

DATE:	May 31, 2012
SOP SUBJECT:	New GovTrip Profiles & Changes to Current GovTrip Profiles
NUMBER:	TM-02
EFFECTIVE DATE:	Immediately Until Replaced or Superseded

FOR NEW GOVERNMENT TRAVELERS:

Location Action:

1. Traveler fills out government profile form for Program Support Assistant (PSA) or designee
2. PSA (or designee) sends to Travel Specialist (TS)/FATA for verification in FMMI and input to GovTrip GovTrip (All GovTrip profile forms must be encrypted with a password before emailing to the TS/FATA. The universal password for all forms will be ARS Business Service Center.)

Business Service Center Action:

1. TS/FATA looks up SSN in FMMI to see if federal employee (ZEMP) profile has already been created by Human Resources
2. TS/FATA alters ZEMP profile as needed
3. TS/FATA looks up traveler in GovTrip to see if the profile has already been created
4. TS/FATA adds/alters GovTrip profile as needed
5. TS/FATA waits to notify PSA until pseudo SSN has been verified in FMMI and matches GovTrip

FOR NEW NON-GOVERNMENT/INVITATIONAL TRAVELERS:

Location Action:

3. Traveler fills out non-government profile form for PSA or designee
4. PSA (or designee) sends to TS/FATA for verification/input into FMMI and GovTrip (All GovTrip profile forms must be encrypted with a password before emailing to the TS/FATA. The universal password for all forms will be ARS Business Service Center.)

Business Service Center Action:

1. TS/FATA looks up SSN in FMMI to see if invitational (ZINT) profile has been already created

2. TS/FATA adds/alters ZINT profile as needed
3. TS/FATA looks up traveler in GovTrip to see if profile has already been created
4. TS/FATA adds/alters GovTrip profile as needed
5. TS/FATA waits to notify PSA (or designee) until pseudo SSN has been verified in FMMI and matches GovTrip

REQUESTING A TEMPORARY SSN FOR A FOREIGN INVITATIONAL TRAVELER:

Location Action:

1. PSA (or designee) will e-mail the following information to the TS/FATA (All PII information must be encrypted with a password before emailing to the TS/FATA. The universal password for all forms will be ARS Business Service Center.)
 - a. Traveler's complete name
 - b. Date of Birth
 - c. Place of Birth
 - d. Dates of travel and purpose of travel

Business Service Center Action:

- TS/FATA will fax/call the information to the Human Resources Division – File Room, to receive a pseudo SSN before the profile can be input into FMMI and GovTrip.
 - a. Fax: 301-504-1371
 - b. Telephone: 301-504-1372
- This pseudo SSN is for FMMI and GovTrip travel purposes only, the traveler cannot use this number to obtain a credit card or for any other use.

CHANGES TO CURRENT GOVTRIP PROFILES:

Location Action:

1. Traveler fills out profile form with the updated information for the PSA or designee
2. PSA (or designee) sends to TS/FATA (All GovTrip profile forms must be encrypted with a password before emailing to the TS. The universal password for all forms will be ARS Business Service Center.)

Business Service Center Action:

1. TS/FATA updates GovTrip profile

References:

GovTrip Manual

New Government Traveler Form (attached)

New Non-Government Traveler Form (attached)