

DATE: October 20, 2011

TO: Members of the Houston Firefighters' Relief and Retirement Fund



FROM: Harold W. McDonald, Secretary

The Post Retirement Option Plan (PROP) policies and procedures adopted by the Fund's Board of Trustees establish deadlines for the PROP application process. These deadlines have been created to ensure the efficient and timely processing of all PROP applications. Please be advised that **these deadlines will be strictly followed.**

A PROP applicant must schedule an appointment for a PROP counseling session *no later than 45 days before* the effective date of his or her PROP participation, and must submit the completed PROP application *at least 30 days in advance* of his or her PROP effective date. Below are the deadlines for calendar year 2012.

2012 PROP Calendar

If you want to enter PROP on:	You must complete a PROP Counseling Session* no later than:	You must submit your PROP Application no later than:
January 1	November 17**	December 2**
February 1	December 16**	December 30**
March 1	January 13	January 31
April 1	February 16	March 2
May 1	March 16	March 30
June 1	April 17	May 2
July 1	May 17	June 1
August 1	June 15	July 2
September 1	July 18	August 2
October 1	August 17	August 31
November 1	September 17	October 2
December 1	October 17	November 1

*A PROP Counseling Session is required before an application can be issued or accepted. To schedule an appointment, please contact the Fund and ask for a Member Services Representative at (281) 372-5100 or (800)666-9737.

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