



***Retirement and Insurance Service
Payroll Office Letter***

Number: P-99-26

Date : November 16, 1999

SUBJECT: Y2K CONTINGENCY PLAN FOR RITS

As you know, the Retirement and Insurance Transfer System (RITS) is a subsystem of the Financial Management Service's (FMS) Government On-line Accounting Link System (GOALS). FMS has tested GOALS for year 2000 (Y2K) compliance and we have tested our link with FMS. Nonetheless, we believe it is critical that we have a contingency plan in place in the unlikely event that agency payroll offices (APO) cannot access RITS after December 31, 1999.

If RITS is not available for APO use on the first payroll paid date in calendar year 2000, all APO should continue to attempt to access it at least twice daily through January 7, 2000. Should RITS become available to APOs on or before January 7, 2000, all APOs will immediately process a RITS transmission for any elapsed payroll paid date on which it could not access RITS.

This contingency plan will become operable should RITS remain unavailable to APOs on January 10, 2000. In the event RITS remains unavailable on January 10, 2000, APOs will initiate the remittance of contributions by and for covered employees via hard copy reporting. For the purpose of this contingency plan, APOs will use the special SF 2812-L and the SF 2812-A, copies of which are attached for local reproduction. The SF 2812-L and SF 2812-A MUST be accompanied by a Treasury check or other negotiable instrument made payable to the "Office of Personnel Management" in the amount of the grand total on the SF2812-L. The SF 2812-L/SF 2812-A and accompanying payment must be received by our lockbox bank on or as soon as feasible after the payroll paid date. The address of our lockbox bank is:

Office of Personnel Management
Mercantile Bank
P.O. Box 953359
St. Louis, MO 63195-3359

Once RITS is again operational, APOs will NOT process a RITS submission for any payroll paid date for which a hard copy SF 2812-L and payment has already been submitted.

If you should have questions regarding the matters discussed in this letter, please call Kenneth Harris of my staff directly on (202) 606-4851, our general office number at (202) 606-0606, or you may email us at finance@opm.gov.

Thank you in advance for your assistance.



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

Attachments

*Civil Service
Retirement
System*

*Federal Employees
Group Life
Insurance*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*