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for the U.S. Department of Energy

# Memo

*Date:* January 10, 2022

*To:* Susan McKeon

*From:* Doon Gibbs

A handwritten signature in black ink, appearing to read "Doon Gibbs".

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

In a letter dated December 6, 2021, Juston K. Fontaine, Deputy Director for Field Operations, Office of Science, re-delegating authority to approve requests for domestic travel by M&O employees under BNL's purview. Until DOE or BNL meets 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. BNL 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.

I further delegate signature authority to approve domestic travel for Brookhaven Science Associates (BSA), Brookhaven National Laboratory (BNL) employees to Susan McKeon, Chief Financial Officer, Associate Laboratory Director.

This memo supersedes all previous authorizations.

cc: D. Basozmen

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