



**National Business Center
Administrative Operations Directorate
Division of Facilities Management Services**

Transit Media Distribution Schedule for CY07

Building Name	Address	Distribution Location	Time(s)
Main Interior Building	1849 C Street, NW Washington, DC 20240	Cafeteria - North Side	8:30 am - 3:30 pm
L Street	1620 L Street, NW Washington, DC 20036	Director's Conference Room Suite 700	8:00 am - 11:30 am
Eye Street	1201 Eye Street, NW Washington, DC	2nd Floor Training Room 63	9:00 am – 3:00 pm
Arlington Square	4401 N. Fairfax Dr. Arlington, VA 22203	Room 205	9:00 am –12:00 pm
J.W. Powell Building	12201 Sunrise Valley Dr. Reston, VA 22092	Cafeteria	2:00 pm – 3:00 pm

When retrieving your transit media, you must present your Departmental Identification Card to the Department of Transportation (DOT) agent and sign a Transit Benefit Certification form.

If you miss the distribution date, you have three options:

- 1) You may acquire and complete the "Authorization for Third Party Pick-Up of Transit Subsidy" form, available in room 1210-MIB, or on the National Business Center (NBC) web site at http://www.nbc.gov/Authorization_Third_Party_pickup.pdf.
- 2) You may come to the make-up day from 8:30 a.m. to 11:30 a.m. in the MIB cafeteria.
- 3) You may go directly to the DOT headquarters building located at 400 7th Street, SW, Plaza Level in Room 206, from 8:30 a.m. until 4:00 p.m., Monday through Friday on government workdays.

NEW ENROLLEES: You may apply for the benefit any time during the year. To obtain an enrollment form and/or get additional information about the program, visit the NBC's Division of Facilities Management Service's web site at http://www.nbc.gov/facilities/transportation_subsidy.html or contact your bureau or office coordinator. Enrollment generally takes five working days from the DOT's receipt of your application. If your enrollment does not coincide with the quarterly distribution, employees will be able to pick-up transit media from the DOT.

Below, you will find the quarterly distribution schedule and make-up dates for December 2006 and the remainder of Calendar Year 2007:

Primary Distribution Date	Make-up Distribution Date	Quarter (Months)
December 13, 2006	December 20, 2006	January, February and March 2007
March 14, 2007	March 21, 2007	April, May and June
June 13, 2007	June 20, 2007	July, August, September
September 12, 2007	September 19, 2007	October, November and December
December 12, 2007	December 19, 2007	January, February and March 2008

Following is a list of Bureau and Office Transportation Subsidy Coordinators:

Organization	Transit Subsidy Benefit Coordinator	Telephone Number
BLM	Renee Roberts	202-452-5178
MMS	Elsie Baker	703-787-1233
OSM	Randy Garmon	202-208-2689
BOR	Jeannette Coleman	202-513-0520
USGS	Shelby Montgomery	703-648-7307
NPS	Larry Hudson	202-354-1910
FWS	Kimm Slayton	703-358-2121
BIA	Matt Cravatt	202-208-3644
SOL	Terrie Musgrove	202-208-6116
OIG	Delores Miller	703-487-5408
OS/NBC	Dante Jeffries	202-208-7182