



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
109 ARMY PENTAGON
WASHINGTON, DC 20310-0109



July 31, 2000

S: August 11, 2000

MEMORANDUM FOR SEE DISTRIBUTION

Subject: Mass Transportation Fringe Benefit Program

On April 21, 2000, the President signed the Executive Order requiring Federal Agencies to implement a Mass Transportation Fringe Benefit Program by October 1, 2000 (Enclosure 1).

The Department of Defense (DoD) will implement the program on October 1, 2000. The Washington Headquarters Services (WHS) is responsible for implementing the program in the National Capitol Region (NCR), including the military installations within the NCR. The DoD Components are responsible for implementing the program outside the NCR. For the Department of the Army, we are establishing an agreement to have the Department of Transportation (DoT) assist us in administering the program. Army employees interested in participating in the program will be required to complete transportation benefit application forms. We also must compile information prior to implementing the program. Other duties that must be performed are outlined in Enclosure 2.

Outside the NCR, the proposed DoD policy provides Components with the options of (1) providing a direct fringe benefit of up to \$30 per month or the actual cost of commuting expense, whichever is lower [this option is still under review at OSD]; or (2) excluding from taxable wages the employee's commuting costs up to \$65 per month as a pre-tax benefit. The Army may use both of these options to ensure that all employees are provided the opportunity to avail themselves of this benefit:

1. In areas where qualifying transportation and vanpool programs exist and transportation vouchers/passes are available and can be obtained through DoT, participating employees will be provided vouchers up to \$30 per month or the actual cost of the commuting expense, whichever is less, at no cost to them. Vouchers/passes will be distributed quarterly, unless restricted by the local community. In those cases, vouchers/passes will be distributed monthly. [This option is still under review at OSD. We will notify you when a decision is made.]

2. In areas where qualifying transportation and vanpool programs exist but transportation vouchers/passes are not available, participating employees' taxable wages will be reduced and they will receive an adjustment to their Federal income tax, Social Security/Medicare tax, and State tax (if applicable). This will be applied to the actual commuting cost as identified by the employee up to the maximum amount of \$65 per month.

To meet the implementation schedule, we must compile a list of potential participants. By August 11, 2000, addressees are requested to:

1. Designate a Point of Contact (POC) for managing the transportation benefit program at every Army location. That POC will support the employees on the installation including Army tenant organizations.
2. Provide transportation benefit application forms (Enclosure 3) to all employees. Application forms will be available on the ASA(FM&C) website at <http://www.asafm.army.mil/asafm.htm> in August, 2000.
3. Encourage employees interested in participating to complete the forms, make a copy for their personal records, and return the forms to the designated POC.
4. Collect completed forms, make a copy for record, and retain the completed forms. All employees, including civilians and active and reserve military members, are eligible. Employees should be reminded that some sites may not have adequate public transportation and vanpool programs, and, in those cases, employees may not be able to avail themselves of this benefit.
5. **Provide the list of POCs and the number of participating employees by installation to ASA(FM&C) POC Jason Berry at the email address shown below by August 11, 2000. The format for the input is (1) Installation, (2) POC for managing the transportation benefit program, and (3) number of interested employees. This information will be used to coordinate with DoT to determine support to the Army.**

Because of the nature of the program and its potential impact on all Army employees, we would appreciate your giving this the widest dissemination possible. We have also included a set of generic questions and answers to assist in understanding the program (Enclosure 4).

This is the initial opportunity for employees to apply for the transportation benefit program. More information will be available in the coming months as DoD and Army implementing instructions are formulated. All information will be posted to the website.

If you have questions, please contact [REDACTED] at
[REDACTED] Commercial 703-697-3556/DSN227-3556; [REDACTED]
at [REDACTED] Commercial 703-614-6186/DSN 224-6186; or [REDACTED]
Weinhold at [REDACTED] Commercial 703-693-6562/DSN 223-6562.

[REDACTED]
Deputy Assistant Secretary of the Army
(Resource Analysis and Business Practices)

Enclosures

Presidential Documents

Executive Order 13150 of April 21, 2000

Federal Workforce Transportation

By the authority vested in me as President by the Constitution and the laws of the United States of America, including the Transportation Equity Act for the 21st Century (Public Law 105-178), section 1511 of the Energy Policy Act of 1992 (Public Law 102-486), section 531(a)(1) of the Deficit Reduction Act of 1984 (26 U.S.C. 132), and the Federal Employees Clean Air Incentives Act (Public Law 103-172), and in order to reduce Federal employees' contribution to traffic congestion and air pollution and to expand their commuting alternatives, it is hereby ordered as follows:

Section 1. Mass Transportation and Vanpool Transportation Fringe Benefit Program. (a) By no later than October 1, 2000, Federal agencies shall implement a transportation fringe benefit program that offers qualified Federal employees the option to exclude from taxable wages and compensation, consistent with section 132 of title 26, United States Code, employee commuting costs incurred through the use of mass transportation and vanpools, not to exceed the maximum level allowed by law (26 U.S.C. 132 (f)(2)). These agency programs shall comply with the requirements of Internal Revenue Service regulations for qualified transportation fringe benefits under section 1.132-9 of title 26, Code of Federal Regulations, and other guidance.

(b) Federal agencies are encouraged to use any nonmonetary incentive that the agencies may otherwise offer under any other provision of law or other authority to encourage mass transportation and vanpool use, as provided for in section 7905(b)(2)(C) of title 5, United States Code.

Sec. 2. Federal Agencies in the National Capital Region. Federal agencies in the National Capital Region shall implement a "transit pass" transportation fringe benefit program for their qualified Federal employees by no later than October 1, 2000. Under this program, agencies shall provide their qualified Federal employees, in addition to current compensation, transit passes as defined in section 132(f)(5) of title 26, United States Code, in amounts approximately equal to employee commuting costs, not to exceed the maximum level allowed by law (26 U.S.C. 132(f)(2)). The National Capital Region is defined as 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 or Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties.

Sec. 3. Nationwide Pilot Program. The Department of Transportation, the Environmental Protection Agency, and the Department of Energy shall implement a "transit pass" transportation fringe benefit program, as described in section 2 of this order, for all of their qualified Federal employees as a 3 year pilot program by no later than October 1, 2000. Before determining whether the program should be extended to other Federal employees nationwide, it shall be analyzed by an entity determined by the agencies identified in section 4 of this order to ascertain, among other things, if it is effective in reducing single occupancy vehicle travel and local area traffic congestion.

Sec. 4. Guidance. Federal agencies shall develop plans to implement this order in consultation with the Department of the Treasury, the Department of Transportation, the Environmental Protection Agency, the Office of Personnel Management, the General Services Administration, and the Office of Management and Budget. Federal agencies that currently have more generous programs or benefits in place may continue to offer those programs

or benefits. Agencies shall absorb the costs of implementing this order within the sums received pursuant to the President's FY 2001 budget request to the Congress.

Sec. 5. Judicial Review. This order is not intended to and does not create any right or benefit, substantive or procedural, enforceable at law by any party against the United States, its agencies or instrumentalities, its officers or employees, or any other person.

William J. Clinton

THE WHITE HOUSE,
April 21, 2000.

**DEPARTMENT OF THE ARMY
MASS TRANSPORTATION FRINGE BENEFIT PROGRAM
(OUTSIDE THE NATIONAL CAPITAL REGION)**

This paper outlines the processes for:

1. Purchasing and providing transportation vouchers/passes for participating employees at a cost of up to \$30 per month or the actual cost of the commuting expense, whichever is less, in areas where transportation vouchers/passes are available. [This option is still under review at OSD. We will notify you as soon as a decision is made.]
2. Reducing and adjusting a participating employee's Federal income tax, Social Security/Medicare tax, and State tax (if applicable). This will be applied to the actual commuting costs as identified by the employee up to the maximum amount of \$65 per month in areas where transportation vouchers/passes are not available.

This section details the duties and responsibilities of Headquarters, Department of the Army (HQDA), Department of Transportation (DoT) Transportation Administrative Service Center (TASC), Army Major Commands (MACOMs), Army Installations, and participants.

HQDA.

1. Oversee the transportation benefit program and negotiate the Memorandum of Agreement (MOA) between the Army and DoT TASC for program support.
2. Ensure compliance with Executive Order 13150, certify billings, and pay DoT for support services.
3. Renegotiate the MOA between Army and DoT annually or as necessary to ensure continuous service.
4. Make payments to DoT TASC for transportation voucher/pass purchases consistent with the conditions of the MOA and not later than one month after the completion of each quarter based on the purchase price, plus surcharge and associated costs. DoT TASC will return any excess payments to the Army.
5. Ensure Army-wide availability of program information through dissemination of policy guidance and website information.

ENCLOSURE 2

DoT TASC.

1. Order, obtain, verify, secure, and ship (via FedEx) transportation vouchers/passes to Army POCs nation-wide on a quarterly/monthly basis.
2. Distribute vouchers/passes at sites that have more than 200 participants. The Army will pay for the cost of the travel and distribution.
3. Notify POCs in cases where transportation vouchers/passes are only available on a monthly basis.
4. Ship the transportation vouchers/passes, identified by name and amount for each qualified participant, in sufficient time to ensure distribution during the first week of the first month of the quarter or month, as appropriate.
5. Construct and maintain a database that identifies all Army employees participating in the program.
6. Ensure that the database and the records are sufficient to satisfy any program audits.
7. Provide a permanent disbursement agent at specified Army locations based on need.
8. Provide training or refresher information not less than annually on the program as necessary to ensure Army employees outside the NCR are aware of the program and its inherent benefits.
9. Process requests for enrollment/changes/cancellations within one month of receipt to ensure the distribution of transit vouchers/passes by the beginning of the following quarter.
10. Provide assistance on policy formulation and program implementation on an as needed basis to ensure execution of the program consistent with regulatory requirements or as requested by the Army.

MACOMS.

1. Ensure proper implementation of the transportation benefit program within the MACOM in accordance with Executive Order 13150 and HQDA policy guidance.
2. Maintain POC list for each subordinate installation and provide guidance, updates and assistance, as required, to subordinate installations. Provide subordinate installation POC list to HQDA as changes occur.

3. Provide subordinate installation initial POC list to HQDA, [REDACTED] and updated lists as changes occur.

INSTALLATIONS. Army installations will purchase transportation vouchers/passes for employees outside the NCR using direct transportation fringe benefits up to \$30 per month in areas where such transportation vouchers/passes are available. To manage this process and assist in the bulk purchase of transit vouchers/passes from participating communities nation-wide, the Army entered into a MOA with the DoT TASC for support. Vouchers/passes will be distributed quarterly, unless restricted by the local community. In those cases, vouchers/passes will be distributed monthly. As such, the process outlined below will be used for the purchase and distribution of transportation vouchers/passes based on the working relationship between the Army and DoT TASC.

1. Identify a POC at each installation to manage the program at that site. Furnish POC information to the MACOM. The POC must be located on-site because of the duties and responsibilities inherent with the program. Although employees may not elect to avail themselves of the transportation benefit immediately, they may elect to participate in the future. Each site must be prepared to provide the benefit upon request and ensure all installation and Army tenant employees (civilian and military) are aware of program and provided appropriate forms.

2. The POC at each location will be responsible for the following:

- a. Distribute and consolidate the transportation benefit application forms for the installation (includes Army tenants on the installation)

- b. **Count the number of employees that are interested in participating in the transportation benefit program and report the count to HQDA at email jason.berry@hqda.army.mil by NLT August 11. The format for the input is (1) Installation, (2) POC for managing the transportation benefit program, and (3) number of interested employees.**

- c. Review the forms and certify that the applicants are eligible to participate in the transportation benefit program. (Eligibility means that the employee meets the standards established in the DoD policy as an employee (civilian or military) serving under the Army. In coordination with DoT, the POC must also ensure that employees satisfy eligibility requirements when participating in a qualified transportation/vanpool program as defined in Title 26 U.S. Code Section 132 (f)).

- d. Remind employees to identify the specific transportation system/company or specific pass requirements they need for the commuting area.

- e. Notify employees in cases where they cannot avail themselves of this benefit because the community does not provide an adequate transportation or vanpool program.

f. Notify participants that the value of distributed transportation vouchers/passes may exceed the \$30 per month direct fringe benefit level. This would occur when community vouchers/passes are only available in denominations greater than \$30. Although participants may receive vouchers in excess of the \$30 limit for a given month, the yearly total will not exceed \$360.

g. Complete applicants' annual recertification in the mid-November timeframe consistent with regulatory guidelines so it is completed before the beginning of December of each calendar year. This will provide a 30-day advance notice to DoT for the purchase of the January tickets and preclude a potential break in service. Please note that recertification will be required in the initial year of implementation.

h. Submit the application forms and certification information, as applicable, to DoT by the end of the first month of each quarter for the purchase of transit vouchers/passes for the next quarter. If vouchers/passes are only available monthly, then the POCs must ensure that the forms and certification information is submitted to the DoT by the end of the previous month.

i. Receive FedExed transportation vouchers/passes from DoT.

j. Certify the transportation voucher/passes for accuracy and return the completed receipt form provided by DoT TASC to DoT TASC via Fax.

k. Arrange for the distribution of transportation vouchers/passes prior to the first week of each quarter or month, as applicable.

l. Distribute transportation vouchers/passes to participants, ensure certification of receipt, and return any excess/erroneous purchases to DoT TASC.

m. Maintain a copy of the signed receipt where the participant signed for their respective voucher/pass to ensure that there is a record of receipt on file for the duration of the year.

n. Secure transportation vouchers/passes that could not be distributed because employees were on travel, leave, etc. during normal distribution until such time as the employee is available to sign for them.

o. Revalidate employee and DoT TASC information not less than quarterly to ensure the accuracy of the information for program execution.

3. In cases where transportation vouchers/passes are not available, participating employees will be able to apply for the pre-tax benefit. The initial steps in the management process remain the same. We also must do a data call to request participation. The following procedures will be used to manage the pre-tax benefit process:

a. Distribute and consolidate transportation benefit application forms for the installation, including Army tenant organizations.

b. Review the forms and certify that applicants are eligible to participate in the transportation benefit program. (Eligibility means that the employee meets the standards established in the DoD policy as an employee [civilian or military] serving under the Army. In cooperation with DoT TASC, the POC is also responsible to ensure that employees satisfy eligibility requirements by participating in a qualified transportation/vanpool program.)

c. Notify applicants in cases where the community does not provide transportation or vanpool vouchers or passes but has an adequate transportation or vanpool program.

d. Distribute and consolidate the Army Transportation Incentive Payroll Adjustment forms for the installation.

e. Review the forms and certify that applicants are eligible to receive the pre-tax payroll adjustment.

f. For civilian employees, forward the form to the appropriate Customer Service Representative (CSR) to initiate the pre-tax adjustment. For military employees, forward the form to Director, Military Pay Processing Division, DFAS-IN, 8899 East 56th Street, Indianapolis, Indiana 46249.

g. Brief participants on their requirement to maintain adequate documentation to justify their annual commuting expenses to meet Internal Revenue Code requirements.

h. Complete employee annual recertification in the mid-November timeframe consistent with regulatory guidelines so it is completed before the beginning of December of each calendar year. Please note that recertification will be required in the initial year of implementation.

PARTICIPANTS. The Mass Transportation Fringe Benefits Program is an employee-based program with the following duties and responsibilities:

1. In communities where transportation vouchers/passes are available and can be purchased through DoT TASC, employees must:

a. Complete the U.S. Department of Defense Public Transportation Benefit Program Application Form (Sections A-C) to accurately describe: (1) the applicant's information, (2) the transportation system/company or specific pass requirements, (3) the certification.

g. Complete the pre-tax adjustment form to notify the POC of all circumstances that impact the participant's transportation pre-tax benefits, including, but not limited to changes in location, commuting methods or schedules, commuting cost, etc.

h. Complete the pre-tax adjustment form to notify the POC to terminate the pre-tax benefit when applicable.

**U. S. DEPARTMENT OF DEFENSE
DEPARTMENT OF THE ARMY
MASS TRANSPORTATION BENEFIT PROGRAM APPLICATION**
(Upon completion, return this application to site/installation Program Manager/Point of Contact)

- A. **Applicant Information:** Please print or type. Application must be filled out completely. Incomplete or illegible applications will not be processed.

Last Name: _____ First Name: _____ MI: _____

City (Residence): _____ State: _____ Zip Code: _____

Organization: Army Installation/Activity: _____ Duty Location (City): _____

Office Telephone Number: _____ Social Security Number: _____

Are you a civilian or military employee? _____

Prior to applying for this transportation benefit, did you drive to work or use some form of mass transit? _____

Please identify the transportation system/company that you use. _____

Please identify the specific type of pass/ticket that you use. _____

- B. **Mode(s) of Transportation to be used to and from workplace:**

Commuter Bus _____ Commuter Train _____ Subway/Light Rail _____ Vanpool _____ Other _____

- C. **Employee Certification:**

WARNING: This certification concerns a matter with the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to 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.

I certify that I am employed by the Department of the Army.

I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work, and will not transfer it to anyone else.

I certify that the monthly transit benefit I am receiving does not exceed my monthly commuting costs.

I certify that my usual monthly commuting costs are: \$ _____

[Note: The current benefit amount available to Army employees is \$30 a month (\$360 a year)]. Please indicate your estimated transportation cost above. Benefits will be paid in the form of transportation vouchers wherever possible. If monthly fare media exceeds \$30 per month, Army/Department of Transportation (DOT) may opt to purchase monthly passes or fare media at the full monthly cost, not to exceed \$360 annually.

Employee Signature: _____ Date: _____

PRIVACY ACT STATEMENT: This information is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for the mass transportation fringe benefit. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved.

Enclosure 3

**Mass Transportation Fringe Benefit Program
Outside the National Capital Region (NCR)
Question & Answer Forum**

Q1. What is the base's of the Mass Transportation Fringe Benefits Program?

Answer: The Mass Transportation Fringe Benefit Program is intended to provide financial incentives to commuters to convert from single occupancy motor vehicles to public transit or certified vanpools. Changes in the laws enacted by the Energy Policy Act of 1992, the Taxpayer Relief Act of 1997, the Transportation Equity Act of the 21st Century of 1998, and the President's April 21, 2000 Executive Order affect employers that offer transportation fringe benefits and employees who receive them.

Q2. Why is there a Mass Transportation Fringe Benefit Program?

Answer: The program addresses many important quality of life issues. For example, excessive automobile use takes a toll on our environment. Therefore, with less traffic on our roads and less pollution, we will see a return to better living standards in many of our populated areas. The Mass Transportation Fringe Benefit Program offers employees a tax-free benefit to commute on public transit or certified vanpool. By reducing the number of automobiles on the road, we will see improvements in air quality, traffic congestion, energy conservation, and wear and tear on roadways.

Q3. What is a transportation fringe benefit as provided by the April 21, 2000 Executive Order and who qualifies?

Answer: There are two types of transportation fringe benefits implemented within the Executive Order.

1. Within the National Capital Region (NCR), Federal Agencies are required to implement a "transit pass" program providing passes as a tax-free benefit to qualified employees. This means that employers will buy the transit passes and provide them to qualified employees as a tax-free fringe benefit up to the maximum extent of the law. The NCR is defined as the District of Columbia; Montgomery, Prince Georges, and Fredrick Counties in Maryland; Arlington, Fairfax, Loudoun and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer borders of these counties.
2. Outside the NCR, Federal Agencies are required to offer employees the option to exclude commuting costs from taxable wages and compensation up to the maximum extent of the law. This means that Federal Agencies will purchase transit passes for employees using the qualified employee's non-taxed funds.

Employees will save on federal income taxes and social security tax on the excluded amount.

All Federal employees, including those already using public transportation, are eligible to participate. However, it is important to remember that some sites may not have adequate public transportation and vanpool programs and employees at those locations may not be able to avail themselves of this benefit.

Q4. When will the program begin?

Answer: The Executive Order requires that all Federal Agencies implement the program by October 1, 2000.

Q5. What is the maximum fringe benefit amount for commuting authorized by the law?

Answer: Within the NCR, the maximum amount allowable for commuting expenses is \$65 per month. So the maximum amount that an employee in the NCR could expect to receive from the employer in fringe benefits would be \$65 per month in fare cards or metro checks.

Outside the NCR, the proposed DoD policy provides Components with the options of (1) providing a direct fringe benefit of up to \$30 per month [this option is still under review at OSD] or (2) excluding from taxable wages the employee's commuting costs up to \$65 per month as a pre-tax benefit. The Army may use both of these options to ensure that all employees are provided the opportunity to avail themselves of this benefit:

1. In areas where qualifying transportation and vanpool programs exist, and transportation vouchers/passes are available and can be obtained through DoT, participating employees will be provided vouchers up to \$30 per month or the actual cost of the commuting expense, whichever is less, at no cost to them. Vouchers/passes will be distributed quarterly, unless restricted by the local community. In those cases, vouchers/passes will be distributed monthly. [This option is still under review at OSD. We will notify you when a decision is made on this option.]
2. In areas where qualifying transportation and vanpool programs exist, but transportation vouchers/passes are not available, participating employees' taxable wages will be reduced and they will receive an adjustment to their Federal income tax, Social Security/Medicare tax, and State tax (if applicable). This will be applied consistently with the tax exclusion for commuting costs (as identified by the employee) up to the maximum amount of \$65 per month.

Q6. What is the current DoD policy regarding transportation fringe benefits?

Answer: The Department of Defense (DoD) will implement the Transportation Fringe Benefits Executive Order on October 1, 2000. DoD is in the process of coordinating a change in policy that will augment the Executive Order and provide implementing instructions for DoD components. DFAS has been moving forward during the past few months to initiate systems changes to enable DoD to implement the pre-tax alternative in support of DoD employers outside the NCR.

Q7. What is the Army policy?

Answer: The Army will comply with the Executive Order and the DoD policy for full implementation on October 1, 2000.

Q8. How will the transportation fringe benefit program be implemented within the NCR?

Answer: Washington Headquarters Services (WHS) is responsible for implementing the program in the NCR, including the military installations. The Department of Transportation (DoT) is helping WHS administer the program. Employees will fill out the NCR application forms and forward them to DoT for processing. DoT has conducted seminars and briefings and is planning on the quarterly disbursement of metro passes at central locations throughout the NCR. DoD employees with parking permits that are federally subsidized must turn them in to receive their transit pass. It is anticipated that DoT will also be responsible for publication of execution reports.

Q9. How will the transportation fringe benefit program be implemented outside the NCR?

Answer: The DoD components are responsible for implementing the program outside the NCR. The Army is establishing a relationship with DoT to assist in the management of the program. Installations will be requested to identify participants by location. In cases where DoT can buy transportation vouchers/passes, the lists will be provided to DoT. DoT will purchase the transportation vouchers/passes and forward them to the appropriate site for distribution. It is also anticipated that DoT will publish execution reports for Army review.

In cases where the community has an adequate transportation and vanpool system but DoT cannot purchase the transportation vouchers/passes, employees will be given the opportunity to apply for the pre-tax benefit.

All Army installations are being surveyed to identify the list of potential applicants. However, it is important to remember that some sites may not have public transportation and vanpool programs and employees at those locations may not be able to avail themselves of this benefit.

Q10. What types of transit services qualify for the Transportation Fringe Benefit?

Answer: Any type of transit services, publicly or privately owned or operated including bus, rail, subway, ferry, subscription bus, shuttle bus, and commuter highway vehicles (vanpools) under contract which provide to the public and/or employees, general or special service on a regular and continuing basis.

Q11. What is meant by transit voucher/passes?

Answer: A transit pass is any pass, token, farecard, voucher, or similar item entitling a person to transportation (or transportation at a reduced price) (1) on mass transit facilities (whether or not publicly owned) or (2) provided by any person in the business of transporting persons for compensation or hire in a highway vehicle with a seating capacity of at least six adults (excluding the driver).

Q12. What are certified vanpools under this program?

Answer: A vanpool, or "commuter highway vehicle" must have a seating capacity of at least 6 adults (not including the driver) and at least 80% of the mileage use must be for purposes of transporting employees in connection with travel between their homes and places of employment. For these commuting trips, the number of employees transported must be at least one-half of the adult seating capacity of the vehicle, excluding the driver. (Reference 26USC 132(F, 5-B)

Q13. What are employees responsible for doing?

Answer: All employees interested in participating in the program will be required to register at the beginning of each calendar year. This will include signing a statement agreeing to the rules and regulatory guidelines of the program.

Within the NCR, employees will be responsible for filling out the proper application and submitting it to DoT for processing. They will also turn in their parking permits (if federally subsidized) to receive their transit pass. Participating employees will be responsible for signing transit benefit certification forms substantiating receipt of benefits when distributed.

Outside the NCR, where transit passes are available, the participating employee will be responsible for signing transit benefit certification forms and signing for the transportation vouchers/passes when distributed.

Outside the NCR where transit passes are not available, participating employees will be required to retain documentation corroborating actual commuting expenses.

Q14. How will transit passes be distributed?

Answer: It is anticipated that transportation vouchers/passes will be distributed quarterly, unless only available monthly. Passes will be provided directly to the

individual to ensure the accuracy of information on the registration forms. DoT will distribute the transportation vouchers/passes when the participating population is greater than 200. In all other cases, an Army POC will be responsible for distributing the transportation vouchers/passes.

Q15. Where can I obtain further information?

Answer: Information can be obtained at the website of the Assistant Secretary of the Army for Financial Management & Comptroller –ASA (FM&C) <http://www.asafm.army.mil/asafm.htm>. This website has links to Executive Order 13150, Memorandum from the Office of the Assistant Secretary of Defense, the Internal Revenue Code (26 USC 132 F), commonly ask questions, and other material that will help in the implementation and administration of this program.

It may also be helpful to view the following web pages for more information about this benefit.

<http://www.fta.dot.gov/library/policy/cc/eofaq.htm>
<http://www.wmata.com/USINGMET/MTROPOOL.htm>
<http://www.tasc.dot.gov/buildingmgmt/webtb.htm>
<http://www.dtic.mil/ref.html/NCRTtransitpass.htm>

ENCLOSURE # 4