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ALCGPSC 029/16

SUBJ: TRAVEL MANAGEMENT CENTER (TMC) CONTRACT AWARD –
UPDATE #1

A. ALCGPSC 023/16

1. Per Ref A, the new TMC contract with ADTRAV will commence on 2 March 2016 and they will assume control over all reservations and ticketed travel that was made with CWT/SATO. Travelers should continue to contact CWT/SATO between now and 1 March 2016. However, travelers should not be accelerating their normal process of making reservations simply due to the contract change. Between now and 1 March 2016, CWT/SATO will continue to ticket previously made reservations to ensure tickets are issued 5 business days in advance of travel as required by the contract.

2. On 2 March 2016, ADTRAV's contact information and full details on reservations procedures will be posted on our websites at – http://www.uscg.mil/psc/bops/govtrvl/Traveler/default_Traveler.asp and http://www.uscg.mil/psc/bops/govtrvl/TMC/ADTRAV/default_ADTRAV.asp .

3. In addition to the above website data, each CG member will be sent an informational e-mail from the Travel Card program notifying them of the change in the TMC Contractor and providing information on the transition.

4. All questions should be directed as follows:

a. Traveler should direct questions to their unit GTCC Travel Manager. Members can determine who their supporting Travel Managers are under the contacts page located at http://www.uscg.mil/psc/bops/govtrvl/contacts/default_Contacts.asp .

b. GTCC Travel Managers may direct questions to Mr. Matthew Ruckert at 703-201-3080 or Matthew.T.Ruckert@uscg.mil or to Ms. Evelyn Curry at 703-258-5996 or Evelyn.C.Curry@uscg.mil

5. Released by: RDML W. G. Kelly, Commander, Personnel Service Center. The Service Center for Our Most Important Resource – Our People.

6. Internet release is authorized.