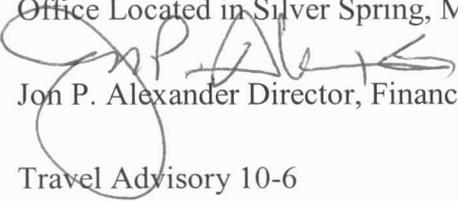




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of the Chief Financial Officer
Finance Office

MEMORANDUM FOR: NOAA Employees Who Utilize ADTRAV's On-Site
Office Located in Silver Spring, MD/SSMC-2

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

SUBJECT: Travel Advisory 10-6
Closure of the ADTRAV On-Site Office in Silver Spring, MD

DATE: September 1, 2010

ADTRAV's on-site office in the Silver Spring, Maryland, Metro Complex (SSMC) will be closed permanently on September 30, 2010. Effective October 1, 2010, employees, who currently utilize the SSMC on-site office, will begin using ADTRAV's call center located in Birmingham, Alabama, for travel management center (TMC) services. Please note that employees in the Washington, D.C., area will continue to use the ADTRAV on-site office located in the Herbert C. Hoover Building (HCHB). Employees in Hawaii will continue to use Panda Travel, employees in Alaska will continue to use US Travel, and employees in all other locations will continue to utilize the Birmingham, Alabama call center for their TMC needs.

The transition will be seamless and require **no action** from employees since the Birmingham call center currently has access to all of NOAA's profiles and reservations. The majority of the Silver Spring, MD reservations and tickets are currently processed by the Birmingham call center support team. Therefore, it is no longer cost effective to maintain the services of the SSMC on-site office. The Birmingham call center will add agents to handle the additional workload from the on-site office and provide dedicated agents to process all pending reservations made during this transition period.

Another advisory will be sent following this one which will include more detailed information, i.e., new phone numbers, fax numbers, hours of operation, and fees. If you have any questions, please call Chasity.N.Donaldson@noaa.gov on 301-444-2129 or Rachael.S.Wivell@noaa.gov on (301) 444-2136.