

INSTRUCTIONS FOR COMPLETING THE ITM TRAVELER INFORMATION GROUP MAINTENANCE FORM

The ITM Traveler Information Group Maintenance form is used to add or delete members assigned to a Group Administrator, in the Integrated Travel Manager database. This information will need to be completed and provided to the NOAA Client Services Help Desk via an email attachment. If you would like to obtain this form in electronic format, it is available on the NOAA Financial Systems Division website at <http://www.corporateservices.noaa.gov/~cbs/> under Integrated Travel Manager (ITM) Information, ITM Forms.

When submitting updates to the NOAA Client Services Help Desk, the body of the email request should state whether or not the ITM Org. Code for the traveler(s) will need to be updated to that of the requesting office as ITM Org. Code updates will not be made unless specified in your add/remove traveler request

Note:

- ITM Org. Code updates should not be requested for NOAA/BIS employees unless the employee has been officially detailed or permanently re-assigned to the requesting office.
- In order to process ITM Org. Code updates on "In Process" documents the traveler's Name, Vendor Number, Document Type (i.e. TA, TV, RECLAIM, LV) and Travel Authorization number must be provided.

General Information

Contact Name	The name of the individual completing the Travel Information Group Maintenance Form.
Phone Number	The phone number of the individual completing the Travel Information Group Maintenance Form.
Office Name	The name of the Organization (Division) for which this form is being completed
IT Support	The name(s) of the IT Support personnel responsible for your office.
Phone Number	The phone number of the IT Support person responsible for your office.
CBS Org. Code	The office CBS Organization Code.
Date	The current date of the request.
NOAA Client Services Help Desk Use Only	The NOAA Client Services Help Desk will provide the information needed in this block. <u>Do not</u> edit this field when making changes to your form.

Group Administrator Information

**Last, First and MI
Name**

The last name, first name and middle initial of the person(s) responsible for creating and viewing documents for the list of people specified in the Group Member section below.

**Core Financial
System (CFS)
Vendor Number**

The CFS Vendor Number of the Group Administrator(s).

Note: The National Finance Center's (NFC) interface normally establishes the CFS Vendor records for employees within the Core Financial System (CFS). This process may take 2-3 weeks from the employee's Hire Date to occur.

For New Employees: If a CFS Vendor Number has not yet been established, a CBS Individual Payment Profile form must be completed by the employee prior to requesting Group Administrator access.

For Contractors: CFS Vendor Numbers are not assigned to contractors. To obtain a pseudo Vendor Number you must contact the NOAA Client Services Help Desk.

Employee or Contractor

The persons employment status followed by the servicing Finance Office identifier (W – Western Finance Branch, H – Eastern Finance Branch) and the first four (4) numbers of the persons CBS Organization Code.

For Example: Employee (H-01-00).

Note: The NOAA Finance Office is in the process of consolidating its operations from five (5) locations to two (2) locations. The below table is provided to assist in determining the appropriate servicing Finance Office identifier for your office.

NOAA Finance Office Customer To-Be Model			
Current Finance Location	Future Finance Location	Servicing Finance Office Identifier	
Accounting Operations Division (AOD): Germantown, MD	Eastern Finance Branch: Germantown, MD	H	
Eastern Finance Branch (EFB): Norfolk, VA			
Central Finance Branch (CFB): Kansas City, MO			
Mountain Finance Branch (MFB): Boulder, CO	Western Finance Branch: Seattle, WA	W	
Western Finance Branch (WFB): Seattle, WA			
The Financial Management Centers (FMC) listed below are an exception to the above Customer To-Be model.			
Financial Management Center (FMC)	Org. Code	Future Finance Office	Payment Office Code Identifier
NWS - Southern Region	20-20	Eastern Finance Branch: Germantown, MD	H
NWS - Central Region	20-30	Western Finance Branch: Seattle, WA	W
Southeast Fisheries Science Center	30-31	Eastern Finance Branch: Germantown, MD	H
OAR - Great Lakes Environmental Research Laboratory	50-25	Western Finance Branch: Seattle, WA	W

Group Members

Traveler Name

The name of all travelers in which the Group Administrator is responsible for processing travel documents (i.e. Employees and Invitational).

Note: The listing of NOAA/BIS Employees should include all employees within your organization who have the potential to travel TDY or on Local travel.

**Core Financial
System (CFS)
Vendor Number**

The CFS Vendor Number of the traveler.

Note: The National Finance Center's (NFC) interface normally establishes the CFS Vendor records for employees within the Core Financial System (CFS). This process may take 2-3 weeks from the employee's Hire Date to occur.

For New Employees and/or Invitational travelers: If a CFS Vendor Number has not yet been established, a CBS Individual Payment Profile form must be completed by the traveler prior to any travel arrangements being made.

Employee or Invitational

The traveler's employment status (i.e., Employee or Invitational) followed by the Payment Office code identifier (W – Western Finance Branch, H – Eastern Finance Branch) and first four (4) numbers of the persons CBS Organization Code.

For Example: Employee (H-01-00).

✗ The Payment Office code identifier and CBS Org. Code ***do not*** need to be provided for Invitational travelers.

Note: The NOAA Finance Office is in the process of consolidating its operations from five (5) locations to two (2) locations. The below table is provided to assist in determining the appropriate servicing Finance Office identifier for your office.

NOAA Finance Office Customer To-Be Model			
Current Finance Location	Future Finance Location	Servicing Finance Office Identifier	
Accounting Operations Division (AOD): Germantown, MD	Eastern Finance Branch: Germantown, MD	H	
Eastern Finance Branch (EFB): Norfolk, VA			
Central Finance Branch (CFB): Kansas City, MO			
Mountain Finance Branch (MFB): Boulder, CO	Western Finance Branch: Seattle, WA	W	
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Please contact the NOAA Client Services Help Desk at (301) 444-3400 or ClientServices@noaa.gov if you need further assistance in completing the Travel Information Group Maintenance Form.