



MEMORANDUM FOR: All NOAA Employees

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

SUBJECT: Travel Advisory 18-1
Guidance for Employees Traveling During a
Lapse in Appropriations

DATE: January 22, 2018

The purpose of this advisory is to provide guidance to employees (includes invitational) who are traveling during a lapse in appropriations. Travel during a lapse in appropriations must be directly related to carrying out excepted activities.

1. **Non-Excepted Employees in a temporary duty status (TDY):**

Non-excepted employees who are in a TDY status or on an extended detail during a lapse in appropriations must return to their official duty stations (ODS) on the day of the lapse of appropriations, or as soon as logistically possible, unless otherwise directed. Employees will need to call CWTSATO's call center to schedule any return flights.

a. **CWTSATO Operations**

- CWTSATO's call center will remain open 24/7 (includes during a lapse in a appropriations) and can be reached on 855-813-2844.
- CWTSATO will not book or ticket any non-excepted travel during a lapse of appropriations.
- CWTSATO will begin canceling all non-essential travel (including air, rental car and/or hotel reservations made through the E2 system) scheduled to occur during a lapse in appropriations and will notify travelers/travel arrangers, as appropriate. NOTE: CWTSATO will not cancel travel for employees ordered to return to their ODS during a lapse in appropriations.
- CWTSATO will provide full service to all NOAA personnel who must return to their ODS in the event of a lapse of appropriations.

b. **J.P. Morgan Chase Government (JPMC) Travel Cards**

JPMC travel cards can only be utilized for expenses officially necessary to return the employee to their ODS. Employees who use their travel card for unauthorized purchases or cash advances will be subject to disciplinary actions. Government travel card coordinators will review transaction activity once the government reopens and report misuse to the cardholder's supervisor and to their Workforce Management Office (WFMO).

c. **Payments and Travel Vouchers**

Travel vouchers cannot be filled and/or processed during a lapse of appropriations. However, employees are expected to continue to make timely payments on their JPMC travel card accounts in compliance with the terms of their cardholder agreement.

2. **Employees in a Relocation Status During a Lapse of Appropriations:**

Employees who are on approved relocation travel orders prior to a lapse of appropriations date are authorized to continue to incur approved relocation expenses, i.e., en route travel, temporary quarters, transportation and storage or household goods, and real estate transactions, with exception of househunting trips. Since househunting trips are treated like TDY travel, employees cannot perform househunting trips during a lapse of appropriations. NOAA's relocation contractors will continue to service employees in a relocation status during a lapse of appropriations. However, relocation travel orders will need to be canceled or postponed for employees scheduled to come on board during a lapse of appropriations period.

3. **Excepted Employees Traveling During a Lapse of Appropriations:**

In the event that "excepted" employees are required to carry out excepted activities during a lapse in appropriations, they must:

- a. Manually process a travel order [CD-29](#) outside of E2. For specific guidance on what information is recorded on the Travel Order, please review the [CD-29 Instructions](#). The Travel Order must be completed in its entirety and include:
 - the specific Purpose and Justification for travel;
 - the following justification in the Block 15a, Special Provisions/Remarks section: "Excepted Employee Performing Emergency Travel During Government Lapse in Appropriations. Obligation Information not Available";
 - the specific accounting information in Block 10a;
 - the NOAA certifying officer's name who gave approval for funds availability in Block 10b (either Lorne Williams or Thomas Santymire – See (c) below);
 - an "Ink Signature" approval in block 17 by the authorizing official;
 - and ignore Blocks 16 & 18.
- b. Complete and sign a [Request for Excepted Goods or Services During a Shut-Down](#).
- c. Fax both the approved Travel Order and Request for Excepted Goods or Services During a Shut-Down to the NOAA Budget Office, specifically to one of the following employees to gain approval:

- Lorne Williams: E-mail: Lorne.Williams@noaa.gov, Phone: (202) 482-5654; Cell Phone: (240) 645-7757
- Thomas Santymire: E-mail: thomas.f.santymire@noaa.gov, Phone: (202) 482-2074; Fax: (202) 482-4269; Cell Phone: [202-834-5225](tel:202-834-5225)

The NOAA Budget Office will advise and coordinate any excepted travel requests with the Deputy Under Secretary of Operations (DUSO), NOAA, for final approval. The DUSO will coordinate with the Deputy Assistant Secretary (DAS) for Administration, DOC, to ensure that CWTSATO knows which employees are considered 'excepted' and approved to travel.

- Receive an approved Request for Excepted Goods or Services During a Shut-Down from the Budget Office in order to travel.
- Fax the approved Travel Order and Request for Excepted Goods or Services During a Shut-Down to CWTSATO at the following fax number: 855-403-5255
- Receive an itinerary which ensures that the reservation was made successfully. In the event the employee does not receive an itinerary from CWTSATO or if the reservation they receive is incorrect, they must contact CWTSATO by calling 855-813-2844. Employees will not use their government travel cards or personal funds to procure airfare since all airfare will be charged to NOAA's Centrally-Billed Account (CBA).
- Receive an invoice from CWTSATO via e-mail which ensures that the employee has been successfully ticketed. If the employee does not receive an invoice (which shows the form of payment), they have not been ticketed and will need to contact CWTSATO.
- Include specific authorization/approval as stated below for the following travel scenarios:
 - A justification for the use of non-contract carriers must be included on travel authorizations anytime a non-contract carrier is used when a city pair fare is available. A listing of the justifications can be found in the [FTR, Chapter 301-10.106- 301-109](#).
 - An approved [CD-334, Request for Approval of Extra Fare Air Accommodations](#), must also be provided to CWTSATO *before* any premium-class tickets can be issued. Use of premium-class accommodations shall only be authorized and approved based on the following guidelines <http://www.corporateservices.noaa.gov/finance/Premium%20Travel>.
 - Travelers are required to use U.S. flag air carriers for all air travel funded by the Government unless one of the exceptions contained in the [FTR, Chapter 301-10.131 through 301-10.143](#) are met. A justification for the use of a foreign-flag carrier must be included on the travel authorization whenever a foreign carrier is used. If a justification is not provided, the Government cannot pay for your airfare on a foreign carrier.
- Re-enter the authorization into E2 once the Government resumes normal operations and prior to voucher submission. Authorizations re-entered into E2 will not need to be

sent to CWTSATO, but they will be required to route through the system for electronic approval(s).

- j. Process a travel voucher through E2 once the travel authorization has been processed and approved in E2 and Government resumes normal operations. Remember to include receipts for all lodging expenses and any expenses that exceed \$75.

Please direct any questions regarding this advisory to Rachael.S.Wivell@noaa.gov or [\(301\) 444-2136](tel:3014442136).