

# 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 320, Chapter X, Change 3, SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS**

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 include (1) update correlating DOE Directive; and (2) revise Paragraphs 1 and 3.

5. **CONTACT POINT:** Phil Barker Personnel & Management Analysis Branch, AD-442 574-2636  
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	08/28/2002	ORO Control Form	08/10/2004
ORO O 320, Ch. X, Chg. 2	08/28/2002	ORO O 320, Ch. X, Chg. 3	08/10/2004

*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 08/10/2004  
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. 11/06/2003

# U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter X Change 3
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DATE: 08/10/2004

**SUBJECT: SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS**

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1. PURPOSE. This Chapter correlates to DOE 3731.1, Change 1, SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS, dated July 8, 1992, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO), Office of Scientific and Technical Information (OSTI), and other Department of Energy (DOE) organizations where services are prescribed in a written agreement. Nothing in this issuance changes any requirements contained in any DOE Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 320, Chapter X, Change 2, SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS, dated August 28, 2002.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI Principal Staff, ORO and OSTI employees, principal staff and employees of other DOE organizations where services are prescribed in a written agreement, and applicants for Federal employment.
4. RESPONSIBILITIES.
  - a. Director, Human Resources Division.
    - (1) Establishes and maintains programs and management systems that conform to the requirements of DOE 3731.1, Change 1, Chapters I-VII.
    - (2) Performs those tasks identified in DOE 3731.1, Change 1, subparagraphs 6d(2)-(3) and 6i.
    - (3) As required, recommends to the Manager, ORO, or the Director, OSTI, that waivers of pre-employment investigations be requested from the DOE Headquarters (HQ) Under Secretary.
    - (4) As required, recommends to the Manager, ORO, or the Director, OSTI, that access to Restricted Data prior to, or in lieu of, completion of the required investigation be requested from the DOE HQ Office of Security Affairs.
  - b. Managers and Supervisors perform that task identified in DOE 3731.1, Change 1, subparagraph 6g.

- c. Employees and Applicants perform that task identified in DOE 3731.1, Change 1, subparagraph 6h.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.