

MEMORANDUM FOR: All NOAA Employees

FROM: Jon P. Alexander
Director, Finance Office/Comptroller

SUBJECT: Clarification to Travel Advisory 09-5
Secure Flight Program

DATE: January 13, 2008

A travel advisory was sent recently to all employees regarding the U.S. Department of Homeland Security (DHS), Transportation Security Administration's (TSA's), final rule for the Secure Flight program. In order to ensure accurate ADTRAV profile information, the advisory instructed everyone to update their ADTRAV profile by February 1, 2009, at the following website: www.rezprofiler.com. Please note that this website may experience some down times and may not always be available. In order to access your ADTRAV profile, you will need to know that NOAA's WorldFile ID is: DOCNOA. In addition, if your middle name is spelled out on the ID you use to pass through airport security, you will need to include both your first and middle name in the first name space when you update your ADTRAV profile.

Please visit our website if you have any additional questions regarding your ADTRAV profile: <http://www.corporateservices.noaa.gov/~finance/ADTRAV.html>. If you have any questions regarding this advisory, please contact Rachael.S.Wivell@NOAA.GOV or call her on (301) 444-2136.