

# 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 340, Chapter II, Change 3, GRIEVANCE POLICY AND PROCEDURES**

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. Only change to this Chapter was revision to 4c to change Deputy Manager to Chief Operating Officer.

5. **CONTACT POINT:** Adolphus Brown Federal Human Resources Branch, AD-442 576-4757  
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	09/06/2002	ORO Control Form	09/28/2004
ORO O 340, Ch. II, Chg. 2	09/06/2002	ORO O 340, Ch. II, Chg. 3	09/28/2004

*ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](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 09/28/2004  
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

# NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

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

### DIRECTIVE NUMBER, TITLE, AND DATE:

**ORO O 340, CHAPTER II, CHANGE 3, GRIEVANCE POLICY AND PROCEDURES, dated 09/28/2004**

PURPOSE OF TRANSMITTAL:  New Directive  Revised Directive

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

This Directive cancels and replaces ORO O 340, Chapter II, Change 2, GRIEVANCE POLICY AND PROCEDURES, dated 09/06/2002.

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by 10/13/2004.

## PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):

### CONTRACTOR APPLICABILITY:

Does this Directive affect the work performed by BWXT Y-12, L.L.C.?  Yes  No

Does this Directive affect the work performed by BWXT Y-12, L.L.C., subcontractors?  Yes  No

If "Yes," list the subcontractors:

*Many contractors have approved Standards/Requirements Identification Documents (S/RID) 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.*

SIGNIFICANT PROVISIONS: Are there any significant changes or impacts?  Yes  No

List summary of Directive changes and, if "Yes" above, describe the significant changes or impacts:

Does not apply to YSO NNSA Federal employees.

IMPLEMENTATION: Does the Directive contain special implementation requirements and/or dates?  Yes  No

If "Yes," describe:

### FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?

Is a new or revised supplemental Directive required?  Yes  No

If "Yes," target date for submission of YSO Directive is \_\_\_\_\_.

IDENTIFY CONTACT POINT: James R. Martin 576-0868  
Name Telephone

APPROVED BY COR FOR DIRECTIVES: Diane McCarten 10/15/2004 576-9330  
Signature Date Telephone

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

*DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. 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). Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

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

Wayne H. Albaugh, AD-440 10/19/2004  
Name Date

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

(Revised 11/06/2003)

# U.S. Department of Energy

Oak Ridge Operations

ORO O 340 Chapter II Change 3
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DATE: 09/28/2004

## SUBJECT: GRIEVANCE POLICY AND PROCEDURES

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1. PURPOSE. This Chapter correlates to DOE 3771.1, Change 3, GRIEVANCE POLICY AND PROCEDURES, dated August 21, 1992, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO) and 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 340, Chapter II, Change 2, GRIEVANCE POLICY AND PROCEDURES, dated September 6, 2002.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI employees except those employees excluded in DOE 3771.1, Change 3, subparagraphs 3b(1)(a) through (c).
4. RESPONSIBILITIES.
  - a. Director, Human Resources Division performs those tasks identified in DOE 3771.1, Change 3, subparagraphs 6a and 6f.
  - b. Division Directors and Heads of Offices which do not have subordinate Divisions serve as deciding officials for employees of their organizations unless they have been directly involved in the action being grieved (see DOE 3771.1, Change 3, subparagraphs 4a and 6d).
  - c. Assistant Managers and Heads of Offices which have subordinate Divisions render final decisions on formal grievances referred by the Director, Human Resources Division, in those cases where the deciding official does not accept the fact finder's recommendations. The Chief Operating Officer renders such decisions for the Office of Chief Counsel and the Public Affairs Office. If these officials have been involved in a previous stage of the grievance, this responsibility reverts to the next higher official who has no previous involvement in the grievance.
  - d. ORO and OSTI Supervisors perform those tasks identified in DOE 3771.1, Change 3, subparagraph 6e.
5. REQUIREMENTS AND PROCEDURES. None.

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DISTRIBUTION: DMG DISTRIBUTION LIST

INITIATED BY: HUMAN RESOURCES DIVISION

6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.