

DIRECTIVES 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 I, Change 2, 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. BWXT Y-12 ORAU UT-Battelle SURA

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 include the Y-12 Area Office and to reference ORO O 330, Chapter 1, for performance standards that establish expectations for supervisory and managerial probationary periods.

5. **CONTACT POINT:** Melanie Kent Personnel and 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 | 02/08/1999 | ORO Control Form | 04/09/2002 |
| ORO O 320, Chapter I, Chg. 1, Pages I-1 thru I-4 | 02/08/1999 | ORO O 320, Chapter I, Chg. 2, Pages I-1 thru I-3 | 04/09/2002 |

ORO Directives are available on the ORO Directives Management Home Page at 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 04/09/2002
Signature: DMG Team Leader, AD-440 Date

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

Rev. 01/30/2002

U.S. Department of Energy

Oak Ridge Operations

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| ORO O 320 Chapter I Change 2 |
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DATE: 04/09/2002

SUBJECT: EMPLOYMENT

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, Office of Scientific and Technical Information (OSTI), and the National Nuclear Security Administration (NNSA), Y-12 Area Office (YAO). 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 I, Change 1, EMPLOYMENT, dated February 8, 1999.
3. APPLICABILITY. The provisions of this chapter apply to all ORO, OSTI, and YAO employees.
4. RESPONSIBILITIES.
 - a. Manager, ORO, Manager, OSTI, and Manager, YAO.
 - (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). YAO will coordinate requests with NNSA Headquarters (HQ) in accordance with delegated personnel authority.
 - (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, OSTI, and Manager, YAO.
 - (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, OSTI, and YAO, 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 established performance elements and standards. The performance appraisal system includes, mandatory supervisory/managerial elements of 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. Specific standards are available in Attachment 2 of ORO O 330, Chapter 1, PERFORMANCE MANAGEMENT AND RECOGNITION.

b. Employees Serving Probation As Managers. The successful completion of probation will be measured against the performance elements and standards: included in Attachment 2 of ORO O 330, Chapter 1, PERFORMANCE MANAGEMENT AND RECOGNITION.

6. REFERENCES.

a. Title 5, Code of Federal Regulations, Part 351.

b. DOE O 331.1B, Change 1, DEPARTMENTAL EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM, dated March 14, 2001, 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 10, 1999, and any subsequent revisions, which provides information on the payment of overtime.

d. ORO O 340, Chapter I, ALTERNATIVE WORK SCHEDULE, dated July 13, 2001, and any subsequent revisions, which establishes the policies and procedures which govern the ORO, OSTI, and YAO alternative work schedule programs.

- e. ORO O 340, Chapter II, GRIEVANCE POLICY AND PROCEDURES, dated November 17, 1998, and any subsequent revisions, which prescribes responsibilities for ORO, OSTI, and YAO administration grievance systems.
 - f. ORO O 360, Chapter I, TRAINING, dated February 9, 1999, and any subsequent revisions, which prescribes ORO, OSTI, and YAO policies for employee development and training programs.
7. DEFINITIONS. None.
 8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
 9. ATTACHMENTS. None.