

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 4, 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 ISOTEK (Bldg. 3019, ORNL)

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 transmits the following revised Chapter: Chapter II, Change 1.

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>
ORO Control Form	04/29/2004	ORO Control Form	02/10/2005
ORO O 550, Revision 3	04/29/2004	ORO O 550, Revision 4	02/10/2005

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

02/10/2005

Date

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

Rev. 06/14/2004

U.S. Department of Energy

Oak Ridge Operations

ORDER

ORO O 550
Revision 4

DATE: 02/10/2005

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 3, TRAVEL AND TRANSPORTATION, dated April 29, 2004.
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 revised Chapter.
 - (1) Chapter II, Change 1, FOREIGN TRAVEL AUTHORIZATION, dated December 16, 2004.
 - b. The following Chapter, previously issued, remains in effect.
 - (1) Chapter IV, TRAVEL POLICY AND PROCEDURES, dated April 28, 2004.

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

CHAPTER III - RESERVED

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