

Directives Quarterly Update

The following new and revised Directives are available over the Internet on the Office of Management's home page for Directives at <https://www.directives.doe.gov/directives>

APRIL 2015

DOE O 325.2, Position Management and Classification

The order establishes departmental requirements and responsibilities for classifying positions using general schedule (GS) and federal wage system (FWS) standards and for developing and administering a sound position management and classification program within the Department. Cancels Chapter VII of DOE O 320.1.

DOE G 444.1-1, Guide on Preventing and Responding to All Forms of Violence in the Workplace

This guide is a broad overview of the basic tools for development of site specific procedures for responding to workplace violence. Supports implementation of DOE P 444.1. Does not cancel other directives.

MAY 2015

DOE O 333.1, Administering Work Force Discipline

The order provides requirements and responsibilities for administering work force discipline and corrective actions. Cancels DOE O 3750.1.

DOE O 361.1C, Acquisition Career Management Program

The order sets forth requirements and responsibilities for the Department of Energy (DOE) Acquisition Career Management Program. Cancels DOE O 361.1B.

JUNE 2015

DOE G 580.1-1A, Personal Property

This Guide provides non-regulatory guidance and information to assist DOE organizations and contractors in implementing the DOE-wide and site-specific personal property management programs.

In addition, you can be automatically notified when new directives, delegations, regulations, or standards are available in your specific areas of interest by signing up for Alerts at:

<https://www.directives.doe.gov/>

Justification Memoranda Approved

The following justification memorandum approved during this quarter as well as justification memoranda for those directives pending final approval are listed below:

APRIL 2015

JM DOE O 413.2B, Notice of Intent to Revise DOE O 413.2B Admin Chg 1

The Order establishes DOE requirements for laboratory directed research and development.

JM DOE O 481.1C, Notice of Intent to Revise DOE O 481.1C, Strategic Partnerships Projects [formerly known as Work for Others (Non-Department of Energy Funded Work)]

The revision will propose reduction in requirements, increased delegation of management responsibilities to program organizations, reduction in data collection and reporting requirements as well as increased use of available real time financial data for reporting activities.

MAY 2015

JM DOE O 329.2, Request to Make a Page Change to DOE O 329.2, Excepted Service Authority for Exceptionally Well Qualified (EWQ) EQ Pay Plan Employees

The purpose of the page change is to allow more efficient and effective management of the EWQ authority. The revisions will delegate authorities for certain personnel actions that previously required approval from the Executive Resources Board (ERB) and/or Senior Management Review Board (SMRB) directly to the Head of the Departmental Element.

JM DOE G 415.1-2, Notice of Intent to Develop DOE G 415.1-2, Information Technology Project Execution Model Guide for Small and Medium IT Projects

The proposed DOE G 415.1-2 will support consistent and effective implementation of DOE O 415.1 and will assist IT Project Managers in effectively managing and applying sound project management to IT projects of small and medium size.

JM DOE G 436.1-1, Notice of Intent to Develop DOE G 436.1-1, Sustainable Print Management

The Guide will support Executive Order (E.O.) 13693, Planning for Federal Sustainability in the Next Decade, signed on March 19, 2015, which requires the Federal Government to lead by example to create a clean energy economy that will increase prosperity, promote energy security, protect the interests of taxpayers, and safeguard the health of the environment. Under E.O. 13693, Federal agencies are required to increase energy efficiency, eliminate waste, and leverage agency acquisitions by reducing costs and resources in their printing activities. This Guide also aligns with the requirements of DOE O 436.1, Departmental Sustainability.

JM DOE O 551.1D, Notice of Intent to Develop a Page Change to DOE O 551.1D, Official Foreign Travel

The requirement to surrender official passports is considered burdensome to travelers and will be removed as a requirement and replaced with a process that requires travelers be responsible for safeguarding their own official passports. In conjunction with this revision, administrative changes will be made to update the title of the Office of Travel Management.