

**BY ORDER OF THE COMMANDER
NELLIS AIR FORCE BASE (ACC)**

**NELLIS AIR FORCE BASE
INSTRUCTION 24-301**



6 APRIL 2017

Transportation

**MASS TRANSPORTATION
BENEFIT PROGRAM (MTBP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 799 ABG/UPM

Certified by: 799 ABG/CC
(Colonel James S. Griffin)

Supersedes: NELLISAFBI36-3901,
3 June 2015

Pages: 7

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 Creech 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.

1.	Overview.....	2
2.	Responsibilities.....	2
3.	Procedures.....	2
4.	TranServe Debit Cards.....	3
5.	Consequences.....	4
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		5
Attachment 2— MASS TRANSPORTATION BENEFIT PROGRAM RIDERSHIP POLICY		6

1. Overview. This publication outlines procedures for Mass Transportation Benefit Program (MTBP) Program Coordinator and individual participants. This publication establishes the framework to ensure proper management and execution of the Creech AFB MTBP.

2. Responsibilities.

2.1. The 799th Air Base Group Program Coordinator manages the Creech MTBP program through enrollment/disenrollment of individual riders and issuance of TranServe Debit Cards.

2.2. Individual riders must:

2.2.1. Meet eligibility requirements to receive MTBP subsidy.

2.2.1.1. All active duty military service members.

2.2.1.2. Air National Guard and Reserve military service members who are currently on active duty.

2.2.1.3. DoD civilian employees, including part-time employees, temporary employees (including summer hires employed for more than 30 days) and interns.

2.2.1.4. DoD Non-Appropriated Fund (NAF) personnel employed by a duly constituted Non-Appropriated Funded Instrumentality (NAFI) under the control of the Secretary of the Air Force.

2.2.2. Adhere to standards and procedures set forth by this instruction. Failure to do so will result in immediate rider removal from the MTBP.

3. Procedures. All riders participating in MTBP will comply with the following procedures:

3.1. Individual rider participation is set at a minimum of 50 percent of each work month, which equates to 10 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.

3.2. 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 799 ABG MTBP Program Manager.**

3.2.1. IAW DOD Instruction 1000.27, claims are not permitted on a retroactive basis for disbursement of funds from the Department of Transportation. Delays between the date of application for the MTBP and approval of the application are not an exception.

3.3. Individual riders will use the service providers to the fullest extent possible.

3.3.1. 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 for 10 work days, they will be removed from the program.

3.3.2. 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.

3.4. Enrollment/Disenrollment/Change in Status.

3.4.1. To enroll and participate in the MTBP, each qualified applicant must complete the US Air Force MTBP Application and submit it to the MTBP Program Manager. Each applicant is responsible for providing complete and accurate information. Qualified applicants can submit MTBP application to the MTBP Program Manager via email or at building 271. **The Application Process including receiving TransVerse debit card can take up to approximately 30 to process.** Riders will not be reimbursed while riding during this period.

3.4.2. Individual riders participating are required to complete and submit an application form to the MTBP program manager for any of the following actions: reenrollment in the program after withdrawing, after suspension, termination; updating information on the form (change request – TDYs, deployments, leave), or withdrawing from the program. The same form is used for enrolling, re-enrolling, making a change, or withdrawing. **If an individual rider is TDY/deployed/leave in excess of 30 or more days, they will be removed from the program and must re-enroll upon their return.** Individual riders will inform the MTBP Program Manager of any TDY/deployment/leave in excess of 30 days.

4. TranServe Debit Cards. Debit Cards are controlled items and will be issued to each individual rider.

4.1. Activation. Any rider who receives a debit card will only need to stop by Building 271, between the hours of 0900 - 1500 for one time pick up for the issuance of his/her card. Upon receipt of the debit card the MTBP Program Manager will provide members with activation information, 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.

4.2. 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.

4.2.1. Debit card payments **must** be accomplished online. The rider must go to the approved vanpool provider website 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 with the MTBP Program Manager.

4.2.2. Riders need to be aware that after the 9th day 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.

5. Consequences. Failure to meet the standards set forth in this instruction will force immediate removal from the MTBP. MTBP Program Manager is responsible for notifying the participant's supervisor and/or commander of any alleged misconduct or noncompliance with the program.

5.1.1. Participants in the MTBP who fail to comply with the policies and guidelines of the program may be subject to administrative or disciplinary action. The determination of administrative or disciplinary action will be made by the participant's chain of command.

5.1.2. Participants may have their program privileges restricted or suspended based on fraud, misconduct, or abuse related to their participation in the program. In addition, civilian employees may be subject to disciplinary action, up to and including removal from the Federal service and/or criminal prosecution. Military members may be subject to administrative action and/or punitive disciplinary action under the provisions of the Uniform Code of Military Justice.

5.1.3. Instances of non-compliance may include, but are not limited to: use of subsidy for purposes other than for commuting expenses; attempts to transfer subsidy to other individuals, e.g. through sale or gift; failure to return unused subsidy upon separation from the program; and failure to repay the program for used subsidy, when the participant was absent for more than 50% of the time period or separates from the program.

PAUL J. MURRAY, Colonel, USAF
Commander

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

AFI 33-360, *Publications and Forms Management*, 7 February 2013

DoDD 5124.02, *Under Secretary of Defense for Personnel and Readiness*, 23 June 2008

DoDI 1000.27, *Mass Transportation Benefit Program (MTBP)*, 28 October 2008

Prescribed Form

Nellis AFB Form 3901, *United States Air Force Outside the National Capital Region Mass Transportation Benefit Program Application*.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

DOD—Department of Defense

DOT—Department of Transportation

IAW—In Accordance With

MTPB—Mass Transportation Benefit Program

NAFI—Nonappropriated Fund Instrumentality

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TDY—Temporary Duty

Attachment 2

MASS TRANSPORTATION BENEFIT PROGRAM RIDERSHIP POLICY

Figure A2.1. Mass Transportation Benefit Program Ridership Policy.

Purpose: This instruction prescribes policies and procedures for all individuals involved in the Mass Transportation Benefit Program (MTBP) per NELLIS AFBI 24-301.

Procedures: All riders participating in the program will comply with the following procedures:

1. Individual rider participation will be set at a minimum of 50% of each work month, which equates to 10 workdays, 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. IAW Department of the Air Force TIP 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. Rider must cover the cost personally, or will resign from the program.
3. A medical leave policy is in effect for vanpool riders if they, or an immediate family member, has a medical situation. Rider's seat will be held for up to 30 days. Rider will inform 799 ABG MTBP Manager, vanpool coordinator and approved vanpool provider of any medical leave, explaining the circumstances, and will also provide an estimated leave of absence.
4. A military TDY/deployment policy is in effect for vanpool riders if they are TDY/deployed for up to 30 days. A seat will be held for the rider. If a rider is TDY/deployed in excess of 30 days, they will be removed from the program and must reenroll upon their return. Rider will inform the 799 ABG MTBP manager and service provider of any TDY/deployment in excess of 30 days.
5. Riders will use the service providers to the fullest extent possible. If a rider is on leave, they will be excused, but notice must be given to 799 ABG MTBP manager and service provider as to the length of the leave period.
 - 5.1. 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.
6. 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 reduce road congestion and environmental impact. The Department of Transportation pays for this service and abuse of it will not be tolerated.

7. Transverse Debit cards WILL be picked up within the first 15 days of each month. Unclaimed Transverse debit cards will be returned to the Department of Transportation. Failure to pick up transverse debit cards will result in removal from the program.

Consequences: Failure to meet the standards set forth in this instruction will force immediate removal from the Transportation Incentive Program.

Note: It is the responsibility of the participant to ensure payments are made by the required date. Failure to do so can result in payment needing to be made by the participant. I have read the Transportation Incentive Program above and understand the policies of the program as described therein.

Signature: _____ Date: _____