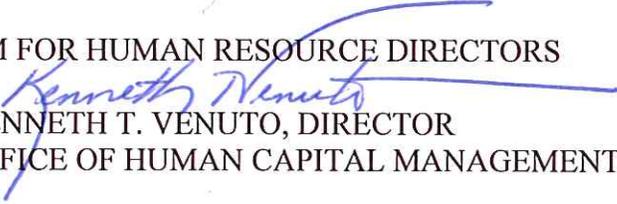




Department of Energy
Washington, DC 20585

MAR 04 2015

MEMORANDUM FOR HUMAN RESOURCE DIRECTORS

FROM:  KENNETH T. VENUTO, DIRECTOR
OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT: CHIEF HUMAN CAPITAL OFFICER (CHCO) POLICY
MEMORANDUM #39 FOR IMPLEMENTATION OF PHASED
RETIREMENT

Purpose: To provide guidance on the implementation of Phased Retirement at the Department of Energy (DOE). Phased Retirement is a human resources tool that allows full-time employees to work part-time schedules while beginning to draw retirement benefits. This new tool will allow managers to better provide unique mentoring opportunities for employees while increasing access to the decades of institutional knowledge and experience that retirees can provide.

Agencies are responsible for establishing an implementation plan for participation in Phased Retirement. This policy guidance memorandum provides the implementation plan and the service agreement for DOE.

The attached documents are intended to provide overarching direction implementing procedures to ensure consistency, transparency and compliance with the laws and regulations throughout the Department, while also allowing organizations the flexibility to use Phased Retirement as a human resources management tool to meet organizational and operational needs.

Authorities: 5 CFR 831.1713 (d)(2) and 5 CFR 848.203 (d)(2)

Exclusions: Employees who are eligible for retirement under the 5 years of service and age 62 retirement provisions, Nuclear Materials Couriers and certain Law Enforcement Officers. Participation in Phased Retirement is restricted to certain eligibility requirements. There is no flexibility in the law that would allow OPM to waive these requirements.

Responsibilities: This authority is used to fulfill functions critical to the mission of the agency. Human Resource Directors must ensure that their servicing population satisfies the mentoring requirements and at least one of the following criteria:

1. No other employee is qualified or readily available who possesses the competencies needed to ensure sufficient continuity to complete a project or critical assignment well enough and/or within the timeframe needed.
2. Recruitment efforts to secure a replacement have not been successful and further delays in filling the position are or may adversely impact getting the work completed.
3. Use of a phased retiree supports the Departmental element's effort to hire a replacement at a lower grade level as a cost reduction and/or retention strategy.
4. Use of this authority supports a Departmental element's expanded use of workplace flexibilities by supporting an employee's request to share their experiences that meet the organization's needs.
5. Spend at least 20 percent of work time in mentoring activities that allows the transfer of knowledge and skills to the mentee.

Coverage: Participation is voluntary and open to all employees Department-wide who meet the eligibility requirements. However, mutual consent is required by both employee and the organization.

If you have questions please contact Loretta Robinson, Director, Human Capital Policy at: loretta.robinson@hq.doe.gov or you may also contact Lynette Johnson, Agency Benefits Officer, at: lynette.johnson@hq.doe.gov or by telephone at 202-287-5834.

Attachment 1: Implementation Plan
Attachment 2: Service Agreement