



Department of Energy

Washington, DC 20585

MEMORANDUM FOR: INGRID KOLB
 DIRECTOR, OFFICE OF MANAGEMENT

THRU: *Craig Wisooker* 10-25-06
 CRAIG WISOOKER
 ACTING DIRECTOR, OFFICE OF INFORMATION RESOURCES

FROM: *Claudia A. Cross*
 CLAUDIA A. CROSS
 DEPUTY CHIEF HUMAN CAPITAL OFFICER/
 DIRECTOR, OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT: Notice of Intent to Revise DOE O 341.1, FEDERAL EMPLOYEE HEALTH SERVICES, and the related guides on the Occupational Medical and Employee Assistance Programs

PURPOSE: The Order provides the continuing requirements and responsibilities for the Occupational Medical, Employee Assistance, and Workers' Compensation Programs. The Guides provide in-depth information to assist in the administration of the respective programs.

JUSTIFICATION: These directives implement long-standing programs established by law and regulations and are expected to continue indefinitely. These programs are essential to supporting the Department's mission by maintaining healthy, productive employees. We recommend the shortest processing time needed since there are only minor updates, e.g., organizational titles, in the directives in order to re-certify them as necessary and current under the 4-year review cycle.

IMPACT: Not applicable, as these programs have been in place for many years and there are no significant changes.

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DECISION:

Concur: _____

Nonconcur: _____

Timeframe: ___ 30 days ___ 60 days ___ 90 days ___ 120 days

Date: _____

