



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

1 FEB 2001

MEMORANDUM FOR SEE DISTRIBUTION

FROM: AF/DP

SUBJECT: Department of Defense (DoD) Transportation Incentive Program for Outside the National Capital Region (NCR)

On April 21, 2000, President Clinton signed Executive Order (E.O.) 13150 entitled "Federal Workforce Transportation" which is aimed at reducing federal employees' contribution to traffic congestion and air pollution as well as expanding their commuting alternatives. This E.O. requires Federal agencies to implement the mass transit benefit program. It is the policy of the USAF to strongly encourage employees to use mass transportation for commuting to and/or from work in an effort to improve air quality and to reduce traffic congestion and improve the quality of life for its employees.

On October 13, 2000 the Deputy Secretary of Defense signed a memorandum which issued DoD Transportation Incentive Program policy to conform to Executive Order 13150. While the Executive Order differentiates between employees working inside the National Capital Region (NCR) and those outside the NCR with respect to the kind of transportation incentives that must be offered, DoD policy is that all DoD personnel will receive the same benefit. This includes transportation vouchers in amounts that do not exceed their actual commuting costs, up to the maximum allowed by the Internal Revenue Code (IRC), 26 USC, Section 132(f)(2) - currently \$65/month.

The transportation incentive program applies equally to all Military Service members and civilian employees including nonappropriated fund (NAF) employees. Members of the Guard and Reserve components serving on active duty are also eligible for the Program.

HQ AF/DP has the lead for providing guidance to the field and SAF/FM and AF/IL are supporting the implementation of the program in their areas. We have established a Memorandum of Agreement (MOA) with the United States Department of Transportation (DoT) - Transportation Administrative Service Center (TASC), and Transportation Services Center (TRANServe) to administer the Transit Fringe Benefit Program. TRANServe is an organization in DOT-TASC that provides administrative services and expertise currently supporting numerous Federal agencies' transit fringe benefit programs. They will work directly with local mass transit authorities and private companies to obtain the transit vouchers.

When vouchers are available through TRANServe, the Air Force will centrally fund the Transportation Incentive Program. If vouchers from the local transit authority or private companies are not readily available to provide to employees, the Air Force will implement a cash reimbursement arrangement for expenses incurred or paid by all military members and employees for transportation in mass transit or van pools as defined in the DoD Transportation Incentive Program Policy.

To help us implement the transportation incentive program, request each MAJCOM provide a consolidated response from their installation commanders regarding the information listed below to HQ USAF/DPRC at the email address(s) shown below by February 28, 2001.

1. Designate a point of contact (POC) individual (military or civilian) who will work directly with TRANServe to manage the transportation incentive program at each Air Force installation.
2. Encourage all employees interested in participating in the transportation incentive program to complete the application form and return to the installation's designated POC. The application is available on the Air Force Financial Services Center's (AFFSC) website shown below.
3. Provide the POC's name, installation/activity address, DSN telephone and fax number, e-mail address and approximate number of participants anticipated to utilize the program by installation. The host installation should include other military department's and agency tenant's and Geographically Separated Units (GSUs) supported by the installation.

As noted above, Executive Order 13150 requires that we implement a Transportation Incentive Program. Many of you have labor relations obligations that you must satisfy. To facilitate the accomplishment of these obligations, we recommend that you inform your unions about the transportation incentive program as quickly as possible and be prepared to deal with any issues that arise. At the Department level, OSD has informed the eight national unions regarding of the implementation of the transportation incentive program.

Because of the nature of the program, we would appreciate your giving this the widest dissemination possible. The program will be implemented upon TRANServe receipt of authorized applications from the installation POCs. Additional program information (DEP SECDEF Memo 13 Oct 00 and DoD Policy; Executive Order 13150; Internal Revenue Code (IRC) Section 132f; Transportation Incentive Application; Program Responsibilities and AF/DP Memo) is available on the Air Force Financial Services Center's (AFFSC) website at: <http://www.saffm.hq.af.mil/affsc/transip/transip.cfm>.

If you have questions, please contact Dr. R. Michael Imphong, Ph.D, HQ USAF/DPRC, Michael.Imphong@Pentagon.af.mil; DSN 224-9370/ (703) 614-9370; or Major Howard Osborne, HQ USAF/DPRC; Howard.Osborne@Pentagon.af.mil; DSN: 227-0682. Funding questions should be directed to Col. Gregory Morgan, SAF/FMPC; Gregory.Morgan@Pentagon.af.mil; DSN: 224-5422.



ROGER M. BLANCHARD
Assistant Deputy Chief of Staff,
Personnel

Atchs

1. Dep SECDEF Memo, 13 Oct 00
2. Executive Order 13150
3. Internal Revenue Code Sec. 132 (f)
4. Mass Transit Incentive Application
5. Responsibilities

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36ABW ANDERSEN AFB GU//CC//
44MW ELLSWORTH AFB SD//CC//
45SPW PATRICK AFB FL//CC//
46TW EGLIN AFB FL//CC//
47FTW LAUGHLIN AFB TX//CC//
49FW HOLLOMAN AFB NM//CC//
50SPW FALCON AFB CO//CC//
55WG OFFUTT AFB NE//CC//
57FW NELLIS AFB NV//CC//
60AW TRAVIS AFB CA//CC//
62AW MCCHORD AFB WA//CC//
64FTW REESE AFB TX//CC//
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80FTW SHEPPARD AFB TX//CC//
82TRW SHEPPARD AFB TX//CC//
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91MW MINOT AFB ND//CC//
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97AMW ALTUS AFB OK//CC//

99TTW ELLSWORTH AFB SD//CC//
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314 AW LITTLE ROCK AFB AR//CC//
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437AW CHARLESTON AFB SC//CC//
438AW MCGUIRE AFB NJ//CC//
509BW WHITEMAN AFB MO//CC//
552ACW TINKER AFB OK//CC//
656SPTS ARNOLD AFB TN//CC//
692IW HICKAM AFB HI//CC//
693IW KELLY AFB TX//CC//
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43WG POPE AFB NC//CC//
75SPTG HILL AFB UT//CC//
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77SPTG MCCLELLAN AFB CA//CC//
78SPTG ROBINS AFB GA//CC//
72SPTG TINKER AFB OK//CC//
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19ARG ROBINS AFB GA//CC//

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651SPTG KELLY AFB TX//CC//
78SG ROBINS AFB GA//CC//
319ARW GRAND FORKS AFB ND//CC//
22ARW MCCONNEL AFB KS//CC//
6ARW MACDILL AFB FL//CC//
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