

United States Government

Department of Energy  
Oak Ridge Operations Office

# memorandum

DATE: November 9, 2001

REPLY TO  
ATTN OF: AD-442:Blaylock

SUBJECT: **EARLY RETIREMENT AUTHORITY APPROVAL**

TO: All ORO Employees

The Oak Ridge Operations Office has received final approval from the Office of Personnel Management to offer early retirements. Although early retirement authority is available through September 30, 2002, employees wishing to take advantage of an early retirement with a buyout must leave the payroll no later than January 12, 2002. The deadline to express interest in early retirement with a buyout is close of business on Wednesday, November 14, 2001. The buyout amount is \$25,000 or an amount equal to an employee's severance pay calculation, whichever is less.

If you have any questions, please contact Michael Blaylock at 576-0130.



Melanie M. Kent, Chief  
Personnel and Management  
Analysis Branch