

HUMAN RESOURCES SERVICES RESPONSIBILITIES

DATED: 11/20/2008

SUBJECT: SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS

1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO and OSTI Principal Staff, ORO and OSTI employees, principal staff and employees of other DOE organizations where services are prescribed in a written agreement, and applicants for Federal employment.
3. RESPONSIBILITIES.
 - a. Director, Human Resources Division.
 - (1) Establishes and maintains programs and management systems that conform to the requirements of DOE 3731.1, Change 1, Chapters I-VII.
 - (2) Performs those tasks identified in DOE 3731.1, Change 1, subparagraphs 6d(2)-(3) and 6i.
 - (3) As required, recommends to the Manager, ORO, or the Director, OSTI, that waivers of pre-employment investigations be requested from the DOE Headquarters (HQ) Under Secretary.
 - (4) As required, recommends to the Manager, ORO, or the Director, OSTI, that access to Restricted Data prior to, or in lieu of, completion of the required investigation be requested from the DOE HQ Office of Security Affairs.
 - b. Managers and Supervisors perform that task identified in DOE 3731.1, Change 1, subparagraph 6g.
 - c. Employees and Applicants perform that task identified in DOE 3731.1, Change 1, subparagraph 6h.