

LOCKHEED MARTIN ENERGY RESEARCH CORPORATION

<b>OPERATIONS DIRECTIVE</b>		<b>Page 1 of 1</b>
<b>BUSINESS UNITS</b> All Business Units/Sites	<b>O.D. NO.</b> APP-E-093	
<b>CONTRACT</b> DE-AC05-96OR22464	<b>ACTION REQUIRED</b> Information	
<b>AUTHORIZED BY</b> D. C. Rice <i>D. C. Rice</i>	<b>DATE</b> May 29, 1998	
<b>DIVISIONS AFFECTED</b> ALL	<b>PREPARED BY</b> Patty S. Henegar <i>P. S. Henegar</i>	
<b>REFERENCES</b> Operations Directive (OD) No. APP-E-073 through 092		
<b>TITLE</b> Distribution of Requirements Change Notice (RCN) #03, Amending Appendix E to Contract DE-AC05-96OR22464		

I. Authorization

LMER (H. L. Rhude) letter dated May 11, 1998, regarding RCN #03 and RCN #03 dated May 21, 1998, received from DOE (E. G. Cumesy) regarding same.

II. Purpose

Notify all affected divisions that Requirements Change Notice #03, attached hereto, incorporating the referenced Operations Directives, has been approved by DOE. This represents a complete revision to Appendix E.

III. Direction

- All LMER personnel shall comply with the Appendix E directives listed herein. Additional directives accepted by LMER after initiation of RCN #03 will be reflected in subsequent RCN's following DOE approval.
- Discard prior versions of Appendix E and keep the attached RCN #03 as the current prime contract Appendix E baseline.
- Discard the referenced Operations Directives as they are superseded by RCN #03.

Attachment

Distribution

R. B. Appleton  
J. B. Ball  
S. G. Bly  
E. R. Bowers  
J. W. Culver  
D. G. Cope  
F. V. Damiano  
S. DeFalco  
R. K. Genung  
R. G. Gilliland  
J. S. Guilford  
J. L. Hammontree  
P. S. Henegar - RC  
J. R. Hickey  
H. R. Hicks  
P. B. Hoke  
M. W. Kohring  
E. H. Krieg  
D. M. McGinty  
C. E. Oliver  
W. P. Painter  
D. C. Parzyck  
J. E. Phillips  
D. E. Reichle  
T. D. Reynolds  
D. C. Rice  
H. L. Rhude  
A. M. Shirley  
C. S. Sims  
D. R. Stallions  
S. H. Stow  
J. H. Swanks  
A. W. Trivelpiece  
R. M. Walker  
D. A. Walker  
M. C. Willard

**U.S. Department of Energy  
REQUIREMENTS CHANGE NOTICE**

No. **OR-03**

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Project

Contract Baseline Documentation

Location

Oak Ridge, Tennessee

Contractor

Lockheed Martin Energy Research Corporation

Contract No.

DE-AC05-96OR22464

Special Contracts Requirements Clause H.15

Date of Contract

October 1, 1995

This Requirements Change Notice (RCN) No. OR 3 incorporates into Appendix E, Contract No. DE-AC05-96OR22464, the attached list of applicable documents which have been assessed against the terms and conditions of the subject contract in accordance with the above referenced clause. Changes to Appendix E are indicated by bold type. Below is a list of the orders incorporated herein:

DOE M 140.1-1  
DOE M 200.1-1, except Chapter 7  
DOE O 224.1  
DOE N 350.3  
DOE N 350.4  
DOE O 413.2  
DOE M 471.2-1A  
DOE M 473.2-1, Chg. 1  
DOE 5500.6B

Reinstate: DOE 5480.29

Delete:

DOE 2200.13  
DOE 5000.1B  
DOE 5000.2B  
ORIG 5000.1B  
ORIG 5000.2A  
DOE 5000.4A  
DOE 5100.3  
DOE 5300.2D  
DOE 5300.3D  
DOE 5300.4D  
DOE 5632.1C, Compliance line only  
DOE M 5632.1C, Compliance line only  
ORIG 5670.1A  
DOE 5800.1A  
SEN-25A-91  
SEN-30A-92

Attachments:

- 1) Appendix E - Baseline List of Required Compliance Documents (05/11/98)
- 2) Outline of RCN No. 03 Changes (05/11/98)

DOE Authorizing Signature

**SIGNATURE ON FILE**

Edward G. Cumesty, Contracting Officer's Representative

Date:

5/21/98

APPENDIX E

BASELINE LIST OF  
 REQUIRED COMPLIANCE DOCUMENTS

	REQUIRED COMPLIANCE	DATE	TITLE	THROUGH CHANGE	NOTE
ORO	O 130 Chptr II	5/15/96	Shutdown of Departmental Operations upon Failure of Congress to Enact Appropriations		
ORO	O 140 Chptr II	5/15/96	Safeguards Agreement with the International Atomic Energy Agency (IAEA)		
DOE	<b>M 140.1-1</b>	<b>12/30/96</b>	<b>Manual for DOE Interface with the Defense Nuclear Facilities Safety Board</b>		
DOE	O 200.1	9/30/96	Information Management Program		
DOE	<b>M 200.1-1 Except Chptr 7</b>	<b>3/97</b>	<b>Telecommunications Security Manual</b>		
ORO	O 220 Chptr I	5/31/96	Reporting Fraud, Waste, and Abuse to the Office of Inspector General		
ORO	O 220 Chptr II	9/30/96	Cooperation with the Office of Inspector General		
ORO	O 220 Chptr III	5/31/96	Establishment of Departmental Position on Inspector General Reports		
ORO	O 220 Chptr IV	5/31/96	Coordination of General Accounting Office Activities		
ORO	O 220 Chptr V	9/30/96	Appraisal of DOE Contractor Performance		
ORO	O 220 Chptr VI	5/31/96	Oversight of Integrated Contractor Financial Management		
ORO	O 220 Chptr VII	5/31/96	Audit Resolution and Follow-Up		
ORO	O 220 Chptr IX	9/30/96	Auditing of Programs and Operations		
DOE	<b>O 224.1</b>	<b>12/8/97</b>	<b>Contractor Performance Based Business Management Process</b>		
ORO	O 240 Chptr I	5/31/96	Scientific and Technical Information Management		

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	REQUIRED COMPLIANCE	DATE	TITLE	THROUGH CHANGE	NOTE
ORO	O 250 Chptr I	8/13/96	Oak Ridge Operations Standards Management Program Overview		2
ORO	O 250 Chptr II	3/31/97	Oak Ridge Directives Standards System	1	2
ORO	O 250 Chptr III	8/13/96	Oak Ridge Operations Technical Standards Program		2
ORO	O 250 Chptr IV	8/13/96	Contractor Directives Appendix		
ORO	O 250 Chptr V	8/13/96	Development and Approval of Work Smart Standards Documents		
ORO	O 250 Chptr VI	9/30/96	Implementation and Corrective Action Plans		
ORO	O 250 Chptr VII	8/13/96	Programmatic Compliance Assessments		
DOE	O 251.1	10/16/95	Directives System		
DOE	M 251.1-1	10/16/95	Directives System Manual		
DOE	O 311.1A	12/30/96	Equal Employment Opportunity and Diversity Program		
ORO	O 350 Chptr I	5/31/96	Policies and Procedures for Pension Programs Under Operating and Onsite Service Contractors		
ORO	O 350 Chptr II	5/31/96	Contractor Insurance and Other Health Benefits Programs		
ORO	O 350 Chptr III	5/31/96	Federal Labor Standards		
ORO	O 350 Chptr IV	5/31/96	Contractor Personnel and Industrial Relations Reports		
ORO	O 350 Chptr V	6/28/96	Payment of Wages or Salaries to Cost-Type Contractor Employees When Access Authorization is Suspended		
ORO	O 350 Chptr VI	6/28/96	Workplace Substance Abuse Programs at Oak Ridge Sites		

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	REQUIRED COMPLIANCE	DATE	TITLE	THROUGH CHANGE	NOTE
DOE	O 350.1	9/30/96	Contractor Human Resource Management Program		
DOE	<b>N 350.3</b>	<b>3/5/97</b>	<b>Use of Management and Operating Contractor and National Laboratory Employees for Services in the Washington, D.C. Area</b>		
DOE	<b>N 350.4</b>	<b>2/26/98</b>	<b>Extension of DOE N 350.3, Use of Management and Operating Contractor and National Laboratory Employees for Services in the Washington, D.C. Area</b>		
ORO	O 410 Chptr I	9/24/96	Work Authorization System		
DOE	O 413.1	12/6/95	Management Control Program Compliance: Implementation is in accordance with DOE (Cumesty) letter dated July 8, 1997, and LMER (Rhude) letter dated 9/26/97.		
DOE	<b>O 413.2</b>	<b>3/5/97</b>	<b>Laboratory Directed Research and Development</b>		
DOE	O 430.1	8/24/95	Life Cycle Asset Management	1 10/26/95	
DOE	O 430.2	6/13/96	In-House Energy Management Compliance: Implementation is in accordance with an implementation plan approved by DOE on 7/28/97.		
ORO	O 430 Chptr I	9/30/96	Life Cycle Asset Management	2 3/31/97	
ORO	O 430 Chptr II	6/14/96	In-House Energy Management		
ORO	O 450 Chptr III	9/30/96	Cultural Resources Management Program		
DOE	M 450.3-1	1/25/96	The DOE Closure Process for Necessary and Sufficient Sets of Standards		
ORO	O 470 Chptr I	9/30/96	Safeguards and Security Program		
ORO	O 470 Chptr V	9/30/96	Identification of Classified Information		
ORO	O 470 Chptr VI	9/30/96	Personnel Security Activities		

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	REQUIRED COMPLIANCE	DATE	TITLE	THROUGH CHANGE	NOTE
ORO	O 470 Chptr VII	5/15/96	Protection and Control of Safeguards and Security Interests		
ORO	O 470 Chptr VIII	5/15/96	Protective Force Program		
ORO	O 470 Chptr IX	5/15/96	Control and Accountability of Nuclear Materials		
ORO	O 470 Chptr XI	9/30/96	Security of Foreign Intelligence Information and Sensitive Compartmented Information Facilities		
ORO	O 470 Chptr XII	5/15/96	Counterintelligence (CI) Program		
DOE	O 470.1	9/28/95	Safeguards and Security Program	1 6/21/96	
DOE	O 471.1	9/25/95	Identification and Protection of Unclassified Controlled Nuclear Information		
DOE	O 471.2A Compliance:	3/27/97	Information Security Program Implementation is in accordance with an implementation plan approved by DOE on 10/8/97.		
<b>DOE</b>	<b>M 471.2-1A</b>	<b>1/9/98</b>	<b>Manual for Classified Matter Protection and Control</b>		
ORO	N 471.2	3/5/96	Technical Surveillance Countermeasures (TSCM) Program - Use of Telephone Lineman-type Handsets or Items Similar in Purpose, Use, or Effect on DOE-owned or Leased Property		
DOE	O 472.1B	3/24/97	Personnel Security Activities		
DOE	M 473.2-1	7/8/97	Firearms Qualification Courses Manual	1 8/21/97	
DOE	O 481.1	9/30/96	Work for Others (Non-Department Of Energy Funded Work)		
DOE	M 481.1-1	9/30/96	Reimbursable Work for Non-Federal Sponsors Process Manual		
DOE	O 534.1	9/29/95	Accounting		
ORO	O 540 Chptr I	9/30/96	Management of Support Activities		

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	REQUIRED COMPLIANCE	DATE	TITLE	THROUGH CHANGE	NOTE
DOE	M 551.1-1	7/31/96	International Trips		
ORO	O 560 Chptr I	5/15/96	Unclassified Computer Security Program		
DOE	1240.2B	8/21/92	Unclassified Visits & Assignments by Foreign Nationals	1 9/3/92	
DOE	1270.2B	6/23/92	Safeguards Agmt with the Int'l Atomic Energy Agency (IAEA)		1
DOE	1300.3	8/23/90	Policy on the Protection of Human Subjects		
DOE	1340.1B	1/7/93	Management of Public Communications and Scientific, Technical, and Engineering Publications		
			Compliance: Implementation is in accordance with an implementation plan approved by DOE on 7/5/95.		
DOE	1350.1	10/28/81	Audio Visual & Exhibits Mgt	1 3/26/84	
DOE	1360.2B	5/18/92	Unclassified Computer Security Pgm		
DOE	1430.1D	6/30/94	Scientific and Technical Information Management		
DOE	1450.4	11/12/92	Consensual Listening-In To or Recording Telephone/Radio Conversations		
DOE	1500.3	11/10/86	Foreign Travel Authorization	7 7/6/94	
			Compliance: Implementation is in accordance with DOE letter from Martha Krebs, Director, Office of Energy Research, dated 5/24/94.		
DOE	2030.4B	5/18/92	Rptg Fraud, Waste, & Abuse		
DOE	2100.8A	1/27/93	Cost Accounting, Cost Recovery, & Interagency Sharing of Info Tech Facilities		
DOE	2110.1A	7/14/88	Pricing of Departmental Materials & Services	2 5/18/92	
			Compliance: Change 2 of the Order failed to incorporate interim guidance, "Policy on Waiver of DOE's Added Factor and Depreciation". Subsequent clarification from ORO confirmed the need to continue following this interim guidance.		
			Compliance: Implementation will be in accordance with DOE-ORO letter from J. R. Martin, Director, Finance Division, dated August 3 1994, regarding the application of the departmental added factor (DAF) based on the source of funds. Effective August 3, 1994 the DAF rate will be applied to any work performed for a non-Federal entity (as opposed to full cost factor and depreciation normally applied to private work) if the work is financed		

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REQUIRED COMPLIANCE	DATE	TITLE	THROUGH CHANGE	NOTE
		from another Federal entity. Written documentation should be provided from the non-Federal entity or the other Federal agency. This change in policy applies only to new work.		
		Compliance: Implementation will be in accordance with DOE memorandum from Elizabeth E. Smedley, Controller, dated August 25, 1994, regarding the waiver of the added factor and depreciation for small businesses and nonprofit organizations participating in funds-in agreements, effective October 1, 1994. This waiver is valid for one year, through September 30, 1995.		
DOE	2300.1B	6/8/92	Audit Resolution & Follow-up	
DOE	2320.1C	5/18/92	Cooperation with the Office of Inspector General	
DOE	2320.2B	5/18/92	Establishment of Departmental Position on Inspector General Reports	1
DOE	2321.1B	5/14/92	Auditing of Programs & Operations	1
DOE	2340.1C	6/8/92	Coordination of General Accounting Office Activities	1
ORIG	4300.2B	12/23/92	Non-DOE Funded Work	
		Compliance: Implementation will be in accordance with MMES letter dated 3/5/93.		
DOE	5480.20A	11/15/94	Personnel Selection, Qualification, and Requirements for DOE Nuclear Facilities	DOE 5480.20 applies only to facilities without Approved Work Smart Standards (WSS) Sets.
<b>DOE</b>	<b>5480.29</b>	<b>1/15/93</b>	<b>Employee Concerns Management System</b>	
<b>DOE</b>	<b>5500.6B</b>	<b>5/18/92</b>	<b>Shutdown of Department Operations Upon Failure by Congress to Enact Appropriations</b>	
DOE	5560.1A	5/8/85	Priorities & Allocations Program	
DOE	5630.12A	6/23/92	Safeguards & Security Inspection & Assessment Program	
DOE	5631.2C	9/15/92	Personnel Security Program	2 2/17/9 Chapters I-IX
DOE	5632.1C	7/15/94	Protection and Control of Safeguards and Security Interests	
DOE M	5632.1C	7/15/94	Manual for Protection and Control of Safeguards and Security Interests	DOE M 5632.1C-1, Chapter XI, cancelled by DOE O 470.1. DOE M 5632.1C-1, Chapter III, paragraphs 1, 2, and 4 thru 9, cancelled by DOE O 471.2.

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 REQUIRED COMPLIANCE DOCUMENTS

	REQUIRED COMPLIANCE	DATE	TITLE	THROUGH CHANGE	NOTE
DOE	5632.7A	4/13/94	Protective Force Program Compliance: Implementation is in accordance with an implementation plan accepted by DOE on 7/27/94.		
DOE	5633.3B	9/7/94	Control and Accountability of Nuclear Materials Compliance: Implementation is in accordance with an implementation plan accepted by DOE on 7/28/95.		
OR	5636.3B	6/20/89	Technical Surveillance Countermeasures Pgm		
DOE	M 5639.6A-1	7/15/94	Manual of Requirements for the Classified Automated Information Systems Security Program Compliance: Implementation is in accordance with an implementation plan approved by DOE on 11/15/95.		
DOE	5639.8A	7/23/93	Security of Foreign Intelligence Info & Sensitive Compartmented Info Facilities		
DOE	5650.2B	12/31/91	Identification of Classified Information Compliance: Implementation is in accordance with the implementation plan accepted by DOE 1/3/94.	2 4/28/93	
DOE	5660.1B	5/26/94	Management of Nuclear Materials		
ORIG	5660.1A	1/7/93	Management of Nuclear Materials		
DOE	5670.1A	1/15/92	Management & Control of Foreign Intelligence Compliance: Implementation is in accordance with MMES letter no. AE92-044 dated 06/10/92		
DOE	5700.7C	5/18/92	Work Authorization System		
SEN-	34-91	8/15/91	Implementation of the Chief Financial Officers Act of 1990	1	
NOTICE	1240.2	11/29/93	Unclassified Foreign National (DOE) Visits and Assignments This Notice expires on 11/29/94 unless otherwise directed.		
NOTICE (DOE)	1240.3	11/29/94	Extension of DOE N 1240.2 This Notice expires on 5/29/95 unless otherwise directed.		

\* Notes

(1) This document is not directly applicable to the Contractor; it is included in the list of applicable documents because the Contractor must provide certain information or input to DOE in order for DOE to comply with requirements specified in the document.

(2) This document is not directly applicable to the Contractor; however, it is included in this list of applicable documents because an associated document in the same series is applicable (e.g., because a DOE order is applicable, the OR order or ORIG is made applicable) or because the policies listed in the order are part of the Contractor's good business practices.

**OUTLINE OF RCN NO. 03 CHANGES**

<u>ITEM</u>	<u>DATE</u>	<u>TITLE</u>	<u>CHANGE #</u>	<u>AUTHORIZATION</u>
<u>OD #073</u> DOE N 350.3	3/5/97	<b>Use of Management and Operating Contractor &amp; National Laboratory Employees for Services in the Washington, D.C., Area</b>		DOE ltr rec'd 4/15/97 LMER ltr dated 10/31/97
Adds DOE N 350.3				
<u>OD #074</u> ORIG 5000.1B	9/24/93	<b>Institutional Planning Process by Multiprogram Laboratories</b>		DOE ltr rec'd 11/10/97
Deletes ORIG 5000.1B				
<u>ORIG 5000.2A</u>	6/26/92	<b>Appraisal of Multiprogram Laboratory Performance</b>		DOE ltr rec'd 11/10/97
Deletes ORIG 5000.2A				
<u>OD #075</u> DOE M 473.2-1	7/8/97	<b>Firearms Qualification Courses Manual</b>	<b>1 8/21/97</b>	DOE ltr rec'd 10/1/97 LMER ltr dated 11/5/97
Updates DOE M 473.2-1				
<u>OD #076</u> DOE M 200.1-1	3/97	<b>Telecommunications Security Manual</b>		DOE ltr rec'd 9/11/97 LMER ltr dated 11/18/97
Except Chptr 7 Adds DOE M 200.1-1, except Chapter 7				
<u>OD #077</u> DOE 5800.1A	5/18/92	<b>Research and Development Laboratory Technology Transfer Program</b>		DOE ltr rec'd 2/6/98
Deletes DOE 5800.1A				
<u>OD #078</u> SEN 25A-91	10/2/91	<b>Strategic Planning Initiative</b>		DOE ltr rec'd 2/6/98
Deletes SEN-25A-91				

**OUTLINE OF RCN NO. 03 CHANGES**

<u>ITEM</u>	<u>DATE</u>	<u>TITLE</u>	<u>CHANGE #</u>	<u>AUTHORIZATION</u>
<u>OD #079</u> <b>DOE 5480.29</b> Reinstates DOE 5480.29	<b>1/15/93</b>	<b>Employee Concerns Management System</b>		DOE ltr rec'd 2/6/98
<u>OD #080</u> <b>DOE 413.2</b> Cancels and replaces DOE 5000.4A, which is on Appendix E.	<b>3/5/97</b>	<b>Laboratory Directed Research and Development</b>		DOE ltr rec'd 4/15/97 LMER ltr dated 6/9/97
<u>OD #081</u> <b>DOE 5632.1C</b> Delete compliance line to DOE 5632.1C	<b>7/15/94</b>	<b>Protection and Control of Safeguards and Security Interests</b>		DOE ltr rec'd 8/20/96
<b>DOE M 5632.1C</b> Delete compliance line to DOE M 5632.1C	<b>7/15/94</b>	<b>Manual for Protection and Control of Safeguards and Security Interests.</b>		DOE ltr rec'd 8/20/96
<u>OD #082</u> <b>DOE M 471.2-1A</b> Cancels and replaces DOE M 471.2-1, which is not on Appendix E.	<b>1/9/98</b>	<b>Manual for Classified Matter Protection and Control</b>		DOE ltr rec'd 2/6/98 LMER ltr dated 3/23/98
<u>OD #083</u> <b>DOE O 224.1</b> Adds DOE O 224.1	<b>12/8/97</b>	<b>Contractor Performance-Based Business Management Process</b>		DOE ltr rec'd 2/11/98 LMER ltr dated 4/13/98
<u>OD #084</u> <b>DOE 2200.13</b> Deletes DOE 2200.13	<b>9/27/91</b>	<b>Oversight of Integrated Contractor Financial Management</b>		DOE ltr rec'd 3/13/98

**OUTLINE OF RCN NO. 03 CHANGES**

<u>ITEM</u>	<u>DATE</u>	<u>TITLE</u>	<u>CHANGE #</u>	<u>AUTHORIZATION</u>
<u>OD #85</u> <b>DOE 5000.1B</b> Deletes DOE 5000.1B	<b>4/9/92</b>	<b>Institutional Planning by Multiprogram Laboratories</b>		DOE ltr rec'd 3/13/98
<b>DOE 5000.2B</b> Deletes DOE 5000.2B	<b>4/9/92</b>	<b>Multiprogram Laboratory Appraisals</b>		DOE ltr rec'd 3/13/98
<u>OD #086</u> <b>DOE 5100.3</b> Deletes DOE 5100.3	<b>8/23/84</b>	<b>Field Budget Process</b>		DOE ltr rec'd 3/13/98
<u>OD #087</u> <b>ORIG 5670.1A</b> Deletes ORIG 5670.1A	<b>7/21/92</b>	<b>Management and Control of Foreign Intelligence</b>		DOE ltr rec'd 3/13/98
<u>OD #088</u> <b>SEN 30A-92</b> Deletes SEN-30A-92	<b>12/7/92</b>	<b>Staying the Course for Technology Transfer</b>		DOE ltr rec'd 3/13/98
<u>OD #089</u> <b>DOE M 140.1-1</b> Adds DOE M 140.1-1	<b>12/30/96</b>	<b>Manual for DOE Interface with the Defense Nuclear Facilities Safety Board</b>		DOE ltr rec'd 2/14/97 LMER ltr dated 4/24/98
<u>OD #090</u> <b>DOE 5300.2D</b> Deletes DOE 5300.2D	<b>5/18/92</b>	<b>Telecommunications: Emission Security (Tempest)</b>		DOE ltr dated 5/8/98
<b>DOE 5300.3D</b> Deletes DOE 5300.3D	<b>8/3/93</b>	<b>Telecommunications: Communications Security</b>		DOE ltr dated 5/8/98
<b>DOE 5300.4D</b> Deletes DOE 5300.4D	<b>3/4/94</b>	<b>Telecommunications: Protected Distribution Systems</b>		DOE ltr dated 5/8/98

**OUTLINE OF RCN NO. 03 CHANGES**

<u>ITEM</u>	<u>DATE</u>	<u>TITLE</u>	<u>CHANGE #</u>	<u>AUTHORIZATION</u>
<u>OD #091</u> <b>DOE N 350.4</b>	<b>2/26/98</b>	<b>Extension of DOE N 350.3, Use of Management and Operating Contractor &amp; National Laboratory Employees for Services in the Washington, DC Area</b>		DOE ltr rec'd 5/1/98
Adds DOE N 350.4				
<u>OD #092</u> <b>DOE 5500.6B</b>	<b>5/18/92</b>	<b>Shutdown of Department Operations Upon Failure by Congress to Enact Appropriations</b>		DOE ltr rec'd 3/13/98 LMER ltr dated 5/5/98
Adds DOE 5500.6B				