

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

**DEPARTMENT OF THE AIR FORCE  
POLICY DIRECTIVE 36-39**



**11 JANUARY 2023**

***Personnel***

**MASS TRANSPORTATION BENEFIT  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: AF/A1C

Certified by: SAF/MR

SF/S1

USSF  
(Senior Coordinator, Todd Remington)

Supersedes: AFPD36-39, 15 March 2019

Pages: 4

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This Department of the Air Force (DAF) Policy Directive (PD) implements Department of Defense Instruction (DoDI) 1000.27, *Mass Transportation Benefit Program (MTBP)*. It establishes policy on and assigns responsibilities for implementing the Mass Transportation Benefit Program across the DAF. This publication applies to all civilian employees, to include non-appropriated fund (NAF) employees, and uniformed members of the Regular Air Force, the Air Force Reserve (AFR), the Air National Guard (ANG), and the United States Space Force (USSF). In collaboration with the Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops personnel policy for the DAF MTBP. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. Route DAF Forms 847 from the field through the appropriate functional chain of command. This DAFPD may not be supplemented.

## ***SUMMARY OF CHANGES***

This revision makes administrative changes throughout to reflect the establishment of the USSF, incorporate updated references and publications guidance and clarify applicability to AFR and ANG members.

**1. Policy.** It is DAF policy to provide mass transportation benefits to offset commuting costs of qualified DAF 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.

1.1. Eligibility is restricted to individuals who are assigned to the continental United States, Alaska, Hawaii, and the various territories of the United States.

1.2. MTBP eligibility for reserve component members is restricted to those members who are on qualifying active duty as defined in Part II of the DoDI.

**2. Roles and Responsibilities.** 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 (MTBP). 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), in coordination with the Deputy Chief of Space Operations for Human Capital (SF/S1), executes policy, develops, coordinates, and approves essential DAF procedural guidance for the MTBP. These responsibilities include ensuring DAF 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 MTBP for Air Force Reserve personnel consistent with the policies set forth herein.

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

FRANK KENDALL  
Secretary of the Air Force

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 USC, *Government Organization and Employees*

5 USC § 7905, *Programs to encourage commuting by means other than single-occupancy motor vehicles*

32 USC, *United States National Guard*

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFR**—Air Force Reserves

**ANG**—Air National Guard

**DAF**—Department of the Air Force

**PD**—Policy Directive

**DoDI**—Department of Defense Instruction

**MTBP**—Mass Transportation Benefits Program

**NAF**—Non-appropriated Fund

**NGB**—National Guard Bureau

**OPR**—Office of Primary Responsibility

**USC**—United States Code

**USSF**—United States Space Force

***Office Symbols***

**AF/A1**—Deputy Chief of Staff for Manpower, Personnel, and Services

**AF/RE**—Chief of the Air Force Reserve

**CNGB**—Chief of the National Guard Bureau

**NGB/CF**—Director of the Air National Guard

**SAF/MR**—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

**SF/S1**—Deputy Chief of Space Operations for Personnel

***Terms***

**DoD MTBP**—A DoD program whereby the Department of Defense provides fare media or implements a cash reimbursement arrangement for a qualified participant's eligible commuting costs to reduce traffic congestion, air pollution, and to expand participant commuting alternatives.