

Mass Transit Benefit Program (MTBP) Information for Army & Navy

New Van: Contact TransOptions via their website www.transoptions.org or by phone 973-267-7600. TransOptions provides assistance with:

- Ridership / Participants
- Emergency Ride Home Program
- NJ State Subsidy:
 - State of NJ will provide \$175/mth towards the costs of the van (not per member)

New Van: Choose an approved van company: Archibald/Propst 570-876-8470 or VPSI 800-826-7665

(Each Van must have a Coordinator and Sub-Coordinator)

Current Maximum Federal Benefit is \$230/mth per member. Program Guidelines at the following link:

- ARMY <http://asafm.army.mil/offices/ASA/MassTrans.aspx?OfficeCode=1000>
- NAVY http://www.fmo.navy.mil/services/tip/tip_doclinks.htm

New Member: Obtain an Army MTBP Application or DON TIP Application by contacting the Picatinny Travel Dept via email PICA TRANS ALL, or by phone 973-724-9534 / 9058 / 4897 / 3598.

- Program POC is Emily Rumbello, 973-724-9534
- Complete the application and obtain supervisor signature
- Submit your completed application via any one of the following ways:
 - email to “PICA TRANS ALL” (in the Picatinny Address Book or 411)
 - by fax 973-724-4928
 - hand carry to Bldg 33N, Farley Ave, Travel Dept
 - Post van needs at <https://picac2w5.pica.army.mil/PicaCommunity/>

Van Pool Participant MUST ride in the van a minimum of 50% of the time to be eligible for the Full Federal Benefit.

Existing Member: Each Participant MUST submit a MTBP application to the Travel Dept when any of the following situations arise:

- Change of address
- Changing Van Participation – Moving from one van to another
- Withdrawing from the program
- Increase or decrease justified on monthly expense for van participation

Submissions: Deadline for submission of Army MTBP Applications is the 20th of the month for Enrollments, Changes, or Withdrawals. Deadline for NAVY is the 13th of the month. *Navy applications must be typed.* Turnaround time is usually 30 days for Washington DC to process Federal Benefits. **The program is not retro-active.**

Contactors may participate in a vanpool. They will pay out-of-pocket the same amount that Federal employees receive in vouchers as they are not eligible to receive the Federal fare media benefit from Washington DC.

Quarterly Benefit Schedule:

Fare Media Vouchers are received in Bulk the last week of the month for the quarterly schedule below:

ARMY

October Qtr for Nov – Dec – Jan
January Qtr for Feb – Mar- Apr
April Qtr for May – Jun – Jul
July Qtr for Aug – Sep – Oct

NAVY

December Qtr for Jan – Feb - Mar
March Qtr for Apr – May - June
June Qtr for Jul – Aug - Sep
September Qtr for Oct – Nov - Dec