

Davidson, Robert

From: Fejer, Frances L.
Sent: Thursday, November 02, 2000 9:37 AM
To: Davidson, Robert; Katz, David L.
Subject: Foreign Travel Guidance

FYI - the following is the DP/DOE implementation guidance that is a supplement to the DOE O 551.1A, Official Foreign Travel.

From: Elder, Cheryl[SMTP:Cheryl.Elder@ns.doe.gov@internet.al.gov]
Sent: Thursday, November 02, 2000 9:20 AM
To: Fejer, Frances L.
Subject: FW: Foreign Travel Guidance

> -----Original Message-----

> From: Elder, Cheryl
> Sent: Thursday, November 02, 2000 10:52 AM
> To: 'FFEYER@DOEAL.GOV'
> Cc: Greenberg, Raymond F
> Subject: Foreign Travel Guidance

>

> Fran,

>

> Attached is DOE/DP Guidance to go along with the new Order that Mr.
> Greenberg asked me to send you. If you have a problem with updating this
> and printing it out please let me know and I will put a hard copy in the
> mail to you immediately.

>

> Sorry I was unable to get this to you sooner.

>

> Cheryl Elder
> OPOC
> DP-44

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> **Official Foreign Travel Implementation Guidance**

> for

> **Office of Science,**

> **Deputy Administrator for Defense Programs, and**

> **Office of Environmental Management**

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> The purpose of this document is to provide official foreign travel
> implementation guidance for (1) DOE Federal employees, including employees
> from Headquarters and field offices; and (2) all contractor and
> subcontractor employees, as defined in DOE O 551.1A, Official Foreign
> Travel. These guidelines are being provided to comply with the
> requirement
> contained in the Official Foreign Travel Order, dated 8-25-00, which
> directed responsible Program Secretarial Officers to develop and issue
> instructions for implementing the Order. Please refer to Attachment D
> matrices for more specific guidance for each LPSO.

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- > 1. Foreign Travel Management System Entry
- > Federal and contractor travelers shall complete Request for Official Foreign Travel, SF 1512, and obtain appropriate supervisor(s) signature(s).
- > Traveler must ensure that the required travel data is available for entry into the Foreign Travel Management System (FTMS) database and submitted in time to meet the appropriate advance notification requirements discussed below. For travel under the purview of the Deputy Administrator for Defense Programs or the Office of Environmental Management, Attachment A, 10-Point Criteria, should be submitted along with the SF 1512.

- >
- > For non-sensitive travel, a request must be entered into FTMS at least 21 days before the proposed departure date. This is particularly important for Federal employees because of the new requirement for all Federal employees to obtain country clearance for all foreign travel. Requests for travel to sensitive countries, or travel involving sensitive subjects, must be entered into the FTMS at least 30 days before the proposed departure date for both Federal and contractor employees. Please contact your Organizational Point of Contact (OPOC) to determine if the country you plan to visit is sensitive or non-sensitive. Your OPOC has a copy of the sensitive topic list. Please refer to this list to determine if the topic of your trip is sensitive or non-sensitive. If the travel is not entered in time to meet the 21- or 30-day requirements (hereinafter referred to as exception travel), the traveler must provide a strong justification stating why the request was late. Please use the Exception Waiver, Attachment B. It may not be possible to ensure country clearance for trip requests submitted outside the 21- or 30-day time minimum.

- > A revision of a foreign trip request is required if one or more of the following situations are met:

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- > a. If there is a 25 percent increase or decrease (exceeding \$500) in the total cost of the trip.
- > b. If the departure or return date is changed by more than 30 days.
- > c. If there is an addition or deletion of one or more countries.
- > d. If there is an addition of at least one city that is not a required stopover or directly related to the previously submitted itinerary.

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- > Once a trip has been approved in the FTMS, a new trip request would need to be entered. A substitution of one traveler for another would also require that a new trip request be entered in the FTMS and the cancellation of the original request.

- >
- > 2. Sensitive Travel

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- > Travel to sensitive countries or to non-sensitive countries involving sensitive subjects will be hereinafter referred to as sensitive travel.

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> Every traveler has the responsibility to verify if the country to be
> visited is sensitive or non-sensitive and if the subject of the travel is
> sensitive or non-sensitive.

>
> For sensitive travel for all travelers, the respective LPSO Travel
> Offices will request country clearance, through the Department of State,
> via
> cable from the U.S. Embassy in the country to be visited and will notify
> the
> traveler when country clearance has been received. Travel to sensitive
> countries cannot be undertaken without country clearance for Federal and
> contractor employees.

>
> The office that holds the main personnel security file for the
> traveler needs to approve any trip request involving a sensitive topic
> and/or sensitive country. Each field office will know who holds the main
> personnel security file.

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> For information regarding counterintelligence briefing requirements,
> please refer to Attachment E.

>
> Also, see Attachment F for the appropriate points of contacts for
> each LPSO for coordination with intelligence, counterintelligence, and
> export control concerns.

>
> 3. Non-Sensitive Travel

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> Travel to non-sensitive countries involving non-sensitive subjects
> will be hereinafter referred to as non-sensitive travel.

>
> Every traveler has the responsibility to verify if the country to be
> visited is sensitive or non-sensitive and if the subject of the travel is
> sensitive or non-sensitive.

>
> For non-sensitive travel for Federal employees, the respective LPSO
> Travel Office will request, through the Department of State, country
> clearance via cable from the U.S. Embassy in the country to be visited and
> will notify the traveler when country clearance has been received.
> Federal
> employee travel to non-sensitive countries cannot be undertaken without
> country clearance.

>
> For non-sensitive travel for contractor employees, country clearance
> is not necessary, unless the traveler is meeting with senior government
> official(s) (Assistant Secretary level or equivalent or higher), or
> requires
> Embassy assistance.

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> 4. ~~Travel Funded by Foreign Entity/Non-DOE Source or Work for Others~~

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> For all Federal and contractor travel that is funded by a foreign
> entity or a non-DOE source, the traveler must ensure that the funding has
> been identified and entered in the SF 1512 and the FTMS.

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> a. Travel Funded by Foreign Entity/Non-DOE Source

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> Local counterintelligence, and/or the local, designated
> official, will review travel to any country where foreign entity monetary

- > support is provided for the travel to assure there are no ethical
- > conflicts
- > in accepting the funds. (Refer to paragraph 5. f. (4)(b) in the Order,
- > and
- > paragraph 1.a. (7) in the Contractor Requirements Document.) In this
- > regard, international institutions (i.e., IAEA, NEA, OECD) are not
- > considered foreign entities, although they are non-DOE sources.
- >
- > **b. Travel Funded Under Work for Others**
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- > **All official foreign travel conducted under Work-for-Others**
- > arrangements (i.e., there is no DOE funding), will be processed under the
- > organization with primary programmatic interest (e.g., the organization
- > that
- > normally funds the traveler). If the work or project to be conducted
- > relates to other DOE programs, then a point of contact should be noted on
- > line 32 of the SF 1512.
- >
- > 5. Trip Closeout
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- > Trip reports for all foreign travel are now required and must be
- > submitted electronically by Federal employees and contractors within 30
- > days
- > after return to duty station. Travelers must comply with trip report
- > requirements for one trip before a subsequent foreign trip is authorized
- > or
- > approved. Further foreign travel may be denied until all outstanding trip
- > reports are received from the traveler. Trip reports (see Attachment C)
- > consist of two parts:
- >
- > a. Part 1 of Trip Report
- >
- > Part 1 of the trip report consists of brief factual
- > information concerning the travel, including title of the report (i.e.,
- > "Travel to ____"); report date; traveler's name(s); position/title;
- > organization; date(s) of travel; destination; FTMS trip number; and
- > abstract
- > (such as major highlights, benefits of the travel, people contacted,
- > results
- > of meetings, facilities visited). Traveler submits Part 1 of the trip
- > report via e-mail to the Office of Science and Technical Information
- > (OSTI)
- > in Oak Ridge, Tennessee. The e-mail address for sending Part 1 of the
- > trip
- > report to OSTI is: tripreport@osti.gov. Traveler also electronically
- > submits Part 1 to the local travel office and to other distribution lists
- > required by their LPSO.
- >
- > b. Part 2 of Trip Report
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- > Please refer to the attached matrices for more specific
- > guidance for each LPSO and to Attachment 2 of the Order.
- >
- > c. Record Keeping
- >
- > The Headquarters LPSO Offices and their field offices must
- > maintain a record of all foreign travel for which they have full or
- > partial

- > responsibility, including actual costs, until the new system for the FTMS
- > database is operational. The present foreign travel management system is
- > not configured for entering the actual cost of a trip into the database.

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> 6. Major Foreign Conference Travel

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- > The LPSO must approve DOE sponsorship, co-sponsorship, or funding of
- > an international conference if 30 or more Federal and contractor employees
- > are expected to attend the conference on official travel. International
- > conferences with 30 or more DOE-funded participants are considered a major
- > conference. A list of projected major conferences will continue to be
- > made
- > available to the Organizational Points of Contact in Headquarters and the
- > field. Trip requests to attend any conference on the list must continue
- > to
- > be routed to Headquarters for approval.

>

> 7. Country Clearance

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- > The LPSO Travel Offices will process all country clearances by
- > sending cables through the Department of State to the appropriate U.S.
- > Embassy.

- >
- > The traveler is responsible for providing the following required
- > information on the SF 1512 for each itinerary, which the Travel Office for
- > each LPSO will use to prepare the required cable: current passport number
- > and expiration date; clearance status; a description of any in-country
- > travel, including stopovers; a concise but detailed description of the
- > purpose of the trip, include official names of
- > conferences/symposiums/workshops, and titles of any talks that will be
- > given; name and phone number of facility or organization to be visited;
- > name(s) and phone number(s) of hotel(s); name of point of contact and
- > daytime telephone number; name of point of contact for after hours and
- > telephone number; indicate if traveler requires Embassy assistance.

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- > Questions on implementation of this guidance should be directed to the
- > contacts listed on the attachments.

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> List of Attachments:

- > Attachment A, 10-Point Criteria
- > Attachment B, Exception Waiver
- > Attachment C, Trip Report Format
- > Attachment D, SC, DP, and EM Matrices
- > Attachment E, Requirements for Counterintelligence Briefings
- > Attachment F, SC, DP, and EM Points of
- > Contact ATTACHMENT A

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- > 10-Point Criteria Form

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- > 1. Identify how the travel is related to and supports program
- > objectives. If this is an on-going exchange, provide a brief summary of
- > the
- > activities to date.

- >
- > 2. Identify the specific program activity that is supported by the
- > proposed trip. If applicable, identify any specific commitments or

- > objectives that have been made related to the purpose of the trip.
- >
- > 3. For travel by Field Office and contractor personnel, identify
- > program Headquarters contact with which the travel has been coordinated.
- >
- > 4. In context of item 1, describe how the proposed travel will
- > contribute to the program objectives of the traveler's organization.
- >
- > 5. Identify additional delegation member (name and organization).
- >
- > 6. Explain why the required information cannot be effectively obtained
- > by other means (i.e., correspondence, conference calls).
- >
- > 7. Explain how collateral purposes, such as side trips, are
- > programmatically valid and beneficial. If annual leave is requested and
- > the
- > number of leave days exceeds official travel days, please provide an
- > explanation.
- >
- > 8. Assure that travel is not an unnecessary security risk.
- >
- > 9. Explain why the objectives of travel cannot be met through use of
- > DOE representatives stationed abroad.
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- > 10. Explain steps taken to reduce travel costs.
- > ATTACHMENT B
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- > Exception Waiver
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- > Traveler's Name:
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- > Country to be visited:
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- > Purpose of Travel:
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- > Traveler's Specific Role:
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- > Other HQ or Field personnel attending and their roles:
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- > Impact to the program if travel does not occur:
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- > Why is travel being submitted after the 30/21-day deadline?
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> Deputy Assistant Secretary, Deputy Administrator,
> Date
> or Equivalent, or Designee

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> ATTACHMENT C

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> Trip Report Format

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> 1. Part 1 is to be an extract of the foreign travel request form, with
> an abstract of the results of the trip.

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> a. Part 1 of the trip report will be forwarded through the
> responsible Program Secretarial Office to the Office of Science and
> Technical Information (OSTI), Oak Ridge, Tennessee 37831.

> b. Part 1 of the trip report will not contain classified
> information.

> c. Part 1 will be included in a limited-access electronic
> database available to DOE. (Once a new FTMS system is in place, certain
> sections of Part 1 will become automated to simplify completion of trip
> reports.)

> d. Part 1 of the trip report will consist of the following
> information in the following format:

- > 1. title of report (i.e., "Travel to_____");
- > 2. report date (MM,DD,YYYY);
- > 3. date(s) of travel (MM/DD/YYYY);
- > 4. name of all traveler(s) on this trip;
- > 5. position/title of traveler;
- > 6. employing organization and organization
> code;
- > 7. business address, including street, city,
> state and zip code;
- > 8. FTMS trip number;
- > 9. travel destinations (include organization,
> facility, city, state/province, country);
- > 10. brief purpose of the trip (include the
> justification from the foreign travel request);
- > 11. people contacted;
- > 12. facilities visited;
- > 13. abstract (such as major highlights, benefits
> of the travel, results of meetings, including their locations);

>

> 2. Part 2 of the trip report will provide a complete report on and
> thorough analysis of the trip.

>

> a. Part 2 should include the results of any meetings or
> discussions with representatives of foreign government(s) and/or
> company(ies);

> b. When more than one traveler follows the same schedule, only
> one member of the party needs to report on each meeting or event that took
> place.

- > c. When appropriate, part 2 should also include observations,
- > conclusions, speculations and information relating to the safety, health
- > and
- > security of future travelers.
- > d. Part 2 of the trip report will be used for programmatic
- > purposes and will not be forwarded to OSTI.
- > e. Part 2 of the trip report is to provide actual costs of the
- > trip.
- >
- > A reporting cable sent through the State Department channels may also
- > serve
- > as Part 2 of a foreign trip report.
- >