

# 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 340, Revision 3, FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION**

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 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 revised ORO Directive incorporates revision to the following Chapters: Chapter I, Change 4; Chapter II, Change 3; Chapter III, Change 3; Chapter IV, Change 3; and Chapter V, Change 2, in the 340 Series.

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	03/19/2003	ORO Control Form	10/27/2004
ORO O 340, Revision 2	03/19/2003	ORO O 340, Revision 3	10/27/2004

*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 10/27/2004  
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. 01/10/2003

# U.S. Department of Energy

Oak Ridge Operations

## ORDER

ORO O 340  
Revision 3

DATE: 10/27/2004

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**SUBJECT: FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION**

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1. **PURPOSE.** This Directive provides detailed requirements for Oak Ridge Operations (ORO) activities under the 340 Series, FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION, by assigning responsibility and accountability and providing administrative and/or contractual guidance to ORO and its contractors.
2. **CANCELLATION.** This revision cancels and replaces ORO O 340, Revision 2, FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION, dated March 19, 2003.
3. **SIGNIFICANT CHANGES.** This Directive incorporates as Chapters in the 340 Series the current ORO Directives identified in Paragraph 4 below.
4. **SUMMARY.**
  - a. This revision to ORO O 340 transmits the following revised Chapters.
    - (1) Chapter I, Change 4, ALTERNATIVE WORK SCHEDULE PROGRAM, dated February 11, 2004.
    - (2) Chapter II, Change 3, GRIEVANCE POLICY AND PROCEDURES, dated September 28, 2004.
    - (3) Chapter III, Change 3, EMPLOYEE HEALTH AND ASSISTANCE PROGRAM, dated August 12, 2004.
    - (4) Chapter IV, Change 3, DRUG-FREE WORKPLACE TESTING IMPLEMENTATION PROGRAM, dated October 13, 2004.
    - (5) Chapter V, Change 2, EMPLOYEE FITNESS PROGRAM, dated October 4, 2004.

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

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

*Original Signed By*

Wayne H. Albaugh, Team Leader  
Directives Management Group

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**CHAPTER I – ALTERNATIVE WORK SCHEDULE PROGRAM**

**CHAPTER II – GRIEVANCE POLICY AND PROCEDURES (correlates to DOE 3771.1, Change 3)**

**CHAPTER III – EMPLOYEE HEALTH AND ASSISTANCE PROGRAM (correlates to DOE O 341.1, and DOE G 341.1-1)**

**CHAPTER IV – DRUG-FREE WORKPLACE TESTING IMPLEMENTATION PROGRAM (correlates to DOE 3792.3, Change 1)**

**CHAPTER V – EMPLOYEE FITNESS PROGRAM (correlates to DOE O 341.1)**