

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: August 30, 2001

REPLY TO
ATTN OF: AD-442:Aytes

SUBJECT: **VOLUNTARY SOLICITATION – ADMINISTRATIVE ASSISTANT, GS-301-6/7**

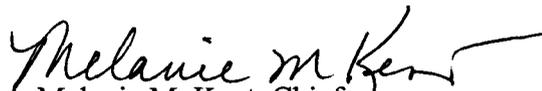
TO: All ORO and YAO Employees

The Y-12 Area Office (YAO) will have a temporary vacancy for an Administrative Assistant (Office Manager), GS-301-6/7 in its Operations Management Division while the current Office Manager is on extended leave; this leave is expected to begin in mid-September. YAO is interested in filling this temporary position with a current ORO and/or YAO employee by either a detail or temporary promotion, as appropriate.

Consideration for this position will be given to candidates who meet the qualification requirements for the GS-301 series at the appropriate grade level. The candidate selected to fill this temporary vacancy will return to his/her permanent position at the end of the assignment. If the candidate(s) selected for this assignment receives a temporary promotion, the candidate(s) will be returned to the grade and step of his/her permanent position at the end of the temporary promotion. If this selection results in a temporary promotion, it will not extend beyond the 120 days.

If you wish to be considered for this temporary assignment, please register on the voluntary solicitation database at www-internal.oro.doe.gov/pmab/solicitation and submit a resume to Carol Aytes in the Personnel and Management Analysis Branch, AD-442, by close of business September 10, 2001. Resumes may be submitted electronically to aytesca@oro.doe.gov or by hard copy. Carol is located in Room 1221 of the Federal Building.

If you have any questions regarding this solicitation of interest, please contact Carol Aytes at (865) 576-9586 or at the above e-mail address.


Melanie M. Kent, Chief
Personnel and Management
Analysis Branch