

DIRECTIVES CONTROL FORM - DOE FINAL DIRECTIVE

PART A (To be completed by the **DIRECTIVES MANAGEMENT GROUP, AD-440**):

TO: DIRECTOR, DIVISION OF PRIMARY INTEREST: N. J. Fitchpatrick, Director, Oak Ridge Financial Service Center, FM-71

NUMBER, TITLE, AND DATE OF DIRECTIVE: **DOE M 552.1-1, U.S. DEPARTMENT OF ENERGY TRAVEL MANUAL, of 09/04/2002**

The attached directive, which is within your area of functional responsibility, is forwarded for review and necessary action. Complete Part B and forward this form to AD-440 by 10/08/2002.

PART B (To be completed by the **DIVISION OF PRIMARY INTEREST (DPI)**):

1. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:
(Check Appropriate Boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. BWXT Y-12 ORAU UT-Battelle SURA

Other contractors (list by type)

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.

2. IMPLEMENTATION: Does the Directive contain special implementation requirements and/or dates?

No Yes If yes, describe:

3. SIGNIFICANT PROVISIONS : Are there any significant changes or impact? No Yes If yes, describe.

4. OAK RIDGE OPERATIONS OFFICE DIRECTIVE: Is a new ORO Directive or revision required? Yes No
If yes, target date for submission of Draft ORO Directive to AD-440 is 10/31/2002.

5. IDENTIFY CONTACT POINT: Penny Cooper 576-0780
Name Telephone

6. APPROVED BY DIRECTOR: Nancy Fitchpatrick, Dir., FM-71 10/08/2002 576-0770
Signature Date Telephone

7. DOE Directives are available on the Internet at <http://www.directives.doe.gov/>. Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

PART C (To be completed by the **DIRECTIVES MANAGEMENT GROUP (DMG)**):

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Original Signed By
Wayne H. Albaugh, AD-440
Name

10/09/2002
Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.
(Revised 01/14/2002)