

INTERNAL MEMO

TO: Division and Department Heads

FROM: Michael W. Maier
Chief Operating Officer

DATE: 13 December 2021

SUBJECT: BUSINESS TRAVEL DURING MEDICAL CONDITION 4 (UPDATE 1)

This direction replaces the Internal Memo of the same subject dated 22 June 2021.

Business travel during Medical Condition (MEDCON) 4 remains limited to trips which meet all of the following criteria: (1) are time critical, (2) essential to the mission of Jefferson Lab, and (3) there are no virtual means to accomplish the same objective.

Effective today, domestic travel requires advance approval by the Lab Director while International travel continues to require advance approval by the Office of Science Deputy Director for Field Operations, in addition to the internal approvals required per Jefferson Lab travel policy.

We expect these additional approvals will remain in place until the COVID-19 risk moderates at which time we will notify you of a return to our standard, pre-pandemic travel approval process.

Domestic Travel

To request approval for mission essential domestic travel the traveler and supervisor must complete and sign the standard Travel Authorization (TA). The TA form now requires CFO approval on ALL TAs for domestic travel. The travel justification on the TA must clearly explain why the proposed trip is (1) essential, (2) cannot be deferred to a later date, and (3) cannot be accomplished virtually. If any part of the justification is missing or insufficient to describe the mission essential nature of the travel, the CFO will reject the TA and the Travel Coordinator and Employee will be notified via the TA system to revise the TA accordingly.

The CFO will coordinate any border line domestic travel requests with the Lab Director. Travel may only commence once the TA is fully approved through JSA's Travel Services Office.

International Travel

To request approval for international travel division or department heads must complete a justification using the attached DOE provided template at least three weeks before the planned start of travel.

The justification must thoroughly explain why the proposed trip is essential, cannot be deferred to a later date, and cannot be accomplished virtually. The attached template provides an example of a well-justified travel request.

Complete international travel requests must be emailed to the CFO, Jennifer Logan. Jennifer will review the justification to confirm it meets the threshold for submission to the DOE.

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Justifications that meet this threshold will be forwarded to the Site Office for their review and then to the Office of Science for final approval. The Office of Science batch processes travel requests from all labs weekly so we have agreed to submit our requests to the Site Office by COB each Friday.

Out of respect for our Site Office and in keeping with the DOE's goal of limiting the risk to lab employees we will not send international travel requests to the Site Office with inadequate justification of the importance of travel. Jennifer will return justifications that do not meet the threshold to the originator for improvement or withdrawal. I will resolve any internal differences of opinion about justification adequacy.

The CFO will notify the requesting division or department head they may proceed with the TA process and arrangements in accordance with the Jefferson Lab Travel Policy and Manual once approval is received from the DOE. Travelers or Travel Coordinators will also be required to attach DOE's email approval of the travel to their TA as a record of DOE's advanced approval until the travel restrictions are lifted.

Conferences:

In MEDCON 4, JSA staff will only be permitted to attend conferences virtually and in accordance with our Travel Manual requirements. In person conference attendance may resume in MEDCON 3.

Attachment: International Travel Approval Template