



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



DOE O 550.1A - Official Travel (08/05/2026)
Site Compliance Plan (09/14/2026)

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Introduction

This Site Compliance Plan (SCP):

- a) corresponds with the version of the DOE Order on Official Foreign 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).



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Attachment 1 - Contractor Requirements Document

The table below identifies the applicable CRD requirements, compliance status, and SLAC's method of compliance.

§	Requirement from Attachment 1 - CRD	Compliance Status	Method of Compliance
1.	In preparing for or performing official foreign travel, contractors must comply with the following requirements.	In compliance	SLAC has established an institutional Travel and Expense Policy
1.a.	Review, approve and oversee all foreign travel under their purview	In compliance	SLAC has established an institutional Travel and Expense Policy. All business travel pre-trip requests (foreign and domestic) must be submitted and approved in SLAC's Travel System.
1.b.	Establish appropriate internal controls to ensure accountability within their organizations.	In compliance	SLAC has established an institutional Travel and Expense Policy. All business travel pre-trip requests must be submitted and approved through SLAC's Travel System.
1.c.	Delegate to the Laboratory and other facility site contractors the authority to approve foreign travel at the site/facility and shall notify the sponsor in advance. The Program Secretarial Officer or Deputy Administrator, NNSA, may disapprove within 5 business days, 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 revoked.	In compliance with approved changes	The SLAC Travel Office enters foreign travel requests into FTMS and submits electronic Country Clearance (eCC) requests, as applicable. The SLAC Travel Office ensures that required country clearance is granted prior to providing final approval of the travel request. However, if the State Department instructs SLAC not to seek Country Clearance, the SLAC Travel Office will only enter the foreign trip request into FTMS and country clearance is waived per Department of State 2 FAH-2-H-116.6 COM Security Responsibility and Commercial/Third Party Contractors in the Foreign Affairs Manual.



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1.d.	Ensure that official or diplomatic passport requests are submitted to the Program Secretarial Officer or Deputy Administrator, National Nuclear Security Administration (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 United States Government (USG) business, but the Program Office may decide that, based on the contractor's mission, it would be beneficial for the contractor to have an official passport and may request that the Department of State 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 , 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).		SLAC does not conduct work of the nature that requires such passports.
1.e.	Coordinate the review of official foreign travel as necessary with DOE officials responsible for export control and technology concerns and with DOE officials responsible for	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 (https://legal.slac.stanford.edu/export-controls). The traveler attests to having read and understood the policy before submitting their pre-trip request in Concur.



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	intelligence, counterintelligence and security when the traveler has a Sensitive Compartmented Information clearance or the trip is for official DOE business.		
1.f.	Ensure travelers are on airline carriers that are licensed by International Aviation Safety Assessment (IASA) Category 1 countries or those countries or that have implemented International Civil Aviation Organization (ICAO) Safety Standards. The site/facility will have the responsibility to establish procedures and policy involving the traveler in reviewing and making a determination as to the necessity and method of travel when an airline carrier is not licenced by a Category 1 country on a FAS 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 1.82, 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.
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 (https://legal.slac.stanford.edu/export-controls). The traveler attests to having read and understood the policy before submitting their pre-trip request in Concur.
1.h.	Comply with the following requirements for obtaining country clearance. 1. Provide sufficient information for the	In compliance with approved changes	The SLAC Travel Office ensures that required country clearance is granted prior to providing final approval of the travel request.



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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. 3. 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, irrespective of whether the traveler holds a security clearance.		However, if the State Department instructs SLAC not to seek Country Clearance, the SLAC Travel Office will only enter the foreign trip request into FTMS and country clearance is waived per Department of State 2 FAH-2-H-116.6 COM Security Responsibility and Commercial/Third Party Contractors in the Foreign Affairs Manual. 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. 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.i.	The Science and Technology (S&T) Risk Matrix must be reviewed for all proposed and any official foreign travel to a foreign country of risk to determine whether the travel involves areas identified in the S&T Risk Matrix as restricted.	In compliance	The SLAC Travel Office identifies travel to Foreign Countries of Risk, SLAC Export Control evaluates against the S&T matrix.
1.j.	Exemption requests for any official foreign travel to a foreign country of risk involving areas identified as restricted in the S&T Risk Matrix must be submitted for approval by the cognizant Under Secretary	In compliance	For official travel to a Foreign Country of Risk, SLAC Export Control evaluates the proposed travel against the S&T Risk Matrix. If the travel involves an area identified as restricted, the travel request is not approved. If an exemption is requested, SLAC submits the exemption request to the cognizant Under Secretary or designee for approval. The



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	or designee. Exemptions must be approved by the cognizant Under Secretary or designee prior to initiating any official foreign travel request.		exemption must be approved before the official foreign travel request is initiated.
1.k	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.
1.l	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 Zurich and with Crisis24 as part of their employment contract with Stanford University.
1.m	Check with Medical Health Support Services to ensure awareness of safety and health issues of the country to be visited.	In compliance	In accordance with SLAC travel policy, travelers are advised to contact SLAC Occupational Medical Health Services for any required health consultations or vaccinations prior to international travel.
1.n	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 - https://cibtvisas.com/) prior to their official travel.
1.o.	Adhere to the Department of State's training requirements for overseas travel. More information may be found at http://www.state.gov/m/fsi/tc/securitytraining/index.htm and https://fsitraining.state.gov/Home/Index/8 .	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 (13 FAM Training and Personal Development) 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



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			security training, 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.
1.p.	Ensure that, when traveling for an organization other than DOE or the contractor, a copy of the appropriate paperwork (e.g., granted country clearance, letter of invitation) is provided to his/her Responsible Program Secretarial Officer.	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.
2	In controlling official foreign travel to a foreign country of risk, contractors must comply with the following requirements.	In compliance	
2.a	Utilize FTMS as the official Departmental system for tracking, monitoring, reporting, and securing approval of all foreign travel to <u>a foreign country of risk</u> conducted by contractor employees. Trip information and approvals shall be entered into FTMS by contractors with appropriate authorities.	In compliance	All foreign travel requests to a Foreign Country of Risk approved by SLAC are entered into FTMS for DOE approval. The SLAC Travel Office utilizes FTMS as the official Departmental (DOE) system for tracking, monitoring, and reporting.
2.b	Enter all official foreign travel requests to a <u>foreign country of risk</u> in the FTMS. This documentation should be added at least 30 calendar days before the proposed departure date, unless exigent circumstances exist.	In compliance	The SLAC Travel Office ensures foreign travel requests to a Foreign Country of Risk are entered into FTMS and are approved prior to departure. Travelers who submit pre-trip requests less than 30 days before their departure date risk not getting their trips approved in FTMS in a timely manner.
2.c	Ensure that foreign travel <u>to a foreign country of risk</u> does not begin unless all required approvals have been finalized.	In compliance	The SLAC Travel Office re-routes substantial changes (as prescribed in this SCP) for foreign travel to a Foreign Country of Risk in FTMS for re-approval.



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	Substantial changes listed below will require reapproval: 1. Changes to trip itineraries that include countries of risk, and 2. Changes to planned agendas or topics that include research areas or technology topics identified as restricted within the S&T Risk Matrix.		Per SLAC Travel and Expense Policy, travelers must not travel until all required approvals have been received. For Travel to a Foreign Country of Risk, SLAC Export Control reviews and evaluates against the S&T Risk Matrix before the SLAC Travel Office provides final approval of the travel request.
2.d	Ensure for those attending conferences in foreign countries of risk that conference agendas and presentations, where applicable, are uploaded into FTMS	In compliance	The SLAC Travel Office uploads applicable agendas and presentations to FTMS for conferences in Foreign Countries of Risk to FTMS.



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Deliverables

No Deliverables identified



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Approvals

Name	Title	Signature
William C. Sumner	Chief Financial Officer, SLAC	 <u>William C Sumner (Sep 25, 2026 08:23:47 PDT)</u>
Ernest Maune	Director, Business Operations, SSO	ERNEST MAUNE Digitally signed by ERNEST MAUNE Date: 2026.10.06 10:21:42 -07'00'
William W. Wheeler	Head of Field Element, SSO	

Revision History

Revision	Revision Date	Summary of Change(s)
R0	09/14/2026	Original release.