

# ORO CONTROL FORM - FINAL DIRECTIVE

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

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 320, Chapter VI, Change 3, VOLUNTARY LEAVE TRANSFER PROGRAM**

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)

*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 ORO Chapter is part of the ORO sunset review process. Revisions to this Chapter include (1) update Paragraphs 1; 3; 4a(3), (4), and (5); and (2) addition of sentences 4c(3) and 4d(4).

5. CONTACT POINT: Carol Aytes Personnel & Management Analysis Branch, AD-442 576-9586  
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	09/23/2002	ORO Control Form	08/23/2004
ORO O 320, Ch. VI, Chg. 2	09/23/2002	ORO O 320, Ch. VI, Chg. 3	08/23/2004

*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 08/23/2004  
Signature: DMG Team Leader, AD-440 Date

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

Rev. 06/14/2004

## NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

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

DIRECTIVE NUMBER, TITLE, AND DATE:

**ORO O 320, CHAPTER VI, CHANGE 3, VOLUNTARY LEAVE TRANSFER PROGRAM, dated**

PURPOSE OF TRANSMITTAL:  New Directive  Revised Directive

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

This Directive cancels and replaces ORO O 320, Chapter VI, Change 2, VOLUNTARY LEAVE TRANSFER PROGRAM, dated 09/23/2002.

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by **09/07/2004**.

### PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):

CONTRACTOR APPLICABILITY:

Does this Directive affect the work performed by BWXT Y-12, L.L.C.?  Yes  No

Does this Directive affect the work performed by BWXT Y-12, L.L.C., subcontractors?  Yes  No

If "Yes," list the subcontractors:

*Many contractors have approved Standards/Requirements Identification Documents (S/RID) 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.*

SIGNIFICANT PROVISIONS: Are there any significant changes or impacts?  Yes  No

List summary of Directive changes and, if "Yes" above, describe the significant changes or impacts:

IMPLEMENTATION: Does the Directive contain special implementation requirements and/or dates?  Yes  No

If "Yes," describe:

FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?

Is a new or revised supplemental Directive required?  Yes  No

If "Yes," target date for submission of YSO Directive is \_\_\_\_\_.

IDENTIFY CONTACT POINT: S. L. Gaines 576-0401  
Name Telephone

APPROVED BY COR FOR DIRECTIVES: Diane McCarten 09/08/2004 576-9330  
Signature Date Telephone

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

*DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. 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). Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Wayne H. Albaugh, AD-440 09/10/2004  
Name Date

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

(Revised 11/06/2003)

# U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter VI Change 3
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DATE: 08/23/2004

## SUBJECT: VOLUNTARY LEAVE TRANSFER PROGRAM

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1. PURPOSE. This Chapter correlates to DOE O 322.1A, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, dated May 8, 1998, by assigning responsibility and accountability to Oak Ridge Operations (ORO), and the Office of Scientific and Technical Information (OSTI) and providing guidance to those organizations for which the ORO Human Resources Division (HRD) is designated as the Servicing Personnel Office (SPO). Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 320, Chapter VI, Change 2, VOLUNTARY LEAVE TRANSFER PROGRAM, dated September 23, 2002.
3. APPLICABILITY. The provisions of this Chapter apply to all ORO and OSTI employees, as well as other DOE employees of organizations for which the ORO HRD serves as the SPO, except those excluded by DOE O 322.1A, subparagraph 3c.
4. RESPONSIBILITIES.
  - a. Director, Human Resources Division.
    - (1) Reviews applications from employees who wish to become leave recipients, and approves or disapproves such applications.
    - (2) Transmits to the Director, Oak Ridge Financial Service Center (ORFSC), a copy of the Approval of Application for Voluntary Leave Transfer Program.
    - (3) Notifies all ORO and OSTI employees, as well as other DOE employees of organizations for which the ORO HRD serves as the SPO, of the opportunity to donate leave to each approved leave recipient.
    - (4) Monitors the status of each leave recipient's medical emergency requesting periodic medical certification as appropriate. When the leave recipient's medical emergency has ended, notifies the leave recipient of the effective date of the termination of program participation and the reason for the termination.
    - (5) Promptly notifies the ORFSC when employees' eligibility for participation in the Voluntary Leave Transfer Program has terminated.

- b. Director, Oak Ridge Financial Service Center (ORFSC).
  - (1) Transmits to Headquarters' Payroll Office, a copy of the Approval of Application for Voluntary Leave Transfer Program.
  - (2) Processes DOE F 3630.1, "Leave Donation."
- c. Supervisors.
  - (1) Endorse leave recipient applications for their employees and submit such applications to the Human Resources Division.
  - (2) Promptly notify the Human Resources Division when the medical emergency of leave recipient employees under their supervision has ended.
  - (3) Approve use of donated leave only for purposes related to the disaster or emergency for which the recipient was approved.
- d. Employees.
  - (1) Submit written applications to become a leave recipient.
  - (2) Inform their supervisor of the status and expected duration of their medical emergency, and provide prompt written notification when their medical emergency has ended.
  - (3) Provide periodic justification for continued coverage under the Voluntary Leave Transfer Program as requested by the Personnel and Management Analysis Branch.
  - (4) Request to use donated leave only for purposes related to the disaster or emergency for which the recipient was approved.
- 5. REQUIREMENTS AND PROCEDURES. None.
- 6. REFERENCES. None.
- 7. DEFINITIONS. None.
- 8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
- 9. ATTACHMENTS. None.