

# **Labor Employer Reporting Instructions**

## **Part I - Prerequisite Knowledge for Labor Employer Reporting**

### **Chapter 2: The Role of the National Reporting Officer**

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#### **Designating a NRO**

Each employer must designate at least one person as an official Railroad Retirement Board (RRB) contact. The National Reporting Officer (NRO) serves as the point of contact for railroad retirement report matters on behalf of the grand lodge, local lodges, and system subordinate units of a rail labor employer.

The NRO is an agent of the RRB and is designated by the grand lodge through the [Labor Member's Office \(LMO\)](#). After an NRO has been designated, the designated NRO will receive a written position description detailing responsibilities. The position description is provided in [Appendix III](#).

#### **NRO Responsibilities**

The NRO is responsible for service and compensation reports and employee earnings records. Correspondence related to service and compensation reports, such as informational circular letters and report error referrals will be directed to the NRO. The NRO should:

- Understand how to complete forms properly;
- Answer RRB inquiries promptly;
- Be familiar with the "[Reporting Instructions to Labor Employers](#)"; and
- Communicate reporting instructions to the local lodges, system subordinate units and other staff members who are involved in preparing reports.

The NRO must thoroughly understand the Railroad Retirement Board's reporting requirements. Erroneous reports can create difficulties and financial hardships for employees in obtaining correct benefit payments and can create unnecessary paperwork for the RRB and the employer.

#### **NRO Name and Address Changes**

NRO name and address changes should be submitted to the LMO at the RRB.