



Department of Energy
Washington, DC 20585

September 17, 2010

JM CHRONOLOGY

JM RECEIVED 9/27/10
OUT FOR REVIEW 10/8/10
DRB DISCUSSION 10/21/10

MEMORANDUM FOR: INGRID KOLB
DIRECTOR, OFFICE OF MANAGEMENT
Carmelle Baker
THROUGH: *for* KEVIN T. HAGERTY
DIRECTOR, OFFICE OF INFORMATION RESOURCES
FROM: *Sarah J. Bonilla*
SARAH J. BONILLA
DIRECTOR, OFFICE OF HUMAN CAPITAL MANAGEMENT
SUBJECT: NOTICE OF INTENT TO CANCEL 2 HQ ORDERS:
HQ O 3300.1, DETAILS, TEMPORARY AND TERM PROMOTIONS
HQ O 3335.1C, MERIT PROMOTION PLAN

PURPOSE: This memorandum requests the Directives Review Board's concurrence to cancel the subject directives which are site-specific to the Department's Headquarters facilities.

JUSTIFICATION: HQ O 3300.1, Details, Temporary and Term promotions is an administrative directive that establishes procedures and criteria for employee placement on details and temporary promotions' and HQ O 3335.1C, Merit Promotion Plan is an administrative directive for use by Headquarters Human Resources Services staff. The contents of these directives are outdated and no longer used by this office.

IMPACT: HC expects no impact with the cancellation of these Orders since the office now uses internal Office of Human Capital Desk References for all operational activities.

WRITER: Headquarters Human Resources Operations Division (HC-32), Loretta Robinson, 202-586-9239.

OPI/OPI CONTACT: Human Resources Services, Headquarters Human Resources Operations Division (HC-32), Loretta Robinson, 202-586-9239.

Concur: *[Signature]* Nonconcur: _____ Date: 10-21-10

