

United States Government

Department of Energy  
Oak Ridge Operations Office

# memorandum

DATE: October 23, 2000

REPLY TO:  
ATTN OF: AD-442:Blaylock

SUBJECT: **BUYOUT AND EARLY OUT REQUEST UPDATE**

TO: All ORO Employees

On September 18, 2000, the Oak Ridge Operations Office submitted requests to Headquarters for buyout and early out authorities. Buyout authority, if approved, will allow employees to voluntarily separate from the payroll by resignation or retirement and receive a separation incentive of up to \$25,000. Early out authority will allow employees with 25 years of service or with 20 years of service at age 50 to retire early. A penalty for early retirement is assessed for Civil Service Retirement System participants at a rate of 2 percent for every year an employee is under age 55 and a penalty of 5 percent for every year the employee is under age 62 is assessed for participants of the Federal Employees Retirement System.

The Department's buyout request was submitted to the Office of Management and Budget on October 17, 2000. The Department's early out request is at Headquarters and is expected to be submitted to the Office of Personnel Management next week. We expect to hear the result of both requests sometime during the week of November 13. The buyout and early out authorities are separate from each other. Therefore, the possibility exists for one to be approved without the other receiving approval.

Employees considering retiring using either one or both of these options should request retirement printouts from the Personnel and Management Analysis Branch. Printouts may be obtained by contacting the Staffing Specialist for your organization. In order to gauge employee interest in these authorities, we are asking that you indicate your request for buyout and/or early out by electronic mail to [BlaylockMA@oro.doe.gov](mailto:BlaylockMA@oro.doe.gov). Please submit your request by close of business on November 3, 2000. Submitting a request is no guarantee of being granted a buyout or early retirement.

If you have any questions, please contact Mike Blaylock at (865) 576-0130.



Carol Aytes, Acting Chief  
Personnel and Management  
Analysis Branch