

U.S. Department of Energy
Washington, DC

LIMITED CHANGE

DOE O 550.1

Chg 1 (LtdChg): 12-13-2019

SUBJECT: LIMITED CHANGE TO DOE O 550.1, *OFFICIAL TRAVEL*

1. EXPLANATION OF CHANGES. This Order was updated to address the use of the DOE Science and Technology Risk Matrix.
2. LOCATIONS OF CHANGES:

Page	Paragraph	Changed	To
	Throughout	Responsible Program Secretarial Officer	Program Secretarial Officer
2	4.a.(5)	Added.	The Science and Technology (S&T) Risk Matrix, maintained by the DOE Federal Oversight and Advisory Body (FOAB), must be reviewed for each proposed official foreign travel to a Country of Risk to determine if the travel involves an area identified in the S&T Risk Matrix as restricted.
2	4.a.(6)	Added.	Exemption requests for any official foreign travel (see Definitions section) to a Country of Risk involving areas identified as restricted in the S&T Risk Matrix must be submitted through the FOAB for approval by the cognizant Under Secretary or their designee, or the Deputy Secretary or his/her designee for offices not reporting to an Under Secretary. Exemptions must be approved by the cognizant Under Secretary or their designee, or the Deputy Secretary or his/her designee, prior to initiating such a travel request.

Page	Paragraph	Changed	To
5	4.e.(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.	Substantial changes listed below will require reapproval: (a) addition of one or more countries in the trip request, (b) change in trip sensitivity from nonsensitive to sensitive, (c) changes to trip itineraries that include Countries of Risk, and (d) changes to planned agendas or topics that include research areas or technology topics identified as restricted within the S&T Risk Matrix.
7	5.a.	Added.	<u>Deputy Secretary.</u> Approve/disapprove exemption requests based on the current S&T Risk Matrix and FOAB recommendations, for offices not reporting to an Under Secretary.
8	5.b.	Added.	<u>Under Secretary (of Energy), Under Secretary for Science, Under Secretary for Nuclear Security (as appropriate), or their designees.</u> Approve/disapprove exemption requests based on the current S&T Risk Matrix and FOAB recommendations.
8-11	5.a.-5.h.	Renumbered.	5.c.-5.j.
12	5.j.(10)	Added.	<u>Cognizant Secretarial Officer (CSO).</u> Reviews and concurs on exemption requests for any official foreign travel to a Country of Risk involving an area identified as restricted in the current S&T Risk Matrix, prior to FOAB review of the exemption request.
12-14	5.i.-5.l.	Renumbered.	5.l.-5.o.

Page	Paragraph	Changed	To
13	5.l.(11)	Added.	Reviews and concurs on exemption requests for any official foreign travel to Countries of Risk involving an area identified as restricted in the current S&T Risk Matrix, prior to FOAB review of the exemption request.
14	5.p.	Added.	<p><u>DOE Federal Oversight Advisory Body (FOAB).</u></p> <p>(a) Establishes and maintains procedural requirements for cognizant Under Secretary or designee approval of exemption requests for any official foreign travel to Countries of Risk involving areas identified as restricted in the current S&T Risk Matrix.</p> <p>(b) Provides recommendations for all exemption requests for any official foreign travel to Countries of Risk involving areas identified as restricted in the current S&T Risk Matrix to the cognizant Under Secretary.</p> <p>(c) Reviews and maintains the S&T Risk Matrix.</p>
14-	5.m.-5.w.	Renumbered.	5.q.-5.aa.
Att. 1 Page 2	1.i.	Added.	The Science and Technology (S&T) Risk Matrix, maintained by the DOE Federal Oversight and Advisory Body (FOAB), must be reviewed for all proposed any official foreign travel to a Country of Risk to determine if the travel involves areas identified in the S&T Risk Matrix as restricted.
Att. 1 Page 2	1.j.	Added.	Exemption requests for any official foreign travel to a Country of Risk involving areas identified as restricted in the

Page	Paragraph	Changed	To
			S&T Risk Matrix must be submitted through the FOAB for approval by the cognizant Under Secretary or their designee. Exemptions must be approved by the cognizant Under Secretary or their designee prior to initiating any official foreign travel request.
Att. 1 Page 3	1.i.-1.n.	Renumbered.	5.k.-5.p.
Att. 1 Page 3	2.d.	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.	Substantial changes listed below will require reapproval: (a) addition of one or more countries in the trip request, (b) change in trip sensitivity from nonsensitive to sensitive, (c) changes to trip itineraries that include Countries of Risk, and (d) changes to planned agendas or topics that include research areas or technology topics identified as restricted within the S&T Risk Matrix.
Att. 3 Page 1	3.	Added.	<u>Cognizant Secretarial Officer</u> . Headquarters Assistant Secretaries, Deputy Administrator and Directors responsible for oversight or institutional management of DOE/NNSA facilities.
Att. 3 Page 1	3.	Renumbered.	4.
Att. 3 Page 1	5.	Added.	<u>DOE Federal Oversight Advisory Body (FOAB)</u> . A DOE group established to identify and implement policy changes to address the risk associated with international research collaboration and foreign national access to the

Page	Paragraph	Changed	To
			DOE scientific enterprise. The FOAB is responsible for reviewing and maintaining the Science and Technology Risk Matrix, processing exemption requests for instances where research collaboration is restricted, and providing feedback on Departmental science and technology engagement policies.
Att. 3 Page 1	4.	Renumbered.	6.
Att. 3 Page 1	7.	Added.	<u>Foreign Country of Risk</u> . Any foreign country determined to be of risk by the Office of Science in consultation with the Under Secretary for Science; the Under Secretary of Energy; the Under Secretary for Nuclear Security; and the Office of Intelligence and Counterintelligence. Referred to as Country or Countries of Risk throughout this Order.
Att. 3 Page 1	5.	Renumbered.	8.
Att. 3 Page 1	9.	Added.	<u>Heads of Field Elements</u> . Federal managers of field elements and directors of GOGOs. Heads of field elements that have line accountability for all site program/project execution and contract management. Field element can refer to operations office, integrated support center, field office or site office.
Att. 3 Page 1	6.-10.	Renumbered.	10.-14.
Att. 3 Page 2	11.	...Official foreign travel also includes travel funded by non-DOE (work for others) for which the traveler represents the	...Official foreign travel also includes travel funded by non-DOE entities for which the traveler represents the

Page	Paragraph	Changed	To
		Department or conducts business on behalf of the U.S. Government.	Department, or conducts business or discusses work performed on behalf of the U.S. Government.
Att. 3 Page 2	12.	<u>Responsible Program Secretarial Officer (or Deputy Administrator, NNSA)</u> . 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....	<u>Program Secretarial Officer (PSO) (or Deputy Administrator, NNSA)</u> . Headquarters Assistant Secretaries, Deputy Administrators, and Directors who have management responsibility for program planning, budgeting, and execution, of DOE/NNSA mission program activities. For purposes of this Order, the PSO is not necessarily a program officer, but 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....