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ADMINISTRATION AND
MANAGEMENT

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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SUBJECT: DoD National Capital Region (NCR) Mass Transportation Benefit Program
(MTBP) Re-certification Effort

This memorandum serves as notice that all participants of the MTBP are asked to recertify according to the last four digits of their Social Security Numbers (SSNs). Ranges of the last four digits of the SSN have been designated for each month beginning June 2010 through May 2011. Complete information on the schedule, recertification requirement, and frequently asked questions may be found on the DoD NCR MTBP website at <http://www.whs.mil/DFD/Info/Recertification1.cfm>.

WHS implemented an automated, web-based enrollment system in June 2009 to meet the requirements set forth in DoDI 1000.27. One such requirement is to annually recertify program enrollment. This re-certification ensures effective change management by collecting enrollees' current data to support their claims for the mass transportation benefit. The web-based system records the enrollment anniversary date for enrollees and provides annual reminders for re-certification.

Approximately 15,000 program participants have enrolled using this automated system. However, approximately 19,000 remaining program participants still need to enroll using the web-based application. Those participants will be re-certified during a year long, phased initiative to ensure that all program participants have been enrolled in accordance with program policy.

Michael L. Rhodes
Director

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