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:**

   DOE O 552.1A, ADMIN CHANGE 1, TRAVEL POLICY AND PROCEDURES, dated 10/01/2008

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

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

   This has Administrative Changes only. Administrative Changes are simple changes that do not substantively affect the directive.

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 **10/28/2008**.

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 _X_ 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 _X_ No

   If "Yes," whom?
   ___ Bechtel Jacobs Company LLC ___ ORAU
   ___ UT-Battelle, LLC ___ ISOTEK (Bldg. 3019, ORNL)
   ___ EnergX ___ Wackenhut (WSI)
   ___ Other Contractors (list by name) ___ Protection Strategies Inc. (PSI)

6. **SUBJECT MATTER EXPERT**: Emily Guffey (Name) ORFSC (Organization)

7. **APPROVED BY**: *Original Signed By*
   Nancy Fitchpatrick, Dir. (Signature) Oak Ridge Financial Service Center, FM-71 (Organization) 10/17/2008 (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 10/23/2008
DMG Team Leader, AD-440 Date

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