

CONTROL FORM FOR DOE/ORO DIRECTIVE

PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

1. DIRECTIVE NUMBER, TITLE, AND DATE:

ORO O 330, REVISION 4, FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION, dated 02/22/2007.

2. PURPOSE OF TRANSMITTAL: New Directive Revised Directive Revised Control Form

3. DOES THIS DIRECTIVE CANCEL OR EXTEND ANY OTHER DIRECTIVES? Yes No
If "Yes," list what action (cancel or extend) and list the Directive(s) number(s), title(s), and date(s):

This Revision cancels and replaces ORO O 330, Revision 3, FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION, dated 07/21/2006.

The attached Directive is forwarded for review and action. Complete Part B and forward a completed hard copy of this form to ORO DMG, AD-440, by 02/22/2007.

PART B (To be completed by the DIVISION OF PRIMARY INTEREST [DPI]):

COMPLETE FOR DOE DIRECTIVES ONLY:

4. SUPPLEMENTAL ORO DIRECTIVE REQUIRED?

Is a new or revised supplemental ORO Directive required? Yes No

If "Yes," target date for submission of supplemental ORO Directive is _____.

COMPLETE FOR BOTH DOE AND ORO DIRECTIVES:

5. CONTRACTOR APPLICABILITY.

Does this Directive affect the work performed by ORO Contractors? Yes No

If "Yes," whom? Bechtel Jacobs Company LLC ORAU

UT-Battelle, LLC ISOTEK (Bldg. 3019, ORNL)

Foster Wheeler (FWENC)

Other Contractors (list by name) **SEE INDIVIDUAL CHAPTERS**

6. SUBJECT MATTER EXPERT: SEE INDIVIDUAL CHAPTERS

Name

Organization

Original Signed By

7. APPROVED BY: Wayne H. Albaugh, Team Leader Directives Management Group, AD-440 02/22/2007

Signature

Organization

Date

PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Original Signed By

Wayne H. Albaugh

02/22/2007

DMG Team Leader, AD-440

Date

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

(Revised 02/10/2006)

U.S. Department of Energy

Oak Ridge Office

ORDER

ORO O 330
Revision 4

DATE: 02/22/2007

SUBJECT: FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION

1. PURPOSE. This Directive provides detailed requirements for Oak Ridge Office (ORO) activities under the 330 Series, FEDERAL EMPLOYEE PERFORMANCE AND RECOGNITION, by assigning responsibility and accountability and providing administrative guidance to ORO.
2. CANCELLATION. This revision cancels and replaces ORO O 330, Revision 3, dated July 21, 2006.
3. SIGNIFICANT CHANGES. This Directive incorporates as Chapters in the 330 Series the current Oak Ridge Directives identified in Paragraph 4 below.
4. SUMMARY.
 - a. This revision to ORO O 330 transmits the following revised Chapter.
 - (1) Chapter II, Change 4, INCENTIVE AWARDS, dated, September 12, 2006.
 - b. The following Chapters, previously issued, remain in effect.
 - (1) Chapter I, Change 2, EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM, dated April 8, 2004.
 - (2) Chapter III, Change 4, WORK FORCE DISCIPLINE, dated April 13, 2005.
 - (3) Chapter IV, MANAGERIAL AND SUPERVISORY PERFORMANCE MANAGEMENT SYSTEM, dated April 1, 2004.
5. CONTRACTOR REQUIREMENTS DOCUMENT. None.

Original Signed By

Wayne H. Albaugh, Team Leader
Directives Management Group

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CHAPTER I - EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM (correlates to DOE O 331.1B, Change 1)

CHAPTER II - INCENTIVE AWARDS (correlates to DOE O 331.1B, Change 1)

CHAPTER III - WORK FORCE DISCIPLINE (correlates to DOE 3750.1, Change 6)

CHAPTER IV - MANAGERIAL AND SUPERVISORY PERFORMANCE MANAGEMENT SYSTEM (correlates to DOE O 331.1B, Change 1)