

For: FAS and FSA National Office Employees

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

Approved by: Deputy Administrator, Management



1 Overview

A

Background

Carlson Wagonlit Travel (CWT) is the new TMC contractor for USDA's National Offices. The contract will become effective on Saturday, July 15, 2000.

B

Purpose

This notice provides a brief introduction to CWT, the new TMC.

2 Instructions

A

Action

Travelers should continue to use the American Express (AMEX) TMC through Friday, July 14, 2000.

On Friday, July 14, 2000, at 6 p.m. and during the weekend of July 15 and 16, 2000, travelers should call CWT for emergency travel and after hours assistance. CWT's emergency after hours telephone number is 800-383-6723. Travelers should identify themselves as USDA employees, ID # W3N7, and request assistance.

CWT is located in Alexandria, Virginia, and will serve USDA's National Offices. CWT has the ability to make official business travel reservations for transportation (air, train, ship), lodging (hotel), and vehicle rental.

CWT also has on-line reservations capability, where the traveler or their designee may make reservations electronically. FMD staff is working with CWT to arrange training for FAS and FSA employees on the electronic reservations system. Training information will be provided at a later date.

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2 Instructions (Continued)

A

Action (Continued)

CWT's telephone number is 877-832-6579 and dedicated to USDA. The hours of operation are Monday through Friday between 7:30 a.m. and 5:30 p.m. e.s.t.

As with the Amex contract, there will be a transaction fee. The CWT transaction fee is \$7.50 per domestic or international transactions. There also is a \$8 transaction fee for car and/or hotel only reservations. There is no transaction fee when reservations are made on-line by the Government traveler or their designee. After approximately 90 calendar days, the amount of the transaction fees may change, based on negotiations between CWT and USDA.

Additional information on CWT will be provided in a later FI notice.

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 to the FMD, Accounting and Travel Policy Staff at 703-305-1408.
