



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, California 95825
www.ca.blm.gov

March 13, 2002

IN REPLY REFER TO:
1400 (N)
CA-940

EMS Transmission: 3/13/02
Information Bulletin No. **CA-2002-034**

To: All California Employees

From: State Director

Subject: Update on Travel Promotional Items

Effective December 31, 2001, travelers, both military and civilian, traveling on official business paid for by the Bureau may keep promotional items, (*including frequent flyer miles, upgrades, or access to carrier clubs or facilities*) for personal use. This applies to promotional items received before, on, or after December 31, 2001. **(Please see attached IB No. 2002-51, Additional Policy for Use of Frequent Flyer Miles, for more details.)**

The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.

Travelers are also reminded that they may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional expenses (per diem or miscellaneous expenses) may be paid as a result of the delay. Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's financial responsibility.

Travelers involuntarily denied a seat on a transportation mode can claim per diem and miscellaneous expenses incurred due to the delay. Any monetary compensation (including meal and/or lodging vouchers) for the denied seat belongs to the Government.

Any questions or concerns may be addressed to the Personnel Officer, Sherian Long at (916) 978-4461.

Signed
Mike Pool
State Director

Authenticated
Louise Tichy
Records Management

1 Attachment:

IB No. BC-2002-051 Additional Policy for Use of Frequent Flyer Miles (with Attachment, 5 pp)

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
DENVER FEDERAL CENTER, BUILDING 50
P.O. BOX 25047
DENVER, COLORADO 80225-0047**

In Reply Refer To:
1382 (BC-620)N

February 15, 2002

EMS TRANSMISSION 02/19/02
Information Bulletin No. BC-2002-051

To: All Washington Office and Field Officials

From: Director, National Business Center

Subject: Additional Policy for Use of Frequent Flyer Miles

The National Business Center issued initial frequent flyer miles policy to the Bureau of Land Management employees in Information Bulletin No. BC-2002-045, "New Frequent Flier Mile Policy". On January 31, 2002, the Department of the Interior's Office of Financial Management issued additional policy for using frequent flyer miles obtained on government travel. Please see Attachment 1 for the Office of Financial Management's memorandum.

Highlights of the memorandum include:

1. Procedures on how you can redeem frequent flyer miles, both for personal travel and for official Government travel.
2. Procedures on how you can use your frequent flyer miles to upgrade a GSA contract city-pair ticket to a premium class.
3. Guidance on how you can consolidate multiple frequent flyer accounts with the same airline.
4. Procedures to help you earn frequent flyer miles on future Government travel.
5. Information on future Internal Revenue Service regulations regarding the taxability of frequent flyer benefits.

If you have any questions, please contact Vickie Smith, National Business Center Travel Team (BC-6223), at 303-236-6276.

Signed by:
Dennis Sykes, Director
National Business Center

Authenticated by:
Babette Larson, Staff Assistant

1 Attachment

1 - Office of Financial Management's Memorandum on Using Frequent Flyer Miles (4 pp)

Using Frequent Flyer Miles

A. Background

On December 28, 2001, the President signed into law S. 1438, National Defense Authorization Act for Fiscal Year 2002. Section 1116 of this law authorizes Federal employees to retain promotional items, including frequent flyer miles, earned on official travel.

Federal employees may use any frequent flyer benefits for their personal use, or for upgrading future airline tickets on official travel. This applies to all frequent flyer benefits earned, including those earned before the National Defense Authorization Act was passed.

Effective Date: Travelers may use their frequent flyer miles immediately.

B. Procedures for Redeeming Frequent Flyer Miles

1. For Personal Travel

Contact the airline directly, following the procedures that are in place for the particular Frequent Flyer Program that you are redeeming. Do not contact or otherwise involve Omega World Travel (OWT) agents if you are redeeming frequent flyer miles for personal travel-- as they are not a party to this transaction.

2. For Official Government Travel

- Redeeming Frequent Flyer Miles to **Purchase** a Ticket

If you are planning to use frequent flyer miles to pay for either a coach class or premium class airline ticket that will be used for official travel, the procedures are the same as those for personal travel: contact the airline directly, and redeem the frequent flyer miles. Some airlines (like Southwest Air) will only allow you to redeem frequent flyer miles for a coach or premium class ticket.

- Redeeming Frequent Flyer Miles to **Upgrade** a GSA Contract City-Pair Ticket to a Premium Class

Please keep in mind that the Federal Travel Regulation requires TMC service providers (i.e., Omega World Travel) to purchase GSA contract city-pair transportation tickets. The following procedures should be used if you wish to use Frequent Flyer Miles to upgrade the basic government airline ticket (YCA fare basis) to a premium class:

- C Make your normal GSA Contract City-Pair reservation through Omega World Travel. (YCA fare basis).
- C While you are booking your standard air reservation, you must advise the OWT travel agent of your intention to subsequently upgrade the basic ticket.

3. After the standard airline ticket is issued, you should contact the airline and request the premium class upgrade using your Frequent Flyer Miles.

C. Consolidation of Frequent Flyer Accounts

Some DOI travelers may have multiple Frequent Flyer accounts with a given airline. If this is the case, you may need to consolidate the Frequent Flyer Miles into a single account to ensure that all earned miles can be used. Since Frequent Flyer policies vary by airline, you should consult with the individual airlines regarding recommended procedures. For your convenience, a summary of the procedures for major airlines is attached.

D. Earning Future Frequent Flyer Miles

To ensure that you continue to earn Frequent Flyer Miles on future travel, be sure that your *Traveler Profile* contains the relevant information for all Frequent Flyer Programs that you are a member of, and that all other information contained in your *Traveler Profile* is accurate and up-to-date.

The secure Traveler Profile system can be accessed on the following web site:

https://profile.owt.net/doi_2001

Note: The "https" is required and indicates that this is a secure web site and that your session to update your profile is protected.

E. Federal Income Tax Consequences

The Internal Revenue Service will issue Regulations (yet to be published) regarding the taxability of frequent flyer benefits. These will be communicated to DOI travelers once they become available.

Airline Policies Governing the Consolidation of Multiple Frequent Flyer Accounts

American Airlines

Traveler must consolidate accounts, both accounts must be in the same name. The traveler should send his/her request for consolidation of accounts to:

Mail Address: American Airlines
 Advantage Awards
 P.O. Box 619688
 Dallas Ft. Worth Airport, TX 75261-9688

Continental Airlines

Traveler must consolidate accounts, both accounts must be in the same name. Consolidation can be handed via phone.

Phone: 713-952-1630

Delta Airlines

Traveler must consolidate accounts, both accounts must be in the same name. Consolidation can be handled via phone, fax, or by written request. The traveler should send his/her request for consolidation of accounts to:

Mail Address: Delta Airlines / Dept. 654
 Sky Miles Service Center
 P.O. Box 20532
 Atlanta, GA 30320-2532

Fax: 404-773-1945

Northwest Airlines

Traveler must consolidate accounts, both, accounts must be in the same name. Consolidation must be by written request. The traveler should send his/her request for consolidation of accounts to:

Mail Address: Northwest Airlines
World Perks Service Center
601 Oak Sheet
Chisholm, MN 55719-1995

United Airlines

Traveler must consolidate accounts. Request must be in writing listing both account numbers and the names on each account must be identical. The traveler should send his/her request for consolidation of accounts to:

Mail Address: United Airlines
Mileage Plus Awards
P.O. Box 28870
Tucson, AZ 85726-8870

US Airways

Traveler must consolidate accounts, both accounts must be in the same name. Consolidation must be by written request mail or fax. The traveler should send his/her request for consolidation of accounts to:

Mail Address: US Airways
Dividend Miles Service Center
P.O. Box 5
Winston Salem, NC 27102

Fax: 336-661-8216