

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. 2, 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? BWXT Y-12 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 a new Chapter II in the 550 series.

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, Rev. 1	09/06/2000	ORO O Control Form	09/26/2001
Pages 1 and i		ORO O 550, Rev. 2	09/26/2001
		Pages 1 and i-ii	

ORO Orders are available on the ORO Directives Management Home Page at 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

09/26/2001
Date

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

Rev. 10/12/2000

U.S. Department of Energy

Oak Ridge Operations

ORDER

ORO O 550
Rev. 2

DATE: 09/26/2001

SUBJECT: TRAVEL AND TRANSPORTATION

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.
 - a. This revision to ORO O 550 transmits the following chapter:

Chapter II, FOREIGN TRAVEL AUTHORIZATION, dated September 26, 2001.
 - b. The following chapters, previously issued, remain in effect:
 - (1) Chapter I, Chg. 1, TRAVEL POLICY AND PROCEDURES, dated August 31, 2000, which cancels and replaces Chapter I, same title, dated May 15, 1996.
 - (2) 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

Robert D. Folker
Acting Assistant Manager
for Administration

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