



# U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter XIII
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DATE: 05-31-96

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

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1. PURPOSE. This Chapter correlates to DOE O 326.1 (formerly DOE 3731.1), 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) and the Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORIG 3731.1, SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS, dated February 21, 1995.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI Principal Staff, ORO and OSTI employees, and applicants for Federal employment.
4. RESPONSIBILITIES.
  - a. Director, Personnel Division.
    - (1) Establishes and maintains programs and management systems that conform to the requirements of DOE O 326.1, Chapters I-VII.
    - (2) Performs those tasks identified in DOE O 326.1, subparagraphs 6d(2)-(3) and 6i.
    - (3) As required, recommends to the Manager or the Director, OSTI, that waivers of pre-employment investigations be requested from the Under Secretary.
    - (4) As required, recommends to the Manager or the Director, OSTI, that access to Restricted Data prior to, or in lieu of, completion of the required investigation be requested from the Office of Security Affairs.
  - b. Managers and Supervisors perform that task identified in DOE O 326.1, subparagraph 6g.
  - c. Employees and Applicants perform that task identified in DOE O 326.1, subparagraph 6h.

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