

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

**ORDER**

**DOE O 551.1D**

Approved: 4-2-2012

SUBJECT: OFFICIAL FOREIGN TRAVEL

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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 551.1C, *Official Foreign Travel*, dated 6-24-08. 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or attached to a contract remain in effect until the contract is modified to either eliminate requirements that are no longer applicable or substitute a new set of requirements.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.

- a. 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.

- b. 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 may not automatically apply to other than site/facility management contracts. Application of any requirements of this directive to other than site/facility management contracts will be communicated

separately from this Order through the inclusion of the CRD. (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 contractors 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.

c. 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 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.
- (4) Personal leave in conjunction with official and work for others (WFO) travel may be granted on a two business days to one personal day (2:1) ratio, travel days to and from business location will be considered business days.

b. Foreign Travel Management System.

- (1) The 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.
- (2) All official foreign travel requests shall be entered in the FTMS. This documentation should be added at least 30 calendar days before the proposed departure date, unless exigent circumstances exist. 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 five (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 five (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.

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.
- (3) Department of State requires that personnel embarking on foreign travel for 30 consecutive days or more must take the Serving Abroad for Families & Employees (S.A.F.E.) training. The S.A.F.E. training includes two courses, namely, "Security Overseas Seminar" and "Introduction to Working in an Embassy." S.A.F.E. training is available at no cost at [https://ftms.doe.gov/SAFE\\_login.cfm](https://ftms.doe.gov/SAFE_login.cfm).
- (4) Department of State requires that for those traveling to Iraq, Afghanistan, Pakistan, Yemen, and parts of Mexico (Tijuana, Nogales, Ciudad Juarez, Nuevo Laredo, Matamoros, and Monterrey) for more than 30 days or Sudan for more than 60 days, such travelers are required to take the Foreign Affairs Counter-Threat (FACT) Course through the Department of State on-site at the Department of State Foreign Service Institute, Washington, D.C. Due to political climates, the current list of countries may be adjusted by the Department of State. More information can be found at <https://crs.state.gov/Pages/OT-610.aspx>
- (5) The Deputy Chief of Staff will notify the Office of Cabinet Affairs, the White House, 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 must 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 when the trip request in FTMS has been approved and country clearance granted.
  - (b) 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 shipping account number used to forward the passport.
  - (c) Official/diplomatic passports issued to individuals at DOE Headquarters/field offices must be returned within five (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

- (5) DOE emergency response teams or designated personnel including personnel required to cross an international 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 provide the Office of International Travel and Exchange Visitor Programs an updated list by October 30 and April 30 each year. The federal point of contact is to ensure that all appropriate paperwork, including FTMS and visas, when required, is approved prior to issuance of passport to help assure accomplishment of their programmatic mission. If the designated federal point of contact does not comply with the requirements set forth, the authority for on-site passport maintenance may be revoked and all passports will be returned to the Office of International Travel and Exchange Visitor Programs within 15 days of notification.
- (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:

- (a) addition of one or more countries in the trip request, and
  - (b) 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 the Office of Intelligence and Counterintelligence.
- 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. If a Program Element requires a trip report outside of FTMS for a trip that concerns a classified subject area, the report must be reviewed by a derivative classifier to ensure that it contains no classified or controlled unclassified information, in accordance with DOE O 475.2, "Identifying Classified Information," or its successors as well as applicable regulations and directives for Official Use Only and Unclassified Controlled Nuclear Information.
  - (3) The traveler/travel 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) All trip requests should be closed out in FTMS within 60 calendar days of traveler's return date.
- 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.
- (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 and directives, including classification review requirements for public release found in DOE O 475.2A, "Identifying Classified Information," and its successors. When appropriate, the Deputy Chief of Staff will be notified before disclosures to Federal law enforcement agencies or pursuant to the Freedom of Information Act and Privacy Act.
- (5) 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 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) Establishes 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 for federal staff only.
- (2) Maintains in FTMS an up-to-date list of DOE accepted air carriers;
- (3) Posts on the FTMS website the list of DOE accepted air carriers, and
- (4) Reviews and processes all requirements prior to placement upon travelers by Program Elements outside of the Order for merit and possible inclusion FTMS.

d. Office of Aviation Management.

- (1) Maintains the list of DOE accepted air carriers and provides 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 sensitive subjects;
  - (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 30 calendar days prior to departure to comply with all requirements for review, approval, and country clearance unless exigent circumstances exist.
- (3) Ensures that official/diplomatic passports are obtained for official travel and returned within five (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. The Department of State will determine whether an official or diplomatic passport must be issued.
- (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 within 60 calendar days of traveler's return date.
- 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) Instructs Field Element Managers to notify affected site/facility management contracting officers to incorporate the Contractor Requirements Document (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 for 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) Coordinates any additional requirements outside of this Order through the Office of International Travel and Exchange Visitor Programs.
  - (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 five (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/travel 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 60 calendar days of traveler's return.
- 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 sensitive items, i.e. country, subject, 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 five (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 60 calendar days of return.
  - (12) Upon approval of traveler's voucher, information as to trip costs will be extracted from the Department's Travel Services System Travel Authorization/Voucher System, i.e. GovTrip, and uploaded into FTMS; the traveler/travel arranger is to review the costs for accuracy and make any necessary changes. If the draft trip request generated in FTMS from Travel Authorization/Voucher System, i.e. GovTrip, was not used, the traveler/travel arranger must enter all travel costs.
  - (13) Ensures that information as to conference attendance, including but not limited to agenda and presentation, are attached to trip request in FTMS.
- 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. CONTACT. Questions concerning this Order should be directed to the Office of Management, 202-586-4048.

BY ORDER OF THE SECRETARY OF ENERGY:



DANIEL B. PONEMAN  
Deputy Secretary



**CONTRACTOR REQUIREMENTS DOCUMENT**  
**DOE O 551.1D, *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.

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. Foreign travel information may also be classified or unclassified controlled information and subject to the protections applicable to the corresponding category of information. In addition to the requirements in this CRD, contractors are subject to the information set forth in Attachments 2 and 3 to DOE O 551.1D.

1. In preparing for or performing official foreign travel, contractors must comply with the following requirements.
  - a. Review, approve, and oversee all foreign travel under their purview.
  - b. Establish appropriate internal controls to ensure accountability within their organizations.
  - c. Laboratory and other facility site contractors are delegated the authority to approve foreign travel at the site/facility. This authority will enable the site/facility to purchase airline tickets in a more timely manner with potential cost savings to the site/facility. The Responsible Program Secretarial Officer or Deputy Administrator, NNSA, will have five (5) business days from the date of the site/facility approval to review the travel and disapprove, if necessary. In addition, the Responsible Program Secretarial Officer or Deputy Administrator, NNSA, may request clarification or justification of costs at any point in the process as part of financial due diligence of appropriated funds. If a Contractor fails to meet the requirements set forth in the CRD, including specifically that of securing granted country clearance prior to departure, the corresponding laboratory/site may have its delegation of authority revoked.
  - d. Ensure that official or diplomatic passport requests are submitted to the Responsible Program Secretarial Officer or Deputy Administrator, NNSA for review, approval, and submission to the Department of State. The Department of State does not require contractors to obtain an official passport when conducting USG business, but the Program Office may decide that based on the contractor's mission that it would be beneficial for the contractor to have an official passport and request the Department of State to issue an official passport. The Department of State will

determine whether an official or diplomatic passport is warranted. If an official or diplomatic passport has been issued to the contractor, then the contractor must only travel on the official or diplomatic passport (except in cases where the USG does not have diplomatic relations with another country).

- e. Coordinate the review of official foreign travel as necessary with DOE officials responsible for export control and technology concerns and with DOE officials responsible for intelligence, counterintelligence and security when the traveler has an SCI clearance or the trip is for official DOE business.
- f. Ensure travelers are on DOE-accepted airline carriers. The site/facility will have responsibility to establish procedures and policy involving the traveler for reviewing and making a determination as to the necessity to travel and the method of travel when an airline carrier is not on the DOE-accepted airline carrier list. The Office of Aviation Management will be available for consultation on airlines that are not on the DOE-accepted airline carriers.
- g. Consult with export licensing officials at the Department of Commerce, State, Energy and Treasury, and the Nuclear Regulatory Commission, as appropriate, to ensure compliance with U.S. export laws and regulations applying to specific foreign travel requests.
- h. 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 from the U.S. Embassy in the country to be visited before the start of the travel.
- i. Comply with pre-briefings, as appropriate, prior to the start of official foreign travel and provide debriefings, as appropriate, upon return by and at the discretion of the Office of Intelligence and Counterintelligence 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.
- j. Coordinate with emergency response personnel to provide briefings to appropriate offices/officials as requested upon return from travel.
- k. Consider the travel risk and employee safety regarding travel including airline carriers and short-term medical and evacuation coverage to all countries.
- l. Check with Medical Health Support Services to ensure awareness of safety and health issues of the country to be visited.



- m. Ensure that visas, when required, are obtained for official travel.
  - n. Comply with Department of State requirements that personnel embarking on foreign travel for 30 consecutive days or more must take the Serving Abroad for Families & Employees (S.A.F.E.) training. The S.A.F.E. training includes two courses, namely, "Security Overseas Seminar" and "Introduction to Working in an Embassy." S.A.F.E. training is available at no cost at [https://ftms.doe.gov/SAFE\\_login.cfm](https://ftms.doe.gov/SAFE_login.cfm).
  - o. Comply with the Department of State requirement for those traveling to Iraq, Afghanistan, Pakistan, Yemen, and parts of Mexico (Tijuana, Nogales, Ciudad Juarez, Nuevo Laredo, Matamoros, and Monterrey) for more than 30 days or Sudan for more than 60 days as such travelers are required to take the Foreign Affairs Counter-Threat (FACT) Course through the Department of State on-site at the Department of State Foreign Service Institute, Washington, D.C. Due to political climates, the current list of countries may be adjusted by the Department of State. More information can be found at <https://crs.state.gov/Pages/OT-610.aspx>
  - p. Ensure that when traveling for an organization other than DOE or the contractor, a copy of the appropriate paperwork is provided to his/her Responsible Program Secretarial Officer, i.e. granted country clearance, letter of invitation.
  - q. Personal leave in conjunction with official and work for others (WFO) travel may be granted on a two business day to one personal day ratio (2:1), travel days to and from business location will be considered business days.
2. In controlling official foreign travel, contractors must comply with the following requirements.
- a. Utilize FTMS as the official Departmental system for tracking, monitoring, reporting, and securing approval of all foreign travel conducted by contractor employees. Trip information and approvals shall be entered into FTMS by contractors with appropriate authorities.
  - b. All official foreign travel requests shall be entered in the FTMS. This documentation should be added at least 30 calendar days before the proposed departure date, unless exigent circumstances exist. The FTMS request must be approved prior to departure.
  - c. Ensure that foreign travel does not begin unless all required approvals have been finalized.
  - d. Substantial changes listed below will require reapproval:
    - (1) addition of one or more countries in the trip request, and
    - (2) change in trip sensitivity from nonsensitive to sensitive.

- e. Ensure for those attending conferences that conference agendas and presentations, where applicable, are uploaded into FTMS.
  - f. Perform periodic self-assessment of implementation of requirements contained in this CRD.
- 3. Contractors must comply with the following trip closeout requirements.
  - a. For each trip, contractors must submit required documentation to complete close out in FTMS within 60 calendar days after return to their duty station.
  - b. For each trip, contractors must provide all travel costs by leg of the trip, including but not limited to lodging and meal costs, for entry into FTMS.
  - c. Classified information is NOT to be included in trip reports. If the trip concerns a classified subject area, a 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
2. 41 CFR, Chapter 304, Federal Travel Regulations, Payment from a Non-Federal Source for Travel Expenses.
3. DOE O 552.1A, *Travel Policy and Procedures*, dated 2-17-06.
4. DOE M 552.1-1A, *U.S. Department of Energy Travel Manual*, dated 2-17-06.
5. Chapter 925 Per Diem Supplement to the Department of State's Standardized Regulation (Government Civilian Foreign Areas)
6. Presidential Decision Directive 12, Security Awareness and Reporting of Foreign Contacts, dated 8-5-93.
7. DOE O 475.1, *Counterintelligence Program*, dated 12-10-04.
8. Implementation regulations at 10 CFR 1060.101, *Persons who may be paid*.
9. 5 U.S.C. 5703 "Per Diem Travel and Transportation Expenses" (see 10 CFR Part 1060, *Payment of Travel Expenses of Persons Who Are Not Government Employees*.).
10. *DOE Handbook on Overseas Assignments*, dated March 2011.
11. Executive Order 13589 "Promoting Efficient Spending," effective 11-9-11.
12. DOE O 475.2A, *Identifying Classified Information*, dated 2-1-11.
13. DOE O 471.3, *Identification and Protecting Official Use Only Information*, dated 8-9-03.
14. DOE M 471.3-1, *Manual for Identifying and Protecting Official Use Only Information*, dated 4-9-03.
15. Title 10 Code of Federal Regulations Part 1017, Identification and Protection of Unclassified Controlled Nuclear Information;
16. DOE O 471.1B, *Identification and Protection of Unclassified Controlled Nuclear Information*, dated 3-1-10.
17. Open Skies Agreement, <http://www.gsa.gov/portal/content/103191>



## 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 by the Atomic Energy Act or 10 CFR part 1045; TFNI Classified by the Atomic Energy Act; and NSI classified by E.O. 13526 or prior Executive orders.
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 (work for others) for which the traveler represents the Department or conducts business on behalf of the U.S. Government.
8. Personal leave. Leave that is considered non-workdays 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 Intelligence and Counterintelligence 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.