

**CONTROL FORM FOR DOE/ORO DIRECTIVE**

**PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):**

**1. DIRECTIVE NUMBER, TITLE, AND DATE:**

**ORO O 330, REVISION 5, FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION, dated 09/10/2007.**

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

**3. DOES THIS DIRECTIVE CANCEL OR EXTEND ANY OTHER DIRECTIVES?**  Yes  No  
**If "Yes," list what action (cancel or extend) and list the Directive(s) number(s), title(s), and date(s):**

This Revision cancels and replaces ORO O 330, Revision 4, FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION, dated 02/22/2007.

The attached Directive is forwarded for review and action. Complete Part B and forward a completed hard copy of this form to ORO DMG, AD-440, by **09/10/2007**.

**PART B (To be completed by the DIVISION OF PRIMARY INTEREST [DPI]):**

**COMPLETE FOR DOE DIRECTIVES ONLY:**

**4. SUPPLEMENTAL ORO DIRECTIVE REQUIRED?**

Is a new or revised supplemental ORO Directive required?  Yes  No

**If "Yes," target date for submission of supplemental ORO Directive is \_\_\_\_\_.**

**COMPLETE FOR BOTH DOE AND ORO DIRECTIVES:**

**5. CONTRACTOR APPLICABILITY.**

**Does this Directive affect the work performed by ORO Contractors?**  Yes  No

**If "Yes," whom?**  Bechtel Jacobs Company LLC  ORAU

UT-Battelle, LLC  ISOTEK (Bldg. 3019, ORNL)

Foster Wheeler (FWENC)

Other Contractors (list by name) **SEE INDIVIDUAL CHAPTERS**

**6. SUBJECT MATTER EXPERT: SEE INDIVIDUAL CHAPTERS**

Name Organization

*Original Signed By*

**7. APPROVED BY :** Wayne H. Albaugh, Team Leader Directives Management Group, AD-440 09/10/2007

Signature

Organization

Date

**PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):**

**APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:**

*Original Signed By*

Wayne H. Albaugh

09/10/2007

DMG Team Leader, AD-440

Date

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

(Revised 02/10/2006)

# U.S. Department of Energy

Oak Ridge Office

## ORDER

ORO O 330  
Revision 5

DATE: 09/10/2007

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**SUBJECT: FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION**

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1. PURPOSE. This Directive provides detailed requirements for Oak Ridge Office (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 4, dated February 22, 2007.
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 cancels the following Chapter.
    - (1) Chapter I, Change 3, PERFORMANCE MANAGEMENT SYSTEM FOR NON-SUPERVISORY EMPLOYEES, dated May 23, 2007.
  - b. This revision to ORO O 330 transmits the following revised Chapters.
    - (1) Chapter III, Change 5, WORK FORCE DISCIPLINE, dated April 18, 2007.
    - (2) Chapter IV, Change 1, MANAGERIAL AND SUPERVISORY PERFORMANCE MANAGEMENT SYSTEM, dated April 1, 2007.
  - c. The following Chapter, previously issued, remains in effect.
    - (1) Chapter II, Change 4, INCENTIVE AWARDS, dated, September 12, 2006.
4. CONTRACTOR REQUIREMENTS DOCUMENT. None.

*Original Signed By*

Wayne H. Albaugh, Team Leader  
Directives Management Group

**TABLE OF CONTENTS**

**CHAPTER I - RESERVED**

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

**CHAPTER III - WORK FORCE DISCIPLINE (correlates to DOE 3750.1, Change 6)**

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