CONTROL FORM FOR DOE/ORO DIRECTIVE

PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

1. **DIRECTIVE NUMBER, TITLE, AND DATE:**

   DOE O 110.3A, CONFERENCE MANAGEMENT, dated 01/25/2007

2. **PURPOSE OF TRANSMITTAL:** ___ New Directive _X_ Revised Directive ___ Revised Control Form

3. **DOES THIS DIRECTIVE CANCEL OR EXTEND ANY OTHER DIRECTIVES?** _X_ Yes ___ No
   If "Yes," list what action (cancel or extend) and list the Directive(s) number(s), title(s), and date(s):

   This Directive cancels and replaces DOE O 110.3, CONFERENCE MANAGEMENT, dated 11/03/1999.

The attached Directive is forwarded for review and action. Complete Part B and forward a completed hard copy of this form to ORO DMG, AD-440, by **02/13/2007**.

PART B (To be completed by the DIVISION OF PRIMARY INTEREST [DPI]):

COMPLETE FOR DOE DIRECTIVES ONLY:

4. **SUPPLEMENTAL ORO DIRECTIVE REQUIRED?**
   Is a new or revised supplemental ORO Directive required? ___ Yes ___ No
   If "Yes," target date for submission of supplemental ORO Directive is _____.

COMPLETE FOR BOTH DOE AND ORO DIRECTIVES:

5. **CONTRACTOR APPLICABILITY.**

   Does this Directive affect the work performed by ORO Contractors? _X_ Yes ___ No

   If "Yes," whom? _X_ Bechtel Jacobs Company LLC _X_ ORAU

   _X_ UT-Battelle, LLC _X_ ISOTEK (Bldg. 3019, ORNL)

   ___ Foster Wheeler (FWENC)

   ___ Other Contractors (list by name)

6. **SUBJECT MATTER EXPERT**: Leighann Barnette — Planning and Budget Div., FM-72
   Name — Organization

7. **APPROVED BY**: *Original Signed By* Jenifer Hackett, Dir. — Planning and Budget Div., FM-72 — 02/13/2007
   Signature — Organization — Date

PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Original Signed By
Wayne H. Albaugh — 02/13/2007
DMG Team Leader, AD-440 — Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED. (Revised 02/10/2006)