



LLE NOTICE 5215
21 May 2008

LLE NOTICE 5215

SUBJECT: LISTING OF EFFECTIVE DIRECTIVES

REFERENCE: a. LLE INSTRUCTION 1000M

ENCLOSURE: (1) List of Effective Directives and Instructions

- 1. Purpose:** To provide a listing of effective LLE and Administrative Division directives.
- 2. Discussion:** A period listing of directives including their current revision and change status is necessary to ensure that effective ones are available and used.
- 3. Action:** This notice is issued in accordance with reference (a). All holders of Directive Binders will utilize enclosure (1) to verify the completeness and accuracy of directives held.
- 4. Cancellation:** This notice is canceled 30 April 2009.

John M. Schoen

LIST OF EFFECTIVE DIRECTIVES AND INSTRUCTIONS

LLE INSTRUCTIONS

Number	Subject	Date
1000M	LLE/COI Directives	14 March 2007
1150D	Style Policy	2 August 2007
1200E	Performance Evaluations and Salary Review	2 August 2007
1310F	Appointment and Promotion to Faculty-Equivalent Positions	16 May 2008
1420K	LLE Scheduling and Reporting of Absences	14 March 2007
1610C	Retention of Records, Reports, and Correspondence	14 March 2007
1650E	Viewgraph Policy	2 August 2007
1950M	LLE Travel Policy	16 May 2008
3000G	Laser Facility Organization and Regulation Manual	31 March 2008
3305B	Classification/Patent Review Procedure	14 March 2007
4600B	Office Supplies	14 March 2007
5100F	Policy on Visits of Non-U.S. Citizens	16 May 2008
5500B	Policy on Official Foreign Travel	16 May 2008
6060C	Public Access Defibrillation (PAD) Protocols	14 March 2007
6200F	Laser Operator Qualification Card	14 March 2007
6550P	Laboratory Safety Inspection Program	16 May 2008
6610D	LLE Radiological Controls Manual	14 March 2007
6706E	Beryllium Safety Procedures	14 March 2007
6680A	Radiological Materials Shipment	14 March 2007
6950C	Incident Review and Reporting	16 May 2008
7700B	Design and Integration of Equipment	14 March 2007
8520K	Property Management	2 August 2007
8800E	Operations and Maintenance Service Request	16 May 2008
9800G	Introduction of Computers into the OMEGA Facility	25 April 2008
9850A	Integration of Computer-based Diagnostics into the OMEGA Facility	14 March 2007
9860E	Computer Access Policy	20 May 2008

LLE ADMINISTRATIVE DIVISION INSTRUCTIONS

Number	Subject	Date
1100M	Administrative Div. Organization and Responsibilities Manual	24 February 2006
1600M	Subject Identification Codes	24 February 2006
1800L	Administrative Tickler System	24 February 2006

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