

The Financial Systems Division (FSD) will be conducting the migration of all Commerce Business System (CBS) applications to the Next Generation (NexGen) operating system beginning Friday, **December 07, 2012 at 12:00 noon ET thru Thursday, December 13, 2012 at 7:00 a.m. ET**. As a result, the following procedures are to be utilized should the need for official travel arise.

Friday, December 07, 2012 at 12:00 noon ET thru Tuesday, December 11, 2012 at 7:00 a.m. ET

The Integrated Travel Manager (ITM) system will not be available to users. Should official travel orders be required during this time the following procedures should be followed:

- Travel authorizations should be prepared on the Department of Commerce form CD-29 (Travel Order) and will require **INK SIGNATURE** approval(s) prior to submitting documentation to the Travel Management Center (TMC) for purposes of ticketing reservations. In addition, the following must be annotated on the CD -29 in Block 15A. Special Provisions/Remarks :

“System Downtime – Time Sensitive – Obligation Information not Available.”

Note: The CD Forms directory can be located at

http://ocio.os.doc.gov/ITPolicyandPrograms/Electronic_Forms/index.htm

Tuesday, December 11, 2012 at 7:00 a.m. ET through Thursday, December 13, 2012 at 7:00 a.m. ET

ITM will be available to users but with limited functionality. Users will be able to create, view and print documents however they will not be able to electronically stamp documents. Should official travel orders be required during this timeframe the following procedures should be followed:

- Travel Authorizations can be entered in Travel Manager; however they cannot be electronically stamped and routed for approval(s). The Travel Manager Default Travel Authorization form may be printed and physically circulated for **INK SIGNATURE** approval(s). In addition, the following must be annotated in the Comments block of the Travel Manager Default Travel Authorization:

“System Downtime – Time Sensitive – Obligation Information not Available.”

Thursday, December 13, 2012 at 7:00 a.m. ET

Full system functionality resumes. Users will be required to complete full processing of Travel Authorizations prepared during system downtime.

- Travel Authorizations previously prepared on Form CD-29 during the system downtime will need to be entered into ITM and routed for electronic approval(s) as normal.
- Travel Authorizations previously entered in ITM during the period of limited functionality (document stamping turned off) will need to be electronically routed for approval(s).

Note: Users are advised to defer travel voucher processing during system downtime until full system functionality resumes on Thursday, December 13, 2012 at 7:00 a.m. ET.

If you have any questions, please contact the NOAA Client Services Help Desk on [301-444-3400](tel:301-444-3400), Option #2 for Travel or via email at ClientServices@noaa.gov. Hours of operation are 7:00 am - 5:00 pm ET, Monday through Friday.