

U.S. Department of Energy
Washington, D.C.

ORDER

DOE O 551.1B

Approved: 8-19-03
Sunset Review: 8-19-05
Expires: 8-19-07

SUBJECT: OFFICIAL FOREIGN TRAVEL

1. OBJECTIVE.

- a. To establish Department of Energy (DOE) and National Nuclear Security Administration (NNSA) requirements and responsibilities governing official foreign travel by Federal and contractor employees.
- b. This Order is in addition to the Federal Travel Regulation Chapters 301 and 304, DOE O 552.1, *Travel Policy and Procedures*, and DOE M 552.1-1, *U.S. Department of Energy Travel Manual*.

2. CANCELLATION. This Order cancels DOE O 551.1A, *Official Foreign Travel*, dated 8-25-00. Cancellation of a directive does not, by itself, modify or otherwise affect any contractual obligation to comply with such a directive. Cancelled directives that are incorporated by reference in a contract remain in effect until the contract is modified to delete the reference to the requirements in the cancelled directives.

3. APPLICABILITY.

- a. DOE Elements. Except for the exclusions listed in paragraph 3c, this Order applies to all DOE elements as listed in Attachment 1.
- b. Contracts.
 - (1) The Contractor Requirements Document (CRD), Attachment 2, sets forth requirements of this Order that will apply to site/facility management contracts that include the CRD.
 - (2) The CRD must be included in all site/facility management contracts that contain the clause at 48 CFR 952.247.70 Foreign Travel.
 - (3) This Order does not automatically apply to other than site/facility management contracts. Application of any requirements of this directive to other than site/facility management contracts will be communicated separately from this Order. (See paragraph 5, Responsibilities.)

DISTRIBUTION:
All Departmental Element

INITIATED BY:
Office of Security

- (4) The officials identified in the responsibilities paragraphs are responsible for notifying contracting officers of which site/facility management contracts are affected. Once notified, contracting officers are responsible for incorporating the CRD into affected site/facility management contracts through the laws, regulations, and DOE directives clause of the contracts.
- (5) As the laws, regulations, and DOE directives clause of site/facility management contracts states, regardless of the performer of the work, site/facility management contractors with the CRD incorporated into their contracts are responsible for compliance with the requirements of the CRD. Affected site/facility management contractors are responsible for flowing down the requirements of the CRD to subcontractors at any tier to the extent necessary to ensure the site/facility management contractors' compliance with the requirements. In doing so, the contractor shall not unnecessarily or imprudently flow down requirements to subcontracts. That is, the contractor shall both: ensure that it and its subcontractors comply with the requirements of this CRD; and only incur costs that would be incurred by a prudent person in the conduct of competitive business.

c. Exclusions.

- (1) This Order does not apply to grantees.
- (2) Owing to the dual-agency (Navy/DOE) nature of the Naval Nuclear Propulsion Program as described in Executive order 12344 (set forth in Public Law 106-65), the Deputy Administrator for Naval Reactors will implement this Order as appropriate for Naval Nuclear Propulsion Program employees.

4. REQUIREMENTS.

a. General.

- (1) Official foreign travel is to be used to advance DOE/NNSA program objectives consistent with U.S. foreign and nonproliferation policy, international energy policy and agreements, and national security policy objectives.
- (2) Counterintelligence, intelligence, and security interests; sensitive subjects and sensitive countries (lists maintained by the Office of Defense Nuclear Nonproliferation); and technologies must be protected in a manner consistent with program requirements and in compliance with export control laws and regulations.

- (3) This Order establishes a Foreign Travel Board to oversee and review official DOE/NNSA foreign travel policies and to recommend updates to policy to ensure official foreign travel activities are consistent with the Department's mission and objectives and good business practices. The board consists of one representative from each of the following organizations:

- Office of Security (chair);
- Office of Counterintelligence;
- Deputy Administrator for Defense Nuclear Nonproliferation;
- Deputy Administrator for Defense Programs;
- Office of Environmental Management;
- Office of General Counsel;
- Office of Intelligence;
- Office of Management, Budget and Evaluation/Chief Financial Officer;
- Office of Policy and International Affairs;
- Office of Science;
- Office of the Secretary; and
- National Nuclear Security Administration.

The Deputy Secretary may select additional members at his/her discretion.

- (4) Blanket official foreign travel orders may be issued for Federal employees who might be required to respond immediately to emergencies.

b. Foreign Travel Management System.

- (1) All official foreign travel requests must be entered into the Foreign Travel Management System (FTMS) within 30 calendar days before the proposed departure date, or 45 calendar days before the proposed departure date, if travel is to a sensitive country or involves a sensitive subject. Program Offices may vary time requirements which will be depicted in the implementing guidances. For the convenience of the traveler, DOE F 551.1, *Request for Approval for Foreign Travel*, can be completed and provided to the appropriate user for entry into FTMS.
- (2) All requests for official foreign travel that have been entered into the FTMS and then cancelled or disapproved must be marked appropriately in the system within 30 calendar days after the proposed departure date.
- (3) All trip requests should usually be closed out in FTMS within 30 calendar days of travelers' return dates.

c. Country Clearance Requests.

- (1) A Federal employee shall request and be granted a country clearance from the U.S. Embassy in the country to be visited before official foreign travel may begin unless the host embassy agrees otherwise. Any verbal approval should be followed up by an email or fax.
- (2) Requests for country clearance should be submitted as soon as possible to receive appropriate and timely clearance to enter that country. Normally it takes at least 20 working days to secure a country clearance.

d. Security/Counterintelligence Briefings. All Federal employees traveling to sensitive countries, regardless of whether they hold security clearances, and those that have held a clearance in the past five years, shall be provided appropriate prebriefings and debriefings by and at the discretion of counterintelligence officers.e. Security.

- (1) Each organization will have access to official foreign travel data under its cognizance in the FTMS. NNSA will have access to NNSA official foreign travel data. The Office of the Secretary and the Office of Security will have access to all data within the FTMS.
- (2) Access to information in the FTMS on travel of the Secretary, Deputy Secretary, and both Under Secretaries; members of their staffs; and security personnel directly supporting them will be limited to the Office of the Secretary, the Office of Security, and the designated Agency ethics official. The Office of Security may distribute this information only with the authorization of the Deputy Chief of Staff/White House Liaison (DCOS).
- (3) Disclosure outside DOE/NNSA of any information contained in FTMS, except for the purpose of obtaining country clearance, is prohibited unless approved by the DCOS. Reports for disclosure outside DOE/NNSA will be prepared by or coordinated with the Office of Security for review and approval by the DCOS. The Office of Security will coordinate and develop approval procedures with each DCOS to meet his/her approval requirements.
- (4) Nothing in this Order will preclude access to FTMS information by Federal law enforcement agencies. Disclosures pursuant to the Freedom of Information Act and the Privacy Act will be in accordance with applicable Departmental regulations. When appropriate, the DCOS will

be notified before disclosures to Federal law enforcement agencies or pursuant to the Freedom of Information Act and Privacy Act.

f. Review Procedures.

- (1) Each organization shall have an approval process for official foreign travel. FTMS will issue notification of travel to the appropriate security officials (i.e., Office of Intelligence, Office of Counterintelligence, Headquarters Security Officer, Headquarters Personnel Security Office and Office of Defense Nuclear Nonproliferation) to ensure review for compliance with U.S. and DOE/NNSA official security policies and guidances.
- (2) Final approval for official foreign travel can be granted only by the responsible program Secretarial Officer or Under Secretary and Administrator, NNSA, or their designee, funding the official foreign travel, or if there is no DOE funding, the official having programmatic responsibilities associated with the official foreign travel.
- (3) Trip requests will require reapproval when substantial changes are made either before or after final approval. Substantial changes include but are not limited to—
 - (a) substitution of another person for the original traveler;
 - (b) addition of one or more countries;
 - (c) increase of 25 percent or more in travel costs; or
 - (d) change in trip sensitivity from nonsensitive to sensitive.

g. Trip Closeout.

- (1) The responsible program Secretarial Officer or Deputy Administrator, NNSA, is responsible for defining trip report requirements by the traveler upon completion of travel, where appropriate, after return to duty station, with the exception of advance and security personnel supporting travel by the Secretary, the Deputy Secretary, or an Under Secretary.
- (2) The traveler shall provide the amount claimed for reimbursement (vouchered) for (1) lodging, (2) meals and incidentals, and (3) other costs, for each leg of the trip for entry into the FTMS.
- (3) Upon closeout in FTMS, the following information will be extracted from the foreign travel trip request in FTMS and an abstract of the trip results,

if one is provided by the traveler, will be directly provided to the Office of Science and Technical Information through reporting capability in FTMS.

- (a) The following is a list of the information extracted from the foreign travel trip request entered in FTMS:
 - 1. title of the report (i.e. "Travel to ____");
 - 2. report date (MM-DD-YYYY);
 - 3. date(s) of travel (MM-DD-YYYY to MM-DD-YYYY);
 - 4. names of all travelers;
 - 5. position/title of the traveler;
 - 6. employing organization and organization code;
 - 7. business address including street, city, and zip code;
 - 8. Foreign Travel Management System trip number;
 - 9. travel destinations identified by organization, facility, city, state/province, country;
 - 10. brief purpose of the trip, including the justification from the foreign travel request;
 - 11. people contacted; and
 - 12. facilities visited.
- (b) The traveler may provide an abstract of major highlights, benefits and results of meetings at each location. When more than one traveler follows the same schedule, the same abstract can be used by all travelers.
- (c) Classified information is NOT to be included in (3)(b). If the trip concerns a classified subject area, review of (3)(b) of the report by a derivative classifier is required to ensure it contains no classified information.

h. Travel by the Office of the Secretary of Energy.

- (1) For the purposes of this Order, the Deputy Chief of Staff/White House Liaison (DCOS) to the Secretary or designee serves as head of the organization and in that capacity, approves and authorizes travel for the Office of the Secretary and all officials who report directly to the Secretary with the exception of the Administrator, NNSA, whose travel may only be approved and authorized by the Secretary or the Deputy Secretary. Further, only the Administrator, NNSA, or his/her NNSA designee, can approve and authorize travel for those in the Administrator's immediate office and all officials who report directly to him/her.
- (2) After authorizing travel for the Secretary, the DCOS must approve a draft budget for the trip and forward it to the Office of Management, Budget

and Evaluation/Chief Financial Officer. Only the DCOS or his/her designee may authorize trip expenditures. No expenses in excess of the approved mission budget can be incurred without prior approval from the DCOS or his/her designee.

- (3) No arrangements for transportation, lodging, or other travel related goods or services (either in the United States or in a foreign country), other than those associated with trip planning, coordination, and approval, may be completed before the budget is approved.
- (4) Subsistence and related travel expenses for Federal employees or non-Federal invitees must be authorized and regulated through standard Federal regulations and processes.
- (5) The DCOS shall approve all participation in Secretarial travel, including that of DOE employees, contractors, representatives from other Agencies, and private sector participants.
- (6) Due to the unique nature of travel by the Secretary, Deputy Secretary, or Under Secretaries, trip reports, where appropriate, for their travel will be maintained by the Executive Secretary.

i. Country Clearance Request for the Secretary of Energy

- (1) A country clearance request shall describe authorized expenditures and appropriate fiscal data.
- (2) In addition to country clearance, advance agreement in writing to support the trip is required from the relevant U.S. Embassy for any trip for which the budget is more than \$150,000.
- (3) The Deputy Chief of Staff/White House Liaison shall notify the Office of Cabinet Affairs of proposed travel by Secretarial Officers.

j. Private Sector Participation.

- (1) Private sector participants may accompany travelers when their participation is consistent with the goals of the travel.
- (2) Mission-specific, objective criteria for selecting participants from the private sector must be approved by the head of the organization before such participation is invited in accordance with 10 CFR 1060.101, revised 1-1-96, final approval for foreign travel by a private sector participant must be submitted to the Secretary, Deputy Secretary, or an Under Secretary.

- (3) At no time will DOE/NNSA incur an expense for the sole benefit of the business community or other private sector personnel.

5. RESPONSIBILITIES.

- a. Deputy Chief of Staff/White House Liaison to the Secretary. Represents the Office of the Secretary to implement the requirements set forth in paragraphs 4h and 5e of this order, as appropriate.
- b. Office of Security.
 - (1) Develops, with input from and in coordination with the Foreign Travel Board, and disseminates DOE/NNSA policies and responsibilities for official foreign travel and maintains the FTMS.
 - (2) Prepares reports for DOE/NNSA Foreign Travel Board meetings with guidance from the Office of the Secretary.
 - (3) Acts as the primary point-of-contact with Department of State (DOS) with input from and in coordination with the Foreign Travel Board on Department of Energy matters and with full participation by the program office(s) on all foreign travel matters specific to that program office.
- c. Foreign Travel Board.
 - (1) Oversees and coordinates on proposed official DOE/NNSA foreign travel policies.
 - (2) Recommends updates to policy to ensure that official foreign travel activities are consistent with the Department's mission and objectives and good business practices.
- d. Head of Traveler's Organization (Federal or contractor). (See definition)
 - (1) Ensures compliance with—
 - (a) programmatic requirements for travel, security issues, and effective use of resources;
 - (b) requirements governing conference management, adequacy of funding, non-Federal source travel, and leave taken in conjunction with travel;

- (c) U.S. national security, counterintelligence, and nonproliferation policies for travel to countries on the Sensitive Countries List or involving subjects on the Sensitive Subjects List;
 - (d) U.S. export control laws and regulations; and
 - (e) procedures established by the Office of Defense Nuclear Nonproliferation for reviewing official foreign travel to countries on the list of state sponsors of terrorism maintained by the Department of State.
 - (2) Ensures that travel requests are entered into FTMS in sufficient time to comply with all requirements for review, approval, and country clearance.
 - (3) Ensures closeout of trip requests in the FTMS which should usually be within 30 calendar days of travelers' return dates.
 - (4) Ensures that, prior to approving official foreign travel, consideration has been given as to employee safety regarding travel to all countries and that management has considered the risk as a part of the approval process.
 - (5) May grant or delegate approval and oversight of all official foreign travel under their purview.
- e. Responsible Program Secretarial Officer. A term of art long used by the DOE Foreign Travel community and in this Order to describe the Approving Secretarial Officer or Deputy Administrator, NNSA funding the trip. (See full definition)
- (1) Ensures implementation of the requirements of this Order in facilities under his/her cognizance.
 - (2) Notifies affected site/facility management contracting officers to incorporate the CRD of this Order into contracts. Ensures that procurement requests for new non-site-/facility-management contracts require inclusion of the CRD of this Order in the resulting contracts, if appropriate.
 - (3) Develops and issues instructions for implementing this Order to organizations under his/her programmatic cognizance. Instructions of implementation are not to supercede this Order but provide additional program guidance to the travelers to accomplish the specific office's missions and goals.

- (4) Issues blanket official foreign travel orders as needed for emergency response and other national security activities. Enters trip request into FTMS when time permits. Appropriate country clearances are still required before official foreign travel can begin.
- (5) Ensures that country clearance requirements are met and appropriately conveyed to the traveler.
- (6) Establishes requirements for trip reports.
- (7) Ensures completion of foreign travel closeout in FTMS usually within 30 calendar days of travelers' return dates.
- (8) Grants or delegates the granting of final approval of official foreign travel (a) funded by the office under his/her cognizance, or (b) if there is no DOE funding, having programmatic responsibilities associated with the requested travel.

f. Contracting Officers.

- (1) After notification by the appropriate program official, incorporate the CRD into affected site/facility management contracts in accordance with the Laws, Regulations and DOE Directives clause of the contracts.
- (2) Assist procurement request originators who want to incorporate the requirements of the CRD of this Order in new non-site/facility management contracts, as appropriate.

g. Federal Traveler.

- (1) Ensures that the request for official foreign travel is entered in FTMS and provides required cable information in sufficient time to permit approval by the appropriate programmatic offices and to obtain clearance, as required, from the US Embassy in the country to be visited.
- (2) Receives country clearance, as required, from the U.S. Embassy in the country to be visited, through the responsible program Secretarial Officer or Deputy Administrator, NNSA, before travel begins.
- (3) Ensures that information is submitted to update the FTMS for official foreign travel requests that were entered and subsequently cancelled or disapproved.
- (4) Ensures that required documentation is submitted to complete close out in the FTMS usually within 30 calendar days of return.

- h. Emergency Response Personnel. Provide briefings to appropriate offices/officials as requested upon return from travel.
 - j. Office of Scheduling and Advance. Manages all Secretarial travel logistics.
 - k. Office of Counterintelligence/Office of Defense Nuclear Counterintelligence. Establishes procedures to review official foreign travel to conferences where sensitive country individuals may be in attendance.
6. CONTACT. Questions concerning this Order should be directed to the Office of Security, 202-586-4048 or 301-903-2178.

BY ORDER OF THE SECRETARY OF ENERGY:



KYLE E. McSLARROW
Deputy Secretary

**DOE ORGANIZATIONS TO WHICH
DOE O 551.1B, *OFFICIAL FOREIGN TRAVEL*, IS APPLICABLE**

Office of the Secretary
Office of the Chief Information Officer
Office of Civilian Radioactive Waste Management
Office of Congressional and Intergovernmental Affairs
Office of Counterintelligence
Departmental Representatives to the Defense Nuclear Facilities Safety Board
Office of Economic Impact and Diversity
Office of Electric Transmission and Distribution
Office of Energy Efficiency and Renewable Energy
Energy Information Administration
Office of Environment, Safety and Health
Office of Environmental Management
Office of Fossil Energy
Office of General Counsel
Office of Hearings and Appeals
Office of Independent Oversight and Performance Assurance
Office of the Inspector General
Office of Intelligence
Office of Management, Budget and Evaluation and Chief Financial Officer
National Nuclear Security Administration
Office of Nuclear Energy, Science and Technology
Office of Policy and International Affairs
Office of Public Affairs
Office of Science
Secretary of Energy Advisory Board
Office of Security
Office of Worker and Community Transition
Office of Energy Assurance

Office of Electric Transmission and Distribution

Bonneville Power Administration

Southeastern Power Administration

Southwestern Power Administration

Western Area Power Administration

CONTRACTOR REQUIREMENTS DOCUMENT

DOE O 551.1B, *OFFICIAL FOREIGN TRAVEL*

Regardless of the performer of the work, the contractor is responsible for compliance with the requirements of this CRD. The contractor is responsible for flowing down the requirements of this CRD to subcontracts at any tier to the extent necessary to ensure the contractor's compliance with the requirements. In doing so, the contractor shall not unnecessarily or imprudently flow down requirements to subcontracts. That is, the contractor shall both: ensure that it and its subcontractors comply with the requirements of this CRD; and only incur costs that would be incurred by a prudent person in the conduct of competitive business.

Disclosure of information contained in the Foreign Travel Management System, except for the purpose of obtaining country clearance, is prohibited unless approved by the Office of the Secretary.

See References in Attachment 3 and Definitions in Attachment 4.

REQUIREMENTS. Foreign travel information may also be classified or unclassified controlled information and subject to those protections.

- (1) In preparing for or performing official foreign travel, contractors must comply with the following requirements.
 - (a) Review, approve, and oversee all official foreign travel under their purview.
 - (b) Establish appropriate internal controls to ensure accountability within their organizations.
 - (c) Ensure that official foreign travel requests are submitted to the responsible program Secretarial Officer or Deputy Administrator, NNSA, funding the travel for final approval, or if there is no DOE funding, submitted to the official having programmatic responsibilities associated with the requested travel.
 - (d) Coordinate the review of official foreign travel with officials responsible for intelligence, counterintelligence, security, export control, and technology concerns.
 - (e) Comply with the following requirements for obtaining country clearance.
 - (1) Receive country clearance (unless an alternative has been approved by the Department of State, i.e. may be assumed unless

- otherwise specified) from the U.S. Embassy in the country to be visited before the start of the travel.
- (2) Provide sufficient information for the responsible program Secretarial Officer or Deputy Administrator, NNSA, to provide notification to the U.S. Embassy in the country to be visited.
 - (f) Ensure that appropriate prebriefings are provided for all employees 30 calendar days before the start of official foreign travel and debriefings are provided upon return by and at the discretion of—
 - (1) counterintelligence officers when travel is to a sensitive country, regardless of whether the traveler holds a security clearance or
 - (2) security officers for all contractor employees who hold or have held personnel security clearance within the past 5 years and who are traveling to a sensitive country.
 - (g) Ensure compliance with closeout requirements, including trip reports, where appropriate, for previous trips before a subsequent official foreign trip is authorized or approved. NOTE: These requirements may be waived for emergency response activities, as long as appropriate country clearances are obtained.
 - (h) Ensure that emergency response personnel provide briefings to appropriate offices/officials as requested upon return from travel.
 - (i) Ensure that blanket travel orders are issued for all personnel who might be required to respond immediately to an emergency.
 - (j) Ensure that, prior to approving official foreign travel, consideration has been given as to employee safety regarding travel to all countries and that management has considered the risk as a part of the approval process.
- (2) In controlling official foreign travel, contractors must comply with the following requirements.
- (a) All official foreign travel requests must be entered into FTMS within 30 calendar days before the proposed departure date, or 45 calendar days before the proposed departure date, if travel is to a sensitive country or involves a sensitive subject. Program Offices may vary time requirements which will be depicted in the implementing guidances. For the convenience of the traveler, DOE F 551.1, *Request for Approval for Foreign Travel*, can be completed and provided to the appropriate user for entry into FTMS.

- (b) Within 30 calendar days after the proposed departure date, update the FTMS by marking all requests for official foreign travel that have been entered into the system but were subsequently cancelled or disapproved.
 - (c) Ensure that foreign travel is not permitted to start unless all approvals have been finalized.
 - (d) Trip requests will require reapproval when substantial changes are made either before or after final approval. Substantial changes include but not limited to-
 - (1) substitution of another person for the original traveler;
 - (2) addition of one or more countries;
 - (3) increase of 25 percent or more in travel costs; or
 - (4) change in trip sensitivity from nonsensitive to sensitive.
- (3) Contractors must comply with trip closeout requirements.
- (a) For each traveler, contractors must submit required documentation to complete close out in FTMS usually within 30 days after return to duty station.
 - (b) Upon closeout in FTMS, contractors must extract the following information from the foreign travel trip requests in FTMS as an abstract of the trip results, where appropriate, for each traveler. The abstract must be provided by the contractor directly to the Office of Science and Technical Information through reporting capability in FTMS.
 - (1) The following is a list of the information extracted from the foreign travel trip request entered in FTMS:
 - 1. title of the report (i.e. "Travel to ___");
 - 2. report date (MM-DD-YYYY);
 - 3. date(s) of travel (MM-DD-YYYY to MM-DD-YYYY);
 - 4. names of all travelers;
 - 5. position/title of the traveler;
 - 6. employing organization and organization code;
 - 7. business address including street, city, and zip code;
 - 8. Foreign Travel Management System trip number;
 - 9. travel destinations identified by organization, facility, city, state/.province, country;

10. brief purpose of the trip, including the justification from the foreign travel request;
 11. people contacted; and
 12. facilities visited.
- (2) For each traveler, contractors must provide an abstract, where appropriate, of major highlights, benefits and results of meetings at each location. When more than one traveler follows the same schedule, the same abstract can be used by all travelers.
- (3) Classified information is NOT to be included in (3)(b). If the trip concerns a classified subject area, review of (3)(b) of the report by a derivative classifier is required to ensure it contains no classified information.
- (c) For each traveler, contractors must provide the amount claimed for reimbursement (vouchered) for (1) lodging, (2) meals and incidentals, and (3) other costs for each leg of the trip in the trip report.

REFERENCES

(This reference attachment is to be attached to the CRD)

1. Federal Travel Regulations, Chapter 301, "Temporary Duty (TDY) Travel Allowances"
2. Federal Travel Regulations, Chapter 304, "Payment from a Non-Federal Source for Travel Expenses"
3. DOE O 552.1, *Travel Policy and Procedures*, dated 9-4-2002
4. DOE M 552.1-1, *U.S. Department of Energy Travel Manual*, dated 9-4-2002
5. Department of State Standardized Regulations, Section 925, related to per diem for foreign areas
6. DOE O 110.3, *Conference Management*, dated 11-3-99
7. Presidential Decision Directive 12, "Security Awareness and Reporting of Foreign Contacts"
8. DOE M 471.2-1B and 471.2-1C, *Classified Matter Protection and Control Manual*, dated 1-6-99 and 4-17-01
9. DOE 5670.3, *Counterintelligence Program*, dated 9-4-92
10. 10 CFR 1060.101, Persons who may be paid, revised 1-1-96
11. 5 U.S. Code 5703 (see 10 CFR Part 1060, "*Payment of Travel Expenses of Persons Who are Not Government Employees*")

DEFINITIONS

(This definitions attachment is to be attached to the CRD)

1. Blanket travel orders. Travel authorization that is valid for the Domestic Emergency Support Team led by the Federal Bureau of Investigation, the Foreign Emergency Support Team led by the Department of State, emergency response, or other national security activities authorized or deployed by an emergency response officer.
2. B&R codes. Budget and reporting codes used to reflect the Departmental source of funding for a trip.
3. Classified information. Information that is classified as Restricted Data or Formerly Restricted Data under the Atomic Energy Act of 1954, as amended, or information determined to require protection against unauthorized disclosure under Executive Order 12958 or prior Executive orders, which is identified as National Security Information.
4. Country clearance. Notification from the U.S. Embassy of the country to be visited that a request to travel to that country has been approved. Some US Embassies from time to time will agree (with appropriate language in the cable) that clearance may be assumed.
5. Emergency response. The national technical capability to respond to radiological and nuclear incidents and accidents within the United States and abroad. This capability typically supports the Department of Energy, Department of Defense, Department of State, Federal Bureau of Investigation, and other Government agencies.
6. Foreign Travel Management System (FTMS). The official Departmental system for tracking, monitoring, reporting and securing approval all foreign travel conducted by Federal and contractor employees. Trip information and approvals are entered into FTMS by users with appropriate authorities.
7. Head of Traveler's Organization. This is the top official responsible for the organization that employs the traveler. For a Federal employee, this is his/her Assistant Secretary or equivalent, for a contractor's employee, this is the head of the contractor organization.
8. Official foreign travel. Approved travel (whether wholly or partly on official business) from the United States (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) to a foreign country and return or travel between foreign countries by persons, including foreign nationals, whose salaries or travel expenses or both will ultimately be funded in whole or in part by DOE/NNSA from its appropriations. Official foreign travel also includes travel funded by non-DOE or non-NNSA sources for which the traveler

represents the Department or NNSA or conducts business on behalf of the U.S. Government.

9. Personal leave. A data field in FTMS used to account for days on leave or non-workdays (weekend, holiday, or other scheduled non-workday) while on official travel where travel expenses cannot be reimbursed.
10. Responsible Program Secretarial Officer (or Deputy Administrator, NNSA). Not necessarily a program officer, this is the senior DOE Headquarters official whose office will fund the requested travel, or if there is no DOE funding, the Federal official having responsibilities associated with the purpose of the requested travel. For Federal employees, this may be the same person as the head of the traveler's organization.
11. Sensitive country. A country to which particular consideration is given for policy reasons. Countries may appear on the sensitive country list for reasons of national security, nuclear nonproliferation, regional instability, threat to national economic security, or terrorism support. The Office of Defense Nuclear Nonproliferation maintains the list.
12. Sensitive subjects. Unclassified subjects/topics identified in existing Federal regulations governing export control as well as those identified by the Department as unique to its work, which involve information, activities, and/or technologies that are relevant to national security. The Office of Defense Nuclear Nonproliferation maintains the list of sensitive subjects.