

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

AIR FORCE POLICY DIRECTIVE 36-39

15 MARCH 2019



Personnel

**MASS TRANSPORTATION BENEFIT
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AF/A1C

Certified by: SAF/MR
(Shon J. Manasco, EX-IV)

Supersedes: AFPD36-39, 27 July 2010

Pages: 3

This policy directive implements Department of Defense Instruction 1000.27, *Mass Transportation Benefit Program (MTBP)*. It issues policy on and assigns responsibilities for implementing the Mass Transportation Benefit Program across the Air Force. This publication applies to all civilians, to include non-appropriated fund (NAF) civilians and military members of the Regular Air Force, Air Force Reserve and Air National Guard who are assigned to the continental United States, Alaska, Hawaii, and the various territories of the United States; it does not apply to Title 32 Air National Guard Technicians. In collaboration with the Chief of Air Force Reserve, (HQ USAF/RE), and the Director of the Air National Guard, (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (HQ USAF/A1) develops personnel policy for the Mass Transportation Benefit Program. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule. Refer recommended changes and questions about this publication to the office of primary responsibility using Air Force Form 847, *Recommendation for Change of Publication*. Route form from the field through the appropriate chain of command.

SUMMARY OF CHANGES

This revision makes administrative changes throughout. This document has been revised to change the office of primary responsibility and to remove abbreviations and acronyms.

1. Policy. It is Air Force policy to provide mass transportation benefits to offset commuting costs of qualified Air Force uniformed members and civilian employees to the extent permitted by law, regulation and Department of Defense guidance, as a means of promoting workforce quality of life while minimizing transportation impacts on the local community.

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 the executive agent on behalf of the Secretary of the Air Force for the Mass Transportation Benefit Program. As such, SAF/MR provides guidance, direction, oversight, funding advocacy and support, and policy development to ensure effective and efficient management and execution of the program. To ensure the integrity of and accountability for operations, SAF/MR will implement a system of internal management controls and investigate and act upon allegations of program abuse.

2.2. The Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) executes policy and develops, coordinates, and approves essential Air Force procedural guidance for the Mass Transportation Benefit Program. These responsibilities include ensuring Air Force implementing guidance remains consistent with Department of Defense directions and providing program financial reviews, as appropriate.

2.3. The Chief of Air Force Reserve (AF/RE) implements the Mass Transportation Benefit Program for Air Force Reserve personnel consistent with the policies set forth herein.

2.4. The Chief of the National Guard Bureau (CNGB) implements the Mass Transportation Benefit Program for Air National Guard personnel, including Title 5 and Title 32 employees, consistent with the policies set forth herein.

Heather Wilson
Secretary of the Air Force

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

Air Force Manual 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*