

U.S. Department of Energy
Washington, D.C.

ORDER

DOE O 551.1A

Approved: 8-25-00
Sunset Review: 8-25-02
Expiration: 8-25-04
Change 1: 11-8-02

SUBJECT: OFFICIAL FOREIGN TRAVEL

1. OBJECTIVES. To establish Department of Energy (DOE) and National Nuclear Security Administration (NNSA) requirements and responsibilities governing official foreign travel by Federal and contractor employees.
2. CANCELLATION. This Order cancels DOE O 551.1, dated 1-31-00, and all exemptions, waivers, and existing draft policy.
3. APPLICABILITY.
 - a. DOE Elements. This Order applies to all DOE elements, including NNSA.
 - b. Contractors. The Contractor Requirements Document (CRD), Attachment 1, sets forth intended requirements for contractors responsible for management and operation of Department-owned facilities and other contractors as determined by the contracting officer. Compliance with the CRD will be required to the extent set forth in a contract.
 - c. Exclusions. This Order does not apply to grantees.
4. REQUIREMENTS.
 - a. General.
 - (1) Official foreign travel is to be used to advance DOE, including NNSA, program objectives consistent with U.S. foreign and nonproliferation policy, international energy policy and agreements, and national security policy objectives.
 - (2) Counterintelligence and intelligence interests, security interests, and sensitive subjects, a list of which is maintained by the Office of Defense Nuclear Nonproliferation, and technologies must be protected in a manner consistent with program requirements, including compliance with export control laws and regulations.

Distribution:
All Departmental Elements

Initiated By:
Office of Security

- (3) This Order establishes a Foreign Travel Board to oversee and review official DOE, including NNSA, foreign travel policies and to recommend updates to policy to ensure the Department's official foreign travel activities are consistent with its mission and objectives, as well as with prudent business practice. The Board consists of one representative from each of the following organizations:

- Office of the Chief Financial Officer (Chair),
- Office of Counterintelligence,
- Office of Defense Programs,
- Office of Intelligence,
- Office of International Affairs,
- Office of Defense Nuclear Nonproliferation,
- Office of Science,
- Office of the Secretary,
- Office of Security and Emergency Operations,
- Office of Environmental Management,
- Office of General Counsel, and
- National Nuclear Security Administration.

The Deputy Secretary may add additional members at his discretion.

- (4) Blanket official foreign travel orders may be issued for all Federal employees who might be required to respond immediately to an emergency.

b. Country Clearance Requests.

- (1) Country clearance must be requested and granted before a Federal employee may begin official foreign travel.
- (2) Requests for official foreign travel to a sensitive country or involving a sensitive subject must be made 30 days or more before the proposed departure date to receive appropriate and timely country clearance.
- (3) Requests for official foreign travel to a non-sensitive country and not involving a sensitive subject must be made 21 days or more before the proposed departure date to receive appropriate and timely country clearance.

c. Foreign Travel Management System.

- (1) All official foreign travel must be entered into the Foreign Travel Management System.

- (2) Requests for official foreign travel must be entered into the Foreign Travel Management System at least 21 days before the proposed departure date, or at least 30 days before the proposed departure date if travel is to a sensitive country or involves a sensitive subject.
- (3) All requests for official foreign travel that have been entered into the Foreign Travel Management System that are canceled or disapproved must be marked appropriately in the system within 30 days after the proposed departure date.

d. Security/Counterintelligence Briefings.

- (1) All Federal employees traveling to a sensitive country, regardless of whether they hold a security clearance, shall be provided appropriate pre-briefings and debriefings by, and at the discretion of, counterintelligence officers. This requirement does not apply to Federal employees without clearances at the seven facilities listed below. This exception was made because these facilities do not perform classified work and are exempt from certain provisions of DOE N 142.1, UNCLASSIFIED FOREIGN VISITS AND ASSIGNMENTS. (Note: This requirement does apply to Federal employees at these sites who possess clearances.)
 - (a) Ames Laboratory,
 - (b) Fermi National Accelerator Facility,
 - (c) Lawrence Berkeley National Laboratory,
 - (d) National Renewable Energy Laboratory,
 - (e) Princeton Plasma Physics Laboratory,
 - (f) Stanford Linear Accelerator Facility, and
 - (g) Thomas Jefferson National Accelerator Facility.
- (2) All Federal employees who hold or have held personnel security clearances within the past 5 years, and are traveling to a sensitive country shall be provided appropriate pre-briefings and debriefings by, and at the discretion of, the element Headquarters Security Officer.
- (3) All Federal employees, including those at the seven sites listed above, must receive an annual counterintelligence awareness briefing and an annual security awareness briefing, regardless of whether they hold clearances.

e. Security.

- (1) All Federal employees handcarrying classified material overseas must comply with the requirements in DOE M 471.2-1B, CLASSIFIED MATTER PROTECTION AND CONTROL MANUAL, which includes possessing the appropriate access authorization and diplomatic passport.

- (2) Each organization will have access to official foreign travel data under its cognizance in the Foreign Travel Management System. The Offices of the Secretary, Chief Financial Officer, and International Affairs will have access to all data within the Foreign Travel Management System except as provided in paragraph 4e(3).
- (3) Access to travel information in the Foreign Travel Management System for the Secretary, Deputy Secretary, and both Under Secretaries, members of their staffs, and security personnel directly supporting them will be limited to the Offices of the Secretary, the Chief Financial Officer, and the Designated Agency Ethics Official. The Office of the Chief Financial Officer may distribute this information only with the authorization of the Deputy Chief of Staff to the Secretary.

Disclosure outside of DOE, including NNSA, of any information contained in the system, except for the purpose of obtaining country clearance, is prohibited unless approved by the Deputy Chief of Staff to the Secretary.

Nothing in this Order shall preclude access to travel information in the Foreign Travel Management System by Federal law enforcement agencies. Disclosures pursuant to the Freedom of Information Act and the Privacy Act shall be in accordance with applicable Departmental regulations. The Deputy Chief of Staff shall be notified, when appropriate, prior to disclosures to Federal law enforcement agencies or pursuant to the Freedom of Information Act and Privacy Act.

f. Review Procedures.

- (1) Each organization must have an approval process for official foreign travel. This process, which must include appropriate input from officials with responsibility for intelligence, counterintelligence, security, export control, and technology transfer concerns, will ensure compliance with the Export Control Guidelines established by the Office of Defense Nuclear Nonproliferation.
- (2) The responsible Program Secretarial Officer or Deputy Administrator, NNSA funding the official foreign travel or, if there is no DOE funding, the official having programmatic responsibilities associated with the official foreign travel, has final approval for official foreign travel.
- (3) The responsible Program Secretarial Officer or Deputy Administrator, NNSA may waive the time frame requirements of 21/30 days if appropriate justification is provided. The responsible Program Secretarial Officer or Deputy

Administrator, NNSA may require a written justification before considering expediting the processing of travel requests. The responsible Program Secretarial Officer or Deputy Administrator, NNSA is under no obligation to approve the travel.

g. Trip Closeout.

- (1) Post-travel trip reports for all official foreign travel are required from each traveler with the exception of advance and security personnel supporting travel by the Secretary, the Deputy Secretary, or an Under Secretary; post-travel trip reports must be submitted within 30 days after return to duty station (see Attachment 2).
- (2) The traveler must provide information on the trip report regarding the actual cost of the travel.
- (3) Further foreign travel may be denied until all outstanding trip reports are received from the traveler.

h. Travel by the Secretary of Energy.

- (1) For the purposes of this Order, the Deputy Chief of Staff of the Department (DCOS) serves as the head of organization and, in that capacity, approves and authorizes Office of the Secretary travel.
- (2) After authorizing a trip by the Secretary of Energy, the DCOS must approve a draft budget for the trip and forward it to the Office of the Chief Financial Officer. Only the DCOS or designee may authorize trip expenditures. No expenses in excess of the approved mission budget can be incurred without prior approval from the DCOS or designee.
 - (a) No arrangements for transportation, lodging, or other travel related goods or services (either in the United States or in a foreign country), other than those associated with trip planning, coordination, and approval, may be completed before the budget is approved.
 - (b) Subsistence and related travel expenses for travelers (Federal employees or non-Federal invitees) must be authorized and regulated through standard Federal regulations and processes.
- (3) The DCOS must approve all participation in Secretarial travel, including that of DOE employees, contractors, representatives from other agencies, and private-sector participants (see paragraph 4i). Only the minimum number of staff necessary to support the mission objectives will be authorized to travel.

(4) Country Clearance Request.

- (a) A country clearance request, as needed to obtain the clearance described in paragraph 4b(1), must describe authorized expenditures and appropriate fiscal data.
- (b) Only the DCOS or designee (usually members of the Office of Scheduling and Advance) may authorize any expenditure not described in this request.

(5) In addition to country clearance, advance agreement in writing to support the trip is required from the relevant U.S. Embassy for any trip for which the budget is over \$150,000.

(6) The DCOS must notify the Office of Cabinet Affairs of proposed travel by Secretarial Officers.

i. Private-Sector Participation in Trips.

- (1) Private-sector participants may accompany travelers when their participation is consistent with the goals of the travel.
- (2) Mission-specific, objective criteria for selecting participants from the private sector must be approved by the head of organization before such participation is invited.
- (3) At no time will DOE, including NNSA, incur an expense for the sole benefit of the business community or other private-sector personnel.

5. RESPONSIBILITIES.

- a. DOE Foreign Travel Board. Conducts quarterly meetings to review DOE, including NNSA, foreign travel policy, aggregate system reports, DOE-sponsored conferences, responsible Program Secretarial Officer or Deputy Administrator, NNSA waivers of travel expedited earlier than the 21- or 30-day requirement contained in paragraphs 4b(2) and (3), and any other areas of Secretarial interest.
- b. Deputy Chief of Staff. Implements the requirements set forth in paragraphs 4h and 5d (as appropriate) of this Order.

c. Office of the Chief Financial Officer.

- (1) Develops and disseminates DOE, including NNSA, requirements and responsibilities for official foreign travel and maintains the Foreign Travel Management System.
- (2) Prepares reports for the quarterly meetings of the DOE, including NNSA, Foreign Travel Board with guidance of the Office of the Secretary.

d. Heads of Organizations.

- (1) Approve and oversee all official foreign travel under their purview, establish appropriate internal controls to ensure accountability, and assume accountability for all approval decisions within their organizations.
- (2) Provide to the responsible Program Secretarial Officer or Deputy Administrator, NNSA justification for any trips that are approved outside the 21- or 30-day requirement contained in paragraphs 4b(2) and (3).
- (3) Ensure all official foreign travel complies with the following:
 - (a) Travel is consistent with programmatic requirements for travel, security issues, effective use of resources, requirements governing conference management, adequacy of funding, and leave taken in conjunction with travel.
 - (b) Travel to countries on the Sensitive Countries List or involving subjects on the Sensitive Subjects List is conducted in compliance with U.S. national security, counterintelligence, and nonproliferation policies, including U.S. export control laws and regulations.
 - (c) All requests for official foreign travel to countries on the list of state sponsors of terrorism maintained by the Department of State are reviewed according to procedures established by the Office of Defense Nuclear Nonproliferation.
- (4) May deny approval of an official foreign trip if travelers have not complied with trip closeout requirements for an earlier trip within specified time period.
- (5) May deny reimbursement of official foreign travel expenses if all approvals, including country clearance where required, have not been finalized prior to travel.

- (6) May waive 21/30-day time requirements for emergency response activities, as long as appropriate country clearances are obtained.

e. Responsible Program Secretarial Officer or Deputy Administrator, NNSA.

- (1) Has final approval of official foreign travel funded by the office under his or her cognizance.
- (2) Develops and issues instructions for implementing this Order within programmatic responsibilities and consistent with this Order.
- (3) Issues blanket official foreign travel orders, as needed, for emergency response and other national security activities. Appropriate country clearances are still required before official foreign travel can begin.
- (4) Prepares and provides required cable and notification to the U.S. Embassy in the country to be visited.
- (5) Notifies the traveler when country clearance has been received.
- (6) When the official foreign travel request is not received in time to meet the 21/30-day requirement contained in paragraphs 4b(2) and (3), considers expediting the travel request with appropriate justification.
- (7) Establishes requirements for format, content, and distribution of trip reports consistent with the requirements in Attachment 2.

f. Federal Traveler.

- (1) Ensures the request for approval of official foreign travel is entered into the Foreign Travel Management System. For travel not entered in time to meet the 21- or 30-day requirement, provides a justification as required by the responsible Program Secretarial Officer.
- (2) Ensures the required information for obtaining a country clearance is provided to the responsible Program Secretarial Officer or Deputy Administrator, NNSA.
- (3) Receives country clearance from the U.S. Embassy, through the responsible Program Secretarial Officer or Deputy Administrator, NNSA, in the country to be visited before travel begins.

- (4) For all Federal employees on official foreign travel, for the purpose of pre-briefings and debriefing, 30 days prior to and upon return from travel—
 - (a) ensures that local counterintelligence officers and Headquarters, Office of Intelligence, are notified of the travel to a sensitive country;
 - (b) ensures that local counterintelligence officers are notified of travel to any country where foreign monetary support is provided for the travel; and
 - (c) ensures that local security officers are notified of travel to a sensitive country when the traveler holds or has held a personnel security clearance within the past 5 years.
 - (5) Obtains appropriate authorization from—
 - (a) Headquarters, Director of Safeguards and Security, when handcarrying classified material overseas;
 - (b) Headquarters, Director of Intelligence, when handcarrying classified foreign intelligence material overseas.
 - (6) Complies with trip closeout requirements (see Attachment 2).
 - (7) Ensures the Foreign Travel Management System is updated for official foreign travel requests that were entered and subsequently canceled or disapproved.
- g. Emergency Response Personnel. Provide briefings to appropriate offices as requested upon return.
- h. The Office of Scheduling and Advance. Manages all Secretarial travel logistics.

6. REFERENCES.

- a. *Federal Travel Regulations*, Chapter 301, “Temporary Duty (TDY) Travel Allowances.”
- b. *Federal Travel Regulations*, Chapter 304, “Payment from a Non-Federal Source for Travel Expenses.”
- c. *Department of State Standardized Regulations*, Section 925, related to per diem for foreign areas.
- d. DOE O 110.3, CONFERENCE MANAGEMENT, dated 11-3-99.

- e. Presidential Decision Directive 12, "Security Awareness and Reporting of Foreign Contacts."
 - f. DOE M 471.2-1B, CLASSIFIED MATTER PROTECTION AND CONTROL MANUAL, dated 1-6-99.
 - g. DOE 5670.3, COUNTERINTELLIGENCE PROGRAM, dated 9-4-92.
7. CONTACT. Questions concerning this Order should be directed to the Office of Chief Financial Officer, Capital Accounting Center, (202) 586-4048 or (301) 903-3077.
8. DEFINITIONS.
- a. Blanket Travel Orders. Travel authorization that is valid for the Domestic Emergency Support Team (DEST) led by the Federal Bureau of Investigation, the Foreign Emergency Support Team (FEST) led by the Department of State, or emergency response activities that have been authorized or deployed by an emergency response officer.
 - b. Country Clearance. Notification from the U.S. Embassy of the country to be visited that a request to travel to that country has been approved.
 - c. Emergency Response. The national technical capability to respond to radiological and nuclear incidents and accidents within the United States and abroad. This capability typically supports the Department of Energy, Department of Defense, Department of State, Federal Bureau of Investigation, and other Government agencies. Because organizations must be able to deploy their emergency response capabilities without notice (i.e., no-notice), DOE emergency teams may be required to deploy within 4 hours of notification.
 - d. Foreign Travel Management System. The official Departmental system for tracking, monitoring, and reporting on foreign travel by Federal and contractor employees.
 - e. Head of Organization. The head official of the organization that employs the traveler. For the purposes of this Order, the responsible Program Secretarial Officer or Deputy Administrator, NNSA may designate head of organization(s). In addition, the head of organization approving and authorizing the travel of the Office of the Secretary and Assistant Secretaries in Headquarters program offices will be the Deputy Chief of Staff for the Secretary.
 - f. Official Foreign Travel. Approved travel (whether wholly or partly on official business) from the United States (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) to a foreign country and return, travel between foreign countries by persons,

including foreign nationals, whose salaries or travel expenses or both will ultimately be funded in whole or in part by DOE or NNSA from its appropriations. Official foreign travel also includes travel funded by non-DOE or non-NNSA sources for which the traveler represents the Department or NNSA or conducts business on behalf of the U.S. Government.

- g. Responsible Program Secretarial Officer. The senior DOE Headquarters official whose office will fund the requested travel, or if there is no DOE funding, the official having programmatic responsibilities associated with the requested travel. For Headquarters employees, this may be the same person as the head of organization.
- h. Sensitive Country. A country to which particular consideration is given for policy reasons. Countries may appear on the sensitive country list for reasons of national security, nuclear nonproliferation, regional instability, threat to national economic security, or terrorism support. The Office of Defense Nuclear Nonproliferation maintains this list.
- i. Sensitive Subjects. Unclassified subjects/topics identified in existing Federal regulations governing export control as well as those identified by the Department as unique to its work, which involve information, activities, and/or technologies that are relevant to national security. Disclosure of sensitive subjects has the potential for enhancing weapons of mass destruction capability, leading to weapons of mass destruction proliferation, divulging militarily critical technologies, or revealing other advanced technologies that may adversely affect U.S. national economic security. The Office of Defense Nuclear Nonproliferation maintains this list.

BY ORDER OF THE SECRETARY OF ENERGY:



T. J. GLAUTHIER
DEPUTY SECRETARY

CONTRACTOR REQUIREMENTS DOCUMENT

DOE O 551.1A, OFFICIAL FOREIGN TRAVEL

All contractor personnel employed by entities under contract or subcontract to the Department of Energy (DOE) or National Nuclear Security Administration (NNSA) must comply with the requirements of this Contractor Requirements Document, Government regulations concerning contractor travel, procedures established by the Office of the Chief Financial Officer, and guidance provided by the responsible Program Secretarial Officer or Deputy Administrator, NNSA.

Disclosure outside of DOE, including NNSA, of any information contained in the system, except for the purpose of obtaining country clearance, is prohibited unless approved by the Office of the Secretary.

1. REQUIREMENTS.

- a. In preparing for or performing official foreign travel, contractors must comply with the following requirements.
 - (1) Review, approve, and oversee all official foreign travel under their purview and establish appropriate internal controls to ensure accountability within their organizations. Ensure that travel complies with regulations and DOE directives; that it is consistent with U.S. foreign and nonproliferation policy, international energy policy and agreements, and national security policy objectives; and that it considers DOE, including NNSA, missions and resources. Final approval for official foreign travel is with the responsible Program Secretarial Officer or Deputy Administrator, NNSA funding the travel or, if there is no DOE funding, the official having programmatic responsibilities associated with the requested travel.
 - (2) Ensure all official foreign travel complies with the following.
 - (a) Travel is consistent with programmatic requirements for travel, security issues, effective use of resources, requirements governing conference management, adequacy of funding, and leave taken in conjunction with travel.
 - (b) Travel to countries on the Sensitive Countries List or involving subjects on the Sensitive Subjects List is conducted in compliance with U.S. national security, intelligence, counterintelligence, and nonproliferation policies, including U.S. export control regulations.

- (c) All requests for official foreign travel to countries on the list of state sponsors of terrorism, maintained by the Department of State, are reviewed according to procedures established by the Office of Defense Nuclear Nonproliferation.
- (3) When appropriate, coordinate the approval of official foreign travel with officials responsible for intelligence, counterintelligence, security, export control, and technology concerns to ensure compliance with the Export Control Guidelines established by the Office of Defense Nuclear Nonproliferation.
- (4) Comply with the following country clearance requirements.
 - (a) Country clearances are required for all contractor official foreign travel (unless an alternative has been approved by the Department of State).
 - (b) For the purpose of country clearance requests, contractors must provide sufficient information for the responsible Program Secretarial Officer or Deputy Administrator, NNSA to prepare and provide notification to the U.S. Embassy in the country to be visited.
 - (c) Contractors must receive country clearance (unless an alternative has been approved by the Department of State) from the U.S. Embassy in the country to be visited prior to the start of the travel.
- (5) For all contractors on official foreign travel, ensure appropriate pre-briefings and debriefings are provided 30 days prior to the start of and upon return from travel by, and at the discretion of the following:
 - (a) Counterintelligence officers when travel is to a sensitive country, regardless of whether the traveler holds a security clearance. This requirement does not apply to contractors without clearances at the seven facilities listed below. This exception was made because these facilities do not perform classified work and are exempt from certain provisions of DOE N 142.1, UNCLASSIFIED FOREIGN

VISITS AND ASSIGNMENTS. (Note: This requirement does apply to contractors at these sites who possess clearances.)

- 1 Ames Laboratory,
- 2 Fermi National Accelerator Facility,
- 3 Lawrence Berkeley National Laboratory,
- 4 National Renewable Energy Laboratory,
- 5 Princeton Plasma Physics Laboratory,
- 6 Stanford Linear Accelerator Facility, and
- 7 Thomas Jefferson National Accelerator Facility.

- (b) Security officers for all contractors who hold or have held personnel security clearance within the past 5 years and who are traveling to a sensitive country.
- (6) Ensure that all contractors, including those at the seven sites listed above, receive an annual counterintelligence awareness briefing and an annual security awareness briefing, regardless of whether the contractor employees hold clearances.
- (7) Notify the local counterintelligence officer 30 days prior to the start of the travel when traveling to any country where foreign monetary support is provided for the travel.
- (8) Ensure employees have complied with trip closeout requirements for one trip before a subsequent official foreign trip is authorized or approved.
- (9) These requirements may be waived for emergency response activities, as long as appropriate country clearances are obtained.
- (10) Ensure that emergency response personnel provide briefings to appropriate offices as requested, upon return.
- (11) Obtain appropriate authorization from—
 - (a) Headquarters, Director of Safeguards and Security, when handcarrying classified material overseas;
 - (b) Headquarters, Director of Intelligence, when handcarrying classified foreign intelligence material overseas.
- (12) Ensure blanket travel orders are issued for all personnel who might be required to respond immediately to an emergency.
- b. In controlling official foreign travel, contractors must complete the following.
 - (1) Enter all official foreign travel into the Foreign Travel Management System.
 - (2) Enter and approve all requests for official foreign travel to a sensitive country or involving a sensitive subject into the Foreign Travel Management System 30 days before the proposed departure date, or earlier as necessary, to receive appropriate and timely country clearance when one is required.
 - (3) Enter and approve all requests for official foreign travel to a non-sensitive country and not involving a sensitive subject into the Foreign Travel Management System 21 days

before the proposed departure date, or earlier as necessary, to receive appropriate and timely country clearance when one is required.

- (4) If notice of required official foreign travel is not received in time to meet the 21- or 30-day requirement, enter travel into the Foreign Travel Management System as soon as possible, and coordinate with the responsible Program Secretarial Officer or Deputy Administrator, NNSA. The responsible Program Secretarial Officer or Deputy Administrator, NNSA may require a written justification and is under no obligation to approve the travel.
 - (5) Within 30 days after the proposed departure date, update the Foreign Travel Management System by marking all requests for official foreign travel that have been entered into the system but were subsequently canceled or disapproved.
 - (6) Ensure that foreign travel will not be permitted to start unless all approvals have been finalized.
- c. Contractors must comply with the following trip closeout requirements.
- (1) Post-travel trip reports for all official foreign travel are required from each traveler and must be submitted within 30 days after return to duty station (see Attachment 2).
 - (2) The traveler must provide information regarding the actual cost of the travel in the trip report.

2. REFERENCES.

- a. DOE O 110.3, CONFERENCE MANAGEMENT, dated 11-3-99.
- b. Presidential Decision Directive 12, "Security Awareness and Reporting of Foreign Contacts."
- c. DOE M 471.2-1B, CLASSIFIED MATTER PROTECTION AND CONTROL MANUAL, dated 1-6-99.
- d. DOE 5670.3, COUNTERINTELLIGENCE PROGRAM, dated 9-4-92.

3. DEFINITIONS.

- a. Blanket Travel Orders. Travel authorization that is valid for the Domestic Emergency Support Team (DEST) led by the Federal Bureau of Investigation, the Foreign Emergency

Support Team (FEST) led by the Department of State, or emergency response activities that have been authorized or deployed by an emergency response officer.

- b. Country Clearance. Notification from the U.S. Embassy of the country to be visited that a request to travel to that country has been approved.
- c. Emergency Response. The national technical capability to respond to radiological and nuclear incidents and accidents within the United States and abroad. This capability typically supports the Department of Energy, Department of Defense, Department of State, Federal Bureau of Investigation, and other Government agencies. Because organizations must be able to deploy their emergency response capabilities without notice (i.e., no-notice), DOE emergency teams may be required to deploy within 4 hours of notification.
- d. Foreign Travel Management System. The official Departmental system for tracking, monitoring, and reporting on foreign travel by Federal and contractor employees.
- e. Official Foreign Travel. Approved travel (whether wholly or partly on official business) from the United States (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) to a foreign country and return, travel between foreign countries, by persons, including foreign nationals, whose salaries or travel expenses or both will ultimately be funded in whole or in part by DOE or NNSA from its appropriations. Official foreign travel also includes travel funded by non-DOE or non-NNSA sources for which the traveler represents the Department or NNSA or conducts business on behalf of the U.S. Government.
- f. Responsible Program Secretarial Officer. The senior DOE Headquarters official, whose office will fund the requested travel, or if there is no DOE funding, the official who has programmatic responsibilities associated with the requested travel.
- g. Sensitive Country. A country to which particular consideration is given for policy reasons. Countries may appear on the sensitive country list for reasons of national security, nuclear nonproliferation, regional instability, threat to national economic security, or terrorism support. The Office of Defense Nuclear Nonproliferation maintains this list.
- h. Sensitive Subjects. Unclassified subjects/topics identified in existing Federal regulations governing export control as well as those identified by the Department as unique to its work, which involve information, activities, and/or technologies that are relevant to national security. Disclosure of sensitive subjects has the potential for enhancing weapons of mass destruction capability, leading to weapons of mass destruction proliferation, divulging militarily critical technologies, or revealing other advanced technologies that may adversely affect U.S. national economic security. The Office of Defense Nuclear Nonproliferation maintains this list.

FOREIGN TRAVEL TRIP REPORTS

Trip reports for DOE, including NNSA, employees and contractors are to consist of the two parts described below. Because of the unique nature of travel by the Secretary, Deputy Secretary, or Under Secretaries, trip reports from this travel are to be maintained by the Executive Secretary.

1. Part 1 is to be an extract of the foreign travel trip request form, with an abstract of the results of the trip.
 - a. Part 1 of the trip report will be forwarded through the responsible Program Secretarial Office to the Office of Science and Technical Information (OSTI), Oak Ridge, Tennessee 37831.
 - b. Part 1 of the trip report will not contain classified information.
 - c. Part 1 will be included in a limited-access electronic database available to DOE/NNSA. [Once the new Foreign Travel Management System (FTMS) is in place, certain sections of Part 1 of the trip report will become automated to simplify its completion.]
 - d. Part 1 of the trip report will consist of the following information in the following format:
 - (1) title of the report (i.e., "Travel to___");
 - (2) report date (MM,DD,YYYY);
 - (3) date(s) of travel (MM,DD,YYYY);
 - (4) name of all traveler(s) on this trip;
 - (5) position/title of the traveler;
 - (6) employing organization and organization code;
 - (7) business address including street, city, and zip code;
 - (8) FTMS trip number;
 - (9) travel destinations (include organization, facility, city, state/province, country);

- (10) brief purpose of the trip (include the justification from the foreign travel request);
 - (11) people contacted;
 - (12) facilities visited;
 - (13) abstract (such as major highlights, benefits of the travel, results of meetings, including their locations).
2. Part 2 of the trip report will provide a complete report on and thorough analysis of the trip.
- a. Part 2 should include the results of any meetings or discussions with representatives of foreign government(s) and/or company(ies).
 - b. When more than one traveler follows the same schedule, only one member of the party needs to report on each meeting or event that took place.
 - c. When appropriate, Part 2 should also include observations, conclusions, speculations, and information relating to the safety, health, and security of future travelers.
 - d. Part 2 of the trip report will be used for programmatic purposes and will not be forwarded to OSTI.
 - e. Part 2 of the trip report is to provide actual costs of the trip.
 - f. In addition to the above requirements, trip reports for travel by the Secretary, Deputy Secretary, or Under Secretaries must include justification for any private-sector participation in the trip and major accomplishments of the trip.

A reporting cable sent through State Department channels may also serve as Part 2 of a foreign trip report. Security and advance personnel traveling in support of the Secretary, Deputy Secretary, or Under Secretaries are exempt from the requirements of Part 2.

U.S. DEPARTMENT OF ENERGY
WASHINGTON, D.C.

PAGE CHANGE

DOE O 551.1A Chg 1

11-8-02

SUBJECT: OFFICIAL FOREIGN TRAVEL

1. PURPOSE. To transmit a revised page to DOE O 551.1A, OFFICIAL FOREIGN TRAVEL, Attachment 1, dated 8-25-00.
2. EXPLANATION OF CHANGE. To change DOE O 551.1A, OFFICIAL FOREIGN TRAVEL , Attachment 1, to expand the requirements for country clearance for contractors to include all official foreign travel, including travel to nonsensitive countries.
3. FILING INSTRUCTIONS.

Remove
Page 2

Dated
8-25-00

Insert
Page 2 and 2a

Dated
11-8-02

After filing the attached page, this transmittal may be discarded.



SPENCER ABRAHAM
Secretary