

**PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM
CORRECTIONS OFFICER RETIREMENT PLAN
ELECTED OFFICIALS' RETIREMENT PLAN**

1020 East Missouri Avenue
Phoenix, Arizona 85014-2613

Jack M. Cross, C.P.A., C.F.A.
Administrator

TELEPHONE: (602) 255-5575
FAX: (602) 255-5572

James A. Nielsen, J.D., C.P.A.
Assistant Administrator

To: Local Boards, and Payroll and Personnel Departments
From: James Nielsen, Assistant Administrator
Date: February 26, 2002
Re: Updating PSPRS Administrative Office of Employees on Military Leave

In order to update the administrative office's employee records, we are requesting that employers in the PSPRS provide our offices a list of all employees in the System who are currently on military call-up and to whom A.R.S. § 38-858 applies. Additionally, we are requesting that the employers promptly update our offices in writing of any persons who are subsequently called-up into military service.

Please include Social Security Number and effective date when reporting this information. You may send those lists and updates to our offices either by mail at the address noted above or by fax at (602) 255-5572. You may also email that information to LaDawn, our Active Member Supervisor, at ladawn.snodgrass@psprs.com.

Please contact us if you have any questions or if we may otherwise assist you.