

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

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

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

2. **PURPOSE OF TRANSMITTAL:** ___ New Directive X Revised Directive ___ Page Change

3. **APPLICABILITY:** Does directive cover work performed by contractor(s)? Check appropriate boxes:

___ No (all contractors)

___ Yes If yes, whom? ___ LMES ___ ORAU ___ SURA ___ LMER

___ Other contractors (list by type)

4. **SUMMARY OF SIGNIFICANT PROVISIONS OR CHANGES:**

Incorporates Chapters I and III in the 550 Series (formerly OR 1500.2 and OR 1500.4, respectively).

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:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
OR 1500.2	9-21-82	ORO O Control Form	5-15-96
OR 1500.4	11-8-88	ORO O 550	5-15-96

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

Original Signed By Jennifer H. Cusick

05/15/1996

Signature Management Analyst, AD-440

Date

U.S. Department of Energy

OAK RIDGE OPERATIONS

ORDER

ORO O 550

Date: 05-15-96

SUBJECT: TRAVEL AND TRANSPORTATION

1. PURPOSE. This Order provides detailed requirements for Oak Ridge Operations (ORO) activities under Series 550, Travel and Transportation, by assigning responsibility and accountability and providing administrative and/or contractual guidance to ORO and its contractors.

2. SIGNIFICANT CHANGES. This Order incorporates as Chapters in the 550 Series the current Oak Ridge Implementation Guidance (ORIG) directives and OR Orders identified in paragraph 3 below.

3. SUMMARY. This document includes the following chapters:

Chapter I, TRAVEL POLICY AND PROCEDURES, which cancels and replaces OR 1500.2, Travel Policy and Procedures, dated September 21, 1982.

Chapter II, FOREIGN TRAVEL AUTHORIZATION, to be published.

Chapter III, TRAVEL CHARGE CARD PROGRAM, which cancels and replaces OR 1500.4, Travel Charge Card Program, dated November 8, 1988.

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

4. CONTRACTOR REQUIREMENTS DOCUMENT. For contractor requirements, refer to the attachments to the Chapters listed in paragraph 3 above.

*Original Signed By
Patricia Howse-Smith for*

Daniel H. Wilken
Assistant Manager
for Administration

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