



Department of Energy  
Washington, DC 20585

**JM CHRONOLOGY**

JM RECEIVED 5/5/15  
OUT FOR REVIEW 5/11/15  
DRB DISCUSSION 5/21/15

MEMORANDUM FOR INGRID KOLB

DIRECTOR  
OFFICE OF MANAGEMENT

THROUGH:

KEVIN T. HAGERTY  
DIRECTOR  
OFFICE OF INFORMATION RESOURCES

FROM:

PETER J. O'KONSKI  
DIRECTOR  
OFFICE OF ADMINISTRATION

SUBJECT:

Notice of Intent to Develop a Page Change to DOE Order 551.1D,  
*Official Foreign Travel*

**PURPOSE:** To revise the current Department of Energy (DOE) Order 551.1D, *Official Foreign Travel* (issued April 12, 2012), which requires DOE Federal employees to surrender their passports at the completion of all official foreign travel. In conjunction with this revision, administrative changes will be made to update the title of the Office of Travel Management.

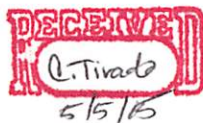
**JUSTIFICATION:** The requirement to surrender official passports is considered burdensome to travelers and will be removed as a requirement and replaced with a process that requires travelers be responsible for safeguarding their own official passport. Currently, the passports are maintained by the Office of Management and it has become a burden for travelers to surrender their passports at the completion of each trip and retrieve it prior to every subsequent trip.

Additionally, we are requesting that this action be processed under an expedited directives timeline, as determined by the Directives Review Board.

**IMPACT:** The proposed change to remove language that requires travelers to surrender their passports at the completion of each trip will be of benefit to all passports holders.

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

Concur:  Nonconcur: \_\_\_\_\_ Date: 5-21-15

*This will be  
done through an  
expedited process as  
agreed to by the DRB.*