

For: FSA State Offices, Kansas City Offices, and St. Louis Finance Center

Travel Management Center (TMC) Information Requested

Approved by: Deputy Administrator, Management



1 Overview

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Background

The USDA Office of the Chief Financial Officer (OCFO) has determined that the Department should consolidate and refine travel management services within USDA. One way to do this is to have USDA use a nationwide TMC contract for travel services. OCFO in coordination with agency representatives will work together to establish a USDA nationwide TMC contract that best meets the overall travel needs of USDA. A nationwide TMC contract will integrate geographically dispersed contracts into a single contract and provider for travel management services USDA-wide. Using 1 TMC USDA-wide will result in lower transaction fees and improved customer service. Once a new TMC has been selected, all offices will be moved into the new nationwide contract as the current task orders expire.

B

Purpose

This notice requests information on TMC services within FSA.

C

FMD Travel Website

This notice will be accessible from the FMD Travel website.

<p>Disposal Date</p> <p>February 1, 2004</p>	<p>Distribution</p> <p>State Offices, Kansas City Offices, and St. Louis Finance Office</p>
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Notice FI-2574

2 Action

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Instructions for Providing TMC Information

State Offices, Kansas City offices, and the St. Louis Finance Office shall provide the following information by memorandum to FMD:

- name and phone number of TMC used
- agency issuing the task order
- task order number
- date the task order will end
- services presently provided by TMC
- services wanted from a new TMC.

State Offices shall FAX the information to DAFO at 202-690-3309. Kansas City offices and the St. Louis Finance Office shall FAX the information to FMD at 703-305-1147.

Submit information by COB February 12, 2003.

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

If there are questions about this notice:

- State Offices shall contact DAFO at 202-690-2807
 - DAFO, Kansas City offices, and St. Louis Finance Center shall contact FMD, Accounting and Travel Policy Section at 703-305-1408.
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