

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

ORDER

DOE 1500.3

11-10-86

SUBJECT: FOREIGN TRAVEL AUTHORIZATION

Chg 7: 7/6/94

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1. PURPOSE. To establish Department of Energy (DOE) policy and procedures governing official and unofficial foreign travel.
 2. CANCELLATION. Chapter VIII of DOE 1500.2, TRAVEL POLICY AND PROCEDURES, of 3-16-81, and DOE 5638.1, UNOFFICIAL TRAVEL TO COMMUNIST CONTROLLED COUNTRIES, of 1-19-81.
 3. BACKGROUND. This Order supersedes and has precedence over all existing DOE memorandums and other DOE communications on the subject of foreign travel.
 4. SCOPE. The provisions of this Order apply to all elements of DOE and contractors performing work for the Department as provided by law and/or contract and as implemented by the appropriate contracting officer.
 5. REFERENCES.
 - a. Atomic Energy Act of 1954, which effectuates the policies concerning the development, use, and control of atomic energy.
 - b. International Air Transportation Fair Competitive Practices Act of 1974, which establishes as a legal requirement that all Government financed air travel be performed on American flag carriers where such service is available.
 - c. Title 10, Code of Federal Regulation (CFR), Section 1010, which prescribes the standards of conduct for DOE employees. Section 1010.25 specifically sets forth the provisions regarding the acceptance by DOE employees of gifts, entertainment, and favors (including transportation, lodging, and subsistence).
 - d. Title 10 CFR Chapter 10, Part 1060, Payment of Travel Expenses of Persons Who Are Not Government Employees, which establishes the regulations for such payment.
 - e. Federal Property Management Regulations (FPMR) Part 101-41, "Transportation Documentation and Audit," which establishes policy and procedures governing the documentation and audit of payments for domestic and foreign and passenger transportation services furnished for the account of the United States.

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- f. Federal Property Management Regulations, 101-7, Federal Travel Regulations, which govern reimbursement of subsistence expenses incurred by Federal civilian employees while on official travel.
- g. DOE 1325.1A, CORRESPONDENCE MANUAL, Chapter VIII, page VIII-1, of 6-18-81, which provides a list of DOE Secretarial Officers.
- h. DOE 1500.2, TRAVEL POLICIES AND PROCEDURES, Chapters III and IV, of 3-16-81, which establish travel policies and procedures for DOE.
- i. DOE 5000.2, APPRAISAL OF MULTIPROGRAM LABORATORY PERFORMANCE, of 10-6-83, which establishes policy and objectives for appraising performance of DOE multiprogram laboratories.
- j. DOE 5610.2, CONTROL OF WEAPON DATA, of 8-1-80, which establishes the procedures for the control of weapon data.
- k. DOE Order 5631.2A, PERSONNEL SECURITY PROGRAM, of 12-2-85, which establishes the policy, responsibilities and authorities for implementing the DOE personnel security program.
- l. DOE 5632.4, PHYSICAL PROTECTION OF SECURITY INTERESTS, of 11-4-85, which prescribes DOE policies, objectives, responsibilities, and authorities for the physical protection of security interests and establishes minimum physical protection requirements standards for such interests.
- m. DOE 5635.1, CONTROL OF CLASSIFIED DOCUMENTS AND INFORMATION, of 11-24-80, which provides guidance relative to the safeguarding and control of classified documents and information.
- n. DOE 5650.2A, CLASSIFICATION OF INFORMATION MANUAL, of 5-8-85, which establishes policies and procedures for the DOE classification program.
- o. Office of Management and Budget Circular A-20, "System of Control Over the Use of Foreign Currencies," of 5-21-66, which establishes the system of control over the use of foreign currencies received by the United States without payment of dollars.
- p. National Security Decision Directive, 197, 11-1-85, which is designed to enhance overall Government efforts to protect against illegal or unauthorized acquisition by hostile intelligence services of information and technology vital to our national interest; and is available from the Director of Safeguards and Security (DP-34).

6. DEFINITIONS.

- a. Access Authorization or Security Clearance is an administrative determination that an individual who is: a DOE employee or an applicant for employment, a consultant, an assignee, a DOE contractor or subcontractor employee, Federal department or agency employee, or a person designated by the Secretary is eligible to have access to classified information or special nuclear material. Clearances granted by the Department are designated as "Q," "L," "Top Secret," or "Secret."
- b. Defensive Security Briefing is held prior to foreign travel to sensitive countries by individuals who hold or have held, within the last 5 years, a DOE access authorization and involves a discussion of the potential hazards to DOE programs or to the personal safety of the traveler.
- c. Designated Laboratory Director, within the context of this Order, includes the Directors of Argonne National Laboratory, Brookhaven National Laboratory, Lawrence Berkeley Laboratory, Oak Ridge National Laboratory, Pacific Northwest Laboratory, Idaho National Engineering Laboratory, Lawrence Livermore National Laboratory, Sandia National Laboratory, Los Alamos National Laboratory, Ames Laboratory, Fermi National Accelerator Laboratory, and Stanford Linear Accelerator Center. These Laboratory Directors are all eligible to be certified to approve nonsensitive contractor travel in accordance with paragraph 8e(3).
- d. Determination is a decision as to whether official foreign travel is acceptable from foreign policy, national security, or technology transfer concerns.
- e. Dissuasion is an effort by a DOE official to discourage official or unofficial travel to sensitive countries by an individual who for programmatic reasons, or reasons of national security, or personal safety should not risk traveling, under certain circumstances, to sensitive countries.
- f. DOE Travel Board consists of the Assistant Secretary, Management and Administration (MA-1), and the Assistant Secretary for International Affairs and Energy Emergencies (IE-1) who by direction of the Under Secretary review DOE travel to ensure that travel is conducted in a cost-effective and efficient manner.

- g. Exception Request is a request to approve official foreign travel that has been submitted too late to allow compliance with the 30-day forms submission requirements detailed in paragraph 9, PROCEDURES.
- h. Head of DOE Field Organization, within the context of this Order for the specific purpose of completing Part F (item 10) of DOE F 1512.1, "Request for Approval of Official Foreign Travel," includes designated Laboratory Directors who have been certified and delegated the authority to approve nonsensitive foreign travel for their employees.
- i. Major International Conference is a scheduled conference or meeting involving representation from three or more nations and involving 10 or more official foreign travel attendees.
- j. Official Foreign Travel is approved travel (whether wholly or partly on official business) to or from the United States (between United States official stations and foreign destinations and return), within a foreign country, or between foreign countries, by persons, including foreign nationals, whose salaries or travel expenses or both will ultimately be reimbursed in whole or in part by DOE from its appropriations, subject to the exceptions below. Official foreign travel includes travel where expenses are reimbursed by non-DOE sources. Official foreign travel includes vacation travel when as part of the travel the traveler is representing DOE. However, it does not include travel:
 - (1) To, from, and within the Marshall Islands in connection with DOE program activities.
 - (2) To, from, and within Canada or Mexico conducted by the Power Marketing Administrations in connection with business related activities, including training.
 - (3) Related to the permanent assignment of personnel overseas. This includes permanent change of station travel; home leave; dependents' education travel; emergency travel, i.e., medical, rest, and recuperative travel; and travel within the continent in which the assignment is located.
 - (4) Within or between foreign countries by citizens of other countries employed outside the United States by DOE contractors.
 - (5) Between a United States permanent official station or post of duty and a United States stopover en route to or from a foreign destination where temporary duty related to the foreign trip is performed at the stopover.

(6) Conducted under a DOE approved grant or cooperative agreement (see paragraph 8f(2)).

(7) To, from, and within Canada and Mexico, conducted by non-Departmental employees in connection with DOE program activities.

- k. Program Office Director, within the context of this Order, is a senior DOE official with program or functional responsibilities who reports directly to a Secretarial Officer, from whose funds the requested foreign travel is to be paid.
- l. Secretarial Officer, within the context of this Order, includes the Administrators of the Bonneville Power and the Western Area Power Administrations.
- m. Sensitive Compartmented Information consists of information and materials requiring special intelligence community controls that indicate restricted handling within present and future community intelligence collection programs and their end products. These special community controls are formal systems of restricted access established to protect the sensitive aspects of sources and methods and analytical procedures of foreign intelligence programs. The term does not include Restricted Data as defined in the Atomic Energy Act of 1954, as amended.
- n. Sensitive Official Travel includes official travel to those countries identified in Attachment 2 or official travel to any country when a sensitive topic will be discussed (Attachment 3).
- o. Sensitive Official Travel is travel to those countries identified in Attachment 2 by individuals who hold or have held within the last 5 years a DOE access authorization, and is not included in the definition of official foreign travel as defined in paragraph 5j above.

7. POLICIES.

a. Official Travel

(1) General.

- (a) All official foreign travel by DOE employees and contractors shall be conducted in the most cost-effective manner possible.
- (b) All official foreign travel shall be undertaken only when essential to meeting DOE objectives.

Vertical line denotes change.

- (c) The number of DOE travelers on official foreign travel shall be kept to the absolute minimum necessary to meet mission objectives.
 - (d) Administrative approval of official foreign travel shall be completed in a timely manner to minimize unnecessary and costly crisis activity and to permit use of least expensive fares.
 - (e) In accordance with National Security Decision Directive (NSDD) 197, of 11-1-85, all Departmental travelers are required to report any approaches or contacts by organizations or individuals of any nationality, including U.S. citizens, either within or outside the scope of the individual's official activities, in which: 1 illegal or unauthorized access is sought to classified or sensitive information, technology, or special nuclear materials; or 2 the individual believes that he or she may be the target of an attempted exploitation by a foreign government. Additionally, each individual must report any unofficial contact with organizations or individuals from sensitive countries.
- (2) Areas of Concern. The concerns outlined in Attachment 1 shall be addressed, as appropriate, by the offices providing determinations and the approval authority, as applicable, during review of a proposed foreign travel request.
- (3) Review Procedures. For the various major categories of DOE official foreign travel, Figure 1 identifies those organizations which have the programmatic authority to approve the travel and those which make a determination of its acceptability from a national security, technology transfer, or foreign policy perspective.
- (4) There shall be one Departmental information system on foreign travel which shall be developed, implemented, and maintained by the Office of Policy (formerly, IE-1).
- (5) Employees on official business may accept from a foreign government transportation, lodging, and subsistence expenses for travel taking place entirely within the foreign country. However, appropriate deductions shall be made in the travel, per diem, and other allowances otherwise payable to the employee (DOE 1500.2A, page IV-14).

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***** DATABASE NOTE:

ATTACHMENT OF FIGURE 1 - REVIEW PROCEDURES FOR OFFICIAL FOREIGN
TRAVEL (PAGE 7) IS NOT INCLUDED IN DATABASE, DUE TO ITS FORMAT.

Figure 1

Review Procedures for Official Foreign Travel

- (6) Neither the Department nor its employees traveling on official business may accept payment from a foreign government for transportation, lodging, or subsistence expenses for travel from the United States to or from a foreign country. This policy does not apply to performance of functions under a treaty, United States Statute, or scientific or technical assistance projects of the International Atomic Energy Agency (IAEA) or energy-related international organizations (e.g., the Nuclear Energy Agency (NEA) or the International Energy Agency (IEA)) for which DOE has lead U.S. Government agency responsibility and for which these International organizations pay the travel expenses of DOE employees. Funding by a bi-national joint commission or similar bi-national body is not construed as payment by a foreign government.

b. Unofficial Travel.

- (1) It is the policy of DOE to be kept informed of all proposed unofficial travel to sensitive countries by DOE and DOE contractor employees who hold or have held, within the last 5 years, a DOE access authorization. Upon request, DOE will provide, if appropriate, to former DOE and DOE contractor employees, for 5 years following termination of clearance with a defensive security briefing prior to unofficial travel to any sensitive country. DOE will not dissuade unofficial travel to sensitive countries unless such travel is judged to endanger the security of sensitive programs or the personal safety of the traveler (Atomic Energy Act of 1954, as amended).
- (2) For unofficial travel, the requirements outlined in paragraph 7a(1)(e) apply.

8. RESPONSIBILITIES AND AUTHORITIES.

a. Assistant Secretary for International Affairs and Energy Emergencies (IE-1) shall:

- (1) Develop DOE policies and procedures for official foreign travel.
- (2) Review requests and identify concerns as necessary to the appropriate approval authority regarding proposed contractor official foreign travel to nonsensitive countries.

- (3) Provide determination to the cognizant Secretarial Officer on proposed official foreign travel :
 - (a) To countries designated as sensitive (Attachment 2).
 - (b) To countries in which a sensitive topic is to be discussed (Attachment, 3).
 - (c) By all DOE employees.
- (4) Serve with the Assistant Secretary for Human Resources and Administration (formerly, Assistant Secretary, Management and Administration), as a member of the DOE Travel Board to ensure that Departmental travel is undertaken in an efficient and cost-effective manner.
- (5) Inform, as necessary, Secretarial Officers, Managers of Operations Offices, and Designated Laboratory Directors of concerns and potential problems associated with official foreign travel.
- (6) Coordinate with the Assistant Secretary for Human Resources and Administration (formerly, MA-1) in their capacity as the DOE Travel Board and with the cognizant Secretarial Officer to establish official foreign travel attendance ceilings at major international conferences when planned official foreign travel attendees are 10 or more.
- (7) Monitor travel requests to ensure that established attendance ceilings at major international conferences are not exceeded.
- (8) Advise the Under Secretary of concerns or potential problems when official foreign travel to an event which is not a major international conference involves 10 or more official foreign travel attendees.
- (9) Conduct periodic analyses of DOE official foreign travel and provide the results of such analyses to the Under Secretary as appropriate.
- (10) Review bimonthly, as a member of the DOE Travel Board, a listing of exception requests for official foreign travel approved for the preceding 2-month period by each Secretarial Officer.

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- (11) Advise U.S. embassies and missions, as required, of planned official foreign travel.
- (12) Act as the liaison for contact with DOE representatives abroad.
- (13) Periodically update the list of sensitive countries in coordination with the Office of Arms Control and Nonproliferation (formerly, Director of International Security Affairs (DP-33)) and the Office of Security Affairs (formerly, Director of Safeguards and Security (DP-34)).
- (14) Provide, as appropriate, information on State Department travel advisories, availability of excess foreign currencies, and approve use of such currencies.
- (15) Inform travelers when travel has to be curtailed because of changes in the international situation.
- (16) Maintain records of all proposed and completed official foreign travel.
- (17) Develop, implement, and maintain a single Departmental official foreign travel management information system which will meet the requirements of all Departmental Elements and contractors affected by this Order and provide guidance for compliance with this Order when system changes require procedural modification.

b. Assistant Secretary for Human Resources and Administration (formerly, Assistant Secretary, Management and Administration) shall serve with the Office of Policy (formerly, IE-1) as a member of the DOE Travel Board to ensure that official foreign travel is conducted in an efficient and cost-effective manner.

c. Office of Nonproliferation and National Security (formerly, Assistant Secretary for Defense Programs) shall determine the advisability of proposed travel with respect to national security and nonproliferation concerns (Attachment 1).

(1) Office of Arms Control and Nonproliferation (formerly, Director of International Security Affairs) shall:

- (a) Provide determinations to the cognizant Secretarial Officer regarding proposed official foreign travel to sensitive countries (Attachment 2) and countries in which a sensitive topic is to be discussed (Attachment 3).

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10a (and 10b)

- (b) Provide advice, as appropriate, to travelers proposing unofficial travel to sensitive countries regarding technology transfer and nonproliferation concerns.
- (c) Ensure compatibility of DOE official foreign travel and visits or assignments by foreign nationals to DOE facilities with respect to technology transfer issues.

- (d) Participate in interagency meetings concerning adverse technology transfer/national security issues to ensure that guidance proposed for foreign travel is consistent with existing U.S. policies or directives.
 - (e) Evaluate foreign travel activities in terms of the implications for adverse, technology transfer, export controls, nonproliferation controls, and national security.
 - (f) Coordinate with the Deputy Assistant Secretary for Intelligence (DP-40) on proposed sensitive official foreign travel for travelers who have had access to sensitive compartmented information.
 - (g) Periodically update the list of sensitive topics in coordination with Secretarial Officers for use in reviewing requests for official sensitive foreign travel (Attachment 3).
 - (h) Coordinate the updated "List of Sensitive Countries" with IE-1 and DP-34 (Attachment 2).
- (2) Director of Safeguards and Security (DP-34) shall:
- (a) Develop policies and procedures regarding the security aspects of proposed official and unofficial travel to sensitive countries by individuals who hold or have held, within the last 5 years, a DOE access authorization.
 - (b) Review security forms of Headquarters travelers proposing official travel to sensitive countries (Attachment 2) and provide a determination on such travel to the cognizant Secretarial Officer.
 - (c) Review security forms of Headquarters travelers proposing unofficial travel to sensitive countries (Attachment 2) and if circumstances warrant, dissuade such travel.
 - (d) Ensure, upon notification, that a Headquarters traveler proposing sensitive official or unofficial travel and who hold, a DOE access authorization is given an appropriate defensive security briefing.
 - (e) Provide advice to Managers of Operations Offices when there is a special security concern regarding a traveler to a sensitive country.

- (f) Maintain a record for security analyses of DOE F 1512.2, "Notification of Proposed Travel to Sensitive Countries" and DOE F 1512.3, "Security Analysis of Proposed Travel to Sensitive Countries" (Attachments 4 and 5) for official and unofficial travel of Headquarters travelers and a record of cases involving special security concerns.
 - (g) Terminate a Headquarters traveler's access authorization, in accordance with the provisions of DOE 5631.2A if travel outside the United States lasts longer than 3 months and the traveler is not on official foreign travel.
 - (h) Ensure DOE employees and DOE contractor employees who hold or have held a DOE access authorization and who are terminating employment are informed that an appropriate DOE security office will provide, if appropriate, a defensive security briefing upon request prior to any travel by them to any sensitive country. This service is available for 5 years from termination of an individual's DOE access authorization.
 - (i) Inform other Government agencies, members of Congress, and their staff of DOE policy and procedures on official and unofficial travel to sensitive countries to facilitate effective controls for personnel of those organizations that have been granted access authorization by DOE.
- (3) The Director of Military Application shall provide advice to Secretarial Officers and Managers of Operations Offices regarding persons who have had access to weapon data and who are proposing sensitive official foreign travel.

d. Secretarial Officers shall:

- (1) Approve official foreign travel for their respective programs.
 - (a) They may delegate (without further delegation) such approval authority for DOE employee travel and for contractor sensitive travel to a senior staff member within their immediate office or a program official reporting directly to them.

- (b) They may delegate approval authority for nonsensitive travel by contractor employees to the Manager of an Operations Office or to a Director of a Designated Laboratory (after notification through the cognizant Operations Office Manager) if such Designated Laboratory has been certified in accordance with paragraph 8e(3).
 - (c) Delegation of authority to grant "Exceptions" by Secretarial Officers is permitted only to their Principal Deputy Assistant Secretary or equivalent as described in paragraph 9f.
- (2) Notify IE-1, in writing, of any delegations of official foreign travel approval authority.
- (3) Notify IE-1 of an international conference for which they have programmatic responsibility at least 4 months in advance, or as soon as they become aware of possible DOE official foreign travel participation in the conference, and provide proposed number of attendees from organizations under their cognizance.
- (4) Submit for approval to the DOE Travel Board, travel requests of individuals from organizations under their cognizance for major international conference attendance that exceed the Departmental ceiling.
- (5) Provide, bimonthly to IE-1, a list of all official foreign travel exception requests approved by them during the preceding 2-month period, including the name and affiliation of traveler.
- (6) Ensure that all Headquarters employees or contractors under their cognizance who hold or have held within the last 5 years a DOE access authorization and who are planning unofficial travel to sensitive countries are aware of the requirements to complete DOE F 1512.2 and submit a copy of the form to DP-33 and DP-34.
- (7) Ensure that DP-34 is informed immediately when a traveler does not return to the United States as scheduled and is informed in writing when a Headquarters traveler to a sensitive country reports any changes of itinerary or contacts.
- (8) Require advance planning of official foreign travel by their organizations if they deem it necessary for effective management of foreign travel.

- (9) Ensure, subject to availability and approval of their expenditure by IE-1, that federally owned excess and near excess foreign currencies are used to make payments for all official foreign travel expenses incurred in an excess or near excess foreign currency country as determined by the Office of Management and Budget (Attachment 6).

e. Managers of Operations Offices shall:

- (1) Approve requests for nonsensitive official foreign travel by contractor employees when approval authority has been specifically delegated to them by the cognizant Secretarial Officer. Redlegation of this authority may only be permitted to an Area Office Manager or to a senior DOE official reporting directly to the Operations Office Manager.
- (2) Notify IE-1, in writing, of any delegation of official foreign travel approval authority.
- (3) Certify to IE-1 in writing when a Designated Laboratory for which they are the cognizant Operations Office Manager (with responsibility for management oversight) has developed a system for reviewing official foreign travel that addresses, as appropriate, the concerns outlined in Attachment 1, and that is consistent with the requirements outlined in paragraph 9c. This system shall include a requirement to provide biweekly to the cognizant Operations Office Manager for their facsimile to IE-1, a list of contractor official foreign travel requests that have been approved by the Director during the preceding 2-week period. The list must include name of traveler, destination and dates of travel. Operations Office Managers shall include review of this system as part of normal appraisal activities in accordance with DOE Order 5000.2.
- (4) Provide, biweekly to IE-1 by facsimile, a list of contractor official foreign travel requests that have been approved by the Manager for contractors under their cognizance during the preceding 2-week period. The list must include name and affiliation of traveler, destination, and dates of travel.
- (5) Ensure that the cognizant field security office has reviewed security forms of field travelers proposing official travel to sensitive countries and has provided a determination on such travel.

- (6) Ensure that the cognizant security office has reviewed security forms of field travelers proposing unofficial travel to sensitive countries, and if circumstances warrant, such travel is dissuaded.
- (7) Ensure that all travelers under their cognizance who hold or have held, within the last 5 years, a DOE access authorization are aware of the requirements to report proposed unofficial travel to sensitive countries by completing DOE F. 1512.2 and to submit a copy of the form to the cognizant security office.
- (8) Refer special security concerns regarding proposed official and unofficial foreign travel to sensitive countries to DP-34 for review and advice. Cases referred shall reflect the Managers' opinions and recommendations for further action.
- (9) Ensure that the cognizant security office maintains a record for security analyses of DOE F 1512.2 and DOE F 1512.3 for unofficial and official sensitive travel.
- (10) Ensure that the cognizant security office is informed immediately when a field traveler to a sensitive country does not return to the United States as scheduled and is informed in writing of reports of any changes of itinerary or contacts to a sensitive country.
- (11) Terminate a field traveler's access authorization in accordance with the provisions of DOE 5631.1A if travel outside the United States lasts longer than 3 months and the traveler is not on official foreign travel.
- (12) Ensure that DOE and DOE contractor terminating employees who have held a DOE access authorization are informed that an appropriate DOE security office will provide a defensive security briefing upon request prior to travel to any sensitive country. This service is available for 5 years from date of termination of a traveler's DOE access authorization.
- (13) Coordinate, as necessary, with other Managers of Operations Offices to facilitate implementation of the security procedures outlined in this Order.
- (14) Ensure, subject to their availability and approval of their expenditure by IE-1, that federally owned excess and near excess foreign currencies are used to make payments for all official foreign travel expenses incurred in an excess or near excess foreign currency country as determined by the Office of Management and Budget (Attachment 6).

f. Contracting Officers shall:

- (1) Ensure that contracts administered by them contain clauses or are amended to contain clauses relative to the use of contractual funds for official foreign travel, and that such travel is consistent with this Order.
- (2) Provide to IE-1, every 90 days, a list of approved grantee foreign travel during the preceding 90-day period for grants administered by them, which includes name and affiliation of grantee, destination, dates, purpose of travel, and estimated cost of travel.

9. PROCEDURES. The procedures for processing official foreign travel requests are diagrammed in Figures 2 through 7 and are outlined below.a. Nonsensitive Travel Initiated at Headquarters (Figure 2).(1) Requests.

- (a) The traveler shall submit DOE F 1512.1 (Attachment 7) to his or her supervisor at least 45 days prior to departure for administrative approval of proposed foreign travel.
- (b) As part of the request, the traveler shall complete Part A of DOE F 1512.1, "Summary Travel Information," for use by IE-1 in notifying U.S. embassies of proposed travel, as required.

(2) Local Review. DOE F 1512.1 shall be reviewed by the traveler's supervisor(s) and DOE F 1512.1 shall be submitted to the program office Director.(3) Program Office Directors shall:

- (a) Review DOE F 1512.1 for mission and for economic and itinerary concerns (Attachment 1) and submit to the Secretarial Officer.
- (b) Provide Part A of DOE F 1512.1, "Summary Travel Information," to IE-1 at least 30 days prior to scheduled departure of the traveler.
- (c) Follow the exception procedures outlined in paragraph 9f if the summary travel information cannot be provided to IE-1 at least 30 days prior to departure.

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***** DATABASE NOTE:

ATTACHMENT OF FIGURE 2 - NONSENSITIVE TRAVEL INITIATED AT HEADQUARTERS
(PAGE 17) IS NOT INCLUDED IN DATABASE, DUE TO ITS FORMAT.

Figure 2

Nonsensitive Travel Initiated at
Headquarters

- (4) Assistant Secretary for International Affairs and Energy Emergencies shall:
 - (a) Review Part A of DOE F 1512.1, "Summary Travel Information," for foreign policy concerns (Attachment 1).
 - (b) Inform the cognizant Secretarial Officer within 10 days of receipt of the "Summary Travel Information" of concerns, if any, regarding a particular travel request.
 - (5) Secretarial Officer shall approve or disapprove the travel request having waited no fewer than 10 days after receipt of the summary travel information by IE-1, to permit sufficient time for review. (All DOE employee foreign travel requires IE-1 determination prior to Secretarial Officer approval.)
 - (6) Notification. After requests for official foreign travel have been approved or disapproved, the Secretarial Officer shall so notify the requesting office and IE-1.
- b. Nonsensitive Travel Initiated in the Field With Headquarters Required Approval (Figure 3).
- (1) Requests.
 - (a) The traveler shall submit DOE F 1512.1 to his or her supervisor (Attachment 7) at least 45 days prior to departure, for administrative approval of proposed foreign travel.
 - (b) As part of the request, the traveler shall complete Part A of DOE F 1512.1, "Summary Travel Information," for use by IE-1 in notifying U.S. embassies of proposed travel as required.
 - (2) Local Review. DOE F 1512.1 shall be reviewed by the traveler's supervisor(s) and DOE F 1512.1 shall be submitted to the Operations Office Manager.
 - (3) Managers of Operations Offices shall:
 - (a) Review DOE F 1512.1 for mission and for economic and itinerary concerns (Attachment 1), as appropriate, and submit to the cognizant program office director at least 30 days prior to scheduled departure of traveler.

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***** DATABASE NOTE:

ATTACHMENT OF FIGURE 3 - NONSENSITIVE TRAVEL INITIATED IN THE FIELD
WITH HEADQUARTERS REQUIRED APPROVAL (PAGE 19) IS NOT INCLUDED IN
DATABASE, DUE TO ITS FORMAT.

Figure 3

Nonsensitive Travel Initiated in the
Field with Headquarters Required Approval

- (b) Provide, by facsimile, Part A of DOE F 1512.1, "Summary Travel Information," to IE-1 at least 30 days prior to scheduled departure of the traveler.
 - (c) Follow exception procedure outlined in paragraph 9f if the summary travel information cannot be provided to IE-1, and DOE F 1512.1 cannot be provided to the program office at least 30 days prior to departure.
- (4) Assistant Secretary for International Affairs and Energy Emergencies (IE-1) shall:
- (a) Review Part A of DOE F 1512.1, "Summary Travel Information," for foreign policy concerns (Attachment 1).
 - (b) Inform the cognizant Secretarial Officer within 10 days of receipt of the summary travel information of concerns, if any, regarding an individual travel request.
- (5) Program Office Directors shall review DOE F 1512.1 for mission, and for economic and itinerary concerns (Attachment 1) and DOE F 1512.1 shall be submitted to the Secretarial Officer.
- (6) Secretarial Officers shall approve or disapprove the travel request, having waited no fewer than 10 days after receipt of the summary travel information by IE-1 to permit sufficient time for review. (DOE employee foreign travel requires IE-1 determination prior to Secretarial Officer approval.)
- (7) Notification. After requests for official foreign travel have been approved or disapproved, the Secretarial Officer shall so notify the requesting office and IE-1.
- c. Nonsensitive Contractor Travel Initiated in the Field with Field Delegated Approval (Figure 4).
- (1) Request.
- (a) The traveler shall submit DOE F 1512.1 (Attachment 7) to his or her supervisor at least 45 days prior to departure for administrative approval of proposed foreign travel.
 - (b) As part of the request, the traveler shall complete Part A of DOE F 1512.1, "Summary Travel Information," for use by IE-1 in notifying U.S. embassies of proposed travel, as required.

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**** DATABASE NOTE:

ATTACHMENT OF FIGURE 4 - NONSENSITIVE TRAVEL INITIATED IN THE FIELD
WITH FIELD DELEGATED APPROVAL (PAGE 21) IS NOT INCLUDED IN DATABASE,
DUE TO ITS FORMAT.

Figure 4

Nonsensitive Travel Initiated in the
Field with Field Delegated Approval

- (2) Local Review. DOE F 1512.1 shall be reviewed by the traveler's supervisor(s) and shall be submitted to the Manager of the Operations Office/Designated Laboratory Director.
- (3) Managers of Operations Offices'/Designated Laboratory Directors' Designees shall:
 - (a) Provide, by Facsimile, Part A of DOE F 1512.1, "Summary Travel Information," to IE-1 and a copy of DOE F 1512.1 to the program office 30 days prior to the scheduled departure of the traveler.
 - (b) Submit DOE F 1512.1 to the Operations Office Manager/Designated Laboratory Director or follow the exception procedure outlined in paragraph 9f if the summary travel information cannot be provided to IE-1 and a copy of DOE F 1512.1 cannot be provided to the program office at least 30 days prior to departure.
- (4) Assistant Secretary for International Affairs and Energy Emergencies (IE-1) shall:
 - (a) Review Part A of DOE F 1512.1, "Summary Travel Information," for foreign policy concerns (Attachment 1).
 - (b) Inform cognizant Operations Office Manager/Designated Laboratory Director within 10 days of receipt of the "Summary Travel Information" of concerns, if any, regarding an individual travel request.
- (5) Program Office Directors shall:
 - (a) Review the copy of DOE F 1512.1 for mission and for economic and itinerary concerns, as appropriate (Attachment 1).
 - (b) Inform the cognizant Operations Office Manager/Designated Laboratory Director within 10 days of receipt of the copy of DOE F 1512.1 of any concern regarding an individual travel request.
- (6) Managers of Operations Offices/Designated Laboratory Director shall:
 - (a) Review DOE F 1512.1 for mission and for economic and itinerary concerns, as appropriate (Attachment 1).

- (b) Approve or disapprove the request, having waited no fewer than 10 days after receipt of the summary travel information by IE-1 and the copy of DOE F 1512.1 by the program office to permit sufficient time for review.
 - (7) Notification. After the request for official foreign travel has been approved or disapproved, the Operations Office Manager/Designated Laboratory Director shall so notify the requesting office.
- d. Sensitive Travel Initiated at Headquarters (Figure 5).
- (1) Request.
 - (a) The traveler shall submit DOE F 1512.1 (Attachment 7) to his or her supervisor at least 45 days prior to departure for administrative approval of proposed foreign travel.
 - (b) As part of the request, the traveler shall complete Part A of DOE 1512.1, Summary Travel Information, for use by IE-1 in notifying U.S. embassies of the proposed travel, as required.
 - (c) The traveler shall complete DOE F 1512.2 when proposing travel to a sensitive country and forward it to DP-34 at least 45 days prior to departure if the traveler holds or has ever held (within the last 5 years) a DOE access authorization.
 - (2) Local Review. DOE F 1512.1 shall be reviewed by the traveler's supervisor(s), and DOE F 1512.1 shall be submitted to the cognizant Program Office Director.
 - (3) Director of Safeguards and Security (DP-34) shall:
 - (a) Review DOE F 1512.2 for national security concerns (Attachment 1) and make a determination.
 - (b) Inform the cognizant Secretarial Officer within 10 days of receipt of DOE F 1512.2 of determination regarding the proposed travel.
 - (c) Complete DOE F 1512.3.
 - (4) Program Office Directors shall:
 - (a) Review DOE F 1512.1 for mission, and for economic and itinerary concerns (Attachment 1) and DOE F 1512.1 shall be submitted to the Secretarial Officer.

**** DATABASE NOTE:

ATTACHMENT OF FIGURE 5 - SENSITIVE TRAVEL INITIATED AT HEADQUARTERS
(PAGE 24) IS NOT INCLUDED IN DATABASE, DUE TO ITS FORMAT.

Figure 5

Sensitive Travel Initiated at
Headquarters

- (b) Provide a copy of DOE F 1512.1 including Part A, the summary travel information, to IE-1 and provide a copy of DOE F 1512.1 to DP-33 at least 30 days prior to scheduled departure of the traveler.
 - (c) Follow the exception procedure outlined in paragraph 9f if a copy of DOE F 1512.1 cannot be provided to IE-1 and DP-33 at least 30 days prior to departure.
 - (5) Assistant Secretary for International Affairs and Energy Emergencies shall:
 - (a) Review the copy of DOE F 1512.1 for foreign policy concerns (Attachment 1) and make a determination.
 - (b) Provide the cognizant Secretarial Officer a determination regarding a particular travel request within 10 days of receipt of the copy of DOE F 1512.1.
 - (6) Director of International Security Affairs shall:
 - (a) Review the copy of DOE F 1512.1 for national security and nonproliferation concerns (Attachment 1) and make a determination.
 - (b) Provide the cognizant Secretarial Officer with a determination regarding a particular travel request within 10 days after receipt of the copy of DOE F 1512.1.
 - (7) Secretarial Officers shall approve or disapprove the travel request consistent with IE-1, DP-33, and DP-34 determinations.
 - (8) Notification. After requests for official foreign travel have been approved or disapproved, the Secretarial Officer shall so notify the requesting office and IE-1.
- e. Sensitive Travel Initiated in the Field (Figure 6).
- (1) Request.
 - (a) The traveler shall submit DOE F 1512.1 (Attachment 7) to his or her supervisor at least 45 days prior to departure for administrative approval of proposed foreign travel.
 - (b) As part of the travel request, the traveler shall complete Part A of DOE F 1512.1, "Summary Travel Information," for use by IE-1 in notifying U.S. Embassies of the proposed travel, as required.

**** DATABASE NOTE:

ATTACHMENT OF FIGURE 6 - SENSITIVE TRAVEL INITIATED IN THE FIELD WITH HEADQUARTERS REQUIRED APPROVAL (PAGE 26) IS NOT INCLUDED IN DATABASE, DUE TO ITS FORMAT.

Figure 6

Sensitive Travel Initiated in
the Field with Headquarters Required
Approval

- (c) The traveler shall complete DOE F 1512.2 when proposing travel to a sensitive country and submit it to the cognizant field security office at least 45 days prior to departure, if he or she holds or has ever held (within the last 5 years) a DOE access authorization.
- (2) Local Review. DOE F 1512.1 shall be reviewed by the traveler's supervisor(s) and DOE F 1512.1 shall be submitted to the Operations Office Manager.
- (3) Cognizant Field Security Offices shall:
 - (a) Review DOE F 1512.2 for national security concerns (Attachment 1) and make a determination.
 - (b) Provide the Operations Office Manager a determination regarding the proposed travel within 10 days after receipt of DOE F 1512.2.
 - (c) Complete DOE F 1512.3.
- (4) Managers of Operations Offices shall:
 - (a) Review DOE F 1512.1 for mission, economic and itinerary concerns as appropriate (Attachment 1) and DOE F 1512.1 shall be submitted to the cognizant Program Office Director at least 30 days prior to scheduled departure of the traveler.
 - (b) Provide a copy of DOE F 1512.1, including Part A, "Summary Travel Information," to IE-1, and a copy of DOE F 1512.1 to DP-33 at least 30 days prior to scheduled departure of the traveler.
 - (c) Follow exception procedures outlined in paragraph 9f if DOE F 1512.1 cannot be provided to the Program Office and copies of DOE F 1512.1 cannot be provided to IE-1 and DP-33 at least 30 days prior to scheduled departure.
 - (d) Indicate on DOE F 1512.1 that the cognizant field security office has reviewed DOE F 1512.2 and has completed DOE F 1512.3.

- (5) Assistant Secretary for International Affairs and Energy Emergencies (IE-1) shall:
 - (a) Review the copy of DOE F 1512.1 for foreign policy concerns (Attachment 1).
 - (b) Provide a determination regarding the travel request to the cognizant Secretarial Officer within 10 days of receipt of the copy of DOE F 1512.1.
 - (6) Director of International Security Affairs shall:
 - (a) Review the copy of DOE F 1512.1 for national security and nonproliferation concerns (Attachment 1) and make a determination.
 - (b) Provide a determination regarding the travel request to the cognizant Secretarial Officer within 10 days after receipt of the copy of DOE F 1512.1.
 - (7) Program Office Directors shall review DOE F 1512.1 for mission, and for economic and itinerary concerns (Attachment 1), and DOE F 1512.1 shall be submitted to the Secretarial Officer.
 - (8) Secretarial Officers shall approve or disapprove the DOE F 1512.1, consistent with IE-1, DP-33, and field security determinations.
 - (9) Notification. After the request for official foreign travel has been approved or disapproved the Secretarial Officer shall so notify the requesting office and IE-1.
- f. Exception. Whenever DOE F 1512.1 is submitted for administrative approval too late to allow compliance with the 30-day forms submission requirements, detailed in paragraph 9, PROCEDURES, all required forms shall be submitted immediately. In addition, an exception request which details the reason for late submission shall be prepared by the traveler and attached to the original of DOE F 1512.1 for submission to the cognizant approval authority. If the approval official is not the Secretarial Officer then the official shall either disapprove the exception or endorse the exception and submit it to the cognizant Secretarial Officer for approval. Delegation of approval authority from the Secretarial Officer for exception requests is permitted only to his or her Principal Deputy Assistant Secretary or equivalent.

g. Conference Travel (Figure 7).

- (1) At least 4 months in advance or as soon as they become aware of possible official foreign travel participation in an upcoming international conference, Secretarial Officers shall provide IE-1 notice of such conference and the proposed number of participants from organizations under their cognizance. Such notice shall be provided even if the number of proposed attendees under the cognizant Secretarial Officer is less than the 10 specified for a major international conference but total DOE participation can reasonably be expected to total 10 or more.
- (2) Within 30 days upon receipt of notice by IE-1, the DOE Travel board, in coordination with all affected Secretarial Officers, shall establish a Departmental attendance ceiling which shall represent a minimum, but sufficient number of attendees necessary to effectively accomplish DOE mission and objectives.
- (3) IE-1 will notify the cognizant Secretarial Officers of the attendance ceiling for their organizations established by the DOE Travel Board.
- (4) Travel requests for attending a major international conference that exceed the established Departmental ceiling for attendees shall be submitted for approval to the cognizant Secretarial Officer and the DOE Travel Board.

h. Foreign Travel by the Secretary, Deputy Secretary, Under Secretary and Secretarial Officers.

- (1) Proposed foreign travel for Secretarial Officers (except Administrators of Bonneville and Western Area Power Administrations) shall be cleared by the Under Secretary prior to making final plans and commitments. Proposed foreign travel by the Deputy Secretary and the Under Secretary shall be cleared by the Secretary prior to making final plans and commitments.
- (2) The following information on all such proposed foreign travel shall be provided in writing:
 - (a) Dates of travel;
 - (b) Destination; and
 - (c) Purpose.
- (3) Under exceptional circumstances, where such foreign travel is proposed on an urgent basis, telephone clearance may be requested.

Vertical line denotes change

**** DATABASE NOTE:

ATTACHMENT OF FIGURE 7 - PROCEDURES FOR PROCESSING CONFERENCE TRAVEL
(PAGE 30) IS NOT INCLUDED IN DATABASE, DUE TO ITS FORMAT.

Figure 7

Procedures for Processing
Conference Travel

- (4) Foreign travel requests for the Secretary, Deputy Secretary, Under Secretary and Secretarial Officers (except Administrators of Bonneville and Western Area Power Administrations) shall be submitted to the Assistant to the President for National Security Affairs for approval by the President.
- (5) The following information on all such proposed foreign trips shall be provided to the Assistant to the President for National Security Affairs as far in advance of the trip date as possible:
 - (a) Objectives of the trip;
 - (b) Names of senior participants;
 - (c) Itinerary; and
 - (d) List of major events, meetings, and appearances.

- (6) Upon completion of the foreign trips or while trips are in progress, a report shall be prepared for submission to the Assistant to the President for National Security Affairs. The report shall note the response of host governments to U.S. proposals and other significant information.
- (7) All foreign travel proposals and subsequent reports shall be forwarded to the Office of the Secretary for submission to the Assistant to the President for National Security Affairs.
- (8) Processing of official travel authorizations by the above Departmental officials shall not be accomplished until notification of the Presidents approval has been received on the proposed foreign travel.

i. Sensitive Unofficial Travel.

(1) Headquarters.

- (a) Headquarters travelers who hold or have held, within the last 5 years, a DOE access authorization and who are proposing unofficial travel to sensitive countries shall complete DOE F 1512.2 and submit copies to DP-33 and DP-34 no later than 30 days prior to departure.
- (b) DP-34 shall give a defensive security briefing to the traveler and shall complete DOE F 1512.3 if appropriate.
- (c) DP-33 shall advise the traveler on technology transfer and nonproliferation concerns if appropriate.

(2) Field.

- (a) Field travelers who hold or have held within the last 5 years, a DOE access authorization and who are proposing unofficial travel to sensitive countries shall complete and submit copies of DOE F 1512.2 to the cognizant security office and DP-33 no later than 30 days prior to departure.
- (b) The cognizant security office shall give a defensive security briefing to the traveler and shall complete DOE F 1512.3 if appropriate.

- (c) DP-33, if appropriate, shall advise the traveler on technology transfer and nonproliferation concerns.

10. GENERAL REQUIREMENTS.

- a. Contents of Request. In addition to the information required on DOE F 1512.1, the following items shall be made part of the request, if appropriate:
 - (1) How much leave, if any, the traveler is authorized during the period of travel.
 - (2) Concurrence shall be obtained from DP-34 by memorandum for official foreign travel requests that require the transportation (handcarrying) of classified matter to and from foreign countries.
 - (3) Foreign travel requests that contemplate disclosure of classified information to foreign governments shall be reviewed by the cognizant Secretarial Officer or operations office manager to ensure compliance with agreements for cooperation and appropriate coordination. If the official foreign travel request involves nuclear weapons data, the concurrence of the Director of Military Application for Defense Programs is required (DOE 5610.1, CONTROL OF WEAPON DATA, of 8-1-80). If the official foreign travel involves other classified information concurrence required from the organization having functional responsibility for the category of information involved.
- b. Classified Information. When the discussion of classified information with foreign nationals is contemplated or transportation (handcarrying) of classified matter is required, the traveler and responsible official shall ensure that the provisions and requirements for security are met, as specified in DOE 5610.2, DOE 5632.4, and DOE 5635.1.
- c. Assistance by Overseas Departmental Representatives and United States Embassies. Requests for Departmental representatives or U.S. embassy or mission officers to facilitate nonlogistical aspects of foreign travel shall be made through the Assistant Secretary for international Affairs and Energy Emergencies. These may include requests for arranging appointments and meetings with appropriate foreign officials, coordinating agendas for such meetings, establishing talking points, and preparing background material.

- d. Leave Taken in Conjunction with Official Foreign Travel. The traveler's supervisor shall determine how much, if any, leave shall be taken in conjunction with foreign travel regardless whether or not the travel is at Departmental expense. This shall include the assurance that approved leave is not untimely in relation to the status of work on which the traveler is involved and does not exceed a reasonable period of time. A basic guideline is that leave shall not exceed the total number of business, and official travel days to or from the foreign business site.
- e. Payment for Official Foreign Travel by Contractor Employees.
 - (1) Reimbursement for Official Travel of Contractor Employees Other than Aliens. Applicable law, regulation, and contractual provisions shall govern reimbursement by DOE. In the absence of controlling law, regulation, or contractual provisions, the policies of the contractor with respect to employees traveling on the contractor's private business shall govern the reimbursement by DOE, provided that such policies are deemed reasonable by DOE.
 - (2) Reimbursement for Official Foreign Travel by Alien Employees of Contractors and Alien Guests.
 - (a) Regular and Temporary Employees. Departmental reimbursement for travel expenses incurred when initially reporting to the place of employment and on return at the completion of employment may be allowed, in whole or in part, in accordance with the contractor's policies as approved by DOE. Such travel associated with appointments of less than 1 year is considered foreign travel and is subject to the provisions of this Order.
 - (b) Alien Guests. Reimbursement for subsistence and travel expenses may be allowed in instances where the alien guest contributes to the work performed for DOE by the contractor and where the official travel involved is necessary to the accomplishment of the alien guest's contract-related work assignment.
 - (3) Notwithstanding any other provision in this paragraph, payment of travel expenses of a contractor's employee invited to travel by a Departmental official must comply with the requirements of 10 CFR 1060.

11. PASSPORTS.

- a. Applications. After approval of travel to countries requiring passports, the traveler should submit an application on Form DSP-11, "Application for Passport," for a regular or official passport. DOE will not reimburse the employee for the cost of a regular passport if an official passport shall have been obtained. The traveler shall have the application executed before a representative of a local State Department office, if available, a clerk of a Federal or State court, or a designated postal employee at a selected post office. The application shall be executed as soon as possible prior to the intended departure and shall be accompanied by two identical passport photos approximately 2-1/2 x 2-1/2 inches and on thin unglazed photo paper showing the applicant's full front view with a plain light background. Photos shall have been taken within 6 months prior to the date of application. An application submitted by a native U.S. citizen must be accompanied by a birth certificate, an affidavit, or a previously issued U.S. passport. An application submitted for a naturalized citizen must be accompanied with a certificate of naturalization or citizenship. Form DSP-82, "Application for Passport by Mail," may be used to obtain a regular or official passport when a previous passport has been issued within 8 years from the current application date. The previous passport shall be submitted and shall be accompanied by two passport photos as previously described.
- b. Official Passports. When there is no objection to identification of the traveler as a representative of the Government, an official passport is used.
 - (1) Fee. When applications for official passports are executed before Federal officials, no passport or execution fees will be collected. When an application is executed before a State court, an execution fee may be collected.
 - (2) Obtaining Official Passports. The Chief of Mail, Transportation and Travel, Office of Administrative Services (MA-235.1), is responsible for the control and safekeeping of all official passports issued to DOE employees. To obtain an official passport the following procedures apply:
 - (a) Headquarters Organizations shall submit an approved DOE F 1512.1, travel orders, and a written request for a new or reissued passport to the Mail, Transportation and Travel Branch (MA-235.1). An official passport will be

obtained or furnished by the Mail, Transportation and Travel Branch. However, if there is a delay in processing the travel order, the Mail, Transportation and Travel Branch will submit a sponsoring letter to the Department of State upon receipt of a written request from the office director or authorizing official for travel. The sponsoring letter shall include the traveler's title or grade in order to identify him or her as a Government employee and shall include all information necessary to obtain any required visas.

(b) Field Offices.

- 1 When a request for use of an existing official passport being held at Headquarters is desired, field offices shall send a letter of request to the Mail, Transportation and Travel Branch and shall include any information necessary to obtain the required visas. The Mail, Transportation and Travel Branch, upon receipt of the passport letter, shall forward the passport to the requesting office.
- 2 When a new passport is needed, field offices shall make application to the County, Federal or State Clerk of the Court, in accordance with the usual practice. Field offices shall submit the original and one copy of the sponsoring letter with the application for an official passport to the Department of State. The sponsoring letter shall include the traveler's title or grade in order to identify him or her as a Government employee. A separate copy of the sponsoring letter must be mailed to the Mail, Transportation and Travel Branch, for information and follow-up and including information necessary to obtain any required visas. The Mail, Transportation and Travel Branch will obtain the passport from the Department of State and forward it by registered mail to the requesting DOE office.

(c) Upon completion of each trip, the traveler shall turn in the official passport to the Mail, Transportation and Travel Branch.

- c. Regular Passports. When a traveler is not on official travel or is not a Federal employee, a regular passport is used.

- d. Correspondence. All correspondence or contacts with the Passport Office, Department of State, Washington, DC, relative to the issuance of passports shall be coordinated by the Mail, Transportation and Travel Branch.
12. USE OF EXCESS OR NEAR-EXCESS FOREIGN CURRENCIES FOR TRAVEL, TRANSPORTATION, PER DIEM, AND RELATE COSTS. When obligations are to be incurred in the countries identified by the Office of Management and Budget (see Attachment 6 for current listing) as excess or near-excess currency countries, action shall be taken to ensure that federally owned excess and near-excess currencies are used where possible in making payments for the services or materials received, even though additional costs may be incurred. These currencies are to be used in making payments for travel, transportation of persons and property, per diem, and related expenses of DOE employees, contractor employees, and others (including their dependents if authorized) whose travel is on official Government business or connected with activities financed by the U.S. Government.
- a. Delegation of Certifying Authority. DOE has given unlimited certifying authority to all State Department certifying officers located outside the continental limits of the United States to certify all classes of DOE vouchers.
 - b. Procurement of Travel and Transportation Service. The same documents and procedures are used for purchase of travel and transportation tickets or services payable in excess foreign currencies as for U.S. dollars. In issuing and exchanging SF-1169, "U.S. Government Transportation Request," or other procurement documents, the form must clearly state that it is payable in foreign currency. Where this notation on payment in foreign currency is omitted, the carrier may demand payment in U.S. dollars. The "Bill to" portion of the Government Transportation Request (GTR), Government Bill of Lading (GBL), or other procurement document must contain the following: the name of the requesting agency, the address to be billed, and the instructions on payment in foreign currency.
 - (1) Travel Originating in the United States. Operations Offices or the Mail, Transportation and Travel Branch normally procure tickets direct from certain international air carriers without involving the State Department or its embassies. Upon request, the Mail, Transportation and Travel Branch shall provide assistance in selecting an "agreement carrier," which will accept payment in excess or near-excess foreign currency.

- (2) Travel Originating Overseas. The services of an embassy are to be utilized for travel originating overseas. Copies of GTRs, GBLs, or other documents or correspondence relating to procurement of travel or transportation service that are mailed to points outside the United States shall be sent via the American Embassy or nearest United States consulate. When sending via a consulate, the sender shall attach to the documents inside the envelope the following statement: "Please forward via Diplomatic pouch to American Embassy" (country of excess or near-excess currency). Such documents shall be sent through official channels whenever possible. It is preferable to deliver documents personally to an American Embassy or consulate for payment or forwarding to another country rather than to use international mail.
- c. Personal Currency Requirements. To minimize the use of United States dollars in excess and near-excess currency countries, the use of foreign currency for personal expenses, e.g., hotel bills and transportation tickets, shall be obtained through the accommodation exchange service provided by the local American embassy or consulate.
- d. Payment in Foreign Currency.
 - (1) Field offices shall advise the Office of Headquarters Accounting Operations, Office of the Controller, when either the Treasury Department or an American embassy has been requested to make payment in foreign currencies.
 - (2) Each American embassy shall provide the Office of the Controller with a statement showing payments chargeable to DOE appropriations. The Director of Accounting Operations shall advise field offices of completed transactions after receiving advice from each embassy.
- 13. USE OF FOREIGN AIRLINES. Certificated (United States flag) air carriers must be used for all Government financed commercial foreign air transportation of a person, property, or both if service provided by those carriers is "available."
- 14. COSTING OF TRAVEL. Foreign travel costs are reported under Budget and Reporting Classification YN 21 01 and YN 21 02.
- 15. TRIP REPORTS.
 - a. General Requirements. Comprehensive trip reports for all official foreign travel are required within 30 days after return to

duty station. A single report of team visits is satisfactory. Detailed reporting cables through State Department channels are also sufficient.

- b. Purpose. Trip reports are intended to be a principal mechanism for the timely and orderly dissemination of information about international energy and for ensuring that DOE, as a whole, receives the greatest possible benefit from foreign travel by individuals. Trip reports are a means for identifying, describing, and evaluating foreign energy and other scientific activities and for providing information on the planning and evaluation of international cooperation on energy. In addition, trip reports provide a basis for evaluating and monitoring the benefit of foreign travel to DOE's programs and commitments; thereby, these reports are an integral element in DOE's overall foreign travel planning and control system.
- c. Content and Format. Trip reports shall be prepared to satisfy the broad objectives stated in paragraph 15b. Particular information items identified below are minimum requirements that also provide consistency among reports. Trip reports shall consist of the following three sections:
 - (1) A summary, preferably one page, highlighting all pertinent information in the trip report which shall be submitted to the DOE Office of Scientific and Technical Information, P.O. Box 62, Oak Ridge, Tennessee 37831, including:
 - (a) The name of the traveler, position, telephone number, DOE or DOE contractor organization represented, and date of trip report;
 - (b) The exact dates of the trip and destination(s), by installation, city, and country;
 - (c) A succinct statement of the purpose of the trip; and
 - (d) An abstract of information contained in the full report.
 - (2) A comprehensive and detailed trip report which includes the following information, as applicable:
 - (a) A detailed statement of the purpose or nature of foreign energy activities with which the travel is concerned and its relationship to the United States, and DOE programs, commitments, and interests;

- (b) A summary of the activities of the travelers, emphasizing conclusions, decisions, significant findings, problem areas, recommendations, and appraisals of the work or activities in relation to the United States and DOE interest;
 - (c) A brief description of the traveler's role, including participation in significant discussions and events;
 - (d) Recommendations concerning future or follow-up activities;
 - (e) As appropriate, the identification, description, and evaluation of any information obtained that is pertinent to the general energy posture of any country visited; and
 - (f) A description of any security related concern which occurred during any portion of the trip including leave taken in conjunction with foreign travel.
- (3) An appendix, which includes:
 - (a) A full itinerary;
 - (b) A list of persons contacted, with titles and organizations represented, grouped by subject of discussion; and
 - (c) A bibliographical listing of literature acquired.
- d. Classification. Reports shall be classified/controlled by persons with classification authority on the basis of their contents. If a report contains any classified information, it shall be reviewed, marked and controlled according to applicable DOE directives. If a report does not contain classified information, but contains any category of unclassified controlled information (e.g., Official Use Only Information, Unclassified Controlled Nuclear Material, Naval Nuclear Propulsion Information, Applied Technology Information), it shall be reviewed, marked, and controlled according to applicable DOE regulations and directives.
- e. Submission and Distribution of Trip Reports. All unclassified trip reports shall be submitted to the cognizant Secretarial Officer, to IE-1, and to the program office sponsoring the travel. In addition, copies of trip reports to sensitive countries shall be submitted to the Office of Safeguards and Security and to the Office of International Security Affairs. Each traveler shall

submit the summary information as required in paragraph 15c(1) and Paragraph 15c(3) to the Office of Scientific and Technical information(MA-28). Classified trip reports covering defense programs sponsored foreign travel shall be sent to the appropriate Defense Programs office. A copy of the transmittal (unclassified), without enclosure, shall be sent to the cognizant Assistant Secretary to indicate that the trip report has been completed in accordance with the requirements.

- f. Program offices shall maintain copies of trip reports for a minimum of 3 years after the return of the traveler.
- g. Reports of an especially sensitive or classified nature shall be controlled on a need-to-know basis by the approving authority. This includes specifically, reports on travel taken under mutual defense agreements with the United Kingdom and France. Requirements for reports on such travel will be determined by the Director of Military Application (DP-22).

BY ORDER OF THE SECRETARY OF ENERGY:

HARRY L. PEEBLES
Director of Administration

AREAS OF CONCERN

Areas of Concern	Responsible Official/Office	Review Concerns
National Security and Nonproliferation Concerns	Office of Safeguards and Security (Field or Headquarters)	Are there concerns regarding the traveler's background including security clearances vis-a-vis purpose and destination?
		Has NSDD 197 reporting requirements and security awareness programs been addressed?
	International Security Affairs	What are risks associated with trip? Personal safety? Terrorism?
		Are there nonproliferation concerns? Part 810; export control; weaponization list?
Foreign Policy	International Affairs and Energy Emergencies	What type of technology might be transferred? Note sensitive subjects list.
		What is the political climate in a country? Is timing of visit appropriate?
		Have embassies been informed?

Areas of Concern	Responsible Official/Office	Review Concerns
		Is this travel consistent with international policy or international program objectives, including technology transfer considerations?
		Is the trip consistent with U.S. foreign policy?
		Is the trip under the auspices of or related to an international agreement or commitment?
		Can confusion or policy conflict with foreign government arise from recent or concurrent DOE travelers from another office in a related subject area?
Mission	Program Office/Project Office (Field and/or Headquarters)	Does travel have direct relation to and does it benefit the program?
		Is travel necessary to fulfill international agreements/cooperative projects/technical exchanges/impact of trip not taken?
		Are other methods available to accomplish objective?
		Are number of travelers attending same conference or event or taking some type of trip justified?

Areas of Concern	Responsible Official/Office	Review Concerns
Economics		Are funds available for the trip?
Itinerary		Is excessive leave being taken in conjunction with the trip? Is it justified or just convenient for the traveler?
Conference Travel or Multiple Person Travel	Cognizant Secretarial Officer and DOE Travel Board	<p>What is the importance of the conference/event with respect to:</p> <ul style="list-style-type: none">o foreign policy objectives?o DOE objectives?<ul style="list-style-type: none">- energy policy- Research and Development Science and Technologyo stature as an international conference/event <p>What is the benefit to DOE from individual participation in the conference/event in relationship to the following?</p> <p>What is the contribution by the individual to the success of the conference/event?</p> <ul style="list-style-type: none">o bilateral consultationso organizero session chairman

Areas of Concern	Responsible Official/Office	Review Concerns
		<ul style="list-style-type: none">o paper presentation (invited or volunteered)
		What is the resource management aspect of individual participation in the conference/event?
		<ul style="list-style-type: none">o number of institutions representedo size of representation per institutiono number of DOE major organizations requesting participationo cost per individualo total cost to the Departmento length of individual's trip

SENSITIVE COUNTRIES

1. Countries appear on these lists for various reasons related to DOE internal policies and procedures without necessarily reflecting policies of any other elements of the United States Government.

Afghanistan	Korea, South (Republic of)
Albania	Laos
Algeria	*Latvia
*Andorra	Lebanon
Angola	Libya
Argentina	*Mauritania
Benin, People's Republic of	*Monaco
Brazil	Mongolia
Bulgaria	Mozambique
Burma (Myanmar)	Namibia
Chile	Nicaragua
China, People's Republic of	*Niger
*Comoro Islands	*Oman
Cuba	Pakistan
*Djibouti	Romania
El Salvador	South Africa
*Estonia	Soviet Republics (See below)
Ethiopia	Surinam
*Guyana	Syria
India	Tanzania
Iran	*United Arab Emirates
Iraq	*Vanuatu
Israel	Vietnam
Kampuchea (Cambodia)	Yemen
Korea, North (Democratic People's Republic of)	Yugoslavia

2. Travel relating to Taiwan is handled under the policies and procedures which pertain to Sensitive Countries.

3. "Soviet Republics" include the republics which constituted the Soviet Union in 1990 (except for Estonia, Latvia, and Lithuania), whether or not new independent or joined in a union with other republics, and any component territories of these republics which may consider themselves independent.

- * Countries so marked appear on this list for reasons related to 10 CFR 810, "Assistance to Foreign Atomic Energy Activities." If the subject matter of the travel is not related to nuclear energy, the traveler is not professionally involved in nuclear energy matters in his/her work, and the element of the facility or the people to be visited are not involved in nuclear energy, the country so marked may be treated as non-sensitive for purposes of this particular foreign travel.

Vertical line denotes change.

SENSITIVE TOPICS

This is a list of areas of technical subject matter or technologies that, are considered to be "sensitive." The list identifies topics related to nuclear weapons and the prevention of the proliferation of nuclear weapons and also identifies other sensitive technologies.

Topics Related to Nuclear Weapons and Nonproliferation*

1. Nuclear weapons production, and supporting technologies.
2. Nuclear explosion detection and evaluation.
3. Production, handling and metallurgy of thorium, uranium, and plutonium.
4. Uranium enrichment. Discussions regarding contractual and related program matters concerned with the provision of U.S. uranium enrichment services and other non-U.S. marketing activities conducted under the purview of the Assistant Secretary for Nuclear Energy are not considered "sensitive" topics as defined in this Order.
5. Large-scale tritium production technology.
6. Lithium isotope production.
7. Heavy water production.
8. Uranium hexafluoride production.
9. Fuel fabrication.
10. Reprocessing technology. (Civilian program not considered sensitive in respect to a country with which DOE has an international agreement or contract).
11. Physical security systems and procedures related to protection of nuclear and other sensitive facilities.
12. Production of reactor-grade zirconium, graphite and beryllium.
13. Advanced nuclear reactor systems, space and mobile reactors, naval nuclear reactors. (The Assistant Secretary for Nuclear Energy requires that approval authorities at field locations ensure prior consultation with the Office of Nuclear Energy before approving any

*More detailed descriptions of the items in this list can be found in the Nuclear Technology Reference Book.

Vertical line denotes change.

| visits or assignments involving its programs in these subject areas.)
Light water, gas-cooled, and liquid metal cooled reactors are not
considered to be "sensitive" unless one of the topics in items 9
through 12 above are involved

14. Inertial confinement fusion.

Other Sensitive Topics

Certain additional unclassified topics are considered to be "sensitive" if
they fall into one or more of the following categories:

- 1) technologies or aspects of the technology that are under export
control, i.e., equipment, services to that equipment, or technical
data related to that equipment that require review and, approval before
export;
- 2) technologies or certain aspects of the technology that are "dual-use,"
i.e., those technologies that have a peaceful application, and also
have a militarily critical application and are proposed for export
control; or
- 3) technologies that are advancing rapidly such that a reasonable
projection of the militarily critical applications of the technology
would cause certain aspects of the technology to become classified or
placed under export control.

Specific technologies qualifying as "Other Sensitive Topics" are listed
below:

Computer systems and computer component development, specifically
designed for military application
Computer security procedures involving encryption
Secure computer-controlled communications systems
Computer software specifically designed for military applications
Advanced concepts of computer-aided design, computer-aided
manufacturing, and computer-aided testing
Manufacturing and fabrication techniques for high performance materials
Directed energy systems technologies, including:
extremely high energy, high brightness lasers
extremely high current, high brightness particle beams
high kinetic energy macro particle accelerators
very high power radio frequency power sources, involving very short
or very long wavelengths
high energy electrical power conditioning systems for these
technologies
Techniques for preparation of ultra-high purity semiconductor materials
Very high speed instrumentation and diagnostics, as may be applicable
to directed energy systems and weapons development
High energy density batteries and fuel cells
Fabrication techniques for high field, large bore superconducting
magnets

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Attachment 4
Page 1 (and 2)

***** DATABASE NOTE:

ATTACHMENT OF ATTACHMENT 4 - NOTIFICATION OF PROPOSED TRAVEL TO
SENSITIVE COUNTRIES (PAGES 1 AND 2) IS NOT INCLUDED IN DATABASE,
DUE TO ITS FORMAT.

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Attachment 5

Page 1 (and 2)

**** DATABASE NOTE:

ATTACHMENT OF ATTACHMENT 5 - SECURITY ANALYSIS OF PROPOSED TRAVEL
TO SENSITIVE COUNTRIES (PAGES 1 AND 2) IS NOT INCLUDED IN DATABASE,
DUE TO ITS FORMAT.

EXCESS AND NEAR-EXCESS FOREIGN CURRENCY COUNTRIES

1. EXCESS CURRENCIES. Currencies of the following countries are excess to the Government's normal requirements for fiscal year (FY) 198P.
 - a. Burma
 - b. Poland
2. NEAR-EXCESS CURRENCIES. Supplies of currencies available for U.S. programs for FY 1988 in the following countries are above immediate needs but are not sufficient to be declared excess.
 - a. India
 - b. Mozambique
 - c. Pakistan
 - d. Sudan
3. REFERENCE. See Office of Management and Budget Circular No. A-20, revised, for specific guidance on the use of excess and near-excess foreign currencies.

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Attachment 7
Page 1 through 4

***** DATABASE NOTE:

ATTACHMENT OF ATTACHMENT 7 - REQUEST FOR APPROVAL OFFICIAL FOREIGN
TRAVEL (PAGES 1 THROUGH 4) IS NOT INCLUDED IN DATABASE, DUE TO ITS
FORMAT.

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