



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD  
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NGOR-HR

03 August 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #159 (Joint) – Mass Transportation Benefit Program for Oregon National Guard Full-Time Personnel

1. References:

- a. Executive Order 13150, Federal Workforce Transportation, 21 APR 00.
- b. DODI 1000.27, Mass Transportation Benefit Program, 28 OCT 08.
- c. HQDA Mass Transportation Benefit Program (MTBP), outside the National Capital Region, Program Policy, Procedures and Guidelines, 1 JUL 13.
- d. 26 USC Section 132 (f), Certain Fringe Benefits.

2. Purpose: This policy implements the HQDA MTBP in the Oregon National Guard and provides guidance to Oregon National Guard active duty military members (AGR, FTNGDOS and FTNDGCD) and DoD Federal Civilian Employees (Title 32 and Title 5 Technicians).

3. The Department of Defense provides mass transportation benefits (MTBs) which is a subsidy for transit costs incur by active duty military members and DOD civilian employees to include non-appropriated fund (NAF) employees in their local commute from residence to permanent duty location, to reduce pollution and traffic congestion, preserve the environment, and expand transportation alternatives outside the National Capital Region (NCR).

4. The Human Resources Office (HRO) is appointed as the Oregon National Guard's Installation Point of Contact (POC), who will ensure proper execution of the MTBP in accordance with Executive Order 13150 and HQDA policy guidance. HRO will retain the responsibilities of receiving and processing program applications, receive fare media from U.S. Department of Transportation (DOT), and maintain program files and records in accordance with the policies and regulations above. DOT serves as the executive agent for all Federal agencies, including the U.S. Army. DOT handles all administrative aspects involved with the purchase and distribution of fare media.

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5. MTBs will be authorized only when qualified means of transportation (QMOT) systems are used. In order for a commuter vehicle to be classified as a QMOT for the MTBP, the vehicle must be a commuter bus, commuter train, subway/light rail, ferry, or van pool. Qualified Soldiers and civilians must request participation using the MTBP Application, found on its MTB website, <http://asafm.army.mil/offices/asa/masstrans.aspx>. Qualified Airmen must use the U.S. Air Force Outside the NCR Public Transportation Benefit Program Application Form which can be requested from HRO. Applications are to be sent to HRO, Mrs. Diane Walker, ORNG MTBP POC. This same form is to be used when enrolling, re-enrolling, making changes to, or withdrawing from the program.

6. Participants are responsible for adhering to all program criteria outlined in the Instruction and DoD Component procedures. Participates must:

- a. Meet the eligibility requirements outlined in reference 1b.
- b. Complete ethics training, annually.
- c. Re-enroll into the MTBP, annually.
- d. Submit required documentation outlined in reference 1c., and any changes to the amount claimed for reimbursement.

7. DOT electronically deposits fare media using the TRANServe Debit Card on a monthly basis, quarterly or annual basis. Participation in the MTBP will begin when the participant's application has been accepted and processed, and the participant begins receiving fare media. Participants should anticipate the approval process to take up to 60 days. This program is a benefit, not an entitlement; thus, there is no retroactive reimbursement for the program.

8. Participants must accurately claim the amount that reflects their actual anticipated expenses. Failure to do so will result in fraudulent certification on the application and is subject to criminal prosecution and/or administrative action. Participants may have their program privileges restricted or suspended based on fraud, misconduct, or abuse related to their participation in the program.

9. Questions may be directed to the Deputy Director of Human Resources, at 503-584-3853.



DANIEL R. HOKANSON  
Major General  
The Adjutant General

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