



**OCTOBER 2004 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 late August and early September.

MAKE-UP DATE: OCTOBER 6, 2004

LOCATION	ADDRESS	ROOM	TIME
South Building	1400 Independence Avenue SW	Rear Cafeteria	9:00 a.m. to 2:30 p.m.
USDA Center at Riverside	4700 River Road Riverdale, MD	4B01CN	9:00 a.m. to 10:00 a.m.
G.W. Carver Center	5601 Sunnyside Ave. Beltsville, MD	Bldg. 1 1 ST Floor Hallway.	10:00 a.m. to 11:00 a.m.

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 A.M. TO 4:00 P.M.:

U.S. DEPARTMENT OF TRANSPORTATION
400 7TH STREET, S.W.
WASHINGTON, D.C. 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 no longer accepted at the pick-up window. Contact your agency Commuter Benefit Coordinator for more details.

Directions: Take the Metro to the L'Enfant Plaza Station and follow the signs to the 7th & D Streets, Department of Transportation exit. You will exit the escalators into the plaza of DOT's Headquarters. Bear to your right around the plaza fountain and enter into the SW Lobby. Proceed through the Visitor's Center on the right and continue left through the elevator bank and then right into room PL 206.