

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 350, Chapter I, POLICIES AND PROCEDURES FOR PENSION PROGRAMS UNDER OPERATING AND ONSITE SERVICE CONTRACTS**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change

3. **CONTRACTOR REQUIREMENTS:** Does directive contain requirements applicable to contractor(s)?
Check appropriate boxes:

No (all contractors)

Yes If yes, whom? LMES LMER ORAU SURA

Other contractors (list by type)
Others as directed by CORs.

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

Incorporates Chapter I in the 350 Series (formerly ORIG 3830.1)

5. **CONTACT POINT:** W. A. Truex Industrial Personnel Group, AD-441 576-0662
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>
ORIG 3830.1	6-25-92	ORO O Control Form	5-31-96
		ORO O 350, Chapter I	5-31-96
		Page	

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

Original signed by

Jennifer H. Cusick, AD-440
Signature Management Analyst, AD-440

5/31/96
Date

U.S. Department of Energy

OAK RIDGE OPERATIONS

ORO O 350
CHAPTER I

Date: 05-31-96

SUBJECT: POLICIES AND PROCEDURES FOR PENSION PROGRAMS UNDER OPERATING AND ONSITE SERVICE CONTRACTS

1. PURPOSE. This Chapter correlates to DOE O 352.1 (formerly DOE 3830.1), POLICIES AND PROCEDURES FOR PENSION PROGRAMS UNDER OPERATING AND ONSITE SERVICE CONTRACTS, dated August 23, 1982, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORIG 3830.1, POLICIES AND PROCEDURES FOR PENSION PROGRAMS UNDER OPERATING AND ONSITE SERVICE CONTRACTS, dated June 25, 1992.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and to management and operating contractors and other covered contractors performing work for the Department as implemented by the appropriate contracting officer.
4. RESPONSIBILITIES.
 - a. Director, Personnel Division.
 - (1) Reviews contractor requests and negotiates new pension plans, plan changes, and funding arrangements with contractors in consultation with Contracting Officers' Representatives (COR) and after approval by the Headquarters Office of Contractor Human Resource Management (OCHRM).
 - (2) Provides advice and assistance to Principal Staff on contractor pension plan issues in coordination with OCHRM.
 - (3) Consults with the COR and OCHRM in the event of contract termination (both termination and expiration situations), and supports OCHRM in developing the DOE position for negotiation of appropriate arrangements with contractors, including plan continuance or discontinuance and financial settlement.
 - (4) Coordinates, as appropriate, with the COR; Director, Planning and Budget Division; and Director, Financial Management Division, on pension cost and funding arrangements.

- (5) Reviews and submits to OCHRM, Actuarial Valuation Reports, IRS Forms 5500 (with schedules), and for commingled trusts, Annual Accounting Reports prepared and submitted by contractors.
- b. Principal Staff.
 - (1) Concur (with advice and assistance from the Director, Personnel Division, or Leader, Industrial Personnel Group) in contractor requests and proposals involving pension programs including new pension plans, changes in plan provisions, and funding arrangements affecting DOE reimbursement of costs, or other basic pension program requirements as described in DOE O 352.1, paragraphs 7, 8, and 10.
 - (2) Ensure that contractors submit complete pension-related reports in a timely manner.
5. REQUIREMENTS AND PROCEDURES. All contractor reports and requests are to be submitted through the cognizant COR to the Director, Personnel Division. Reports are to be submitted within 7 months after the end of the plan year. Any requests or proposals regarding pension plans should be submitted as far in advance of the requested effective date as possible, but no later than 60 days prior to the proposed effective date. Requests shall include a complete description of the proposal, supporting information (corporate policy, etc.), projected cost impact, and any other pertinent information to fully support and justify the request.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.
9. ATTACHMENTS.

Attachment 1 - Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors that are identified in paragraph 3 of this Chapter shall accomplish the following:

Prepare and submit through the cognizant COR to the Director, Personnel Division:

1. Pension-related reports described in DOE O 352.1, paragraph 9;
2. Any requests for new pension plans, changes in plan provisions, and proposals for funding media/techniques.