

**For:** All FSA Offices

**Discontinuing Use of Government Transportation Requests (GTR's)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

The National Finance Center (NFC) is in the process of closing the Transportation System (TRAN), which includes discontinuing processing GTR's (SF-1169).

To facilitate discontinuing TRAN, NFC will not issue GTR's effective immediately.

**B Purpose**

This notice provides instructions for sending unused GTR's to NFC.

**C Information on FMD Travel Website**

The information in this notice will:

- be included on FMD Travel website
- remain effective until removed from FMD Travel website.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2004	All FSA Offices; State Offices relay to County Offices

## Notice FI-2588

### 2 Action

#### A Sending Unused GTR's to NFC

Send unused GTR's to NFC, effective June 1, 2003, at the following address for destruction:

TRAVEL AND TRANSPORTATION SECTION  
USDA, OCFO, NFC, COD  
POST OFFICE BOX 60000  
NEW ORLEANS, LA 70160.

Include a completed AD-497; under Section 5, select Block E, "TRs listed and attached are unused. Transfer accountability to NFC". AD-497 is available from the NFC website at <http://dab.nfc.usda.gov/forms/na-formsmain.html>.

Submit unused GTR's and AD-497 to NFC by July 1, 2003.

For air transportation or other transportation expenses not chargeable to the traveler's travel charge card, offices should use the Government Transportation System (GVTS). See Notice FI-2557. An electronic copy of this notice is available from [ftp://ftp.fsa.usda.gov/public/notices/FI\\_2557.pdf](ftp://ftp.fsa.usda.gov/public/notices/FI_2557.pdf).

**Note:** Refer questions about the termination of TRAN to NFC, Customer Support and Analysis Section at 504-255-4851.

#### B Labor-Management

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

#### C Contact

If there are questions about this notice, contact the appropriate office in the following table.

Office	Contact
APFO	FMD, Accounting and Travel Policy Section at 703-305-1408
State Offices	DAFO at 202-720-7890
KC Complex and St. Louis Complex	Wendy Collins, KCFO, Accounting Systems and Planning Section at 816-926-3266