



***Retirement and Insurance Service
 Financial Management Letter***

Number: F-00-04

Date : August 11, 2000

SUBJECT: FINANCIAL MANAGEMENT INFORMATION IMPROVEMENTS

As you know, we currently rely on the mail as our primary method of delivering Financial Management and Payroll Office Letters. This does not allow us to get often time-sensitive information to you as quickly as you need it. To address this, we will soon implement a new approach to deliver financial management and payroll information about the Federal employee benefit programs.

Effective on *January 1, 2001*, our Payroll Office and Financial Management Letters will be replaced by a new letter called "Payroll and Financial Management Guidance." "Payroll and Financial Management Guidance" will be issued as a Benefits Administration Letter in the 300 Series. Thus, the first issuance of "Payroll and Financial Management Guidance" will be Benefits Administration Letter No. 01-301.

For your information, the chart below shows the Benefits Administration Letter structure:

SERIES	SUBJECT
100	Retirement Policy and Process Issues
200	Insurance Policy and Process Issues
300	<i>Payroll and Financial Management Guidance</i>
400	FEHB Open Season Guidance
500	Reserved for Future Use
600	Reserved for Future Use
700	Miscellaneous Issues

On January 1, 2001, we will also implement what we plan to be our primary method of delivering "Payroll and Financial Management Guidance": the Financial and Payroll Information ["FIN-PAY"] online "mailing list." FINPAY will automatically e-mail "Payroll and Financial Management Guidance" to those who subscribe to it. Subscribers will be able to choose to receive only "Payroll and Financial Management Guidance" or to receive all Benefits Administration Letters. We will provide information about how to subscribe to FINPAY in a future Financial Management Letter. "Payroll and Financial Management Guidance" will also be posted to the OPM website at <http://www.opm.gov/asd/htm/bal-1.htm>.

*Civil Service
 Retirement
 System*

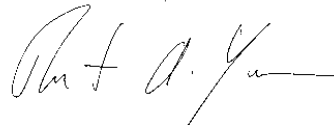
*Federal Employees
 Group Life
 Insurance*

*Federal Employees
 Health Benefits
 Program*

*Federal Employees
 Retirement
 System*

Initially, we will continue to mail "Payroll and Financial Management Guidance" to all of the names on our Payroll Office and Financial Management Letter mailing lists. We plan, however, to stop mailing it as soon after January 2001 as practicable. We will base our decision on your feedback as to your ability to obtain the information from FIN-PAY.

If you have any questions regarding this matter, please contact us via email at finance@opm.gov, or on (202) 606-0606.



**Robert A. Yuran, Chief
Financial Policy Staff
Retirement and Insurance Service**

*Civil Service
Retirement
System*

*Federal Employees
Group Life
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