

(A) BY THE DEPARTMENT:

The following is a brief description of how the procedures operate within the Department when its employees reach retirement (or when an employee announces his decision to retire before reaching 65). In fact, this is the only action now being taken under what might be called "Preparation for Retirement":

1. Superannuation Section (APR) keeps lists of all employees approaching their 65th birthday, and some six months before that date alerts the pay section (APRE) and Personnel Operations (APO).
2. APO sends out a letter to the employee along the following lines about six months before retirement:

I have been informed that you will reach your 65th birthday on (date) so that, as provided in the Public Service Superannuation Act, you should now plan on retirement from the public service on that date. I am bringing this to your attention at this early date because it may take several months to complete the administrative processes relating to your retirement and you would not wish to have pension and other arrangements delayed.

Our Staff Relations and Compensation Division is now preparing the necessary forms, CT-400, T-1, and other documents and will be sending them to you soon. In this connection, we note that your home address is You will undoubtedly be aware that all your vacation leave credits should be liquidated prior to your 65th birthday and I would suggest that it would not be too early now to discuss the question of your leave and of your last day on duty with (supervisor) and inform us in due course.

The USSEA will, of course, be informed of your impending retirement and will undoubtedly be writing to you at a date nearer to the event.

Signed Associate Director
 Personnel Operations Division

This letter may also include a paragraph:

We rely on you not to divulge any information of an official nature that may have come to your knowledge as a result of your employment in the Department. In this connection you are reminded that you continue to be bound by the terms of the Oath of Office and Secrecy.