

## 2013 APWU VER/SPECIAL INCENTIVE OFFER Full-Time Employees & Non-Traditional Full-Time (NTFT) 40+ Scheduled Hours

### Retirement/Voluntary Separation Process At-A-Glance

This APWU VER/Special Incentive Offer is part of an overall effort to align the workforce with workloads, which includes reorganizations, restructuring, and rightsizing to maintain current and future corporate viability. Please review this At-A-Glance table to see what happens, when, and what you may do to make an informed decision and take advantage of this one-time incentive.

Key Dates	What Happens	What You May Do
10/1/12	<p>Announcement of the 2013 Early Out Incentive Offer. This incentive is offered to eligible full-time and Non-Traditional full-time employees scheduled 40+ hours per week who choose optional retirement, voluntary early retirement or voluntary separation from the Postal Service. This VER/Special Incentive is being offered only to those employees who are covered by the following national agreements and with the following exceptions:</p> <p>All career employees in the APWU bargaining units are eligible for this incentive offer <b>except for:</b></p> <ul style="list-style-type: none"> <li>▪ Employees in a probationary status on date of retirement or voluntary resignation.</li> <li>▪ Employees who have been issued a notice of removal or letter of decision as of the effective date of retirement or voluntary resignation</li> <li>▪ Employees who separate via disability</li> </ul> <p>Employees who separate via transfer to another federal agency.</p>	<p>If you are eligible for this incentive offer, you will receive all the assistance needed. Initial letters / packets of information will be mailed to eligible employees.</p> <p>Employees in the targeted group should start considering their options under this VER/ Special Incentive Offer.</p>

10/01/12	<p>FAQ's and a copy of the MOU are posted on Workforce Connection on Liteblue.</p> <p>NOTE: To take advantage of this incentive, employees within the targeted groups must meet eligibility requirements by 01/31/13.</p>	
10/10/12	Offer letters/kits mailed to VER-eligible employees.	<p>Read carefully through all the information / estimate / letter provided and start considering your options under the VER offer.</p> <p>Submit statement of irrevocability and application for immediate retirement to HRSSC if you decide to accept this offer.</p>
10/10/12	Optional Incentive Offer Letters mailed to retirement eligible employees.	<p>Read carefully your offer letter and estimate. Start considering your options.</p> <p>Go online via eRETIRE or contact the HRSSC to begin the Optional Retirement process</p>
10/22/12	<p>Begin group counseling sessions for both Optionally eligible and VER eligible employees</p> <p>Limit 10 employees per session. Sessions are available 5 days a week during normal operating hours</p>	<p>Prior to your scheduled session, review information in your kit and on the Workforce Connection website and prepare any questions. You may also find it helpful to view the retirement counseling video available in the Quick Links section of Workforce Connection on LiteBlue.</p>

11/9/12	HRSSC must receive VER Retirement Application and Irrevocability Statement to ensure counseling prior to 12/3/12 Irrevocable Date.	Make sure you schedule and attend a counseling session.
11/20/12	VER Employees must have scheduled group counseling to ensure counseling prior to 12/3/12 Irrevocable Date.	Make sure you schedule and attend a counseling session.
12/03/12	Decision deadline for optionally eligible employees to begin the retirement process.  Irrevocable date for VER-eligible employees	Don't Miss the Deadline! If you REALLY want to withdraw your application to retire under the VER early out incentive offer, you must submit your request to withdraw by this date
01/31/13	Retirement / voluntary separation date for optionally eligible and VER-eligible full-time employees.	If you opted to retire under the incentive offer, have a wonderful retirement!
02/28/13	Retirement effective date for ASC Bargaining unit (RSC N)	If you opted to retire under the incentive offer, have a wonderful retirement!

## 2013 APWU EARLY OUT INCENTIVE OFFER Part-Time Employees & Non-Traditional Full-Time (NTFT) Less Than 40 Scheduled Hours

### Retirement/Voluntary Separation Process At-a-Glance

This VER/Special Incentive Offer is part of an overall effort to align the workforce with workloads, which includes reorganizations, restructuring, and rightsizing to maintain current and future corporate viability. Please review this At-A-Glance table to see what happens, when, and what you may do to make an informed decision and take advantage of this one-time incentive.

Key Dates	What Happens	What You May Do
10/1/12	<p>Announcement of the 2013 Early Out Incentive Offer. This incentive is offered to eligible part-time and Non-Traditional full-time employees scheduled less than 40 hours per week who choose optional retirement, voluntary early retirement or voluntary separation from the Postal Service. It is being offered only to those employees who are covered by the following national agreements and with the following exceptions:</p> <p>All career employees in the APWU bargaining units are eligible for this incentive offer <b>except for</b>:</p> <ul style="list-style-type: none"> <li>▪ Employees in a probationary status on date of retirement or voluntary resignation.</li> <li>▪ Employees who have been issued a notice of removal or letter of decision as of the effective date of retirement or voluntary resignation</li> <li>▪ Employees who separate via disability</li> </ul> <p>Employees who separate via transfer to another federal agency.</p>	<p>If you are eligible for this incentive offer, you will receive all the assistance needed. Initial letters / packets of information will be mailed to eligible employees.</p> <p>Employees in the targeted groups should start considering their options under this VER/Special Incentive Offer.</p>

10/01/12	<p>FAQ's and a copy of the MOU are posted on Workforce Connection on Liteblue.</p> <p>NOTE: To take advantage of this incentive offer, employees within the targeted groups must meet eligibility requirements by 01/31/13.</p>	
10/10/12	Offer letters/kits mailed to VER-eligible employees.	<p>Read carefully through all the information / estimate / letter provided and start considering your options under the early release offer.</p> <p>Submit statement of irrevocability and application for immediate retirement to HRSSC, if you decided to accept this offer.</p>
10/10/12	Optional Incentive Offer Letters mailed to retirement eligible employees.	<p>Read carefully your offer letter and estimate. Start considering your options.</p> <p>Go online via eRETIRE or contact the HRSSC to begin the optional retirement process</p>
10/22/12	<p>Begin group counseling sessions for both Optionally eligible and VER eligible employees</p> <p>Limit 10 employees per session. Sessions are available 5 days a week during normal operating hours</p>	<p>Prior to your scheduled session, review information in your kit and on the Workforce Connection website and prepare any questions. You may also find it helpful to view the retirement counseling video available in the Quick Links section of Workforce Connection on LiteBlue.</p>
12/10/12	HRSSC must receive VER Retirement Application and Irrevocability Statement to ensure counseling prior to 01/04/13 irrevocable date.	Make sure you schedule and attend a counseling session.

12/21/12	Employees must have scheduled group counseling to ensure counseling prior to 01/04/13 Irrevocable Date.	Make sure you schedule and attend a counseling session.
01/04/13	Decision deadline for optionally eligible employees to begin the retirement process.  Irrevocable date for VER-eligible employees	Don't Miss the Deadline! If you REALLY want to withdraw your application to retire under the VER early out incentive offer, you must submit your request to withdraw by this date
02/28/13	Retirement / voluntary separation date for optionally eligible and VER-eligible part-time employees.	If you opted to retire under the incentive offer, have a wonderful retirement!