CONTROL FORM FOR DOE/ORO DIRECTIVE

PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

1. **DIRECTIVE NUMBER, TITLE, AND DATE:**

   ORO O 550, CHAPTER II, CHANGE 2, FOREIGN TRAVEL AUTHORIZATION, dated 01/22/2007

2. **PURPOSE OF TRANSMITTAL:** ___ New Directive _X_ Revised Directive ___ Revised Control Form

3. **DOES THIS DIRECTIVE CANCEL OR EXTEND ANY OTHER DIRECTIVES?** ___ Yes ___ No
   If "Yes," list what action (cancel or extend) and list the Directive(s) number(s), title(s), and date(s):

   This Directive cancels and replaces ORO O 550, Chapter II, Change 1, FOREIGN TRAVEL AUTHORIZATION, dated 12/16/2004.

The attached Directive is forwarded for review and action. Complete Part B and forward a completed hard copy of this form to ORO DMG, AD-440, by **02/06/2007**.

PART B (To be completed by the DIVISION OF PRIMARY INTEREST [DPI]):

COMPLETE FOR DOE DIRECTIVES ONLY:

4. **SUPPLEMENTAL ORO DIRECTIVE REQUIRED?**
   Is a new or revised supplemental ORO Directive required? ___ Yes ___ No
   If "Yes," target date for submission of supplemental ORO Directive is _____.

COMPLETE FOR BOTH DOE AND ORO DIRECTIVES:

5. **CONTRACTOR APPLICABILITY.**

   Does this Directive affect the work performed by ORO Contractors? _X_ Yes ___ No

   If "Yes," whom? _X_ Bechtel Jacobs Company LLC _X_ ORAU

   _X_ UT-Battelle, LLC ___ ISOTEK (Bldg. 3019, ORNL)

   ___ Foster Wheeler (FWENC)

   _X_ Other Contractors (list by name) BWXT Y-12, LLC (for guidance only)

6. **SUBJECT MATTER EXPERT**: Phil Carpenter — Business Management Div., SC-12
   Name — Organization

7. **APPROVED BY**: *Original Signed By* George Manthey, Dir. — Business Management Div., SC-12 — 01/24/2007
   Signature — Organization — Date

PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Original Signed By
Wayne H. Albaugh — 01/26/2007
DMG Team Leader, AD-440 — Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED. (Revised 02/10/2006)

U.S. Department of Energy

Oak Ridge Office

ORO O 550
Chapter II
Change 2

DATE: 01/22/2007

SUBJECT: FOREIGN TRAVEL AUTHORIZATION

1. PURPOSE. This Chapter correlates to DOE O 551.1B, OFFICIAL FOREIGN TRAVEL, dated August 19, 2003, by assigning responsibility and accountability and providing administrative guidance to the Oak Ridge Office (ORO), the National Nuclear Security Administration (NNSA) Y-12 Site Office (YSO), and the Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements in any Department of Energy (DOE) Directive or DOE Headquarters (HQ) guidance.

2. CANCELLATION. This Chapter cancels and replaces ORO O 550, Chapter II, Change 1, FOREIGN TRAVEL AUTHORIZATION, dated December 16, 2004.

3. APPLICABILITY. The provisions of this Chapter apply to all Federal employees of ORO and OSTI Principal Staff, NNSA Staff at the YSO (under the Service Arrangement signed between ORO and the YSO dated November 21, 2000), and all Federal employees who hold DOE clearances at the National Oceanic and Atmospheric Administration (NOAA) Atmospheric Turbulence and Diffusion Division (ATDD). References to the Y-12 Site Office are to clarify the interface between ORO and YSO and are not intended to indicate direction to YSO by ORO. This guidance does not assign responsibility or authority for the YSO to ORO.

4. RESPONSIBILITIES.

   a. Assistant Managers, ORO; Manager, YSO; Directors, OSTI; NOAA/ATDD; or designees.

      (1) Approve/disapprove official foreign travel requests for those Federal employees under their respective office designations.

      (2) Approve/disapprove official foreign travel requests for those managing and operating (M&O), management and integration (M&I), or support services contractor employees under their respective Contracting Officer's Representative contracts.

      (3) Ensures that, prior to approving official foreign travel, consideration has been given as to employee safety regarding travel to all countries and that management has considered the risk as a part of the approval process.

(4) Ensure those M&O, M&I, and support services contractors under their respective contracts meet the requirements of DOE O 551.1B.

(5) May delegate approval and oversight of all official foreign travel under their purview to designated Federal staff.

(6) My delegate approval authority to a contractor for foreign travel provided that at least one Federal official (either at HQ or the field) reviews and approves each foreign travel request.

b. Assistant Manager for Science, ORO.

(1) Provide a Program Manager to serve as the lead coordinator for all ORO, YSO, OSTI, and NOAA/ATDD foreign travel requests.

(2) Establish and maintain a Foreign Travel Management Program and System that conforms to the requirements of DOE O 551.1B.

(3) Provide adequate support personnel to process, route, and close all foreign travel requests from ORO, YSO, OSTI, and NOAA/ATDD Federal and contractor staffs on an annual basis.

c. Office of Counterintelligence (CN-1) Field Staff assigned to Oak Ridge.

(1) Provide pre-trip briefings and post-trip debriefings to ORO, YSO, OSTI, and NOAA/ATDD Federal and contractor travelers who will visit foreign countries as required by DOE O 551.1B.

(2) Review foreign trip information in Foreign Travel Management System (FTMS) for counterintelligence purposes.

d. ORO, YSO, OSTI, and NOAA/ATDD Principal Staff.

(1) Establish the need for official foreign travel by their employees.

(2) Comply with the requirements of DOE O 551.1B.

e. Assistant Manager for Security and Emergency Management, ORO.

(1) Review foreign trip information in FTMS for Operations Security and other security-related purposes.

(2) Conduct periodic audits of travel records and FTMS database to ensure compliance with DOE O 551.1B.

(3) Perform personnel security reviews to address possible personnel security issues involving travel to sensitive countries or travel involving sensitive subjects.

f. Federal Employees.

(1) Meet all requirements regarding official foreign travel contained in DOE O 551.1B.

(2) Federal employees that hold, or have previously held, any access authorization (security clearance) shall notify the ORO Assistant Manager for Security and Emergency Management, in writing via the old DOE F 1512.1 (see Paragraph 5a below), of unofficial travel to sensitive countries at least 30 calendar days prior to beginning the travel.

5. REQUIREMENTS AND PROCEDURES.

a. Request for Official Foreign Travel. All Federal employees, DOE and NNSA support services contractor employees, DOE/NNSA M&O and M&I contractor employees, and M&O and M&I subcontractor employees, representing DOE, a DOE contractor, or any work sponsored by the DOE or its contractors, who plan to take official foreign travel, must complete DOE F 551.1 or input the trip request information directly into FTMS. DOE O 551.1B and DOE HQ Implementation Guidance requires that foreign travel to all countries now be reported via DOE F 551.1, or input directly into FTMS. It is the responsibility of each traveler to be familiar with and to ensure that all requirements are met under DOE O 551.1B, paragraph 5g. Official foreign travel is travel from the United States to any other foreign country or travel between any two countries (i.e., in the case of foreign contractor travelers). Travelers who are sponsored by program offices other than the Office of Science must follow guidelines issued by those offices regarding additional documents (i.e. justification, 10-point criteria, narrative statement, etc.) that may be required. Contractor foreign travel requests will be processed by the Foreign Travel Office of the employee.

In addition to meeting all requirements for official travel to foreign countries, all Federal and contractor employees that hold, or have previously held, any access authorization (security clearance) must notify their local security department and ORO Assistant Manager for Security and Emergency Management, in writing via the old DOE F 1512.1, at least 30 calendar days prior to beginning unofficial travel to sensitive countries. Those employees taking unofficial travel to sensitive countries must ensure that they receive pre-briefings and debriefings prior to the start of, and upon return from, their travel.

b. Revisions to Official Foreign Travel Request. A revision of a foreign trip request is required for travelers if one or more of the following situations are met:

(1) If there is a 25 percent increase in the total cost of the trip.
(2) Substitution of another person for the original traveler.
(3) If there is an addition of one or more countries.
(4) If there is a change in trip sensitivity from non-sensitive to sensitive.

c. Time Requirements. All travelers are responsible for ensuring that local processing time requirements (i.e., 30 calendar days prior notification for non-sensitive travel and 45 calendar days prior notification for sensitive travel) are met. Contractor travelers shall allow at least 5 working days for DOE review and approval. Requests that do not allow at least 5 working days for DOE review and approval are submitted at risk. It is the responsibility of the traveler to verify that DOE has given final approval prior to leaving on a foreign trip. Foreign travel requests will be automatically disapproved by DOE that are received for DOE approval

after-the-fact. All travelers are responsible for ensuring trip closeout information (see Attachment 2) is submitted to the local Foreign Travel Office within 30 calendar days of return from any official foreign travel. Trip closeout information should be submitted concurrently with the travel voucher. Trip closeout information consists of: claimed reimbursement voucher amounts for lodging, meals, incidentals, and other costs for each leg of the trip; a brief abstract summarizing the trip results with major highlights, benefits, and results of meetings at each location. The same abstract may be used by multiple travelers on the same trip. Abstracts must be unclassified.

d. Approvals. A foreign travel request must be reviewed and approved by a minimum of the following: traveler, traveler's supervision, budget/finance organization, and one senior management official. In addition, at least one Federal official must review and approve each contractor initiated request. Reviews should ensure program funds exist, the trip is in the best interest of DOE, no abuse (e.g. personal days do not exceed the number of official travel days), timeframes are met, and employee risk is considered. DOE HQ sponsor must be an approving official unless the program office has delegated review and approval to a DOE field organization.

DOE field organizations may delegate approval authority to a contractor by issuing a memorandum outlining the delegation of authority. However, in such cases the contractor must ensure that at least one Federal official (either at HQ or the field) reviews and approves all foreign travel requests.

When DOE delegates authority to contractors, the memorandum outlining the delegation of authority must include periodic reporting requirements for foreign travel made by the contractor. The delegation of authority by DOE to contractors must be renewed in writing upon each issuance of a revised DOE Directive regarding official foreign travel.

NOTE: If the DOE HQ sponsor has delegated approval authority to the field, then at least one Federal official in the DOE field organization must review and approve each foreign travel request.

e. Sensitive Travel. Sensitive travel is travel to sensitive foreign countries or to non-sensitive foreign countries where sensitive subjects are involved. Every traveler is responsible for verifying if the country or countries to be visited are sensitive or non-sensitive and if the subject of the travel is either sensitive or non-sensitive. All Federal and contractor employees traveling to sensitive countries or to non-sensitive countries involving sensitive subjects must obtain counterintelligence pre-trip briefings and post-trip debriefings. All Federal and contractor travelers, who are engaged in official foreign travel, are required to certify (yearly) they are up-to-date on their Annual Counterintelligence and Security Awareness Briefings, regardless of whether or not they hold a clearance.

f. Foreign Travel Management System (FTMS) Entry. All travelers are responsible for ensuring that the proper information required for entry into the FTMS has been included on DOE F 551.1, or via the FTMS, and submitted to the appropriate Foreign Travel Office. Each organization will have designated Organizational Points of Contact (OPOC), including a Lead

OPOC, who are responsible for ensuring that all information required for entry into FTMS is obtained, the entry is completed, routing for approvals are submitted, and the trip closeout is completed. Each Foreign Travel Office is responsible for ensuring that an adequate staff of OPOCs (both Lead and Alternate) and Entry-Only staff are available to process all requests.

A senior OPOC will be designated by the ORO Foreign Travel Coordinator to serve as the focal point for cross-cutting Foreign Travel issues within ORO and for its contractors. Guidance which may be provided by any DOE HQ organization pertaining to foreign travel, which will be disseminated through the ORO Foreign Travel Coordinator, should be followed by those affected Federal and contractor organizations. Senior OPOCs are responsible for training and submission of request for approval to DOE all personnel recommended for access to the FTMS.

g. Travel Funded by non-DOE Sources. All non-DOE funded official foreign travel will be processed under the organization with primary programmatic interest (e.g., the DOE program office that normally funds the employ of the traveler or has a specific interest in the non-DOE sponsor). All non-DOE supported travel is required to be approved by DOE HQ, with the exception of Non-Sensitive travel by Office of Science travelers, which may be approved locally by the DOE Field Office (or, by the appropriate Laboratory Director, if so delegated). Also, Nonproliferation and National Security has delegated approval authority to the DOE Field Office for Work for Others travel that is wholly funded by a non-DOE source, including the private sector.

h. Country Clearance. The Foreign Travel Office at the appropriate DOE HQ Lead Program Support Office (LPSO) will normally process all country clearances by sending cables through the Department of State to the appropriate U. S. Embassy. For Work for Others or non-DOE funded foreign travel, the LPSO will be that Organization of Primary Programmatic Interest as noted in Paragraph 5g above. Country clearances may be delegated to be processed by the program offices in the field (check with your DOE HQ program sponsor). All Federal employees are required to request country clearance through the U. S. Embassies and Consulates in foreign countries for all travel (i.e., both sensitive and non-sensitive countries). Country clearances are now required for all contractor employee travel to foreign countries, and a grant must be given prior to trip departure. Request for country clearance shall be submitted as soon as possible. At least 20 calendar days should be allocated to secure a country clearance.

There are some specific NNSA requirements concerning pre-notification to embassies for country clearance cables for travelers planning to visit Russian Federation sites. Each site has a different pre-notification timeframe associated with their review and approval for site access. Each traveler should contact their Foreign Travel Office for instructions on where to obtain pre-notification requirements for any travel involving visits to Russian Federation sites and the procedure for receiving a Letter of Invitation.

i. Major Foreign Conference Travel. 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 foreign travel. International conferences with 30 or more DOE-funded participants are considered a major conference. The list of projected, major conferences (including foreign or international conferences) is maintained by the DOE Office of Science, Administrative and Information Management Division. Each Foreign Travel Office should obtain a copy of the major conferences list

periodically and ensure that trip requests to attend any conference shown on the list is routed to DOE HQ for approval.

j. Trip Closeout Requirements. Trip closeout information are required for all official foreign travel and shall be submitted by Federal and contractor employees within 30 calendar days after return to the official duty station. Travelers must comply with trip closeout information requirements before a subsequent foreign trip is authorized and approved. Trip closeout information should normally be submitted concurrent with the travel voucher.

Each traveler is responsible for submitting trip closeout information to the local Foreign Travel Office. The actual trip cost will include per diem (meals, lodging, and miscellaneous expenses), transportation (including in-country), and other travel expenses related to the trip. Do not include contractor overhead costs. In cases where the trip has been archived in the FTMS prior to receipt of all actual costs, the actual travel costs should be revised in the archived trip in FTMS.

The traveler is responsible for providing all of the information of the trip in the format requested. Also, the traveler is responsible for the content of the trip abstract and in ensuring that the trip closeout information is unclassified. Local Foreign Travel Offices should develop, as necessary, forms to assist their travelers with providing the information required for trip closure.

k. Policy on Leave Taken in Conjunction with Official Foreign Travel. The purpose of official foreign travel is to support DOE mission objectives or to represent DOE when requested and be reimbursed by non-DOE sponsors. Approved leave will not be untimely in relation to the duties of the traveler while on official foreign travel. For all program offices except DP and EM, approved leave must not exceed the total number of business and official travel days to or from the foreign business site. Weekends will not be considered when computing the allowable personal leave while on official foreign travel unless either of the weekend days involves business and/or official travel. For EM travelers, approved leave will include 1 day of personal leave for every 2 days of official business (not including weekend and travel days). For DP travelers, approved leave will include 1 day of personal leave for each day of official business (not including weekends and travel days). Foreign travel requests which do not adhere to these policies may be disapproved by DOE.

l. Policy on Premium-class Accommodations in Conjunction with Official Foreign Travel. The purpose of official foreign travel is to support DOE mission objectives or to represent DOE when requested and be reimbursed by non-DOE sponsors. It is the policy of DOE that travelers use the most economical means when traveling. It is also DOE policy that travelers who are on official government business, for their own protection, use certified United States flag air carriers, if service is provided by those carriers to their destination (as required by the AFly America Act@). For air travel, the preferred level is coach class. However, for travel which is in excess of 14 hours (continuous), the use of premium class airline accommodations may be authorized or approved when travel is direct between authorized origin and destination points which are separated by several time zones, and either the origin or destination point is outside the continental United States, and the scheduled flight time (including stopovers) is in excess of 14 hours. If this authority is authorized, the traveler will not be eligible for a rest stop en route or a rest period upon arrival at the duty site. Justification describing the reason premium class travel is requested must be provided on DOE F 551.1. Premium class may also be approved for travelers having a valid medical restriction. In these cases, a memorandum

from the ORO or contractor Medical Office must be on file with the local Foreign Travel Office and a justification statement provided on DOE F 551.1, or via input directly to the FTMS under the Remarks section. In either such case for requested premium class travel, ultimate approval rests with the paying program sponsor.

m. Record Keeping. It is the responsibility of the traveler's primary organization to determine the requirement for and to maintain the record copy of the trip report (as required by the program sponsor). Each local Foreign Travel Office will maintain an electronic copy (which is backed up) or hard copy of the foreign travel requests and trip closeout information for travelers under their area of responsibility for a period of 6 years and 3 months or as required by the National Archives and Records Administration schedule requirements for travel-related documents, whichever is the longest. There is no longer a requirement for submission of foreign trip reports as a function of the FTMS.

n. Audits. The ORO Office of Assistant Manager for Security and Emergency Management may conduct periodic audits of the FTMS records within ORO and with ORO contractors. It is the responsibility of the local Foreign Travel Office to provide information from the FTMS database and official records concerning official foreign travel when requested. This includes support to General Accounting Office and DOE Inspector General audits and inspections.

6. REFERENCES.

a. Title 41, Code of Federal Regulations, Parts 301-10.131 thru .143, USE OF UNITED STATES FLAG AIR CARRIERS ("Fly America Act").

b. "*Office of Defense Nuclear Nonproliferation Foreign Travel Procedure*s," dated August 21, 2000 (see web site: **http://www.nn.doe.gov/foreigntrvl.shtml**).

c. "*Official Foreign Travel Implementation Guidance for Office of Science, Deputy Administrator for Defense Programs, and Office of Environmental Management*," dated October 18, 2000.

d. "*Foreign Travel Management System (FTMS) Actual Trip Cost Data Capture, Release Notes*," dated September 2000 (issued by the DOE HQ Office of Corporate Financial Systems).

e. "*Office of Technology Development, Office of Energy Efficiency and Renewable Energy, Official Foreign Travel Policy*," dated August 6, 2003.

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.

9. ATTACHMENTS.

a. Attachment 1 Contractor Requirements Document.

b. Attachment 2 U.S. Department of Energy/Oak Ridge Office REQUEST FOR APPROVAL OF UNOFFICIAL FOREIGN TRAVEL TO SENSITIVE COUNTRIES.

CONTRACTOR REQUIREMENTS DOCUMENT

All contractor personnel employed by entities under contract or subcontract to Oak Ridge Office (ORO) or the National Nuclear Security Administration (NNSA) Y-12 Site Office (YSO) must comply with the requirements of this Chapter, Government regulations concerning contractor travel, procedures established by the Office of the Chief Financial Officer, and guidance provided by the responsible Program Secretarial Officer or Deputy Administrator, NNSA. These requirements are in addition to those found in the Contractor Requirements Document (CRD) attached to DOE O 551.1B. This CRD in no way supersedes any other requirements.

1. In preparing for or performing official foreign travel, contractor travelers must comply with the following requirements.

    a. Each contractor traveler on official travel to foreign countries must comply with all requirements of DOE O 551.1B, provide all information requested on DOE F 551.1, or electronically via the FTMS, and ensure that pre-briefings and debriefings are provided by their contractor Counterintelligence Office as required by DOE O 551.1B prior to, and upon return from, travel.

    b. Each contractor traveler must ensure trip closeout information (see Attachment 2) is submitted within 30 calendar days of return from travel. The trip closeout information must include actual costs for the foreign travel per Department of Energy (DOE) Headquarters (HQ) guidance. The actual cost will include per diem, transportation, and other travel expenses. Trip closeout information should be submitted concurrent with the travel voucher.

    c. Each contractor traveler must comply with Paragraph 5a above concerning verification that DOE has approved their foreign travel request.

    d. Each contractor traveler and contractor foreign travel office must comply with Paragraph 5c above concerning processing time requirements including allowance of at least 5 working days for DOE review and approval. Requests that do not allow at least 5 working days for DOE review and approval are submitted at risk.

    e. Each contractor traveler must confirm that a country clearance cable has been granted prior to leaving on their trip (see Paragraph 5h above).

    f. Each contractor traveler must comply with Paragraph 5k above concerning leave taken in conjunction with foreign travel.

    g. Each contractor traveler must comply with Paragraph 5l above concerning premium-class accommodations in conjunction with foreign travel.

    h. Each contractor traveler who holds an access clearance and is making unofficial travel to sensitive countries must notify their local Security Department, via the old DOE F 1512.1, and the DOE ORO Office of Assistant Manager for Security and Emergency Management (see Paragraph 5a above), at least 30 days prior to beginning the travel. Contractor travelers who are making unofficial travel to sensitive countries must ensure that appropriate pre-briefings and debriefings are provided prior to, and upon return from, their trip.

2. In managing official foreign travel, contractors must accomplish the following:

   a. Each contractor Foreign Travel Office must maintain copies of the foreign travel requests and foreign travel trip closeout information (see Attachment 2) for a period of at least 6 years and 3 months and have them indexed and cataloged for audit purposes.

   b. Each contractor Foreign Travel Office must comply with DOE HQ guidance issued by their respective Lead Program Support Office concerning Official Foreign Travel.

   c. The contractor Foreign Travel Office will process all foreign travel requests for the employees of their organization.

   d. Contractors who have been delegated authority for approval of foreign travel must meet reporting requirements as outlined in the DOE memorandum that delegates authority for approving foreign travel requests.

   e. The contractor Foreign Travel Office will train and submit requests to DOE for approval all personnel recommended for access to the FTMS.

OR F 550.2
(04-07)
All Other Editions Are Obsolete

U.S. Department of Energy/Oak Ridge Office
REQUEST FOR APPROVAL OF UNOFFICIAL FOREIGN TRAVEL TO SENSITIVE COUNTRIES

This form is provided as a convenience for the collection of Foreign Travel Request data.

Section I - Traveler

Section I. – Traveler Information. (To Be Completed By Traveler)		
1. Name (Last, First, Middle)	2. Social Security Number	
3. Passport Number	Passport Expiration Date (MON-DD-YYYY)	
4. Birth Date (MON-DD-YYYY)	5. Birth Place (City, State/Province, Country)	6. Citizenship a) b)
7. DOE Facility/Organization	8. Employee Type Specify name of contractor, university, or other:	
9. Employment Address		
10. Contact Information Work Phone ( ) Work Fax ( )	Home Telephone (required) ( ) E-mail Address (required)	
11. Position/Title		
12.a. Indicate whether you have held a DOE security clearance within the last 5 years. If yes, indicate the highest level received. ☐ Yes, please specify Highest Level ☐ No		
12.b. Indicate whether you have held any other government agency clearances within the last 5 years. If yes, enter agency and clearance level. ☐ Yes, please specify Highest Level		
13. Notes		

Traveler Name: _____

Section IV – Reviews and Approvals

32. Traveler's Signature: I certify that the information provided is correct. Signature:_____Date:_____			
33. Division Director. _____			
Name *(Type or Print)*	Title	Organization	Date
34. Local Review _____			
Name *(Type or Print)*	Title	Organization	Date

Traveler Name: _____ Date: _____

Section V – Proposed Itinerary

PROPOSED ITINERARY (Account for all time from beginning and ending dates of travel. Vacation dates taken in conjunction with this travel shall be indicated.) Please use the Tab key when moving between fields.

DATES	LOCATION (Installation, City, Country)	INDIVIDUALS TO BE CONTACTED	SUBJECTS OF DISCUSSION

List immediate family members living in a sensitive country

Name	Relationship	Country