



POLICY FLASH 2012-31

DATE: April 04, 2012

TO: Procurement Directors

FROM: Director, Contracts and Financial Assistance Policy Division
Office of Policy
Office of Procurement and Assistance Management

SUBJECT: DOE O 551.1D Official Foreign Travel

SUMMARY: The Department issued a Contractor Requirements Document (CRD) for the subject Directive on April 2, 2012.

Under the Department's Directives Program (DOE Order 251.1C), Heads of Field Elements are generally responsible for determining which contracts are to include the CRD. Contracting Officers, once notified, are responsible for incorporating the CRD into affected contracts. Since some Heads of Field Elements may not be aware that this change has been issued, Contracting Officers should request their determination of which, if any, contracts are affected and remind them that they may sign up for automated notification at www.directives.doe.gov.

This Flash will be available online at the following website:

<http://energy.gov/management/office-management/operational-management/procurement-and-acquisition/policy-flashes>

Questions regarding the contracts intended to be affected by the CRD should be directed to the office identified in the "Contact" paragraph and questions regarding contract modifications should be directed to Jason Taylor of the Contracts and Financial Assistance Policy Division, Office of Policy, Office of Procurement and Assistance Management at (202) 287-1945 or at jason.taylor@hq.doe.gov.