



MEMORANDUM FOR: All NOAA Employees

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

SUBJECT: Travel Advisory 19-1  
Status Update on New Government Travel Card Vendor

DATE: November 13, 2018

The purpose of this advisory is to notify travel cardholders that the transition from JP Morgan Chase (JPMC), Mastercard, to Citibank, Visa is delayed until February 28, 2019. In the meantime, it is critical for employees who have moved recently to call the number on the back your travel card and update your address as soon as possible so that you will receive your new card when we transition to Citibank. **If your address is incorrect when we transition to Citibank in February, you will not receive a new card and will be required to reapply under Citibank.**

In addition, cardholders who have a name change will need to notify their servicing Agency Program Coordinator (APC) listed below and update their name as soon as possible so that there isn't any confusion when issuing the new cards.

In the meantime, employees who require a government travel card will continue to use the JPMC application site: <https://www.corporateservices.noaa.gov/finance/JPMC.html>. We will be sending out more information as it becomes available to us. If you have any question regarding this advisory, please contact your servicing APC below.

### **NOAA's Agency Program Coordinators (APCs)**

#### **All Line and Staff Offices other than NMFS and NWS**

Rachael S. Wivell/(301)444-2136  
Back-up – Chasity N. Grimm/(301)444-2129

#### **NMFS employees**

Rhonda J. Brown/(301)427-7716/fax (301)713-1464  
Back-up - Jeanette Rodriguez/(301)427-8735;  
All e-mail inquiries: [nmfs.travelcard@noaa.gov](mailto:nmfs.travelcard@noaa.gov)

#### **NWS employees**

Teya Peyton/(301)427-9707  
Back-up - Margi Garner/(301)427-6934