

# Office of Personnel Management Retirement and Insurance Service



1920



1954



1959



1986

## Federal Employee Benefit Programs FINANCIAL MANAGEMENT LETTER

Number: F-99-05

Date: June 10, 1999

### **SUBJECT: 98-08 Agreed Upon Life Insurance Procedure**

As you know, agencies were required to have performed by their auditors the agreed-upon-procedures (AUPs) specified in Appendix H of Office of Management and Budget (OMB) Bulletin No. 98-08. The application of these AUPs are intended to assist this agency in assessing the reasonableness of employee withholdings and employer contributions remitted for Retirement, Health Benefits and Life Insurance.

AUP 6.d. [in the August 24, 1998 version of OMB Bulletin 98-08] requires auditors to calculate the Option A and Option C life insurance withholdings for three pay periods by multiplying the number of employees in each age group by the appropriate rates. In their 1998 report on their application of the AUPs, many auditors reported they did not perform AUP 6.d. because payroll systems could not provide a breakout of by age group.

You need to anticipate that the application of this AUP will be an ongoing OMB requirement. If necessary, please modify your payroll systems so that they will provide the data your auditors need to apply this AUP for 1999.

If you have any questions, please call us on (202) 606-0606 or email us at [finance@opm.gov](mailto:finance@opm.gov).

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

---

*Civil Service  
Retirement  
System*

*Federal Employees  
Group Life  
Insurance*

*Federal Employees  
Health Benefits  
Program*

*Federal Employees  
Retirement  
System*

