



Department of Energy
Office of Science
Washington, DC 20585

October 25, 2023

MEMORANDUM FOR OFFICE OF SCIENCE SITE OFFICE MANAGERS

FROM: HARRIET KUNG
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OFFICE OF SCIENCE

SUBJECT: Guidance for Office of Science Travel to a Country of Concern

The Office of Science (SC) is currently examining the process for approval of travel to Countries of Concern by National Laboratory staff at SC-stewarded laboratories. As SC considers the broader process and funding, in addition to following all provisions for applicable foreign travel outlined in Department of Energy's (DOE) DOE O 550.1, SC funded travel by National Laboratory staff to Countries of Concern (i.e., China, Russia, Iran, North Korea) will require additional steps prior to formal approval and for post-travel reporting. These procedures will help to improve transparency for the National Laboratory management and the travelers, enhance coordination of travel approvals between SC and the U.S. Embassy located in the destination country, and ensure travel is aligned with mission goals.

- 1) Prior to entering any such travel in the Foreign Travel Management System, the responsible National Laboratory Lead (or equivalent management level) for support of the travel of a laboratory employee shall submit a request for approval to the cognizant Site Manager and SC Associate Director (AD) or Office Director (OD) at least 30 days in advance of the expected departure date;
 - a. Personal days for non-business activities as part of this travel is normally not appropriate and would require strong justification from the laboratory and approval by the relevant SC AD/OD and SC Deputy Director;
- 2) Ensure all travelers receive a counterintelligence briefing prior to departure and a debriefing following travel; and
- 3) Travelers will provide a trip report to the relevant SC program upon return to the U.S.

Please submit the following information.

Start and end dates	Country	DOE laboratory	SC program (and project)	Type of interaction (e.g., conference, visit)	Conference title or institute that will be visited	Purpose and justification (including benefits and risks)	Decision/questions
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If relevant, please include the following input.

- Where do the proposed presentation/discussion topics fall within the Science & Technology Risk Matrix?
- Is the research to be presented/discussed published or unpublished?
- How widely attended is the proposed event? Does it include a broad international audience?
- Who is paying for the travel?
- How is the travel/participation of unique value to SC?

Please provide this guidance to your respective laboratories for implementation. If you have any questions, please contact Corey Cohn at corey.cohn@science.doe.gov.

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