



# U.S. Department of Energy

Oak Ridge Office

ORO O 320  
Chapter VIII  
Change 3

DATE: 04/19/2007

## **SUBJECT: PRIORITY PLACEMENT AND CAREER TRANSITION ASSISTANCE**

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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 the 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 2, PRIORITY PLACEMENT AND CAREER TRANSITION ASSISTANCE, dated May 23, 2005.
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