

U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter I

DATE: 09-30-96

SUBJECT: EMPLOYMENT

1. PURPOSE. This Chapter correlates to DOE O 321.1 (formerly DOE 3300.3), EMPLOYMENT, dated January 12, 1995, which has now been renumbered in accordance with the new DOE Order Numbering System, as published in DOE M 251.1-1, Change 1, dated December 12, 1995. Nothing within the DOE Order has been changed at this point, but if a new DOE Order is published, it will be numbered in this manner. Until that time, the new number is assigned to the previous DOE Order. This new Oak Ridge Operations (ORO) Chapter assigns responsibility and accountability and provides administrative guidance to ORO and Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces:
 - a. OR 3000.1, ADMINISTRATION OF GENERAL PERSONNEL AUTHORITIES, dated August 12, 1986.
 - b. OR 3300.1A, ASSIGNMENT OF DEPARTMENTAL PERSONNEL OUTSIDE THE DEPARTMENT, dated August 22, 1984.
 - c. OR 3315.1, PROBATIONARY PERIOD FOR MANAGERS AND SUPERVISORS, dated March 17, 1987.
 - d. OR 3340.1, PART-TIME CAREER EMPLOYMENT PROGRAM, dated January 26, 1989.
 - e. OR 3351.1A, REDUCTION IN FORCE, dated January 23, 1987.
3. APPLICABILITY. The provisions of this Chapter apply to all ORO and OSTI employees.
4. RESPONSIBILITIES.
 - a. Manager, ORO, and Manager, OSTI.
 - (1) Request personnel actions which require prior approval by the Secretary.
 - (2) Request approval for assignment outside the Department of employees in their respective organizations in accordance with delegated personnel authorities (DOE O 321.1, Chapter I, paragraph 5).
 - (3) Determine when a transfer of function is appropriate and which positions should be transferred with the function (DOE O 321.1, Chapter IV, subparagraph 4b(1)).

- (4) Approve discretionary continuing or temporary exceptions to the order of release from a competitive level.
 - b. Assistant Managers, ORO and OSTI.
 - (1) Issue notice of decision on adverse actions proposed by subordinate officials against employees under their jurisdictions.
 - (2) Approve employee requests for extension of time to answer notices of proposed actions.
 - (3) Approve the placement of managers and supervisors who fail to satisfactorily complete their probationary periods in specific nonmanagerial or nonsupervisory positions in accordance with DOE O 321.1, Chapter II, paragraph 6.
 - c. Director, Personnel Division.
 - (1) Performs those tasks assigned to servicing personnel offices in DOE O 321.1, Chapters I-IV.
 - (2) Authorizes work schedules for part-time employees of fewer than 16 hours per week when doing so is in the best interest of the Department (DOE O 321.1, Chapter III, paragraph 5).
 - d. Principal Staff, ORO and OSTI, perform those tasks assigned to Managers and Supervisors in DOE O 321.1, Chapters I-IV.
5. REQUIREMENTS AND PROCEDURES.
- a. Employees Serving Probation as Supervisors. The successful completion of probation will be measured against the following performance elements and standards. **(Under the Department's new performance appraisal system, mandatory supervisory/managerial elements are Leadership and Program Accomplishments. Subelements under Leadership cover a number of functional areas including human resource management, managing diversity, and developing talent/managing performance. These major elements are subject to ratings of Unacceptable or Meets Expectations.)**
 - (1) Supervision.
 - (a) Marginal. Develops work systems, objectives, priorities, and operating procedures which are generally sufficient to accomplish organizational goals, including those related to internal controls to protect against fraud, waste, and abuse. Either directly or through intermediate subordinate supervisors, directs actions of employees consistent with the organization's objectives. Work products of the organization are generally timely, accurate, and responsive to needs. Assesses performance of individuals against organizational objectives.

- (b) Fully Successful. Expectations, objectives, and work systems are discussed and generally agreed upon by the staff and others, as appropriate. Constructive feedback to employees is provided on a timely and ongoing basis. Supports management goals and policies both within and outside the organization. Takes necessary corrective action to address internal control vulnerabilities in a prompt, positive manner.
- (2) Employee Development.
- (a) Marginal. Provides adequate direction and training as necessary to ensure that employees generally have the opportunity to develop skills necessary to perform assigned work. Generally takes employees' personal goals and interests into consideration when making work assignments in line with fiscal and time constraints and the accomplishment of program needs. Monitors similar actions by subordinate supervisors or "lead" specialists, as applicable.
 - (b) Fully Successful. Makes effective use of training resources to provide both individual development for the staff and increased effectiveness for the organization. Periodically reviews development activities with individual employees to determine whether personal and organizational objectives are being attained within fiscal, time, and other constraints.
- (3) Equal Employment Opportunity (EEO) Performance.
- (a) Marginal. Is aware of and generally supports EEO plan provisions and the EEO program. Work assignments, training, performance appraisals, and recommendations for personnel actions are generally based on merit and awareness of affirmative action goals.
 - (b) Fully Successful. Takes positive action to achieve affirmative action goals such as reviewing occupations within the organization where minorities and women are severely underrepresented and working with personnel to develop targeted or alternative recruitment methods; taking immediate action to resolve any EEO complaints within the scope of his/her responsibility; providing job-related training opportunities for minorities, women, and the handicapped; ensuring that women, minorities, and the handicapped have opportunities to serve on task forces or special projects; etc.
- b. Employees Serving Probation As Managers. The successful completion of probation will be measured against the following performance elements and standards:
- (1) Program Management.
 - (a) Marginal. Program activities generally meet requirements of applicable laws, regulations, and policies. The employee's supervisor may need to redirect priorities

and become involved in technical areas on occasion to resolve difficult problems. Work also reflects a knowledge of DOE's responsibilities to ensure protection of employee and public health and safety, the environment, national security interests, and quality control. Regulatory requirements in each of these areas are met without the need for more than occasional intervention from the employee's supervisor.

- (b) Fully Successful. Work reflects logical, consistent, and sound interpretation of program regulations and policies. Work products or services are produced in a timely manner commensurate with workload without the need for direct supervisory intervention; work is appropriately staffed, technically accurate, and effectively communicated. Office priorities are set in a manner consistent with overall ORO/OSTI goals and objectives. Advice and assistance to operating officials are sound, responsive to the issues, and constructive. The employee is aware of key features of regulations and policies related to employee and public health and safety, environmental protection, national security, competition in contracting, procurement, and quality control; and independently recognizes the need for and obtains assistance from the appropriate support organizations in making or implementing program management decisions. Work demonstrates active support for ORO/OSTI policies and goals in these areas.

- (2) Supervision. (Same as subparagraph 5a(1) of this Chapter.)
- (3) Employee Development. (Same as subparagraph 5a(2) of this Chapter.)
- (4) EEO Performance. (Same as subparagraph 5a(3) of this Chapter.)

6. REFERENCES.

- a. 5 Code of Federal Regulations, Part 351.
- b. DOE O 331.1 (formerly DOE 3430.3A), DEPARTMENTAL PERFORMANCE APPRAISAL SYSTEM, dated August 14, 1986, which prescribes DOE policies and provides guidance for developing local performance management programs.
- c. ORO O 320, Chapter IV, PAY ADMINISTRATION AND HOURS OF DUTY, dated September 30, 1996, which provides information on the payment of overtime.
- d. ORO O 340, Chapter I, ALTERNATIVE WORK SCHEDULE, dated September 07, 1996, which establishes the policies and procedures which govern the ORO and OSTI alternative work schedules program.
- e. ORO O 340, Chapter II, GRIEVANCE POLICY AND PROCEDURES, dated September 07, 1996, which prescribes responsibilities for ORO/OSTI administration grievance system.

- f. ORIG 3410.1B, TRAINING, dated June 7, 1993, of 02-26-81, which prescribes ORO and OSTI policies for employee development and training programs.
- 7. DEFINITIONS. None.
- 8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
- 9. ATTACHMENTS. None.