

RD AN No. 3910 (2036-A)  
October 31, 2003

SUBJECT: Government Transportation Requests

TO: Rural Development State Directors

ATTN: Administrative Program Directors

**PURPOSE/INTENDED OUTCOME:**

Rural Development must account for all outstanding Government Transportation Requests (GTRs) which were received from the General Services Administration and issued by the National Finance Center (NFC). This is one of the actions resulting from the closure on August 29, 2003, of the NFC's Transportation System (TRAN).

**IMPLEMENTATION RESPONSIBILITIES:**

The NFC recently issued NFC Bulletin GTR 03-3, "Preparing for Closure of the Transportation System (TRAN)," dated October 3, 2003. If you have not already done so, please immediately return any unused GTRs for which your office is accountable to the NFC for destruction. The mailing address is:

Travel and Transportation Section  
USDA, OCFO, COD  
Post Office Box 60800  
New Orleans, LA 70160

You must submit Form AD-497, "Request for TR Action," when returning the GTRs. Be sure to mark Section 5, Block E, Transfer Accountability to NFC, on the Form AD-497.

EXPIRATION DATE:  
October 31, 2004

FILING INSTRUCTIONS:  
Preceding RD Instruction 2036-A

You or your staff may contact D. Irene Wofford (202-692-0030) or Theresa Hollowell (202-692-0227) in the National Office Travel Unit if you have questions on the above.

*(Signed by Sherie Hinton Henry)*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management

Sent by electronic mail on 11-03-03 at 8:50 by SSD.