



To: All Active Participants of the USEC and USEC Inc. (Defined Benefit) Pension Plans

Subject: Guidelines Regarding Submission of Pension Paperwork and Pension Payments

The USEC and USEC Inc. Pension Plans operate under specific rules/guidelines with respect to the retirement process and the timing of pension payments. When you plan to retire, follow the steps below to ensure Pension payments begin on or near your desired retirement date (which ideally is the month following your last day worked):

1. Contact the USEC Benefit Service Center as early as six months (180 days) but not less than thirty (30) days prior to your planned retirement date to provide you with final pension paperwork. This paperwork will contain multiple forms that must be completed and returned to the Service Center. Such forms include Election of Pension Payment – Monthly Payment, Proof of Ages, Federal and State Tax Forms just to name a few. As a part of this process you will need to inform the USEC Benefit Service Center of your date of exit from the Company so that your final pension benefit can be calculated. Please note, the USEC Benefit Service Center takes approximately two weeks to prepare a final retirement package for mailing.
2. The pension paperwork should be completed and returned to the USEC Benefit Service Center for receipt by the 20<sup>th</sup> of the month in which you plan to exit the Company for your pension benefit to be payable for the following month.
3. You must submit your resignation to your manager with your last day worked (the exit date that you provided to the USEC Benefit Service Center). Your resignation should be submitted at least two weeks prior to your exit date.

To summarize this process, if you plan to retire effective July 1, you should:

1. Contact the USEC Benefit Service Center any time between January 1 and June 1. Inform the Pension Group of your date of exit and your planned retirement date. Request that they prepare and send you final pension paperwork for your retirement.
2. You should complete your pension paperwork and return it to the USEC Benefit Service Center for receipt by the Center by June 20. If the USEC Benefit Service Center receives your completed pension paperwork by June 20, you will receive a pension payment for the month of July or a payment in the month of August which would include a retroactive payment for July and the regular pension payment for August.
3. In most instances, if the USEC Benefit Service Center **does not receive your completed paperwork by June 20 you will not receive a pension disbursement for July**. Your first pension disbursement or payment will be for August with no retroactive payment for the month of July. This does not change your status with the Company. You would be a retiree effective July 1 based upon Company records because of your exit date in June but due to the rules governing the Pension Plan a payment for the month of July can not be made since the pension paperwork was not received in time to comply with the rules referenced previously. Your first pension payment would begin on August 1.
4. Submit your resignation to your manager with the exit date you provided to the USEC Benefit Service Center. This should be at least two weeks prior to your date of exit.

To ensure a smooth transition from active employee status to retirement status, you should begin the process as early as possible and complete the actions and activities outlined above.

If you should have questions about this document or requirements regarding the submission of pension paperwork, please contact the USEC Benefit Service Center at 1-866-305-8846 Plan ID 158 Option 2 Retirement Group. The Service Center hours are Monday through Friday, 8:00 am to 5:00 pm ET.