



**Retirement and Insurance Service
Payroll Office Letter**

Number: P-00-08

Date: March 27, 2000

SUBJECT: Annual Benefits Officers Conference

On June 6-9, 2000 the Office of Personnel Management is holding its annual Benefits Officers Conference. The Conference this year will be in Norfolk, VA. We would like to invite all payroll and financial management personnel to attend the conference.

Topics of interest will include:

Premium Conversion
FEHB enrollment reconciliation
Retirement and Insurance Transfer System (RITS) enhancements
Agreed Upon Procedures (OMB Bulletin 98-08, as amended)
Reconciliation of intragovernmental Balances

Advance registration for the conference is required and the deadline of April 14th is approaching. For your convenience, we have attached a copy of the registration form and instructions. For a detailed list of conference sessions and pre-conference workshops, please visit the OPM web page at www.opm.gov/benefits.

A handwritten signature in black ink, appearing to read 'Robert A. Yuran'.

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

Attachment

*Civil Service
Retirement
System*

*Federal Employees
Group Life
Insurance*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*