

ISSUES ON FOREIGN TRAVEL ORDER RESOLVED BY DOE/NNSA AND NLDC		
No.	NLDC Issue	DOE/NNSA resolved by following Action
1	Request for standardization of time requirements (some Program Offices required 30 days, some require 45) to submit foreign travel (sensitive and non-sensitive).	Submission standard will be 30-days.
2	Request for standardization of copies of conference agenda and presentation.	All offices will request information.
3	Request for standardization of personal leave policy.	Personal leave policy will be 2 to 1 ratio (2 business days to 1 personal day).
4	Request for standardization as to entry of airline dates/times.	All offices will request information as a number of Embassies currently require this information.
5	Request for standardization as to HQ review when 30 or more attending the same conference.	All offices will review.
6	Request for elimination of re-approval on trips where actual costs exceed estimated costs by 25% on closeouts.	Reapproval eliminated.
7	Request for elimination of late submission justification.	Late submission justifications were eliminated.
8	Requested elimination of EE's requirement for Post Trip Reports.	Eliminated requirement.
9	Requested elimination of Aviation Management Approval when airlines were selected that were not on the DOE Accepted Airline List.	Approval eliminated. It will be the responsibility of the lab to ensure their travelers meet airline safety standards.
10	Requested review/elimination of Office of Scientific Technical Information (OSTI) requirement for abstract in FTMS closeout process.	Eliminated abstract comment.
11	Requested review/elimination EE requirement for travel over \$5,000 must be approved by S. Chalk.	Labs will have initial delegation of authority with Program Offices having five (5) days to review and disapprove.
12	Requested review/Elimination EE requirement for a justification needed when 2 or more travel to same place/time. Justification to be entered in FTMS' comment section.	Reviewed and retained.
13	Requested Review/Elimination EE Requirement. Daily calendar/summary of events.	Requirement eliminated.
14	Requested Review/Elimination of EM Requirement. 11-point criteria. Criteria consists of: was trip on EM foreign travel plan, what program activity is supported by this trip, what is the purpose, is trip part of an on-going initiative, who are the managers, etc.	Criteria eliminated.
15	Requested Review/Elimination of FE	Criteria eliminated.

	Requirement. 5-point criteria. Criteria consists of: traveler's name, country to be visited, purpose of travel, traveler's specific role, other HQ or field personnel attending and their roles, and impact to Fossil Energy Program if travel does not occur.	
16	Requested review/elimination of NNSA requirement to confirm flight information.	Requirement eliminated.
17	Requested review of Immunization. Travelers to check with their Medical Health support Services to ensure awareness of safety and health issues of the country to be visited.	No action necessary. Provided background information and that the responsibility was at the labs.
18	Request for Delegation of Approval. The Order requires two approvals (1) Head of Organization – traveler's employer and (2) Funding or Programmatic Responsible Secretarial Officer. In addition to ability to sign as Head of Organization, NLDC requested delegation of authority to sign off as Funding or Programmatic Responsible Secretarial Officer.	Labs will have initial delegation of authority with Program Offices having five (5) days to review and disapprove.
19	Review use of Department of Energy's Foreign Travel Management System (FTMS).	No action necessary. All agreed to continue use of FTMS.
20	Review requirement for estimated and actual costs in Foreign Travel Management System (FTMS).	No action necessary. Discussed with group as to the need to have estimated and actual costs of all foreign travel funded by DOE/NNSA for reporting requirements to OMB and DOE/NNSA management and to response to GAO, IG, and Congress inquiries.
21	Review of Security Reviews, i.e. Office of Intelligence and Counterintelligence, Security Office, Export Control.	No action necessary. Provided background information, including but not limited to, how FTMS provides notification to the security offices and removes the burden from travelers of contacting the various local security offices.
22	Review of Medical Evacuation requirements.	No action necessary. Decision as to medical evacuation is at the labs discretion.