



## CHCO Academy 2012

Presents:

### ***Benefits Administration Letter 12-103: Submitting “Healthy” Retirement Application Packages***

**Wednesday, September 12, 2012**

**1 pm to 3 pm**

Campbell Auditorium, OPM HQ  
1900 E Street, NW

***Instruction:*** **Raymond J. Kirk, Manager**, Retirement Services, OPM *and*  
**Philip Gardner**, HR Specialist, Retirement Benefits, OPM

#### **Suggested Attendees:**

**All HR Professionals who handle retirement packages.**

#### **Description:**

The class will outline and discuss the purpose of the Benefits Administration Letter (BAL), which is designed to provide guidance on submitting “healthy” retirement application packages to OPM for adjudication. A healthy retirement package is defined as a complete and accurate package that does not need to be further developed for missing, inaccurate or discrepant information. The BAL describes, form by form, the information OPM is looking for to enable you to submit complete and accurate retirement packages.

#### **To Reserve Your Place:**

Please *RSVP by 5PM Wednesday, September 5th* to [CHCOC@opm.gov](mailto:CHCOC@opm.gov) and note SEPTEMBER CHCOC ACADEMY in the subject line. Please include your name, agency and contact information so we can register you for the course. The Academy session will start promptly at 1:00 pm in the Campbell Auditorium at the Office of Personnel Management at 1900 E Street, NW. Please arrive by 12:30 pm to allow time for security screening and check-in

#### **Questions:**

Please contact Regina Nally at [regina.nally@opm.gov](mailto:regina.nally@opm.gov)

**SAVE THE DATE:**

Next CHCO Academy

**November, 2012**