

March 16, 2005

Human Resources Management Division

TO: NASA Headquarters Employees

FROM: Director, Human Resources Management Division

SUBJECT: Headquarters Buyout Information

NASA is in the process of a workforce transformation designed to realign the Agency and implement the Vision for Space Exploration. To achieve the vision, NASA faces many challenges, including re-shaping the NASA workforce to successfully meet changing mission requirements. NASA Headquarters, as well as the other Centers, is using this opportunity to identify excess competencies and areas where we may be able to help the Agency as a whole with its uncovered capacity in critical competencies and competency surpluses.

The Office of Human Capital Management has recently approved the NASA Headquarters Buyout Plan. Headquarters will participate in the buyout while retaining those competencies necessary for short and long-term needs. Buyouts at Headquarters will be used for surplus competencies (Category 1) and Agency rebalancing (Category 2).

Category 1 buyouts will be offered to employees in positions where there is no longer a requirement or there is a reduced requirement for the competency within Headquarters. The three competencies identified as surplus are Commercial Technology; Air Traffic Systems; and Research, Development or Flight Facility Planning. Employees occupying positions with one of these competencies will be provided a specific letter from the Human Resources Management Division together with an application and agreement form. If you do not receive a specific letter you are not eligible for the Category 1 Buyout/Early Out. The buyout/early out window for Category 1 is open from Wednesday, March 16, 2005, through Wednesday, March 23, 2005. Employees who are approved for this buyout must separate from NASA's rolls by April 3, 2005.

Category 2 buyouts will be offered to employees who volunteer to take a buyout to create a placement for an employee occupying a position whose competency has been identified as surplus. A replacement must be identified from a Center with excess competencies prior to buyout approval. The first buyout/early out window for Category 2 opens March 16, 2005, through April 22, 2005, with employees approved for this buyout window off NASA's rolls by June 3, 2005. The second buyout/early out window for Category 2 closes May 22, 2005, and employees approved for this buyout window must be off NASA's rolls on October 3, 2005.

You will be asked to sign an agreement that says, in exchange for an incentive payment, you agree voluntarily to resign or retire on a specific date. The separation is voluntary and generally can be withdrawn by the employee at any time prior to separation. In some cases, the Agency may require an employee to honor his or her agreement and separate the employee with a buyout on the agreed upon date if harm or disruption to the Agency would occur as a result of the employee's retention. Examples, which are not exclusive, include situations where management has made a commitment to place another employee in the position, or abolished the position.

Employees are urged to take the application for an incentive seriously and be prepared to separate on the agreed date.

In an effort to provide further information, two briefings to Headquarters employees are scheduled, the first of which is scheduled for Wednesday, March 16 from 9:30 to 11:30 in the NASA auditorium. A second briefing is scheduled for the following Thursday, March 24 from 9:30 to 11:30 in MIC6A. Additional briefings and follow ups will be scheduled as needed.

Additional NASA Headquarters buyout information can be found at <http://www.hq.nasa.gov/buyout2005>. Included on this web-site is a set of Frequently Asked Questions (FAQs) as well as buyout applications and agreements. Any questions on Headquarters buyouts should be directed to Brenda Spicer, Human Resources Management Division at 202-358-1561 or at [brenda.l.spicer@nasa.gov](mailto:brenda.l.spicer@nasa.gov).

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