

First Time Traveler

Interviewee

The MWA Area Director approves all invitational travelers including interviewees. Complete the REE-11 form and have it processed for approval through the Area office.

- See AFM site REE e-Forms ; my forms for the REE-11 form at <https://reeforms.ars.usda.gov/scm/Default.aspx>
- After receipt of approved REE-11 from the area, process the forms below.

Interviewee becomes NEW HIRE?

If a Non-Gov profile was created for travel/interview and the **individual is hired, HR will** also enter an Employee profile in FMMI. To prevent travel document rejects, enter a AFMCSP (portal) Work Request (Travel/FMMI Profile) and request that the Non-Gov and Gov Profile be merged in FMMI.

First Time Traveler – Invitational

Complete the following forms BEFORE entering the CGE trip:

Travel forms can be found at Axon: <https://axon.ars.usda.gov/AFM/Training/Pages/Travel.aspx>

- If a foreign national, the HRD Fax form will need to be submitted to get a fake SSN#
- Complete the Non-Gov Traveler Profile Form (used for FMMI & CGE)
- Create an AFMCSP Work Request (Travel/FMMI Profile) and upload the completed Profile form.
- Once the Profile has been established, the Travel Specialist (TS) will close the Work Request, and the creator will receive an automatic email stating that the request has been completed.

First Time Traveler – MWA Employee

- Complete the Gov Employee Profile Form (adds profile to CGE)
- Create an AFMCSP (portal) Work Request (Travel/FMMI Profile) and upload the completed Profile form.
- Once the Profile has been established, the Travel Specialist (TS) will close the Work Request, and the creator will receive an automatic email stating that request has been completed.

Non-Government Traveler's Airfare

All travel arrangements must go through the current eTravel System (CGE)

- An invitational traveler's airfare will be charged to the CBA credit card.
- Justification for CBA use: Invitational Traveler
- Flight reservations should be made through our eTravel System (BCD/CGE)
- Explain to Traveler – Lodging & rental car needs to be reserved with their personal credit card
- Rental car should be reserved as a Federal Government vehicle with GARS insurance

Government Traveler's Airfare

All travel arrangements must go through the current eTravel System (CGE)

- Because the use of the CBA is limited to invitational travelers, a travel card application will need to be processed in the AFMCSP for ARS employees. See the Travel Card Section in this book.
Normal processing time is 7-10 days.

Travelers from other ARS areas/USDA Agencies Using CGE and NFC (Finance)

Enter an AFMCSP work request asking that the traveler's profile be made available to the Arranger.

- Provide the following information:
 - Current ORG #
 - Current Arranger or FATA email and phone
 - Required MWA ORG # (see MWA ORG list)
- MWA Travel Arranger (if portal ticket is entered by someone else)
- Travel Arranger and ORG code will be changed in the 'received' profile
- The profile may be changed to the original location ORG AFTER the voucher has been filed. If the original ORG needs the profile available, coordinate any changes carefully because the ORG in the profile determines the accounting and the routing list at the time a document is stamped signed.
- Notify the TS via the portal request when the ORG may be returned to original location.

Travelers in any Agency that does not use CGE or NFC

Complete paperwork for First Time Traveler - Invitational

MWA Travelers Traveling for other ARS areas/USDA Agencies Using CGE and NFC (Finance)

Enter an AFMCSP work request asking that the traveler's profile be made available to the other ORG.

- Provide the following information:
 - Requesting ORG #
 - Requesting Arranger or FATA email and phone
 - MWA Travel Arranger (if portal ticket is entered by someone else)
- While a MWA traveler has another Area ORG# in their profile, the location Arranger may still see the profile, so it is important to keep a list of travelers that have another ORG#.
- If a MWA Arranger creates an authorization while the profile has a different ORG#, the authorization will not have MWA account codes available or the correct routing structure.
- The authorization would then need to be removed, profile changed to MWA ORG#, and a new authorization created.

 **CONCUR GOVERNMENT TRAVELER PROFILE**

ORGANIZATION: GUSDAREE _____

NAME AS IT APPEARS ON ID USED AT THE AIRPORT (EX: DRIVER'S LICENSE):

FIRST NAME: _____

MIDDLE NAME: _____ DOES NOT HAVE A MIDDLE NAME

LAST NAME: _____ GENDER: MALE FEMALE

SS NUMBER: _____ DATE OF BIRTH: _____

RESIDENT ADDRESS: _____

LINE 2 OF ADDRESS: _____

CITY / STATE & ZIP: _____

HOME PHONE #: _____ CELL # _____

OFFICE PHONE #: _____

OFFICE EMAIL: _____

ARS EMERGENCY CONTACT NAME: _____

ARS EMERGENCY CONTACT'S WORK #: _____

GOVT TRAVEL CARD #: _____

NAME ON CARD: _____ EXP. DATE: _____

MANAGEMENT UNIT'S DATA - DO NOT USE ACRONYMS

UNIT'S NAME: _____

STATION ADDRESS: _____

CITY / STATE & ZIP: _____

OFFICE PHONE & FAX: _____

TRAVEL ARRANGER: _____

TA'S PHONE #: _____ TA'S EMAIL: _____

FOR BUSINESS SERVICE CENTER USE ONLY:

TRAVELER HAS A FMMI VENDOR RECORD YES NO

PSEUDO SS#: _____
2/16/16

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NON-GOVERNMENT TRAVELER PROFILE

ORGANIZATION: GUSDAREE _____

NAME AS IT APPEARS ON ID USED AT THE AIRPORT (EX: DRIVER'S LICENSE):

FIRST _____ NAME: _____
_____ MIDDLE NAME: _____

DOES NOT HAVE A MIDDLE NAME LAST NAME: _____ GENDER: MALE
FEMALE

SS NUMBER: _____ DATE OF BIRTH: _____

RESIDENT ADDRESS: _____

LINE 2 OF ADDRESS: _____

CITY / STATE & ZIP: _____

HOME PHONE #: _____ CELL # _____

OFFICE PHONE #: _____

OFFICE EMAIL: _____

ARS EMERGENCY CONTACT NAME: _____

ARS EMERGENCY CONTACT'S WORK #: _____ HAS

PERSON EVER TRAVELED FOR ARS BEFORE? YES NO

OPTIONAL DIRECT DEPOSIT INFO (For bank accounts within the US only; faster & cheaper to pay electronically)

BANK NAME: _____ ROUTING NUMBER: _____

ACCOUNT NUMBER: _____ ACCT TYPE: CHECKING SAVINGS

MANAGEMENT UNIT'S DATA – DO NOT USE ACRONYMS

UNIT'S NAME: _____

STATION ADDRESS: _____

CITY / STATE & ZIP: _____

TRAVEL ARRANGER: _____

TA'S PHONE #: _____ TA'S EMAIL: _____

FOR BUSINESS SERVICE CENTER USE ONLY:

TRAVELER HAS A FMMI VENDOR RECORD YES NO

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PSEUDO SS#: _____ FMMI REQUEST #: _____

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GUSDAREE0336	MIDWEST AREA	NEW ORG
GUSDAREE033601	ARS MWA	5000-00-00
GUSDAREE033601000	OFFICE OF THE DIRECTOR	5001-00-00
GUSDAREE033601010	CONSULTANT/COLLABORATOR STAFF	5001-00-00
GUSDAREE033601050	MIDWEST AREA SAFETY AND HEALTH	5001-00-00
GUSDAREE033602	WEST LAFAYETTE, IN	5020-00-00
GUSDAREE033602010	LOCATION SUPPORT STAFF	5020-02-00
GUSDAREE033602100	CROP PRODUCTION AND PEST CONTR	5020-05-00
GUSDAREE033602150	NATIONAL SOIL EROSION RESEARCH	5020-10-00
GUSDAREE033602200	LIVESTOCK BEHAVIOR RESEARCH	5020-15-00
GUSDAREE033604	COLUMBUS, OH	5080-00-00
GUSDAREE033604050	SOIL DRAINAGE RESEARCH	5080-05-00
GUSDAREE033607	WOOSTER, OHIO	5082-00-00
GUSDAREE033607010	LOCATION SUPPORT STAFF	5082-02-00
GUSDAREE033607100	APPLICATION TECHNOLOGY RES (TOLEDO)	5082-05-00
GUSDAREE033607200	CORN, SOYBEAN, & WHEAT QUALITY	5082-10-00
GUSDAREE033611	URBANA, ILLINOIS	5012-00-00
GUSDAREE033611010	LOCATION SUPPORT STAFF	5012-02-00
GUSDAREE033611050	SOYBEAN/MAIZE GERMPLOASM, PATHO	5012-05-00
GUSDAREE033611350	GLOBAL CHANGE AND PHOTOSYNTHESIS RESEARCH	5012-10-00
GUSDAREE033620	PEORIA, IL NCAUR	5010-00-00
GUSDAREE033620010	OFFICE OF DIRECTOR	5010-05-01
GUSDAREE033620350	CROP BIOPROTECTION RESEARCH	5010-05-05
GUSDAREE033620450	PLANT POLYMER RESEARCH	5010-05-10
GUSDAREE033620510	FUNCTIONAL FOODS RESEARCH	5010-05-15
GUSDAREE033620610	BIOENERGY RESEARCH (BER)	5010-05-20
GUSDAREE033620710	BACTERIAL FOODBORNE PATHOGENS & MYCOLOGY RESEAI	5010-05-25
GUSDAREE033620810	BIO-OILS RESEARCH	5010-05-30
GUSDAREE033620910	RENEWABLE PRODUCT TECHNOLOGY RESEARCH	5010-05-35
GUSDAREE033622	COLUMBIA, MISSOURI	5070-00-00
GUSDAREE033622010	LOCATION SUPPORT STAFF	5070-02-00
GUSDAREE033622100	BIOLOGICAL CONTROL OF INSECTS	5070-05-00
GUSDAREE033622150	CROPPING SYSTEMS & WATER QUALI	5070-10-00
GUSDAREE033622200	PLANT GENETICS RESEARCH	5070-15-00
GUSDAREE033625	AMES, IOWA	5030-00-00
GUSDAREE033625010	LOCATION SUPPORT STAFF	5030-02-00
GUSDAREE033625100	CORN INSECTS & CROP GENETICS R	5030-05-00
GUSDAREE033625120	PLANT INTRODUCTION RESEARCH	5030-10-00

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GUSDAREE033625150	NATIONAL LAB FOR AGRICULTURE AND THE ENVIRONMENT	5030-15-00
GUSDAREE033625151	SOIL, WATER & AIR RESOURCES RESEARCH	5030-15-05
GUSDAREE033625155	AGROECOSYSTEMS MANAGEMENT RESEARCH	5030-15-10

GUSDAREE0336253 **AMES, IA - National Animal Disease (NADC)** **5030-20-00**

GUSDAREE033625301	OFFICE OF CENTER DIRECTOR	5030-20-01
GUSDAREE033625345	RESEARCH PROGRAM SUPPORT	5030-20-03
GUSDAREE033625305	RUMINANT DISEASES AND IMMUNOLOGY	5030-20-05
GUSDAREE033625310	INFECTIOUS BACTERIAL DISEASES	5030-20-10
GUSDAREE033625315	FOOD SAFETY AND ENTERIC PATHOGENS	5030-20-15
GUSDAREE033625320	VIRIS AMD PRION	5030-20-20

GUSDAREE033635 **EAST LANSING, MICHIGAN** **5050-00-00**

GUSDAREE033635010	LOCATION SUPPORT STAFF	5050-02-00
GUSDAREE033635100	SUGARBEET AND BEAN RESEARCH	5050-05-00
GUSDAREE033635200	AVIAN DISEASE AND ONCOLOGY RES	5050-10-00 *

GUSDAREE033640 **ST. PAUL, MINNESOTA** **5062-00-00**

GUSDAREE033640010	LOCATION SUPPORT STAFF	5062-02-00
GUSDAREE033640050	CEREAL DISEASE RESEARCH	5062-05-00
GUSDAREE033640100	PLANT SCIENCE RESEARCH	5062-10-00
GUSDAREE033640200	SOIL AND WATER MANAGEMENT RESE	5062-15-00

GUSDAREE033645000 **MORRIS, MN** **5060-00-00**

GUSDAREE033645010	LOCATION SUPPORT STAFF	5060-00-00
GUSDAREE033645050	SOIL MANAGEMENT RESEARCH	5060-05-00

GUSDAREE033655 **MADISON, WISCONSIN** **5090-00-00**

GUSDAREE033655010	LOCATION SUPPORT STAFF	5090-02-00
GUSDAREE033655100	CEREAL CROPS RESEARCH	5090-05-00
GUSDAREE033655200	VEGETABLE CROPS RESEARCH	5090-10-00
GUSDAREE033655300	CELL WALL BIOLOGY & UTILIZATION RESEARCH	5090-15-05
GUSDAREE033655301	DAIRY FORAGE AND AQUACULTURE RESEARCH	5090-15-10
GUSDAREE033655305	DAIRY FORAGE RESEARCH CTR	5090-15-01
GUSDAREE033655315	ENVIRONMENTALLY INTEGRATED DAIRY MGNT (MARSHFIELD)	5090-15-15

GUSDAREE036445 **BOWLING GREEN, KY** **5040-00-00**

GUSDAREE036445010	Location Support Staff (Anita Justice)	5040-02-00
GUSDAREE036445050	Food Animal Environment (Kay Richardson & Karamat sista)	5040-05-00

GUSDAREE036440 **LEXINGTON, KY** **5042-00-00**

GUSDAREE036400010	Location Support Staff	5040-02-00
GUSDAREE036440050	Forage Animal	5042-05-00

To: File Room, HRD
Fax number: 301-504-1371

From:
Telephone Number:
Fax number:

Date: 4/15/2015

A facsimile from

[Enter you address]

Regarding: Pseudo Social Security Number

Please issue a pseudo social security number for the following person:

Traveler's Name: Date of Birth: Place of Birth: Dates of Travel: Purpose of Travel

Please fax the information to the number in the "From" box above.

**Use for NON-US Citizens to get a fake SS# to
be set up in FMML.**

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