



*United States
Office of Personnel Management
Retirement and Insurance Service*

Benefits Administration Letter

Number: 97-702

Date: June 17, 1997

Subject: **Announcement of the new Benefits Administration Letter (BAL) format.**

Background: We have modified the Benefits Administration Letter (BAL) format to facilitate our transmission of files electronically. The previous format used graphics which added to the amount of time needed for downloading BALs from various electronic platforms. The new BAL format provides the same guidance with a smaller file size to facilitate electronic transmission.

Future Plans: Future BALs will be available both on the Internet Home page and the Bulletin Board Service (BBS--now known as Mainstreet but soon to be known as OPM Online). The Internet Home page may be reached at the internet Uniform Resource Locator (URL) <http://WWW.OPM.GOV>. The BBS may be reached via modem at 202-606-4800.

Internet Mail: Agencies interested in receiving BALs by internet email should send a request to ASD@OPM.GOV.

A handwritten signature in cursive script that reads "Mary Sugar".

Mary M. Sugar, Chief
Agency Services Division