

OAK RIDGE R2A2 MAPPING

Division: Human Resources Division

Organization: Personnel and Management Analysis Branch

Date: 08/29/2002

Roles & Responsibilities (per ORO Manual 110)
<p>Provides and administers all programs and services for Federal employees and managers at Oak Ridge Operations and remote site offices and satellite offices and provides and administers most services for the Office of Scientific and Technical Information and the NNSA Y-12 Site Office.</p> <p><u>Staffing and Recruitment</u></p> <ul style="list-style-type: none"> -Conducts all internal staffing processes -Conducts all external recruitment processes -Posts vacancy announcements -Assists supervisors in development of crediting plans -Ensures vacancies are added to relevant electronic bulletin boards -Reviews applications and determines qualified and highly qualified candidates -Processes applications and refers certificates to selecting officials -Coordinates necessary actions with the Diversity Office -Conducts reference checks -Makes offers of employment -Conducts salary and bonus negotiations -Assists in preparation and processing of special justifications for selections, bonuses, and other items -Obtains necessary forms and information from selectees, losing organizations, etc. -Requests OPFs for selectees who are current or former Federal employees

What Does this organization do for the department?
Is it in *direct or indirect* support of Departmental missions?

Accountabilities (Internal and External)
<p><u>External</u></p> <ul style="list-style-type: none"> -White House and the President of the United States -U. S. Congress -DOE HQ Office of Human Resources Management -DOE HQ Office of Human Resources Policy and Planning -DOE HQ Office of Headquarters and Executive Personnel Services -DOE HQ Personnel Management Evaluation Teams -DOE Office of the Inspector General -U. S. Office of Personnel Management -U. S. Office of Personnel Management Audit and Inspection Teams -U. S. Merit Systems Protection Board -U. S. Federal Labor Relations Authority -U.S. Department of Labor, Office of Workers Compensation (OWCP) -U. S. Equal Employment Opportunity Commission -National Records Center -State of Tennessee

To whom is this organization accountable to?
How is accountability assured? External Review

Authorities Delegated	
<i>Type</i>	<i>From</i>
10 USC	President
5 USC	U. S. Congress
5 CFR	DOE
Executive Orders	OPM
-OPM Benefits Administration Letters (BALs)	ORO Management
-OPM Classifiers Handbook	DOE Office of Headquarters and Executive Personnel Services
-OPM CSRS and FERS Handbook for Personnel and Payroll Offices	Serviced Organizations
-OPM Delegated Examining Units Handbook	FLRA
-OPM Federal Employee's Group Life Insurance Program: A Handbook for Employees, Annuitants, Compensationers, and Employing Offices	U.S. Department of Labor, Office of Workers Compensation (OWCP)

What authorities are vested in the organization that allows these responsibilities to be carried out?
Appraisal?

TYPES of DELEGATIONS:
Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.)
Federal Law (29CFR1910, 10CFR830, etc.)
DOE Directives (i.e., DOE Order 521.1A)
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Roles & Responsibilities (per ORO Manual 110)
<ul style="list-style-type: none"> -Requests security clearances -Determines veterans preference -Operates a delegated examining unit -Provides applicant response information -Sets salary and wage rates -Processes requests for advance in-hire rates -Processes recruitment/relocation/retention bonuses -Conducts suitability reviews and makes suitability determinations at several points in recruitment process -Assists selectees with relocation allowance processing -Conducts reduction in force actions -Processes new employee on board -Conducts new employee orientation -Administers the CTAP/ICTAP program to ensure employee and applicant rights -Manages and conducts community outreach programs -Manages the college recruitment program. -Implements student employment programs -Maintains liaison with the educational institution -Establishes work schedules which accommodate the academic calendar of the institution -Reviews student resumes= and interview potential students -Selects and places student appointees -Manages the summer student program

What Does this organization do for the department?
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Accountabilities (Internal and External)
<p>(External continued)</p> <ul style="list-style-type: none"> -Tennessee Department of Labor & Workforce Development Employee Assistance Professional Board -Grievance Arbitrators -Line Managers at external site offices <p><u>Internal</u></p> <ul style="list-style-type: none"> -Manager ORO -Director, Human Resources Division -Line Managers -ORO CFO -ORO Information Resources Management Division -ORO Office of Diversity Programs -Employees -Local Union <p><u>Accountabilities Assured by:</u></p> <ul style="list-style-type: none"> -External Audits and Inspections -Self-assessments

To whom is this organization accountable to?
How is accountability assured? External Review

Authorities Delegated	
<i>Type</i>	<i>From</i>
<ul style="list-style-type: none"> -OPM Federal Employees Health Benefits Program: A Handbook for Enrollees and Employing Offices -OPM FEGLI Handbook -OPM FEHB Handbook -OPM Guide to CPDF Edits -OPM Handbook of Occupational Groups and Families -OPM Operating Manual, SF-113 Summary Data Reporting System -OPM Operating Manual, The Guide to CPDF Reporting Requirements -OPM Operating Manual, The Guide to Personnel Data Standards -OPM Operating Manual, The Guide to Processing Personnel Actions 	<ul style="list-style-type: none"> -State of Tennessee -Tennessee Department of Labor & Workforce Development Employee Assistance Professional Board

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Roles & Responsibilities (per ORO Manual 110)
<p><u>Position Classification</u> -Reviews all actions for position classification issues -Works with supervisors to develop PDs, identify duties which support grades, etc. -Assists supervisors with revisions of PDs -Responds to employee questions about grades and classifications/evaluations -Explains classification processes, standards, and criteria -Conducts desk audits -Explains classification appeal processes to employees and supervisors -Reviews classification appeals and prepare agency statements and justifications -Responds to HQ requests for assistance in classification appeals -Adds required statements to PDs as dictated by DNFSB, HQ, or other bodies -Removes statements from PDs as dictated by DNFSB, HQ, or other bodies -Makes FLSA determinations -Makes position sensitivity determinations -Requests job codes for entry into CHRIS -Establishes and manages positions in CHRIS</p> <p><u>Position Management, Organizational and Work Force Analysis, and Staffing Planning</u> -Conducts studies and advises management on position management issues -Manages data for FTE tracking, management, and planning</p>

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<p>(Accountabilities Assured by: continued)</p> <p>-Reporting requirements</p> <p>-Customer surveys</p> <p>-Customer complaints and feedback</p> <p>-Individual Performance Appraisal</p>

To whom is this organization accountable to?
 How is accountability assured? External Review

Authorities Delegated	
<i>Type</i>	<i>From</i>
<p>-OPM Operating Manual: Qualification Standards for General Schedule Positions</p> <p>-OPM Position Classification Standards</p> <p>-OPM X-118C Handbook for Trades and Labor Occupations</p> <p>-Federal Labor Relations Authority Negotiability Determinations</p> <p>-Freedom of Information Act (FOIA)</p> <p>Luevano Consent Decree</p> <p>-DOE Guide on Federal Employee Occupational/Medical Programs</p> <p>-DOE P 310.1 (Policy, 10/11/2001, ME), Maximum Entry and Mandatory Separation Ages For Certain Security Employees</p>	

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Roles & Responsibilities (per ORO Manual 110)
<ul style="list-style-type: none"> -Develops recommended staffing allocations -Tracks employment figures by multiple budget codes. -Estimates attrition based on current and historical data. -Estimates annual usage of FTEs. -Coordinates with budget to ensure recruitment activity is within the range of budgetary employment limits. -Conducts studies, surveys, and special assignments related to preparation of staffing needs -Maintains an A-76 inventory of every position coded with respective functional and operational codes. -Conducts or participates in A-76 and related studies -Reorganization/Organization Change Proposals -Provides advice to Management Official regarding desired reorganizations -Reviews current organization to see if positions, number of employees, etc., will support proposed changes -Classifies new positions arising out of reorganization -Assists with the preparation of OCP package and justification -Prepares and transmits requests for reorganization -Coordinates reorganizations with appropriate HQ officials, including the Secretary of Energy

Accountabilities (Internal and External)
This table is currently empty

Authorities Delegated	
<i>Type</i>	<i>From</i>
<ul style="list-style-type: none"> -ORDER DOE O 311.1A, Equal Employment Opportunity and Diversity Program -NOTICE DOE N 311.2,SUBJECT: Extension of DOE O 311.1A, Equal Employment Opportunity and Diversity Program -DOE M 321.1-1, Intergovernmental Personnel Act Assignments -ORDER DOE O 322.1A, SUBJECT: Pay and Leave Administration and Hours of Duty -ORDER DOE O 325.1, Position Classification -NOTICE DOE N 326.8, Annual Confidential Financial Disclosure Report (OGE 450) -ORDER DOE O 331.1B, Employee Performance Management System 	

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Roles & Responsibilities (per ORO Manual 110)
<ul style="list-style-type: none"> -Prepares additional crosswalks for Headquarters/CHRIS Personnel System and submit to HQ -Notifies Union of reorganization -Prepares notification to employees on reorganizations -Manages and advises on the part-time employment program -Provides advice and counsel on work schedules, tours of duty, and related matters <p><u>Executive Services</u></p> <ul style="list-style-type: none"> -Writes position descriptions and evaluations -Drafts vacancy announcements and recruitment documents -Coordinates submission of SES actions to HQ -Coordinates and assists with the development and implementation of SES performance plans and appraisals -Coordinates local succession planning exercises and studies -Provides advice and assistance to local SES managers in issues related to their employment

Accountabilities (Internal and External)

Authorities Delegated	
<i>Type</i>	<i>From</i>
<ul style="list-style-type: none"> -ORDER DOE O 361.1, Acquisition Career Management Program -ORDER DOE 3300.3, Employment -ORDER DOE 3304.1A, Employment of Experts and Consultants -GUIDE DOE G 3305.1, Senior Executive Service Personnel Guide -ORDER DOE 3335.1C, Merit Promotion -ORDER DOE 3350.1, Furlough in the Senior Executive Service -ORDER DOE 3351.2, Reduction in Force in the Senior Executive Service -ORDER DOE 3450.1B, Incentive Awards -GUIDE DOE G 3710.1, Department of Energy Labor-Management Relations 	

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<i>Roles & Responsibilities</i> (per ORO Manual 110)
<p><u>Awards</u></p> <ul style="list-style-type: none"> -Develops ORO processes and implementing guidance for awards program -Provides information to supervisors, managers, and employees regarding types of awards and justification required for each type of award. -Reviews award submissions -Ensures justification meets criteria for type and amount of award given and that all other criteria have been met and necessary information is present -Prepares award certificates -Ensures processing and necessary approvals are obtained -Enters award data into CHRIS Personnel system -Identifies recipients of service awards -Prepares certificates and distributes certificates, service pins, and recognition pins <p><u>Performance Management</u></p> <ul style="list-style-type: none"> -Assists supervisors and managers in implementing the performance management systems -Publishes reminders semi-annual reminders of program requirements -Answers questions regarding performance plans and appraisals -Inputs current appraisal into CHRIS

<i>Accountabilities</i> (Internal and External)
Empty space for accountabilities

<i>Authorities Delegated</i>	
<i>Type</i>	<i>From</i>
<ul style="list-style-type: none"> -ORDER DOE 3731.1, Suitability, Position Sensitivity, and Related Personnel Matters -ORDER DOE 3731.1, Suitability, Position Sensitivity, and Related Personnel Matters -ORDER DOE 3750.1, Work Force Discipline -ORDER DOE 3771.1, Grievance Policy and Procedures -ORDER DOE 3790.1B, Federal Employee Occupational Safety and Health Program -ORDER DOE 3792.3, Drug-Free Federal Workplace Testing Implementation Program -DOE Redlegation Order No. 00-008.11 	Empty space for 'From' column

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<i>Roles & Responsibilities</i> (per ORO Manual 110)
<ul style="list-style-type: none"> -Tracks performance appraisal plans to ensure all employees have plans and have received timely ratings. -Follows up to request missing appraisals -Counsels supervisors regarding performance issues and provides advice regarding courses of action. -Assists in development of and processes performance based adverse actions <p><u>Action Processing</u></p> <ul style="list-style-type: none"> -Processes personnel actions -Tracks suspenses, NTE actions, WIGI due dates, etc. -Generates reports relating to personnel processes and actions <p><u>Employee Relations</u></p> <ul style="list-style-type: none"> -Stays abreast of HQ/OPM changes in EMR processes, procedures, requirements, and significant case rulings -Counsels supervisors on actions to take on EMR issues; e.g., attendance problems, performance problems, etc. -Researches case laws to ensure appropriate action is being taken -Advises management and assists in processing grievances and complaints -Advises non-bargaining unit employees on grievance and complaint processing -Assists in the processing of grievances and complaints

<i>Accountabilities</i> (Internal and External)
Empty space for accountabilities

<i>Authorities Delegated</i>	
<i>Type</i>	<i>From</i>
<ul style="list-style-type: none"> -Memoranda of Agreement and Service Agreements with serviced organizations -Negotiated Agreement between the Oak Ridge Operations Office and the Office of Scientific and Technical Information, U.S. Department of Energy and the Local No. 2001 Office and Professional Employees International Union (AFL-CIO) -Significant Cases in Federal Employee and Labor Relations -TN State Law -Individual letters and direction created at time of document issuance. -Inherent in operations 	Empty space for 'From' column

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Roles & Responsibilities (per ORO Manual 110)
<ul style="list-style-type: none"> -Advises on and assists management in dealing with workforce discipline issues -Develops and maintains the employee handbook -Develops and maintains the HR website -Provides information for employees verifying their employment status with DOE, e.g., mortgage, adoption of a child, child support, low income, Social Security, and garnishment of wages <p><u>Labor Relations</u></p> <ul style="list-style-type: none"> -Serves as the principal management contact -Negotiates labor contracts and agreement with the local union -Notify Union of changes/new programs -Conducts impact and implementation negotiations -Administers the negotiated agreement -Advises management on labor issues and responsibilities and requirements under the negotiated agreement including processing of grievances and other matters

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<i>Roles & Responsibilities</i> (per ORO Manual 110)
<p><u>Benefits Administration</u></p> <ul style="list-style-type: none"> -Advises employees and management on entitlements, requirements, and provisions of numerous benefits programs -Counsels and advises employees and management on entitlements, requirements, and provisions of retirement systems -Assists with retirement deposit and redeposit issues -Manages and conducts local actions and involvement in the Thrift Savings Plan Open Season -Calculates annuity benefits and provides to employees -Assists retiring employees with processes and in completing forms and applications -Advises employees and management on entitlements, requirements, and provisions of the Federal Employees Health Benefits Program -Manages and conducts local actions in the Health Benefits Open Season -Assists employees with matters related to temporary continuation of health benefits coverage -Advises employees and management on entitlements, requirements, and provisions of the Federal Employees Group Life Insurance Program -Assists survivors with requesting and processing death benefits claims for both employees and former employees

<i>Accountabilities</i> (Internal and External)
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<i>Roles & Responsibilities</i> (per ORO Manual 110)
<ul style="list-style-type: none"> -Develops ORO processes for telecommuting -Advises and counsels employees and management on provisions and requirements of the Telecommuting Program -Reviews telecommuting application packages for requirements, requesting additional information if needed -Maintains official telecommuting files -Administers leave programs; e.g., FMLA, Family Friendly Sick Leave, Annual Leave, Military Leave, Credit Hours, Leave Share, etc. -Develops ORO processes for Leave Programs -Provides information, advice, and counsel to supervisors, managers, and employees regarding the various Leave Programs and their requirements -Answers questions from Payroll, supervisors, and employees regarding leave program regulations. -Administers the Leave Share Program -Publishes announcements about employee participation in the Leave Share Program and notifies payroll of changes in status

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<i>Roles & Responsibilities</i> (per ORO Manual 110)	<i>Accountabilities</i> (Internal and External)	<i>Authorities Delegated</i>	
		<i>Type</i>	<i>From</i>
<p><u>Employee Health, Well-Being, and Assistance Programs</u></p> <ul style="list-style-type: none"> -Administers the Federal Occupational Health Program -Administers the Employee Assistance Program -Provides advice and assistance to employees and supervisors in Workers Compensation issues -Implements local provisions of the DOE Drug Testing Program -Develops and administers Family Friendly Programs, Quality of Worklife initiatives, etc. -Provides emergency, routine and preventive health nursing services -Provides influenza vaccinations -Evaluates employee complaints and symptoms of illness with referral to the proper physician or facility for treatment; schedule appointments. -Responds to emergency first aid situations -Assesses workers returning to work after absences of more than five days, surgery, or occupational injuries with review of limitations. -Provides health education programs -Makes referrals to the appropriate therapist for positive drug screening test -Maintains records of treatment and generates reports of activities 			
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<ul style="list-style-type: none"> -Teaches CPR and Automated External Defibrillator classes -Counsels employees on abnormal test results from physical examinations and recommended medical follow-up -Coordinates blood drives -Supports/serves on the Threat Assessment Team -Assists with development of emergency protocols and precautions for bio-terrorism threats to Oak Ridge Federal facilities. -Serves on Wellness Committee with evaluation and recommendations to resolve health related concerns of employees and environmental exposures such as beryllium sensitivity testing program and bloodborne pathogen program. -Identifies limitations or accommodations needed when employee returns to work, and treats for symptoms so that employees may remain on the job -Coordinates with Safety and Health Department to identify and correct unhealthy work environment issues. -Assists troubled employees in adjustment or adaptation of stressful life circumstances with short term counseling sessions and coordination of the Employee Assistance Program -Publicizes employee assistance availability as needed for employees

<i>Accountabilities</i> (Internal and External)
Empty content for Accountabilities

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<ul style="list-style-type: none"> -Provides initial assessments under the EAP for employees who may have need -Maintains medical records and generates medical reports for the Employee Assistance Program. -Identifies and suggests accommodations in the workplace. -Coordinates and publicizes annual health fair -Coordinates required or optional medical appointments and physical exams for employees <p><u>PMAB Management and Administration</u></p> <ul style="list-style-type: none"> -Serves as local CHRIS Administrator -Troubleshoots CHRIS problems -Assists other users with the system -Coordinates issues and problem resolutions with HQ -Serves as local QUICKHIRE Administrator -Issues passwords to local users and selecting officials -Troubleshoots QuickHire problems -Assists other users with the system -Coordinates issues and problem resolutions with HQ -Coordinates and conducts local efforts to implement new IT HR processes and services -Maintains updated information for procedure manual. -Serves as contract monitor

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<ul style="list-style-type: none"> -Maintains and manages all HR records and files including OPFs and administrative files -Retires records according to schedules -Sends files to appropriate records holding centers -Protects information in accordance with FOIA and Privacy Act Requirements and Provisions -Provides Notary services -Orders and maintains personnel related materials, e.g., benefits forms, brochures, health benefit claim forms, etc. -Conducts training in new programs and initiatives -Manages branch budget -Develops budget estimates for relocation services -Develops budget estimates for branch operations, subscriptions, etc. -Develops budget estimates and provides recommendations and requests for budget allocations to finance the programs of the Occupational Health Station, employer provided physical exam, and required medications and supplies -Reviews draft orders, rules, regulations, position classification standards, and other issuances -Provides comments and feedback on proposed changes to orders, etc. -Writes and maintains local orders for HR functions 		<i>Type</i>	<i>From</i>
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Date: 08/29/2002

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<p>-Develops and manages internal SOPs, guidelines, etc.</p> <p>-Stays abreast of HQ/OPM changes in all HR programs, processes, procedures, and requirements.</p> <p>-Attends training courses on personnel related information to enhance knowledge in all aspects of HR functions</p> <p>-Performs assigned roles and responsibilities in a safe manner</p>

<i>Accountabilities</i> (Internal and External)
Empty space for accountabilities

<i>Authorities Delegated</i>	
<i>Type</i>	<i>From</i>
Empty space for authorities	Empty space for authorities

What Does this organization do for the department?
Is it in *direct or indirect* support of Departmental missions?

To whom is this organization accountable to?
How is accountability assured? External Review

What authorities are vested in the organization that allows these responsibilities to be carried out?
Appraisal?

TYPES of DELEGATIONS:
 Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.)
 Federal Law (29CFR1910, 10CFR830, etc.)
 DOE Directives (i.e., DOE Order 521.1A)
 Interagency Agreements (i.e., State, EPA, NRC, etc.)
 Include implied Authorities

OAK RIDGE R2A2 MAPPING

Division: _____
 Organization: _____

Date: 08/22/2002

<i>Roles & Responsibilities</i> (per ORO Manual 110)

<i>Accountabilities</i> (Internal and External)

<i>Authorities Delegated</i>	
<i>Type</i>	<i>From</i>

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