

## ***DIRECTIVES CONTROL FORM - DOE FINAL DIRECTIVE***

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**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 320.1, ACQUIRING AND POSITIONING HUMAN RESOURCES, of 09/06/2002**

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 AD-440 by 10/03/2002.

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**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.  BWXT Y-12  ORAU  UT-Battelle  SURA

Other contractors (list by type)

*Many ORO Contractors have approved S/RIDs or 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 impact?  No  Yes If yes, describe.

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

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

**6. APPROVED BY DIRECTOR:** Original Signed By  
Patricia Howse-Smith, Dir., AD-44 10/02/2002 576-0928  
Signature Date Telephone

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

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

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

*Original Signed By*

Jennifer G. Hamilton, AD-440

Name

11/15/2002

Date

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**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.**  
(Revised 01/14/2002)