



**IDAHO NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
HUMAN RESOURCE OFFICE  
4794 FARMAN ST, BLDG 442  
BOISE, IDAHO 83705-8112**



JFHQ-ID/J1HR

01 October 2011

MEMORANDUM FOR Idaho National Guard Federal Technicians

SUBJECT: HR Policy Letter 11-004; Mass Transportation Fringe Benefit Program

1. The purpose of the Idaho National Guard Mass Transportation Benefit Program is to reduce Federal employees' contribution to traffic congestion and air pollution and to expand their commuting alternatives by using mass transportation. The Mass Transportation Benefit Program is a mass transportation fare subsidy that is offered to eligible federal employees, military and civilian who use vanpool transportation for their work commute. The subsidy is a non-taxable personnel benefit that originated from Executive Order 13150, "Federal Workforce Transportation." The mass transportation benefit provides participating federal employees only for their daily commute to and from work. The benefit is not to be used for any other purpose, and may not be given, sold, or otherwise transferred to any other individual.
2. In order to maintain eligibility and claim benefits, participants must use mass transportation to commute to and from work for a majority of their scheduled duty days. Participants on temporary duty travel (TDY), leave (Federal holidays excluded) or who use other means of transportation for more than 50% of their scheduled duty days will be entitled to a prorated benefit amount based on their actual expenses. Certification of eligibility for and participation in the Mass Transportation Benefits Program is a matter under the jurisdiction of this agency and the United States. Making false, fictitious, or fraudulent certification or claims for reimbursement 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.
3. The Idaho National Guard utilizes the Ada County Highway District (ACHD) Commuteride Program. If you are interested in joining a Vanpool or to see what routes are available please contact ACHD at (208) 345-7665. To apply for the Mass Transportation Benefits please contact the following personnel:
  - a. Army Guard Technicians: SSgt Melissa Loepp at 272-3780
  - b. Air Guard Technicians: MSgt Tim Gibson at 422-5575.
4. POC for further information is Mrs. Gayle Hinrichs, Employee Benefits Supervisor at (208) 272-4210.

  
for  
KEVIN K. DAWKINS  
Colonel, IDANG  
Human Resource Officer