

**From:** Jon P. Alexander [mailto:Announcement@noaa.gov]  
**Sent:** Friday, April 08, 2011 4:25 PM  
**Subject:** Travel advisory 11-4: Guidance for Employees Traveling During the Shutdown



MEMORANDUM FOR: All NOAA Employees

FROM: Jon P. Alexander  
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 11-4  
Guidance for Employees Traveling During the Shutdown

The purpose of this advisory is to provide guidance to employees who are traveling during a government shutdown.

**1. Non-Excepted Employees in a temporary duty status (TDY):**

Non-excepted employees who are in a TDY status or on an extended detail during a shutdown must return to their official duty stations (ODS) on the day of the shutdown, or as soon as logistically possible. Employees will need to call ADTRAV's call center to schedule any return flights. Employees who booked hotel and/or rental car reservations outside of ADTRAV are reminded to cancel these reservations in order to avoid being charged late or cancellation fees.

**a. ADTRAV Operations**

- ADTRAV's call center will remain open during the shutdown and can be reached on (866) 430-8929. All other ADTRAV offices will be closed.
- ADTRAV will provide full service to all NOAA personnel who must return to their ODS in the event of a shutdown.
- ADTRAV will begin canceling all trips scheduled to occur during the shutdown and will notify travelers/travel arrangers, as appropriate.
- ADTRAV will not book or ticket any non-excepted travel during the shutdown.

**b. J.P. Morgan Chase Government (JPMC) Travel Cards**

JPMC travel cards can only be utilized for expenses officially necessary to return the employee to their ODS. Employees who use their travel card for unauthorized purchases or cash advances will be subject to disciplinary actions. Government travel card coordinators will review transaction activity once the government reopens and report misuse to the cardholder's supervisor and to their Work Force Management Office (WFMO).

**c. Payments and Travel Vouchers**

Travel vouchers cannot be filled and/or processed during the shutdown. However, employees are expected to continue to make timely payments on their JPMC travel card accounts in compliance with the terms of their cardholder agreement.

**2. Employees in a Relocation Status During the Shutdown:**

Employees who are on approved relocation travel orders prior to the shutdown date are authorized to continue to incur approved relocation expenses, i.e., en route travel, temporary quarters, transportation and storage or household goods, and real estate transactions, with exception of househunting trips. Since househunting trips are treated like TDY travel, employees cannot perform househunting trips during a shutdown.

NOAA's relocation contractors will continue to service employees in a relocation status during the shutdown. However, new relocation travel orders should not be created or approved during the shutdown period.

**3. Excepted Employees Traveling During the Shutdown:**

In the event that "excepted" employees are directed to perform official travel during the shutdown, they must:

- a. First contact one of the following employees to determine funds availability:
  - Stephen Smith: E-mail: [stephen.l.smith@noaa.gov](mailto:stephen.l.smith@noaa.gov), Phone: (202) 482-3939; Fax: 202-501-3024; Cell Phone: (202) 365-5343
  - Thomas Santymire: E-mail: [thomas.f.santymire@noaa.gov](mailto:thomas.f.santymire@noaa.gov), Phone: (202) 501-3024; Fax: (202) 482-2502; Cell Phone: 202-834-5225
  
- b. Manually process a travel order ([CD-29](#)) outside the Travel Manager (TM) System. The Travel Order must be completed in its entirety and include:
  - the specific Purpose and Justification for travel;
  - the following justification in the Block 15a, Special Provisions/Remarks section: "Excepted Employee Performing Emergency Travel During Government Shut-Down. Obligation Information not Available";
  - the specific accounting information in Block 10a;
  - the NOAA certifying officers name who gave approval for funds availability in Block 10b (either Stephen Smith or Thomas Santymire – See (a.) above)
  - an "Ink Signature" approval in block 17 by Stephen Smith; and
  - ignore Blocks 16 & 18.

- c. Visit the [Client Services web-site](#) to review procedures on how to process a Travel Order outside of TM. For specific guidance on what information is recorded on the Travel Order, please review the [CD-29 Instructions](#).
- d. Stephen Smith will advise and coordinate any excepted travel requests with Anita Lopez, CDR, before submission to Mary Pleffner, Director of Office of Administrative Services (OAS), Department of Commerce (DOC) by faxing the approved Travel Order and any other justifications to her at (202) 219-8890.
- e. Once clearance is received from OAS, a notification from ADTRAV will be sent to the excepted employee in the form of an itinerary which ensures that the reservation was made successfully. In the event the employee does not receive an itinerary from ADTRAV or if the reservation they receive is incorrect, they may contact ADTRAV by calling (866) 430-8929. Employees will not use their government travel cards or personal funds to procure airfare since all airfare will be charged to NOAA's Centrally-Billed Account (CBA).
- f. Receive an invoice from ADTRAV via e-mail which ensures that the employee has been successfully ticketed. If the employee does not receive an invoice (which shows the form of payment), they have not been ticketed and will need to contact ADTRAV.
- g. Include specific authorization/approval as stated below for the following travel scenarios:
  - A justification for the use of non-contract carriers must be included on travel authorizations anytime a non-contract carrier is used when a city pair fare is available. A listing of the justifications can be found in the [FTR, Chapter 301-10.106- 301-109](#).
  - An approved [CD-334, Request for Approval of Extra Fare Air Accommodations](#), must also be provided to ADTRAV *before* any premium-class tickets can be issued. Use of premium-class accommodations shall only be authorized and approved following the guidelines contained in the [FTR, Chapter 301-10.121-301-125](#).
  - Travelers are required to use U.S. flag air carriers for all air travel funded by the Government unless one of the exceptions contained in the [FTR, Chapter 301-10.131 through 301-10.143](#) are met. A justification for the use of a foreign-flag carrier must be included on the travel authorization whenever a foreign carrier is used. If a justification is not provided, the Government cannot pay for your airfare on a foreign carrier.
- h. Re-enter the authorization into TM once the Government resumes normal operations and prior to voucher submission. Authorizations re-entered into TM will not need to be sent to ADTRAV, but they will be required to route through the system for electronic approval(s).

- i. Process a travel voucher through TM once the travel authorization has been processed and approved in TM and Government resumes normal operations. Remember to include receipts for all lodging expenses and any expenses that exceed \$75.

Please visit the NOAA Travel website in order to view any links/documents included in this advisory: <http://www.corporateservices.noaa.gov/~finance/GS.html>. Please direct any questions regarding this advisory to [Rachael.S.Wivell@noaa.gov](mailto:Rachael.S.Wivell@noaa.gov) or (301) 444-2136.

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