From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD-ARC; Pizzillo, Jennifer (NIH/OD) [E]; Albaugh, Dawn (NIH/OD/DEAS) [E]; Brown, Alfred (NIH/OD/DEAS) [E]; Malguy, Maria (NIH/NCI) [E]; Gamble, Judy (NIH/NCI) [E]; Gartland, Marg (NIH/NCI) [C]; Shorts, Sonjia (NIH/NCI) [E]; Hoyt, June (NIH/NCI) [E]; Schrock, Pat (NIH/NCI) [E]; Saunders-Smith, Ramona (NIH/NCI) [C]; Samuda, Kia (NIH/NCI) [C]; Armstrong, Christina (NIH/NCI) [E]; Louden, Mary (NIH/NCI) [E]; Belton, Tanjier (NIH/OD) [C];
Subject: IMPORTANT - DCTD GovTrip Routing Instructions
Date: Thursday, January 07, 2010 5:06:34 PM
Attachments: Directions for Correcting the Routing of DCTD travelers in GovTrip.pdf

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IMPORTANT – we have found that the first travel created in GovTrip has a generic HNC (NCI) routing list assigned for all NCI travelers. As a result, you will not get a choice of which AO to receive the travel order for approval.

To correct this for DCTD Travelers, I have attached some simple instructions in GovTrip to change the routing list from "HNC" (generic) to "HNC DCTD" (specific for DCTD ARC). This will give you the correct list of AOs for approving your orders.

You need to make this change when you are creating the 1st travel order for the person (and updating their profile info, as shown in the class).

If you have questions about these instructions, please see me or Nina Holden, DCTD HPOCs for GovTrip.

Dana Heckman