

# ***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, Rev. 1, FEDERAL EMPLOYMENT**
2. **PURPOSE OF TRANSMITTAL:**     New Directive       Revised Directive       Page Change
3. **APPLICABILITY:** Does directive cover work performed by contractor(s)? Check appropriate boxes:
- No (all contractors)
- Yes If yes, whom?       LMES       ORAU       SURA       LMER
- Other contractors (list by type)

**SEE INDIVIDUAL CHAPTERS**

4. **SUMMARY OF SIGNIFICANT PROVISIONS OR CHANGES:**

This Order incorporates Chapters I, II, III, IV, V, VI, VII, VIII, and IX in the 320 Series (formerly OR 3300.1A, OR 3000.1, OR 3340.1, OR 3351.1A, and OR 3315.1; OR 3296.1A; OR 3304.1; OR 3550.1B; OR 3630.1A; ORIG 3630.2; OR 3335.1A; OR 3330.1; OR 3510.1 and OR 3511.1A; respectively).

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 O Control Form Pages 1, 2, i, and ii Chapter XIII	5-31-96	ORO O 320 Control Form Pages 1, 2, i, ii, iii, and iv Chapter X	9-30-96
OR 3000.1	8-12-86	ORO O 320, Rev. 1	9-30-96
OR 3296.1A	1-5-89		
OR 3300.1A	8-22-84		
OR 3304.1	6-8-81		
OR 3315.1	3-17-87		
OR 3330.1	11-13-81		
OR 3335.1A	9-1-89		
OR 3340.1	1-26-89		
OR 3351.1A	1-23-87		
OR 3510.1	11-24-86		
OR 3511.1A	7-18-85		
OR 3550.1B	6-3-88		
OR 3630.1A	11-1-87		
ORIG 3630.2	7-21-92		

Chapter X of this revision was transmitted as Chapter XIII with ORO O 320, dated 5-31-96. Since that time, Chapters XI and XII have been deleted as they are not needed. Therefore, the change in numbering was needed.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

*Original Signed By Jennifer H. Cusick*

*09/30/1996*

\_\_\_\_\_  
Signature      Management Analyst, AD-440

\_\_\_\_\_  
Date

# U.S. Department of Energy

Oak Ridge Operations

## ORDER

ORO O 320  
Rev.1

DATE: 09-30-96

**SUBJECT: FEDERAL EMPLOYMENT**

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1. PURPOSE. This Order provides detailed requirements for Oak Ridge Operations (ORO) activities under Series 320, Federal Employment, by assigning responsibility and accountability and providing guidance to ORO and Office of Scientific and Technical Information (OSTI).
2. SIGNIFICANT CHANGES. This Order incorporates as Chapters in the 320 Series the current Oak Ridge Implementation Guidance (ORIG) directives and OR Orders identified in paragraph 3 below.
3. SUMMARY.
  - a. This revision to ORO O 320 transmits the following new chapters.
    - (1) Chapter I, EMPLOYMENT, which 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.
    - (2) Chapter II, PROCESSING PERSONNEL ACTIONS, which cancels and replaces OR 3296.1A, same title, dated January 5, 1989.
    - (3) Chapter III, EMPLOYMENT OF EXPERTS AND CONSULTANTS, which cancels and replaces OR 3304.1, same title, dated June 8, 1981.
    - (4) Chapter IV, PAY ADMINISTRATION AND HOURS OF DUTY, which cancels OR 3550.1B, same title, dated June 3, 1988.
    - (5) Chapter V, LEAVE ADMINISTRATION, which cancels and replaces OR 3630.1A, same title, dated November 2, 1987.
    - (6) Chapter VI, VOLUNTARY LEAVE TRANSFER PROGRAM, which cancels and replaces ORIG 3630.2, same title, dated July 21, 1992.

- (7) Chapter VII, MERIT PROMOTION, which cancels and replaces OR 3335.1A, MERIT PROMOTION PROGRAM - COMPETITIVE SERVICE, dated September 1, 1989.
- (8) Chapter VIII, PRIORITY PLACEMENT AND CONSIDERATION, which cancels and replaces OR 3330.1, REPROMOTION CONSIDERATION FOR EMPLOYEES ENTITLED TO GRADE OR PAY RETENTION, dated November 13, 1981.
- (9) Chapter IX, POSITION CLASSIFICATION, which cancels and replaces:
  - (a) OR 3510.1, POSITION MANAGEMENT, dated November 24, 1986.
  - (b) OR 3511.1A, POSITION CLASSIFICATION, dated July 18, 1985.
- b. The following chapter was previously issued as Chapter XIII:  
  
SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS, DATED, which canceled and replaced ORIG 3731.1, same title, dated February 21, 1995. This Chapter is being reissued at this time for renumbering purposes only.

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

- 4. CONTRACTOR REQUIREMENTS DOCUMENT. None.

*Original Signed By  
Patricia Howse-Smith for*

Daniel H. Wilken  
Assistant Manager  
for Administration

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