To All Federal Agencies For
Which Financial Services Are
Provided By The Philadelphia
Financial Center (PFC)

Management Letter No. 09-02
December 23, 2009

The purpose of this memo is to provide guidance and information on the Philadelphia Financial Center's hours of operations for the Christmas holiday. Due to the Executive Order dated December 11, 2009 stating that all Federal Agencies will be excused from duty for the last half of the scheduled workday on Thursday, December 24, 2009, the Philadelphia Financial Center (PFC) will be shutting down Operations at 1:00 PM EST.
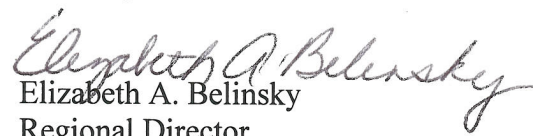
All files and certifications received prior to the 1:00 PM cutoff time will be processed and dated for Monday, December 28, 2009. All files and certifications received after the 1:00 PM cutoff time on Thursday will be processed with a payment date of Tuesday, December 29, 2009. Please take these timeframes into careful consideration as you plan your payment activity throughout this holiday.

All Fedwire Payments, also known as Same Day Payment Request in the Secure Payment System (SPS), will also follow a similar schedule. All payments received prior to the cutoff of time of 1:00 PM for domestic and International payments on Thursday, December 24, 2009 will be processed for that day. No payments will be issued on the holiday, December 25, 2009. Normal processing will resume on Monday, December 28, 2009.

We also would like to take the time to wish all of you a very happy and safe holiday season and look forward to working with you in 2010.

If you have any questions or concerns with the above, please direct all inquiries to Mr. Philip J. Tropea, Manager, Electronic Operations Branch. Mr. Tropea can be reached at 215-516-8067. As always, the Philadelphia Financial Center SPS Help Desk will also be available to assist. The SPS Help Desk number is 215-516-8034.

Sincerely,

Elizabeth A. Belinsky
Regional Director
Philadelphia Financial Center