



Department of Energy
Washington, DC 20585

March 8, 2011

O 329.1

MEMORANDUM FOR: INGRID KOLB
DIRECTOR
OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY
DIRECTOR
OFFICE OF INFORMATION RESOURCES

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

SUBJECT: Notice of Intent to Develop DOE O 3XX, EXCEPTED SERVICE AUTHORITIES FOR EJ AND EK PAY PLANS

PURPOSE: This is to develop DOE O 3XX, which will establish the requirements, limitations, internal controls, and responsibilities for the employment and compensation of individuals for EJ and EK pay plans.

JUSTIFICATION: This Order will update and finalize the draft Order that has been relied upon for several years, although repeated efforts have been made to finalize it since it was initially drafted. This directive is needed to clarify how the authorities that were provided for in the DOE Organization Act and the National Defense Authorization Act for FY 1995 are to be used. The updated Order has been written and is being vetted with the Senior Management Review Board, so the proposed time frames have been reduced.

There are no valid external, consensus or other "Standards" (e.g., ISO, VPP, etc.) available which can be used in place of any part of this directive.

IMPACT: The proposed directive does not duplicate existing laws, regulations, or national standards and it does not create an undue burden on the Department.

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OPI/OPI CONTACT: Bruce Murray, (HC-11), 202-586-3372.



Justification Memorandum (Continued)

Ingrid Kolb, Director, Office of Management (MA-1):

Concur:  Nonconcur: _____ Date: 9-15-11

Unless determined otherwise by the Directives Review Board (DRB), writers will have up to 60 days in which to develop their first draft and submit to the Office of Information Resources, MA-90

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development	Up to 60 days
Review and Comment (RevCom)	30
Comment Resolution	30
Final Review	30

- Redline/strikeout posted in RevCom for communication purposes only
- Redline-strikeout distributed to the DRB.
- One week for DRB members to review, prior to meeting
- DRB meeting
- Week to prepare approval or impasse package

(NOTE: The standard schedule of up to 150 days will be used unless otherwise specified by the Directives Review Board.)

*Approved with understanding
that may be merged
into 9-15-11*