

From: NETPDTC, SIP-VERA
MEMORANDUM FOR ALL CIVILIAN FULL-TIME PERMANENT EMPLOYEES

Subj: EXTENSION OF OFFICIAL APPLICATION PERIOD FOR THE VOLUNTARY SEPARATION PROGRAM (VSIP) AND INCLUSION OF REALIGNING EMPLOYEES AS POTENTIAL APPLICANTS

Ref: (a) CNET ltr 5450 Ser OS83/0187 of 17 Nov 00 (NOTAL)

Encl: (1) NETPDTC memo of 22 Nov 00 (Official Application Period for the Voluntary Separation Incentive Program (VSIP))
(2) NETPDTC memo of 27 Nov 00 (Clarification to Paragraph (5))
(3) VSIP Application
(4) Information Sheet "Voluntary Separation Incentive Program"
(5) General Retirement Information

1. In order to allow employees additional time to consider applying for participation in the Voluntary Separation Incentive Program (VSIP), NETPDTC is extending the period in which applications can be accepted. The new deadline for submission of the VSIP application is Wednesday, 13 December 2000. All emails or faxes should be received not later than close of business on that date.

2. If you volunteered for VSIP during the first VSIP application period that closed 1 Dec 00, you need not reapply.

3. Additionally, employees being realigned to CNET headquarters, as advised by reference (a), have been determined to be eligible for this offer of opportunity to apply for VSIP participation. This is a change from paragraph 1. in NETPDTC's 22 Nov 00 memorandum on this subject.

4. With the exception of the deadline, application procedures remain as described in the 22 Nov 00 memorandum sent to all NETPDTC employees. A copy of that memorandum and the 27 Nov 00 clarification to it are provided as enclosures (1) and (2). Enclosures (3) through (5) to this memo provide application information.

5. The following provides clarification with regard to several issues, which have been brought up with regard to VSIP:

(a) While NETPDTC retains, for mission and budget reasons, the final decision on when an employee receiving a VSIP will retire or resign, efforts will be made to adhere to the date requested by the employee. This concern alone should not discourage an employee from applying. If no agreement can be reached on a date mutually agreed upon by both management and the employee, the employee may withdraw his/her application for VSIP during FY01.

(b) There is no guarantee of a VSIP nor is this VSIP application to be interpreted as an inducement to retire or resign.

M. L. MORAN