

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 36-39

27 JULY 2010

PERSONNEL

**MASS TRANSPORTATION BENEFIT
PROGRAM (MTBP)**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Policy Directive implements and complies with Department of Defense Instruction (DoDI) 1000.27, *Mass Transportation Benefit Program (MTBP)*, October 28, 2008. This Directive provides policy and assigns responsibility for implementing the MTBP across the Air Force for both the National Capital Region (NCR) and outside the NCR (ONCR). This publication applies to all eligible Air Force personnel assigned to the continental United States (CONUS), Alaska, Hawaii, and the various territories of the United States - - active duty officer and enlisted members, appropriated fund (APF) civilians, whether funded by Active, Guard, or Reserve appropriations, as well as non-appropriated fund (NAF) civilians.

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1. Policy. The United States Air Force is committed to promoting quality of life for its military and civilian workforce. Attracting and retaining valued personnel requires flexible, equitable, and responsive programs to balance the need for uniformity with flexibility when appropriate. Consistent with DoDI 1000.27, it is Air Force policy to:

1.1. Provide mass transportation benefits (MTBs) to offset commuting costs to its eligible active duty military members and civilian employees, including non-appropriated fund (NAF) employees, to the extent authorized by DoDI 1000.27, to reduce pollution and traffic congestion, to preserve the environment, and to expand transportation alternatives inside the NCR and outside the NCR.

1.2. Establish MTBs at installations when there is employee or military member interest, regardless of the number of personnel so interested.

1.3. Authorize MTBs only when qualified means of transportation (QMOT) systems are used.

1.4. Adequately fund the MTBP to prevent benefit restriction or denial. The U.S. Air Force shall adhere to the statutory increases governed by tax law (Section 132 of title 26, United States Code).

2. Responsibilities and Authorities. This Directive establishes the following responsibilities and authorities:

2.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing military and civilian compensation, benefits, entitlements, and work/life programs.

2.2. The Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) executes personnel policy and develops, coordinates, and approves essential procedural guidance for military and civilian compensation, benefits, entitlements, and work/life programs, to include the MTBP.

2.3. The Chief of Air Force Reserve (AF/RE) implements the MTBP for Air Force Reserve personnel consistent with this Policy Directive and ensures development of essential procedural guidance for program administration and internal management controls.

2.4. The Chief of the National Guard Bureau (NGB-ZA) implements the MTBP for Air National Guard (ANG) personnel, including both Title 5 and Title 32 employees, consistent with this Policy Directive and ensures development of essential procedural guidance for program administration and internal management controls.

2.5. MAJCOM and Direct Reporting Unit (DRU) commanders implement the MTBP consistent with this Policy Directive and any other Departmental procedural guidance. The Air Force District of Washington (AFDW) commander implements the MTBP for Headquarters Air Force (HAF) in the NCR, to include all Field Operating Agencies (FOAs) in the NCR reporting to HAF.

2.6. Installation commanders implement local MTB programs consistent with this Policy Directive, any other Departmental procedural guidance, and MAJCOM guidance. FOAs outside the NCR will follow their host installation procedures/guidelines.

3. See Attachment 1 for references and supporting information.

4. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

MICHAEL B. DONLEY
Secretary of the Air Force

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

American Recovery and Reinvestment Act of 2009 (Public Law 111-5), Section 1151, February 17, 2009

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

AFPD 65-2, *Managers' Internal Control Program*, 28 August 2006

AFI 65-201, *Managers' Internal Control Program Procedures*, 12 October 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

AF RDS, <https://www.my.af.mil/gcss-af61a/afrims/afrims/>

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

AFDW—Air Force District of Washington

APF—Appropriated Funds

CONUS—Continental United States

DRUs—Direct Reporting Units

FOAs—Field Operating Agencies

HAF—Headquarters Air Force

MTB—Mass Transportation Benefits

MTBP—Mass Transportation Benefits Program

NAF—Non-appropriated Funds

NCR—National Capital Region

ONCR—Outside the NCR

OPR—Office of Primary Responsibility

QMOT—Qualified Means of Transportation

Terms

Active Duty Military Member—Full-time duty in the Active Service in an Active Component (AC) or Reserve Component (RC). In the case of an RC member, such service shall be under a call or order to active duty as defined in section 101 of title 37, U.S.C.

Commander—An officer who occupies a position of command authorized by appointment or by assumption of command.

Continental United States (CONUS)—The 48 contiguous States and the District of Columbia.

DoD Mass Transportation Benefit Program (DoD MTBP)—A DoD program whereby the Department of Defense provides fare media or implements a cash reimbursement arrangement for participant commuting costs to reduce traffic congestion and air pollution, and to expand participant commuting alternatives.

MAJCOMs—The Major Commands of the Air Force

National Capital Region (NCR)—Includes 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 (OPR)—The originating office for the publication; the author of the publication is an individual within the OPR. OPRs are solely responsible for the accuracy, currency, and integrity of their publications and forms.

Outside the National Capital Region (ONCR)—The 50 states (exclusive of the area included in the definition of the NCR), the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Policy—Corporate-level direction that guides decision-making and actions throughout the Air Force. Policy translates the ideas, goals or principles into actionable and concrete plans, goals, or objectives.

Qualified Means of Transportation (QMOT)—Commercial or public transportation operated for use by the general public and/or modes of transportation that meet the requirements of section 1.132-9 of Title 26, Code of Federal Regulations.