

memorandum

DATE: October 4, 2004

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 current, registrations are archived on an annual basis. Archival of current information in the database will occur as of the date of this memorandum. Employees who desire future consideration for details or reassignment to ORO organizations should access the web site at <http://www-internal.oro.doe.gov/pmab/Solicitation/default.htm> using their three character user-ID and password to reach the database. 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, 2004, in order to allow employees sufficient time to register.



Melanie M. Kent, Chief
Federal Human Resources Branch