ATTACHMENT 10

Reemployed Annuitant Office – Information Sheet

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**** This information sheet is to be kept with you during your deployment****
These are your contacts for information while you are in the field

Please try to obtain information through your field office before contacting HQ RAO

Policy and Programmatic Issues: Tim Alderman – 202-761-7099
Email: timothy.d.alderman@usace.army.mil

Tasker/Tasker Extensions: First line supervisor or administrative staff

Travel Orders/Amendments: Vickie McArthur – 202-761-1043
Email: vickie.k.mcarthur@usace.army.mil
Connie Sexton – 202-761-7772
Email: connie.l.sexton@usace.army.mil

For Travel Arrangements: Carlson/SATO
Toll Free Phone: 1-800-953-7286 Fax: 1-877-634-7705
(24 hours – 7 days a week)
Email: vcccoe@cwtsatotravel.com
Night & Weekend Emergencies: Fax: 1-888-757-4732
Email: escmatrix@cwtsatotravel.com

***Note –** Please remind the Carlson/SATO representative to email your itinerary to your personal email address **and** to vickie.k.mcarthur@usace.army.mil .

Timesheets: Fax or scan and email your time sheets to Patsy Howard (Fax 202-761-5606). For questions about pay and other time and attendance matters contact Patsy Howard. Email: patsy.c.howard@usace.army.mil

Travel Vouchers: Employees are required to file travel vouchers every 14 days during deployment. Fax or scan and email a copy of your completed travel voucher and all travel receipts to Mary Jane Brown at Fax: 202-761-5611, Email: maryjane.brown@usace.army.mil . For questions on travel vouchers that are being processed or travel voucher settlements call: Mary Jane Brown at 202-761-1950.
* All RAO travel vouchers are subject to audit once a disbursement is processed. Travel voucher audits are typically performed several months after the settlement is paid. RAO travelers are subject to billing for any amount paid that is not in accordance with the joint travel regulations or is outside the approved limitations established on the travel orders.

CitiCorp Government Travel Credit Card: For requests for credit limit increases contact: Vickie McArthur at 202-761-1043. Email: vickie.k.mcarthur@usace.army.mil

For Personal Accountability during Emergencies: Phone: 1-877-448-7223
Email: 877.hi.usace@usace.army.mil