

MEMORANDUM FOR: All NOAA Employees

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

SUBJECT: Travel Advisory 09-8
JP Morgan Chase (JPMC) Travel Cards

DATE: March 23, 2009

Credit Worthiness Assessment: Credit worthiness assessments are conducted on all new Government travel card applications and are mandated per Office of Management and Budget (OMB) Circular A123, Appendix B:
http://www.whitehouse.gov/omb/assets/omb/circulars/a123/a123_appendix_b.pdf.

Credit assessments are an important internal control measure used to ensure that travel cardholders are financially responsible for the payment of their government travel card. Please note that former Citibank cardholders with active cards at the time of the transition to JPMC are not subject to credit worthiness assessments.

Blocked Credit: New applicants who have a block on their credit will need to remove the block prior to applying for a new travel card. For your information, we have included links to the three credit bureaus: [Experian](#), [Equifax](#), [TransUnion](#).

Insufficient Credit: Employees who are denied a travel card due to insufficient credit may either travel on their own personal funds or request a travel advance each time they travel. Cardholders who are denied a travel card based on insufficient credit may reapply for a travel card once their credit has either been restored or becomes sufficient.

Cardholders who have insufficient credit and choose not to use their own personal funds may apply for an advance by filling out a [CD-369, "Travel Advance Form"](#) and faxing it along with a copy of their travel authorization to Elissa Kelsey at (301) 413-3066. Travel advances are processed as direct deposits and can take approximately 5 business days to process.

Employees who think they may have insufficient credit and may require a travel advance should allow sufficient time when applying for a travel card by factoring in processing times for both a travel card and a travel advance. Travel advances will only be issued to employees who are ineligible for a travel card due to insufficient credit.

JPMC Travel Card Application Process

Former Citibank travel card holders who still have not received their new JPMC travel cards have until April 13, 2009, to apply for the new card using the following application process which will not require credit worthiness assessments:

<http://www.corporateservices.noaa.gov/~finance/JPMC.travel%20card%20requested-former%20Citibank%20Cardholder.doc>.

After April 13, 2009, former Citibank cardholders who did not receive their JPMC travel cards will be required to apply for the new card on-line and be subject to credit worthiness assessments:

<http://www.corporateservices.noaa.gov/~finance/JPMC.Travel%20Card%20AppInstru ct.doc>

Card Activation

Cardholders who have received their JPMC travel card and who have not yet activated it will need to do so by COB April 13, 2009, or their card will be canceled. In order to activate a travel card, cardholders will need to call the number on the back of the card. Cardholders whose cards are canceled due to non-activation will be required to reapply for a new travel card, and be subject to the credit worthiness assessment.

PaymentNet

Cardholders are strongly encouraged to visit our website at the following address <http://www.corporateservices.noaa.gov/~finance/JPMC.html> in order to access JPMC's automated on-line PaymentNet system to view and update their personal profile information. Cardholders will need to utilize PaymentNet instructions from our website in order to access PaymentNet. Some accounts may need to be updated due to incorrect e-mail address, phone numbers, and/or home addresses. Cardholders may access PaymentNet <https://gov1.paymentnet.com/Login.aspx> or contact JPMC's customer service phone number at (888) 297-0781 to:

- change their name;
- change their address;
- dispute charge transactions;
- access account statements; and
- pay their travel card bill.

It is important for cardholders to verify their current credit limit in PaymentNet prior to travel. If the credit limit is not going to be

sufficient, the employee's Approving Official must send their servicing AOPC (listed below) an e-mail requesting an increase.

Immediately report lost or stolen travel cards to JPMC and your servicing AOPC.

If you have any questions regarding this advisory, please contact your servicing AOPC:

NWS employees contact Yvette.Garnett-Singleton@noaa.gov (301)713-0720 x112;

NMFS employees contact Marlena.Bowman@noaa.gov on (301)713-1364 X194 or

Annette.R.Stern@noaa.gov on (301)713-2259 x119;

and

All other employees contact Elissa.M.Kelsey@noaa.gov on (301) 444-2107.

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