

MEMORANDUM FOR: All NOAA Travel Cardholders

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

SUBJECT: Travel Advisory 08-8
Transition from Citibank to JP Morgan Chase
for Government Charge Cards

Effective November 30, 2008, JP Morgan Chase (JPMC) will replace Citibank as our Government charge card vendor for purchase, fleet and travel. Current cardholder records will be transferred from Citibank to JPMC. Therefore, cardholders who currently have a Citibank Government travel card will not be required to reapply for a new card under JPMC. Current cardholders will be enrolled automatically into JPMC's system and issued new cards sometime in November 2008.

In order to abide by the Patriot Act which requires banks to verify a cardholder's identity, cardholders who currently have a P.O. Box or work address on file with Citibank will be required to change their address to a physical residential address. Employees who do not change their address from a P.O. Box to a physical residential address with Citibank **will not be issued a new card** from JPMC and will have to reapply for a new card with JPMC once the transition is complete.

If you currently have a P.O. Box address or work address on file with Citibank, please call Citibank at 800-790-7206 and change your address to your physical residential address by September 19, 2008. You will have the option of changing your address to a PO Box or work address, if you choose to do so, after you receive your new card. More information regarding the transition from Citibank to JPMC is forthcoming.

If you have any questions on this broadcast, please contact your servicing Agency Organization Program Coordinator (AOPC):

NWS employees contact Janice Evans on (301)713-0420 x104;
NMFS employees contact Annette Stern on (301)713-2259 x119;
and All other employees contact Elissa Kelsey on (301)444-2107.

This message was generated for the Director, Finance Office/Comptroller by the NOAA Information Technology Center/Financial and Administrative Computing Division