

# DIRECTIVES CONTROL FORM - ORO 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 320, Revision 2, FEDERAL 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)

### 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 revision transmits changes to the following chapters: Chapters I, II, III, IV, V, VI, VII, IX, and X.

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	09/30/1996	ORO Control Form	08/07/2002
ORO O 320, Rev. 1, Pages 1-2 and i-iv	09/30/1996	ORO O 320, Rev. 2, Pages 1-2 and i	08/07/2002

*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

Signature: DMG Team Leader, AD-440

08/07/2002

Date

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**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

## **ORDER**

ORO O 320  
Revision 2

**DATE: 08/07/2002**

**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.
2. SIGNIFICANT CHANGES. This Order incorporates as chapters in the 320 Series the current Oak Ridge directives listed in paragraph 3 below.
3. SUMMARY.
  - a. This revision to ORO O 320 transmits the following chapter changes.
    - (1) Chapter I, Change 2, EMPLOYMENT, dated April 9, 2002.
    - (2) Chapter II, Change 2, PROCESSING PERSONNEL ACTIONS, dated October 12, 2001.
    - (3) Chapter III, Change 2, EMPLOYMENT OF EXPERTS AND CONSULTANTS, dated April 2, 2002.
    - (4) Chapter IV, Change 1, PAY ADMINISTRATION AND HOURS OF DUTY, dated September 10, 1999.
    - (5) Chapter V, Change 2, LEAVE ADMINISTRATION, dated May 18, 1999.
    - (6) Chapter VI, Change 1, VOLUNTARY LEAVE TRANSFER PROGRAM, dated May 18, 1999.
    - (7) Chapter VII, Change 1, MERIT PROMOTION, dated June 13, 2001.
    - (8) Chapter IX, Change 1, POSITION CLASSIFICATION, dated March 2, 1997.

(9) Chapter X, Change 1, POSITION SENSITIVITY DESIGNATIONS AND RELATED PERSONNEL MATTERS, dated March 2, 1999.

b. The following chapter, previously issued, remains in effect.

Chapter VIII, PRIORITY PLACEMENT AND CONSIDERATION, dated September 30, 1996.

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

4. CONTRACTOR REQUIREMENTS DOCUMENT. None.

*Original Signed By*

Wayne H. Albaugh, Team Leader  
Directives Management Group

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**CHAPTER I - EMPLOYMENT (correlates to DOE 3300.3)**

**CHAPTER II - PROCESSING PERSONNEL ACTIONS**

**CHAPTER III - EMPLOYMENT OF EXPERTS AND CONSULTANTS (correlates to DOE 3304.1A)**

**CHAPTER IV - PAY ADMINISTRATION AND HOURS OF DUTY (correlates to DOE O 322.1A)**

**CHAPTER V - LEAVE ADMINISTRATION (correlates to DOE O 322.1A)**

**CHAPTER VI - VOLUNTARY LEAVE TRANSFER PROGRAM (correlates to DOE O 322.1A)**

**CHAPTER VII - MERIT PROMOTION (correlates to DOE 3335.1C)**

**CHAPTER VIII - PRIORITY PLACEMENT AND CONSIDERATION (correlates to DOE 3330.2)**

**CHAPTER IX - POSITION CLASSIFICATION (correlates to DOE O 325.1)**

**CHAPTER X - SUITABILITY, POSITION SENSITIVITY DESIGNATIONS, AND RELATED PERSONNEL MATTERS (correlates to DOE 3731.1)**