

# memorandum

DATE: October 10, 2003

REPLY TO

ATTN OF: AD-442:Stotelmyer

SUBJECT: **VOLUNTARY SOLICITATION DATABASE**

TO: All ORO Employees

The Human Resources Division (HRD) maintains a voluntary solicitation database (VSD) to enable employees interested in reassignment or detail to another organization within Oak Ridge Operations (ORO) to register their interest online through a link available on the HRD web site.

In order to keep the database as up to date as possible, **registrations are retired on an annual basis**. Employees who desire future consideration for details or reassignment to ORO organizations should input registration information into the VSD at <http://www-internal.oro.doe.gov/pmab/Solicitation/default.htm> using their three character user-ID and password for access. There is no deadline for registration. Employees who register and decide at a later date that they are no longer interested may, at any time, request that their name be removed from the VSD by contacting their Human Resources Specialist.

As needed, selecting officials may request a list of interested employees from the VSD. After qualifications are reviewed by HR staff, selecting officials will assess applicable experience by reviewing each interested employee's official personnel file. No referrals will be provided to selecting officials prior to October 31, 2003, in order to allow employees sufficient time to register.



Melanie M. Kent, Chief  
Personnel and Management  
Analysis Branch