

# DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

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

1. **NUMBER AND TITLE OF DIRECTIVE:** ORO O 320, Chapter I, Chg. 1, EMPLOYMENT
2. **PURPOSE OF TRANSMITTAL:**  New Directive  Revised Directive  Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)
- No (all contractors)  
 Yes If yes, whom?  LMES  LMER  ORAU  SURA  
 Bechtel Jacobs Company  
 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 process. Changes to this Chapter include minor editorial revisions to indicate (1) the correct number of the correlating DOE Order (DOE 3300.3), (2) the current organizational title of the ORO Human Resources Division, and (3) to correct and update the DOE and ORO Directives referenced in subparagraphs 6 b-f. ORO now uses a two-tier performance rating system, so all references to the "marginal" level of performance elements in subparagraphs 5a and 5b have been deleted.
5. **CONTACT POINT:** Lois Jago Personnel & Management Analysis Branch, AD-44 576-0680  
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 O 320, Chapter I<br>Pages I-1 through I-5 | 09/30/1996   | ORO O Control Form<br>ORO O 320, Chapter I,<br>Chg. 1, Pages I-1 through I-4 | 02/08/1999<br>02/08/1999 |

*ORO Orders are available on the ORO Directives Management Home Page  
[[http://www.ornl.gov/doe\\_oro\\_dmg/orchklst.htm](http://www.ornl.gov/doe_oro_dmg/orchklst.htm)] within 5-10 working days after receipt of this Control Form.  
The ORO Orders 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 H. Cusick, AD-440 02/08/1999  
Signature Management Analyst, AD-440 Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED**  
Rev. 08/04/1998

# U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter I Change 1
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**DATE: 02/08/1999**

## **SUBJECT: EMPLOYMENT**

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1. PURPOSE. This Chapter correlates to DOE 3300.3, EMPLOYMENT, dated January 12, 1995, by assigning responsibility and accountability and providing 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 ORO O 320, Chapter I, EMPLOYMENT, dated September 30, 1996.
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 3300.3, Chapter I, paragraph 5).
    - (3) Determine when a transfer of function is appropriate and which positions should be transferred with the function (DOE 3300.3, 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 3300.3, Chapter II, paragraph 6.

c. Director, Human Resources Division.

- (1) Performs those tasks assigned to servicing personnel offices in DOE 3300.3, 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 3300.3, Chapter III, paragraph 5).

d. Principal Staff, ORO and OSTI, perform those tasks assigned to Managers and Supervisors in DOE 3300.3, 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.

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.

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.

Fully Successful. Takes positive action to achieve affirmative action goals such as reviewing occupations within the organization where minorities and women are severely under represented 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.

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. Title 5, Code of Federal Regulations, Part 351.
- b. DOE O 331.1 (formerly DOE 3430.3A), DEPARTMENTAL EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM, dated September 30, 1996, 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, and any subsequent revisions, which provides information on the payment of overtime.
- d. ORO O 340, Chapter I, ALTERNATIVE WORK SCHEDULE, dated September 7, 1996, and any subsequent revisions, 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 7, 1996, and any subsequent revisions, which prescribes responsibilities for ORO/OSTI administration grievance system.
  - f. ORO O 360, Chapter I, TRAINING, dated September 30, 1996, and any subsequent revisions, which prescribes ORO and OSTI policies for employee development and training programs.
- 7. DEFINITIONS. None.
  - 8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
  - 9. ATTACHMENTS. None.