

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 320, Chapter III, Chg. 1, EMPLOYMENT OF EXPERTS AND CONSULTANTS**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? LMES LMER ORAU SURA

Bechtel Jacobs Company

Other contractors (list by type)

Many ORO contractors have approved S/RIDs or 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 impact?

No Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include minor editorial revisions to indicate the correct number of the correlating DOE Order (DOE 3304.1A) and to reflect the current organizational title of the ORO Human Resources Division.

5. **CONTACT POINT:** Lois Jago Personnel & Management Analysis Branch, AD-442 576-0680
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 O 320, Chapter III	09/30/1996	ORO O Control Form	02/26/1999
Pages III-1 through III-3		ORO O 320, Chapter III	02/26/1999
		Chg. 1, Pages III-1 through III-3	

ORO Orders are available on the ORO Directives Management Home Page [http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form. The ORO Orders 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

Jennifer H. Cusick, AD-440
Signature Management Analyst, AD-440

02/26/1999
Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED
Rev. 08/04/1998

U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter III Change 1

DATE: 02/26/1999

SUBJECT: EMPLOYMENT OF EXPERTS AND CONSULTANTS

1. PURPOSE. This Chapter correlates to DOE 3304.1A, EMPLOYMENT OF EXPERTS AND CONSULTANTS, dated June 23, 1992, by assigning responsibility and accountability and providing administrative guidance to ORO and 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 ORO O 320, Chapter III, EMPLOYMENT OF EXPERTS AND CONSULTANTS, dated September 30, 1996.
3. APPLICABILITY. The provisions of this Chapter apply to all expert and consultant appointments executed through personnel authorities delegated to ORO and OSTI.
4. RESPONSIBILITIES.
 - a. Manager, ORO and Manager, OSTI.
 - (1) Approve expert and consultant appointments.
 - (2) Serve as Reviewing Official for conflict-of-interest forms submitted by experts and consultants assigned to the Office of the Manager, ORO.
 - (3) Approve quarterly recertifications of ORO expert and consultant appointments in the Office of the Manager (DOE F 3304.2, "Quarterly Report," block 14).
 - b. Assistant Manager for Administration, ORO, and Assistant Manager for Resource Management, OSTI.
 - (1) Approve quarterly recertifications of ORO expert and consultant appointments outside of the Office of the Manager, and directs action to correct deficiencies, as required.
 - (2) Certify that each ORO quarterly review has been properly documented.
 - (3) Notify Headquarters (HQ) when expert or consultant appointments are terminated prior to the expiration of the appointment period.
 - c. ORO and OSTI Principal Staff.
 - (1) Initiate DOE F 3304.1, "Approval of Expert or Consultant Employment Request," and certify that the proposed appointment or reappointment complies with governing regulations.

- (2) Serve as Reviewing Officials for conflict-of-interest forms as follows:
 - (a) Assistant Managers and others at the first organizational level below the Manager, ORO, or the Manager, OSTI, review the forms submitted by experts and consultants assigned to that specific organizational level.
 - (b) Officials at the second organizational level below the Manager, ORO, or the Manager, OSTI, review the forms submitted by experts and consultants assigned to all subordinate levels.
 - (3) Initiate quarterly recertifications of all expert and consultant appointments (DOE F 3304.2, block 12).
- d. Chief Counsel.
- (1) Concurs in the terms and conditions of Letters of Appointment.
 - (2) Reviews alleged violations of 19 CFR Part 1010, and refers them to the DOE Inspector General or to the Department of Justice, as appropriate.
- e. Director, Human Resources Division.
- (1) Coordinates HQ approval of expert and consultant appointments made:
 - (a) In the Office of the Manager, ORO, or
 - (b) During the fourth fiscal quarter, at the first organizational level below the Manager, ORO.
 - (2) Issues all Letters of Appointment, including modifications as required, and officially notifies experts and consultants when appointments are terminated prior to the expiration of the appointment period.
 - (3) Maintains documented records of each quarterly review for two years or until examined by Office of Personnel Management, whichever comes first.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. 5 CFR Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.

9. ATTACHMENTS. None.