



Department of Energy

Washington, DC 20585

SEP 6 2007

MEMORANDUM FOR: INGRID KOLB
DIRECTOR, OFFICE OF MANAGEMENT

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

FROM: BRIAN D. COSTLOW, DIRECTOR
OFFICE OF ADMINISTRATION

SUBJECT: Notice of Intent to Revise DOE O 551.1B, "Official Foreign Travel"

PURPOSE: To update the current Order published 8/19/03 to reflect changes in organizational and functional responsibilities.

JUSTIFICATION: The Order establishes requirements and responsibilities governing official foreign travel by Federal and contractor employees.

IMPACT: DOE has updated the DOE O 551.1B, *Official Foreign Travel* Order in compliance with the statutory requirements stated in P.L. 104-201 Sec 3174.

DOE has insured that this order reflects current legal requirements applicable to international travel and safety.

Revisions in this Order are as follows:

- 1) Two previous exclusions are now covered by this Order.
- 2) Current Passport and Visa requirements have been added.
- 3) Airline Safety requirements have been added.
- 4) Guidance on immunizations has been included.

CONTACT: Rosalee Williams, 202-586-8549

DECISION:

Concur: _____

Nonconcur: _____

Timeframe: ___ 30 days ___ 60 days ___ 90 days ___ 120 days



**Development Schedule
for Order on
DOE 551.1B, *Official Foreign Travel*
The subject directive is proposed to be processed under Track 2**

Milestone	Date
MA-45 forward draft revision to MA-40 management for review	08/29/07
MA-40 agrees with revision and forwards to MA-44	09/7/07
MA-44 distributes JM for 10days advisory group review	09/11/07
MA-44 sends a heads-up e-mail to DPC's	09/11/07
Comments from advisory group due	09/21/07
Anticipating no comments-MA-44 sends JM through MA-40 and MA-1	09/25/07
MA-1 concurs on requested Track 2	10/2/07
MA-45 submits draft revision to MA-44 for comments, comment resolution and concurrence (Track 2, 60 days)	10/4/07
Post RevCom	10/9/07
Target Approval Date	12/15/09