



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** Voluntary Early Retirement

Date: SEP 21 2004

From: Chief Operating Officer, Air Traffic Organization

Reply to
Attn. of:

To: ATO Employees

The Air Traffic Organization (ATO) is in the process of implementing a business model based on improved customer service, increased fiscal responsibility and managerial accountability. Over the last several years, operational costs have escalated to unacceptable levels and our current budget situation requires that we take action to reduce these costs.

Therefore, we will offer voluntary early retirement to all eligible non-bargaining unit employees in the Air Traffic Organizations who are located at Washington Headquarters; the David J. Hurley Air Traffic Control Systems Command Center; all ATO Regional Offices; and the William J. Hughes Technical Center. Non-bargaining unit employees at the Mike Monroney Aeronautical Center are also approved for early retirement except for the employees in the following positions:

Title	Series
◆ Airspace Evaluation Specialist	301
◆ Flight Procedures Program Evaluation Specialist	301
◆ Aeronautical Information Specialist	1361
◆ Airspace System Inspection Pilot	2181
◆ Aviation Technical System Specialist	2186
◆ Airway Transportation System Specialist	2101
◆ Technician (Airborne)	856
◆ Cartographer	1370
◆ Printing Specialist	1654
◆ Lithographic Inspector	4401
◆ Digital Lithographic Inspector	4401
◆ Bindery Machine Operator	4402
◆ Negative Engraver/Imaging Specialist	4413
◆ Offset Photographer	4414

◆ Offset Imaging Specialist	4414
◆ Lithographic Imaging Specialist	4414
◆ Plate Making Equipment Operator	4416
◆ Offset Press Operator	4417
◆ Printing Plant Equipment Repair	5330

All positions in the National Operational Control Center and the three Operational Control Centers. The National Operations Support Group at the David J. Hurley Air Traffic Control System Command Center.

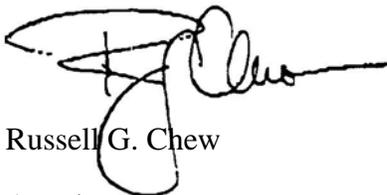
To be eligible for voluntary early retirement, you must be a permanent employee in ATO and must have been employed by the Federal Aviation Administration on or before January 18, 2004.

In order to retire early, you must apply between September 22 and October 19. You must retire no later than November 13, 2004.

Employees who accept other jobs with other Federal agencies will not be eligible for early out. ***We will approve all requests for early outs under this authority as long as the employee meets eligibility criteria.***

The attached Questions and Answers about early retirement provides details about age and service requirements for early and optional retirement, and how and where to get more information and counseling.

To apply, you must complete the attached application for early retirement. Personnel in the Washington, DC, area should return the application directly to Gale Harrell, Room 521, Orville Wright Building, (202) 267-3954. Personnel in the regional offices and the William J. Hughes Technical and Mike Monroney Aeronautical centers should return the application to the servicing Human Resource Management Division. Applications must be received, not postmarked, by close of business on October 19, 2004. If you know that your immediate supervisor may not be available in the few days following submission of your application, you should provide the name of the next level supervisor on the application form.



Russell G. Chew

Attachments