



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 4650.4  
4E

MAY 04 2016

COMBAT CENTER ORDER 4650.4

From: Commanding General  
To: Distribution List

Subj: MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND  
COMBAT CENTER TRANSPORTATION INCENTIVE PROGRAM

Ref: (a) Executive Order 13150 of April 21, 2000  
(b) Transportation Incentive Program Outside the National Capital  
Region Vanpool Policy

1. Situation. In accordance with the references, tax exempt subsidies are available for the Federal workforce for the use of mass transportation, including vanpools.

2. Mission. Establish Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center's Transportation Incentive Program (TIP) for bus and vanpool participants to maximize available benefits, reduce congestion and pollution, and remain in compliance with guidance.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The goal for participation in this program is to encourage Department of the Navy (DON) military members, Federal DON civilian employees, including Non-appropriated Funds employees, to pursue qualified vanpools as transportation in their local commute from their residence to their work location. The program was designed to reduce traffic congestion and air pollution.

(2) Concept of Operations. To provide policy and procedures to ensure maximum utilization of the TIP.

b. Subordinate Element Tasks

(1) Commanding Officers, Assistant Chiefs of Staff, Special Staff Officers, and Officers-in-Charge. Ensure that this information is disseminated throughout your areas of responsibility.

(2) Assistant Chief of Staff (AC/S) G-4

(a) Responsible for reinforcing compliance with this Order.

(b) Chair the Transportation Incentive Program Review Board (TIPRB).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

MAY 04 2016

(c) Natural Resources and Environmental Affairs (NREA)

1. Manage the Combat Center's TIP.
2. Facilitate the TIPRB.
3. Appoint a TIP Reviewing Official (RO).
  - a. Conduct quarterly meetings with Vanpool Captains.
  - b. Distribute TIP Outside National Capital Region Vanpool Policy to current/future TIP participants.
  - c. Provide warnings to participants not meeting riding requirements.
  - d. Terminate vanpool benefits, as required.
  - e. Notify commands/supervisors of misuse of the TIP program, as required.

(3) Human Resources Office (HRO)

- (a) Provide TIP information during new employee orientations.
- (b) Provide representation for the TIPRB.

(4) Vanpool Captains

- (a) Ensure vanpool complies with reference (b).
- (b) Assign an alternate Vanpool Captain.
- (c) Attend quarterly Vanpool Captains' meetings.
- (d) Upload into TIP web site: vanpool logs, invoices, and gas receipts by the 5th of each month.

(5) TIP Participants

- (a) Comply with the rules and regulations of reference (b).
- (b) Certify participation at <https://tips.navy.mil> between the 1st and 15th of each month.
- (c) Participants wishing to withdraw must contact the RO 30 days in advance to ensure they have met the individual requirements leading up to their withdrawal date and do not have any outstanding balances.

c. Coordinating Instructions

- (1) TIPRB. The TIPRB will consist of the AC/S G-4, NREA, and HRO. All members of the board are voting members when determining the outcome of the specific case appearing in front of the board.

MAY 04 2016

(2) The TIPRB will hear grievances from vanpool participants for issues that cannot be resolved through the TIP RO.

4. Administration and Logistics. Directives of the Combat Center are published and distributed electronically. Electronic versions of the Combat Center directives can be found at: <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

5. Command and Signal

a. Command. This Order is applicable to all military personnel and civilian employees operating aboard the Combat Center.

b. Signal. This Order is effective the date signed.

  
J. F. HARP  
Chief of Staff

Distribution: A