

# DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

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

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 340, Rev. 1, FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION**

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

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom?  BXWT Y-12  UT-B  ORAU  SURA  
 Bechtel Jacobs Company

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 sunset review changes to Chapters I, II, and IV; a revised Chapter III; and a new Chapter V, in the ORO O 340 series.

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 O 340	09/07/1996	ORO O Control Form	07/06/2000
Pages 1 and i-ii		ORO O 340, Rev. 1	07/06/2000
		Pages 1 and i-ii	

*ORO Orders are available on the ORO Directives Management Home Page at [http://www.ornl.gov/doe\\_oro\\_dmg/orchklst.htm](http://www.ornl.gov/doe_oro_dmg/orchklst.htm). The ORO Orders 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*

Kenneth W. Warden, AD-440  
Signature Management Analyst, AD-440

07/06/2000  
Date

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

# U.S. Department of Energy

Oak Ridge Operations

## ORDER

ORO O 340  
Rev. 1

DATE: 07/06/2000

### SUBJECT: FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION

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1. PURPOSE. This Order provides detailed requirements for Oak Ridge Operations (ORO) activities under series 340, Federal Employee Well-Being and Satisfaction, 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 340 Series the current Oak Ridge Orders identified in paragraph 3 below.
3. SUMMARY. This revision transmits the following Chapters:
  - a. Chapter I, Chg. 2, ALTERNATIVE WORK SCHEDULE PROGRAM, dated September 21, 1998, which cancels and replaces Chapter I, Chg. 1, same title, dated June 12, 1997.
  - b. Chapter II, Chg. 1, GRIEVANCE POLICY AND PROCEDURES, dated November 17, 1998, which cancels and replaces Chapter II, same title, dated September 7, 1996.
  - c. Chapter III, Chg. 2, EMPLOYEE ASSISTANCE PROGRAM, dated June 29, 2000, which cancels and replaces Chapter III, Chg. 1, same title, dated September 30, 1998.
  - d. Chapter IV, Chg. 1, DRUG-FREE WORKPLACE TESTING IMPLEMENTATION PROGRAM, dated November 17, 1998, which cancels and replaces Chapter IV, same title, dated September 7, 1996.
  - e. Chapter V, EMPLOYEE FITNESS PROGRAM, dated June 29, 2000.

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

4. CONTRACTOR REQUIREMENTS DOCUMENT. None.

*Original signed by*

Daniel H. Wilken  
Assistant Manager  
for Administration

**TABLE OF CONTENTS**

Page

**CHAPTER I - ALTERNATIVE WORK SCHEDULE PROGRAM**

1. Purpose .....	I-1
2. Cancellation .....	I-1
3. Applicability .....	I-1
4. Responsibilities .....	I-1
5. Requirements and Procedures .....	I-2
6. References .....	I-5
7. Definitions .....	I-5
8. Contractor Requirements Document .....	I-6
9. Attachments .....	I-6
Attachment 1 - Request for Alternate Work Schedule .....	I-8
Attachment 2 - ORO Credit Hour Request .....	I-9
Attachment 3 - OSTI Credit Hour Request .....	I-10

**CHAPTER II - GRIEVANCE POLICY AND PROCEDURES (correlates to DOE 3771.1)**

1. Purpose .....	II-1
2. Cancellation .....	II-1
3. Applicability .....	II-1
4. Responsibilities .....	II-1
5. Requirements and Procedures .....	II-1
6. References .....	II-1
7. Definitions .....	II-1
8. Contractor Requirements Document .....	II-1
9. Attachments .....	II-1

**CHAPTER III - EMPLOYEE ASSISTANCE PROGRAM (correlates to DOE 3792.1A)**

1. Purpose .....	III-1
2. Cancellation .....	III-1
3. Applicability .....	III-1
4. Responsibilities .....	III-1
5. Requirements and Procedures .....	III-2
6. References .....	III-2
7. Definitions .....	III-2
8. Contractor Requirements Document .....	III-2
9. Attachments .....	III-2
Attachment 1 - Occupational Health Services and Employee Assistance Program (EAP) .....	III-3

**TABLE OF CONTENTS**

	<u>Page</u>
<b><u>CHAPTER IV - DRUG-FREE WORKPLACE TESTING IMPLEMENTATION PROGRAM</u></b> <b><u>(correlates to DOE 3792.3)</u></b>	
1. Purpose .....	IV-1
2. Cancellation .....	IV-1
3. Applicability .....	IV-1
4. Responsibilities .....	IV-1
5. Requirements and Procedures .....	IV-3
6. References .....	IV-3
7. Definitions .....	IV-4
8. Contractor Requirements Document .....	IV-4
9. Attachments .....	IV-4
<b><u>CHAPTER V - EMPLOYEE FITNESS PROGRAM (correlates to DOE 3790.1B)</u></b>	
1. Purpose .....	V-1
2. Cancellation .....	V-1
3. Applicability .....	V-1
4. Responsibilities .....	V-1
5. Requirements and Procedures .....	V-2
6. References .....	V-4
7. Definitions .....	V-4
8. Contractor Requirements Document .....	V-4
9. Attachments .....	V-4
Attachment 1 - The ORO Employee Fitness Plan .....	V-5
Attachment 2 - Private Vendor (Health Club/Fitness Center) Approval Criteria .....	V-8
Attachment 3 - Application for Participation ORO Employee Fitness Program .....	V-9
Attachment 4 - Reimbursement Voucher for Employee Fitness Program .....	V-10
Attachment 5 - Attendance Form (Semi-Annual) .....	V-11
Attachment 6 - Termination of Participation in the ORO Fitness Program .....	V-12