

22-223 Fort Irwin Mass Transportation Benefit Program

(U) The Time Zone Used Throughout the Order: Local

1. (U) **SITUATION.** NTC and Fort Irwin MSCs and Staffs enrolled and/or seeking to enroll in the Fort Irwin Army Mass Transportation Benefit Program (MTBP) must adhere to the program guidelines outlined in the Department of the Army Mass Transportation Benefit Program outside the National Capital Region Program Policy, Procedures and Guidelines. The Army MTBP is only available for Army Active Duty Soldiers (includes active ARNG/USAR) and Army federal employees. Other services and branches must coordinate with their respective POCs for benefits.

2. (U) **MISSION.** The NTC and Fort Irwin MSCs and Staffs must read, understand and implement the Department of the Army Mass Transportation Benefit Program outside the National Capital Region Program Policy, Procedures and Guidelines IOT safeguard and appropriately steward government resources and benefits.

3. (U) **EXECUTION.**

3.A. (U) Concept of Operations. Upon receipt of this OPORD all NTC and Fort Irwin MSCs and Staffs will read, understand, implement and adhere to the Department of the Army Mass Transportation Benefit Program outside the National Capital Region Program Policy, Procedures and Guidelines specified in the annex of this OPORD. The Army MTBP is a benefit, not an entitlement.

3.B. (U) Task to Subordinate Units.

3.B.1. (U) OPS GRP.

3.B.1.A. (U) See coordinating instructions.

3.B.2. (U) 11th ACR.

3.B.2.A. (U) See coordinating instructions.

3.B.3. (U) 916th SPT BDE.

3.B.2.A. (U) See coordinating instructions.

3.B.4. (U) USAG.

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3.B.2.A. (U) See coordinating instructions.

3.B.5. (U) MEDDAC.

3.B.2.A. (U) See coordinating instructions.

3.B.6. (U) DENTAC.

3.B.2.A. (U) See coordinating instructions.

3.B.7. (U) MICC, CPAC, MATES, LRC and TACOM

3.B.2.A. (U) See coordinating instructions.

3.C. (U) Task to Staff.

3.C.1. (U) G1, G2, G3, G4, G6, G8, SJA, Protocol, SHARP, Safety, and CR2I.

3.C.1.A. (U) See coordinating instructions.

3.D. (U) Coordinating Instructions.

3.D.1. (U) All program participants and applicants will read, understand, digitally sign and implement the Statement of Understanding specified in Annex B.

3.D.2. (U) All applications must be submitted with digital signatures and via the applicant's own government email address (Annex C).

3.D.3. (U) Read, understand, and implement the Department of the Army Mass Transportation Benefit Program outside the National Capital Region Program Policy, Procedures and Guidelines specified in Annex A. All program participants and applicants must submit the most recent vanpool monthly itemized cost invoice with every application or change request to the MTBP coordinator IAW Annex A.

3.D.4. (U) All vanpool coordinators must maintain and submit monthly ridership logs (Annex D) to the MTBP program coordinator by the 2nd scheduled work day of each month.

3.D.5. (U) Vanpool coordinators must submit monthly vanpool itemized actual costs invoice (including gas, maintenance, etc.) to the MTBP program coordinator by the 2nd scheduled work day of each month.

3.D.6. (U) Enrollees must submit an application to withdraw from the program when they are no longer ridesharing, are on extended TDY (two months or more) or on deployment, leave federal employment, and/or leave their position on Fort Irwin.

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3.D.7. (U) Provide questions and comments and due outs to the MTBP Coordinator @ 760-380-4044 or email: usarmy.irwin.ntc.mbx.g8-mtb-program@army.mil.

3.D.8. (U) Private vanpools coordinators are responsible for establishing a lease agreement between the private vanpool company and the vanpool coordinator.

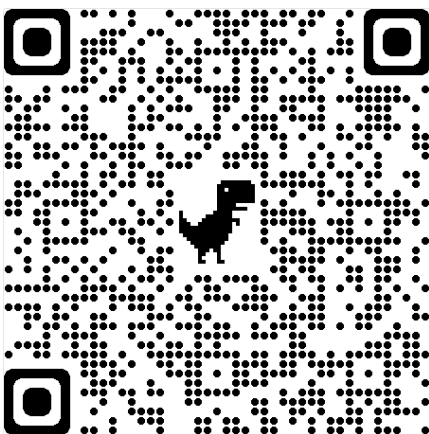
3.D.9. (U) Vanpools are allowed a standing credit balance of only \$50 per month; any additional amount must be credited back to the Department of the Treasury via instructions specified in Annex A.

3.D.10. (U) Regardless of extenuating circumstances (TDY, leave, deployment, mission, etc.) MTBP participants must ride at least 50% of monthly scheduled workdays in the venue for which they are enrolled (bus or vanpool). When riding for less than 50% of the scheduled workdays per month, participants are only eligible for a prorated amount for which they participated in ridesharing and must reimburse the Department of the Treasury for any benefit amount used above the pro-rated amount.

3.D.11. (U) MTBP participants must calculate their claimed benefit amount based on the total number of seats in the vanpool – not the number of riders. The Mass Transportation Benefit is not to be used to offset the cost of empty seats in the van; that cost is the responsibility of the vanpool participants.

3.D.12. (U) The participants benefit amount will be determined based on the cost of each vanpool seat. All riders must be charged the same amount.

3.D.13. (U) The Mass Transportation Benefit Program website can be accessed using the following link: <https://home.army.mil/irwin/index.php/my-fort/mass-transportation-benefit-program-office> or QR Code:



4. (U) **SUSTAINMENT**. No change.

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5. (U) **COMMAND AND SIGNAL.**

5.A. (U) Signal.

5.A.1. (U) The MTBP Coordinator POC at 760-380-4044 or email:
usarmy.irwin.ntc.mbx.g8-mtb-program@army.mil.

ACKNOWLEDGE:

TAYLOR
CG

OFFICIAL:

GICHERT
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ANNEXES:

- A- MTBP Policy, Procedures and Guidelines
- B- Army MTBP Application Form
- C- Monthly Vanpool Ridership Log

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