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FM COMCOGARD PSC ARLINGTON VA

TO ALCGPSC

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ALCGPSC 025/14

SUBJ: TRAVEL MANAGEMENT CENTER (SATO) ONLINE BOOKING ENGINE

(GETTHERE) WEBSITE ADDRESS CHANGE

1. On 7 Mar 14 the website for the GetThere application used for making on-line travel reservations with SATO will change from <http://wcp.getthere.net/govcwt> to <http://wcp.gov.getthere.net/govcwt>. During the period 5 Feb 14 to 8 March 14, both links will work. However, during the period 08-21 Mar 14, the old link will redirect the user to the new link. This grace period will be provided until 21 March to allow users time to update their links and bookmarks to the new GetThere site.
2. GetThere System Outages.
 - a. Phase 1 website change implementation will begin on Friday 7 Mar 14 at 1900 CT and is expected to complete no later than 2330 CT. During this time, the GetThere site will be locked and not accessible.
 - b. Phase 2 will begin Friday 21 Mar 14 at 1900 CT and complete no later than Saturday 22 Mar 14 at 0600 CT. During Phase 2 all government profile and booking data will be moved to the new GetThere government specific datastore. During the Phase 2 migration, users will be locked out of the booking engine. During the outage the maintenance window message will be displayed when attempting to access the booking engine.
3. Complete information on this website address change and logging into the GetThere site are available at <http://www.uscg.mil/psc/bops/govtrvl/default.asp> and then selecting the "SATO" option at the top of the page. For navigational or log on assistance with GetThere, please call the CWTSato Travel Help Desk at 877-905-9647 or email them at [govechelp\(at\)cwtsatottravel.com](mailto:govechelp(at)cwtsatottravel.com).
4. TMC questions should be directed to Ms. Carlene Curry at e-mail [Evelyn.C.Curry\(AT\)uscg.mil](mailto:Evelyn.C.Curry(AT)uscg.mil) or Mr. Matt Ruckert at e-mail [Matthew.T.Ruckert\(AT\)uscg.mil](mailto:Matthew.T.Ruckert(AT)uscg.mil).
5. RDML Dave Callahan, Commander, CG Personnel Service Center, sends.
6. Internet Release Authorized.

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