



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

MEMORANDUM FOR: All NOAA/BIS/EDA Employees

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

SUBJECT: Travel Advisory 15-4
New Contract for Travel Management Services (TMS)

DATE: September 10, 2015

The current contract with ADTRAV for Travel Management Services (TMS) expires September 30, 2015. The new contract for TMS was recently awarded to Carlson Wagonlit Travel Scheduled Airline Ticket Office Travel (CWTSatoTravel), and is effective October 1, 2015. CWTSatoTravel will make reservations for common carrier transportation, lodging, and car rental for all Department of Commerce (DOC) employees. Please note, it is **mandatory** that employees use CWTSatoTravel to make all official travel reservations (See Federal Travel Regulation (FTR), Chapter 301-50).

This change of TMS from our current contractor, ADTRAV, to CWTSatoTravel affects anyone traveling on behalf of National Oceanic and Atmospheric Administration (NOAA), Bureau of Industry Standards (BIS), or Economic Development Administration (EDA). CWTSatoTravel will service employees from their call center in San Antonio, TX. Employees in Alaska will be serviced by CWTSatoTravel's sub-contractor, ElSol Travel. Employees in Hawaii will be serviced by CWTSatoTravel agents from their telework offices in Hawaii. The hours of operation for all offices will be 8:00 a.m. to 5:00 p.m. local time, i.e., local time to Hawaii, Alaska, etc.

Employees will continue to use ADTRAV for travel services up until COB September 30, 2015. To help ensure a smooth and seamless transition to CWTSatoTravel and ElSol, we are encouraging employees to ticket travel occurring between now and October 9, 2015 by submitting their approved travel authorizations (TAs) to ADTRAV as soon as possible, but most definitely before October 1, 2015. Employees are still authorized to make reservations from now through November 30, 2015, but strongly encouraged to ticket anything between now and October 9, 2015. On September 30, 2015 ADTRAV will ticket all approved travel through and including October 9, 2015 and CWTSatoTravel will take over all reservations not ticketed by that date. CWTSatoTravel will notify employees via e-mail of any un-ticketed reservations they

have taken over from ADTRAV. In addition, CWTSatoTravel has taken over all ADTRAV reservation profiles so that employees will not have to fill out new reservation profiles when the new CWTSatoTravel contract begins. Effective October 1, 2015, employees will call CWTSatoTravel and ElSol for all travel reservations.

Several more advisories will be sent following this one and will include more detailed information, i.e., new phone numbers, fax numbers, and transaction fee schedule. If you have any questions, please call Rachael Wivell on (301) 444-2136.

Important Dates to Remember:

9/30/15 (COB): Last day employees will be able to call ADTRAV for travel services.

9/30/15: ADTRAV will ticket all approved travel through and including October 9, 2015.

9/30/15 (after COB): CWTSatoTravel will take over all reservations not ticketed under the current contract.

10/1/15: Employees will be authorized to call CWTSatoTravel for travel reservations.