



# U.S. Department of Energy

Oak Ridge Office

ORO O 320 Chapter X Change 4
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DATE: 03/14/2007

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

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1. PURPOSE. This Chapter correlates to DOE 3731.1, Change 1, SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS, dated July 8, 1992, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Office (ORO), Office of Scientific and Technical Information (OSTI), and other Department of Energy (DOE) organizations where services are prescribed in a written agreement. Nothing in this issuance changes any requirements contained in any DOE Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 320, Chapter X, Change 3, SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS, dated August 10, 2004.
3. APPLICABILITY. The provisions of this Chapter 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.
4. 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.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.