

employee productivity. The eTS will replace Executive branch agencies' current Travel Management System (TMS). To obtain management efficiencies and cost savings across the executive branch, this proposed regulation will require all agencies subject to the Federal Travel Regulation (FTR) to begin implementation of the eTS as soon as possible, but no later than December 31, 2004. Award of a task order to a vendor under the eTS Master Contract for implementation services, authorization and travel claim services, and (if applicable) reservation and fulfillment services constitutes the beginning of eTS implementation for an agency. Agency-wide use of the eTS (accommodating FedTrip through September 30, 2004, and agency-contracted Travel Management Center support, if applicable) for all travel management processes and travel claim submission constitutes complete migration. The Department of the Defense (DoD) is not subject to this requirement.

B. Proposed Changes

This proposed rule:

- Amends FTR 300–3.1 by adding a new terms and definitions, “eTravel Program Management Office (eTravel PMO),” and “eTravel Service,” removing the definition “travel management system” and adding a new definition “travel management service.”
- Revises FTR Part 301–50 to incorporate the required use of the eTravel Service in its entirety;
- Revises FTR Part 301–52.3;
- Revises FTR 301–70.1;

Revises FTR Part 301–73, Subpart A, General Rules, to incorporate new policy and guidance on agency requirements, and Subpart B, Travel Management Services.

C. Executive Order 12866

GSA has determined that this proposed rule is not a significant regulatory action for the purposes of Executive Order 12866 of September 30, 1993.

D. Regulatory Flexibility Act

This proposed rule is not required to be published in the **Federal Register** for notice and comment; therefore, the Regulatory Flexibility Act, 5 U.S.C. 601, *et seq.*, does not apply.

E. Paperwork Reduction Act

The Paperwork Reduction Act does not apply because this proposed rule does not impose recordkeeping or information collection requirements, or the collection of information from offerors, contractors, or members of the

public which require the approval of the Office of Management and Budget under 44 U.S.C. 501 *et seq.*

F. Small Business Regulatory Enforcement Fairness Act

This proposed rule is also exempt from congressional review under 5 U.S.C. 801 since it relates solely to agency management and personnel.

List of Subjects in 41 CFR Parts 300–3, 301–50, 301–52, 301–70, and 301–73

Government employees, Travel and transportation expenses.

Dated: June 24, 2003.

G. Martin Wagner,

Associate Administrator, Office of Governmentwide Policy.

For the reasons set out in this preamble, 41 CFR parts 300–3, 301–50, 301–52, 301–70 and 301–73 are proposed to be amended as set forth below:

PART 300–3—GLOSSARY OF TERMS

1. The authority citation for 41 CFR part 300–3 is revised to read as follows:

Authority: 5 U.S.C. 5707; 5 U.S.C. 5738; 5 U.S.C. 5741–5742; 20 U.S.C. 905(a); 31 U.S.C. 1353; 40 U.S.C. 121(c); 49 U.S.C. 40118; E.O. 11609, 3 CFR, 1971–1975 Comp., p.586.

2. Amend § 300–3.1 by removing the term and definition “Travel Management System (TMS)”; and adding in alphabetical order the terms and definitions “eTravel Program Management Office (eTravel PMO)”, “eTravel Service (eTS)” and “Travel Management Service (TMS)” to read as follows:

§ 300–3.1 What do the following terms mean?

* * * * *

eTravel Program Management Office (eTravel PMO)—(1) The office within the General Services Administration (GSA) that is responsible for eTravel Service (eTS) contract management and administration, including the following activities:

- (i) Agency eTS task order coordination;
- (ii) Guidance for agency implementation of the eTS;
- (iii) Travel business data warehouse; and
- (iv) Professional Federal travel manager development programs.

(2) This office will operate under the policy direction of the Office of Governmentwide Policy, which will continue to lead Federal travel process reengineering, agency Federal travel management program coordination, and related activities that support world

class travel management across the Federal Government.

eTravel Service (eTS)—The common Governmentwide end-to-end travel management service that automates and consolidates the Federal travel process in a web-centric environment, covering all aspects of travel planning, from authorization, reservations, expense reporting, and reimbursement. The eTS replaces Travel Management Services (TMS) for Executive branch agencies. (See § 301–73.100 of this chapter.)

* * * * *

Travel Management Service (TMS)—A service for booking common carrier (e.g., air, rail, bus confirmations and seat assignments), lodging, and car rental reservations; fulfilling (*i.e.* ticketing) reservations; providing basic management information on those activities; and meeting other requirements as specified in § 301–73.105 of this chapter. A TMS may include a Travel Management Center (TMC), Commercial Ticket Office (CTO), an electronically available system, an in-house system, or other commercial methods of arranging travel.

3. Part 301–50 is revised to read as follows:

PART 301–50—ARRANGING FOR TRAVEL SERVICES

Sec.

301–50.1 To whom do the pronouns “I”, “you”, and their variants throughout this part refer?

301–50.2 How should I arrange my travel?

301–50.3 Must I use the eTravel Service to arrange my travel?

301–73.1 Who in my agency has the authority to waive the required use of a Travel Management Service or the eTravel Service?

301–50.5 What is my liability if I do not use my agency's Travel Management Service or the eTravel Service?

301–50.6 Are there any limits on the travel arrangements I may make?

Authority: 5 U.S.C. 5707; 40 U.S.C. 121(c).

§ 301–50.1 To whom do the pronouns “I”, “you”, and their variants throughout this part refer?

In this part, the pronouns “I”, “you”, and their variants refer to the employee.

§ 301–50.2 How should I arrange my travel?

You must arrange your travel as designated by your agency and in accordance with these regulations.

§ 301–50.3 Must I use the eTravel Service to arrange my travel?

Yes, you must use the eTravel Service when it becomes available in your agency, unless a waiver has been granted as provided in §§ 301–50.4,