MEMORANDUM FOR OFFICE OF SCIENCE LABORATORY DIRECTORS

FROM: JUSTON K. FONTAINE
DEPUTY DIRECTOR FOR FIELD OPERATIONS
OFFICE OF SCIENCE

SUBJECT: Re-delegation of Approval Authority for Domestic Travel by Management and Operating (M&O) Contractors

The Department of Energy (DOE) continues to take steps to ensure the safety of federal and contractor employees in response to COVID-19. At the onset of the pandemic, DOE issued guidance requiring mission essential domestic travel be approved by the Head of Departmental Elements. For the Office of Science, this requirement was further delegated to the Deputy Director for Field Operations, and since that time, all requests for domestic travel from the Office of Science National Laboratories have been reviewed and approved by my office.

The National Laboratories have continued to facilitate successful completion of mission activities, and the risk profile for many of these activities has changed due to enhanced COVID-19 protocols, including vaccinations, which have been widely adopted across the enterprise. Additionally, on December 3, 2021, DOE issued its COVID-19 Workplace Safety and Reentry Framework. In accordance with the framework, fully vaccinated contractor employees may resume regular, pre-pandemic domestic travel when the Department or a specific site meets the conditions for the conclusion of the maximum telework posture.

In the interim, I am hereby re-delegating you authority to approve requests for domestic travel by M&O employees under your purview. Until DOE or your specific site meet the parameters for the end of maximum telework and the return to normal operations, which will be communicated when specific conditions are met, travel must be limited to mission critical activities. In this case, mission critical is defined as not only critical to the execution of specific mission activities, but such activity can only be accomplished through an on-site presence. Each laboratory should communicate with its respective site office on necessary coordination protocols.

This delegation does not include approval for international travel or international relocations by M&O employees, which will continue to be approved by the Director,
Office of Science. This delegation is effective until such time as the restrictions on travel are fully lifted by the Department.

cc:
Office of Science Site Office Managers
Office of Science Laboratory Chief Operating Officers