



Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

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SATO TO BEGIN OPERATION NOVEMBER 6!

DOT Scheduled Airline Ticket Offices (SATO) will begin operations November 6, 1978, at all three headquarters buildings to provide domestic reservation and ticketing services to Offices and Administrations in the Washington Metropolitan Area. The DOT SATO will be managed and manned by commercial airline employees and function in much the same manner as any other commercial airline office. Reservations can be made by telephone or in person. Travel orders (annual, single trip, etc.) must be presented to obtain airline tickets. An exception will be made for travel under the Federal Aviation Administration General Travel Authority (GTA) which will require an "Authorization for Airline Tickets" to be presented. FAA procedures will be covered more fully in an upcoming Intercom and/or Notice. All costs resulting from deviating from direct routing, or not accepting lowest available fare, will be paid by the traveler directly to the SATO issuing the tickets.

FOB-10A SATO facility will be permanently located on the second floor (room 221) in the old cafeteria area previously occupied by Visuals and Graphics.

The Nassif Building SATO will be temporarily located on the third floor (room 3248) in space vacated by the DOT Credit Union. Under present planning, this facility will be moved to permanent quarters on the Plaza level during February 1979.

The Trans Point SATO will be located in temporary quarters on the third floor (room 3602A) adjacent to the present DOT Travel and Imprest Fund facility. Permanent quarters are scheduled for construction during February 1979 in the same location.

Telephone numbers for the three locations are:

FOB-10A, Room 221, 472-1323

Nassif Building, Room 3248, 472-1450

Trans Point, Room 3602A, 472-1367

The DOT Travel and Imprest Fund operations will remain in present locations and continue to provide the services previously offered. These services include:

- Foreign travel arrangements to insure full compliance with DOT travel policies and "Fly America" Act, utilization of excess foreign currencies when possible, necessary passports and visas, and any other assistance the foreign traveler may require;
- Imprest fund services at all three locations;
- Reservations on AMTRAK and other rail travel upon request by individual travelers;
- Discount and group fare information on a current basis to insure DOT travelers take full advantage of discounts available; and,
- Travel assistance and guidance as requested by travelers and respective organizations.