

DOE/ORO CONTROL FORM - ORO FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 330, Chapter III, Change 3, WORK FORCE DISCIPLINE**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle

Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact? No Yes
If yes, describe: This ORO chapter is part of the ORO sunset review process. The heading of paragraph 4a has been revised to reflect current organizational structure. Change 6 added to DOE 3750.1 references and deleted reference 6d.

5. **CONTACT POINT:** Melanie Kent Human Resources Division, AD-44 576-0673
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	02/05/2001	ORO Control Form	04/21/2003
ORO O 330, Chapter III, Chg. 2, Pages III-1 thru III-3	02/05/2001	ORO O 330, Chapter III, Chg. 3, Pages III-1 thru III-3	04/21/2003

ORO Directives are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original Signed By
Wayne H. Albaugh 04/21/2003
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 01/10/2003

U.S. Department of Energy

Oak Ridge Operations

ORO O 330
Chapter III
Change 3

DATE: 04/21/2003

SUBJECT: WORK FORCE DISCIPLINE

1. PURPOSE. This chapter correlates to DOE 3750.1, Change 6, WORK FORCE DISCIPLINE, dated August 21, 1992, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (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 330, Chapter III, Change 2, WORK FORCE DISCIPLINE, dated February 5, 2001.
3. APPLICABILITY. The provisions of this chapter apply to all ORO and OSTI employees, except those excluded by DOE 3750.1, Change 6, paragraph 3.
4. RESPONSIBILITIES.
 - a. Chief Operating Officer, ORO, and Deputy Director, OSTI, issue notices of decision for removals, suspensions, and reductions in grade proposed by subordinate supervisors based on misconduct when the responsible member of the Principal Staff recommends corrective action that exceeds the maximum recommended in DOE 3750.1, Change 6, Attachment 1.
 - b. Director, Human Resources Division (HRD).
 - (1) Performs those tasks identified in DOE 3750.1, Change 6, subparagraph 6f and 7.
 - (2) Forwards requests for more than 60 days of advance notice for performance-based removals and reductions in grade to appropriate DOE Headquarters (HQ) counterparts.
 - (3) Consults with appropriate DOE HQ counterparts before concurring in the use of the "crime" exception to a 30-day notice period.
 - c. Chief Counsel.
 - (1) Performs those tasks identified in DOE 3750.1, Change 6, subparagraph 6d.
 - (2) Forwards all petitions for payment of attorney fees to the Office of General Counsel, DOE HQ, in accordance with DOE 3750.1, Change 6, Chapter IV, paragraph 4.

d. Principal Staff.

- (1) Perform those tasks identified in DOE 3750.1, Change 6, subparagraph 6a.
- (2) With the prior concurrence of the HRD:
 - (a) Issue notices of decision on reductions in grade and removals proposed by subordinate supervisors based on unacceptable performance.
 - (b) For removals, suspensions, and reductions in grade proposed by subordinate supervisors based on misconduct:
 - 1 Recommend corrective action which would exceed the maximum recommended in DOE 3750.1, Change 6, Attachment 1.
 - 2 Issue notices of decision in all other cases.
 - (c) Issue notices of decision on adverse actions that invoke the "crime" exception to the normal 30-day notice period.
 - (d) Issue notices of decision for nondisciplinary adverse actions, including waivers of advance written notice and/or opportunity to answer when an immediate furlough is necessary due to unforeseeable circumstances.
 - (e) Issue notices of termination to employees not entitled to advance notices of proposed action.

e. Supervisors.

- (1) Perform those tasks identified in DOE 3750.1, Change 6, subparagraph 6g.
- (2) Gather, analyze, and carefully consider all facts and circumstances before taking or recommending corrective action.
- (3) Recommend termination of employees not entitled to advance notices of proposed action.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES.

- a. DOE O 331.1B, Change 1, EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM, dated July 12, 2001.
- b. ORO O 330, Chapter I, DEPARTMENTAL PERFORMANCE APPRAISAL SYSTEM, dated February 28, 2001.
- c. Agreement between ORO and OSTI, U.S. DOE, and Local No. 268, Office and Professional Employees International Union (AFL-CIO).

7. DEFINITIONS. None.
8. CONTRACTORS REQUIREMENT DOCUMENT. None.
9. ATTACHMENTS. None.