

***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 350, Rev. 1, CONTRACTOR HUMAN RESOURCE PROGRAM**

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

3. **APPLICABILITY:** Does directive cover work performed by 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 revised Order incorporates Chapter V (new) and Chapter VI (formerly ORIG 3792.X9) in the 350 Series.

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

Name	Organization	Telephone
------	--------------	-----------

**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 Control Form	5-31-96	ORO O Control Form	6-28-96
Pages 1, i, and ii of	5-31-96	ORO O 350, Rev. 1	6-28-96
ORO O 350		Pages 1, 2, i, ii, and iii	6-28-96
ORIG 3792.X9	11-1-93	Chapters V and VI	6-28-96

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

<u>ORIGINAL SIGNED BY JENNIFER H. CUSICK, AD-440</u>	<u>6-28-96</u>
Signature    Management Analyst, AD-440	Date

# U.S. Department of Energy

Oak Ridge Operations

## ORDER

ORO O 350  
Rev. 1

DATE: 6-28-96

**SUBJECT: CONTRACTOR HUMAN RESOURCE PROGRAMS**

---

1. PURPOSE. This Order provides detailed requirements for Oak Ridge Operations (ORO) activities under Series 350, Contractor Human Resource Programs, 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 350 Series the current Oak Ridge Implementation Guidance (ORIG) directives and ORO Orders identified in paragraph 3 below.
3. SUMMARY.
  - a. This revision to ORO Order 350 transmits the following new chapters.
    - (1) Chapter V - PAYMENT OF WAGES OR SALARIES TO COST-TYPE CONTRACTOR EMPLOYEES WHEN ACCESS AUTHORIZATION IS SUSPENDED.
    - (2) Chapter VI - WORKPLACE SUBSTANCE ABUSE PROGRAMS AT OAK RIDGE SITES, which cancels and replaces ORIG 3792.X9, same title, dated November 1, 1993.
  - b. The following chapters, previously issued, remain in effect.
    - (1) Chapter I, POLICIES AND PROCEDURES FOR PENSION PROGRAMS UNDER OPERATING AND ONSITE SERVICE CONTRACTS, which cancels and replaces ORIG 3830.1, same title, dated June 25, 1992.
    - (2) Chapter II, CONTRACTOR INSURANCE AND OTHER HEALTH BENEFITS PROGRAMS, which cancels and replaces ORIG 3890.1, same title, dated June 26, 1992.
    - (3) Chapter III - FEDERAL LABOR STANDARDS, which cancels and replaces ORIG 3220.6, same title, dated April 21, 1993.
    - (4) Chapter IV - CONTRACTOR PERSONNEL AND INDUSTRIAL RELATIONS REPORTS, which cancels and replaces ORIG 3220.4, same title, dated August 4, 1992.

- c. Chapter VII, REDUCTION IN EMPLOYMENT OF OPERATING AND ONSITE SERVICE CONTRACTORS, is not yet published.

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*

Daniel H. Wilken  
Assistant Manager  
for Administration

**TABLE OF CONTENTS**

Page

**CHAPTER I - POLICIES AND PROCEDURES FOR PENSION PROGRAMS UNDER OPERATING AND ONSITE SERVICE CONTRACTS (correlates to DOE O 352.1)**

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-2
7. Definitions . . . . .	I-2
8. Contractor Requirements Document . . . . .	I-2
9. Attachments . . . . .	I-2
Attachment 1 . . . . .	I-3

**CHAPTER II - CONTRACTOR INSURANCE AND OTHER HEALTH BENEFITS PROGRAMS (correlates to DOE O 352.2)**

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

**CHAPTER III - FEDERAL LABOR STANDARDS (correlates to DOE O 353.1)**

1. Purpose . . . . .	III-1
2. Cancellation . . . . .	III-1
3. Applicability . . . . .	III-1
4. Responsibilities . . . . .	III-1
5. Requirements and Procedures . . . . .	III-3
6. References . . . . .	III-6

7. Definitions . . . . .	III-6
8. Contractor Requirements Document . . . . .	III-6
9. Attachments . . . . .	III-6
Attachment 1 . . . . .	III-7

**CHAPTER IV - CONTRACTOR PERSONNEL AND INDUSTRIAL RELATIONS REPORTS (correlates to DOE O 358.1)**

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

**CHAPTER V - PAYMENT OF WAGES OR SALARIES TO COST-TYPE CONTRACTOR EMPLOYEES WHEN ACCESS AUTHORIZATION IS SUSPENDED**

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

**CHAPTER VI - WORKPLACE SUBSTANCE ABUSE PROGRAMS AT OAK RIDGE SITES**

1. Purpose . . . . .	VI-1
2. Cancellation . . . . .	VI-1
3. Applicability . . . . .	VI-1

4.	Responsibilities . . . . .	VI-1
5.	Requirements and Procedures . . . . .	VI-3
6.	References . . . . .	VI-4
7.	Definitions . . . . .	VI-4
8.	Contractor Requirements Document . . . . .	VI-4
9.	Attachments . . . . .	VI-4
	Attachment 1 . . . . .	VI-5

**CHAPTER VII - REDUCTION IN EMPLOYMENT OF OPERATING AND ONSITE SERVICE CONTRACTORS, to be published**