

October 2009

**Office of Science
Foreign Travel Guidance**

The Department of Energy has established requirements and responsibilities governing official foreign travel by Federal and contractor employees to ensure that the Department's official foreign travel activities are consistent with its mission and objectives as well as with prudent business practice.

Below are key points to remember:

- The "*Official Foreign Travel*" Order (DOE Order 551.1C approved on 6/24/08) states that **ALL** federal and contractor employee requests for foreign travel must receive approval in the Foreign Travel Management System (FTMS) prior to travel.
- Country clearance must be requested and granted before a Federal employee may begin official foreign travel.
- Per DOE Order 551.1C, Official Foreign Travel, requests for official foreign travel to a sensitive or non-sensitive country involving a sensitive or non-sensitive subject, must be documented 30 calendar days in the FTMS¹ before the proposed departure date.

Sensitive Countries are:

Algeria	India	Moldova	Tajikistan
Armenia	Iran	North Korea	Turkmenistan
Azerbaijan	Iraq	Pakistan	Ukraine
Belarus	Israel	Russia	Uzbekistan
China	Kazakhstan	Sudan	
Cuba	Kyrgyzstan	Syria	
Georgia	Libya	Taiwan	

¹ Reference attached Foreign Travel Management System (FTMS) Process.

A country clearance cable will be created by the Office of Science (SC) travel office based on the information that is provided on the travel request submitted in the FTMS system through the DOE Country Clearance system.

Your cable will be sent to the State Department for initial approval. This can take one day or one week, depending on the availability of approvers to authorize your trip. Once your cable is cleared by the State Department, it is then sent to the embassy of the country to which you are traveling. This can take an additional 2-4 weeks depending on whether you are going to a sensitive or non-sensitive country.

Individuals traveling abroad for DOE are expected to comply with applicable immunization requirements associated with the travel, unless a medical exception is granted. Immunizations can be obtained at HQ either at the Forrestal and/or Germantown Health Unit. Travelers can always receive their immunization requirements by their personal physician.

The Office of Science strongly recommends that MEDEX insurance be obtained by each traveler. The Office of Science currently has a contract with MEDEX Insurance (medical insurance) for DOE federal staff. If you are interested in obtaining this insurance, please contact Kristy Bacher by phone at 301-903-0372 or via e-mail at kristy.bacher@science.doe.gov.

Official foreign travel for DOE must be on DOE accepted air carriers unless an exemption is granted by the responsible program Secretarial Officer.

The U.S. Government requires that personnel embarking on foreign travel longer than 30 days to take the Overseas Security Seminar conducted by the Department of State. Each program element will determine how the training cost will be paid.

All travelers are recommended to make a copy of their passport and keep it in a safe place other than their wallet just in case the original passport is stolen or lost while traveling. If for some reason your passport is stolen or lost while traveling, you should contact the Embassy at once.

In an agreement with the State Department, approved clearance to travel to Canada, Germany, and Italy is assumed for federal and contract employees; however a cable is still required.

Each Foreign Travel Request should include the following:

1. The correct passport number; some countries require that your passport be valid at least six months beyond the dates of your trips and cannot expire within three months before travel.
2. Should indicate if traveler has a security clearance and indicate the highest level of clearance, i.e., "Q", Top Secret, etc.
3. All acronyms should be spelled out with acronym in parenthesis example: Central Intelligence Agency (CIA)
4. Host name and number should correspond with country in which traveler is traveling; after hours name and number should be included as well. Any Travel Request (TR) without this information can delay country clearance cables.

When you receive final approval to travel, a copy of your granted country clearance cable will be sent to you by e-mail. You should take this clearance with you on your trip.

Reference DOE Order 551.1C, Official Foreign Travel, (Attachment 1) for additional travel information and requirements.

Please be sure to contact the foreign travel coordinators Uzorije Carter and Lourice Shiblee in the Office of Science travel office at least a week before you leave on your trip to ensure that you are cleared to travel to your foreign destination. Mr. Carter can be reached via e-mail at Uzorije.Carter@science.doe.gov or by phone at (301) 903-9863 and Ms. Shiblee can be reached via e-mail at Lourice.Shiblee@science.doe.gov or by phone at (301) 903-7350. Ms. Kristy Bacher is the federal point of contact and can be reached via e-mail at Kristy.Bacher@science.doe.gov or by phone (301) 903-0372 if there are any problems or concerns regarding Office of Science foreign travel processing.

Office of Science
Foreign Travel Management System (FTMS) Process

The Foreign Travel Management System (FTMS) is the official Department of Energy (DOE) system for tracking, monitoring, reporting, and securing approval of all foreign travel conducted by Federal and contractor employees. **The FTMS request must be approved prior to departure.**

The FTMS is a wealth of information. If you have the need for more information or would like to view other supported materials please log onto FTMS go to Help (above logout), click on Support Material to view other information.

Before Travel:

1. Create a new travel authorization (TA) in GovTrip. Include the departure and arrival information. Also, include the flight information, destination country, and destination city for each itinerary, and sign your TA.
2. Your TA must be approved; therefore, it is vital that approvers sign the TA's in a timely manner.
3. All TA information will be transferred into FTMS shortly after the TA has been approved. Trips should be transferred between 5 and 15 minutes after being approved in Govtrip. NOTE: In order for the TA to be transferred, the traveler must have a social security number listed in GovTrip.
4. Once the trip is transferred, it will appear in FTMS in the status of Draft. Fields that were not automatically generated by GovTrip will need to be completed, i.e., Benefit to Government and Justify Trip Purpose, before you can forward your FTMS Trip Request (TR) for routing.

NOTE: You are not required to use the TR created for you. If you like, you may create a new TR in FTMS; however, you will have to enter all the information into the TR and the costs into the closeout screen. If you use the TR created for you, it will not be necessary for you to enter the costs in the closeout screen for the costs will be transferred from the voucher directly into the closeout screen.

If the traveler is NOT able to select an accepted air carrier, then:

- (a) The traveler enters the travel request in FTMS and includes all planned air carriers that serve their proposed flight routes.
- (b) FTMS will send an electronic approval notification to the HQ Office of Aviation Management (MA-30) which will have access to the trip request in order to view all pertinent travel information. An electronic e-mail notification will be sent to the traveler and the trip originator advising that an unapproved airline carrier was selected and that the trip request has been sent to MA-30 for review.
- (c) MA-30 will review the notification and conduct a safety review and make a recommendation within 5 business days of whether or not to accept the air carrier on a one-time basis for travel
- (d) MA-30's recommendation will be conveyed to the responsible SC Program Officer within 5 business days. The travel and the responsible SC Program Officer will examine all travel options, including alternate air routes and alternate air carriers, available surface transportation, and cancellation of the trip, and select the best available option taking in account MA-30's recommendation.

Once the SC travel office receives the TR in FTMS:

- The TR is reviewed for errors and for missing or incomplete information. If errors are present or information is missing, the travel office will contact the SC program office to request more information. Not providing sufficient information on the travel request can delay the approval of travel.
- Once all necessary information is provided, the appropriate routing list (list of approvers) is created for the document.

- FTMS electronically notifies each approver in turn to let them know that a travel request awaits their review and signature.
- While the TR is routed in FTMS, a country clearance cable is created by the SC travel office based on the information provided on the TR. Again, if information is missing or incomplete, this will delay the processing of the cable.
- The cable is sent to the State Department by e-mail and approval of the trip is granted. If more information is needed then approval is delayed until that information is supplied.
- Upon approval from the State Department, the cable is then sent by e-mail to the appropriate embassy. Once approved, the embassy sends the travel office a cable granting the traveler's request.
- The SC travel office logs the granted country clearance cable into FTMS and through the electronic Country Clearance (eCC) the cable is sent via e-mail to the SC program office/traveler.
- The travel office enters the final approval in FTMS (final approval will not be entered in FTMS until both the State Department and the embassy approve travel).

After Returning:

1. In Govtrip, create a voucher by clicking on the "Create New Voucher from Authorization/Order" link and clicking on the correct TA.
2. Update any information associated with this trip and upload any necessary receipt.
3. Review and sign the voucher.
4. Vouchers should be submitted within 5 days of returning from travel.
5. After your voucher has been approved, the costs listed on your travel voucher will be uploaded into the Pending Closeout screen in FTMS. To complete the FTMS closeout process, you will need to

answer the questions at the top, enter an abstract review of your trip, review the data for accuracy, and press the "Close Out" button.

All trip requests are required to be closed out in FTMS within 30 calendar days of traveler's return date if the trip is closed by the traveler, 45 calendar days when closed by a travel arranger.

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

ORDER

DOE O 551.1C

Approved: 6-24-08

SUBJECT: OFFICIAL FOREIGN TRAVEL

1. OBJECTIVE.

- a. To establish Department of Energy (DOE) requirements and responsibilities governing official foreign travel by Federal and contractor employees.
- b. This Order is in addition to the Federal Travel Regulation Chapters 301 and 304, DOE O 552.1A, Travel Policy and Procedures, dated 2-17-06, and DOE M 552.1-1A, U.S. Department of Energy Travel Manual, dated 2-17-06.

2. CANCELLATION. This Order cancels DOE O 551.1B, *Official Foreign Travel*, dated 8-19-03. Cancellation of a directive does not, by itself, modify or otherwise affect any contractual obligation to comply with the directive. Contractor requirement documents (CRDs) that have been incorporated into or attached to a contract remain in effect until the contract is modified to either eliminate requirements that are no longer applicable or substitute a new set of requirements.

3. APPLICABILITY.

- c. All Departmental Elements. Except for the exclusion listed in paragraph 3c, this Order applies to all Departmental elements, including those created after the Order is issued. (Go to <https://www.directives.doe.gov/pdfs/reftools/org-list.pdf> for the current listing of Departmental elements.)

The Administrator of the National Nuclear Security Administration (NNSA) will assure that NNSA employees and contractors comply with their respective responsibilities under this Order. Nothing in this Order will be construed to interfere with the NNSA Administrator's authority under section 3212(d) of Public Law (P.L.) 106-65 to establish Administration specific policies, unless disapproved by the Secretary.

d. DOE Contractors.

- (1) The Contractor Requirements Document (CRD), Attachment 1, sets forth requirements of this Order that will apply to site/facility management contracts that include the CRD.
- (2) The CRD must be included in all site/facility management contracts that contain the clause at Title 48 Code of Federal Regulations (CFR) 952.247.70 Foreign Travel.
- (3) This Order does not automatically apply to other than site/facility management contracts. Application of any requirements of this directive

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www.directives.doe.gov

INITIATED BY:
 Office of Management

to other than site/facility management contracts will be communicated separately from this Order. (See paragraph 5, Responsibilities.)

- (4) The officials identified in the responsibilities paragraphs are responsible for notifying contracting officers of which site/facility management contracts are affected. Once notified, contracting officers are responsible for incorporating the CRD into affected site/facility management contracts through the laws, regulations, and DOE directives clause of the contracts.
- (5) As the laws, regulations, and DOE directives clause of site/facility management contracts states, regardless of the performer of the work, site/facility management contractors with the CRD incorporated into their contracts are responsible for compliance with the requirements of the CRD. Affected site/facility management contracts are responsible for flowing down the requirements of the CRD to subcontractors at any tier to the extent necessary to ensure the site/facility management contractors' compliance with the requirements. In doing so, the contractor shall not unnecessarily or imprudently flow down requirements to subcontracts. That is, the contractor shall both ensure that it and its subcontractors comply with the requirements of this CRD; and only incur costs that would be incurred by a prudent person in the conduct of competitive business.

e. Exclusions.

- (1) In accordance with the responsibilities and authorities assigned by Executive Order 12344 (statutorily prescribed by Title 42 United States Code (U.S.C. 7158) and to ensure consistency throughout the joint Navy and DOE organization of the Naval Nuclear Propulsion Program, the Director of the Naval Nuclear Propulsion Program will implement and oversee all requirements and practices pertaining to this DOE Order for activities under the Director's cognizance.
- (2) This Order does not apply to grantees.

4. REQUIREMENTS.

a. General.

- (1) Traveler must receive final DOE approval in the Foreign Travel Management System (FTMS) prior to traveling. Travel arrangements authorized without DOE approval and not recorded within FTMS are at the risk of the traveler and may not be reimbursable.
- (2) Individuals traveling abroad for DOE are expected to comply with applicable immunization requirements associated with the travel, unless a medical exception is granted.

- (3) Official foreign travel for DOE must be on DOE accepted air carriers unless an exemption is granted by the responsible program Secretarial Officer.

b. Foreign Travel Management System.

- (1) FTMS is the official Departmental system for tracking, monitoring, reporting, and securing approval of all foreign travel conducted by Federal and contractor employees.
- (2) All official foreign travel requests must be documented in the FTMS 30 calendar days before the proposed departure date. Program elements may add to time requirements and request an appropriate justification for the late submittal in their implementing guidance. The FTMS request must be approved prior to departure.
- (3) Travelers shall try to arrange their travel itinerary using air carriers on the DOE accepted air carriers list which is maintained in FTMS. If the air carrier is on the DOE- accepted air carrier list, the traveler shall enter the trip request in FTMS and proceed with the normal travel approval process.

If the traveler is NOT able to select an accepted air carrier, then:

- (a) The traveler shall enter the travel request in FTMS and include all planned air carriers that serve their proposed flight routes.
- (b) FTMS will send an electronic approval notification to the Office of Aviation Management which will have access to the trip request in order to view all pertinent travel information. An electronic email notification will be sent to the traveler and the trip originator advising that an unapproved airline carrier was selected and that the trip request has been sent to the Office of Aviation Management for review.
- (c) The Office of Aviation Management will review the notification and conduct a safety review and make a recommendation within 5 business days of whether or not to accept the air carrier on a one-time basis for travel.
- (d) The Office of Aviation Management's recommendation will be conveyed to the responsible program Secretarial Officer within 5 business days. The traveler and the responsible program Secretarial Officer will examine all travel options, including alternate air routes and alternate air carriers, available surface transportation, and cancellation of the trip, and select the best available option taking into account the Office of Aviation Management's recommendation.

- (4) Final approval is not to be entered into FTMS until country clearance has been received and recorded in FTMS, as outlined in paragraph 4c, below. Host Country Clearance Requests.

c. Host Country Clearance Requests.

- (1) U.S. Government (USG) policy requires that country clearances be obtained for official travel to a foreign country. Individuals traveling in an official capacity for DOE must request and receive a country clearance from the U.S. Embassy in the country to be visited. Verbal approval should be followed up by the U.S. Embassy via an email or fax to the requesting program element.
- (2) Requests for country clearance should be submitted as soon as possible to receive appropriate and timely clearance to enter that country. Program elements may establish time requirements and request a justification for late submittal.
- (3) USG requires that personnel embarking on foreign travel longer than 30 days to take the Overseas Security Seminar conducted by the Department of State. The program element will determine how the training cost will be paid.
- (4) The Deputy Chief of Staff will notify the Office of Cabinet Affairs of proposed travel by Secretarial Officers and the Secretary of Energy.

d. Passports.

- (1) The Department will provide an official or diplomatic passport to U.S. citizens, at DOE expense for approved foreign travel to conduct official departmental business abroad. The acquisition of a diplomatic passport depends on the type of activities conducted by the traveler for USG.
- (2) All Federal employees who are U.S. citizens traveling to a foreign country on official business for DOE (including field office and national laboratory employees) are expected to obtain official or diplomatic passports and, when required, appropriate official visas prior to leaving the United States. It is a "violation of sovereignty" for federal employees to use a tourist (personal) passport when traveling in an official capacity. It misrepresents the true purpose for which the traveler has entered the country. This can have a serious and adverse effect on our reciprocal relations with foreign countries and is strongly discouraged by the U.S. Department of State.
- (3) The DOE Office of International Travel and Exchange Visitor Programs maintains Departmental responsibility for the management and accountability of all DOE official and diplomatic passports and provides

annual reports to the U.S. Department of State consistent with federal regulation.

- (4) When the official/diplomatic passport is not in use by the employee, for official foreign travel, it must be securely maintained in the Passport and Visas Section in the Office of International Travel and Exchange Visitor Programs at the Forrestal Building, Washington, DC.
 - (a) The Office of International Travel and Exchange Visitor Programs will release official/diplomatic passports to the traveler or designated agent upon receipt of the approved Request for Approval of Foreign Travel form issued through FTMS.
 - (b) Official/diplomatic passports issued to individuals at DOE Headquarters/field offices must be returned within 5 working days of completion of the travel for which the passport was issued to—

Office of International Travel and Exchange Visitor Programs
MA-45
Forrestal Building
U.S. Department of Energy
1000 Independence Avenue SW
Washington, DC 20585
 - (c) Official/Diplomatic passports may be released only by the Office of International Travel and Exchange Visitor Programs to the traveler or personnel authorized for passport pickup.
 - (d) Prior to receipt of a passport, each traveler or person with authorization for pickup must sign and date the record of release maintained in the Office of International Travel and Exchange Visitor Programs. If a field traveler does not have a local contact that would pickup and forward the passport to the traveler, the Office of International Travel and Exchange Visitor Programs will overnight mail the traveler's passport to the traveler and sign and date the record of release and note the federal express account number used to forward the passport.
- (5) DOE emergency response teams or designated emergency personnel including personnel required to cross border to conduct business on a daily or short notice basis will be provided an alternative protocol for the maintenance and protection of their official/diplomatic passports. The heads of Departmental elements or designees must submit to the Office of International Travel and Exchange Visitor Programs a federal point of contact who will be assigned the responsibility to safeguard certain

passports. The alternative passport protocol request signed by the head of the Departmental element or designee will include a list of those employees (each employee's name, routing symbol, passport number, expiration date, and frequency of travel) required to travel on short notice, a justification for each employee, and information on where and how the passports will be maintained. The designated federal point of contact will update the list by October 30 and April 30 each year. The federal point of contact is to ensure that all appropriate paperwork is approved prior to issuance of passport to help assure accomplishment of their programmatic mission.

- (6) The Office of International Travel and Exchange Visitor Programs must be notified of changes in the employment status of the holders of official and diplomatic passports such as transfers or details to other agencies, resignation, retirement, or death which determines the required management or disposition of an official/diplomatic passport.

e. Review Procedures.

- (1) Each organization must have an approval process for official foreign travel. FTMS will issue notification of travel to the appropriate security and program officials (i.e., Office of Intelligence and Counterintelligence, Office of Headquarters Security Operations, and Office of Defense Nuclear Nonproliferation) to ensure review for compliance with U.S. and DOE official security policies and guidance.
- (2) Final approval for official foreign travel conducted by federal employees can be granted only by the responsible program Secretarial Officer or Under Secretary and Administrator, NNSA or their designee that is funding the official foreign travel, or if there is no DOE funding, the official having programmatic responsibilities associated with the official foreign travel.
- (3) Substantial changes listed below will require reapproval of the trip request:
 - (a) addition of one or more countries;
 - (b) increase of 25 percent or more in travel costs; or
 - (c) change in trip sensitivity from nonsensitive to sensitive.

- f. Counterintelligence Briefings. All Federal employees traveling to sensitive countries, and/or interacting with sensitive country foreign nationals regardless of destination country, will be provided appropriate prebriefings and debriefings by and at the discretion of counterintelligence officers.

g. Trip Closeout.

- (1) The responsible program Secretarial Officer or Deputy Administrator, NNSA, is responsible for determining trip report requirements by the traveler upon completion of travel, where appropriate, after return to duty station, with the exception of advance and security personnel supporting travel by the Secretary, the Deputy Secretary, or an Under Secretary.
- (2) Classified information shall NOT be included in trip reports. For a trip that concerns a classified subject, the report must be reviewed by a derivative classifier to ensure that it contains no classified information.
- (3) The traveler/traveler arranger will provide the amount claimed for reimbursement, i.e. voucher, for lodging, meals and incidentals, and other costs, for each leg of the trip for entry into the FTMS.
- (4) Upon closeout in FTMS, FTMS extracts information from the foreign travel trip request and directly provides it to the Office of Scientific and Technical Information (OSTI) through reporting capability in FTMS.
- (5) The traveler must provide an abstract of major highlights, benefits and results of meetings at each location. When more than one traveler follows the same schedule, the same abstract can be used by all travelers.
- (6) All trip requests should be closed out in FTMS within 30 calendar days of traveler's return date if the trip is closed by the traveler, 45 calendar days when closed by a traveler arranger.

h. Travel by the Office of the Secretary of Energy and Program Secretarial Officers.

- (1) For the purposes of this Order, the Chief of Staff (COS) to the Secretary or designee serves as head of the organization and in that capacity, approves and authorizes travel for the Office of the Secretary and all officials who report directly to the Secretary.
- (2) After authorizing travel for the Secretary, the COS must approve a draft budget for the trip and forward it to the Office of Management. Only the COS or his/her designee may authorize trip expenditures. No expenses in excess of the approved mission budget can be incurred without prior approval from the COS or his/her designee.
- (3) The COS reviews and approves all participation in Secretarial travel, including that of DOE employees, contractors, representatives from other Agencies, and private sector participants.

- (4) Due to the unique nature of travel by the Secretary, Deputy Secretary, or Under Secretaries, trip reports, where appropriate, for their travel will be maintained by the Executive Secretary.

i. Security.

- (1) Each organization will have access to official foreign travel data under its cognizance in FTMS. The Office of the Secretary, Office of Management, and Office of Intelligence and Counterintelligence will have access to all FTMS data. The Office of Scientific and Technical Information will have access to all trip close-out-related data in FTMS.
- (2) Access to FTMS information on travel of the Secretary, Deputy Secretary, and Under Secretaries; members of their staffs; and security personnel directly supporting them will be limited to the Office of the Secretary, the Office of Management, and the designated Agency ethics official. The Office of Management may distribute this information only with the authorization of the Office of the Secretary.
- (3) Disclosure of information contained within FTMS, except for the purpose of obtaining country clearance, is prohibited unless approved by the Office of the Secretary. Reports for disclosure outside DOE will be prepared by or coordinated with the Office of Management for review and approval by the Office of the Secretary. The Office of Management will coordinate and develop approval procedures with the Office of the Secretary to meet its approval requirements.
- (4) Nothing in this Order will preclude access to FTMS information by Federal law enforcement agencies. Disclosures pursuant to the Freedom of Information Act and the Privacy Act will be in accordance with applicable Departmental regulations. When appropriate, the DCOS will be notified before disclosures to Federal law enforcement agencies or pursuant to the Freedom of Information Act and Privacy Act.
- (5) Classified matter may be hand-carried outside the United States, consistent with national security protocol and provisions of DOE M 470.4-4 Chg 1, *Information Security*, dated 6-29-07.
- (6) Office of Intelligence and Counterintelligence should establish procedures to review official foreign travel involving interactions with sensitive country individuals.

j. Private Sector Participation.

- (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 the organization before such participation is invited in accordance with 10 CFR 1060.101, final approval for foreign travel by a private sector participant must be submitted to the Secretary, Deputy Secretary, or the responsible Under Secretary.

5. RESPONSIBILITIES.

- a. Deputy Chief of Staff to the Secretary. Represents the Office of the Secretary to implement the requirements set forth in paragraph 4h of this Order, as appropriate.
- b. Office of Management.
 - (1) Maintains the Foreign Travel Management System (FTMS).
 - (2) Acts as the primary point-of-contact with the Department of State on Department of Energy foreign travel matters and with full participation by the program element on all foreign travel matters specific to that program element.
- c. Office of International Travel and Exchange Visitor Programs.
 - (1) Establish administrative controls in the FTMS for Office of Aviation Management review of travel using air carriers not on the list of DOE accepted air carriers;
 - (2) Maintains in FTMS an up-to-date list of DOE accepted air carriers; and
 - (3) Post on the FTMS website the list of DOE accepted air carriers.
- d. Office of Aviation Management.
 - (1) Maintains the list of DOE accepted air carriers and provide an up-to-date list to the Office of International Travel and Exchange Visitor Programs;
 - (2) Completes desk-audit safety reviews (without on-site inspection) evaluating available information, predominantly official aviation safety accident and incident investigation findings and similar reports; and
 - (3) As required by foreign travel demand, completes on-site safety and security review of selected foreign air carriers.
- e. Head of Traveler's Organization.
 - (1) Ensures compliance with:

- (a) programmatic requirements for travel, security issues, and effective use of resources;
 - (b) requirements governing conference management, adequacy of funding, and non-Federal source travel;
 - (c) U.S. national security, counterintelligence, and nonproliferation policies for travel to countries on the Sensitive Countries List or involving subjects on the Sensitive Subjects List;
 - (d) U.S. export control laws and regulations; and
 - (e) procedures established by the Office of Defense Nuclear Nonproliferation for reviewing official foreign travel to countries on the list of state sponsors of terrorism maintained by the Department of State.
- (2) Ensures that travel requests are entered into FTMS in sufficient time to comply with all requirements for review, approval, and country clearance.
 - (3) Ensures that official/diplomatic passports are obtained for official travel and returned within 5 working days upon completion of travel.
 - (4) May request that an official passport be provided to contractor personnel who engage in frequent travel for the Department of Energy.
 - (5) Ensures that prior to approving official foreign travel, consideration has been given to employee safety regarding travel including airline carriers and short-term medical and evacuation coverage to all countries.
 - (6) May grant or delegate approval and oversight of all official foreign travel under their purview.
 - (7) Ensures closeout of trip requests in the FTMS, which should be within 30 calendar days of traveler's return date or within 45 calendar days if closed by a travel arranger.
- f. Responsible Program Secretarial Officer. A term used by the DOE foreign travel community and in this Order to describe the approving Secretarial Officer or NNSA Deputy Administrator that is funding or has programmatic interest in the trip.
- (1) Ensures implementation of the requirements of this Order in facilities under his/her cognizance.

- (2) Notifies affected site/facility management contracting officers to incorporate the CRD of this Order into contracts. Ensures that procurement requests for new non-site/facility-management contracts require inclusion of the CRD of this Order in the resulting contracts, if appropriate.
- (3) Develops and issues instructions for implementing this Order to organizations under his/her programmatic cognizance. Instructions of implementation are not to supersede this Order but provide additional program guidance to the travelers to accomplish the specific program element's missions and goals.
- (4) Establishes personal leave policy for travelers who will be taking personal leave in conjunction with official travel.
- (5) Ensures that country clearance requirements are met and appropriately conveyed to the traveler.
- (6) Ensures that appropriate country clearances have been granted before official foreign travel can begin.
- (7) Ensures that official/diplomatic passports are obtained for official travel and returned within 5 working days upon completion of travel.
- (8) Reviews and approves, as appropriate, travel requiring a safety review by the Office of Aviation Management.
- (9) Communicates with the traveler/traveler arranger as to when an approval decision will be forthcoming.
- (10) Grants or delegates the granting of final approval of official foreign travel funded by the program element under his/her cognizance, or if there is no DOE funding, having programmatic responsibilities associated with the requested travel.
- (11) Establishes requirements for trip reports.
- (12) Ensures completion of foreign travel closeout in FTMS within 30 calendar days of traveler's return date, 45 calendar days if completed by travel arranger.
- (13) Coordinates with financial assistance recipients and contracting officers on obtaining and inputting travel information into FTMS as directed in the Special Terms and Conditions for grants and cooperative agreements.

- g. Contracting Officers.
- (1) After notification by the appropriate program official, incorporate the CRD into affected site/facility management contracts in accordance with the Laws, Regulations and DOE Directives clause of the contracts.
 - (2) Assist procurement request originators who want to incorporate the requirements of the CRD of this Order in new non-site/facility management contracts, as appropriate.
- h. Office of Intelligence and Counterintelligence establishes procedures to review official foreign travel involving interactions with sensitive country individuals.
- i. Federal Traveler.
- (1) Reviews and becomes familiar with appropriate Federal travel regulations, DOE policies, orders, and guidance related to official foreign travel and aviation safety.
 - (2) Provides the required information for entry and approval in FTMS and provides required country clearance information in sufficient time to permit approval by the appropriate programmatic elements and to obtain clearance, as required, from the U.S. Embassy in the country to be visited.
 - (3) Provides a copy of the appropriate paperwork, i.e. granted country clearance, letter of invitation, to his/her program element when traveling for another organization.
 - (4) Receives country clearance, as required, from the U.S. Embassy in the country to be visited, through the responsible program Secretarial Office or Deputy Administrator, NNSA, before travel begins.
 - (5) Ensures that official/diplomatic passports are obtained for official travel and returned within 5 working days upon completion of travel.
 - (6) Ensures that visas, when required, are obtained for official travel.
 - (7) Checks with their Medical Support Staffs to ensure awareness of safety and health issues of the country to be visited.
 - (8) Discusses, with appropriate management, safety concerns related to upcoming or past travel.
 - (9) Declines travel if there is a concern about their personal safety.

- (10) Ensures that information is submitted to update the FTMS when official foreign travel requests were entered and subsequently canceled or disapproved.
 - (11) Ensures that required documentation is submitted to closeout trip request in FTMS within 30 calendar days of return, 45 calendar days if closed out by travel arranger.
 - (12) Upon approval of traveler's voucher, information as to trip costs will be extracted from the Department's Travel Services System, GovTrip, and uploaded into FTMS; the traveler/traveler arranger is to review the costs for accuracy and make any necessary changes. In addition, traveler must provide an abstract of major highlights, benefits and results of meetings at each location in order to complete the closeout.
- j. Emergency Response Personnel. Provide briefings to appropriate offices/officials as requested upon return from emergency response activities travel.
 - k. Office of Scheduling and Advance. Manages all Secretarial travel logistics.
6. NECESSITY FINDING STATEMENT. In compliance with Sec. 3174 of P.L. 104-201 (50 U.S.C. 2584 note), DOE hereby finds that this Order is necessary for the protection of human health and the environment or safety, fulfillment of current legal requirements, or conduct of critical administrative functions.
7. CONTACT. Questions concerning this Order should be directed to the Office of Management, 202-586-4048.

BY ORDER OF THE SECRETARY OF ENERGY:



JEFFREY F. KUPFER
Acting Deputy Secretary

**CONTRACTOR REQUIREMENTS DOCUMENT
DOE O 551.1C, OFFICIAL FOREIGN TRAVEL**

Regardless of the performer of the work, the contractor is responsible for compliance with the requirements of this Contractor Requirements Document (CRD). The contractor is responsible for flowing down the requirements of this CRD to subcontracts at any tier to the extent necessary to ensure the contractor's compliance with the requirements.

This CRD establishes the requirements for Department of Energy (DOE) contractors whose contracts involve official foreign travel.

Disclosure of information contained in the Foreign Travel Management System (FTMS), except for the purpose of obtaining country clearance, is prohibited unless approved by the Office of the Secretary.

See DOE O 551.1C, *Official Foreign Travel*, dated 6-24-08, References (Attachment 2) and Definitions (Attachment 3).

Foreign travel information may also be classified or unclassified controlled information and subject to those protections.

1. In preparing for or performing official foreign travel, contractors must comply with the following requirements.
 - a. Review, approve, and oversee all official foreign travel under their purview.
 - b. Establish appropriate internal controls to ensure accountability within their organizations.
 - c. Ensure that official foreign travel and/or official passport requests are submitted to the responsible program Secretarial Officer or Deputy Administrator, NNSA, funding the travel for final approval, or if there is no DOE funding, submitted to the official having programmatic responsibilities associated with the requested travel. At the discretionary request of the heads of Departmental elements, official passports can be provided to contractor personnel who engage in frequent travel for the Department of Energy.
 - d. Coordinate the review of official foreign travel with DOE officials responsible for intelligence, counterintelligence, security, aviation safety, export control, and technology concerns.
 - e. Comply with the following requirements for obtaining country clearance.
 - (1) Provide sufficient information for the responsible program Secretarial Officer or Deputy Administrator, NNSA, to provide notification to the U.S. Embassy in the country to be visited.

- (2) Receive country clearance or assume country clearance specified by the U.S. Embassy in the country to be visited before the start of the travel.
 - f. Ensure that appropriate prebriefings are provided for all employees 30 calendar days before the start of official foreign travel and debriefings are provided upon return by and at the discretion of DOE counterintelligence officers when travel is to a sensitive country, and/or interacting with sensitive country foreign nationals regardless of destination country, regardless of whether the traveler holds a security clearance.
 - g. Ensure compliance with closeout requirements before a new official foreign trip is authorized or approved unless waived for emergency response activities, as long as appropriate country clearances are obtained.
 - h. Ensure that emergency response personnel provide briefings to appropriate offices/officials as requested upon return from travel.
 - i. Ensure that, prior to forwarding a trip request to DOE for final approval, management has considered the travel risk and employee safety regarding travel including airline carriers and short-term medical and evacuation coverage to all countries.
 - j. Check with their Medical Health Support Services to ensure awareness of safety and health issues of the country to be visited.
 - k. Ensure that visas, when required, are obtained for official travel.
 - l. USG requires that personnel embarking on foreign travel longer than 30 days to take the "Overseas Security Seminar" conducted by the Department of State. The program element will determine how the training cost will be paid.
 - m. Ensure that when traveling for another organization, other than DOE, a copy of the appropriate paperwork is provided to his/her responsible program Secretarial Officer, i.e. granted country clearance, letter of invitation.
2. In controlling official foreign travel, contractors must comply with the following requirements.
 - a. Foreign Travel Management System (FTMS) is the official Departmental system for tracking, monitoring, reporting, and securing approval of all foreign travel conducted by Federal and contractor employees. Trip information and approvals are entered into FTMS by contractors with appropriate authorities.
 - b. All official foreign travel requests must be documented in the FTMS 30 calendar days before the proposed departure date. Program elements may add to time

requirements and request an appropriate justification for the late submittal in their implementing guidance. The FTMS request must be approved prior to departure.

- c. Ensure that foreign travel is not permitted to start unless all approvals have been finalized.
 - d. Substantial changes listed below will require reapproval of the trip request:
 - (1) addition of one or more countries;
 - (2) increase of 25 percent or more in travel costs; or
 - (3) change in trip sensitivity from nonsensitive to sensitive.
3. Contractors must comply with trip closeout requirements.
- a. For each travel, contractors must submit required documentation to complete close out in FTMS within 30 calendar days after return to duty station, 45 calendar days if closed by travel arranger.
 - b. For each travel, contractors must provide the amount claimed for reimbursement, i.e. voucher, for lodging, meals and incidentals, and other costs for each leg of the trip to be entered in FTMS.
 - c. For each travel, contractors must provide an abstract of major highlights, benefits and results of meetings at each location. When more than one travel follows the same schedule, the same abstract can be used by all travelers.
 - d. Upon closeout in FTMS, information is extracted from the foreign travel trip request and will be directly provided to the Office of Scientific and Technical Information (OSTI) through reporting capability in FTMS.
 - e. Classified information is NOT to be included in trip reports. If the trip concerns a classified subject area, review of the report by a derivative classifier is required to ensure it contains no classified information.

REFERENCES

1. Title 41 Code of Federal Regulations (CFR), Chapter 301, Federal Travel Regulations, Temporary Duty (TDY) Travel Allowances
4. 41 CFR, Chapter 304, Federal Travel Regulations, Payment from a Non-Federal Source for Travel Expenses.
5. DOE O 552.1A, *Travel Policy and Procedures*, dated 2-17-06.
6. DOE M 552.1-1A, *U.S. Department of Energy Travel Manual*, dated 2-17-06.
7. Chapter 925 Per Diem Supplement to the Standardized Regulations (Government Civilian Foreign Areas)
8. DOE O 110.3A, *Conference Management*, dated 1-25-07.
9. Presidential Decision Directive 12, Security Awareness and Reporting of Foreign Contacts, dated 8-5-93.
10. DOE O 475.1, *Counterintelligence Program*, dated 12-10-04.
11. 10 CFR 1060.101, Persons who may be paid.
12. Title 5 United States Code (U.S.C.) 5703 (see 10 CFR Part 1060, *Payment of Travel Expenses of Persons Who Are Not Government Employees.*).
13. DOE Handbook on Overseas Assignments, dated 5-07.

DEFINITIONS

1. Budget and reporting (B&R) codes. Those used to reflect the Departmental source of funding for a trip.
2. Classified information. Restricted Data or Formerly Restricted Data as defined under the Atomic Energy Act of 1954, as amended, or information determined to require protection against unauthorized disclosure under Executive Order 12958 or prior executive orders, which is identified as National Security Information.
3. 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. Some U.S. Embassies from time to time will agree (with appropriate language in the cable) that clearance may be assumed.
4. 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.
5. Foreign Travel Management System (FTMS). The official Departmental system for tracking, monitoring, reporting and securing approval of all foreign travel conducted by Federal and contractor employees. Trip information and approvals are entered into FTMS by users with appropriate authorities.
6. Head of Traveler's Organization. The top official for the organization in which the traveler is employed. For a Federal employee, the responsible Assistant Secretary or equivalent; for a contractor employee, the head of the contractor organization.
7. 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 or 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 from its appropriations. Official foreign travel also includes travel funded by non-DOE or non-sources (work for others) for which the traveler represents the Department or conducts business on behalf of the U.S. Government.
8. Personal leave. A data field in FTMS used to account for days on leave or non-workdays (weekend, holiday, or other scheduled non-workday) while on official travel when travel expenses cannot be reimbursed.
9. Responsible Program Secretarial Officer (or Deputy Administrator, NNSA). Not necessarily a program officer, this is the senior DOE Headquarters official whose office will fund the requested travel or, if there is no DOE funding, the Federal official having responsibilities associated with the purpose of the requested travel. For Federal employees, this may be the same person as the head of the traveler's organization.

10. 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 the list.

11. 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. The Office of Defense Nuclear Nonproliferation maintains the list of sensitive subjects.