

ORO CONTROL FORM - FINAL DIRECTIVE

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

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 330, Revision 2, FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION**

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)

SEE INDIVIDUAL CHAPTERS

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 revised ORO Directive incorporates a new Chapter IV, and revisions to Chapters I-III, in the 330 Series.

5. CONTACT POINT: SEE INDIVIDUAL CHAPTERS

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	02/28/2001	ORO Control Form	04/29/2004
ORO O 330, Revision 1	02/28/2001	ORO O 330, Revision 2	04/29/2004

ORO Directives are available on the ORO Directives Management Group Home Page at 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

Signature: DMG Team Leader, AD-440

04/29/2004

Date

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

Rev. 11/06/2003

U.S. Department of Energy

Oak Ridge Operations

ORDER

ORO O 330
Revision 2

DATE: 04/29/2004

SUBJECT: FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION

1. PURPOSE. This Directive provides detailed requirements for Oak Ridge Operations (ORO) activities under the 330 Series, FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION, by assigning responsibility and accountability and providing administrative guidance to ORO.
2. CANCELLATION. This revision cancels and replaces ORO O 330, Revision 1, dated February 28, 2001.
3. SIGNIFICANT CHANGES. This Directive incorporates as Chapters in the 330 Series the current Oak Ridge Directives identified in Paragraph 4 below.
4. SUMMARY.
 - a. This revision to ORO O 330 transmits the following new Chapter:
 - (1) Chapter IV, MANAGERIAL AND SUPERVISORY PERFORMANCE MANAGEMENT SYSTEM, dated April 1, 2004.
 - b. This revision to ORO O 330 transmits the following revised Chapters:
 - (1) Chapter I, Change 2, EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM, dated April 8, 2004, which canceled and replaced Chapter I, Chapter 1, same title, dated June 12, 2003.
 - (2) Chapter II, Change 2, INCENTIVE AWARDS, dated, May 19, 2003, which canceled and replaced Chapter II, Change 1, same title, dated September 5, 1996.
 - (3) Chapter III, Change 3, WORK FORCE DISCIPLINE, dated April 21, 2003, which canceled and replaced Chapter III, Change 2, same title, dated February 5, 2001.
4. CONTRACTOR REQUIREMENTS DOCUMENT. None.

Original Signed By
Wayne H. Albaugh, Team Leader
Directives Management Group

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**CHAPTER I - EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM (correlates to
DOE O 331.1B, Change 1)**

CHAPTER II - INCENTIVE AWARDS (correlates to DOE O 331.1B, Change 1)

CHAPTER III - WORK FORCE DISCIPLINE (correlates to DOE 3750.1)

**CHAPTER IV - MANAGERIAL AND SUPERVISORY PERFORMANCE MANAGEMENT
SYSTEM (correlates to DOE O 331.1B, Change 1)**