

**U.S. DEPARTMENT OF DEFENSE (NATIONAL CAPITAL REGION)
MASS TRANSPORTATION BENEFIT PROGRAM APPLICATION**

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 113, Secretary of Defense; 5 U.S.C. 7905, Programs to encourage commuting by means other than single-occupancy motor vehicles; Executive Order (E.O.) 12191, Federal Facility Ridesharing Program; E.O. 13150, Federal Workforce Transportation; DoD Instruction 1000.27, Mass Transportation Benefit Program (MTBP); and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): To manage and administer the DoD Mass Transportation Benefit Program for military and civilian personnel (to include non-appropriated fund (NAF) employees) applying for and in receipt of a commuter subsidy. To evaluate employee participation in the program. To provide audit capabilities and track the use of funds to support the program; ensure appropriate accountability; and prevent misuse of the funds involved. To report required information for program management and oversight to leadership and key stakeholders.

ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, the records contained herein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as listed in the applicable system of records notice located at: <https://www.federalregister.gov/documents/2022/01/07/2022-00118/privacy-act-of-1974-system-of-records>.

DISCLOSURE: Voluntary; however, failure to provide the requested information may result in disapproval of the Mass Transportation Benefit Program Application.

GENERAL INSTRUCTIONS

1. Print or type information. Obsolete, incomplete, or illegible applications **will not** be processed.
2. **Before** applying, check the Qualifying information section below. Program policy, instructions, application form, and distribution site information is available at: <https://www.whs.mil/MTBP>.
3. Check the website provided above to verify enrollment or call (571) 256-0962.
4. Once you verify enrollment, you may request benefits at a distribution site.
5. Counterintelligence Field Activity (CIFA) and Defense Intelligence Agency (DIA) employees must apply through their respective agencies.
6. There is approximately a month waiting period between the receipt of this application and the availability of the benefit.
7. **Upon completion**, fax application to: (703) 697-2144.
To check the status of your application, please call: (571) 256-0962.

QUALIFYING INFORMATION

To qualify for this program, you must be:

- (1) A civilian, military or NAF employee paid and employed by the Department of Defense, and
- (2) Permanently stationed and working in the National Capital Region (NCR).
 - Paid interns and summer hires in the NCR are eligible.
 - Members of the Reserve Components who are performing active duty for more than 30 days are eligible.

The following are not eligible to receive the subsidy:

- Contractors
- Personnel that are TDY to the NCR from another area.
- Personnel that are on detail to the NCR from an area outside the NCR.
- Inactive reserve personnel
- Intergovernmental Personnel Act (IPA) employees (unless appointed to DoD).
- Foreign Exchange Employees.

1. **IMPORTANT:** To process this application, you must select one of the following. Are you (X only one):

- NEW ENROLLMENT**
 RE-ENROLLING (*X here if you have been previously enrolled in the DoD NCR Program.*)
 WITHDRAWING
 MAKING A CHANGE

2. EMPLOYEE CERTIFICATION

WARNING: This Certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to a criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to \$10,000 per violation, and/or agency disciplinary actions up to and including dismissal. Substantiated violations of any of these certifications may impact an employee's security clearance status. Information provided on this form may be audited.

MANDATORY: Read and check each box. Sign and date Item 8 on Page 3 after completing form.

- I certify that I understand that I am employed by the U.S. Department of Defense and am not named on a Federally subsidized workplace parking permit with DoD or any other Federal agency. If applicable, I have relinquished my workplace parking permit to the issuing authority.
- I certify that I understand that my claim for benefits is as a Federal employee and not as a contract employee.
- I certify that I understand that I am eligible for a public transportation fare benefit, will use it only for my daily commute to and from work, will not transfer it to anyone else, and will not allow anyone else to use it.
- I certify that I understand that the monthly transportation benefit I am receiving does not exceed my monthly commuting costs.
- I certify that I understand that I must adjust the amount received based upon long term TDY.
- I certify that I understand that upon separation from DoD, I will return unused fare media to the MT representative. If I have converted the fare media to another form of media, I will reimburse the DoD by check or money order payable to the U.S. Treasury.
- I certify that I understand that I will notify the MTB office of any changes in my status, i.e., home or work address, change in commuting pattern, or change in organization even if within the DoD.
- I certify that I understand that I will not calculate parking costs.

EMPLOYEE SIGNATURE

DATE SIGNED (YYYYMMDD)

CUI (when filled in)

ORGANIZATION CODES. Use these codes to complete Item 3.m., "Organization".

U.S. AIR FORCE		U.S. ARMY		NETCOM	
HAF	Headquarters Air Force	HQDA	Headquarters, Department of the Army	NGB	U.S. Army Network Command
FOA/DRU	Field Operating Agency/ Direct Reporting Unit	ATEC	Army Test and Evaluation Command	OCAR	Army National Guard
AF/NAF	CDC, MWR, BOQ, EXCHANGE	AMC	U.S. Army Materiel Command	OSD/ARMY	Office, Chief, Army Reserve
Other/AF	All other Air Force not listed above	CID	U.S. Army Criminal Investigation Command	SDDC	Office of the Secretary of Defense - Army Employee
U.S. MARINE CORPS		DLI	Defense Language Institute	SMDC	Surface Deployment and Distribution Command
27 HQMC	Headquarters, Marine Corps	HRC	Human Resources Command	USAASC	U.S. Army Space and Missile Defense Command
MC/NAF	CDC, MWR, BOQ, EXCHANGE	INSCOM	U.S. Army Intelligence and Security Command	USACE	U.S. Army Acquisition Support Center
Other/MC	All other Marine Corps not listed above	IMCOM	Installation Management Command	WRAMC	U.S. Army Corps of Engineers
U.S. SPACE FORCE		JCS/ARMY	Joint Chiefs of Staff - Army Employee	A/NAF	Walter Reed Army Medical Center
USSF	US Space Force	MC/SG	U.S. Army Medical Command/ The Surgeon General	Other/ARMY	CDC, MWR, BOQ, EXCHANGE
		MDW	U.S. Army Military District of Washington		
U.S. NAVY					
11 N09BF	Director, Field Support Activity - all OPNAV	33 MSC	Military Sealift Command		
12 DON/AA	Assistant for Administration	39 SPAWAR	Commander, Space and Naval Warfare Systems Command		
14 CNR	Chief of Naval Research	41 NSMA	Director, Naval Systems Management Activity		
15 INTCOM	Director, Office of Naval Intelligence	52 CNI	Commander Naval Installations		
18 BUMED	Chief, Bureau of Medicine and Surgery	60 LANTFLT	Commander in Chief, U.S. Atlantic Fleet		
19 NAVAIR	Commander, Naval Air Systems Command	69 SECGRU	Commander, Naval Security Group Command		
22 BUPERS	Chief of Naval Personnel Commander, Naval Supply Systems	70 PACFLT	Commander in Chief, U.S. Pacific Fleet		
23 NAVSUP	Command	72 RESFOR	Commander, Naval Reserve Force		
24 NAVSEA	Commander, Naval Sea Systems Command	76 NETC	Naval Education and Training Command		
25 NAVFAC	Commander, Naval Facilities Engineering Command	N/NAF	CDC, MWR, BOQ, Navy Exchange Lodge, NGIS		
30 SSP	Director, Strategic Systems Programs	Other/NAVY	All other Navy not listed above		

U.S. DEPARTMENT OF DEFENSE - COMPONENT					
AAFES	Army/Air Force Exchange Service	DLA	Defense Logistics Agency	NDU	National Defense University <i>(employees only)</i>
AFIS	American Forces Information Service	DLSA	Defense Legal Services Agency	OLDCC	Office of Local Defense Community Cooperation
DARPA	Defense Advanced Research Projects Agency	DoDCC	DoD Concessions Committee	OSD	Office of the Secretary of Defense
DAU	Defense Acquisition University <i>(employees only)</i>	DODEA	Defense Education Activity	OSD/JS WRA	OSD/JS Welfare and Recreation Association
DBTA	Defense Business Transformation Agency	DOD IG	Defense Office Inspector General	PFFPA	Pentagon Force Protection Agency
DECA	Defense Commissary Agency	DPMO	Defense POW/MP Office	STARS	Stars & Stripes
DCAA	Defense Contract Audit Agency	DSCA	Defense Security Cooperation Agency		
DCMA	Defense Contract Management Agency	DTIC	Defense Technical Information Center		
DCSA	Defense Counterintelligence and Security Agency	DTRA	Defense Threat Reduction Agency		
DFAS	Defense Finance and Accounting Service	DTSA	Defense Technology Security Administration		
DHA	Defense Health Agency	JCS	Joint Chiefs of Staff		
DHRA	Defense Human Resources Activity	MDA	Missile Defense Agency		
		NGA	National Geospatial Intelligence Agency		
USUHS/ AFRI			Uniformed Services University of the Health Sciences/Armed Forces Radiobiology Research Institute <i>(employees only)</i>		
WHS			Washington Headquarters Services		

3. APPLICANT INFORMATION					
a. LAST NAME		b. FIRST NAME		c. MIDDLE INITIAL	
d. RESIDENCE (City)		e. STATE	f. 9-DIGIT ZIP CODE*	g. WMATA SMARTTRIP CARD NUMBER	
*To find your 9-digit zip code, check http://zip4.usps.com/zip4/welcome.jsp					
h. LAST 4 DIGITS OF YOUR SSN		i. WORK E-MAIL ADDRESS			j. WORK TELEPHONE NUMBER <i>(Include Area Code)</i>
k. DUTY STATION (the building where you report to work) (Street address)				l. CITY	m. 9-DIGIT ZIP CODE*
n. ORGANIZATION CODE (Listed above) (Indicate the organization that employs you (i.e., pays your salary). Military personnel should indicate their branch of service, not the Defense Component to which they are assigned.)					<input type="checkbox"/> OTHER (If not listed, specify):
o. TYPE OF EMPLOYEE: MILITARY PERSONNEL		p. OTHER TYPE OF EMPLOYEE: (X one only)		q. FOR NAF FUNDING:	
(1) STATUS: (X one only)		<input type="checkbox"/> CIVILIAN		BRANCH OF SERVICE: (X one only)	
(2) BRANCH: (X one only)		<input type="checkbox"/> NON-APPROPRIATED FUNDS (NAF)		<input type="checkbox"/> AIR FORCE	
<input type="checkbox"/> MILITARY - ENLISTED	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> PAID TEMPORARY HIRE		<input type="checkbox"/> MARINE CORPS	
<input type="checkbox"/> MILITARY - OFFICER	<input type="checkbox"/> SPACE FORCE	<i>Term of employment:</i>		<input type="checkbox"/> SPACE FORCE	
<input type="checkbox"/> RESERVIST - ENLISTED	<input type="checkbox"/> ARMY	Start date (YYYYMMDD): End date (YYYYMMDD):		<input type="checkbox"/> OTHER:	
<input type="checkbox"/> RESERVIST - OFFICER	<input type="checkbox"/> NAVY			<input type="checkbox"/> ARMY	
	<input type="checkbox"/> MARINE CORPS			<input type="checkbox"/> NAVY	
r. ARE YOU ISSUED A FEDERALLY SUBSIDIZED PARKING PASS?					
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHERE DO YOU PARK? _____					

4. MASS TRANSPORTATION EXPENSE WORKSHEET

NOTE: DD Form 2845 application requires DoD subsidy participants to calculate their usual monthly mass transportation commuting cost. This worksheet must be completed to receive subsidy benefits and will assist employees in computing their usual monthly mass transportation commuting cost to the nearest dollar.

INSTRUCTIONS: Calculate your Total Monthly Mass Transportation Expenses by listing your mode of mass transportation and how much it costs you.

- Use the **Daily** column if you pay for transportation on a daily basis,
- OR the **Weekly** column if you purchase weekly commuter tickets;
- OR the **Monthly** column if you purchase a monthly ticket or pass.

It is possible that you may list costs in more than one column depending on the number of transportation modes you take and how you pay for them. Then, using the conversion section, convert all costs to monthly costs, to the nearest dollar amount.

- Applicants must calculate their monthly expenses based on the number of days commuted per month, taking into account telecommuting, alternate or compressed work schedules, e.g., 17, 19, or 21 days per month.

REMEMBER: Parking fees **are not allowed** and cannot be included when computing monthly transit costs. If you are a person with a disability or a senior citizen receiving reduced fare rates, you must calculate the reduced fare rates that you pay.

a. MODE OF TRANSPORTATION		b. DAILY EXPENSE	c. WEEKLY PASS EXPENSE	d. MONTHLY PASS EXPENSE
(1) BUS TO WORK <i>(Local)</i>	NAME OF COMPANY			
(2) BUS FROM WORK <i>(Local)</i>	NAME OF COMPANY			
(3) OTHER BUS MODE TO WORK <i>(Commuter or County)</i>	NAME OF COMPANY			
(4) OTHER BUS MODE FROM WORK <i>(Commuter or County)</i>	NAME OF COMPANY			
(5) RAIL TO WORK <i>(Light Rail or Subway)</i>	FROM WHAT STATION			
(6) RAIL FROM WORK <i>(Light Rail or Subway)</i>	FROM WHAT STATION			
(7) COMMUTER RAIL TO WORK <i>(Train)</i>	NAME OF COMPANY/STATION			
(8) COMMUTER RAIL FROM WORK <i>(Train)</i>	NAME OF COMPANY/STATION			
OTHER <i>(Specify)</i>	(9) TO WORK	NAME OF COMPANY/STATION		
	(10) FROM WORK	NAME OF COMPANY/STATION		
(11) VAN POOL COST PER MONTH	NAME OF COMPANY/STATION			
(12) TOTAL				

5. CONVERSIONS

a. DAILY COST TO MONTHLY			b. WEEKLY PASS TO MONTHLY		
(1) DAILY MASS TRANSIT COST	(2) NUMBER OF DAYS COMMUTED PER MONTH	(3) TOTAL DAILY COST PER MONTH	(1) WEEKLY PASS COST	(2) NUMBER OF WEEKS COMMUTED PER MONTH	(3) TOTAL WEEKLY COST PER MONTH
c. TOTAL DAILY COST PER MONTH <i>(If any)</i>		d. TOTAL WEEKLY PASS COST PER MONTH <i>(If any)</i>	e. TOTAL MONTHLY PASS COST PER MONTH <i>(If any)</i>		

6. GRAND TOTAL COST PER MONTH	7. MY GRAND TOTAL MONTHLY MASS TRANSPORTATION COMMUTING COSTS ROUNDED TO THE NEAREST DOLLAR <i>(Round either up or down to nearest dollar)</i>
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8. EMPLOYEE. I certify that the above information is true and correct. I further acknowledge that any false statements or misrepresentations made by me for the purposes of my certification for this benefit may subject me to criminal, civil, or administrative penalties.

a. EMPLOYEE SIGNATURE	b. DATE SIGNED <i>(YYYYMMDD)</i>
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9. THIS SECTION IS TO BE COMPLETED BY SUPERVISOR.
I confirm that the applicant is employed by the DoD, works at the duty station indicated, and has calculated the benefit based on the actual hours worked (considering alternate work schedules, teleworking, etc.).

a. PRINTED OR TYPED NAME	b. TITLE	e. SIGNATURE	f. DATE SIGNED <i>(YYYYMMDD)</i>
c. TELEPHONE NUMBER <i>(Incl. area code)</i>	d. E-MAIL ADDRESS		

10. THIS SECTION IS TO BE COMPLETED BY AGENCY MASS TRANSPORTATION REVIEWING OFFICIAL.
I have reviewed this application and certify that employee is eligible to receive the mass transportation benefits.

a. PRINTED OR TYPED NAME	b. TITLE	e. SIGNATURE	f. DATE SIGNED <i>(YYYYMMDD)</i>
c. TELEPHONE NUMBER <i>(Incl. area code)</i>	d. E-MAIL ADDRESS		