

# DOE CONTROL FORM - FINAL DIRECTIVE

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

**TO DIRECTOR, DIVISION OF PRIMARY INTEREST** Patricia Howse-Smith, Director, Human Resources Division,  
AD-44

**NUMBER, TITLE, AND DATE OF DIRECTIVE:** DOE O 322.1B, PAY AND LEAVE ADMINISTRATION AND  
HOURS OF DUTY, dated 01/14/2005

The attached directive, which is within your area of functional responsibility, is forwarded for review and necessary action. Complete Part B and forward this form to ORO Directives Management Group, AD-440, by 02/10/2005.

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

**1. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:**  
(Check Appropriate Boxes)

No (all contractors)

Yes If yes, whom?  Bechtel Jacobs Co.  ORAU  UT-Battelle  ISOTEK (Bldg. 3019, ORNL)

Other contractors (list by type)

*Many ORO Contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

**2. IMPLEMENTATION:** Does the directive contain special implementation requirements and/or dates?

No  Yes If yes, describe:

**3. SIGNIFICANT PROVISIONS:** Are there any significant changes or impacts?  No  Yes If yes, describe.

Page 3: AWOL Certifying official must record leave as AWOL when an employee failed to request and obtain approval in a timely manner.

**4. OAK RIDGE OPERATIONS OFFICE DIRECTIVE:** Is a new ORO Directive or revision required?  Yes  No  
If yes, target date for submission of ORO Directive to AD-440 is \_\_\_\_\_.

**5. IDENTIFY CONTACT POINT:** Carol Aytes 576-9586  
Name Telephone

*Original Signed By*  
**6. APPROVED BY DIRECTOR:** P. Howse-Smith, Dir., AD-44 03/09/2005 576-0928  
Signature Date Telephone

**7. DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. DOE Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.**

**PART C** (To be completed by the **DIRECTIVES MANAGEMENT GROUP (DMG)**):

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

*Original Signed By*  
Wayne H. Albaugh, AD-440 03/10/2005  
Name Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.**

(Revised 06/14/2004)