DOE CONTROL FORM - FINAL DIRECTIVE

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

TO DIRECTOR, DIVISION OF PRIMARY INTEREST N. J. Fitchpatrick, Director, Oak Ridge Financial Service, FM-71

NUMBER, TITLE, AND DATE OF DIRECTIVE: **DOE O 535.1, TIME AND ATTENDANCE REPORTING, dated 10/22/2004**

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 **11/12/2004**.

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)**

   _X_ 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?
   _X_ No ____ Yes If yes, describe:

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

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

5. **IDENTIFY CONTACT POINT**: Kathy L. Braden (Name) 576-0777 (Telephone)

6. **APPROVED BY DIRECTOR**: *Original Signed By* N. J. Fitchpatrick, Dir., FM-71 (Signature) 11/10/2004 (Date) 576-0770 (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 (Name) 11/15/2004 (Date)

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

(Revised 06/14/2004)