

# ORO CONTROL FORM - FINAL DIRECTIVE

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

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 330, Chapter III, Change 4, 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  ISOTEK (Bldg. 3019, ORNL)

Other contractors (list by type)

*Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (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 impacts?  No  Yes  
If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter were made to update Paragraph 6, REFERENCES.

5. **CONTACT POINT:** Melanie Kent Federal Human Resources Branch, AD-442 576-0673  
Name Organization Telephone

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**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	04/21/2003	ORO Control Form	04/13/2005
ORO O 330, Ch. III, Chg. 3	04/21/2003	ORO O 330, Ch. III, Chg. 4	04/13/2005

*ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe/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 04/13/2005  
Signature: DMG Team Leader, AD-440 Date

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

Rev. 06/14/2004

# U.S. Department of Energy

Oak Ridge Office

ORO O 330  
Chapter III  
Change 4

DATE: 04/13/2005

## SUBJECT: WORK FORCE DISCIPLINE

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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 Office (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 3, WORK FORCE DISCIPLINE, dated April 21, 2003.
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, Change 2, EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM, dated April 8, 2004.
- c. Agreement between ORO and OSTI, U.S. DOE, and Local No. 2001, Office and Professional Employees International Union (AFL-CIO).

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