

MEMORANDUM FOR: All NOAA and BIS Employees

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

SUBJECT: Travel Transmittal Number 24 (revised)

The purpose of this revised Travel Transmittal Number 24 is to clarify the following items:

- The following is a listing of NOAA's AOPCs and who they service for J.P. Morgan Chase (JPMC) travel card services:
 - All Line and Corporate Offices, other than NMFS and NWS, will call Jessica Hammond on (301) 444-2109, fax (301) 413-3066;
 - NMFS employees will call Marlena Bowman on (301) 713-1364 x194, fax (301) 713-2258; and
 - NWS employees will call Yvette Garnett-Singleton on (301) 713-0420 x123, fax (301) 608-0850.
- If you have any questions regarding this transmittal, please contact Rachael Wivell in the NOAA Travel Office (NTO) either by email: Rachael.S.Wivell@noaa.gov or by phone: (301) 444-2136. If you have any questions regarding the ITM system and/or process, please contact the NOAA Client Services Help Desk via e-mail clientservices@noaa.gov or by phone. The new phone number for the NOAA Client Services Help Desk is (301) 444-3400.
- If you have problems viewing this broadcast, an html version is available: http://www.corporateservices.noaa.gov/~finance/travel_transmittal_24.html.