



Department of Energy  
Washington, DC 20585

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JM Chronology  
JM RECEIVED 11/5/15  
OUT FOR REVIEW 11/6/15  
DRB DISCUSSION 11/19/15

MEMORANDUM FOR: INGRID KOLB  
DIRECTOR, OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY  
DIRECTOR, OFFICE OF INFORMATION RESOURCES

FROM: KENNETH T. VENUTO  
DIRECTOR, OFFICE OF HUMAN RESOURCES MANAGEMENT

SUBJECT: Notice of Intent to Revise DOE O 341.1, *FEDERAL EMPLOYEE HEALTH SERVICES*

**PURPOSE:** To change Bonneville Power Administration’s status to being covered by the order, institutionalize a current requirement to use the Department of Labor’s (DOL’s) “ecomp” process to file a workers’ compensation claim, and make minor updates, e.g., for organizational titles and internet links.

**JUSTIFICATION:** The order is needed to address the requirements for health services programs for Federal employees, which are specifically excluded from AU’s directives, but is consistent with the broader requirements in DOE O 440.1, *Worker Protection Management for DOE*.

There are no valid external, consensus or other Standards (e.g., ISO, VPP, etc.) available which can be used in place of this directive.

**IMPACT:** The proposed directive does not duplicate existing laws, regulations or national standards and it does not create undue burden on the Department.

The directive currently affects a few DOE facility management contractors that provide occupational medicine and/or employee assistance services. HC is in the process of transitioning to a centralized, DOE-wide support services contracts, including occupational medicine and employee assistance programs, beginning FY 17. This will likely result in using only non-facility management contractors. DOE has been using DOL’s “ecomp” process for about 2 years, so no additional work is involved with this requirement.

- *How many people will be required to implement the new or revised directive?*  
Only BPA personnel will be involved in implementing the directive. However, since their current internal SOP is based on the order, no additional resources should be required.
- *How much time will be required to implement this directive?*  
None other than the OPI staff involved in the directives update process.



Rec'd Re Mack 11/5/15

Justification Memorandum (Continued)

- *How much time will be required to fulfill ongoing requirements for this directive?* None.
- *How much money will this directive cost to implement?* None.
- *How much money will it cost to fulfill ongoing requirements for this directive?*  
The contract support services team is in the process of determining the current costs of existing contracts and how much will be saved by centralizing the contracts.

**WRITER:** Bruce Murray; 6-3372.

**OPI/OPI CONTACT:** HC; Bruce Murray; 6-3372.

Ingrid Kolb, Director, Office of Management (MA-1):

Concur:  Nonconcur: \_\_\_\_\_ Date: 11-23-2015

Unless determined otherwise by the Directives Review Board (DRB), writers will have up to 60 days in which to develop their first draft and submit to the Office of Information Resources, MA-90

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development	Up to 60 days
Review and Comment (RevCom)	30
Comment Resolution	30
Final Review	30
Total	150

(NOTE: The standard schedule of up to 150 days will be used unless otherwise specified by the Directives Review Board.)