



Department of Energy
Washington, DC 20585

APR 4 2012

MEMORANDUM FOR KEVIN HAGERTY

DIRECTOR

OFFICE OF INFORMATION RESOURCES

OFFICE OF MANAGEMENT

FROM:

KENNETH T. VENUTO, DIRECTOR

OFFICE OF HUMAN CAPITAL MANAGEMENT

OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER (HC)

SUBJECT:

Request to make an administrative change to DOE O 322.1C, PAY AND
LEAVE ADMINISTRATION AND HOURS OF DUTY

PURPOSE: HC requests approval to revise one paragraph of the Order to satisfy an action item in the Office of the Inspector General's FY 11 Audit Report of DOE's Consolidated Financial Statements.

JUSTIFICATION: The Office of Inspector General's last 2 annual FY reviews of selected DOE elements' records identified that some elements had not established an alternative method for approving leave or other absence when they did not use the electronic version of the OPM Form 71 as required by DOE O 322.1. As a result of the audit findings and HC and CF agreement with the recommendations to them, we are proposing a revision to the Order that requires Departmental elements to use the electronic OPM Form 71 or request approval from the payroll team to use an alternative method (if they are not able to use the electronic form).

The attached administrative change has been coordinated with and concurred by CF's payroll staff.

WRITER: Bruce Murray, 202-586-3372.

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

Concur:

Nonconcur: _____

Date:

5/10/2012

Attachment

