

10 August 2004

MEMORANDUM FOR See Distribution

SUBJECT: Appointment Memorandum No. 04-09, Appointment of
Transportation Agent

1. Ronda L. Duncan is appointed Transportation Agent for the Little Rock District.
2. Authority: ER 55-1-2 dated 01 October 2002, Defense Traffic Management Regulation, dated September 2001
3. Purpose: To assist the Transportation Officer with transportation of civilian and military personnel and property in the Little Rock District. Other traffic management duties include the following:
 - a. Provide efficient, responsive and quality transportation services within the assigned geographic area of responsibility and ensure compliance with governing laws, directives and regulations.
 - b. Authenticate travel orders (temporary duty and permanent change of station) and issue shipment documentation to ensure quality data in timely submission to support total movement of business processes.
 - c. Custody of, accounting for, issuing and converting of Government bills of lading.
 - d. Alternate Contracting Officer Representative (COR) for Defense Travel Region 5 for the contracted commercial travel office.

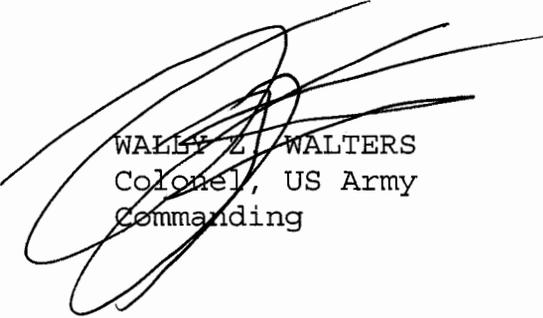
This supersedes Appointment Memo No. 03-14, dated 18 July 2003.

CESWL-LO (55)

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Transportation Officer

- e. Agency Program Coordinator for the government charge
card program (individual and cooperate accounts).



WALLY Z. WALTERS
Colonel, US Army
Commanding

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