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

September 28, 2012

MEMORANDUM FOR: ALL NOAA & BIS Employees

FROM: Jon P. Alexander
Director of Finance/Comptroller

SUBJECT: Travel Advisory 12-8
Change to Travel Authorization Number Format

The purpose of this memorandum is to inform you of the change being made in regards to how the fiscal year (FY) designation is assigned when creating travel authorization (TA) numbers. This change is being made in order to prevent the duplication of TA numbers.

The duplication issue occurs when the last digit of a FY is reused for another FY. Without this change, TAs for FY03 and FY13 would both begin with '3'. Since Line/Staff Offices typically reuse characters 2-9 each fiscal year, there is a high probability that TA numbers will be duplicated. Duplicate TA numbers cause documents to fail resulting in delayed payments and will skew future travel reporting.

As a result, we have modified how we identify the fiscal year (FY) in a TA number. Effective October 1, 2012, users will assign the first character of a TA number using project codes to identify the FY instead of using the last digit of the current year. **TAs for FY13 will start with the letter 'L' instead of the number '3' to represent FY13**. This will prevent duplicate TA numbers from being reused every ten years. This change will be easy for users to adopt since most are already familiar with the NOAA project code structure.

NOAA's TA numbering scheme for FY13 will still contain nine characters in the following format:

Character 1:	FY Project Code
Characters 2-4:	Three character Organization Code
Character 5:	One character Travel Type Code
Characters 6-9:	Four sequential alphanumeric characters

Please note that the new format applies to TAs created on or after 10/1/12 and does not apply to TAs processed prior to 10/1/12. The FY designation will be determined by the NOAA Budget Office each year and will be communicated by the NOAA Finance Office

to all travel users by July 1st of each year.

If you have any questions regarding this travel advisory, please contact Rachael.S.Wivell@noaa.gov/ (301) 444-2136 or Chasity.N.Donaldson@noaa.gov/ (301) 444-2129.