



Guide To The Army Mass Transportation Benefits Program (AMTBP) Outside The National Capital Region



Things To Discuss



- AMTBP Timeline
- What is the AMTBP?
- AMTBP Timeline
- Qualified Means of Transportation
- Roles and Responsibilities
- Eligibility
- Enrollment Process
- AMTBP Application
- Fare Media



AMTBP Timeline



April 2000

The president Signed Executive Order 13150, this directed all Federal agencies to implement a Mass Transportation Benefit Program to qualified Federal employees for individual employee commuting costs incurred through the use of mass transportation and van pools.

October 13, 2000

Deputy Secretary of Defense signed a memo, subject: Department of Defense Transportation Incentive Program, implements a transportation incentive program for all DoD personnel, both inside and outside the National Capital Region (NCR).

January 1, 2001

The Department of the Army (DA) implemented its Mass Transportation Benefit Program effective 1 January 2001, for Army Soldiers and civilian employees.



AMTBP Timeline



January 11, 2001



Title 26, United States Code, Section 132(f) (“Internal Revenue Code, Certain Fringe Benefits, Qualified Transportation Fringe”), established the transportation benefit program as a fringe benefit specifically excluded from gross income for tax purposes, defines the parameters of the program, and sets limitations on amounts that may be provided to employees. These amounts are periodically adjusted by the Internal Revenue Service.

October 28, 2008



Department of Defense Instruction 1000.27, provides overall guidance for the Department of Defense for the MTBP.

January 1, 2012



The Department of the Army created publication on the procedures and guidelines for the AMTBP



UNITED STATES
ARMY

Climate
Strategy



Reduce Traffic
Congestion



Air Pollution



Expand commuting
alternatives



Increase Financial
Stability

ARMY EMERGENCY RELIEF

AER
Soldiers Helping Soldiers Since 1942



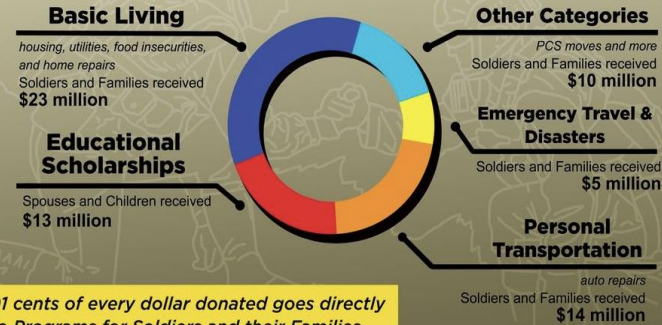
2022 Year in Review

- ★ \$52 million in grants and loans
- ★ \$13 million in scholarships
- ★ \$2.1 million in Career Skills Program grants
- ★ \$300K in Financial Literacy with 2,800 Soldiers enrolled

ABOUT US:
AER is the Army's official nonprofit and is aligned with Army Values. For more than 80 years, AER has existed to help the Army take care of its No. 1 priority: its people.

Assistance Overview

Over 31,000 Soldiers & Families Received Over \$65 Million In Assistance



91 cents of every dollar donated goes directly to Programs for Soldiers and their Families.



DEPARTMENT OF THE ARMY MASS TRANSPORTATION BENEFIT PROGRAM OUTSIDE THE NATIONAL CAPITAL REGION

PROGRAM POLICY, PROCEDURES AND GUIDELINES

OFFICE OF THE
ASSISTANT SECRETARY OF THE ARMY
(FINANCIAL MANAGEMENT AND COMPTROLLER)

Cost and Economics Directorate
Cost and Resource Integration Division
SAFM-CES-CRI

1 JULY 2013



Qualified Means of Transportation



Bus

Fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs.



Commuter Rail

Commuter rail, or suburban rail, is a passenger rail transport service that primarily operates within a metropolitan area, connecting commuters to a central city from adjacent suburbs or commuter towns



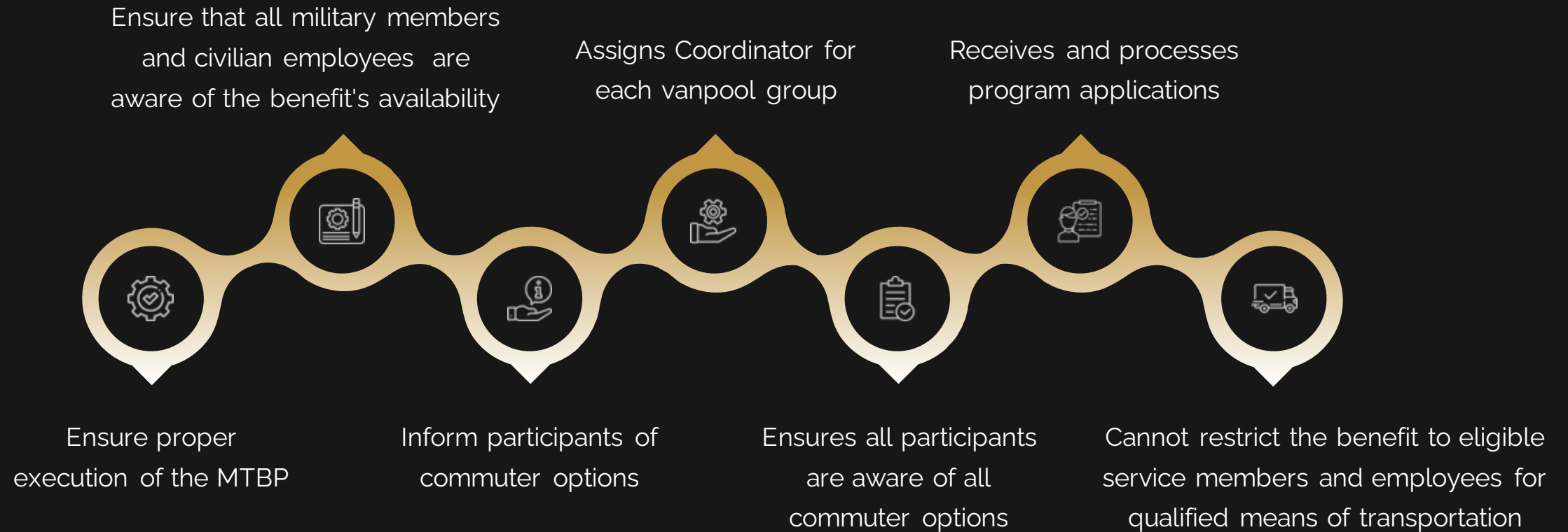
Vanpool

An element of the transit system that allow groups of people to share the ride similar to a carpool, but on a larger scale with concurrent savings in fuel and vehicle operating costs and thus usually a lower cost to the rider







Roles & Responsibilities

Installation Point Of Contact (POC)



Roles & Responsibilities

Vanpool Coordinator (VPC)

-  Oversees vanpool group card activation process
-  Coordinates and provides weekly ridership schedule to vanpool group members
-  Informs Installation POC and Vehicle Provider of any changes to vanpool group (Leave, PCS, Retirement, etc.)
-  Tracks monthly Vanpool Ridership, provides that information to the installation POC as required

Participants



Coordinates ride schedule with VPC



Submits a change of application when/if necessary (withdraw, change of address change of fare media, etc.)



Ensures that 50% of their requested mass transportation days is being utilized every month

- **Eligibility**

- **Who's Eligible?**



Military Service Members On Active-Duty Status (NG and Reserve Component must be on Active-Duty Orders for 30 days or more).



DA Federal Civilian Employees



Non-Appropriated Fund (NAF) Personnel

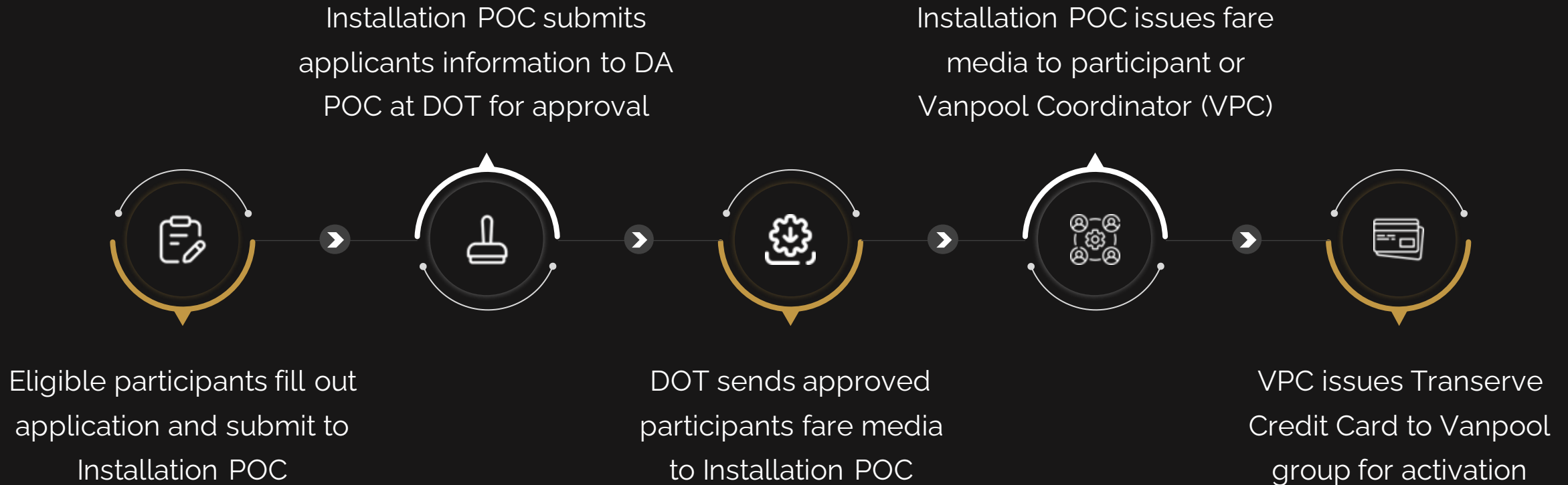


An Installation Point of Contact (POC) may not place eligible participants on awaiting list for enrollment into the program outside of the normal enrollment process





• MTBP Enrollment Process



Participants should allow 45 days for the enrollment process



AMTBP Application

**DEPARTMENT OF THE ARMY
MASS TRANSPORTATION BENEFIT PROGRAM
Outside the National Capital Region
Application Form**

Form date: 3 January 2022

Please check one: Type of change Effective date:

New enrollment Re-enrollment

Change request Withdrawing

1. APPLICANT INFORMATION:

Army employment type (please check only one):

Army Active Duty Officer Army Reserve Active Duty Enlisted

Army Active Duty Enlisted Army Civilian Employee

Army National Guard Active Duty Officer Army National Guard Civilian/Mil Tech Employee

Army National Guard Active Duty Enlisted Army Reserve Civilian Employee

Army Reserve Active Duty Officer Army Non-Appropriated Fund Employee

If NAF, please provide 9-digit Standard NAFI Number:

Last name: First name: MI: EDIPI: Residence City, State, 9-digit ZIP Code:

Duty Location Installation/Activity: Duty Location City, State, 9-digit ZIP Code: Office Telephone (include area code):

Work e-mail address: Supervisor Name, Location, Office Telephone (include area code):

Cell Phone Number: Department / School:

Vanpool Coordinator: Vanpool ID:

Vanpool Vehicle License Plate:



The AMTBP Application is a fillable form



Parts 3 to 5 require digital CAC-enabled signatures



All applications are filed with the Installation POC



Maximum amount of commuting days you can claim is 22



Vanpool Coordinator must consult the Vehicle Provider to determine the amount they need to claim



• Fare Media: Transerve Card Activation Process



Office Telephone Number:

Use the office number that you put on your application.



Zip Code:

Use the zip code that your card was mailed to.



Mailing Address:

Use The Mailing Address That Is On The Envelope Your Card Came In.



Cycle Date:

4TH to the 9th of every month. Cards are unfunded on the 9th and then funded again on the 10th of every month.



Single Purchase Limit:

The amount you requested on your application. During card activation process, it defaults to 0000#.



Organization:

Army, Navy, Airforce, etc.



Common Identifier:

First letter of your first name and first four letters of your last name (Ex. John Smith=JSMIT)

REFERENCES



Presidential Executive Order 13150, subject Federal Workforce Transportation, dated 21 April 2000

Title 26, United States Code, Section 132(f) (“Internal Revenue Code, Certain Fringe Benefits, Qualified Transportation Fringe”)

Deputy Secretary of Defense memo, subject: Department of Defense Transportation Incentive Program, dated 13 October 2000

The Department of the Army (DA) implemented its Mass Transportation Benefit Program effective 1 January 2001, for Army soldiers and civilian employees


Department of Defense Instruction 1000.27, Mass Transportation Benefit Program (MTBP), dated October 28, 2008

Department of the Army Mass Transportation Benefits Program Outside the National Capital Region, 1 July 2013



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