

# 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, Rev. 1, TRAVEL AND TRANSPORTATION
2. **PURPOSE OF TRANSMITTAL:**  New Directive  Revised Directive  Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom?  LMES  UT-B  ORAU  SURA  
 Bechtel Jacobs Company

Other contractors (list by type)

## SEE ATTACHED CHAPTERS

*Many ORO contractors have approved S/RIDs or 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 impact?

No  Yes If yes, describe: This revision transmits sunset review changes to Chapters I and III.

5. **CONTACT POINT:** SEE ATTACHED 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>
ORO O 550	05/15/1996	ORO O Control Form	09/06/2000
Pages 1 and i		ORO O 550, Rev. 1	09/06/2000
		Pages 1 and i	

*ORO Orders are available on the ORO Directives Management Home Page at [http://www.ornl.gov/doe\\_oro\\_dmg/orchklst.htm](http://www.ornl.gov/doe_oro_dmg/orchklst.htm). The ORO Orders 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*

Kenneth W. Warden, AD-440

Signature Management Analyst, AD-440

09/06/2000

Date

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

Rev. 04/01/2000

# U.S. Department of Energy

Oak Ridge Operations

## ORDER

ORO O 550

Rev. 1

DATE: 09/06/2000

### SUBJECT: TRAVEL AND TRANSPORTATION

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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 Orders listed in paragraph 3 below.
3. SUMMARY.

This revision to ORO O 550 transmits the following Chapters.

- a. Chapter I, Chg. 1, TRAVEL POLICY AND PROCEDURES, dated August 31, 2000, which cancels and replaces Chapter I, same title, dated May 15, 1996.
- b. Chapter III, Chg. 1, TRAVEL CHARGE CARD PROGRAM, dated August 25, 2000, which cancels and replaces Chapter III, same title, dated May 15, 1996.

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*

Daniel H. Wilken  
Assistant Manager  
for Administration

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