

DOE/ORO 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 340, Revision 2, FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION**

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. ORAU UT-Battelle

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 revised ORO directive incorporates revision to Chapters I, II, IV, and V, in the 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 Control Form	07/06/2000	ORO Control Form	03/19/2003
ORO O 340, Revision 1, Pages 1 and i-ii	07/06/2000	ORO O 340, Revision 2, Pages 1, 2 and i	03/19/2003

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 03/19/2003
Signature: DMG Team Leader, AD-440 Date

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

Rev. 01/10/2003

U.S. Department of Energy

Oak Ridge Operations

ORDER

ORO O 340
Revision 2

Date: 03/19/2003

SUBJECT: FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION

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 directives identified in paragraph 3 below.
3. SUMMARY.
 - a. This revision to ORO O 340 transmits the following revised chapters.
 - (1) Chapter I, Change 3, ALTERNATIVE WORK SCHEDULE PROGRAM, dated July 13, 2001.
 - (2) Chapter II, Change 2, GRIEVANCE POLICY AND PROCEDURES, dated September 6, 2002.
 - (3) Chapter IV, Change 2, DRUG-FREE WORKPLACE TESTING IMPLEMENTATION PROGRAM, dated October 02, 2002.
 - (4) Chapter V, Change 1, EMPLOYEE FITNESS PROGRAM, dated September 6, 2002.
 - b. The following chapter, previously issued, remains in effect.
 - (1) Chapter III, Change 2, EMPLOYEE ASSISTANCE PROGRAM, dated June 29, 2000.

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

4. CONTRACTOR REQUIREMENTS DOCUMENT. For contractor requirements, refer to the attachments to the Chapters listed in paragraph 3 above.

Original Signed by

Wayne H. Albaugh, Team Leader
Directives Management Group

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CHAPTER I – ALTERNATIVE WORK SCHEDULE PROGRAM

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

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

**CHAPTER IV – DRUG-FREE WORKPLACE TESTING IMPLEMENTATION PROGRAM
(correlates to DOE 3792.3)**

CHAPTER V – EMPLOYEE FITNESS PROGRAM (correlates to DOE 3790.1B, Chapter VIII)