

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, Revision 3, FEDERAL 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. BWXT Y-12 ORAU UT-Battelle SURA

Other contractors (list by type)

SEE INDIVIDUAL CHAPTERS

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 revision transmits the cancellation of the following chapters: ORO O 320, Chapter IV, Change 1, PAY ADMINISTRATION AND HOURS OF DUTY, dated 09/10/1999; ORO O 320, Chapter V, Change 2, LEAVE ADMINISTRATION, dated 05/18/1999; and the addition of a new chapter, ORO O 320, Chapter XI, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, dated 06/12/2003.

5. **CONTACT POINT:** SEE INDIVIDUAL CHAPTERS

Name	Organization	Telephone
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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	08/07/2002	ORO Control Form	06/19/2003
ORO O 320, Rev. 2, Pages 1-2 and i-iv	08/07/2002	ORO O 320, Rev. 3, Pages 1-2 and i	06/19/2003

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
Signature: DMG Team Leader, AD-440
Date: 06/19/2003

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

ORDER

ORO O 320
Revision 3

DATE: 06/19/2003

SUBJECT: FEDERAL EMPLOYMENT

1. PURPOSE. This Order provides detailed requirements for Oak Ridge Operations (ORO) activities under 320 Series, Federal Employment, by assigning responsibility and accountability and providing guidance to ORO and Office of Scientific and Technical Information.
2. SIGNIFICANT CHANGES. This Order incorporates as chapters in the 320 Series the current ORO directives listed in paragraph 3 below.
3. SUMMARY.
 - a. This revision to ORO O 320 transmits the following new chapter:
 - (1) ORO O 320, Chapter XI, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, dated June 12, 2003.
 - b. This revision to ORO O 320 deletes the following chapters:
 - (1) Chapter IV, Change 1, PAY ADMINISTRATION AND HOURS OF DUTY, dated September 10, 1999.
 - (2) Chapter V, Change 2, LEAVE ADMINISTRATION, dated May 18, 1999.
 - c. This revision to ORO O 320 transmits the following revised chapter:
 - (1) Chapter VIII, Change 1, PRIORITY PLACEMENT AND CONSIDERATION, dated May 22, 2003.
 - d. The following chapters, previously issued, remains in effect.
 - (1) Chapter I, Change 2, EMPLOYMENT, dated April 9, 2002.
 - (2) Chapter II, Change 2, PROCESSING PERSONNEL ACTIONS, dated October 12, 2001.
 - (3) Chapter III, Change 2, EMPLOYMENT OF EXPERTS AND CONSULTANTS, dated April 2, 2002.

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INITIATED BY: (SEE INDIVIDUAL CHAPTERS)

- (4) Chapter VI, Change 2, VOLUNTARY LEAVE TRANSFER PROGRAM, dated September 23, 2002.
- (5) Chapter VII, Change 1, MERIT PROMOTION, dated June 13, 2001.
- (6) Chapter IX, Change 2, POSITION CLASSIFICATION, dated September 18, 2002.
- (7) Chapter X, Change 2, SUITABILITY, POSITION SENSITIVITY DESIGNATIONS AND RELATED PERSONNEL MATTERS, dated August 28, 2002.

For information on applicability and assignment of responsibility, refer to these individual chapters.

- 4. CONTRACTOR REQUIREMENTS DOCUMENT. None.

Original Signed By

Wayne H. Albaugh, Team Leader
Directives Management Group

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CHAPTER I - EMPLOYMENT (correlates to DOE 3300.3)

CHAPTER II - PROCESSING PERSONNEL ACTIONS

CHAPTER III - EMPLOYMENT OF EXPERTS AND CONSULTANTS (correlates to DOE 3304.1A)

CHAPTER IV - RESERVED

CHAPTER V - RESERVED

CHAPTER VI - VOLUNTARY LEAVE TRANSFER PROGRAM (correlates to DOE O 322.1A)

CHAPTER VII - MERIT PROMOTION (correlates to DOE 3335.1C)

CHAPTER VIII - PRIORITY PLACEMENT AND CONSIDERATION

CHAPTER IX - POSITION CLASSIFICATION (correlates to DOE O 325.1)

CHAPTER X - SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS (correlates to DOE 3731.1)

CHAPTER XI - PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY (correlates to DOE O 322.1A)