

# 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 330, Chapter III, Chg. 2, WORK FORCE DISCIPLINE

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?  BWXT Y-12  UT-B  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 chapter is part of the ORO sunset review process. To reflect current organizational structure, the heading of subparagraph 4a has been revised. Reference 6a has also been updated.

5. **CONTACT POINT:** Nina Boyer Human Resources Division, AD-44 576-4758  
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 330, Chapter III, Chg. 1, Pages III-1 through III-3	09/28/1998	ORO O Control Form ORO O 330, Chapter III, Chg. 2, Pages III-1 through III-3	02/05/2001 02/05/2001

*ORO Orders are available on the ORO Directives Management Home Page at [http://www.ornl.gov/doe\\_oro\\_dmg/orchklst.htm](http://www.ornl.gov/doe_oro_dmg/orchklst.htm). 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

Kenneth W. Warden, AD-440

Signature Management Analyst, AD-440

02/05/2001

Date

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

Rev. 10/12/2000

# U.S. Department of Energy

Oak Ridge Operations

ORO O 330 Chapter III Chg. 2
------------------------------------

DATE: 02/05/2001

**SUBJECT: WORK FORCE DISCIPLINE**

---

1. PURPOSE. This Chapter correlates to DOE 3750.1, WORK FORCE DISCIPLINE, dated March 23, 1983, by assigning responsibility and accountability and providing administrative guidance to ORO and the Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 330, Chapter III, Chg. 1, WORK FORCE DISCIPLINE, dated September 28, 1998.
3. APPLICABILITY. The provisions of this Chapter apply to all ORO and OSTI employees, except those excluded by DOE 3750.1, paragraph 3.
4. RESPONSIBILITIES.
  - a. Deputy Manager, ORO, and Deputy Director, OSTI, issue notices of decision for removals, suspensions, and reductions in grade proposed by subordinate supervisors based on misconduct when the responsible member of the Principal Staff recommends corrective action that exceeds the maximum recommended in DOE 3750.1, Attachment 1.
  - b. Director, Human Resources Division.
    - (1) Performs those tasks identified in DOE 3750.1, subparagraph 6f.
    - (2) Forwards requests for more than 60 days of advance notice for performance-based removals and reductions in grade to the Office of Personnel, DOE Headquarters (HR-32).
    - (3) Consults with the HR-32 before concurring in the use of the "crime" exception to a 30-day notice period.
  - c. Chief Counsel.
    - (1) Performs those tasks identified in DOE 3750.1, subparagraph 6d.
    - (2) Forwards all petitions for payment of attorney fees to the Office of General Counsel, DOE Headquarters, in accordance with DOE 3750.1, Chapter IV, paragraph 4.
  - d. Principal Staff.
    - (1) Perform those tasks identified in DOE 3750.1, subparagraph 6a.

- (2) With the prior concurrence of the Human Resources Division:
  - (a) Issue notices of decision on reductions in grade and removals proposed by subordinate supervisors based on unacceptable performance.
  - (b) For removals, suspensions, and reductions in grade proposed by subordinate supervisors based on misconduct:
    - 1 Recommend corrective action which would exceed the maximum recommended in DOE 3750.1, Attachment 1.
    - 2 Issue notices of decision in all other cases.
  - (c) Issue notices of decision on adverse actions that invoke the "crime" exception to the normal 30-day notice period.
  - (d) Issue notices of decision for nondisciplinary adverse actions, including waivers of advance written notice and/or opportunity to answer when an immediate furlough is necessary due to unforeseeable circumstances.
  - (e) Issue notices of termination to employees not entitled to advance notices of proposed action.
- e. Supervisors and Team Leaders.
  - (1) Perform those tasks identified in DOE 3750.1, subparagraph 6g.
  - (2) Gather, analyze, and carefully consider all facts and circumstances before taking or recommending corrective action.
  - (3) Recommend termination of employees not entitled to advance notices of proposed action.

5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES.

- a. DOE O 331.1A, EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM, dated June 15, 1999.
- b. ORO O 330, Chapter I, DEPARTMENTAL PERFORMANCE APPRAISAL SYSTEM, to be published.
- c. Agreement between ORO and OSTI, U.S. DOE, and Local No. 268, Office and Professional Employees International Union (AFL-CIO).

- d. Agreement between OSTI, U.S. DOE, and Local No. 234, Graphic Communications International Union.
- 7. DEFINITIONS. None.
- 8. CONTRACTORS REQUIREMENT DOCUMENT. None.
- 9. ATTACHMENTS. None.