



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

MEMORANDUM FOR: NOAA Headquarters Employees

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

SUBJECT: Travel Advisory 10-8  
Closure of the ADTRAV On-Site Office in Silver Spring, MD

DATE: September 28, 2010

This is a final reminder regarding the closure of the ADTRAV on-site office in the Silver Spring, Maryland, Metro Complex (SSMC). Please note that the **on-site office will close permanently on September 29, 2010** and not September 30, 2010 to allow ADTRAV adequate time to pack files and move their equipment out of the office. Effective September 30, 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.

The transition will be seamless and requires **no action** from employees since the Birmingham call center currently has access to all of NOAA's profiles and reservations. The Birmingham call center has added agents to handle the additional workload from the on-site office, as well as dedicated agents who will process all pending reservations made during this transition period.

The Birmingham Alabama Call Center:  
Phone Number: (866) 430-8929  
Fax (205) 949-4233  
E-Mail: [DOCCallCenter@adtrav.com](mailto:DOCCallCenter@adtrav.com)

Please take a few minutes and visit the NOAA Travel Office web-site for more information: <http://www.corporateservices.noaa.gov/~finance/ADTRAV.html>. If you have any questions on this advisory, please call [Rachael.S.Wivell@noaa.gov](mailto:Rachael.S.Wivell@noaa.gov) on (301) 444-2136 or [Chasity.N.Donaldson@noaa.gov](mailto:Chasity.N.Donaldson@noaa.gov) on (301) 444-2129.