



Department of Energy
Washington, DC 20585

MEMORANDUM FOR: INGRID KOLB
DIRECTOR, OFFICE OF MANAGEMENT

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

FROM: SARAH J. BONILLA 
DIRECTOR
OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT: Notice of Intent to Revise DOE O 320.1, Chg 2

PURPOSE: This is to complete the update of DOE O 320.1, ACQUIRING AND POSITIONING HUMAN RESOURCES, dated 9/6/02, which provides the continuing support and guidelines that addresses significant Human Capital issues and concerns and assists in the administration of program needs.

JUSTIFICATION: This Directive was previously revised and comments were received; however, a few comments were not resolved on a timely basis. As a result of the time which has elapsed since the previous REVCOM process was initiated, the process needs to start over. Therefore, we are resubmitting the Redline revisions for further review/concurrences.

This Order implements various programs established by rules, regulations, policies and procedures and are expected to continue indefinitely. This Order is essential to carry-out various functions within Human Capital. The proposed directive does not duplicate existing laws, regulations or national standards and it does not create an undue burden on the Department.

Because most comments have been resolved, we recommend a short time-frame in REVCOM to complete the update.

IMPACT: None

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Antoinette Hawkins, 202-586-0083,
(Antoinette.Hawkins@hq.doe.gov)

CTA CONCURRENCE: CTA concurrence not required per Attachment 2 of DOE O 410.1.



DECISION:

Concur: _____

Nonconcur: _____

Timeframe: ___ 30 days ___ 60 days ___ 90 days ___ 120 days

Date: _____