

MTBP REPAYMENT PROCEDURES

To process the check or money order, you must complete a DD1131, Cash Collection Voucher (<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1131.pdf>), and prepare a memorandum with the following information: 1) participant's name, 2) last four digits of the participant's Social Security number, 3) whether the participant is Active, Reserve, or Guard military; Active, Reserve, or Guard civilian; or NAF, 4) the purpose of the check or money order (e.g., Mass Transportation Benefits repayment), and 5) the total amount of the check or money order. Address the memorandum to the finance office listed at the bottom of these instructions.

You must complete Blocks 3(a), 3(b), 3(c), 3(d), 5, 6, 7, 8, 9, and 10 on the DD 1131. Assuming the employee collected the unused benefits during FY17, then type the following fund cite in Block 10: 577 3400 307 158C B14QB1 04000 12121 91218F 387700. ESP: 1M. If it was during a different fiscal year, please let me know.

The finance office will complete Blocks 4.

You must enter your organization name and address, to include the city, state, and zip code in Block 3(a), your name, title, and signature in Block 3(b), and your phone number in Block 3(c). Enter the date completing DD 1131 in Block 3(d).

Enter the specific period of dates for which repayment is being submitted in Block 5.

Enter the date program participant submitted repayment in Block 6.

Enter the vanpool company or employee's name making repayment and list the type of remittance submitted (check or money order) in Block 7.

Describe the reason for repayment by the program participant or organization in Block 8.
List the amount of funds being collected in Block 9.

In accordance with Title 31, U.S.C., Section 3302, you must send the completed DD 1131, the check or money order, and the memo to the appropriate finance office within three business days of receipt, and send a copy of the memo to the AF Program Manager workflow email at usaf.pentagon.af-a1.mbx.mass-transit-af-outside-the-ncr@mail.mil

Additionally, you must complete DD Form 2658: <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2658.pdf>. You need to submit both forms to the following servicing finance offices

Repayments from Air Force Active military, Active civilian, and NAF participants to the AFDW/FM Pentagon Accounting Liaison Office (ALO):

AFDW Accounting Operations
HQ AFDW/FM
1500 West Perimeter Road, Suite 5170
Joint Base Andrews, MD 20762

Repayments from Air Force Reserve military and civilian participants to the Dobbins ALO:

94 AW/FM
1392 Second Street
Bldg 827, Room 11
Dobbins ARB, Georgia 30069-4823

Repayments from Air Force Guard military and civilian participants to the Andrews ALO:
Andrews Finance Office

11 CPTS/FMA
1500 West Perimeter Road, Suite 2730
Joint Base Andrews, MD 20762

The Dobbins and Andrews finance offices will coordinate with the appropriate MTBP Resource Manager (e.g. A1XY, AFRC/FM, NGB/FM) to ensure the repayment is credited to the correct account, and will send the check to DFAS for processing.