



Benefits Administration Letter (BAL)

Number: 19-301

Date: January 2019

**Subject: Retirement and Insurance Transfer System (RITS) during the Government
Shutdown**

The purpose of this BAL is to provide agencies with guidance on submitting withholdings and/or contributions in RITS for the Federal Employees Health Benefits (FEHB) Program, Federal Employees' Group Life Insurance (FEGLI) Program, Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS) during a lapse in appropriated funds availability.

Agencies that have employees in a furlough or excepted status are required to send OPM both the employee and government shares for all employees not affected by the lapse in appropriations.

Agency submissions are monitored on a daily basis by OPM. In the event that a payment is not submitted, RITS will automatically create an estimate based on the most recent payment submitted by the agency that best reflects the probable amount of current obligations.

In order to avoid a payment being automatically collected, the agency **MUST** enter a \$0.00 entry into RITS. If a \$0.00 entry is not entered, funds will be withdrawn from the agency's account based on the last RITS payment submission.

Once the government shutdown has ended and retroactive pay is authorized, agencies must submit the additional funds to OPM as a supplemental payment covering the appropriate pay periods within 30 days.

If you have any questions concerning RITS during the government shutdown, please call Priscilla Holland at 202-606-7993.

A handwritten signature in blue ink that reads "Tonya R. Johnson".

Tonya R. Johnson
Associate Chief Financial Officer
Financial Services