


Approved for Release
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Date

DEPARTMENT OF COMMERCE (DOC)
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR ADMINISTRATION
OFFICE OF ADMINISTRATIVE SERVICES

TRAVEL BULLETIN #06, FY11

SUBJECT: Secure Flight Program (ADTRAV users only)

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Effective until cancelled or superseded

BACKGROUND: In response to recommendations made by the 9/11 Commission Report, the Department of Homeland Security (DHS) developed the Secure Flight Program to enhance the security of domestic and international commercial air travel through the use of prescreening passenger information against Federal Government watch lists.

PURPOSE: To notify ADTRAV users of changes to the Secure Flight Program. Secure Flight is a behind the scenes program managed by the Transportation Security Administration that streamlines the watch list matching process. After matching passenger information from the airlines against Government watch lists, Secure Flight transmits matching results back to airlines. This serves to prevent individuals on the "No Fly List" from boarding an aircraft. The program provides enhanced aviation security and more effectively facilitates air travel for passengers while protecting individuals' privacy.

PROCEDURES: ADTRAV's RezProfiler System electronically stores the travelers' personal profile information to make travel arrangements. The profile information will be incorporated in the ticket data, which will be used by Secure Flight for watch list matching; therefore the information contained in RezProfiler must match exactly the government-issued identification used to board an airplane. Travelers are required to follow the link <https://www.adtrav.com/reztools/rezprofiler.aspx/> to create or update their travel profiles. Your name must match exactly with what is shown on your government-issued identification (i.e., driver license or passport) used when traveling and making travel reservations. This may or may not include your middle name or initial, so you should be sure to check your identification!

New travelers will need their bureau's Company Pin. The Company Pin for your bureau is one of the following:

BUREAU	COMPANY PIN
Bureau of Economic Analysis	DOCBEA1111
Bureau of Industry & Security	DOCBIS1111
Bureau of the Census	DOCCEN1111
Economic Development Administration	DOCEDA1111
Economic Statistics Administration	DOCESA1111
International Trade Administration	DOCITA1111
International Trade Administration – Foreign Commercial Service	DOCFCS1111
Minority Business Development Agency	DOCMBD1111
Office of Inspector General	DOCOIG1111
Office of the Secretary	DOCOS1111
National Institute of Standards & Technology	DOCNIS1111
National Oceanic & Atmospheric Administration	DOCNOA1111
National Oceanic & Atmospheric Administration - Regional Fishery Council	DOCRFC1111
National Telecommunications and Information Administration	DOCTIA1111
National Technical Information Service	DOCTIS1111
VIP Travel	DOCVIP1111

REFERENCES: Final Rule: Published Federal Register October 28, 2008

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