



Department of Energy

Washington, DC 20585

March 8, 2011

JM CHRONOLOGY

JM RECEIVED 3/9/11

OUT FOR REVIEW 9/9/11

DRB DISCUSSION 9/15/11

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 Revise DOE O 320.1

PURPOSE: This is to revise and update DOE O 320.1, ACQUIRING AND POSITIONING HUMAN RESOURCES, dated 9/6/02, which clarifies provisions in regulations and assists in the administration of human capital programs.

JUSTIFICATION: This Directive was previously revised and comments were received; however, a few comments were not resolved on a timely basis. As a result of the time which has elapsed since the previous REVCOM process was initiated, the process needs to start over. We are now proposing to rename the Order as Employment and Position Classification and Management, without Chapters I, IV, and VI, which would be included in 2 other orders. We are proposing to split up the current Order and merge part of it with DOE M 321.1-1, Intergovernmental Personnel Act, in an effort to consolidate similar types of information and to minimize comments on Chapters when they aren't being updated.

This Order implements various programs established by rules, regulations, policies and procedures, and are expected to continue indefinitely. This Order is essential to carry-out various functions within Human Capital. The proposed directive does not duplicate existing laws, regulations or national standards and it does not create an undue burden on the Department.

Because most comments have been resolved, we recommend a short time-frame in REVCOM to complete the update.

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.

WRITER: Michelle Tyson, 202-586-8512

OPI/OPI CONTACT: Michelle Tyson, HC-11, 202-586-8512

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.)