

# 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 320, Chapter I, Change 3, EMPLOYMENT

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; (2) addition of Servicing Personnel Office in Paragraph 1; (3) deletion of reference to NNSA YSO; (4) deletion of Paragraph 5; (5) update references in Paragraph 6; and (6) update Paragraphs 4a(2) and 4c(1).

5. **CONTACT POINT:** Melanie Kent Personnel & Management Analysis Branch, AD-442 576-0673  
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	04/09/2002	ORO Control Form	07/01/2004
ORO O 320, Ch. I, Chg. 2	04/09/2002	ORO O 320, Ch. I, Chg. 3	07/01/2004

*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 07/01/2004  
Signature: DMG Team Leader, AD-440 Date

**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 I Change 3
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DATE: 07/01/2004

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**SUBJECT: EMPLOYMENT**

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1. PURPOSE. This Chapter correlates to DOE O 320.1, Change 1, ACQUIRING AND POSITIONING HUMAN RESOURCES, dated November 21, 2003, by providing administrative guidance to Oak Ridge Operations (ORO) and those organizations for which the ORO Human Resources Division (HRD) is designated as the Servicing Personnel Office (SPO). This issuance assigns responsibility and accountability to ORO, and the 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 320, Chapter I, Change 2, EMPLOYMENT, dated April 9, 2002.
3. APPLICABILITY. The provisions of this Chapter apply to all ORO employees and employees of those organizations for which the ORO HRD is designated as SPO.
4. RESPONSIBILITIES.
  - a. Manager, ORO; and Director, OSTI.
    - (1) Request personnel actions which require prior approval by the Secretary.
    - (2) Request approval for assignment outside the Department of employees in their respective organizations in accordance with delegated personnel authorities. (Other organizations receiving SPO services will coordinate requests with their Headquarters [HQ] Office or Lead Program Secretarial Office [LPSO] in accordance with delegated authorities.
    - (3) Determine when a transfer of function is appropriate and which positions should be transferred with the function.
    - (4) Approve discretionary continuing or temporary exceptions to the order of release from a competitive level.
  - b. Assistant Managers, ORO; and Assistant Directors, OSTI.
    - (1) Issue notice of decision on adverse actions proposed by subordinate officials against employees under their jurisdictions.
    - (2) Approve employee requests for extension of time to answer notices of proposed actions.

- (3) Approve the placement of managers and supervisors who fail to satisfactorily complete their probationary periods in specific nonmanagerial or nonsupervisory positions.
  - c. Director, Human Resources Division.
    - (1) Performs those tasks assigned to Human Resources Directors in DOE O 320.1, Change 1.
    - (2) Authorizes work schedules for part-time employees of fewer than 16 hours per week when doing so is in the best interest of the Department.
  - d. Principal Staff, ORO and OSTI. Perform those tasks assigned to managers and supervisors in DOE O 320.1, Change 1.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES.
  - a. Title 5, Code of Federal Regulations (CFR), Part 300, EMPLOYMENT (GENERAL).
  - b. Title 5, CFR, Part 351, REDUCTION IN FORCE.
  - c. ORO O 320, Chapter XI, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, dated June 12, 2003, and any subsequent revisions, which provides information on the payment of overtime.
  - d. ORO O 340, Chapter I, Change 4, ALTERNATIVE WORK SCHEDULE PROGRAM, dated February 11, 2004, and any subsequent revisions, which establishes the policies and procedures which govern the ORO and OSTI alternative work schedule programs.
  - e. ORO O 340, Chapter II, Change 2, GRIEVANCE POLICY AND PROCEDURES, dated September 6, 2002, and any subsequent revisions, which prescribes responsibilities for ORO and OSTI administration grievance systems.
  - f. ORO O 360, Chapter I, Change 3, FEDERAL EMPLOYEE TRAINING, dated May 14, 2004, and any subsequent revisions, which prescribes ORO and OSTI policies for employee development and training programs.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.