

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, REVISION 5, TRAVEL AND TRANSPORTATION, dated 05/03/2006

2. PURPOSE OF TRANSMITTAL: New Directive 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, Revision 4, TRAVEL AND TRANSPORTATION, dated 02/10/2005.

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 **05/03/2006**.

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? Yes No

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

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

Other Contractors (list by name)

SEE INDIVIDUAL CHAPTERS

6. SUBJECT MATTER EXPERT: SEE INDIVIDUAL CHAPTERS

Name

Organization

Original Signed By

7. APPROVED BY: Wayne H. Albaugh, Team Leader Directives Management Group, AD-440 05/03/2006

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

05/03/2006

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

ORDER

ORO O 550
Revision 5

DATE: 05/03/2006

SUBJECT: TRAVEL AND TRANSPORTATION

1. PURPOSE. This Directive provides detailed requirements for Oak Ridge Office (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 4, TRAVEL AND TRANSPORTATION, dated February 10, 2005.
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 cancels the following Chapter.
 - (1) Chapter IV, TRAVEL POLICY AND PROCEDURES, dated April 28, 2004.
 - b. The following Chapter, previously issued, remains in effect.
 - (1) Chapter II, Change 1, FOREIGN TRAVEL AUTHORIZATION, dated December 16, 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 IV - RESERVED