

DIRECTIVES CONTROL FORM - ORO 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, Change 2, EMPLOYMENT OF EXPERTS AND CONSULTANTS**

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. BWXT Y-12 ORAU UT-Battelle SURA

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 chapter is part of the ORO sunset review process. Minor editorial changes were made to enhance clarity.

5. **CONTACT POINT:** Melanie Kent Personnel and 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	02/26/1999	ORO Control Form	04/02/2002
ORO O 320, Chapter III, Chg. 1, Pages III-1 thru III-3	02/26/1999	ORO O 320, Chapter III, Chg. 2, Pages III-1 thru III-3	04/02/2002

ORO Directives are available on the ORO Directives Management Home Page at http://www.ornl.gov/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 04/03/2002
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 01/30/2002

U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter III Change 2

DATE: 04/02/2002

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, Office of Scientific and Technical Information (OSTI), and the Nation Nuclear Security Administration (NNSA) Y-12 Area Office (YAO). Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) directive.
2. CANCELLATION. This Change 2 cancels and replaces ORO O 320, Chapter III, Change 1, EMPLOYMENT OF EXPERTS AND CONSULTANTS, dated February 26, 1999.
3. APPLICABILITY. The provisions of this chapter apply to all expert and consultant appointments executed through personnel authorities delegated to ORO, OSTI, and YAO.
4. RESPONSIBILITIES.
 - a. Manager, ORO; Manager, OSTI; and Manager, YAO.
 - (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; OSTI; and YAO; respectively.
 - (3) Approve quarterly recertifications of expert and consultant appointments in the Office of the Manager (DOE F 3304.2, "Quarterly Report," block 14).
 - b. Assistant Manager for Administration, ORO, Assistant Director for Administration and Information Services, OSTI, and Director, Business Management Division, YAO.
 - (1) Approve quarterly recertifications of expert and consultant appointments outside of the Office of the Manager, and directs action to correct deficiencies, as required.
 - (2) Certify that each 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, OSTI, and YAO 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, review the forms submitted by experts and consultants assigned to that specific organizational level.
 - (b) Officials at the second organizational level below the Manager 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 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) Coordinates all appointments at YAO with NNSA representatives at HQ in accordance with delegated personnel authorities.
 - (3) 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.
 - (4) 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. None
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.