

***DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE***

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

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 330, FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION**

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

3. **CONTRACTOR REQUIREMENTS:** Does directive contain requirements applicable to contractor(s)?  
Check appropriate boxes:

No (all contractors)

Yes If yes, whom?         LMES         ORAU         SURA         LMER

Other contractors (list by type)

**SEE INDIVIDUAL CHAPTERS**

4. **SUMMARY OF SIGNIFICANT PROVISIONS OR CHANGES:**

This Order incorporates Chapter II (formerly ORIG 3450.1C and ORIG N 3450.31) and Chapter III (formerly ORIG 3750.1A) in the 330 Series.

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

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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>
ORIG 3450.1C	4-11-94	ORO O Control Form	09-05-96
ORIG N 3450.31	1-13-94	ORO O 330	09-05-96
ORIG 3750.1A	9-14-92		

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

*Original Signed By Jennifer H. Cusick*

*09/05/1996*

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Signature    Management Analyst, AD-440

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Date

# U.S. Department of Energy

Oak Ridge Operations

**ORDER**

ORO O 330

DATE: 09-05-96

**SUBJECT: FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION**

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1. PURPOSE. This Order provides detailed requirements for Oak Ridge Operations (ORO) activities under Series 330, Federal Employee Performance and Recognition, by assigning responsibility and accountability and providing administrative and/or contractual guidance to ORO and its contractors.
2. SIGNIFICANT CHANGES. This Order incorporates as Chapters in the 330 Series the current Oak Ridge Implementation Guidance (ORIG) directives and OR Orders identified in paragraph 3 below.
3. SUMMARY. This document includes the following chapters:
  - a. Chapter I, DEPARTMENTAL PERFORMANCE APPRAISAL SYSTEM, to be published.
  - b. Chapter II, INCENTIVE AWARDS, which cancels and replaces ORIG 3450.1C, same title, dated April 11, 1994, and ORIG N 3450.31, TIME OFF AWARDS, dated January 13, 1994.
  - d. Chapter III, WORK FORCE DISCIPLINE, which cancels and replaces ORIG 3750.1A, same title, dated September 14, 1992.
4. CONTRACTOR REQUIREMENTS DOCUMENT. None.

*Original Signed By*

Daniel H. Wilken  
Assistant Manager  
for Administration

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