

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 320, Revision 4, FEDERAL EMPLOYMENT

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 revised ORO Directive incorporates revision of the following Chapters (1) Chapter I, Change 3, EMPLOYMENT; (2) Chapter II, Change 3, PROCESSING PERSONNEL ACTIONS; (3) Chapter III, Change 3, EMPLOYMENT OF EXPERTS AND CONSULTANTS; (4) Chapter VI, Change 3, VOLUNTARY LEAVE TRANSFER PROGRAM; (5) Chapter VII, Change 2, MERIT PROMOTION; (6) Chapter IX, Change 3, POSITION CLASSIFICATION; and (7) Chapter X, Change 3, SUITABILITY, POSITION SENSITIVITY DESIGNATIONS AND RELATED PERSONNEL MATTERS.

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	06/19/2003	ORO Control Form	09/02/2004
ORO O 320, Revision 3	06/19/2003	ORO O 320, Revision 4	09/02/2004

ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm. 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

Jennifer G. Hamilton

09/02/2004

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 320
Revision 4

DATE: 09/02/2004

SUBJECT: FEDERAL EMPLOYMENT

1. PURPOSE. This Directive provides detailed requirements for activities under 320 Series, **FEDERAL EMPLOYMENT**, by assigning responsibility and accountability to Oak Ridge Operations (ORO) and Office of Scientific and Technical Information and providing guidance to those organizations for which the ORO Human Resources Division is designated as Servicing Personnel Office.
2. CANCELLATION. This revision cancels and replaces ORO O 320, Revision 3, **FEDERAL EMPLOYMENT**, dated June 19, 2003.
3. SIGNIFICANT CHANGES. This Directive incorporates as Chapters in the 320 Series the current ORO Directives listed in Paragraph 4 below.
4. SUMMARY.
 - a. This revision to ORO O 320 transmits the following revised Chapters:
 - (1) Chapter I, Change 3, **EMPLOYMENT**, dated July 1, 2004.
 - (2) Chapter II, Change 3, **PROCESSING PERSONNEL ACTIONS**, dated June 18, 2004.
 - (3) Chapter III, Change 3, **EMPLOYMENT OF EXPERTS AND CONSULTANTS**, dated July 1, 2004.
 - (4) Chapter VI, Change 3, **VOLUNTARY LEAVE TRANSFER PROGRAM**, dated August 23, 2004.
 - (5) Chapter VII, Change 2, **MERIT PROMOTION**, dated January 30, 2004.
 - (6) Chapter IX, Change 3, **POSITION CLASSIFICATION**, dated August 10, 2004.
 - (7) Chapter X, Change 3, **SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS**, dated August 10, 2004.

DISTRIBUTION: DMG DISTRIBUTION LISTS

INITIATED BY: (SEE INDIVIDUAL CHAPTERS)

b. The following Chapters, previously issued, remain in effect.

(1) Chapter VIII, Change 1, PRIORITY PLACEMENT AND CONSIDERATION, dated May 22, 2003.

(2) Chapter XI, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, dated June 12, 2003.

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

5. CONTRACTOR REQUIREMENTS DOCUMENT. None.

*Original Signed By
Jennifer G. Hamilton for*

Wayne H. Albaugh, Team Leader
Directives Management Group

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CHAPTER I – EMPLOYMENT (correlates to DOE O 320.1, Change 1)

CHAPTER II - PROCESSING PERSONNEL ACTIONS

CHAPTER III - EMPLOYMENT OF EXPERTS AND CONSULTANTS (correlates to DOE 3304.1A)

CHAPTER IV – RESERVED

CHAPTER V – RESERVED

CHAPTER VI - VOLUNTARY LEAVE TRANSFER PROGRAM (correlates to DOE O 322.1A)

CHAPTER VII - MERIT PROMOTION (correlates to DOE O 320.1, Chapter V)

CHAPTER VIII - PRIORITY PLACEMENT AND CONSIDERATION

CHAPTER IX - POSITION CLASSIFICATION (correlates to DOE O 320.1, Change 1, Chapter VII)

CHAPTER X - SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS (correlates to DOE 3731.1, Change 1)

CHAPTER XI – PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY (correlates to DOE O 322.1A)