



**Department of Energy**  
Washington, DC 20585

May 7, 2002

**MEMORANDUM**

**TO:** STEPHEN G. PERIN,  
DIRECTOR, OFFICE OF HUMAN RESOURCES  
POLICY AND PLANNING

**FROM:** TIMOTHY M. DIRKS  
DIRECTOR OF HUMAN  
RESOURCES MANAGEMENT

**SUBJECT:** RE-DELEGATION OF DOE DIRECTIVE RESPONSIBILITIES

The purpose of this memorandum is to re-delegate to you the responsibilities listed below that are assigned to me via Departmental directives. In fulfilling these responsibilities, you are to follow the requirements in the respective directive as well as all applicable Department of Energy requirements. As necessary, you will also consult with appropriate staff from the National Nuclear Security Administration and/or coordinate issuances.

After consultation with this staff and with affected human resource directors at Headquarters and in the field, I have determined that re-delegation of these responsibilities would promote faster correspondence distribution and response, improve intra-organizational communications, increase staff accountability, and allow me to focus on exceptional issues requiring attention at the Office of Human Resources Management level.

<b>DIRECTIVE</b>	<b>RESPONSIBILITY</b>
DOE M 321.1, INTERGOVERNMENTAL PERSONNEL ACT MANUAL	Designate "other organizations" as eligible participants in Intergovernmental Personnel Act assignments (except for NNSA)
DOE O 3335.1C, MERIT PROMOTION; 5.b (soon to be added to DOE 321, below)	Permission to use written testing materials in staffing process.
DOE 321.x, ACQUIRING AND POSITIONING HUMAN RESOURCES (in directives process)	Establishment of agency-wide qualifications standards.



DOE O 331.1B, PERFORMANCE MANAGEMENT; 5.a	Performance management plan approval
DOE 322.1A, PAY, LEAVE, AND HOURS OF DUTY; 5.c.3	Approval of premium on an annual basis.
DOE O 322.1A, PAY, LEAVE, AND HOURS OF DUTY; 5.c.4	Notice of special rates.
DOE O 325.1, POSITION CLASSIFICATION; 5.a. (1) (soon to be added to DOE 321, above)	Classification of human resources director and chief classifier.
DOE O 325.1; POSITION CLASSIFICATION; 5.a (2) (soon to be added to DOE 321, above)	Classification appeal determinations.
DOE O 3771.1, GRIEVANCE POLICY AND PROCEDURES	Determinations regarding grievability of administrative grievances.
DOE O 3771.1, GRIEVANCE POLICY AND PROCEDURES	Analysis of manager's decision to reject fact-finder's conclusions/recommendations.

Please ensure that: (1) Headquarters and field human resources directors are informed so that they may submit relevant correspondence in an expeditious manner; (2) procedural instructions to support staff are issued so that correspondence may be directed efficiently.

cc: ME-50 direct reports