

**For:** FAS and FSA National Office Employees

**Preparing for Change of Travel Management Center (TMC) for the National Office**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

USDA recently awarded a contract to Carlson Wagonlit Travel (CWT) to provide travel management services for official Government travel to National Office employees. Effective July 15, 2000, American Express will no longer be the National Office TMC. On July 15, 2000, CWT will begin operating under the new USDA contract.

**B**

**Purpose**

In preparing for the change, this notice informs employees that CWT has requested Personal Profile Preference forms be completed by USDA travelers so that CWT may better serve USDA.

**2 Instructions**

**A**

**Action**

FAS and FSA employees that travel on official Government business should:

- reproduce the CWT Personal Profile Preference form (Exhibit 1) as needed
- complete and FAX the form to the appropriate office according to this table.

Employing Agency	FAX Number
FAS	202-720-9986
FSA	703-305-1147

Further information on the transition to CWT will be provided in the near future.

Continued on the next page

<b>Disposal Date</b> August 1, 2001	<b>Distribution</b> All FAS and FSA National Office employees
--	--

**Notice FI-2442**

**2 Instructions (Continued)**

---

**B**

**Labor  
Management  
Obligations**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

---

**C**

**Contact**

Address questions about this notice and completion of the CWT Personal Profile Preference form according to the following table.

<b>Employing Agency</b>	<b>Contact</b>	<b>Telephone Number</b>
FAS	FAS, FAA, ISS, ISB, Sylvia Wynn	202-690-1705
FSA	Accounting and Travel Policy	703-305-1408

---

Completing the CWT Personal Profile Preference Form



DEPARTMENT OF AGRICULTURE

Personal Profile Preference

NEW  CHANGE  DELETE

Agency: \_\_\_\_\_ Division Acronym: \_\_\_\_\_  
 Location:  Washington, DC  Other

**OFFICIAL TRAVEL:**

Name: \_\_\_\_\_  
First MI Last

Office Address: \_\_\_\_\_  
 Office Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Office Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cellular Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Office Email Address: \_\_\_\_\_  
 Secretary/Exec Asst.: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**AIRLINE PREFERENCE:**

Seat: \_\_\_\_\_ Aisle: \_\_\_\_\_ Window: \_\_\_\_\_ Other: \_\_\_\_\_  
 Special Meal Requirements: \_\_\_\_\_  
 Government Frequent Flyer Numbers: \_\_\_\_\_ Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRIVACY STATEMENT:**  
 Information on this form complies with the Privacy Act of 1974.

FAS Employees should fax the completed form to FAS- Travel Section,  
 Sylvia Wynn at 202-720-9986.

FSA Employees should fax the completed form to FMD-Travel Office at  
 703-305-1147.