

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 530, Chapter II, Change 4, PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR ALIMONY**

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 were made to update correlating DOE Directive and organization name in 4b.

5. **CONTACT POINT:** Kathy Braden Oak Ridge Financial Service Center, FM-71 576-0777
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	10/11/2002	ORO Control Form	11/04/2004
ORO O 530, Ch. II, Chg. 3	10/11/2002	ORO O 530, Ch. II, Chg. 4	11/04/2004

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

11/04/2004

Signature: DMG Team Leader, AD-440

Date

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 530, CHAPTER II, CHANGE 4, PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR ALIMONY, dated 11/04/2004

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 530, CHAPTER II, CHANGE 3, PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR ALIMONY, dated 10/11/2002.

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by 11/19/2004.

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:

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 Martin 576-0868
Name Telephone

APPROVED BY COR FOR DIRECTIVES: Diane McCarten 11/22/2004 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. 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 11/29/2004
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 530 Chapter II Change 4

DATE: 11/04/2004

SUBJECT: PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR ALIMONY

1. PURPOSE. This Chapter correlates to DOE O 323.1, GARNISHMENT OF FEDERAL EMPLOYEES' PAY, dated August 1, 2004, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO), the National Nuclear Security Administration Y-12 Site Office (YSO), and the Office of Scientific and Technical Information (OSTI). The responsibilities described in Paragraph 4 below also apply to garnishments for purposes other than child support and/or alimony. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 530, Chapter II, Change 3, PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR ALIMONY, dated October 11, 2002.
3. APPLICABILITY. The provisions of this Chapter apply to ORO, YSO, and OSTI Principal Staff.
4. RESPONSIBILITIES.
 - a. Office of Chief Counsel, upon receipt, reviews and determines the validity of garnishment orders for collection and, if appropriate, forwards to the Director, Oak Ridge Financial Service Center, for appropriate action.
 - b. Director, Oak Ridge Financial Service Center, reviews garnishment orders and forwards them to the ORO Access Authorization Branch and the designated agent in the DOE Headquarters Office of the Chief Financial Officer for collection in accordance with DOE O 323.1 and this Chapter.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.