

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 530, Chapter II, Chg. 1, PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR ALIMONY**
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? LMES LMER 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 ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include minor editorial revisions to indicate the correct number of the correlating DOE Order (DOE 2200.11) and to reflect the current organizational title of the ORO Internal Security Team in subparagraph 4b.
5. **CONTACT POINT:** Kathy Braden Oak Ridge Financial Service Center, FM-71 576-0777
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 530, Chapter II | 06/18/1996 | ORO O Control Form | 08/10/1998 |
| Page II-1 | | ORO O 530, Chapter II,
Chg. 1, Page II-1 | 08/10/1998 |

*ORO Orders are available on the ORO Directives Management Home Page
[http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form.
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
Jennifer H. Cusick, AD-440 08/10/1998
Signature Management Analyst, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED
Rev. 08/04/1998

U.S. Department of Energy

Oak Ridge Operations

ORO O 530 Chapter II Chg. 1

DATE: 08/10/1998

SUBJECT: PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR ALIMONY

1. PURPOSE. This Chapter correlates to DOE 2200.11, PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR ALIMONY, dated February 12, 1988, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO) and the Office of Scientific and Technical Information (OSTI). The responsibilities described in paragraph 4 below also apply to garnishments for purposes other than child support and/or alimony. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 530, Chapter II, PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR ALIMONY, dated June 18, 1996.
3. APPLICABILITY. The provisions of this Chapter apply to ORO and OSTI Principal Staff.
4. RESPONSIBILITIES.
 - a. Office of Chief Counsel, upon receipt, reviews and determines the validity of garnishment orders for collection and, if appropriate, forwards to the Director, Oak Ridge Financial Service Center, for appropriate action.
 - b. Director, Oak Ridge Financial Service Center, reviews garnishment orders and forwards them to the ORO Internal Security Team and the designated agent in the Headquarters Office of the Chief Financial Officer for collection in accordance with DOE 2200.11 and this Chapter.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.

DISTRIBUTION: ORO, OSTI, AND CONTRACTORS

INITIATED BY: OAK RIDGE FINANCIAL SERVICE CENTER