



# U.S. Department of Energy

Oak Ridge Operations

ORO O 330 Chapter III
--------------------------

DATE: 09-05-96

**SUBJECT: WORK FORCE DISCIPLINE**

---

1. PURPOSE. This Chapter correlates to DOE O 333.1 (formerly DOE 3750.1A), WORK FORCE DISCIPLINE, dated March 23, 1983, which has now been renumbered in accordance with the new DOE Order Numbering System, as published in DOE M 251.1-1, Change 1, dated December 12, 1995. Nothing within the DOE Order has been changed at this point, but if a new DOE Order is published, it will be numbered in this manner. Until that time, the new number is assigned to the previous DOE Order. This new Oak Ridge Operations (ORO) Chapter assigns responsibility and accountability and provides administrative guidance to ORO and the Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORIG 3750.1A, WORK FORCE DISCIPLINE, dated September 14, 1992.
3. APPLICABILITY. The provisions of this Chapter apply to all ORO and OSTI employees, except those excluded by DOE O 333.1, paragraph 3:
4. RESPONSIBILITIES.
  - a. Deputy Manager, ORO, and Director, OSTI, issue notices of decision for removals, suspensions, and reductions in grade proposed by subordinate supervisors based on misconduct when the responsible member of the Principal Staff recommends corrective action that exceeds the maximum recommended in DOE O 333.1, Attachment 1.
  - b. Director, Personnel Division.
    - (1) Performs those tasks identified in DOE O 333.1, subparagraph 6f.
    - (2) Forwards requests for more than 60 days of advance notice for performance-based removals and reductions in grade to the Office of Personnel, DOE Headquarters (HR-32).
    - (3) Consults with the HR-32 before concurring in the use of the "crime" exception to a 30-day notice period.
  - c. Chief Counsel.
    - (1) Performs those tasks identified in DOE O 333.1, subparagraph 6d.
    - (2) Forwards all petitions for payment of attorney fees to the Office of General Counsel, DOE Headquarters, in accordance with DOE O 333.1, Chapter IV, paragraph 4.

d. Principal Staff.

- (1) Perform those tasks identified in DOE 333.1, subparagraph 6a.
- (2) With the prior concurrence of the Personnel Division:
  - (a) Issue notices of decision on reductions in grade and removals proposed by subordinate supervisors based on unacceptable performance.
  - (b) For removals, suspensions, and reductions in grade proposed by subordinate supervisors based on misconduct:
    - 1 Recommend corrective action which would exceed the maximum recommended in DOE O 333.1, Attachment 1.
    - 2 Issue notices of decision in all other cases.
  - (c) Issue notices of decision on adverse actions that invoke the "crime" exception to the normal 30-day notice period.
  - (d) Issue notices of decision for nondisciplinary adverse actions, including waivers of advance written notice and/or opportunity to answer when an immediate furlough is necessary due to unforeseeable circumstances.
  - (e) Issue notices of termination to employees not entitled to advance notices of proposed action.

e. Supervisors.

- (1) Perform those tasks identified in DOE O 333.1, subparagraph 6g.
- (2) Gather, analyze, and carefully consider all facts and circumstances before taking or recommending corrective action.
- (3) Recommend termination of employees not entitled to advance notices of proposed action.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES.

- a. DOE O 331.1 (formerly DOE 3430.3A), DEPARTMENTAL PERFORMANCE APPRAISAL SYSTEM, dated August 14, 1986.
- b. ORO O 330, Chapter I, DEPARTMENTAL PERFORMANCE APPRAISAL SYSTEM, to

be published.

- c. Agreement between ORO and OSTI, U.S. DOE, and Local No. 268, Office and Professional Employees International Union (AFL-CIO).
  - d. Agreement between OSTI, U.S. DOE, and Local No. 234, Graphic Communications International Union.
7. DEFINITIONS. None.
8. CONTRACTORS REQUIREMENT DOCUMENT. None.
9. ATTACHMENTS. None.