

# ORO CONTROL FORM - FINAL DIRECTIVE

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

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 360, Revision 4, EMPLOYEE EDUCATION AND TRAINING**

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  ISOTEK (Bldg. 3019, ORNL)

Other contractors (list by type)

## SEE INDIVIDUAL CHAPTERS

*Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (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 impacts?  No  Yes  
If yes, describe: This revision transmits the following changes (1) add new Chapter III; and (2) updates to Chapter I, and Chapter II.

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 Control Form	04/30/2002	ORO Control Form	09/20/2004
ORO O 360, Revision 3	04/30/2002	ORO O 360, Revision 4	09/20/2004

*ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe/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

09/20/2004

Signature: DMG Team Leader, AD-440

Date

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

Rev. 06/14/2004

# U.S. Department of Energy

Oak Ridge Operations

**ORDER**

ORO O 360  
Revision 4

**DATE: 09/20/2004**

---

**SUBJECT: EMPLOYEE EDUCATION AND TRAINING**

---

1. PURPOSE. This Directive provides detailed requirements for the Oak Ridge Operations (ORO) activities under Series 360, EMPLOYEE EDUCATION AND TRAINING, by assigning responsibility and accountability and providing administrative and/or contractual guidance to ORO and its contractors and the Office of Scientific and Technical Information (OSTI).
2. CANCELLATION. This revision cancels and replaces ORO O 360, Revision 3, EMPLOYEE EDUCATION AND TRAINING, dated April 30, 2002.
3. SIGNIFICANT CHANGES. This Directive incorporates as Chapters in the 360 Series the current Oak Ridge Directives identified in Paragraph 3 below.
4. SUMMARY.
  - (1) This revision to ORO O 360 transmits the following new Chapter.
    - a. Chapter III, PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM, dated August 23, 2004.
  - (2) This revision to ORO O 360 transmits the following revised Chapters.
    - a. Chapter I, Change 3, FEDERAL EMPLOYEE TRAINING, dated May 14, 2004.
    - b. Chapter II, Change 4, PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES, dated April 7, 2004.

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

5. CONTRACTOR REQUIREMENTS DOCUMENT. For contractor requirements, refer to the attachment to the Chapters listed in Paragraph 4 above.

*Original Signed By*

Wayne H. Albaugh, Team Leader  
Directives Management Group

## TABLE OF CONTENTS

**CHAPTER I - FEDERAL EMPLOYEE TRAINING (correlates to DOE O 360.1B and DOE M 360.1-1B)**

**CHAPTER II - PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES (correlates to DOE 5480.20A, Change 1)**

**Chapter III - PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM (correlates to DOE O 361.1A, Chapter IV; and DOE M 413.3-1)**