



Department of Energy

Brookhaven Site Office

P.O. Box 5000

Upton, New York 11973

Mr. Robert Lincoln
Acting Chief Human Resources Officer
Brookhaven Science Associates, LLC
Brookhaven National Laboratory
Upton, New York 11973

MAR 17 2011

Dear Mr. Lincoln:

SUBJECT: VACATION DONATION PROGRAM AT BROOKHAVEN NATIONAL
LABORATORY (BNL)

This is in response to Ms. Denise DiMeglio's request dated February 17, 2011 seeking Department of Energy approval to institute a Vacation Donation program at BNL. We have reviewed the request and approval is provided in accordance with Appendix A, Section 1 (b) of the Prime Contract. Please ensure that this policy is appropriately reflected in BNL's Standards Based management System, in accordance with Appendix A, Section 1 (a) of the Prime Contract.

Should you have any questions, please feel free to contact me at extension 3346.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert P. Gordon".

Robert P. Gordon, Director
Business Management Division

cc: C. Flowers, SC-CH
K. Fox, BSA