

**AUGUST 13, 2008 MAKE-UP DATE
FOR TRANSIT SUBSIDY DISTRIBUTION**

**TO: USDA EMPLOYEES IN THE WASHINGTON METROPOLITAN
AREA (EXCLUDING ERS AND FAS)**

Representatives from the Department of Transportation (DOT) will be at the following USDA locations to distribute Metrocheks to participating employees who missed the Quarterly transit subsidy distribution that was held in July.

LOCATION	ADDRESS	ROOM	TIME
South Building	1400 Independence Avenue, SW	Rear of Cafeteria	9:00 am - 3:00 pm
USDA Center at Riverside	4700 River Road, Riverdale, MD	Room -3B05	9:00 am - 10:00 am
George Washington Carver Center	5601 Sunnyside Ave. Beltsville, M.D.	Building 1 1 st floor Hallway	11:00am – 12:00 pm

Each employee must pick up his or her own Metrocheks. Be prepared to provide the last 4 digits of your Social Security Number and a valid USDA photo ID.

THE FOLLOWING ALTERNATE LOCATION IS OPEN DAILY 8:30 am TO 4:00 pm

U.S. DEPARTMENT OF TRANSPORTATION
1200 New Jersey Avenue, S.E.
Ground Floor- West Wing – 3RD Street Entrance
Washington, DC 20590

Note: DOT has requested that USDA employees not pick-up from the DOT window during the two-week quarterly distribution period or on make-up dates. In addition, new applications are not accepted at the pick-up window. Please contact your agency Commuter Benefit Coordinator for details.

Directions to the Transit Benefit Office:

Take the Metrorail, Green line, to the Navy Yard Station and exit toward New Jersey Avenue. The new buildings are located on your right, directly across the street.