

**BY ORDER OF THE COMMANDER  
MOUNTAIN HOME AIR FORCE BASE**

**MOUNTAIN HOME AIR FORCE BASE  
INSTRUCTION 24-301**

**19 JANUARY 2016**



**MASS TRANSPORTATION  
BENEFITS PROGRAM (MTBP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Executive Order 13150, *Federal Workforce Transportation*, requires federal agencies to establish a Mass Transportation Benefits Program (MTBP) in order to reduce active duty military and federal employees' contribution to traffic congestion and air pollution, and to expand their commuting alternatives. DoD Directive 5124.02 and DoD Instruction 1000.27 instituted Executive Order 13150 by establishing the Mass Transportation Benefits Program (MTBP). The MTBP applies equally to all military service members and civilian employees assigned to Mountain Home AFB, including nonappropriated fund employees. Members of Air National Guard and Air Force Reserve components serving on active duty are also eligible. This instruction prescribes policies and procedures for all individuals taking advantage of MTBP. The office of primary responsibility (OPR) determines waivers will not be granted for any part of the publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR using AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional's chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

## ***SUMMARY OF CHANGES***

**This document is substantially revised and must be completely reviewed.** Updates include responsibility of riders during times of absence, payment process, acronyms, and renumbering of paragraphs. Paragraphs 3 and 4 contain the most significant changes. These changes reflect the fact that the Ada County Highway District service now utilizes a debit card payment system, whereas the Mountain Home Community Transit service still uses a voucher system. Therefore these two paragraphs now distinguish between the two services in regard to enrollment, payment, and voluntary disenrollment procedures. Additionally, paragraph 5 (“Consequences”) of the previous publication was consolidated under paragraph 1 (“Responsibilities”) of this publication.

### **1. Responsibilities.**

1.1. Individual riders must meet standards and procedures set forth by this instruction. Failure to do so will result in immediate rider removal from the MTBP.

1.2. The 366th Logistics Readiness Squadron (366 LRS), Vehicle Operations Element (LGRDDO) manages the program through enrollment/disenrollment of riders and issuance of vouchers/debit cards.

### **2. Procedures.** All riders participating in MTBP will comply with the following procedures:

2.1. Individual rider participation is set at a minimum of 80 percent of each work month, which equates to 16 work days, to and from work. Individuals will be removed from the program if they fail to meet the minimum ridership participation without providing a valid excuse.

2.2. IAW Department of the Air Force MTBP policies, transit subsidy is a benefit to cover transportation costs actually incurred and it is not designed to be paid as a means of reserving or "holding" vanpool seats. Transit subsidy cannot be claimed or used by the rider to preserve a seat, even if the rider is away due to official TDY, deployment or leave. Rider must cover the cost personally or will resign from the program. It is the rider's responsibility to coordinate with the service provider and 366 LRS MTBP Manager.

2.2.1. IAW DOD Instruction 1000.27, claims are not permitted on a retroactive basis for disbursement of vouchers. Delays between the date of application for the MTBP and approval of the application are not an exception.

2.3. Riders will use the service providers to the fullest extent possible.

2.3.1. Riders will not substitute with driving their own vehicle. Commitment must be made to using the service provider. If it becomes known that an individual is driving themselves and not using service providers, they will be removed from the program.

2.3.2. Service providers are in no way connected with the Federal Mass Transportation Benefits Program. As such, service is not free. MTBP is not an entitlement to Department of Defense employees. MTBP is offered as a fringe benefit, an incentive to use alternate means of transportation that reduces road congestion and environmental impact. The Department of Transportation (DOT) pays for this service and abuse of it will not be tolerated.

**3. Ada County Highway District (ACHD) Debit Cards.** Debit Cards are controlled items and will be issued to each rider.

3.1. Enrollment. Any rider who receives a debit card will only need to stop by Vehicle Operations element one time for the issuance of his/her card. Upon receipt of the debit card the rider will need to activate it. This is accomplished by calling the number associated on the back of the debit card. Upon activation, funds will be automatically loaded onto the riders debit card for use. Riders may check their balance and transaction history at the following website: [www.myaccount.chase.com](http://www.myaccount.chase.com).

3.2. Payment. Monetary incentive is capped by DOT. In the event a service provider's fare exceeds the capped amount, the rider is responsible for the excess amount. Failure to pay this out-of-pocket expense will result in removal from the program.

3.2.1. Debit card payments must be accomplished online. The rider must go to [commuteride.com/pay](http://commuteride.com/pay) Van Fare tab in order to complete the payment process. The rider will have to register his/her account according to the website. NOTE: This is the only way to make an electronic payment; payments cannot be made over the phone or at Vehicle Operations.

3.2.2. Riders need to be aware that after the 9<sup>th</sup> of the month any funds on the card will be removed. If they fail to make their payment in a timely manner the funds will not be available for use and the rider will pay out of pocket for that month. It is encouraged that riders set up an automatic payment plan with their account. Vehicle Operations will not be held responsible for late payments or reimbursements.

3.3. Voluntary Disenrollment. Riders must report to Vehicle Operations Records and Licensing section located in bldg. 1126 to pick up Public Transportation Benefit Program Application and circle withdrawing from program and submit it to the MBPT Manager.

**4. Mountain Home Community Transit (MHCT) Vouchers.** Vouchers are used for the MHCT program, and may be picked up at the Operator Records and Licensing Section, Building 1126, between the hours of 0900-1600. For pick up before/after normal business hours, coordinate with the 366 LRS MTBP Manager. Failure to pick up vouchers will result in removal from the program. Riders will inform the 366 LRS MTBP Manager (Comm: 208-828-2488) of any leave of absences, (TDYs, deployments, leaves, etc.), to prevent issuing unneeded vouchers. Unclaimed vouchers are returned to the DOT, and are nonrefundable.

4.1. Enrollment. Future Riders must report to Vehicle Operations Records and Licensing section located in bldg. 1126 to pick up Public Transportation Benefit Program Application and submit it to the MBPT Manager. Applications can take up to 60 days to process. Riders will not be reimbursed while riding during this period.

4.2. Payment. Pay the driver. In return, the rider will receive a monthly pass. Monetary incentive is capped by DOT, and monetary value of each voucher will not exceed the service provider's fare. In the event a service provider's fare exceeds the capped amount, the rider is responsible for the excess amount. Failure to pay this out-of-pocket expense will result in removal from the program.

4.3. Voluntary Disenrollment. Riders must report to Vehicle Operations Records and Licensing section located in bldg. 1126 to pick up Public Transportation Benefit Program Application, and circle withdrawing from program and submit it to the MBPT Manager.

DAVID R. IVERSON, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN33-363, *Management of Records*, 1 March 2008

DoD Directive 5124.02, Under Secretary of Defense for Personnel and Readiness, 23 June 2008

DoD Instruction 1000.27, Mass Transportation Benefit Program (MTBP), 28 October 2008

Executive Order 13150, *Federal Workforce Transportation*, 21 April 2000

***Adopted Forms***

AF Form 847, Recommendation for Change of Publication

***Abbreviations and Acronyms***

**AChD**—Ada County Highway District

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**DOD**—Department of Defense

**DOT**—Department of Transportation

**IAW**—In Accordance With

**LGRDDO**—Vehicle Operations Element

**LRS**—Logistics Readiness Squadron

**MHCT**—Mountain Home Community Transit

**MTBP**—Mass Transportation Benefit Program

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**TDY**—Temporary Duty