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**ATTACHMENT 2**

**RETIREMENT COVERAGE ERROR CORRECTION**

*Model Notice of Error Subject to Correction under FERCCA*

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BAL 02-103

Erroneous FERS Coverage in Effect for Less Than 3 Years  
May 7, 2002

[Insert date]

Dear [Enter name of employee]:

We recently discovered a mistake in your retirement coverage. When you came to work for this agency, we put you in the Federal Employees Retirement System (FERS). Unfortunately, we should have put you in the [Enter correct plan, Civil Service Retirement System, Civil Service Retirement System Offset (CSRS Offset), or Social Security (FICA)-Only]. We regret this error.

You have options on how we correct this error. A law called the Federal Erroneous Retirement Coverage Corrections Act (FERCCA) affects how we correct this error. The FERCCA also gives you an opportunity to decide whether you want to remain in FERS, or have your retirement coverage retroactively corrected to the proper retirement plan.

The Office of Personnel Management (OPM) is coordinating correction of all retirement coverage errors affected by the FERCCA. We have entered your name in the FERCCA File Database, which is maintained by OPM. In the near future, OPM will contact us to collect your employment history so that they can provide you with options about correcting the error. You will have an opportunity to receive counseling about each option you have so that you can choose the retirement plan that's best for you. We won't correct this error until you've had a chance to review the information OPM sends you and make an election about your retirement coverage.

We realize that this error may cause you some concern and we regret that. We want to make this as easy for you as we can. [Insert name of contact person] will be able to answer any questions you have about your retirement benefits. He/She can be reached on [insert telephone number, email, etc....]. Please don't hesitate to contact us to ask any questions you have.

Sincerely,

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