



**STANFORD UNIVERSITY**  
**SLAC National Accelerator Laboratory**  
 Operated by Stanford University for the U.S. Department of Energy



**DOE Order 550.1 Chg.1 – Official Travel (12/13/2019)(LtdChg)**  
**Site Compliance Plan (final rev.0, 09/03/2020)**

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**Introduction**

This Site Compliance Plan (SCP):

- a) corresponds with the version of the DOE Order on Official Travel listed in the Prime Contract,
- b) states how the Laboratory complies with applicable requirements as tailored to the risks at the Laboratory,
- c) identifies CRD sections that do not apply, and
- d) documents DOE-approved methods of compliance for applicable requirements and recurring deliverables\*.

Impact on the Contract:

Under the SCP, sections of the CRD are incorporated into the Contract as-is, unless the SCP indicates that a section or portion thereof is inapplicable, or the section has been changed. Thus, for example, if “in compliance” is listed next to a CRD section, that section is incorporated into the Contract as-is. However, where an SCP indicates that a section or portion thereof is inapplicable, the section or portion thereof is excluded from the Contract. In addition, where a section or portion thereof is applicable, but changes to the section have been agreed by the Parties, the section, as modified by the Parties, shall be incorporated into the Contract. The SCP also memorializes the Parties’ agreement on how SLAC will comply with sections of the CRD (whether or not modified).

**Attachment 1 - Contractor Requirements Document (CRD)**

CRD §	Requirements from CRD, Attachment 1	Compliance Status	Method of Compliance	Deliverables*			
				Item	Frequency	Due Date(s)	Recipient (e.g., BASO)
1.	In preparing for or performing official foreign travel, contractors must comply with the following requirements.						
1.a.	Review, approve, and oversee all foreign travel under their purview	In compliance	SLAC Travel Policy and Procedures ( <a href="https://travel.slac.stanford.edu/policies-procedures">https://travel.slac.stanford.edu/policies-procedures</a> ) state that all travel pre-trip requests (foreign and domestic) must be submitted and approved in SLAC’s Concur Travel System. The approval in	n/a	n/a	n/a	n/a

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			Concur is the responsibility of the traveler's supervisor and the cost account manager. Final approval of all travel requests is granted by the SLAC Travel Office.				
1.b.	Establish appropriate internal controls to ensure accountability within their organizations	In compliance	SLAC Travel Policy and Procedures ( <a href="https://travel.slac.stanford.edu/policies-procedures">https://travel.slac.stanford.edu/policies-procedures</a> ) state that all travel pre-trip requests (foreign and domestic) must be submitted and approved in SLAC's Concur Travel System. The approval in Concur is the responsibility of the traveler's supervisor and the cost account manager. Final approval of all travel requests is granted by the SLAC Travel Office.	n/a	n/a	n/a	n/a
1.c.	Laboratory and other facility site contractors are delegated the authority to approve foreign travel at the site/facility. This authority will enable the site/facility to purchase airline tickets in a more timely manner with potential cost savings to the site/facility. The Responsible Program Secretarial Officer or Deputy Administrator, NNSA, will have five (5) business days from the date of the site/facility approval to review the travel and disapprove, if necessary. In addition, the Responsible Program Secretarial Officer or Deputy Administrator, NNSA, may request clarification or justification of costs at any point in the process as part of financial due diligence of appropriated funds. If a Contractor fails to meet the requirements set forth in the CRD, including specifically that of securing granted country clearance prior to departure, the corresponding laboratory/site may have its delegation of authority	In compliance with approved changes	<p>The SLAC Travel Office staff enters foreign trip requests into FTMS and submits eCC country clearance cable requests with delegated authority from DOE. The trip request will be approved in FTMS and Concur once SLAC Travel Office receives the country clearance.</p> <p>SLAC travelers can purchase their airfare as allowable costs once their pre-trip request has been approved in Concur by their supervisor and Cost Account Manager as long as the country of travel is not identified as a sensitive country (per the DOE Science and Technology (S&amp;T) Risk Matrix). The purchased airfare itinerary will be entered in FTMS</p>	n/a	n/a	n/a	n/a

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	revoked.		<p>by the SLAC Travel Office to obtain country clearance that is required by the US State Dept. In addition, SLAC will leverage cost savings as a result of purchasing the airfare timely, and identify potential inconsistencies in the actual itinerary with trip request information.</p> <p>For any country identified as a sensitive country (per the DOE Science and Technology (S&amp;T) Risk Matrix, SLAC obtains DOE HQ approval before airfare purchase.</p>				
<b>1.d.</b>	Ensure that official or diplomatic passport requests are submitted to the Responsible Program Secretarial Officer or Deputy Administrator, NNSA for review, approval, and submission to the Department of State. The Department of State does not require contractors to obtain an official passport when conducting USG business, but the Program Office may decide that based on the contractor's mission that it would be beneficial for the contractor to have an official passport and request the Department of State to issue an official passport. The Department of State will determine whether an official or diplomatic passport is warranted. If an official or diplomatic passport has been issued to the contractor, then the contractor must only travel on the official or diplomatic passport (except in cases where the USG does not have diplomatic relations with another country).	n/a	SLAC is not required to obtain official or diplomatic passports for domestic or foreign travel.	n/a	n/a	n/a	n/a
<b>1.e.</b>	Coordinate the review of official foreign travel as necessary with DOE officials responsible for export	In compliance	When submitting a pre-trip request in Concur, SLAC travelers are directed to	n/a	n/a	n/a	n/a

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	control and technology concerns and with DOE officials responsible for intelligence, counterintelligence and security when the traveler has an SCI clearance or the trip is for official DOE business.		the DOE requirements regarding export control on the SLAC Legal website <a href="https://legal.slac.stanford.edu/export-controls">https://legal.slac.stanford.edu/export-controls</a> ). The traveler attests to having read and understood the policy before submitting their pre-trip request in Concur.				
1.f.	Ensure travelers are on airline carriers that are licensed by IASA Category 1 countries or those countries that have implemented ICAO Safety Standards. The site/facility will have responsibility to establish procedures and policy involving the traveler for reviewing and making a determination as to the necessity to travel and the method of travel when an airline carrier is not licensed by a Category 1 country on FAA IASA Results list or a country that has not achieved adequate implementation of ICAO Safety Standards.	In compliance	SLAC complies with the Fly America Act, 49 U.S.C. 40118 that requires the use of U.S. flag carriers to destinations they serve. These airlines and their code share partners are common carriers on the IASA Category 1 countries.  The Prime Contract for the operation of SLAC (DE-AC02-76-SF00515), Clause I.82, FAR 52.247-63 Preference for U.S.-Flag Carriers (Jun 2003), prescribes further regulation on airline usage. SLAC complies with the terms of this contract clause.	n/a	n/a	n/a	n/a
1.g.	Consult with export licensing officials at the Department of Commerce, State, Energy and Treasury, and the Nuclear Regulatory Commission, as appropriate, to ensure compliance with U.S. export laws and regulations applying to specific foreign travel requests.	In compliance	When submitting a pre-trip request in Concur, SLAC travelers are directed to the DOE requirements regarding export control on the SLAC Legal website <a href="https://legal.slac.stanford.edu/export-controls">https://legal.slac.stanford.edu/export-controls</a> ). The traveler attests to having read and understood the policy before submitting their pre-trip request in Concur.	n/a	n/a	n/a	n/a
1.h.	Comply with the following requirements for obtaining country clearance. (1) Provide sufficient information for the Responsible	In compliance	The SLAC Travel Office ensures that country clearance is granted prior to the start of travel and will continue to engage	n/a	n/a	n/a	n/a

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	Program Secretarial Officer or Deputy Administrator, NNSA, to provide notification to the U.S. Embassy in the country to be visited. (2) Receive country clearance from the U.S. Embassy in the country to be visited before the start of the travel.		with the DOE or the appropriate U.S. Embassy if country clearance is not received timely.				
1.i	The Science and Technology (S&T) Risk Matrix, maintained by the DOE Federal Oversight and Advisory Body (FOAB), must be reviewed for all proposed any (sic) official foreign travel to a Country of Risk to determine if the travel involves areas identified in the S&T Risk Matrix as restricted.	In compliance	For any country identified as a sensitive country (per the DOE Science and Technology (S&T) Risk Matrix), Travel Office routes the Concur request to SLAC Export Control to evaluate against the S&T matrix for a "Topic Restricted" review. If the topic is identified as restricted, the Concur travel request will be denied and referred back to the traveler, ALD and COO. If a decision is made to appeal, SLAC COO submits the request to the SLAC Site Office for deposition with FOAB. If the variance is granted, the foreign travel request will be considered fully approved when the SLAC Travel Office has provided final approval in Concur.	n/a	n/a	n/a	n/a
1.j.	Exemption requests for any official foreign travel to a Country of Risk involving areas identified as restricted in the S&T Risk Matrix must be submitted through the FOAB for approval by the cognizant Under Secretary or their designee prior to initiating any official foreign travel request.	In compliance	For any country identified as a sensitive country (per the DOE Science and Technology (S&T) Risk Matrix), Travel Office routes the Concur request to SLAC Export Control to evaluate against the S&T matrix for a "Topic Restricted" review. If the topic is identified as restricted, the Concur travel request will be denied and referred back to the traveler, ALD and COO. If a decision is made to appeal, SLAC COO submits the	n/a	n/a	n/a	n/a

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			request to the SLAC Site Office for deposition with FOAB. If the variance is granted, the foreign travel request will be considered fully approved when the SLAC Travel Office has provided final approval in Concur.				
1.k.	Comply with pre-briefings, as appropriate, prior to the start of official foreign travel and provide debriefings, as appropriate, upon return by and at the discretion of the Office of Intelligence and Counterintelligence when travel is to a sensitive country, and/or interacting with sensitive country foreign nationals regardless of destination country, or whether the traveler holds a security clearance.	In compliance	The SLAC Travel Office coordinates any briefings between travelers and the DOE Counterintelligence whenever travel to countries identified by the U.S. State Department require such briefings. The SLAC Travel Office will submit trip requests to FTMS once the briefings are complete. The SLAC Travel Office publishes advisories regarding international safety and health issues as received from Stanford and DOE on the SLAC Travel website and/or via email.  DOE Office of Intelligence and Counterintelligence officers contact travelers directly for briefings or debriefings. These meetings are carried out at the discretion of the officers.				
1.l.	Coordinate with emergency response personnel to provide briefings to appropriate offices/officials as requested upon return from travel.	In compliance	SLAC's Emergency Management Team meets with travelers upon their return from travel, as requested.	n/a	n/a	n/a	n/a
1.m.	Consider the travel risk and employee safety regarding travel including airline carriers and short-term medical and evacuation coverage to all countries.	In compliance	SLAC employee travelers are covered under Stanford University's travel insurance policy with The Hartford and with International SOS as part of their employment contract with Stanford University.	n/a	n/a	n/a	n/a

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1.n.	Check with Medical Health Support Services to ensure awareness of safety and health issues of the country to be visited.	In compliance	The SLAC Travel Office advises travelers by email to contact SLAC Occupational Medical Health Services for any required health and vaccine consultation prior to their travel.	n/a	n/a	n/a	n/a
1.o.	Ensure that visas, when required, are obtained for official travel.	In compliance	SLAC travelers are required to apply for a visa directly from the appropriate Consulate's Office, or through a nominated third party (CIBT visas - <a href="https://cibtvisas.com/">https://cibtvisas.com/</a> ) prior to their official travel. This information is also published on the SLAC Travel Office website ( <a href="https://travel.slac.stanford.edu/">https://travel.slac.stanford.edu/</a> ) for the benefit of all SLAC travelers. If, per the website, a visa is required for a specific country, the traveler is required to obtain the necessary visa.	n/a	n/a	n/a	n/a
1.p.	Adhere to the Department of State's training requirements for overseas travel. More information may be found at <a href="http://www.state.gov/m/fsi/tc/securitytraining/index.htm">http://www.state.gov/m/fsi/tc/securitytraining/index.htm</a> and <a href="https://fsitraining.state.gov/Home/Index/8">https://fsitraining.state.gov/Home/Index/8</a> .	In compliance	DOE's Office of Travel Management confirmed the security requirements specified in FSI's website do not apply to SLAC travelers.  SLAC is a subcontractor per Department of State Foreign Affairs Manual ( <a href="#">13 FAM Training and Personal Development</a> ) and is not required to take the training.  However, individual U.S. Embassies may require the training as a pre-requisite to granting country clearance. If a particular U.S. consulate requires SLAC travelers to take security training,	n/a	n/a	n/a	n/a

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			then SLAC Travel Office will inform the travelers to take the appropriate Department of State security training. The training registration process is published for all travelers on the SLAC Travel website ( <a href="https://travel.slac.stanford.edu/travel-resources/foreign-travel/security-requirements">https://travel.slac.stanford.edu/travel-resources/foreign-travel/security-requirements</a> ).				
1.q.	Ensure that when traveling for an organization other than DOE or the contractor, a copy of the appropriate paperwork is provided to his/her Responsible Program Secretarial Officer, i.e. granted country clearance, letter of invitation.	In compliance	The SLAC Travel Office uploads the appropriate country clearance and letters of invitation to FTMS. The eCC number for the trip is saved in FTMS and is linked to the eCC website.	n/a	n/a	n/a	n/a
2.	In controlling official foreign travel, contractors must comply with the following requirements.						
2.a.	Utilize FTMS as the official Departmental system for tracking, monitoring, reporting, and securing approval of all foreign travel conducted by contractor employees. Trip information and approvals shall be entered into FTMS by contractors with appropriate authorities.	In compliance	All foreign travel requests approved by SLAC are entered into FTMS.  SLAC Travel Office utilizes FTMS as the official Departmental (DOE) system for tracking, monitoring, and reporting.	n/a	n/a	n/a	n/a
2.b.	All official foreign travel requests shall be entered in the FTMS. This documentation should be added at least 30 calendar days before the proposed departure date, unless exigent circumstances exist. The FTMS request must be approved prior to departure.	In compliance	SLAC Travel Office ensures foreign travel requests are input in FTMS and are approved prior to departure. Travelers who submit pre-trip requests less than 30 days before their travel date risk not getting their trips approved in FTMS in a timely manner.	n/a	n/a	n/a	n/a
2.c.	Ensure that foreign travel does not begin unless all required approvals have been finalized.	In compliance	Section 5.2.1-5.2.3 of the SLAC Travel policy ( <a href="https://travel.slac.stanford.edu/policies-procedures">https://travel.slac.stanford.edu/policies-procedures</a> ) states that all official foreign travel must be pre-authorized by both	n/a	n/a	n/a	n/a

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			<p>the traveler’s supervisor and Cost Account Manager in Concur. SLAC Travel Office then obtains further approvals in FTMS and from DoS US/embassies before fully approving in Concur.</p> <p>For any country identified as a sensitive country (per the DOE Science and Technology (S&amp;T) Risk Matrix), Travel Office routes the Concur request to SLAC Export Control to evaluate against the S&amp;T matrix for a “Topic Restricted” review. If the topic is identified as restricted, the Concur travel request will be denied and referred back to the traveler, ALD and COO. If a decision is made to appeal, SLAC COO submits the request to the SLAC Site Office for deposition with FOAB. If the variance is granted, the foreign travel request will be considered fully approved when the SLAC Travel Office has provided final approval in Concur.</p>				
2.d.	<p>Substantial changes listed below will require re-approval:</p> <p>(a) addition of one or more countries in the trip request,</p> <p>(b) change in trip sensitivity from non-sensitive to sensitive.</p> <p>(c) changes to trip itineraries that include Countries of Risk, and</p> <p>(d) changes to planned agendas or topics that include research areas or technology topics identified as</p>	In compliance	<p>The SLAC Travel Office re-routes substantial changes (as prescribed in this SCP) in trip requests for re-approval via FTMS. Travelers are advised not to travel until all required approvals have been received.</p> <p>For any country identified as a sensitive country (per the DOE Science and</p>	n/a	n/a	n/a	n/a

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	restricted within the S&T Risk Matrix.		Technology (S&T) Risk Matrix), Travel Office routes the Concur request to SLAC Export Control to evaluate against the S&T matrix for a “Topic Restricted” review. If the topic is identified as restricted, the Concur travel request will be denied and referred back to the traveler, ALD and COO. If a decision is made to appeal, SLAC COO submits the request to the SLAC Site Office for deposition with FOAB. If the variance is granted, the foreign travel request will be considered fully approved when the SLAC Travel Office has provided final approval in Concur.				
2.e.	Ensure for those attending conferences that conference agendas and presentations, where applicable, are uploaded into FTMS,	In compliance	<p>SLAC tracks all conference attendance costs in Concur. Conferences with costs over \$100k require SLAC Lab Director or CFO approval. DOE hosted conference attendance is also reported in DOE’s iPortal Conference System.</p> <p>SLAC uploads data to FTMS, where applicable.</p> <p>SLAC Travel Office does not mandate conference agendas or presentations to be attached to the pre-trip request in Concur but details are reported as above.</p>	n/a	n/a	n/a	n/a
2.f.	Perform periodic self-assessment of implementation of requirements contained in this CRD.	In compliance	The SLAC Travel Manager reviews the requirements contained in this CRD bi-annually, and takes appropriate steps to update the SLAC Travel Policy &	n/a	n/a	n/a	n/a

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			Procedure document and/or update the FAQs found on the SLAC Travel website ( <a href="https://travel.slac.stanford.edu/faqs">https://travel.slac.stanford.edu/faqs</a> ). In addition, the Travel Office ensures all required controls are met as per SLAC's A-123 program and observations are tracked in SLAC Issues and Improvements Management System (SIIMS).				
<b>3.</b>	Contractors must comply with the following trip closeout requirements.						
<b>3.a.</b>	For each trip, contractors must complete close out in FTMS within 60 calendar days after return to their duty station.	In compliance	FTMS automatically closes out each trip within 60 days.	n/a	n/a	n/a	n/a
<b>3.b.</b>	Classified information is NOT to be included in trip reports. If the trip concerns a classified subject area, a review of the report by a derivative classifier is required to ensure it contains no classified information.	n/a	SLAC does not have any classified information.	n/a	n/a	n/a	n/a
<b>3.c.</b>	For each trip, contractors must provide estimated travel costs, including but not limited to lodging and meal costs into FTMS.	In compliance	The SLAC Travel Office enters estimated travel cost in FTMS for each trip. These are required fields in FTMS and the SLAC Travel Office obtains this information from the traveler's trip request in Concur.	n/a	n/a	n/a	n/a

(end CRD)

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**Approvals**

Name	Title	Signature	Date
Suzanne Hansen	Director, BTS, SLAC	 <u>Suzanne Hansen (Sep 14, 2020 15:59 PDT)</u>	Sep 14, 2020 9/ /20
Ernest Maune	Lead Program Specialist, Bay Area Site Office- SLAC (BASO-SLAC)	 Digitally signed by ERNEST MAUNE Date: 2020.10.20 08:47:04 -07'00'	10/20/2020 <del>9/</del>
Paul Golan	Head of Field Element, Bay Area Site Office-SLAC (BASO-SLAC)		10/29/2020

Please return signed document to Contract Management.

**Revision History**

Revision	Revision Date	Summary of Change(s)
R0	09/03/2020	Original Release