

U.S. Department of Energy

Oak Ridge Office

ORO O 320
Chapter I
Change 4

DATE: 04/19/2007

SUBJECT: EMPLOYMENT

1. PURPOSE. This Chapter correlates to DOE O 320.1, Change 1, ACQUIRING AND POSITIONING HUMAN RESOURCES, dated November 21, 2003, by providing administrative guidance to the Oak Ridge Office (ORO) and those organizations for which the ORO Human Resources Division (HRD) is designated as the Servicing Human Resources Office (SHRO). This issuance assigns responsibility and accountability to ORO, and the Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 320, Chapter I, Change 3, EMPLOYMENT, dated July 1, 2004.
3. APPLICABILITY. The provisions of this Chapter apply to all ORO employees and employees of those organizations for which the ORO HRD is designated as SHRO.
4. RESPONSIBILITIES.
 - a. Manager, ORO; and Director, OSTI.
 - (1) Request personnel actions which require prior approval by the Secretary.
 - (2) Request approval for assignment outside the Department of employees in their respective organizations in accordance with delegated authorities. (Other organizations receiving SHRO services will coordinate requests with their Headquarters [HQ] Office or Lead Program Secretarial Office [LPSO] in accordance with delegated authorities.
 - (3) Determine when a transfer of function is appropriate and which positions should be transferred with the function.
 - (4) Approve discretionary continuing or temporary exceptions to the order of release from a competitive level.
 - b. Assistant Managers, ORO; and Assistant Directors, OSTI.
 - (1) Issue notice of decision on adverse actions proposed by subordinate officials against employees under their jurisdictions.
 - (2) Approve employee requests for extension of time to answer notices of proposed actions.

- (3) Approve the placement of managers and supervisors who fail to satisfactorily complete their probationary periods in specific nonmanagerial or nonsupervisory positions.
 - c. Director, Human Resources Division.
 - (1) Performs those tasks assigned to Human Resources Directors in DOE O 320.1, Change 1.
 - (2) Authorizes work schedules for part-time employees of fewer than 16 hours per week when doing so is in the best interest of the Department.
 - d. Principal Staff, ORO and OSTI. Perform those tasks assigned to managers and supervisors in DOE O 320.1, Change 1.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES.
 - a. Title 5, Code of Federal Regulations (CFR), Part 300, EMPLOYMENT (GENERAL).
 - b. Title 5, CFR, Part 351, REDUCTION IN FORCE.
 - c. ORO O 320, Chapter XI, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, dated June 12, 2003, and any subsequent revisions, which provides information on the payment of overtime.
 - d. ORO O 340, Chapter I, Change 5, ALTERNATIVE WORK SCHEDULE PROGRAM, dated March 13, 2006, and any subsequent revisions, which establishes the policies and procedures which govern the ORO and OSTI alternative work schedule programs.
 - e. ORO O 340, Chapter II, Change 4, GRIEVANCE POLICY AND PROCEDURES, dated September 28, 2006, and any subsequent revisions, which prescribes responsibilities for ORO and OSTI administration grievance systems.
 - f. ORO O 360, Chapter I, Change 4, FEDERAL EMPLOYEE TRAINING, dated May 22, 2006, and any subsequent revisions, which prescribes ORO and OSTI policies for employee development and training programs.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.