



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
Office of the Chief Financial Officer  
Finance Office

August 4, 2010

MEMORANDUM FOR: All NOAA Travelers  
FROM: *Jon P. Alexander*  
Jon P. Alexander  
For: Director, Finance Office/Comptroller  
SUBJECT: Travel Advisory 10-5  
Secure Flight Program

In October 2008, the Department of Homeland Security (DHS), Transportation Security Administration (TSA) implemented the Secure Flight Program in response to recommendations made by the 9/11 Commission Report. Such recommendations required enhancing the security of domestic and international commercial air travel through the use of prescreening passenger information against federal government watch lists. The Secure Flight Program will help to identify known and suspected terrorists, prevent individuals on the "No Fly List" from boarding an aircraft, identify individuals on the "Selectee List" for enhanced screening, facilitate legitimate passenger air travel, and protect individuals' privacy.

Under the Secure Flight Program, airlines are required to provide TSA with specific passenger information before an airline will issue a boarding pass. On January 10, 2010, employees were advised to log into their ADTRAV profiles and update their information by February 1, 2010 in order to avoid a lengthy reservation process and travel delays.

Effective September 1, 2010, employees are now **required** to update their ADTRAV profile information within 72 hours prior to departure or risk having their flight canceled. Employees will need to update the following information through Rezprofiler:

[www.adtrav.com/RezTools/RezProfiler.aspx/](http://www.adtrav.com/RezTools/RezProfiler.aspx/)

- Passenger's full name as it appears on the ID used to pass through airport security
- Date of Birth
- Gender

In order to access your ADTRAV profile, you will need to know that NOAA's WorldFile ID is: DOCNOA. In addition if your middle name is spelled out on the ID you use to pass through airport security, you will need to include both your first and middle name in the first space name space when you update your ADTRAV profile. Please visit the following website for instructions on how to access or create a profile:

[www.corporateservices.noaa.gov/~finance/ADTRAV.ProfileInst.pdf](http://www.corporateservices.noaa.gov/~finance/ADTRAV.ProfileInst.pdf) .

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Please visit our website if you have any additional questions regarding your ADTRAV profile: If [www.corporateservices.noaa.gov/~finance/ADTRAV.html](http://www.corporateservices.noaa.gov/~finance/ADTRAV.html). If you have any questions regarding this advisory, please contact [Chasity.N.Donaldson@noaa.gov](mailto:Chasity.N.Donaldson@noaa.gov) or call her on (301) 444-2129.