

memorandum

DATE: June 21, 2005

REPLY TO

ATTN OF: AD-442:Barker

SUBJECT: **VOLUNTARY SOLICITATION – DETAIL TO PUBLIC AFFAIRS OFFICE**

TO: All ORO Employees

The Public Affairs Office has a detail assignment available for an individual to support planning upcoming high-level visits to the Oak Ridge Office anticipated over the course of July - September, 2005. This detail is anticipated to begin around July 5 and continue for approximately 90 days. If the need continues beyond 90 days, other individuals may be rotated through the detail for three months at a time. This detail opportunity is open to all current ORO employees at grades GS-9 through GS-13.

The objective of the position is to successfully plan and implement the logistics required to support protocol visits, start to finish. Extensive interactions with DOE Headquarters staff along with Oak Ridge Office program and support organizations are anticipated, and also with contractor public affairs offices. The selected individual will be based in the Public Affairs Office in the Federal Building, but will be required to frequently visit sites on the Oak Ridge Reservation to plan visit activities.

If you wish to be considered for this detail, please register on the voluntary solicitation database at www-internal.oro.doe.gov/pmab/solicitation and submit a brief resume to the Federal Human Resources Branch by close of business on June 29, 2005. Resumes may be submitted electronically to the Federal Human Resources Branch.



Melanie M. Kent, Chief
Federal Human Resources Branch