

Lek Kadeli/DC/USEPA/US
To ORD-FED
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Subject Early-out and Buy-out

December 5, 2008

MEMORANDUM

SUBJECT: Voluntary Early Retirement
Authority (Early-Out) and
Voluntary Separation Incentive Payments (Buy-Out)
Opportunities for ORD Budget Execution and Clerical
Personnel

FROM: Lek G. Kadeli
Deputy Assistant
Administrator for Management

TO: All ORD Employees

In late October, 2008, I informed you of the Agency's request to the Office of Personnel Management (OPM) for approval authority through February 28, 2009, for the use of the Voluntary Early Retirement Authority ("early-out") and Voluntary Separation Incentive Payments ("buy-out") to aid ORD in its implementation of the first phase of the Administrative Efficiency Project. Also, I indicated that EPA's request for these authorities is applicable to only a small number of employees who are currently within the ORD budget execution and clerical communities. I am pleased to announce that OPM has approved this request and we now can offer certain identified ORD employees who are eligible for voluntary early retirement or optional

(standard) retirement an opportunity to apply for retirement with a buy-out. A separate communication with application forms and instructions is being sent to these designated employees.

The period for designated employees to apply begins on December 10, 2008, and closes 5 p.m. Eastern Standard Time on January 12, 2009. Once applications for early-out and/or buy-outs have been processed, employees will depart during the separation window, no earlier than December 31, 2008, and no later than February 28, 2009.

It is important to understand that the decision to take advantage of the early-out or buy-out opportunities is entirely voluntary. No one is required to accept an early-out or buy-out offer during the window of opportunity, nor should anyone be pressured to accept one. Please note that EPA does not regularly offer the opportunity to apply for early-outs and buy-outs, and there is no assurance that these opportunities will be available in the future. We are working with our unions to ensure their appropriate involvement and our servicing Human Resources Office is making every effort to be sure that designated employees, including those on extended leave or on assignments outside the Agency, are aware of the early-out and buy-out opportunities.

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