



***Retirement and Insurance Service  
 Benefits Administration Letter***

Number: 01-331

Date: December 17, 2001

**Subject: Meeting of Agency Payroll Office Officials**

We have scheduled a meeting for agency payroll office officials to discuss important issues that will have an impact on payroll operations and systems. The featured topic will be the implementation of the Federal Long-Term Care Insurance Program. In addition, we will present updates on the impact of the Federal Erroneous Retirement Coverage Corrections Act (FERCCA) on agency payroll offices and the status of the development of the Centralized Enrollment Clearinghouse System (CLER). The complete agenda is attached.

Please make every effort to attend this important meeting.

Where	When
Office of Personnel Management Campbell Auditorium 1900 E Street NW Washington, D.C. 20415	Wednesday, January 9, 2002 9:00 A.M. to 12:00 noon

Due to heightened security, we would advise attendees to arrive at least one-half hour before the meeting begins. Attendees are reminded to bring their Government IDs. If they do not have one with them, they will be required to show another form of picture ID, such as drivers license, and will need to be photographed before they are allowed to enter the building. OPM staff members will be present to escort attendees to the auditorium.

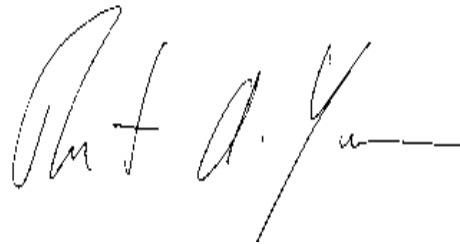
In addition, we must provide our Security Office with the names of attendees at least one week prior to the meeting. Thus, we ask that you let us know no later than December 31 who will attend this session. Please email us at [finance@opm.gov](mailto:finance@opm.gov), using "1/9 Meeting" as the subject, the following information for each individual who will attend.

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<i>Civil Service Retirement System</i>	<i>Federal Employees' Group Life Insurance Program</i>	<i>Federal Employees Health Benefits Program</i>	<i>Federal Employees Retirement System</i>	<i>Long Term Care Insurance Program</i>
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Name (Last, First, M.I.)  
Agency or Company  
City, State, Zip  
Phone  
Fax  
Email

If you have questions regarding this session, please contact us on (202) 606-0606 or via email at [finance@opm.gov](mailto:finance@opm.gov).

A handwritten signature in black ink, appearing to read "Robert A. Yuran". The signature is written in a cursive style with a long horizontal line extending from the end.

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

Attachment