

# Program Letter

## United States Railroad Retirement Board Office of Programs



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Quality Reporting Service Center

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Letter No. 26-02

Date: 12/02/2025

TO: Certification Contact Officials

FROM: Quality Reporting Service Center (QRSC)

Phone: (312)751-4992

SUBJECT: **New Training Initiative**

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Dear Contact Official:

The Railroad Retirement Board (RRB) is pleased to introduce a new training series initiative for any employer (rail, labor or creditable sickness providers) covered under the Railroad Retirement Act (RRA) and Railroad Unemployment Insurance Act (RUIA). This program letter is to provide you with additional information about how the Quality Reporting Service Center (QRSC) will implement these sessions for employers.

QRSC plans to run these sessions quarterly for all employers who are responsible for reporting creditable service and compensation to the agency. The quarterly sessions will cover subjects like service and compensation, annual filing, pay for lost time, and separation allowance payments.

**The initial session will cover employer reporting and is designed to assist new and existing contact officials with preparing and filing annual reports for submission to the agency.** All sessions will be held in a webinar format using the RRB's Webex platform, which allows for up to 250 participants. The inaugural launch of this series is scheduled for the week of **December 8-12, 2025** since most employers prepare and submit W2s to the Internal Revenue Service for their respective companies in January. Contact Officials will begin receiving email notifications with registration links to the December 2025 quarterly training session as early as this week and registration will remain open until 6am CST on the day of the event.

Subsequent quarterly sessions will be held in March, June, and September of every year and will reprise previous agency training sessions held during either the Triennial National Rail Employer Training Seminars (Rail) or the Biennial National Reporting Officers Meeting (Labor). Each quarterly session will run no more than two-hours in length and all attendees will have the opportunity to submit questions prior, by email to [QRSC@RRB.gov](mailto:QRSC@RRB.gov), or during

the Webinar using the “Chat” feature of the Webex platform. Any questions not covered due to time constraints will be utilized as a basis for future outreach like FAQs.

Quarterly training sessions will not take place when the national Triennial (Rail) or Biennial (Labor) training sessions are normally held by the agency. All contact officials will receive an individual email from the QRSC unit which will include a Webex register link for each quarterly training session. To ensure the appropriate officials are contacted please share this notice with all individuals within your organization and ensure their email addresses and phone numbers are correct in the agency’s records. At the conclusion of all sessions all training material will be made available to each participant.

It is our hope these sessions will foster a stronger collaboration between employers and the agency, and provide more consistent training during the year while enhancing the efficiency of the collection of creditable services and compensation data.

Should you have any additional questions, please feel free to contact the Quality Reporting Service Center by email at [QRSC@RRB.gov](mailto:QRSC@RRB.gov) or by phone at (312)751-4992.