

ORO CONTROL FORM - FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 550, Revision 3, TRAVEL AND TRANSPORTATION**

2. PURPOSE OF TRANSMITTAL: New Directive Revised Directive

3. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS: (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle

Other contractors (list by type)

SEE INDIVIDUAL CHAPTERS

Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. SIGNIFICANT PROVISIONS: Are there any significant changes or impacts? No Yes
If yes, describe: This revised ORO Directive incorporates a new Chapter in the 550 Series, Chapter IV, dated 04/28/2004; and cancels Chapter I, Change 1, dated 08/31/2000, and Chapter III, Change 1, dated 08/25/2000.

5. CONTACT POINT: SEE INDIVIDUAL CHAPTERS

Name	Organization	Telephone
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PART B (To be completed by the Directives Management Group (DMG)):

6. FILING INSTRUCTIONS:

Remove	Dated	Insert	Dated
ORO Control Form	09/26/2001	ORO Control Form	04/29/2004
ORO O 550, Revision 2	09/26/2001	ORO O 550, Revision 3	04/29/2004

ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:

Original Signed By

Wayne H. Albaugh

Signature: DMG Team Leader, AD-440

04/29/2004

Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 11/06/2003

U.S. Department of Energy

Oak Ridge Operations

ORDER

ORO O 550 Revision 3

DATE: 04/29/2004

SUBJECT: TRAVEL AND TRANSPORTATION

1. PURPOSE. This Directive provides detailed requirements for Oak Ridge Operations (ORO) activities under the 550 Series, TRAVEL AND TRANSPORTATION, by assigning responsibility and accountability and providing administrative and/or contractual guidance to ORO and its contractors.
2. CANCELLATION. This revision cancels and replaces ORO O 550, Revision 2, TRAVEL AND TRANSPORTATION, dated September 26, 2001.
3. SIGNIFICANT CHANGES. This Directives incorporates as Chapters in the 550 Series the current Oak Ridge Directives listed in Paragraph 4 below.
4. SUMMARY.
 - a. This revision to ORO O 550 transmits the following new Chapter:
 - (1) Chapter IV, TRAVEL POLICY AND PROCEDURES, dated April 28, 2004.
 - b. The following Chapters have been canceled:
 - (1) Chapter I, Change 1, TRAVEL POLICY AND PROCEDURES, dated August 31, 2000.
 - (2) Chapter III, Change 1, TRAVEL CHARGE CARD PROGRAM, dated August 25, 2000.
 - c. The following Chapter, previously issued, remains in effect:
 - (1) Chapter II, FOREIGN TRAVEL AUTHORIZATION, dated September 26, 2001.

For information on applicability and assignment of responsibility, refer to these individual chapters.

5. CONTRACTOR REQUIREMENTS DOCUMENT. For contractor requirements, refer to the Attachments to the Chapters listed in Paragraph 4 above.

Original Signed By

Wayne H. Albaugh, Team Leader
Directives Management Group

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CHAPTER I - RESERVED

CHAPTER II - FOREIGN TRAVEL AUTHORIZATION (correlates to DOE O 551.1A)

CHAPTER III - RESERVED

**CHAPTER IV - TRAVEL POLICY AND PROCEDURES (correlates to DOE O 552.1 and
DOE M 552.1-1)**