

For: FSA Offices

**Profile 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.

Every FSA employee should contact FedTraveler and update their profile by December 1, 2005, at the latest. During this process, all aspects of the traveler's profile should be verified and updated.

Every FSA employee should ensure that their e-mail address in EDS FedTraveler mirrors their e-mail address as stated in Outlook, the agencies e-mail system.

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:

- provides clearer guidance on how FSA employees are to update their FedTraveler profiles, including their e-mail address, by December 1, 2005, at the latest
- obsoletes Notice FI-2709.

|                      |  |
|----------------------|--|
| <b>Disposal Date</b> | <b>Distribution</b>                                    |
| December 1, 2007     | All FSA Offices; State Offices relay to County Offices |

**Notice FI-2725**

**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.

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