

**U.S. DEPARTMENT OF DEFENSE (NATIONAL CAPITAL REGION)
PUBLIC TRANSPORTATION BENEFIT PROGRAM APPLICATION**

(Upon completion, fax application to (703) 614-4211)

IMPORTANT: To process this application, you must select one of the following. Are you *(X only one)*:

ENROLLING WITHDRAWING MAKING A CHANGE

X here if you have been previously enrolled in the DoD NCR Program.

PRIVACY ACT STATEMENT

AUTHORITY: Public Law 101-509.

PRINCIPAL PURPOSE(S): To facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved.

ROUTINE USE(S): This information will be matched with lists at other Federal agencies to ensure that you are not listed as a carpool or vanpool participant or a holder of any other form of vehicle worksite parking permit with DoD or any other Federal agency.

DISCLOSURE: Voluntary; however, failure to furnish the information on this form may result in disapproval of your request for a public transit fare benefit.

INSTRUCTIONS

- For program information, eligibility, and enrollment status, visit website address www.dtic.mil/ref/html/ncrtransitpass.html.
- Print or type all information.
- **Applications must be filled out completely. Incomplete or illegible applications will not be processed.**

NOTE: There is a five (5) day waiting period between the receipt of this application and the availability of the transit voucher. DOT does not confirm receipt of applications. Enrollment status is available at the website above.

1. APPLICANT INFORMATION

a. LAST NAME		b. FIRST NAME		c. MIDDLE INITIAL	
d. CITY <i>(Residence)</i>			e. STATE		f. ZIP CODE
g. OFFICE TELEPHONE NUMBER <i>(Include Area Code)</i>		h. E-MAIL ADDRESS			i. LAST 4 DIGITS OF YOUR SSN
j. WHAT ORGANIZATION ARE YOU WITH? <i>(Enter code from list on back)</i>				k. LOCATION/BUILDING	
<input type="checkbox"/> CIVILIAN <i>(Go to 1.p.)</i>		<input type="checkbox"/> OTHER <i>(If not listed, specify):</i> _____			
l. ARE YOU: <i>(X one only)</i>		m. ARE YOU: <i>(X one only)</i>		n. ARE YOU: <i>(X one only)</i>	
<input type="checkbox"/> MILITARY NON-APPROPRIATED FUNDS (NAF) <i>(Go to 1.o.)</i>		<input type="checkbox"/> OFFICER		<input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY	
		<input type="checkbox"/> ENLISTED		<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS	
o. FOR NAF EMPLOYEES ONLY <i>(X one only)</i>					
				<input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS	
				<input type="checkbox"/> ARMY <input type="checkbox"/> OTHER	
				<input type="checkbox"/> NAVY	
p. ARE YOU ISSUED A FEDERALLY SUBSIDIZED PARKING PASS?					
<input type="checkbox"/> YES		<input type="checkbox"/> NO IF YES, WHERE DO YOU PARK? _____			
q. BEFORE APPLYING FOR THIS TRANSIT BENEFIT, DID YOU:					
<input type="checkbox"/> DRIVE TO WORK		<input type="checkbox"/> USE SOME FORM OF MASS TRANSIT			

2. MODES OF TRANSPORTATION TO BE USED TO AND FROM WORKPLACE *(X all that apply)*

METRO BUS METRO RAIL COMMUTER BUS COMMUTER TRAIN VANPOOL

METRO SMARTTRIP CARD ID NUMBER *(If applicable)* _____

3. EMPLOYEE CERTIFICATION

WARNING: This certification concerns a matter within the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification 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.

I certify that I am employed by the U.S. Department of Defense and am not named on a Federally subsidized workplace parking permit with DoD or any other Federal agency, or that I will relinquish my permit before or upon receiving the fare benefit.

I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work, and will not transfer it to anyone else.

I certify that the monthly transit benefit I am receiving does not exceed my monthly commuting costs.

I certify that my usual (or estimated) monthly commuting costs, **excluding parking**, are: \$ _____ **(This item must be completed.)**

a. EMPLOYEE SIGNATURE	b. DATE SIGNED <i>(YYYYMMDD)</i>
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ORGANIZATION CODES. Use these codes to complete Item 1.j., "Organization". **If you are a military employee working for a Defense Agency, indicate your Branch of Service as your Organization.**

U.S. AIR FORCE

HAF Headquarters Air Force
FOA/DRU Field Operating Agency/Direct Reporting Unit
Other/AF All other Air Force not listed above

U.S. ARMY

HQDA Headquarters, Department of the Army
AMC US Army Materiel Command
CID US Army Criminal Investigation Command
COE US Army Corps of Engineers
DLI Defense Language Institute
INSCOM US Army Intelligence and Security Command
MC/SG US Army Medical Command/The Surgeon General
MDW US Army Military District of Washington
NGB Army National Guard
OCAR Office, Chief, Army Reserve
SDDC Surface Development and Distribution Command
SPD US Army Space and Missile Defense Command
Other/ARMY All other Army not listed above

U.S. MARINE CORPS

27 HQMC Headquarters, Marine Corps
Other/MC All other Marine Corps not listed above

U.S. NAVY

11 N09BF Director, Field Support Activity - all OPNAV
12 AAUSN Assistant for Administration, USECNAV
14 CNR Chief of Naval Research
15 INTCOM Director, Office of Naval Intelligence
18 BUMED Chief, Bureau of Medicine and Surgery
19 NAVAIR Commander, Naval Air Systems Command
22 BUPERS Chief of Naval Personnel
23 NAVSUP Commander, Naval Supply Systems Command
24 NAVSEA Commander, Naval Sea Systems Command
25 NAVFAC Commander, Naval Facilities Engineering Command
30 SSP Director, Strategic Systems Programs
33 MSC Military Sealift Command
39 SPAWAR Commander, Space and Naval Warfare Systems Command
41 NSMA Director, Naval Systems Management Activity
52 CNI Commander, Naval Installations
60 LANTFLT Commander in Chief, U.S. Atlantic Fleet
69 SECGRU Commander, Naval Security Group Command
70 PACFLT Commander in Chief, U.S. Pacific Fleet
72 RESFOR Commander, Naval Reserve Force
76 NETC Naval Education and Training Command
Other/NAVY All other Navy not listed above

U.S. DEPARTMENT OF DEFENSE - COMPONENT

AAFES Army/Air Force Exchange Service
AFIS American Forces Information Service
AFRRI Armed Forces Radiobiology Research Institute
DARPA Defense Advanced Research Projects Agency
DAU Defense Acquisition University (**employees only**)
DECA Defense Commissary Agency
DCAA Defense Contract Audit Agency
DCMA Defense Contract Management Agency
DFAS Defense Finance and Accounting Service
DHRA DoD Human Resources Activity
DISA Defense Information Systems Agency
DLA Defense Logistics Agency
DLSA Defense Legal Services Agency
DODEA DoD Education Activity

DODIG DoD Inspector General
DPMO Defense POW/MP Office
DSCA Defense Security Cooperation Agency
DSS Defense Security Service
DTIC Defense Technical Information Center
DTRA Defense Threat Reduction Agency
DTSA Defense Technology Security Administration
JCS Joint Chiefs of Staff
MDA Missile Defense Agency
NGA National Geospatial Intelligence Agency
OEA Office of Economic Adjustment
OSD Office of the Secretary of Defense
PFPA Pentagon Force Protection Agency
STARS Stars & Stripes
TMA TRICARE Management Activity
USUHS Uniformed Services University of the Health Sciences (**employees only**)
WHS Washington Headquarters Services