



MEMORANDUM FOR: All NOAA Employees

FROM: Nuthan Kamat Deodhar Director,
Finance Office/Comptroller

SUBJECT: Travel Advisory 21-4
Department of Defense (DOD)
Transportation Security Administration (TSA) Precheck Program

DATE: May 4, 2021

The purpose of this advisory is to notify travelers that DOD's "TSA PreCheck Program" is now available to all NOAA employees, free of charge. DOD's TSA Precheck Program is a voluntary, expedited security screening process offered at over 180 domestic airports that allows participants to keep on their shoes, belt, and light jacket, and leave laptops and 3-1-1 compliant liquids in their carry-on bags. This is an incredible benefit that will allow employees to move through airports with greater ease. Another great perk about the program is that employees may use the program for both their official as well as, their personal travel.

Please note that NOAA Corps Officers were automatically enrolled into the program and therefore should not use the following enrollment process that NOAA civilian employees will use. NOAA civilian employees **have not been automatically enrolled**, and if interested in enrollment, will need to enroll in the program using their Common Access Card (CAC).

DOD's TSA PRECHECK ENROLLMENT FOR CIVILIAN EMPLOYEES:

To enroll, NOAA civilian employees must have an unexpired, and valid CAC, and will use DOD's milConnect website to "opt in" to the program using their DoD ID number located on the back of their CAC. Please use the following link (#19) for step by step instructions on how to "opt in":

<https://sites.google.com/noaa.gov/tsaprecheck/table-of-contents>

UTILIZING DOD's TSA PRECHECK FOR FUTURE AIRLINE RESERVATIONS:

Employees who have successfully enrolled in DOD's TSA Precheck program for official TDY travel will need to update their Travel Management Company (TMC) profile within the E2 system. Employees who wish to have their DoD ID number (also referred to as their Known Traveler Number (KTN)), populate automatically for each trip, will need to save their DoD ID number/KTN in their TMC Profile under the "Known Traveler" field.

PRECHECK INFORMATION/RESOURCES:

DOD TSA Precheck Webinars - Office of the Chief Administrative Officer (OCAO) will conduct monthly DOD TSA Precheck Webinars for employees who want more information about the DOD TSA PreCheck Program. Employees who have questions/concerns or require assistance registering for the PreCheck Program are encouraged to attend one of these sessions.

- May 18th from 1:30 – 2:30 pm EST @ <https://noaaocao.adobeconnect.com/emjalx8waz1q/event/registration.html> and
- May 19th from 1:30 – 2:30 pm EST @ <https://noaaocao.adobeconnect.com/ei6onv91y7an/event/registration.html>.

DOD's TSA PreCheck Program Frequently Asked Questions - Please visit the following website, created by OCAO, for a list of frequently asked questions regarding the DOD TSA PreCheck Program: <https://sites.google.com/noaa.gov/tsaprecheck/table-of-contents>

Support

System Support: DOD TSA PreCheck Program: <https://www.tsa.gov/precheck/>/(866) 289-9673;

NOAA DOD TSA PreCheck: tsaprecheck4feds.help@noaa.gov/(301) 628-0917;

E2 Support: clientservices@noaa.gov/(301) 444-3400; or

Travel Policy Questions: chacity.n.grimm@noaa.gov/(301) 444-2129 or rachael.s.wivell@noaa.gov/(301) 444-2136.