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**Subject:** Retirement Incentive Plan packages

**Attachments:** Retirement Incentive Plan (II).doc

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Division and Office Heads:

Today, all employees will receive from HQ a memo regarding our budget situation and announcing DPS's Retirement Incentive Plan.

We are also sending out, today, Retirement Plan "packages" to nearly 300 employees who are eligible to participate in the Plan.

The packages will come to the Division or Office Heads for distribution. We will include a list of all employees in your Divisions that will receive the "package." Approximately 141 employees in Patrol will receive a package; 86 in DMV will receive a package. Other offices will receive packages in much lower numbers. They should receive their packages ASAP.

Each package contains an "acknowledgment." PLEASE remind employees that they should sign the "acknowledgment" and return the "acknowledgment" to Brenda Reiser when they receive their package. This is important because the acknowledge starts the 45-day "clock" for employees to consider whether they will participate in the Plan.

Please contact me immediately if you have any questions about the Retirement Incentive Plan, or distribution of the packages to eligible employees. Thanks for your assistance in this matter.