



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

MEMORANDUM FOR: All NOAA Employees

FROM: Kim Darling *Kim Darling*  
Acting Director Finance Office/Comptroller

SUBJECT: Travel Advisory 12-5  
Retraction of Guidance on FedRooms

**Effective Date:** June 29, 2012

**Purpose:** The purpose of this advisory is to announce the retraction of Travel Advisory 12-5, Guidance on FedRooms. Due to recent events, the Department of Commerce (DOC) has retracted Travel Bulletin #06, FY12, Use of Fedrooms. As a result, the NOAA Travel Office is retracting Travel Advisory 12-5, Guidance on FedRooms until DOC can reissue the policy.

The following advisories are still in effect:

- NOAA Travel Advisory 12-1 (Guidance on Actual Expenses)
- NOAA Travel Advisory 12-2 (Group Travel)
- NOAA Travel Advisory 12-3 (Guidance on Premium Class Travel)
- NOAA Travel Advisory 12-4 (Premium Class Train)

Notification will be sent out prior to re-issuance of the advisory on FedRooms.

Please visit NOAA's 'Advisory' site

<http://www.corporateservices.noaa.gov/~finance/TR.advisories.html>, as well as Department of Commerce (DOC's) Bulletin page on the other active Bulletins, that remain in effect [http://www.osec.doc.gov/oas/OCS/TMD%20Web%20Docs/travel\\_bulletins.html](http://www.osec.doc.gov/oas/OCS/TMD%20Web%20Docs/travel_bulletins.html).

Please direct any questions regarding this advisory to [Chasity.N.Donaldson@noaa.gov](mailto:Chasity.N.Donaldson@noaa.gov)/(301) 444-2129.