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Approved for Release
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TRAVEL BULLETIN # 01, FY08

SUBJECT: Frequently Asked Questions about RezProfiler system used by ADTRAV

EFFECTIVE DATE: December 5, 2007

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: Not Applicable

BACKGROUND: Many travelers have had questions about the RezProfiler. Any traveler that has not filled out a RezProfiler should do so as quickly as possible so it will be ready when they have to travel.

PURPOSE: This Travel Bulletin answers the most frequently asked questions about RezProfiler.

PROCEDURES:

Question 1. What is my Worldfile ID (WFID)?

Answer 1: The ID numbers by bureau or organization are in this table:

Bureau	Abbreviation	WFID
Bureau of Economic Analysis	BEA	DOCBEA
Bureau of Industry & Security	BIS	DOCBIS
Bureau of the Census	Census	DOCCEN
Economic Development Administration	EDA	DOCEDA
Economic Statistics Administration	ESA	DOCESA
International Trade Administration	ITA	DOCITA
Minority Business Development Agency	MBDA	DOCMBD
Office of Inspector General	OIG	DOCOIG
Office of the Secretary	OSEC	DOCOS
National Institute of Standards & Technology	NIST	DOCNIS
National Oceanic & Atmospheric Administration	NOAA	DOCNOA
National Telecommunications and Information Administration	NTIA	DOCTIA
National Technical Information Service	NTIS	DOCTIS
Region Fishery Council	RFC	DOCRFC
Sabit	SAB	DOCSAB
Foreign Commercial Services Office	FCSO	DOCFCS
Vacation Travel	VAC	DOCVAC

Question 2. Only the traveler (or arranger) is receiving a copy of the itinerary?

Answer 2: Employees who wish for the both travel arranger and the traveler to receive the itinerary will need log in to their profile, scroll down to the section entitled "Travel Arranger Information" and check the box entitled "Receives all Correspondence in Addition to Traveler". This will ensure that both the traveler and travel arranger will receive all ticket updates. Please remember to save all changes.

Question 3. When I log in to my profile to make updates, I cannot see my entire profile?

Answer 3. Ensure you are using both scroll bars to get to the bottom of the profile. Alternately, place your cursor in any of the fields, and continue to click the 'tab' key until you reach the bottom of your profile.

Question 4. I have more than one travel arranger; where can I put their information?

Answer 4: RezProfiler currently has the ability to store information for only one travel arranger. You can ask that the agent add the email address(es) of your additional arranger(s) to your profile at the time of booking to ensure that the additional travel arranger(s) also receive a copy of the itinerary.

Question 5. I do not remember my username or password?

Answer 5: The username is the traveler's email address. If you do not remember your password simply go to www.rezprofiler.com and click on "Forgot Password". Then enter your email address and click "Find It". You will receive an email with your password within minutes.

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