

# 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 320, Chapter VIII, Change 1, PRIORITY PLACEMENT AND CONSIDERATION**

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)

*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 ORO chapter is part of the ORO sunset review. Changes to this chapter include revisions to (1) update organizational title for the Human Resources Division; (2) update correlating DOE directive to a non-directive DOE Manual; (3) major revisions to paragraphs 3 and 4; (4) remove reference to deleted Attachment 1 from paragraph 5; (5) update paragraph 6; (6) delete Attachment 1, REQUIREMENTS AND PROCEDURES FOR PRIORITY PLACEMENT AND CONSIDERATION; and (7) add new Attachment 1, APPLICATION FOR ENROLLMENT FOR REEMPLOYMENT PRIORITY.

5. **CONTACT POINT:** Melanie Kent Personnel & Management Analysis Branch, AD-442 576-0673  
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	09/30/1996	ORO Control Form	05/22/2003
ORO O 320, Chapter VIII, Pages VIII-1 thru VIII-12	09/30/1996	ORO O 320, Chapter VIII, Chg. 1, Pages VIII-1 thru VIII-4	05/22/2003

*ORO Directives are available on the ORO Directives Management Home Page at [http://www.ornl.gov/doe\\_oro\\_dmg/oro\\_dir.htm](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 05/22/2003  
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

# NNSA/YSO DIRECTIVES 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 VIII, CHANGE 1, PRIORITY PLACEMENT AND CONSIDERATION, dated 05/22/2003**

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 chapter cancels and replaces ORO O 320, Chapter VIII, PRIORITY PLACEMENT AND CONSIDERATION, dated 09/30/1996.

The attached directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by **06/13/2003**.

## 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 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.*

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

List summary of directive changes and, if "Yes" above, describe the significant changes or impact:

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 draft supplemental directive is \_\_\_\_\_.

IDENTIFY CONTACT POINT: James R. Martin 576-0868  
Name Telephone

APPROVED BY COR FOR DIRECTIVES: Diane McCarten 07/03/2003 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, Regulations, Policies, and Standards Portal at <http://www.directives.doe.gov/>.  
ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/roe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/roe_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:

Original Signed By  
Jennifer G. Hamilton, AD-440 07/08/2003  
Name Date

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

(Revised 01/10/2003)

# U.S. Department of Energy

Oak Ridge Operations

ORO O 320  
Chapter VIII  
Change 1

DATE: 05/22/2003

## **SUBJECT: PRIORITY PLACEMENT AND CAREER TRANSITION ASSISTANCE**

---

1. PURPOSE. This chapter correlates to the *DOE Priority Placement and Career Transition Assistance Program Manual*, dated August 20, 1997, and all subsequent revisions, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO) and Office of Scientific and Technical Information (OSTI). 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 VIII, PRIORITY PLACEMENT AND CONSIDERATION, dated September 30, 1996.
3. APPLICABILITY.
  - a. Positions. The provisions of this chapter apply only to vacant positions which:
    - (1) Are in the competitive or excepted service systems,
    - (2) Will otherwise be filled under competitive internal recruitment procedures, and
    - (3) Are not excluded by the *DOE Priority Placement and Career Transition Assistance Program Manual*.
  - b. Employees. This chapter is primarily oriented to the placement of current ORO and OSTI employees who are entitled to grade or pay retention, and current and former ORO and OSTI employees who are serving under an appointment in the competitive service, who are in tenure groups I or II, and who have received a Notice of Job Abolishment or Certification or Certificate of Expected Separation. It also provides for placement assistance to current and former employees of other DOE offices and other Federal agencies who:
    - (1) Are entitled to grade or pay retention, or
    - (2) Are eligible for placement assistance under 5 CFR 330, Subparts F and G, and
    - (3) Apply for specific vacancies.
4. RESPONSIBILITIES.
  - a. Assistant Manager for Administration, ORO, and Assistant Directors, OSTI, concur in justifications for non-selection of employees entitled to priority consideration and/or selection under this chapter.

- b. Director, Human Resources Division (HRD) administers the provisions of the *DOE Priority Placement and Career Transition Assistance Program Manual*.
- c. Selecting Officials.
  - (1) Give full and fair consideration to all eligible individuals referred to them.
  - (2) Submit written justifications if mandatory selection or consideration-eligible individuals are referred and none are selected.
- d. Employees eligible for consideration under this chapter will:
  - (1) In accordance with the provisions of the *DOE Priority Placement and Career Transition Assistance Program Manual*, apply for specific vacancies within the prescribed time frames (including submitting proof of eligibility), and register for selection or reemployment priority using Attachment 1, "*Application for Enrollment for Reemployment Priority*."
  - (2) Submit written requests to the HRD for extended repromotion consideration outside of their commuting area.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES

- a. Title 5 Code of Federal Regulation (CFR), Part 330, RECRUITMENT, SELECTION, AND PLACEMENT (GENERAL) which contains regulations on career transition assistance.
- b. Title 5 CFR, Part 302, EMPLOYMENT IN THE EXCEPTED SERVICE which contains regulations on employment in the Excepted Service.
- c. Title 5 CFR, Part 351, REDUCTION IN FORCE.
- d. Title 5 CFR, Part 536, GRADE AND PAY RETENTION.
- e. DOE O 320.1, Chapter V, "*Merit Promotion*," dated September 6, 2002, which contains the DOE policy on merit promotion policy.
- f. DOE O 320.1, ACQUIRING AND POSITIONING HUMAN RESOURCES, dated September 6, 2002, which contains the DOE policy on reductions in force and placement following failure of an employee to satisfactorily complete the probationary period for a manager or supervisor.
- e. ORO O 320, Chapter VII, Change 1, MERIT PROMOTION, dated June 13, 2001, and any subsequent revisions, which contains procedures for merit promotion actions.

7. DEFINITION. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENT.
  - a. Attachment 1 - APPLICATION FOR ENROLLMENT FOR REEMPLOYMENT PRIORITY.

APPLICATION FOR ENROLLMENT  
FOR  
REEMPLOYMENT PRIORITY

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_  
(include area code)

**Basis For Eligibility**

Date of Separation  
through RIF: \_\_\_\_\_

Date of Cessation  
of Workers Compensation: \_\_\_\_\_

Date of Registration: \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Human Resources Specialist