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Department of Energy

Washington, DC 20585

May 4, 2012

MEMORANDUM FOR TRACY P. MUSTIN
PRINCIPAL DEPUTY ASSISTANT SECRETARY
FOR ENVIRONMENTAL MANAGEMENT

FROM:

 DAVID HUIZENGA
SENIOR ADVISOR FOR
ENVIRONMENTAL MANAGEMENT

SUBJECT:

Delegation of Foreign Travel Authority

I hereby delegate authority to you as the Principal Deputy Assistant Secretary for Environmental Management (EM) to approve foreign travel as the Responsible Program Secretarial Officer (RPSO) for EM. As the EM Headquarters RPSO, you are responsible for implementing the requirements, policies, and procedures for facilities under EM's cognizance as they are outlined in the Department of Energy Order 551.1D *Official Foreign Travel Order*, and the EM Program-specific Standing Operating Policies and Procedures. The guidelines apply to both Federal employees and contractors.

Any proposed travel from the U.S. to a foreign country must be submitted to Headquarters in a timely fashion for proper authorization prior to travel. You have the authority to approve/disapprove all foreign travel requests that fall within EM's programmatic responsibilities.

If you have any questions, please feel free to contact me or Ms. Melanie Holt, Director for the Office of Business Services, at (301) 903-7277.



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