



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

Number: 01-301

Date: January 2, 2001

Subject: Introducing "Payroll and Financial Management Guidance"

This is our first "Payroll and Financial Management Guidance" Benefits Administration Letter. As you recall, we informed you in Payroll Office Letter and Financial Management Letter, P-00-18 and F-00-04, respectively, of this new approach to deliver information to you about the Federal employee benefit programs.

As you can see, "Payroll and Financial Management Guidance" is being issued as a Series 300 Benefits Administration Letter. The chart below shows the Benefits Administration Letter structure:

SERIES	SUBJECT
100	Retirement Policy and Process Issues
200	Insurance Policy and Process Issues
300	<i>Payroll and Financial Management Guidance</i>
400	FEHB Open Season Guidance
500	Reserved for Future Use
600	Reserved for Future Use
700	Miscellaneous Issues

In the near future, we will issue guidance enabling you to subscribe to our new online FINANCIAL AND PAYROLL INFORMATION MAILING LIST -- "FIN-PAY." By subscribing to FIN-PAY, you will automatically receive by email all of our "Payroll and Financial Management Guidance" issuances.

If you have any questions regarding this information, we would prefer that you email us at finance@opm.gov. You may also phone us on (202) 606-0606.

Robert A. Yuran
Chief, Financial Policy Staff

*Civil Service
Retirement
System*

*Federal Employees
Group Life
Insurance*

*Federal Employees
Health Benefits
Program*

*Federal Employees
Retirement
System*