

## **DOE CONTROL FORM - FINAL GUIDE**

---

**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 G 341.1-2, GUIDE ON FEDERAL EMPLOYEE ASSISTANCE  
PROGRAMS, of 12/01/2003

The attached guide, which is within your area of functional responsibility, is forwarded for review. Complete Part B and forward this form to ORO Directives Management Group, AD-440, by **12/29/2003**.

---

**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

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. **SUMMARY OF CHANGES AND IMPACT: GUIDANCE ONLY.**

3. **IDENTIFY CONTACT POINT:** Melanie Kent 576-0673  
Name Telephone

4. **APPROVED BY DIRECTOR:** Patricia Howse-Smith, Dir., AD-44 12/29/2003 576-0928  
*Original Signed By*  
Signature Date Telephone

5. *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

01/13/2004

Date

---

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

(REVISED 11/06/2003)

