

UNCLASSIFIED

SUBJ: TRAVEL PREPARATION AND EXAMINATION (TPAX) SYSTEM DOWNTIME

1. TPAX WILL NOT BE AVAILABLE FROM 0600, 09 JUN 08 TO 1300 ON 10 JUN 08 (CDT) (061100Z JUN 08 TO 101800Z JUN 08) DUE TO A SYSTEM UPGRADE.
2. ALL PENDING TRAVEL CLAIMS MUST BE APPROVED BY THE APPROVING OFFICIAL (AO) PRIOR TO 1800 (CDT) 08 JUN 08 TO BE PROCESSED FOR PAYMENT PRIOR TO THE DOWNTIME. IF A TRAVEL CLAIM IS IN A PENDING STATUS WITHOUT BEING APPROVED, THE TRAVEL CLAIM WILL HAVE TO BE REENTERED BY THE TRAVELER/PROXY AFTER THE SYSTEM IS AVAILABLE ON 10 JUN 08.
3. A COMPLETE LIST OF ENHANCEMENTS/CHANGES WILL BE AVAILABLE AT: [HTTP://CGWEB.PSC.USCG.MIL/TRAVEL/T-PAX/WEBHELP/](http://CGWEB.PSC.USCG.MIL/TRAVEL/T-PAX/WEBHELP/)
4. CUSTOMER INQUIRIES MAY BE DIRECTED TO PSC CUSTOMER CARE BRANCH (CCB) AT 785-339-2200/TOLL FREE 1-866-772-8724, VIA E-MAIL TO PSC-CUSTOMERCARE(AT)USCG.MIL, OR BY COMPLETING THE WEB FORM AT THE LINK NOTED BELOW. PHONE SUPPORT HOURS OF OPERATION ARE WEEKDAYS 0700 TO 1600 AND 0730 TO 1600 (CST) ON SCHEDULED WEEKENDS. FY08 WEEKEND STAFFING SCHEDULE IS AVAILABLE AT [HTTP://WWW.USCG.MIL/HQ/CG1/PSC/CCB/](http://WWW.USCG.MIL/HQ/CG1/PSC/CCB/).