
ARC Monthly Bulletin – September 2010

Valuable information for ARC's customers

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1. New Administration Branch

The Division of Procurement Services (DPS) is undergoing a reorganization to convert one of the three existing branches into the "Administration Branch." This branch will assume all responsibility for post-award administration of contracts, BPAs, task and delivery orders, and purchase orders. The Administration Branch is planned for startup in the First Quarter of FY 11. Purchasing functions from the three current branches will be consolidated into the two remaining branches. Some employee work assignments will change and some customer assignments will shift to different branches. More information will be provided directly to customers as details are finalized in the coming months. If you have any questions or concerns please contact Sandy J. George at sandyj.george@bpd.treas.gov.

2. New Travel Management Center Services

Northrop Grumman's travel management center (TMC) contract with American Express expires on November 12, 2010. All TMC services currently provided by American Express is tentatively scheduled to transition to SATO Travel on October 18, 2010. SATO Travel has been providing excellent service for all of your complex international reservations since the implementation of GovTrip and currently provides full TMC services to several of our customers. Under the new contract, SATO will service all on-line reservations booked in GovTrip, as well as all phone call reservations.

For customers who currently use SATO travel as their TMC, there will be no change. For customers who currently use American Express as their TMC, the transition will be transparent when making reservations in GovTrip. For traditional phone call reservations, SATO Travel will provide a new phone number, and travelers can expect to receive confirmation and ticketing emails directly from them. This change will not impact customer agreements. The TMC will eliminate the 24-hour ticketing business rule in conjunction with this transition. Travel Services will provide more information to travelers and travel contacts closer to the transition date. Please contact Travel Services at 304-480-8000 or travel@bpd.treas.gov with any questions or concerns.

3. Implementation of New Secure Flight Restrictions

The Transportation Security Administration (TSA) Secure Flight Program is moving into a final phase which will require 100% participation on all reservations booked for travel beginning on or after November 1, 2010. The TSA will require all passengers traveling within the United States and its territories to have their Secure Flight Passenger Data (SFPD) present in their booked reservations. Failure to have this information present in their reservation will result in cancellation of the reservation by the airline, or the airline will restrict ticketing of that reservation. The Travel Management Center (TMC) identified any existing reservations that were missing SFPD. Travel Services notified customer agency travel contacts and the travel contacts had their travelers contact the TMC directly with the missing information.

Northrop Grumman modified the GovTrip application to ensure users have their SFPD data updated within their profile. Before a user can search for flights within their authorization, GovTrip validates the existence of the necessary SFPD information (first name, last name, middle name (or initial), gender, and date of birth). If the validation is not successful (the traveler is missing some SFPD information), GovTrip presents the user with a modified profile page containing only the SFPD data fields, where the user will need to enter the required information. Please contact Travel Services at 304-480-8000 or travel@bpd.treas.gov with any questions or concerns.

4. Treasury Unveils New Fleet Program

Effective October 1, 2010, the fleet programs for all Treasury customers will transition from the Citidirect system to that of Wright Express. The Wright Express system provides fleet program managers with the tools needed to effectively track and manage their fleet programs. Non-Treasury customers will continue to use the Citidirect system to manage their fleet programs.

ARC has been working with Wright Express to develop a new business process to account for the transactions, obtain new cards for the appropriate cardholders, and set up the proper accounting string codes for FY 11. For additional information on this topic, please contact Paul Saunders at 304-480-7169 or paul.saunders@bpd.treas.gov.

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