

Using Frequent Flyer Miles

A. Background

On December 28, 2001, the President signed into law S. 1438, National Defense Authorization Act for Fiscal Year 2002. Section 1116 of this law authorizes Federal employees to retain promotional items, including frequent flyer miles, earned on official travel.

Federal employees may use any frequent flyer benefits for their personal use, or for upgrading future airline tickets on official travel. This applies to all frequent flyer benefits earned, including those earned before the National Defense Authorization Act was passed.

Effective Date: Travelers may use their frequent flyer miles immediately.

B. Procedures for Redeeming Frequent Flyer Miles

1. For Personal Travel

Contact the airline directly, following the procedures that are in place for the particular Frequent Flyer Program that you are redeeming. Do not contact or otherwise involve Omega World Travel (OWT) agents if you are redeeming frequent flyer miles for personal travel-- as they are not a party to this transaction.

2. For Official Government Travel

A. Redeeming Frequent Flyer Miles to **Purchase** a Ticket

If you are planning to use frequent flyer miles to pay for either a coach class or premium class airline ticket that will be used for official travel, the procedures are the same as those for personal travel: contact the airline directly, and redeem the frequent flyer miles. Some airlines (like Southwest Air) will only allow you to redeem frequent flyer miles for a coach or premium class ticket.

B. Redeeming Frequent Flyer Miles to **Upgrade** a GSA Contract City-Pair Ticket to a Premium Class

Please keep in mind that the Federal Travel Regulation requires TMC service providers (i.e., Omega World Travel) to purchase GSA contract city-pair transportation tickets. The following procedures should be used if you wish to use Frequent Flyer Miles to upgrade the basic government airline ticket (YCA fare basis) to a premium class:

1. Make your normal GSA Contract City-Pair reservation through Omega World Travel. (YCA fare basis).
2. While you are booking your standard air reservation, you must advise the OWT travel agent of your intention to subsequently upgrade the basic ticket.
3. After the standard airline ticket is issued, you should contact the airline and request the premium class upgrade using your Frequent Flyer Miles.

C. Consolidation of Frequent Flyer Accounts

Some DOI travelers may have multiple Frequent Flyer accounts with a given airline. If this is the case, you may need to consolidate the Frequent Flyer Miles into a single account to ensure that all earned miles can be used. Since Frequent Flyer policies vary by airline, you should consult with the individual airlines regarding recommended procedures. For your convenience, a summary of the procedures for major airlines is attached.

D. Earning Future Frequent Flyer Miles

To ensure that you continue to earn Frequent Flyer Miles on future travel, be sure that your **Traveler Profile** contains the relevant information for all Frequent Flyer Programs that you are a member of, and that all other information contained in your **Traveler Profile** is accurate and up-to-date.

The secure Traveler Profile system can be accessed on the following web site:

https://profile.owt.net/doi_2001

Note: The "https" is required and indicates that this is a secure web site and that your session to update your profile is protected.

E. Federal Income Tax Consequences

The Internal Revenue Service will issue Regulations (yet to be published) regarding the taxability of frequent flyer benefits. These will be communicated to DOI travelers once they become available.

Airline Policies Governing the Consolidation of Multiple Frequent Flyer Accounts

American Airlines

Traveler must consolidate accounts, both accounts must be in the same name. The traveler should send his/her request for consolidation of accounts to:

Mail Address: American Airlines
Advantage Awards
P.O. Box 619688
Dallas Ft. Worth Airport, TX 75261-9688

Continental Airlines

Traveler must consolidate accounts, both accounts must be in the same name. Consolidation can be handed via phone.

Phone: 713-952-1630

Delta Airlines

Traveler must consolidate accounts, both accounts must be in the same name. Consolidation can be handled via phone, fax, or by written request. The traveler should send his/her request for consolidation of accounts to:

Mail Address: Delta Airlines / Dept. 654
Sky Miles Service Center
P.O. Box 20532
Atlanta, GA 30320-2532

Fax: 404-773-1945

Northwest Airlines

Traveler must consolidate accounts, both, accounts must be in the same name. Consolidation must be by written request. The traveler should send his/her request for consolidation of accounts to:

Mail Address: Northwest Airlines
World Perks Service Center
601 Oak Sheet
Chisholm, MN 55719-1995

United Airlines

Traveler must consolidate accounts. Request must be in writing listing both account numbers and the names on each account must be identical. The traveler should send his/her request for consolidation of accounts to:

Mail Address: United Airlines
Mileage Plus Awards
P.O. Box 28870
Tucson, AZ 85726-8870

US Airways

Traveler must consolidate accounts, both accounts must be in the same name. Consolidation must be by written request mail or fax. The traveler should send his/her request for consolidation of accounts to:

Mail Address: US Airways
Dividend Miles Service Center
P.O. Box 5
Winston Salem, NC 27102

Fax: 336-661-8216