

# memorandum

DATE: December 8, 1999

REPLY TO

ATTN OF: AD-442:Blaylock

SUBJECT: **VOLUNTARY SOLICITATION FOR TRAINING AND DEVELOPMENT GROUP**

TO: All ORO Employees

The Training and Development Group within the Human Resources Division is seeking interested candidates for a Training Specialist, GS-1701-13. This position serves as a senior technical staff member in designing, developing, implementing, monitoring, evaluating, and making recommendations concerning the Environmental Safety and Health technical training and related technical and administrative activities. Work also includes supporting the monitoring and coordination of plans and activities related to the accreditation of contractor training programs for Oak Ridge facilities as well as the implementation of Defense Nuclear Facilities Safety Board recommendations related to training and qualification.

Employees wishing to express interest in a reassignment to this position may do so by visiting the Personnel and Management Analysis Branch's web site at [www.oro.doe.gov/pmab](http://www.oro.doe.gov/pmab). Click on the employment icon and scroll to voluntary solicitation located at the bottom of the page. Designate the Human Resources Division as the organization of interest. Employees interested in this position must complete the electronic voluntary solicitation form by December 17, 1999.

If you have any questions, please contact Mike Blaylock at 576-0130.

Lois Jago, Chief  
Personnel and Management  
Analysis Branch