

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 VIII, Change 2, PRIORITY PLACEMENT AND CAREER TRANSITION ASSISTANCE**

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. Changes to this Chapter include revisions to (1) update correlating DOE Directive; (2) add reference "other serviced organizations" to Paragraphs 3b and 4a; and (3) update Paragraph 6, References.

5. CONTACT POINT: Melanie Kent Federal Human Resources Branch, AD-443 576-0673
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	05/22/2003	ORO Control Form	05/23/2005
ORO O 320, Ch. VIII, Chg. 1	05/22/2003	ORO O 320, Ch. VIII, Chg. 2	05/23/2005

ORO Directives are available on the ORO Directives Management Group Home Page at 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

05/23/2005

Signature: DMG Team Leader, AD-440

Date

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

Rev. 06/14/2004

U.S. Department of Energy

Oak Ridge Office

ORO O 320
Chapter VIII
Change 2

DATE: 05/23/2005

SUBJECT: PRIORITY PLACEMENT AND CAREER TRANSITION ASSISTANCE

1. PURPOSE. This Chapter correlates to DOE O 320.1, Change 1, ACQUIRING AND POSITIONING HUMAN RESOURCES, Chapter VI, “*DOE Career Transition Assistance Plan*,” dated November 21, 2003, and all subsequent revisions, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Office (ORO), Office of Scientific and Technical Information (OSTI), and other organizations serviced by ORO Human Resources. 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 VIII, Change 1, PRIORITY PLACEMENT AND CAREER TRANSITION ASSISTANCE, dated May 22, 2003.
3. APPLICABILITY.
 - a. Positions. The provisions of this Chapter apply only to vacant positions which:
 - (1) Are in the competitive or excepted service systems,
 - (2) Will otherwise be filled under competitive internal recruitment procedures, and
 - (3) Are not excluded by the *DOE Career Transition Assistance Plan*.
 - b. Employees. This Chapter is primarily oriented to the placement of current ORO, OSTI, and other serviced organization employees who are entitled to grade or pay retention, and current and former ORO, OSTI, and other serviced organization employees who are serving under an appointment in the competitive service, who are in tenure groups I or II, and who have received a Notice of Job Abolishment or Certification or Certificate of Expected Separation. It also provides for placement assistance to current and former employees of other DOE offices and other Federal agencies who:
 - (1) Are entitled to grade or pay retention, or
 - (2) Are eligible for placement assistance under 5 CFR 330, Subparts F and G, and
 - (3) Apply for specific vacancies.
4. RESPONSIBILITIES.
 - a. Assistant Manager for Administration, ORO; Assistant Directors, OSTI; and designated managers in other serviced organizations, concur in justifications for non-selection of employees entitled to priority consideration and/or selection under this Chapter.

- b. Director, Human Resources Division (HRD) administers the provisions of the *DOE Career Transition Assistance Plan*.
 - c. Selecting Officials.
 - (1) Give full and fair consideration to all eligible individuals referred to them.
 - (2) Submit written justifications if mandatory selection or consideration-eligible individuals are referred and none are selected.
 - d. Employees eligible for consideration under this Chapter will:
 - (1) In accordance with the provisions of the *DOE Career Transition Assistance Plan*, apply for specific vacancies within the prescribed time frames (including submitting proof of eligibility), and register for selection or reemployment priority using Attachment 1, "*Application for Enrollment for Reemployment Priority*."
 - (2) Submit written requests to the HRD for extended repromotion consideration outside of their commuting area.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES
- a. Title 5, Code of Federal Regulation (CFR), Part 330, RECRUITMENT, SELECTION, AND PLACEMENT (GENERAL) which contains regulations on career transition assistance.
 - b. Title 5, CFR, Part 302, EMPLOYMENT IN THE EXCEPTED SERVICE which contains regulations on employment in the Excepted Service.
 - c. Title 5, CFR, Part 351, REDUCTION IN FORCE.
 - d. Title 5, CFR, Part 536, GRADE AND PAY RETENTION.
 - e. DOE O 320.1, Change 1, Chapter II, "*Probationary Periods for Managers and Supervisors*," dated November 21, 2003, which contains the DOE policy on reductions in force and placement following failure of an employee to satisfactorily complete the probationary period for a manager or supervisor.
 - f. DOE O 320.1, Change 1, Chapter V, "*Merit Promotion*," dated November 21, 2003, which contains the DOE Policy on merit promotion policy.
 - g. ORO O 320, Chapter VII, Change 2, MERIT PROMOTION, dated January 30, 2004, and any subsequent revisions, which contains procedures for merit promotion actions.
7. DEFINITION. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.

9. ATTACHMENT.

- a. Attachment 1 - APPLICATION FOR ENROLLMENT FOR REEMPLOYMENT PRIORITY.

APPLICATION FOR ENROLLMENT
FOR
REEMPLOYMENT PRIORITY

Date: _____

Applicant Name: _____

Address: _____

Telephone Number: _____
(include area code)

Basis For Eligibility

Date of Separation
through RIF: _____

Date of Cessation
of Workers Compensation: _____

Date of Registration: _____

Applicant

Human Resources Specialist