. The term “cash reimbursement” does not include cash advances. A cash reimbursement arrangement is not authorized when vouchers are readily available.

Disbursements. For the DoD MTBP, “disbursement” is the act of providing a voucher to trade for fare cards or other acceptable form of payment for mass transportation before an upcoming period for commuting, as established by the DoD Component.

Distribution. Disbursement of the mass transportation benefit to participants via a voucher or other fare media.

Ferry. A boat used to carry passengers across a river or other body of water. (See Appendix G for information on the use of a ferry as a qualified mode of transportation.)

Fare Media Payments (NCR).

- Fare Card are available in \$1, \$5, \$10, and \$30 denominations that can be loaded directly on to your SmartTrip Card
- The SmartBenefit Voucher are available in \$1,\$10 and \$30 denominations. They are transferable among the MARC Train, Amtrak, and VRE. (See DoD NCR Web link for more details)
- The TransBenVoucher is a 3-by 7-inch blue check solely used to pay authorized vanpool services.

Fare Media may be used or exchanged for WMATA or non-WMATA fares only by the person to whom it is validly issued. Only employers or WMATA-approved agents may issue valid Fare Media and only directly to qualified employees. The use, sale, or exchange of Fare Media by any other person makes the Fare Media invalid, and is therefore, illegal and subjects the person to arrest and/or prosecution.

MTBP. The program DoD developed in response to Executive Order 13150 (Federal Workforce Transportation). DOD uses MTBP to provide fare media to participants or

implement a cash reimbursement arrangement for participants in order to reduce their contribution to traffic congestion and air pollution, and to expand their commuting alternatives.

MTBP Program Manager. The local command or organization individual responsible for implementing, monitoring, and assessing the program. The MTBP program manager may also serve as the reviewing official.

NCR. The District of Columbia; Montgomery, Prince George's, and Frederick Counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland and Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties.

Office of Primary Responsibility. The organizational entity with responsibility for management of the DoD Component MTBP.

Readily Available. A voucher or similar item that a DoD Component can obtain (i) on terms no less favorable than those available to an individual member or employee and (ii) without incurring a significant administrative cost.

Recertification. The process by which a qualified participant confirms his or her eligibility to continue to receive the transit subsidy. Recertification may be accomplished through required reenrollment.

Reimbursement. Payment of mass transportation benefit to a participant after the transportation has occurred and an appropriate claim has been made and approved.

Repayment. The amount a participant or former participant reimburses the DoD Component following an overpayment.

Reviewing Official. The local individual responsible for reviewing program requirements, providing information to participants, receiving certifications from participants, and reviewing applications for completeness and compliance with eligibility requirements.

Self-Certify. Confirmation that occurs during the initial application, change in application, and recertification whereby the eligible employee reads the certification statement and agrees to it by signature or electronic signature.

Subsidized Parking. Parking that is owned by the government or for which it pays any part of the cost. Subsidized parking includes parking spaces specifically reserved for an individual by name or title. Exceptions to reserved parking will be made on a case-by-case basis and justification for the exception will be in writing and provided to the MTBP program manager. (See Appendix I on page 30 for more information about

subsidized parking information.) Subsidized parking does not include installation access decals on privately owned vehicles (POVs).

Telework. An arrangement in which an employee performs officially assigned duties at an alternative worksite on either a regular and recurring or an *ad hoc* basis (not including while on official travel). Telework locations may be the employee's home or a telework center.

Telework Center. A designated site set up with computers and telephones that enable employees to work at an alternative work location.

Temporary Duty. "Temporary duty" is defined as duty at a location(s) other than the employee's permanent duty station.

Transit Pass. A transit pass is any pass, token, fare card, voucher, or similar items exchangeable for fare media that entitles a person to transportation (i) on mass transit facilities (whether publicly owned or not), or (ii) in van pools owned and operated by public transit authorities or a person in the business of transporting persons for compensation or hire. The van must seat at least six adults (excluding the driver). NOTE: also referred or known as *Fare Media Benefit*.

Transit Subsidy. A nontaxable transportation benefit providing employees with vouchers or other fare media following departure from their POV to commute via mass transit to and from work.

Transportation Fringe Benefit. A nontaxable benefit DA provides to its employees through direct reimbursement or transit passes in amounts that do not exceed personal commuting costs up to the maximum amount allowed by the Internal Revenue Code.

Transportation Benefit. A nontaxable benefit where DoD provides vouchers or similar items in amounts that do not exceed personal commuting costs, up to the maximum allowed by the Internal Revenue Service Code (\$230 as of March 2009) that may be exchanged only for fare media to its participants.

Van Pool. A commercially owned highway vehicle with seating capacity for at least six adults, not including the driver, that meets the requirements for a qualified mode of transportation identified in Appendix G on page 28. Specific information regarding the use of van pools is in Appendix H on page 29.

Voucher. A nonmonetary item that may be exchanged only for fare media that serves as payment for use of a qualified mode of transportation under this program, such as a transit pass or "TransBen Voucher".

ACRONYMS

DA	Department of the Army
DoD	Department of Defense
DoT	U.S. Department of Transportation
HQDA	Headquarters, Department of the Army
MTBP	Mass Transportation Benefit Program
NAF	Nonappropriated Fund
NCR	National Capital Region
POC	Point of Contact
POV	Privately Owned Vehicle
RPA	U.S. Army Resources and Programs Agency
TDY	Temporary Duty
TRANServe	Transportation Services
WHS	Washington Headquarters Services
WMATA	Washington Metropolitan Area Transit Authority

ELIGIBILITY QUALIFICATIONS FOR ARMY APPLICANTS

1. The MTBP applies equally to all active duty military members and civilian personnel, including nonappropriated fund (NAF) employees, and to students who provide voluntary services under 5 U.S.C. section 3111. Eligible participants may not be placed on a waiting list for enrollment into the program outside of the normal enrollment process.
2. The following DoD active duty military members and civilian employees are eligible for the MTBP unless transportation benefits are provided from other sources:
 - DoD Active Component military service members.
 - DoD Reserve Component military service members (including both Reserve and National Guard Soldiers) who are on active duty for more than 30 days. Reserve Component service members in this category will apply for this benefit in the same manner as Active Component service members in the same geographic area.
 - Army Federal civilian employees (including part-time/Temporary Federal employees and paid interns and students).
 - DoD NAF personnel employed by a duly constituted DoD NAF instrumentality.
 - Students who provide voluntary service under 5 U.S.C. section 3111.
3. These personnel are not eligible to participate in the MTBP:
 - Army personnel assigned or stationed outside the NCR, including personnel assigned to overseas locations.
 - DoD civilian employees and military members who are named on a federally subsidized parking permit, excluding those to whom an installation access decal has been issued. Relinquishment of a federally subsidized parking permit allows the employee to apply for the MTBP.
 - Van pool owners who are drivers or passengers of a for-profit van pool.
 - Military member and civilian employee van pool drivers riding at no cost or receiving compensation for driving the van pool (except for those only receiving a reduced rate).
 - DoD Reserve Component service members who are drilling or training in an inactive duty for training status.
 - DoD Reserve Component service members who are performing active duty for 30 days or less.

- Military members and civilian employees in a temporary duty (TDY) status, regardless of the length or purpose of the TDY.
- NAF-employed personnel whose salary is not funded by a duly constituted NAF instrumentality.
- Reserve Officer Training Corps students unless they are enlisted in a military branch and serving on active duty.
- DoD military and civilian retirees unless otherwise eligible.
- Military dependents.
- Contractors.
- Military personnel and civilian employees who are receiving transportation benefits from other sources.

CALCULATION OF COMMUTING COSTS

1. Participants will estimate their monthly commuting costs based on the actual average number of days they use mass transportation. Parking costs will not be used to establish commuter costs.
2. In those locations where DoT purchases fare media from local transit authorities, the fare media issued to each participant will be based on the denominations DoT purchased. In some locations, the denominations issued do not provide the flexibility to exactly match the employee's monthly allowance. In those cases, participants may receive more than their monthly allowance. For example, if the participant is claiming \$58, DoT may send fare media totaling \$60 because it does not have the exact denominations. When fare media exceeds actual costs, the difference will be absorbed into the local transit system. Participants are not authorized to receive change from a vendor for fare media they submit. DoT does not issue fare media in denominations less than \$1.
3. The DoD Component's designated reviewing official will verify applicants' commuting costs to the extent practicable.
4. Applicants should calculate their commuting expenses using the following procedures:
 - Compute the monthly cost by multiplying the cost of the daily commute by the average number of days mass transportation will be used. The average month has 21 workdays.
 - All participants should work in a prudent manner to purchase the most cost-effective combination of fare media available. For example, if a monthly pass costs less than 4 weekly passes or 21 daily passes, the participant must purchase the monthly pass. Similarly, if a participant uses mass transportation 10 days out of a month and 10 daily passes cost less than a monthly pass, he or she must purchase the daily passes.
 - Part-time employees or participants not using mass transportation for every workday, or working compressed work schedules, will calculate costs on a pro-rated basis. For example, if an employee commutes roundtrip only 5 days a month and can buy a weekly pass or 10 one-way passes for less than what a monthly pass would cost, their application should clearly identify which form of fare media is required.
 - A participant must use the fare media in the month it was issued for. A participant may not accrue fare media in order to use them to buy a full month's pass to reduce their out-of-pocket expenses and subsequently not use a qualified mode of transportation during the months for which the fare media was issued.
 - Van pool riders who must pay to "hold" their space in the van pool cause by absence (such as TDY or leave) or part-time work schedule are responsible for the cost of

holding their space. The applicant does not include this expense when determining authorized commuter costs. Participants must exclude the cost of holding their space from calculations of commuter costs. Claims should be based only on the number of days actually commuting using a 21-day work month to pro-rate the claim.

- Participants should not claim the benefit for days they telework unless a qualified means of transportation is used to commute to a telework facility.
- When the amount of the transit benefit received in previous disbursement periods exceeds the amount needed (due to unforeseen leave, TDY, etc.), participants must adjust their calculations of commuting costs in the following disbursement period.
- Employees will calculate their benefit amount by multiplying their daily mass transit expenses by the projected days to be worked each month. Employees must account for compressed schedules and teleworking and adjust their calculations accordingly. Employees are authorized to receive this amount, not to exceed the monthly maximum amount. Adjustments may be required. If employees request the benefit for an upcoming period, they must request a lesser amount if the “normal” monthly expenses will not be incurred because of leave, TDY, or nonuse of mass transit. For van pools, the employee normally pays a flat monthly rate and this amount may be used for the monthly mass transit expense. Under MTBP employees are reimbursed for authorized mass transit expenses actually incurred and are not reimbursed for reserving or holding a van seat during periods of nonuse.

5. The following examples illustrate required adjustments.

a. **Scheduled Absence.** An employee is scheduled to be TDY for 2 weeks in February and to take 2 weeks leave in April. The employee normally receives the maximum amount in transit passes for the quarterly distribution of \$690 (3 months multiplied by \$230) based on projected expenses (daily mass transit expenses totaling \$7 multiplied by 21 days equals \$147 a month). During the January benefit distribution for the upcoming quarter (February–April), the employee must reduce the amount requested for February and April because he or she will not incur \$230 in mass transit expenses as a result of the TDY and leave.

b. **Unscheduled Absence.** This employee normally receives the maximum amount in transit passes for the quarterly distribution of \$690 (3 months multiplied by \$230) based on projected expenses (daily mass transit expenses totaling \$7 multiplied by 21 days equals \$147 a month). During the April benefit distribution for the upcoming quarter (May–July), the employee receives \$345. After receiving the benefit distribution, the employee is notified of upcoming TDY for 3 weeks in June. The employee must return the advanced benefit for June or make an adjustment at the next benefit distribution for the amount of authorized mass transit expenses that were not incurred.

c. **Not Using Mass Transit for an Extended Period.** An employee normally receives the maximum amount in transit passes for the quarterly distribution of \$690 (3 months multiplied by \$230) based on projected expenses (daily mass transit expenses

totaling \$7 multiplied by 21 days equals \$147 a month). During the October benefit distribution for the upcoming quarter (November–January), the employee receives \$345 in transit passes. For 2 weeks in December, the employee commutes to work using a POV. The employee must return the advanced benefit for December or make an adjustment at the next benefit distribution for the amount of authorized mass transit expenses that were not incurred.

d. **Telework.** An employee normally receives the maximum amount in transit passes for the quarterly distribution of \$690 (3 months multiplied by \$230) based on projected expenses (daily mass transit expenses totaling \$6 multiplied by **21 days** equals \$126 a month). During the October benefit distribution for the upcoming quarter (November–January), the employee receives \$690 in transit passes. Starting in December, the employee is approved to telework 2 days a week and incurs less expenses (daily mass transit expenses of \$6 multiplied by **13 days** equals \$78 a month). The employee must return the advanced benefit for December and January or make an adjustment at the next benefit distribution for the amount of authorized mass transit expenses that were not incurred. The employee must also certify new commuting expenses and request a lesser amount based on a reduced commuting schedule.

e. **Changing Residences.** An employee normally receives the maximum amount of in transit passes for the quarterly distribution of \$690 (3 months multiplied by \$230) based on projected expenses (daily mass transit expenses totaling **\$6** multiplied by 21 days equals \$126 a month). During the July benefit distribution for the upcoming quarter (August–October), the employee receives \$690 in transit passes. At the beginning of September, the employee moves closer to work and incurs less expenses (daily mass transit expenses totaling **\$4** multiplied by 21 days equals \$84 a month). The employee must return the advanced benefit for September and October or make an adjustment at the next benefit distribution for the amount of authorized mass transit expenses that were not incurred. The employee must also certify new commuting expenses and request a lesser amount based on the fare reduction.

6. The examples illustrate how the benefit is claimed on a monthly basis. If the benefit is advanced on a quarterly basis, like the examples depict, it must be claimed for each month. Otherwise, employees must promptly return advanced benefits when no benefit entitlement exists or make an adjustment at the next benefit distribution. The same principles apply if the benefit is advanced for a shorter period of time.

7. The following example illustrates a circumstance when an adjustment is not required despite absence. An employee is scheduled to take 1 week of leave in May. The employee normally receives the maximum amount for the quarterly distribution of \$690 (3 months multiplied by \$230) based on projected expenses (daily mass transit expenses totaling \$9 multiplied by 21 days equals **\$189 a month**). During the April benefit distribution for the upcoming quarter (May–June), the employee may receive the normal amount of \$690 because he or she will still incur mass transit expenses in excess of \$230 for May (daily mass transit expenses totaling \$9 multiplied by 16 days equals **\$144 a month**).

DD FORM 2845 (U.S. DEPARTMENT OF DEFENSE (NATIONAL CAPITAL REGION) PUBLIC TRANSPORTATION BENEFIT PROGRAM APPLICATION) – PAGE ONE

U.S. DEPARTMENT OF DEFENSE (NATIONAL CAPITAL REGION) MASS TRANSPORTATION BENEFIT PROGRAM APPLICATION																	
PRIVACY ACT STATEMENT																	
<p>AUTHORITY: 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 7905, Programs to Encourage Commuting by Means other than Single Occupancy Motor Vehicles; 10 U.S.C. 131, Office of the Secretary of Defense; E.O. 12191, Federal Facility Ride Sharing Program, E.O. 13150, Federal Workplace Transportation; and E.O. 9397 (SSN).</p> <p>PRINCIPAL PURPOSE(S): To manage the DoD NCR Mass Transportation Benefit Program including, but not limited to, evaluation and reimbursement of participants, to track the allocated funds in support of the program and prevent misuse of those funds.</p> <p>ROUTINE USE(S): To the Department of Transportation for the purposes of administering the program and/or verifying the eligibility of individuals to receive a fare subsidy. Data may be provided under any of the DoD "Blanket Routine Uses".</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may result in disapproval of the Mass Transportation Benefit Program Application.</p>																	
GENERAL INSTRUCTIONS																	
<ol style="list-style-type: none"> 1. Print or type information. Obsolete, incomplete, or illegible applications will not be processed. 2. Before applying, check the Qualifying information section below. Program policy, instructions, application form, and distribution site information is available at: http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm. 3. <u>Check the website provided above to verify enrollment or call (703) 614-0084.</u> 4. <u>Once you verify enrollment, you may request benefits at a distribution site.</u> 5. Counterintelligence Field Activity (CIFA), Defense Intelligence Agency (DIA), and National Security Agency (NSA) civilian employees must apply through their respective agencies. 6. There is approximately a month waiting period between the receipt of this application and the availability of the benefit. 7. Upon completion, fax application to: (703) 614-4211. To check the status of your application, please check the following website: http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm or call: (703) 614-0084. 																	
QUALIFYING INFORMATION																	
<p>To qualify for this program, you must be:</p> <p>(1) A civilian, military or NAF employee paid and employed by the Department of Defense, and</p> <p>(2) Permanently stationed and working in the National Capital Region (NCR).</p> <ul style="list-style-type: none"> - Paid interns and summer hires in the NCR are eligible. - Members of the Reserve Components who are performing active duty for more than 30 days are eligible. <p>The following are not eligible to receive the subsidy:</p> <ul style="list-style-type: none"> - Contractors - Personnel that are TDY to the NCR from another area. - Personnel that are on detail to the NCR from an area outside the NCR. - Inactive reserve personnel - Intergovernmental Personnel Act (IPA) employees (unless appointed to DoD). - Foreign Exchange Employees. 																	
<p>1. IMPORTANT: To process this application, you must select one of the following. Are you (<i>X only one</i>):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><input checked="" type="checkbox"/> NEW ENROLLMENT</td> <td style="width: 25%;"><input type="checkbox"/> RE-ENROLLING (<i>X here if you have been previously enrolled in the DoD NCR Program.</i>)</td> <td style="width: 25%;"><input type="checkbox"/> WITHDRAWING</td> <td style="width: 25%;"><input type="checkbox"/> MAKING A CHANGE</td> </tr> </table>		<input checked="" type="checkbox"/> NEW ENROLLMENT	<input type="checkbox"/> RE-ENROLLING (<i>X here if you have been previously enrolled in the DoD NCR Program.</i>)	<input type="checkbox"/> WITHDRAWING	<input type="checkbox"/> MAKING A CHANGE												
<input checked="" type="checkbox"/> NEW ENROLLMENT	<input type="checkbox"/> RE-ENROLLING (<i>X here if you have been previously enrolled in the DoD NCR Program.</i>)	<input type="checkbox"/> WITHDRAWING	<input type="checkbox"/> MAKING A CHANGE														
2. EMPLOYEE CERTIFICATION																	
<p>WARNING: This Certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to a criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to \$10,000 per violation, and/or agency disciplinary actions up to and including dismissal. Substantiated violations of any of these certifications may impact an employee's security clearance status. Information provided on this form may be audited.</p> <p>MANDATORY: Read and initial each box. Sign and date Item 8 on Page 3 after completing form.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; text-align: center;">JHD</td> <td style="border: 1px solid black; padding: 2px;">I certify that I understand that I am employed by the U.S. Department of Defense and am not named on a Federally subsidized workplace parking permit with DoD or any other Federal agency. If applicable, I have relinquished my workplace parking permit to the issuing authority.</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">JHD</td> <td style="border: 1px solid black; padding: 2px;">I certify that I understand that my claim for benefits is as a Federal employee and not as a contract employee.</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">JHD</td> <td style="border: 1px solid black; padding: 2px;">I certify that I understand that I am eligible for a public transportation fare benefit, will use it only for my daily commute to and from work, will not transfer it to anyone else, and will not allow anyone else to use it.</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">JHD</td> <td style="border: 1px solid black; padding: 2px;">I certify that I understand that the monthly transportation benefit I am receiving does not exceed my monthly commuting costs.</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">JHD</td> <td style="border: 1px solid black; padding: 2px;">I certify that I understand that I must adjust the amount received based upon long term TDY.</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">JHD</td> <td style="border: 1px solid black; padding: 2px;">I certify that I understand that upon separation from DoD, I will return unused fare media to the MT representative. If I have converted the fare media to another form of media, I will reimburse the DoD by check or money order payable to the U.S. Treasury.</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">JHD</td> <td style="border: 1px solid black; padding: 2px;">I certify that I understand that I will notify the MTB office of any changes in my status, i.e., home or work address, change in commuting pattern, or change in organization even if within the DoD.</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">JHD</td> <td style="border: 1px solid black; padding: 2px;">I certify that I understand that I will not calculate parking costs.</td> </tr> </table> <p>I certify that the above information is true and correct. I further acknowledge that any false statements or misrepresentations made by me for the purposes of my certification for this benefit may subject me to criminal, civil, or administrative penalties.</p>		JHD	I certify that I understand that I am employed by the U.S. Department of Defense and am not named on a Federally subsidized workplace parking permit with DoD or any other Federal agency. If applicable, I have relinquished my workplace parking permit to the issuing authority.	JHD	I certify that I understand that my claim for benefits is as a Federal employee and not as a contract employee.	JHD	I certify that I understand that I am eligible for a public transportation fare benefit, will use it only for my daily commute to and from work, will not transfer it to anyone else, and will not allow anyone else to use it.	JHD	I certify that I understand that the monthly transportation benefit I am receiving does not exceed my monthly commuting costs.	JHD	I certify that I understand that I must adjust the amount received based upon long term TDY.	JHD	I certify that I understand that upon separation from DoD, I will return unused fare media to the MT representative. If I have converted the fare media to another form of media, I will reimburse the DoD by check or money order payable to the U.S. Treasury.	JHD	I certify that I understand that I will notify the MTB office of any changes in my status, i.e., home or work address, change in commuting pattern, or change in organization even if within the DoD.	JHD	I certify that I understand that I will not calculate parking costs.
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<p>EMPLOYEE SIGNATURE Employee Signature Here</p>	<p>DATE SIGNED (YYYYMMDD) 20080918</p>																

ORGANIZATION CODES. Use these codes to complete Item 3.m., "Organization".						
U.S. AIR FORCE HAF Headquarters Air Force FOA/DRU Field Operating Agency/ Direct Reporting Unit AF/NAF CDC, MWR, BOQ, EXCHANGE Other/AF All other Air Force not listed above		U.S. ARMY HQDA Headquarters, Department of the Army A TEC Army Test and Evaluation Command AMC U.S. Army Materiel Command CID U.S. Army Criminal Investigation Command DLI Defense Language Institute HRC Human Resources Command INSCOM U.S. Army Intelligence and Security Command IMCOM Installation Management Command JCS/ARMY Joint Chiefs of Staff - Army Employee MC/SG U.S. Army Medical Command/ The Surgeon General MDW U.S. Army Military District of Washington		NETCOM U.S. Army Network Command NGB Army National Guard OCAR Office, Chief, Army Reserve OSD/ARMY Office of the Secretary of Defense - Army Employee SDDC Surface Deployment and Distribution Command SMDC U.S. Army Space and Missile Defense Command USAASC U.S. Army Acquisition Support Center USACE U.S. Army Corps of Engineers WRAMC Walter Reed Army Medical Center A/NAF CDC, MWR, BOQ, EXCHANGE Other/ARMY All other Army not listed above		
U.S. MARINE CORPS 27 HQMC Headquarters, Marine Corps MC/NAF CDC, MWR, BOQ, EXCHANGE Other/MC All other Marine Corps not listed above						
U.S. NAVY 11 N09BF Director, Field Support Activity - all OPNAV 12 AAUSN Assistant for Administration, USECNAV 14 CNR Chief of Naval Research 15 INTCOM Director, Office of Naval Intelligence 18 BUMED Chief, Bureau of Medicine and Surgery 19 NAVAIR Commander, Naval Air Systems Command 22 BUPERS Chief of Naval Personnel 23 NAVSUP Commander, Naval Supply Systems Command 24 NAVSEA Commander, Naval Sea Systems Command 25 NAVFAC Commander, Naval Facilities Engineering Command 30 SSP Director, Strategic Systems Programs		33 MSC Military Sealift Command 39 SPAWAR Commander, Space and Naval Warfare Systems Command 41 NSMA Director, Naval Systems Management Activity 52 CNI Commander Naval Installations 60 LANTFLT Commander in Chief, U.S. Atlantic Fleet 69 SECGRU Commander, Naval Security Group Command 70 PACFLT Commander in Chief, U.S. Pacific Fleet 72 RESFOR Commander, Naval Reserve Force 76 NETC Naval Education and Training Command N/NAF CDC, MWR, BOQ, Navy Exchange Lodge Other/NAVY All other Navy not listed above				
U.S. DEPARTMENT OF DEFENSE - COMPONENT						
AAFES Army/Air Force Exchange Service AFIS American Forces Information Service DARPA Defense Advanced Research Projects Agency DAU Defense Acquisition University (employees only) DBTA Defense Business Transformation Agency DECA Defense Commissary Agency DCAA Defense Contract Audit Agency DCMA Defense Contract Management Agency DFAS Defense Finance and Accounting Service DHRA Defense Human Resources Activity DISA Defense Information Systems Agency DLA Defense Logistics Agency		DLSA Defense Legal Services Agency DoDCC DoD Concessions Committee DODEA Defense Education Activity DOD IG Defense Office Inspector General DPMO Defense POW/MIA Office DSCA Defense Security Cooperation Agency DSS Defense Security Service DTIC Defense Technical Information Center DTRA Defense Threat Reduction Agency DTSA Defense Technology Security Administration JCS Joint Chiefs of Staff MDA Missile Defense Agency NGA National Geospatial Intelligence Agency		NDU National Defense University (employees only) OEAD Office of Economic Adjustment OSD Office of the Secretary of Defense OSD/JS OSD/JS Welfare and Recreation Association WRA PFPA Pentagon Force Protection Agency STARS Stars & Stripes TMA TRICARE Management Activity USUHS/ Uniformed Services University of AFRRI the Health Sciences/Armed Forces Radiobiology Research Institute (employees only) WHS Washington Headquarters Services		
3. APPLICANT INFORMATION						
a. LAST NAME Doe		b. FIRST NAME John		c. MIDDLE INITIAL H		
d. RESIDENCE (City) 123 Main Street, Fairfax			e. STATE VA		f. 9-DIGIT ZIP CODE* 22041-1234	
*To find your 9-digit zip code, check http://zip4.usps.com/zip4/welcome.jsp						
g. LAST 4 DIGITS OF YOUR SSN 1234		h. WORK E-MAIL ADDRESS john.doe@us.army.mil		i. WORK TELEPHONE NUMBER (Include Area Code) (703) 555-1234		
j. DUTY STATION (the building where you report to work) (Street address) Taylor Building, 2530 Crystal Drive			k. CITY Arlington, VA		l. 9-DIGIT ZIP CODE* 22202-3926	
m. ORGANIZATION CODE (Listed above) (Indicate the organization that employs you (i.e., pays your salary). Military personnel should indicate their branch of service, not the Defense Component to which they are assigned.) <input type="checkbox"/> HQDA <input checked="" type="checkbox"/> OTHER (If not listed, specify): Include organizational UIC						
n. TYPE OF EMPLOYEE: MILITARY PERSONNEL (1) STATUS: (X one only) <input checked="" type="checkbox"/> MILITARY - ENLISTED <input type="checkbox"/> MILITARY - OFFICER <input type="checkbox"/> RESERVIST - ENLISTED <input type="checkbox"/> RESERVIST - OFFICER		(2) BRANCH: (X one only) <input type="checkbox"/> AIR FORCE <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS		o. OTHER TYPE OF EMPLOYEE: (X one only) <input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> NON-APPROPRIATED FUNDS (NAF) <input type="checkbox"/> PAID TEMPORARY HIRE (Term of employment: Start date/ End date)		p. FOR NAF FUNDING: BRANCH OF SERVICE: (X one only) <input type="checkbox"/> AIR FORCE <input type="checkbox"/> OTHER: <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS
q. ARE YOU ISSUED A FEDERALLY SUBSIDIZED PARKING PASS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHERE DO YOU PARK? Pentagon						

4. MASS TRANSPORTATION EXPENSE WORKSHEET					
<p>NOTE: DD Form 2845 application requires DoD subsidy participants to calculate their usual monthly mass transportation commuting cost. This worksheet must be completed to receive subsidy benefits and will assist employees in computing their usual monthly mass transportation commuting cost to the nearest dollar.</p> <p>INSTRUCTIONS: Calculate your Total Monthly Mass Transportation Expenses by listing your mode of mass transportation and how much it costs you.</p> <ul style="list-style-type: none"> - Use the Daily column if you pay for transportation on a daily basis, - OR the Weekly column if you purchase weekly commuter tickets; - OR the Monthly column if you purchase a monthly ticket or pass. <p>It is possible that you may list costs in more than one column depending on the number of transportation modes you take and how you pay for them. Then, using the conversion section, convert all costs to monthly costs, to the nearest dollar amount.</p> <ul style="list-style-type: none"> - Applicants must calculate their monthly expenses based on the number of days commuted per month, taking into account telecommuting, alternate or compressed work schedules, e.g., 17, 19, or 21 days per month. <p>REMEMBER: Parking fees <u>are not allowed</u> and cannot be included when computing monthly transit costs. If you are a person with a disability or a senior citizen receiving reduced fare rates, you must calculate the reduced fare rates that you pay.</p>					
a. MODE OF TRANSPORTATION		b. DAILY EXPENSE	c. WEEKLY PASS EXPENSE	d. MONTHLY PASS EXPENSE	
(1) BUS TO WORK (Local)	NAME OF COMPANY				
(2) BUS FROM WORK (Local)	NAME OF COMPANY				
(3) OTHER BUS MODE TO WORK (Commuter or County)	NAME OF COMPANY				
(4) OTHER BUS MODE FROM WORK (Commuter or County)	NAME OF COMPANY				
(5) RAIL TO WORK (Light Rail or Subway)	FROM WHAT STATION East Falls Church	1.80			
(6) RAIL FROM WORK (Light Rail or Subway)	FROM WHAT STATION Crystal City	1.80			
(7) COMMUTER RAIL TO WORK (Train)	NAME OF COMPANY/STATION				
(8) COMMUTER RAIL FROM WORK (Train)	NAME OF COMPANY/STATION				
OTHER (Specify)	(9) TO WORK	NAME OF COMPANY			
	(10) FROM WORK	NAME OF COMPANY			
(11) VAN POOL COST PER MONTH	NAME OF COMPANY				
(12) TOTAL		\$ 3.60	\$ 0.00	\$ 0.00	
5. CONVERSIONS					
a. DAILY COST TO MONTHLY			b. WEEKLY PASS TO MONTHLY		
(1) DAILY MASS TRANSIT COST \$ 3.60	(2) NUMBER OF DAYS COMMUTED PER MONTH X 22	(3) TOTAL DAILY COST PER MONTH \$ 79.20	(1) WEEKLY PASS COST \$ 0.00	(2) NUMBER OF WEEKS COMMUTED PER MONTH X	(3) TOTAL WEEKLY COST PER MONTH \$ 0.00
c. TOTAL DAILY COST PER MONTH (If any) \$ 79.20		d. TOTAL WEEKLY PASS COST PER MONTH (If any) \$ 0.00		e. TOTAL MONTHLY PASS COST PER MONTH (If any) \$ 0.00	
6. GRAND TOTAL COST PER MONTH \$ 79.20		7. MY GRAND TOTAL MONTHLY MASS TRANSPORTATION COMMUTING COSTS ROUNDED TO THE NEAREST DOLLAR (Round either up or down to nearest dollar) \$ 79			
8. EMPLOYEE. I certify that the above information is true and correct. I further acknowledge that any false statements or misrepresentations made by me for the purposes of my certification for this benefit may subject me to criminal, civil, or administrative penalties.					
a. EMPLOYEE SIGNATURE Employee Signature Here			b. DATE SIGNED (YYYYMMDD) 20080918		
9. THIS SECTION IS TO BE COMPLETED BY SUPERVISOR. I confirm that the applicant is employed by the DoD, works at the duty station indicated, and has calculated the benefit based on the actual hours worked (considering alternate work schedules, teleworking, etc.).					
a. PRINTED OR TYPED NAME Jane S. Boss		b. TITLE Director of Polivy		c. TELEPHONE NUMBER (Incl. Area Code) (703) 614-9999	
d. SIGNATURE Supervisor's Signature Here		e. E-MAIL ADDRESS Jane.s.boss@us.army.mil		f. DATE SIGNED (YYYYMMDD) 20080918	
10. THIS SECTION IS TO BE COMPLETED BY AGENCY MASS TRANSPORTATION REVIEWING OFFICIAL. I have reviewed this application and certify that employee is eligible to receive the mass transportation benefits.					
a. PRINTED OR TYPED NAME Jim Dunn		b. TITLE G-3/5/7 HR Specialits		c. TELEPHONE NUMBER (Incl. Area Code) (703) 602-4321	
d. SIGNATURE Reviewing Official's Signature Here		e. E-MAIL ADDRESS jim.dunn@us.army.mil		f. DATE SIGNED (YYYYMMDD) 20080920	

DD FORM 2845, OCT 2007

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QUALIFIED MODE OF TRANSPORTATION

For the purpose of this Guide, qualified means of transportation are commercial or public transportation operated for use by the general public and modes of transportation that meet the requirements of Internal Revenue, 26 C.F.R. section 1.132-9 (Qualified transportation fringes). These are:

- Commuter bus.
- Commuter train.
- Subway or light rail.
- Van pools. (See Appendix H on page 29 for van pool requirements and information.)
- Ferry (foot passengers only).
 - Ferries are an approved form of mass transportation only when the participant is using the services as a walk-on fare. This includes participant use of their POV to travel to and park at the departure and return point of the ferry.
 - Ferries are not an approved form of public transportation when used to shuttle the participant's POV from one point to another where the completion of the journey to a participant's duty station is completed in the POV. Program participants using a ferry are authorized to claim the foot passenger rate only. This includes walkers, bicyclists, and van pool members (excluding the driver).

VAN POOLS

1. Van pools must adhere to the guidelines in 26 U.S.C. section 132(f) and be engaged in “for profit” as that term is interpreted under 26 U.S.C. section 162. The vehicle may be owned and operated by either public transit authorities (commercial) or a private vendor in the business of transporting people for compensation or hire. Private van pools are subject to the same criteria as commercial or private vendor van pools. When a private van pool meets the established criteria, riders are eligible to receive the transit benefit.
2. Rental vehicles, personal car pools, individual riders referred to as “slugs,” or group or employee purchase of a van that does not meet the requirements under 26 U.S.C. section 162 are not considered qualified means of transportation for the purpose of the MTBP.
3. Van pool riders who must pay to “hold” their space in the van pool because of absence (such as TDY or leave) or part-time work schedule are responsible for the cost of holding their space. Participants must exclude the cost of holding their space from their calculations of commuter costs. Claims should be based only on the number of days the participant is actually commuting, requiring the participant to pro rate the cost based on 21 days in a month.
4. Van pool drivers may be eligible for the mass transportation benefit only when they are not in receipt of another form of compensation or profit for the service of driving the van. Van pool drivers may be eligible for the MTBP benefit if they are receiving a reduced rate and still incurring a cost for participating in the van pool. Van pool owners or operators also serving as a van pool driver or passenger are not eligible for the mass transportation benefit.
5. DoD officials may not provide legal advice to van pool operators on this subject. If an operator requires advice, the operator should consult with his or her attorney, accountant, or another advisor to determine whether he or she meets these requirements.

SUBSIDIZED PARKING

1. For the purpose of this Guide, subsidized parking refers to a space that may be occupied by a POV, including motorcycles, for which the government owns or pays any part of the cost. Government payment for parking spaces includes preferred or discounted rates through terms included in negotiated lease agreements in buildings occupied by DoD employees or members of the Military Services. These spaces may be located on or in:

- Government installations.
- Leased buildings.
- Government-owned buildings.
- Areas adjacent to or located in the vicinity of government installations or leased buildings.

2. The command or organization may determine parking pass policies.

a. Installation, command, or building parking control offices responsible for DoD parking spaces should require participants to relinquish assigned parking spaces as a condition of participation in MTBP. MTBP program managers must notify local parking authorities of MTBP participants so that parking spaces can be reassigned.

b. Installation and command standing operating procedures for parking passes should include specific instructions related to parking for personnel participating in the MTBP. Installations and commands must establish a point of contact (POC) and reconciliation procedures for the parking office to ensure that the program is in compliance with applicable regulations.

REPAYMENT FOR USED FARE MEDIA

On occasion, Army NCR MTBP participants will need to provide repayment for used fare media.

Situations may arise where a program participant must repay the Army for fare media used. For example, a participant may use fare media for some purpose other than commuting to and from work, such as a personal trip. A participant may collect fare media for a period when he or she will be absent from work (TDY or leave) for longer than 10 of 21 business days. Or an individual may withdraw from the program, but may expend his or her remaining allocation of fare media instead of turning it in to the local POC. In such instances, if the expense cannot be recouped by returning the fare media or deducting the amount the participant receives from future distributions, the individual must repay the Army for the cost of the used fare media.

The individual must provide a check or money order for the amount owed to the installation or command POC. The check or money order should be made payable to ***“U.S. Treasury.”***

Upon receipt of the money order, the POC must prepare a memorandum to the Army Program Manager that identifies the participant’s name; the last four digits of the participant’s Social Security number; and whether the participant is military, civilian, or NAF. The POC must send the check and memorandum ATTN: Washington Headquarters Services (WHS) within three business days of receipt. 31 U.S.C. section 3452 states that an official or agent of the United States Government who takes custody of public money is required to deposit the money in a depository designated by the Secretary of Treasury within three days.

POCs should send the money order and memorandum to:

Washington Headquarters Services
c/o Mass Transportation Benefit Program Office
1155 Defense Pentagon
Room- 3B139A (located off the A ring)
Washington, DC 20301-1155

MTBP resource manager at HQDA Resource Services – Washington, keeping the original memorandum for audit purposes. The resource manager will ensure that the repayment is credited back to the correct account and will send the check to the Defense Finance and Accounting Service for processing.

WITHDRAWAL ADJUSTMENTS

1. **Examples.** The following examples illustrate required adjustments. The examples use a quarterly advance of benefits, but the same principles apply if a shorter benefit period is advanced.

a. **Subsidized Parking.** An employee normally receives the maximum amount in transit passes for the quarterly distribution of \$690 (3 months multiplied by \$230) based on projected expenses (daily mass transit expenses totaling \$7 multiplied by 21 days equals \$147 a month). During the July benefit distribution for the upcoming quarter (August–October), the employee receives \$690 in transit passes. At the beginning of September, the employee joins a car pool and applies for a subsidized parking permit in the agency’s parking lot. The employee must first withdraw from the MTBP and return \$220 (the benefit amount for September and October) in unused transit passes before he or she can receive subsidized parking.

b. **Nonuse of Mass Transit.** An employee normally receives the maximum amount in transit passes for the quarterly distribution of \$690 (3 months multiplied by \$230) based on projected expenses (daily mass transit expenses totaling \$7 multiplied by 21 days equals \$147 a month). During the October benefit distribution for the upcoming quarter (November–January), the employee receives \$690 in transit passes. At the beginning of January, the employee starts commuting to work using a POV. The employee must withdraw from the MTBP and return \$230 (the benefit amount for January) in unused transit passes.

2. **Outprocessing From DA.** During out-processing agency officials will ensure that enrollment is terminated and recoup advanced benefits when no benefit entitlement exists. An exception to this policy is employees in the NCR who transfer to another DoD agency within the NCR (as noted in chapter 3, paragraph 12). Employees with a known last duty day must not request benefits for a period of time beyond their last duty day. These next three scenarios offer examples for participants leaving DA. (The examples use a quarterly advance of benefits, but the same principles apply if a shorter benefit period is advanced.)

a. **Known Last Duty Day.** An employee’s last duty day is to be 16 February. The employee receives a benefit distribution in January for the upcoming quarter (February–April). The employee alerts the distribution clerk of his or her departure and receives one-half of his or her normal distribution for 1 month because he or she will not be entitled to benefits after 16 February through the end of the quarter.

b. **Tentative Last Duty Day.** An employee plans to transfer to another job sometime in June, but the last duty day has not been established. The employee receives a benefit distribution in April for the upcoming quarter (May–July). The employee alerts the distribution clerk of his or her probable June departure and receives distribution for May and June only. The employee accepts a new job and the last duty day will be

9 June. During out-processing, the employee returns his or her advanced transit passes for June for the amount of authorized mass transit expenses that were not incurred.

c. **Unknown Last Duty Day.** An employee normally receives the maximum amount in transit passes for the quarterly distribution of \$690 (\$230 multiplied by 3 months) based on projected expenses (daily mass transit expenses totaling \$7 multiplied by 21 days equals \$147 a month). During the October benefit distribution for the upcoming quarter (November–January), the employee receives \$690 in transit passes. The employee quits work and the last duty day is 14 December. During out-processing the employee returns his or her advanced transit passes for December for the amount of authorized mass transit expenses that were not incurred and all the benefits for January.

Washington Headquarters Services
c/o Mass Transportation Benefit Program Office
1155 Defense Pentagon
Room- 3B139A (located off the A ring)
Washington, DC 20301-1155
or
USDOT Daily office- Navy Yard Metro Stop (Green Line)
USDOT Headquarters Building
Floor: Ground Floor - West Wing -New Jersey Avenue entrance.
1200 New Jersey Ave, S.E.,
Washington, DC 20590
Monday - Friday, 8:30am - 4:00pm

APPLICATION INSTRUCTIONS

NOTE: Army employees (participants) are responsible for adhering to all program criteria outlined in the General Instructions and Qualifying Information sections on page 1 of the DD Form 2845. Applicants may complete the application online, but must print the form to gain the signatures required for final processing.

SECTION 1 – IMPORTANT: Select the type of application you are submitting (new enrollment, re-enrolling, withdrawing, or making a change).

ITEM 2 – EMPLOYEE CERTIFICATION: Every applicant must complete section 2 by reading the warning statement, initialing the box for each question, and then signing and dating the bottom of page 1. The warning reads:

This Certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to a criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to \$10,000 per violation, and/or agency disciplinary actions up to and including dismissal. Substantiated violations of any of these certifications may impact an employee's security clearance status. Information provided on this form may be audited.

ITEM 3 – APPLICATION INFORMATION:

- Items a.–e. Self-explanatory.
- Item f. 9-Digit Zip Code: Application cannot be processed without a complete 9-digit zip code. Check <http://zip4.usps.com/zip4/welcome.jsp> to find your code.
- Item g. Self-explanatory.
- Items h.–i. Work E-Mail Address: Use your valid military e-mail account and work phone number.
- Item j. Duty Station: The installation/office building where you report to work (including street address).
- Item k. Self-explanatory.
- Item l. 9-Digit Zip Code: Applications cannot be processed without a complete 9-digit zip code. To find the 9-digit zip code for your duty station, check <http://zip4.usps.com/zip4/welcome.jsp>.

Item m. Organization Code: Check the organization codes at the top of page 2 of the application. Employees should identify their parent unit. If unit is not listed, check “Other/ARMY” and indicate the specific organization that employs you. (Example: USASOC, JIEDDO, ATEC)

NOTE 1: If assigned to HQDA, print the name of the primary staff office (e.g. DCS, G1 or ASA, M&RA, or JAG, or G3/5/7).

HQDA Organizational Codes	
AAA - Army Audit Agency	DAS - Director of the Army Staff
AASA - Admin Assistant to SecArmy	DUSA - Deputy Under SecArmy
ACSIM - Assistant Chief of Staff for Installation Management	FMMC – HQ Fort Myer Military Community
ASA(ALT) - Assistant Secretary of the Army for Acquisitions, Logistics, and Technology	G-1 – Deputy Chief of Staff, G-1
ASA(CW) - Assistant Secretary of the Army for Civil Works	G-2 - Deputy Chief of Staff, G-2
ASA(FM&C) - Assistant Secretary of the Army for Financial Management and Comptroller	G-3/5/7 - Deputy Chief of Staff, G3/5/7
ASA(I&E) - Assistant Secretary of the Army for Installations and Environment	G-4 - Deputy Chief of Staff, G-4
ASA(M&RA) - Assistant Secretary of the Army for Manpower and Reserve Affairs	G-8 - Deputy Chief of Staff, G-8
CCH - Chief of Chaplain	GC - General Counsel
CAR - Chief Army Reserve	IG - Inspector General
CIO/G-6 - Chief Information Officer	PMG - Provost Marshal General
CLL - Chief Legislative Liaison	SBP - Small Business Program
COE - Chief of Engineers	SecArmy - Secretary of the Army
CPA - Chief Public Affairs	TJAG - The Judge Advocate General
CSA - Chief of Staff, Army	TSG - The Surgeon General

Non HQDA Organizations	
Andrew Radar Health Clinic, Fort Myer	MEDCOM - Medical Command
ASBC - Armed Services Board of Contract appeals	NAF - Non-Appropriated Funds
AAG - Army Auditor General	NDIC - National Defense Intelligence College
ACC - Army Contracting Command	NDU - National Defense University
AMC - Army Materiel Command	NETCOM - Network Enterprise Technology Command
ANC - Arlington National Cemetery	NGB - National Guard Bureau
ARBA - Army Review Board Agency	OSD - Office of the SecDef (Army)
ATEC - Army Test and Evaluation Command	PHC - Pentagon Health Clinic (Army)
AWC - Army War College	Reserve 55th Sustainment
CCE - Contracting Center of Excellence	Security Coordination (Army)
CHRA - Civilian Human Resources Agency	SIGAR - Special Inspector General for Afghanistan Reconstruction
CID - Criminal Investigation Command	SIGIR - Special Inspector General for Iraq Reconstruction
DIA - Defense Intelligence Agency (Army)	University of Georgetown (ROTC)
DLI - Defense Language Institute (Army)	USAASC - U.S. Army Acquisition Support Center
DeWitt Community Hospital	USACE - United States Army Corps of Engineers
FMWRC - Family and Morale Welfare and Recreation Command	USASD - United States Army Student Detachment
HQ's 3rd MI Center – Headquarter 3rd Military Intelligence Center	US ARI - United States Army Research Institute
HRC - Human Resources Command	US Army Reserve 316th Expeditionary Sustainment Command (ESC)

Non HQDA Organizations - Cont.	
IMCOM - Installation Management Command	USSOCOM - United States Special Operations Command
INSCOM - US Army Intelligence & Security Command	USALA - US Army Legal Agency (TJAG)
ITEC4 - Information Technology and Electronic Commerce Commercial Contracting Center	USUHS - The Uniformed Service University of the Health Sciences
JCS - Joint Chief of Staff (Army)	WHCA - White House Communication Agency
JIEDDO - Joint Improvised Explosive Device Defeat Organization	WHMO - White House Medical Office
JTF - Joint Task Force (Army)	WHTA - White House Transportation Agency
MDW - Military District of Washington	WRAMC - Walter Reed Army Medical Center
	WTC - Warrior Transition Command

NOTE 2: Non appropriated fund (NAF) civilian employees should indicate IMCOM–NAF.

NOTE 3: Summer hires will annotate “summer hire” at the top of their application on page 1.

Items n.–p. Self-explanatory.

Item q. Indicate whether you have federally subsidized parking (Pentagon, government facility authorized parking space, or a government leased facility parking space). If yes, identify the parking location.

SECTION 4 – MASS TRANSPORTATION EXPENSE WORKSHEET:

Items a.1–11 Modes of Mass Transportation: Identify the mode of mass transportation you use to commute to and from work (such as bus, light rail, or commuter rail).

Items b.–d. Expenses: Applicants must calculate their total monthly expenses for mass transportation by providing information on a daily, weekly, or monthly basis. Use this link for help with the calculation:
<http://www.whs.mil/DFD/PSD%20Services/TransitLinks.cfm>.

Note: Complete the application online for automatic cost calculations. See section 4 for additional instructions or information on calculating costs. For applications completed manually, the applicant must enter daily, weekly, or monthly commuting costs for qualified public transportation. The actual costs must be included and may be in excess of the maximum reimbursement amount. However, no participant will receive more than the current authorized reimbursement amount. Enter total daily, weekly, and monthly costs in item 4.12.

SECTION 5 – CONVERSIONS: The online automated application will apply the totals in item 4.12 to item 5 (Daily Cost to Monthly or Weekly Pass to Monthly). If not using automation, the applicant must enter the calculated amount into item 5a.1. (Daily Mass Transit Cost) or 5b.1. (Weekly Pass Cost), or 5e. (Total Monthly Pass Cost Per Month). Use 21 days for item 5a.2. (Number of Days Commuted Per Month). Use 4 weeks for item 5b.2. (Number of Weeks Commuted Per Month). Exceptions to this rule include scheduled leave, overtime, temporary duty, and so on. Employees on an alternate work schedule, including telework agreements, will record fewer workdays commuted each month. The remaining data cells in item 5 are self-explanatory.

SECTIONS 6 & 7 – GRAND TOTALS: Enter the grand total cost a month from the calculation into items 6 (exact) and 7 (rounded to the nearest dollar).

Notes:

- Benefits are authorized only if a qualified mode of transportation is used as indicated in section 4a1-11 (Mode of Transportation).
- Applicants may not use parking costs to establish commuter costs. This restriction applies to both mass transportation and qualified vanpool participants.
- Employees with subsidized parking must relinquish their parking permits to receive the transportation pass.
- Employees who receive transportation passes may not be counted as part of a DoD carpool for purposes of qualifying for a parking pass.
- Employees must forfeit their parking pass or space in order to receive this benefit.

ITEM 8 – EMPLOYEE: Applicants must sign and date item 8 on page 3 after completing the form.

ITEM 9 – SUPERVISOR: The applicant’s supervisor must complete this section and confirm that the information the applicant provided for sections 3, 4, 5, 6, and 7 is correct.

ITEM 10 – AGENCY MASS TRANSPORTATION REVIEWING OFFICIAL: This section must be completed by the applicant’s local reviewing official. The organization reviewing official will retain a copy and process the application. If you do not know who your organization’s reviewing official is, please contact this office at OAA-RPA-Mailbox@hqda.army.mil or visit the Army website: <http://oaa.army.mtbp>

Application processing can take up to 30 days. You may check the status of your application at <http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm> or by calling (703) 614-0084.

Picking up Benefits: Participants can pick up their metro benefits at the following locations:

Pentagon, Room 1F44B (Across from Pentagon Tours)
 Monday-Friday, 9 a.m.-3 p.m.
 Customer Service Line (703) 614-0084
(closed on quarterly distribution days)

Navy Yard Metro Shop (Green Line)
 USDOT Headquarters Building
 Ground Floor - West Wing -New Jersey Avenue entrance
 1200 New Jersey Ave, S.E.
 Washington, DC 20590
 Monday-Friday, 8:30 a.m.-4 p.m.

INTERNAL CONTROL CHECKLIST

Function. The function this checklist covers is the administration of the Army NCR MTBP.

Purpose. The purpose of this checklist is to assist assessable unit managers and management control administrators in evaluating the key internal controls listed in the checklist. It is not intended to cover all controls.

Instructions. Answers must be based on the actual testing of the key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and the corrective action indicated in supporting documentation. The internal controls must be evaluated at least once every five years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

This checklist is new. Help make it a better tool for evaluating internal controls for the MTBP. Submit comments to:

Office of the Administrative Assistant to the Secretary of the Army
U.S. Army Resources and Programs Agency
ATTN: AARP-ZA
2511 Jefferson Davis Highway
Arlington, VA 22202-3926

Test Question	Evaluation Method (Document Analysis, Direct Observation, Sampling, Simulation, Other)	Yes	No	N/A	Comments (Answers Indicating Deficiencies Must be Explained and Corrective Action Indicated in Supporting Documentation)
A. NCR/HQDA Program Administration					
Are key internal controls identified in the governing DoD Instructions and Army Guide? <i>(HQDA NCR functional proponent only)</i>					
Are internal control checklists provided or alternate evaluations methods identified to test key internal controls? <i>(HQDA NCR functional proponent only)</i>					
Is local guidance available that defines internal control responsibilities and required actions?					
Are program managers trained in and do they understand their internal control responsibilities?					
Is a management control plan established and maintained to describe how key internal controls will be evaluated over a five-year period?					
Are internal control evaluations conducted in accordance with the management control plan and is prompt action taken to correct any internal control weaknesses detected?					
Is the senior responsible official advised of potential material weaknesses detected through internal control evaluations or other sources?					
B. Local Program Management					
Are procedures in place to ensure that only qualified Army employees are receiving the subsidy?					
Has the name of a primary Army NCR organization program manager and reviewing official within HQDA and the NCR been identified?					
Is a list of current program managers and reviewing officials available?					
Are the program managers and reviewing officials knowledgeable about the program and do they understand their responsibilities?					
Has program update information been provided to Army customers? How?					
C. Application Process – Web-based Application					
Did employee properly certify and sign application? Via web-base					
Is Commuter Expense Calculation portion reviewed/validated for each participant? Via web-base					
Does the program manager/reviewing official receive, certify, and sign the applications within 7days of receipt.					
Has the application been verified and certified thoroughly and correctly?					
D. Data Management					
Has WHS forwarded the Army NCR MTBP participant data each month?					

Test Question	Evaluation Method (Document Analysis, Direct Observation, Sampling, Simulation, Other)	Yes	No	N/A	Comments (Answers Indicating Deficiencies Must be Explained and Corrective Action Indicated in Supporting Documentation)
Has an Excel spreadsheet or other recordkeeping mechanism been prepared and maintained that contains the name of each program participant?					
Is the spreadsheet current with program additions and deletions tracked?					
Has MTBP participant data information been sent to organization program managers/reviewing officials each month for reconciliation and validation?					
Has Other/Army applicant information data been properly verified by U.S. Army Human Resources, the Personnel Management Directorate, or an organization point of contact?					
Is an Army NCR participant application web-base application implemented June 2009 and/or (DD Form 2845 dated 31 Oct 07) properly completed and on file for each individual who requested the mass transit subsidy?					
Does the file contain change request and withdrawal forms, as applicable?					
Is a process in place to periodically revalidate participant information to ensure the accuracy of the information?					
Are procedures in place to ensure that participants who relocate or retire are immediately removed from the spreadsheet of personnel eligible for the benefit?					
Are in-processing and out-processing procedures in place or part of a checklist?					
Has the distribution list provided by DoT thru WHS been reconciled or validated?					
Have any discrepancies been brought to the attention of the Army NCR Program Manager, WHS, or DoT?					
Has the program manager reconciled the database of the participants in the MTBP each month?					
Has 10 percent of MTBP participants been recertified each month with an achievement of 100 percent annually via the web-base application.					

