

For: FSA Offices

E-Mail Address Update Required in Electronic Data System (EDS) FedTraveler System

Approved by: Deputy Administrator, Management



1 Updating FedTraveler Profiles

A Background

On January 1, 2005, USDA began using EDS FedTraveler to procure transportation for USDA employees nationwide. FSA has recently completed migration to Outlook as its e-mail system. At that time, FSA employees' e-mail addresses changed from **Firstname_Lastname@wdc.usda.gov** to **Firstname.Lastname@wdc.usda.gov**.

Therefore, every FSA employee should contact FedTraveler and update their e-mail address by October 1, 2005, at the latest. During this process, all other aspects of the traveler's profile should be verified and updated.

FSA employees may update their **complete profile (including e-mail address)** by logging onto **http://www.fedtraveler.com** or calling FedTraveler at 1-866-876-8020.

Any employee that has problems with any of the following should call FedTraveler at 1-866-876-8020 for assistance:

- logging on
- passwords
- profiles.

Note: Any USDA employee who does not have a correct e-mail address in the FedTraveler system will not receive their e-mail itinerary when travel arrangements have been made.

B Purpose

This notice instructs FSA employees to update their FedTraveler profiles, particularly their e-mail address, by October 1, 2005, at the latest.

Disposal Date October 1, 2007	Distribution All FSA Offices; State Offices relay to County Offices
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Notice FI-2709

1 Updating FedTraveler Profiles (Continued)

C 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.

D Contact

If there are questions about this notice, contact the appropriate office in this table.

Office	Contact
Kansas City and St. Louis complexes	Larry Hayob at 816-926-1435
State Office	Star Bryant, DAFO, at 202-720-0183
County Office	State Office
National Office	FMD, Debt Management and Travel Policy Staff at 703-305-1408