

**Travel Management Company
Passenger Name Record Validation
(TMC PNR Validation)**

Requirement:

A Travel Management Company (TMC) submitting a proposal for the TMC acquisition must complete a TMC PNR Validation configuration worksheet to be eligible for contract award. However, it is not necessary to participate in a PNR Validation if the TMC is using a Pseudo City Code (PCC) that is currently connected to the Online Booking Tool (OBT). Under a joint venture, if all parties have different PCCs, Airline Reporting Corporation (ARC)/International Air Transport Association (IATA) numbers and contact information, a worksheet would be required for each TMC and participation in the PNR validation would be required if one or both TMCs PCC isn't currently connected to OBT.

Background:

The PNR validation is a process that confirms the DoD OBT's ability to exchange a Passenger Name Record (PNR) with the TMC and provides the TMC an example of an actual PNR that will be delivered from OBT. Additionally, it assures OBT can send a PNR to the TMC on a specified queue and then sweep the PNR from the TMC outbound queue back into OBT.

This process validates the technical aspects of TMC connectivity and provides the TMC the experience transmitting data with OBT.

TMC PNR VALIDATION PROCEDURE

1. Contact dodhra.mc-alex.dtmo.list.contracting@mail.mil to request the configuration worksheet. The worksheet lists the technical requirements for OBT to deliver a PNR to the TMC. The worksheet will be sent directly to the person requesting the validation.
2. Complete the configuration worksheet, making sure to specify the preferred Global Distribution System (GDS), Pseudo City Code, five queues, two terminal addresses, and the company profile as listed in the GDS.
3. Return the configuration worksheet to: dodhra.mc-alex.dtmo.list.contracting@mail.mil
4. If you have questions regarding the worksheet, contact DTMO Movement Management Branch (MMB) at 571-372-1300.
5. Email DTMO contracting to schedule the validation test (This request may be included with Step 3). It may take two to three weeks to set up the validation and less than a day to complete it.
6. Set up branch access within the agreed GDS.
7. Receive a OBT PNR in your requested queue.
8. Place the observed OBT PNR on the specified outbound queue for OBT to sweep.
9. Verify with OBT that the PNR was received.
10. Print the validated PNR, saving a copy for your records.

Deadline: Offerors shall complete this procedure no later than thirty (30) days prior to the proposal due date.

Offerors shall be deemed to have satisfied this requirement when the Government receives confirmation that the PNR validation has occurred in accordance with the above procedure.



TMC OBТ PNR Configuration Worksheet

This worksheet contains the necessary information to begin your OBТ connectivity process that will allow OBТ to automate applicable data with your PCC. Your cooperation in accurately providing this to us is greatly appreciated.

TMC: _____

Name: _____

Address: _____

Address: _____

ARC
Number: _____

Military Installation TMC will support: _____

TMC _____

POC: _____ Email _____

Telephone _____

Alternate _____

POC: _____ Email _____

Telephone: _____

| | | |
|---------------------------|-----------|------|
| Authorizer Name and Title | Signature | Date |
|---------------------------|-----------|------|

1. GDS used to support this contract (check all that apply)

Sabre _____ Worldspan _____

2. Pseudo City Codes (PCC) and GDS Queues

- Include minimum of one PCC/OFFICE ID for each GDS identified above.
- Identify the five queues for each PCC/OFFICE ID. (PNR, Polling, Cancellations, Ticketing, Urgent)
- If more than one PCC/OFFICE ID is identified for a GDS, identify the queues associated with each PCC/OFFICE ID and the DoD locations.

| PCC/ OFFICE ID | Ticketing Queue | Cancellation Queue | PNR/Inbound Queue | Polling/Outbound Queue | Urgent/Change Queue |
|----------------------|--------------------|-----------------------|----------------------|---------------------------|------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Explanation of Queues Used in OB T

- Ticketing** queue – Approved OB T PNRs will be placed onto this queue 3 business days prior to travel to be ticketed.
- Cancellation** queue – Authorizations cancelled in OB T by a routing official will be placed on this queue.
- PNR/Inbound queue** – Any new/changed PNR will be placed on this queue, to include reservations cancelled by the *user/traveler*.
- Polling/Outbound** queue – Outbound queue for TMC’s to return PNRs to OB T.
- Urgent/Change** queue – Any new/changed PNR within 3 business days of travel will be placed on this queue.

3. Company Profile set up to support OB T

Each PCC/OFFICE ID listed in Item #3 above, must be associated with a Company Profile, as identified below: (Sabre – Profile; Worldspan – 2nd level Worldfile)

| PCC/OFFICE ID | User File /Company Profile Name |
|---------------|---------------------------------|
| | |
| | |

4. Quality Control Applications

NO quality control applications are to be attached to a OB T profile or PCC/Office ID that require a mandatory field prior to ending a PNR may be activated for OB T PNRs.

Examples to check if you have mandatory edits turned on

Sabre – Flex edits (W/K*TJRALL)

Worldspan – Worldfile edits

5. Required PCC/Office ID Settings for OB T

• **Sabre**

Automatic hotel description Off (HIP≠AUTOHOD)

12-Hour Clock On

• **Worldspan**

Worldspan (AIRir Table)

12-Hour Clock On (DEF/A)

Hotel Property Code turned On (H/L)

PowerShopper On

Note: PNR will require the PI stored

6. Remark Qualifiers

The following table identifies the “alpha qualifiers” to be used to identify traveler profile information for air, car, hotel, personal and any additional information.

The “OB T-to-TMC Qualifiers” are preset by OB T and cannot be changed.

| Remark Subject | OB T to TMC Qualifier (pre-set) | TMC to OB T Qualifier |
|----------------|---------------------------------|-----------------------|
| Air | W | E |
| Car | X | D |
| Hotel | Y | G |
| Personal | P | P |
| Change | A | |

GDS BRANCH ACCESS PROCEDURES

Worldspan

KYApseudo

Template appears, tab and change N to Y in the following fields:

Access PNR's

Access Queues

Allow QEP/QEM

Access Profiles

Emulation

Enter

Display Branches KY*

Emulation format: 4@Epsuedo

End Emulation: 4@EOFF

Sabre

SI9

W/TAATMCPCPC#AOBTPCC

W/TAATMCPCPC#BOBTPCC

Delete Branch Access

Worldspan:

KY* - lists all branched PCCs

KYDpseudo being deleted

Sabre:

SI*9

W/TADour pcc#B pcc to be deleted

W/TADour pcc#A pcc to be deleted