



Department of Energy
Washington, DC 20585

MAY 22 2009

MEMORANDUM FOR: INGRID KOLB
DIRECTOR, OFFICE OF MANAGEMENT

THRU: *For* *Cornille Beher 5/27/09*
KEVIN T. HAGERTY
DIRECTOR, OFFICE OF INFORMATION RESOURCES

FROM: *SJB*
SARAH J. BONILLA, DIRECTOR
OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT: Notice of Intent to Revise DOE O 322.1,

PURPOSE: This is to update DOE O 322.1, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, dated 1/14/05, which supplements the many applicable laws and regulations pertaining to pay, leave, and work schedules where agencies have discretion or there is a need to institutionalize case law and DOE policy decisions. This directive is purposely designed to have minimum burden on DOE organizations and to assist them in establishing local policies and procedures.

JUSTIFICATION: As a result of changes in laws and regulations, issuance of OPM implementing guidance, an internal review, and feedback from servicing human resources offices, there are several revisions needed to this directive to update it. The Order is needed to clarify authorities and responsibilities, issues in 5 U.S.C. and 5 CFR, and issues that have arisen from within DOE over the years; to ensure consistency in the application of those issues; and to respond to an action item that resulted from an internal program review on incentives. If the Order is not updated at this time, the changes will be delayed and increase in number, as this order requires updating about every 2 years. It will also delay the update of the DOE Handbook on Recruitment and Retention Incentives, which needs to be updated as a result of changes in the regulations on incentives. The handbook contains sample plans, service agreements, and decision/approval documents that organizations use to satisfy the documentation requirements in 5 CFR.

IMPACT: The changes needed will have minimal impact on DOE organizations, as this is a routine update. Many of the changes will institutionalize

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information that has been issued and implemented since the last update.

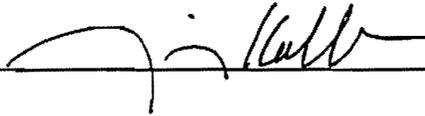
Comments have already been received from servicing human resources offices and GC on the draft Order and responses to the comments have been prepared. As a result, the Order can be submitted in redline version in REVCOM and there should be minimal further changes derived from that review/comment process.

CONTACT:

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DECISION:

Concur:



Nonconcur:

Date:

7-15-09

Timeframe:

First Draft: 30 days

Review and Comment: 10 days

Responses and Second Draft: 10 days

Concurrence: 10 days