

LAN TEAM@DOI  
12/12/2003 03:48 PM  
Please respond to  
Gregory A Bennett

To:  
cc:  
Subject: ALL EMPLOYEE MESSAGE DC - Make-Up Day for Transit Media  
Distribution

**REMINDER:** The make-up day for transit media distribution is **Monday, December 15, 2003**, from 11:00 a.m. to 2:00 p.m. in the Main Interior Building Cafeteria.

(NOTE TO SUPERVISORS: Please ensure that employees without e-mail access receive a paper copy of this message.)

Memorandum

To: All Employees in the Washington Metropolitan Area (WMA)  
From: Timothy G. Vigotsky  
Director, National Business Center  
Subject: Transportation Fringe Benefit Program - Transit Media Distribution Schedule

The next quarterly distribution for transit media in the WMA is Wednesday, December 10, 2003, per the schedule outlined below. This distribution is for the months of January, February and March, 2004.

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

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-Main Interior Building (MIB).
- 2) You may come to the make-up day which is scheduled for Monday, December 15, 2003, from 11:00 a.m. to 2:00 p.m. in the MIB cafeteria.
- 3) You may go directly to 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 Office of Financial Management web site at <http://www.doi.gov/pfm/subsidy.html> or contact your bureau or office coordinator. Enrollment generally takes five working days from 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 DOT.

Following is a list of Bureau and Office Transit Benefit Coordinators. Please contact your coordinator, or Kathy Bender, Departmental Transit Benefit Coordinator, on (202) 208-7182, if you have questions.

LLM	Marian Moss	202-452-5072
LMS	Elsie Baker	703-787-1233
LSM	Theresa Savoy	202-208-2805
WBR	Larry LeBaron	202-513-0515
WGS	Drew Banister	703-648-7506
FNP	Paula Platz	202-354-1979
FWS	Kimm Slayton	703-358-2121
BIA	Diane Murth	202-343-2512
SOL	Lori Jarman	202-208-5764
OIG	Delores Miller	202-208-5045
OS/NBC	Juanda Smith	202-208-7182