

memorandum

DATE: August 1, 2001

REPLY TO
ATTN OF: AD-442:Blaylock

SUBJECT: **VOLUNTARY SEPARATION INCENTIVES**

TO: All ORO Employees

The Department has begun the process of evaluating the workforce in comparison to skills mix issues, budget, and demographics in order to formulate a buyout and early out plan. Locally, Oak Ridge Operations Office (ORO) is evaluating these same issues in order to respond to the Department's request for information needed to obtain Office of Management and Budget approval for buyouts, to notify Congressional committees of proposed buyout use, and to obtain Office of Personnel Management approval for use of early out authority. A survey of employee interest in the use of separation incentives is being conducted as part of ORO management's evaluation of the need for voluntary separation incentives. **This is only a survey of interest and not an application for a separation incentive.** By returning this survey, employees are not obligated to accept a separation incentive if one is offered. Employees are also not guaranteed the right to a separation incentive by completing the survey.

Employees who are interested in a buyout or early out with separation no later than December 31, 2001, should complete the attached survey and submit it to the Personnel and Management Analysis Branch no later than **August 8, 2001**. The authority provides for an incentive of up to \$25,000 for individuals separating from the Department through optional retirement, resignation, or early retirement. Employees who complete the form should indicate which separation method they would be interested in considering. It may be necessary for some employees to leave the payroll before December 31, 2001, in order to fulfill the cost savings requirement for receipt of a separation incentive payment.

Employees who have questions regarding separation incentive requirements should contact Michael Blaylock at (865) 576-0130. Employees who would like retirement annuity estimates should print and complete the request form at <http://www.oro.doe.gov/pmab/Benefits/retirement.htm>, and submit it to Veronica Dillon or Jill Stephenson in Room 1221 of the Federal Building. Retirement eligibility questions should be discussed with Ms. Dillon at (865) 576-8615 or

Ms. Stephenson at (865) 576-0677. As preparation of retirement annuity estimates takes a significant amount of staff time, please do not submit a request for an annuity estimate at this time unless you are seriously considering requesting a voluntary separation incentive.


Patricia Howse-Smith, Director
Human Resources Division

Attachment

SURVEY OF BUYOUT/EARLY OUT INTEREST

Name: _____
(Please Print)

Organization: _____
(Please Print)

Classification Title, Series, and Grade: _____
(Please Print)

Retirement System Coverage: FERS CSRS CSRS Offset Unknown

I am interested in considering a voluntary separation incentive payment resulting from the termination of my employment with Oak Ridge Operations through the following method:

_____ Resignation _____ Optional/Regular Retirement _____ Early Retirement

I understand this is a survey of interest and that I am in no way obligated to accept a buyout, resign, or retire by returning this survey. I understand that if voluntary separation incentive payments are offered, further information will be provided including a description of obligations and specific eligibility requirements.

Signature of Employee

Date