

**Department of Energy**  
Washington, DC 20585

**JM Chronology**  
JM RECEIVED  
OUT FOR REVIEW  
DRB DISCUSSION

11/16/15  
12/18/15  
1/7/16

MEMORANDUM FOR: INGRID KOLB  
DIRECTOR, OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY  
DIRECTOR, OFFICE OF INFORMATION RESOURCES

FROM: PETER O'KONSKI  
DIRECTOR, OFFICE OF ADMINISTRATION

SUBJECT: Notice of Intent to Submit Page Changes to Revise DOE O 552.1A,  
*TRAVEL POLICY AND PROCEDURES*

**PURPOSE:** A page-change revision to the *Travel Policy and Procedures* Order O 552.1A (dated February 17, 2006), is requested. A page-change is being undertaken to reflect changes in responsibilities brought about by the August 2013 reorganization which transferred travel related functions and systems between the Office of the Chief Financial Officer (OCFO) and the Office of Management (MA).

**JUSTIFICATION:** The reorganization consolidated the responsibility for travel policy and guidance under the MA where the foreign travel process for passports and visa and submission of electronic country clearances was managed. The reorganization also consolidated the foreign travel management system under the OCFO where other travel-related systems are managed.

The page change simply moves, without revision, eleven clauses assigned to the OCFO under Responsibilities Sections 5b (1-5) and 5B (8-13), and places them under MA as a new Section 5c (1-11). Organizational name changes were also made in Section 5(c)(6); 5(d)(2)(b); 5(e)(1) and Section 7. All responsibilities of other offices remain unchanged. There are no valid external, consensus or other standards (e.g., ISO, VPP, etc.) available which can be used in place of this directive.

**IMPACT:** The proposed revisions neither duplicate existing laws, regulations or national standards nor create an undue burden, as the only changes are to indicate where the authority for the functions will reside.

**WRITER:** Umeki Thorne, 202-586-4048

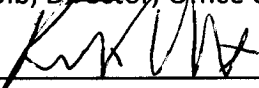
**OPI/OPI CONTACT:** Umeki Thorne, Director, Office of Travel Administration, Office of Travel Management (MA-45), [Umeki.thorne@hq.doe.gov](mailto:Umeki.thorne@hq.doe.gov), (202) 586-4048.



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Rec'd Remack 11/16/15

Ingrid Kolb, Director, Office of Management (MA-1):

Concur:  Nonconcur: \_\_\_\_\_ Date: 1/7/2016

Unless determined otherwise by the Directives Review Board (DRB), writers will have up to 60 days in which to develop their first draft and submit to the Office of Information Resources, MA-90.

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development	Up to 60 days
Review and Comment (RevCom)	30
Comment Resolution	30
Final Review	30
Total	150