

memorandum

DATE: November 5, 1999

REPLY TO

ATTN OF: AD442:Jago

SUBJECT: **EARLY OUT AND BUYOUT AUTHORITIES**

TO: All ORO Employees

I have been advised that the Department's requests for early out and buyout authorities have been approved by the Office of Personnel Management and the Office of Management and Budget, respectively. Once the Secretary of Energy notifies the Congress of the Department's intent to offer buyouts, Headquarters will advise us of any specific provisions for the use of the authorities.

The Oak Ridge Operations Office (ORO) requested authority to offer 20 buyouts to employees who meet the regulatory and Departmental criteria for eligibility and cost savings. Employees who request and are approved for a buyout must leave ORO's employment rolls no later than December 31, 1999. In some cases, employees may be advised that an earlier departure date will be required to achieve cost savings.

I anticipate receiving formal notification that we can proceed with buyout offers by the end of next week. Additional information will be provided at that time.

G. Leah Dever
Manager