

## Passenger Programs Division

Dear Sir/Madam:

The Surface Deployment and Distribution Command arranges transportation for approximately a quarter

million newly enlisted military personnel each year. As these new recruits travel from Military

Entrance Processing Stations to their basic training stations, they sometimes become stranded due to

weather, air traffic control delays, missed connections, or other unforeseen reasons.

When emergencies require an overnight stay, hotel accommodations and meals may be necessary.

Our military and civilian representatives arrange for these services (excluding movies, alcohol, and

telephone calls) by telephone, and charge the expenses to our VISA Government account. Since no

card is available for validation, hotel representatives may verify our account by calling Bank of

America at 1-800-472-1424 (toll-free), or our representative will facsimile authorization for the

charge.

Occasionally, hotels who participate in the General Services Administration Travel Services

Program have refused to accept our account number by telephone. We would appreciate your support

of our program by:

- a. Waiving requirements that recruit travelers show a credit card.
- b. Accepting our account number by telephone with the understanding that verification can be made with VISA, and ensuring that your employees are aware of this program and the procedures to be followed for verification.

If this arrangement is satisfactory, please sign the enclosed [statement](#) and return at your earliest

convenience. For additional information, contact SDPP-IP, 703-428-3272, FAX 703-428-3393, [psro@SDDC.army.mil](mailto:psro@SDDC.army.mil)